



**PROPOSAL FOR INDEPENDENT STUDY/READING COURSE**

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_  
Last First 7 Digit Student ID Number

Academic Advisor: \_\_\_\_\_ Class Standing: \_\_\_\_\_  
Junior, Middler, Senior

Course/Reading Title: \_\_\_\_\_ Number of Credits: \_\_\_\_\_  
Semester: \_\_\_\_\_ Term: \_\_\_\_\_ Year: \_\_\_\_\_

**A COMPLETED COURSE REGISTRATION (INITIAL OR ADD/DROP FORM) MUST BE SUBMITTED WITH THIS PROPOSAL**

**OUTLINE OF PROPOSAL**

**RESOURCES**  
(Title and Author)

PLEASE ATTACH ADDITIONAL RESOURCES AND/OR INSTRUCTOR CORRESPONDENCE TO THIS FORM.

<b>APPROVALS</b>		
Instructor:	_____	Date: _____
Faculty Advisor:	_____	Date: _____
Academic Dean:	_____	Date: _____

**INCOMPLETE FORMS WILL CAUSE A DELAY IN YOUR REQUEST**

PINK: ACADEMIC DEAN                      YELLOW: STUDENT COPY                      WHITE: INSTRUCTOR

## INDEPENDENT STUDY COURSES

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A student may take an independent study course of 1 to 4 credits.

**An independent study course is usually allowed only under the direction of the regular faculty.**

A student who wishes to complete additional study in a particular area should discuss the course with the faculty member with the most expertise in that particular area. The student should present the faculty member with a proposal for the course, objectives for the course, and a preliminary reading list.

The student must also have a GPA of 3.0 or better to be considered for this type of work.

If the faculty member agrees to direct the study, the student must complete an Independent Study form, secure the signature of his/her Academic Advisor and the Dean of the Seminary, and then add the course to their registration form.

The readings and student-generated assignments for the course should be equivalent to those of regular classes.

### **Note the following limitations:**

Each degree program has specific requirements and limitations for independent study courses; see the individual degree requirements for more information.

Students not fully matriculated in either the M.Div. or M.A. program cannot register for independent study courses.

**Required courses cannot be taken through independent study.**

Applying for more than two independent study courses, regardless of the amount of credit for each of the courses, needs the approval of the Academic Affairs Committee. This is done by writing a letter to the Chairperson explaining in detail the reasons why the student believes he/she needs to be granted permission to take additional independent study credit hours along with the proposal for the course, objectives for the course, and a preliminary reading list. The Chairperson of Academic Affairs Committee will notify the student in writing of the Committee's decision.

*Help note: If a student discovers he or she needs a course for completion of a degree that is not offered in the course schedule, the student should bring this issue to the attention of the Academic Advisor and the Dean of the Seminary immediately.*