



**Pentecostal Theological Seminary
DIRECTED/INDEPENDENT STUDY APPLICATION**

Student's Name _____ ID # _____ Campus Box _____
Address _____ Phone _____
_____ Email _____

I. INSTRUCTIONS

1. Carefully read the directed/independent study policy on the back/second page of this form.
2. Complete **ALL** areas in the course information section.
3. Submit the form to the **Assistant Academic Dean's Office** for consideration.
4. **Upon preliminary approval by the Assistant Academic Dean, work out the details and consultation and deadline dates*** of the course with the instructor. **Attach the special directed study course syllabus to this form.**
5. Obtain course instructor and faculty advisor signatures. **Sign your name, and initial on the space provided below your name** - signifying that you have read and understand the policy.
6. If approved, the original application will be transmitted to the Registrar for placement on your transcript. Additionally, you will be notified and given a copy for your records so you can make arrangements with the **Financial Aid Office and/or make payment to the Business Office.**

**Please note that directed studies are congruent with the semester or J-Term. The course work must be completed within the semester for which the course is registered, and the deadline date can be no later than the last day of final exams. In the case of the Master's thesis, however, the student must meet the deadlines set forth in the Master of Divinity Seminar.*

II. COURSE INFORMATION

Course Number & Title _____

Semester/Year _____ Credit Hours _____

Reason(s) for Requesting this Directed/Independent Study (attach extra page if needed):

Assistant Academic Dean Signature _____ Date _____

III. DATES & SIGNATURES

Consultation Dates: 1. _____ 2. _____ 3. _____ 4. _____ **Deadline Date:** _____
(To be negotiated between Instructor and Student.)

Course Instructor _____ Date _____

Faculty Advisor _____ Date _____

Student _____ Date _____

I have read and understand fully the Directed Study policy on the back. Please initial here: _____

IV. ADMINISTRATIVE PROCEDURES

Office of Academics _____

Registrar _____

Financial Aid _____

Business Office _____

***cc: Student, Course Instructor, Office of Academics**



Directed/Independent Study is available on a limited basis (9 hours maximum for MA and 12 hours for MDIV) to the student who is already enrolled and in the process of pursuing a degree. **Directed Studies** may be specialized research in an area not ordinarily covered by a course. **Independent Studies** are courses listed in the catalog. As a general rule, the **core courses are not offered by Directed/Independent Study**. Permission to take a course by Directed/Independent Study must be requested and justified. In both cases, the **student must obtain consent** from the course instructor, his/her advisor, and the **Assistant Academic Dean**.

Requests to take Directed/Independent Studies must be made before the last day of drop/add for the given semester or J-term. The GPA required for specialized research is 3.0; for a listed course 2.0. The course, in either case, counts within the regular load, unless there is permission to take an overload. **Directed/Independent Study courses are contracted per semester or J-term and should be completed within that time.** The student must pay for all courses in advance.

If unable to complete a Directed/Independent Study, you must file for an Incomplete before the last day of final exams during the regular semester, and the last day assignments are due in a J-term. **Keep in mind that Incompletes are granted only under rare circumstances.** An application for Incomplete must be submitted in writing on the form provided, and a fee will be charged. The student may withdraw from the Directed/Independent Study up until the last day of exams for that semester or the last day assignments are due for a J-term. Directed Study is residential work, not correspondence study, and requires four on campus consultations with the instructor during the J-term or semester. Directed Studies are contracted for one semester or J-term.