

CONTRACT

FOR INDEPENDENT STUDY AND DIRECTED READING COURSES

STEP ONE:

Please identify which purpose below is being fulfilled by this proposed Independent Study/Directed Readings Course:

1. to allow the student to pursue, under supervision, a specific in-depth area of study in which he/she has had substantial background;
2. to provide flexibility for advanced study in areas where the university does not offer a graduate course; or
3. to strengthen an individual schedule of courses in response to the specific needs of a student.

A maximum of 15 credits may be approved for an Independent Study/Directed Reading, if allowed by the student's degree program.

These courses are NOT to be used for making up undergraduate deficiencies, satisfying core curricular requirements, or avoiding regularly scheduled courses. Readings, research, and study courses are not normally available on an external or in absentia basis. Exceptions may be made in emergency cases provided that: (1) sufficient work has been begun on campus; (2) adequate resources are available to the student for successful completion of the course by the end of the semester; and (3) before leaving campus, the student has secured approval for the arrangement from the teacher, department chair or the director of the respective program, and the dean.

Normally, only students with a GPA of 3.00 or above may register for Independent Study or Directed Reading courses.

STEP TWO:

Student Name _____ ID Number _____

Type of Course: **Independent Study**

An Independent Study course involves substantial research & writing

Directed Readings

A Directed Reading is for doctoral students only and is primarily reading, reporting, and critiquing.

_____ **Number of Credits** _____

Course Number and Title

Topic

Fall Spring Summer School Year _____

_____ **Program Director Signature**

STEP THREE:

Name of Faculty Member under whom study is to be completed: _____

<p>Assignment Schedule and Descriptions: <i>MDiv, MAPM, and MAYYAM: 45 hours required for each credit hour All other seminary programs: 60 hours required for each credit hour</i></p>	<p><i>Hrs. Expected</i></p>	<p>Meeting Schedule: <i>(At least 3 or more meetings required as appropriate for student learning. It is the student's responsibility to set up these meetings.)</i></p>
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Requirements: Course requirements may be expressed in terms of number of pages to be read, oral and/or written reports, attendance of specified events along with required deadlines, conferences, quality of performance, etc. Student-teacher conferences may be included in the total hours.

Completion deadline: _____

The completion deadline should be at least one week before grades are due. The Bulletin regulation regarding Incompletes will be strictly followed.

Grade Type (A-F or S, U) _____

See bulletin for grade options for this course. Courses requiring a substantive capstone assignment may use the A-F option. For the S, U option, the student must produce at least B level work to receive an S grade.

I have read the entire contract and agree to abide by it:

Signature of student

Date

Signature of faculty member

Date

STEP FOUR: Submit Contract to program office, and copies retained by the teacher and the student.