

DIRECTED STUDY APPLICATION

GRADUATE STUDIES & ACTS SEMINARIES

NOTE: The directed study application deadline is *one week before* the add/drop deadline of the current semester.

APPLICATION PROCEDURE

1. Meet with the instructor to indicate your desire to take a directed study (instructors are not obliged to offer directed study courses, and will agree only when they believe they can handle it addition to their regular workload).
2. Pay deposit/tuition and complete the directed study application form attached.
 - a. Collect the proposed syllabus from the instructor.
 - b. Collect the instructor's signature in the Course Approval section of the application.
 - SGS students should **also** collect the signature of their Program Director
 - ACTS students should **also** collect the signature of the ACTS Seminaries Dean
3. Submit the paid and approved directed study application and syllabus to the Office of the Registrar.
 - a. Paid and approved directed study applications (including syllabi) must be received by the Office of the Registrar at least **one week before the add/drop deadline** for the semester.
 - Applications received after that time will be considered late and will be assessed a late registration fee of \$50.00.
 - b. The Office of the Registrar will post the course to the student's registration schedule.
 - c. Copies of the finalized directed study enrolment will be sent to the instructor and student.

WHO QUALIFIES TO APPLY FOR A DIRECTED STUDY?

1. A directed study is intended to allow degree seeking students to explore academic areas of special interest not ordinarily provided by the existing curriculum. This arrangement may also be used when students need to take an established course during a semester in which the course is not being offered. (Note that certain courses do not lend themselves to the directed study format).
2. The supervision of a member of the faculty and approval of the SGS Program Director or ACTS Seminaries Dean is required before proceeding.
3. A maximum total of 12 semester hours of directed studies is allowed in most graduate degree programs. Some programs may have a lower limit based on program length. Please consult with your program director for clarification.

GUIDELINES

1. This is an application for a directed study. It does not guarantee approval unless the School of Graduate Studies (SGS) Program Director or ACTS Seminaries Dean has signed to indicate their approval.
2. Incomplete forms will be delayed and may be assessed a late submission penalty.
3. If the application is denied, the deposit is refundable; however if the student withdraws, the deposit is non-refundable.
4. Once approved, the University posted course drop deadlines and refund policies apply.

DIRECTED STUDY APPLICATION GRADUATE STUDIES & ACTS SEMINARIES

Please press hard and print in ink. Fill all fields to avoid delay. Follow guidelines and procedures on front page, noting the submission deadline.

» STUDENT INFORMATION		» COURSE INFORMATION	
Last Name _____	_____	Semester _____	Year _____
First Name _____	_____	Start Date _____	End Date _____
Student ID _____	Program _____	Course Code _____	Sem. hrs _____
Day Phone _____	Email _____	Course Title (as per syllabus) _____	
Street Address _____			
City _____	Prov/State _____	Postal/ZIP _____	Instructor _____

STEP 1 » PAYMENT & APPLICATION

STUDENT: Prior to submitting this form to the instructor, pay your tuition fee deposit at the Office of the Registrar according to one of the following choices: Check one box below to choose your deposit amount. I am either taking...

- ... 7 semester hours or more during the same semester (including this directed study course); therefore \$75.00 is payable as a deposit.
- ... less than 7 semester hours during the same semester (including this directed study course); therefore the full tuition is payable as a deposit.
- ... this directed study course during summer semester; therefore the full tuition is payable as a deposit.

I request that, when paid and approved, this application serve as my registration form for the above course, after which time I recognize that the University's posted course drop deadlines and refund policies apply; and I can then begin the course studies according to the syllabus.

Student Signature _____ Date signed _____

FOR OFFICE OF THE REGISTRAR USE ONLY		DS 001 <input type="checkbox"/> 1 s.h.
Deposit Paid \$ _____	Date Paid _____	DS 002 <input type="checkbox"/> 2 s.h.
_____	Received by _____	DS 003 <input type="checkbox"/> 3 s.h.

STEP 2 » COURSE APPROVAL

I agree to offer this paid Directed Study course to the above named student during the specified semester time period.

Instructor _____ Signature _____ Date signed _____

I approve this paid and offered Directed Study course for the above named student and specified semester time period.

SGS Director or ACTS Dean _____ Signature _____ Date signed _____

STEP 3 » RETURN TO REGISTRAR

I receive this paid and approved Directed Study registration, and will record it to the student's schedule.

