

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 **(This will be on your transcript, so it should be specific to the material/syllabus of this individualized study):*

_____ 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)

*Refer to page two of this form for a syllabus template

Please indicate the pages of reading and writing you plan on completing for this individualized study:

Reading*: _____ (minimum pages required) Paper Length*: _____ (pages)

*Refer to page two of this form for the minimum requirements in each area

Reason for taking this course by individualized study:

Signatures:

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

DMin Director Signature: _____ Date: _____

Registrar's Office Approval: _____ Date: _____

For Office Date Received: _____ Approved _____ Denied _____ Course #/Section: _____

Use Only Processed by: _____ Doc Uploaded: _____ Student Notified: _____

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Individualized Study Course Requirements:

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

Individualized Study Syllabus Requirements:

Doctor of Ministry students wishing to complete an individualized study must fill out this individualized study syllabus template, and it must be approved by their supervising instructor.

- This completed course syllabus is due with the submission of the DMin Individualized Study Request Form to the Registrar's Office.
- Every individualized study is different. How you define your goals, assignment(s) and resources will depend on your anticipated outcome.

Doctor of Ministry Program
EL1290 Individualized Study Syllabus
Instructor of Record: [name]

Semester: [Session-Year]
Student: [Name, ID#]

[When your professor-of-record reviews your syllabus for approval that person may provide additional feedback on your assignments and readings.]

Course Description: [In this section provide 1) an overview of what you intend to do and 2) the purpose it will serve. Most individualized studies will focus on narrowing the thesis topic and/or beginning the biblical/theological and/or literature review chapter(s) of the doctoral thesis. If your individualized study will not address one of these goals, indicate briefly how it will contribute to or influence development of your thesis topic. *Appropriate length for this section is 4-8 sentences.*]

Assignments: [Define your course assignment(s). Most individualized studies will result in a final paper fulfilling the requirement to write 35-40 pages for three semester hours, 30-35 pages for two semester hours, or 25-30 pages for one semester hour. This can be a draft of a thesis chapter(s) or other paper contributing to development of the thesis topic and material. If you choose to break this into multiple assignments, include an explanation of the benefit of such a configuration. Explain what the assignment(s) will address and accomplish. Students conducting a project during an individualized study should also describe the basic components and purpose of the project in addition to explaining the resulting paper. *Appropriate length for this section is 4-8 sentences or sufficient to clearly define the assignment(s) that will be submitted and/or reported on to the professor of record.*]

Due Date(s): [Provide the date(s) the assignment(s) will be submitted to the Professor of Record. The final due date must be on or before the semester-end date.]

Readings: [Using bibliography formatting plus a final parenthetical page count (e.g., "(474 pages)") for each entry, list the readings that will fulfill the individualized study reading requirement (3,000 pages for three semester hours; 2,000 pages for two semester hours; 1,000 pages for one semester hour).]

[The following Writing Guidelines and Integrative Paper sections will appear in all individualized study syllabi.]

DMIN WRITING GUIDELINES: All papers written for the Doctor of Ministry Program must conform to the current edition of *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian.