

Registrar's Office: ph. 303-357-5845, 6399 S. Santa Fe Dr. Littleton, CO. 80120, [registrar@denverseminary.edu](mailto: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 the supervising instructor (and by the department chair if the supervising instructor is an associated faculty member) and the Registrar's Office.*

**IMPORTANT:** Please review the attached eligibility requirements and guidelines for individualized study.

- Completed forms must be submitted to the Registrar's Office for approval no later the deadline to add a course for the semester of intended registration. This form is your registration for the course; no add/drop form is required. Regular registration or add/drop fees may apply.
- It is recommended that students submit Individualized Study Requests prior to the start of the term in order to account for contingencies.

**Student Information**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Concentration: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Hours Completed: \_\_\_\_\_ Previous Individualized Study Hours: \_\_\_\_\_

Honors Program: \_\_\_\_ Yes \_\_\_\_ No | If yes, faculty mentor: \_\_\_\_\_

**Course Information**

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

\_\_\_\_\_ Semester Hours: \_\_\_\_\_

Supervising Instructor: \_\_\_\_\_ Semester/Year to be Taken: \_\_\_\_\_

**Course Requirements (list reading materials and attach additional page if necessary):**

**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:**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair\* (if faculty is associated/adjunct): \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office</b>	Date Received: _____	Approved _____	Denied _____	Course Code: _____
<b>Use Only</b>	Processed by: _____	Doc Uploaded: _____	Student Notified: _____	

## **Guidelines for Individualized Study**

### **STUDENT INFORMATION** (please read the following before submitting this form for approval)

1. Individualized study courses are available to students who have completed at least 15 hours of course work and have at least 3.0 cumulative grade point average.
2. No more than 15 hours (MA) or 20 hours (MDiv) may be completed by individualized study.
3. No more than two courses per semester may be done by individualized study.
4. Qualifying Circumstances (one of these must be present for your request to be considered):
  - a. If you have a research interest that is not met by the existing curriculum. Approval of an individualized study is then contingent upon a qualified faculty member being available and willing to oversee an individualized study.
  - b. If you wish to add a one-hour supplement to a course you are taking in the classroom that semester.
  - c. If you are a counseling licensure student and you find out after completion of a licensure course that you need one more hour in a particular course to fulfill the licensing requirements of a certain state.
  - d. If a course that is required for graduation is not offered in the semester or year in which you plan to graduate and to not approve an individualized study would delay your graduation by a year or more. Approval for this reason is RARE since you are responsible for knowing when courses are offered based on your graduation timeline.

### **FACULTY INFORMATION**

1. Quantitative Guidelines:
  - a. An individualized study should be formulated such that the student is expected to work at least 45 hours per hour of credit. In conjunction with this, the recommended reading and writing guidelines are approximately 500 pages of reading and approximately 7-10 pages (MA/MDIV) or 10-12 pages (ThM) of writing per credit hour.
  - b. In the event that a student incorporates an event or other special learning experience (i.e., conference, workshop, seminar), the time invested in this event/experience should be incorporated into the calculation of the workload for the individualized study, and, if appropriate, the amount of reading and writing adjusted.
2. Supervision and Student-Faculty Interaction: As an individualized study, it is expected that the student will devote a substantial amount of self-directed initiative to their study. And, as the supervisor, the faculty member is to provide expert guidance and actively engage the student's learning experience.