SGS & ACTS Registrar Signature _____ Date signed _____

» TO THE STUDENT

Carefully read the guidelines and procedure on the front page of this application. The Directed Study course indicated above, when signed and paid, has been approved on your behalf for the time period specified. **Please note the following:**

1. You are now enrolled in the above-noted course and bound by the University's posted course drop deadlines and refund policies.
2. It is your responsibility to see that all work, including exams, if any, is completed by the End Date specified above. The only exception to the deadline is documented evidence of severe extenuating circumstances beyond your control.
3. Be prepared to expend the extra time and effort that a directed study course requires. Because contact time with your instructor will be much less than a regular course, this course demands initiative and self-discipline. Your anticipated cooperation will be appreciated, and to your benefit.
4. Important: KEEP the attached course syllabus for future reference should you need to transfer this course to another educational institution.

» TO THE INSTRUCTOR

Attach the course syllabus and submit the application for approval. The signature of either the SGS Program Director or the ACTS Seminaries Dean will indicate that the application has been approved. A stipend will be authorized by the Director or Dean, payable in full to the instructor, upon submission of the final grade to the Office of the Registrar.

DISTRIBUTION by PAPER: YELLOW: retained by Registrar at time of deposit. WHITE: retained by student for collecting signatures. Once approved, Registrar to scan email copies to: Student, Instructor, SGS Program Director or ACTS Seminaries Dean.



DIRECTED STUDY APPLICATION GRADUATE STUDIES & ACTS SEMINARIES

Please press hard and print in ink. Fill all fields to avoid delay. Follow guidelines and procedures on front page, noting the submission deadline.

» STUDENT INFORMATION		» COURSE INFORMATION	
Last Name _____	_____	Semester _____	Year _____
First Name _____	_____	Start Date _____	End Date _____
Student ID _____	Program _____	Course Code _____	Sem. hrs _____
Day Phone _____	Email _____	Course Title (as per syllabus) _____	
Street Address _____			
City _____	Prov/State _____	Postal/ZIP _____	Instructor _____

STEP 1 » PAYMENT & APPLICATION

STUDENT: Prior to submitting this form to the instructor, pay your tuition fee deposit at the Office of the Registrar according to one of the following choices: Check one box below to choose your deposit amount. I am either taking...

- ... 7 semester hours or more during the same semester (including this directed study course); therefore \$75.00 is payable as a deposit.
- ... less than 7 semester hours during the same semester (including this directed study course); therefore the full tuition is payable as a deposit.
- ... this directed study course during summer semester; therefore the full tuition is payable as a deposit.

I request that, when paid and approved, this application serve as my registration form for the above course, after which time I recognize that the University's posted course drop deadlines and refund policies apply; and I can then begin the course studies according to the syllabus.

Student Signature _____ Date signed _____

FOR OFFICE OF THE REGISTRAR USE ONLY		DS 001 <input type="checkbox"/> 1 s.h.
Deposit Paid \$ _____	Date Paid _____	DS 002 <input type="checkbox"/> 2 s.h.
	Received by _____	DS 003 <input type="checkbox"/> 3 s.h.

STEP 2 » COURSE APPROVAL

I agree to offer this paid Directed Study course to the above named student during the specified semester time period.

Instructor _____ Signature _____ Date signed _____

I approve this paid and offered Directed Study course for the above named student and specified semester time period.

SGS Director or ACTS Dean _____ Signature _____ Date signed _____

STEP 3 » RETURN TO REGISTRAR

I receive this paid and approved Directed Study registration, and will record it to the student's schedule.

SGS & ACTS Registrar Signature _____ Date signed _____

» TO THE STUDENT

Carefully read the guidelines and procedure on the front page of this application. The Directed Study course indicated above, when signed and paid, has been approved on your behalf for the time period specified. **Please note the following:**

1. You are now enrolled in the above-noted course and bound by the University's posted course drop deadlines and refund policies.
2. It is your responsibility to see that all work, including exams, if any, is completed by the End Date specified above. The only exception to the deadline is documented evidence of severe extenuating circumstances beyond your control.
3. Be prepared to expend the extra time and effort that a directed study course requires. Because contact time with your instructor will be much less than a regular course, this course demands initiative and self-discipline. Your anticipated cooperation will be appreciated, and to your benefit.
4. Important: KEEP the attached course syllabus for future reference should you need to transfer this course to another educational institution.

» TO THE INSTRUCTOR

Attach the course syllabus and submit the application for approval. The signature of either the SGS Program Director or the ACTS Seminaries Dean will indicate that the application has been approved. A stipend will be authorized by the Director or Dean, payable in full to the instructor, upon submission of the final grade to the Office of the Registrar.

DISTRIBUTION by PAPER: YELLOW: retained by Registrar at time of deposit. WHITE: retained by student for collecting signatures. Once approved, Registrar to scan email copies to: Student, Instructor, SGS Program Director or ACTS Seminaries Dean.

