

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, registrar@denverseminary.edu, fax: 303-783-3122

Any student desiring to take a course by individualized study must complete this form and have it approved by: (1) The Supervising Instructor (2) The DMin Department and (3) The Registrar's Office.

IMPORTANT:

- The completed form must be submitted to the Registrar's Office no later than the last day to add a course for the semester of intended registration.
- This form is your registration for the course—no add/drop form is necessary.
- Registration after the registration and/or non-refundable payment deadlines for the semester may result in corresponding late fee(s).
- An individualized study course is available only to those students accepted into the Doctor of Ministry program who have either begun a seminar or have indicated a starting date for a seminar. The registration deadline for individualized studies is the same as for seminars: mid-April for spring term or mid-October for fall term.
- The due date for completing an individualized study is the last day of the semester.

Student Information

Student Name: _____ Student ID: _____

Email: _____

Course Information

Course Title: _____ Semester/Year to be Taken: _____

Semester Hours: _____ (Tuition rate per semester hour is the same as current tuition for the DMin program).

Please Attach Course Description and Requirements in a Syllabus to this Form (be as specific as possible)

Credit Hours	Guidelines for Reading:	Guidelines for Writing:
3.0 semester hours	3,000 pages	35-40 pages and/or appropriate project with explanations
2.0 semester hours	2,000 pages	30-35 pages and/or appropriate project with explanations
1.0 semester hours	1,000 pages	25-30 pages and/or appropriate project with explanations

Signatures:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

DMin Department Signature: _____ Date: _____

Registrar's Office Approval: _____ Date: _____

For Office	Date Received: _____	Approved _____	Denied _____	Course #/Section: _____
Use Only	Processed by: _____	Doc Uploaded: _____	Student Notified: _____	