*****PLEASE NOTE: You must contact Norm Chung in Academic Records (x4209) in order to register for this credit.**

CONTRACT
for Independent Study
ThM/PhD Studies

Seminar Title and Number _____

Student ID _____ ☐ThM ☐PhD Student Email_____

Name of Student _____

Address _____

_____

Phone Number _____

Name of Professor _____

Semester _____

Reason for Requesting Independent Study: _____

_____

_____

Attach a current syllabus to this contract and describe the means of study and evaluation methods that will be used to insure that the independent study meets the stated learning goals of the syllabus.

Study:

Evaluation:

Signed: _____

Student Date

_____

Professor Date

_____

Supervisor Date

_____

Director- Research Doctoral Studies Date

_____

Dean of the School Date

Policy Concerning Request for ThM/PhD Independent Studies

The faculty of The Southern Baptist Theological Seminary prefers that students take courses required for matriculation as they are offered according to normal scheduling. However, in circumstances where a course is required for graduation and will not be offered prior to the student's graduation date, or, a conflict in registration schedule potentially jeopardizes the student's graduation, the faculty is willing to entertain a proposal for that course to be offered through an independent study model. Institutional policy for approval of a reading course is:

1. The course to be offered in an independent study format will be listed in the current catalog. Exceptions to this policy may be considered for courses in the institutional course bank but must be approved by both the Director of Doctoral Studies and the Senior Associate Dean of the sponsoring school.

2. A maximum of two independent studies may be taken by any student for application toward any professional degree program.

3. The student making the request and the professor supervising the study will insure that all content, learning activities, and evaluation of learning contained in the syllabus for the course will be completed. A copy of the current syllabus will be appended to the contract form.

4. The request for an independent study must be approved and Academic Records notified prior to the beginning of the semester in which the arrangement is to occur.

The student is responsible for processing the request for an independent study.

1. The student will initiate the process by completing the form, "Contract for Independent Study." These forms are available in the administrative offices of each school. Prior to obtaining the form, the student should have some assurance that the affected professor is agreeable to supervising the independent study.

2. Upon agreement of the course to be studied, both the requesting student and supervising professor will sign and date the request and append a copy of the syllabus for the course to be studied. Insure that the contract describes any modifications to the original syllabus.

3. The request will be delivered to the Office of Research Doctoral Studies.

4. The contract will be reviewed by the dean of that school (or through a process determined by the dean). Upon approval, the contract will be forwarded to the Associate Vice President for Doctoral Studies and to Academic Records. A copy of the approved contract will be forwarded to the student. Should the request be disapproved, it will be the responsibility of the office of Associate Vice President for Doctoral Studies to advise the student and professor of that action.

The above arrangements are to be considered exceptional and should not be assumed to be available. Additionally, each school within The Southern Baptist Theological Seminary may be operating with policies which require additional requirements, or, may not consider independent study appropriate. The student desiring an independent study is advised to determine the policies and processes of the affected school prior to initiating the request for exception.

Once signed by Student, the Professor, and the student's Supervisor, the original is forwarded to the Associate Vice President for Doctoral Studies and then to Academic Records. Copies are sent to: (1) student file in Office of Doctoral Studies, (2) Student, (3) Professor.
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