



### DIRECTED STUDY APPLICATION

*(Please see reverse side for the guidelines governing directed studies.)*

Semester \_\_\_\_\_

Name \_\_\_\_\_ ID# or SSN \_\_\_\_\_

Course Title \_\_\_\_\_

Course Level (500, 600, 700) \_\_\_\_\_ # of Credits \_\_\_\_\_ Date Due \_\_\_\_\_  
(no later than last day of semester)

Supervising Professor \_\_\_\_\_

Reason for Request \_\_\_\_\_

Detailed course description & assignments (peer interaction required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Required student/professor meetings (1 per credit):

\_\_\_\_\_  
Meeting #1 date                      Meeting #2 date                      Meeting #3 date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Professor signature

Office Use Only

Course #: \_\_\_\_\_ Cum GPA: \_\_\_\_\_ # of D/S credits taken: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Registrar                                      Date

\_\_\_\_\_  
Dean    Date

Professor pay order submitted: \_\_\_\_\_

## **POLICIES REGARDING DIRECTED STUDIES**

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A Directed Study is an independent course of guided research designed by a student and faculty member.

**ACADEMIC REQUIREMENTS:** Interested students must have completed at least 12 credits of study at ATS with a cumulative grade point average of at least 3.0 and have prior approval of the Registrar and the Dean of the Seminary. No more than 20% of a degree program may be fulfilled through courses taken independently (combination of ISP courses & directed studies). Candidates for the Master of Arts may request to exceed this limit if their program requires special research. The requests must be submitted in writing to the Registrar's Office and must be approved by the Academic Dean.

Every graduate credit of guided or independent study must demonstrate that the student has done at least 50 hours of work; therefore, a 3 credit guided or independent study requires 150 hours of work.

**CALENDAR REQUIREMENTS:** All assignments must be completed within the normal semester schedule.

**FEES:** In addition to regular tuition & fees, students must pay an academic course fee of \$100/credit. This amount will be charged directly to the student's account. Students receiving "tuition remission" as an employee or spouse/dependent of an employee are not permitted to use this benefit towards a directed study course.