



Reading (760) or Research (860) Course Petition

Please read the instructions on the opposite side prior to filling out this form; after completing it, please attach your course outline, bibliography, etc. Other persons, including the division chair, may request copies which are your responsibility to provide.

Name: _____ Date: _____ Box: _____
ID#: _____ PH#: _____

Course Number and Title*: _____

*Please include the department and a self-created course title for your reading or research (e.g. OT760 – Readings on the Minor Prophets, CE860 – Church Growth Research).

Semester and Year (in which the course will be registered): _____

Student Signature: _____

Please give a 25 – 50 word summary of the course:

Approved by:

Directing Professor Date

Division Chair Date

Registrar Date

cc: Academic Dean

For Registration Office Use:

Approved

Not Approved

Date of final approval: _____

Comments:

Topic inappropriate

Workload inappropriate

General description unclear

Requirements insufficient

Paper/exam requirements unclear

Bibliography inadequate

Other:

The student and directing professor will receive a copy of this form once the final decision is made.

Gordon-Conwell Theological Seminary

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Please read the catalog section on Reading and Research Courses and then note the following.

What is a Reading or Research Course?

These courses are designed for serious investigation into areas not otherwise available in the GCTS curriculum. A course already offered here or at any BTI school should not be taken as a Reading and Research course. You should not research a topic that could adequately be pursued within the requirements of a catalog course.

A Reading and Research project should not be your first course in a department. These are not 'light' courses. Generally, they require more reading than in a 'classroom' course. The project should represent detailed study in an area in which you already have some competence. Reading and Research courses are options only to students with strong academic records.

Policies pertaining to Reading & Research Courses:

? ? **Reading and Research courses are subject to all the policies, deadlines, and procedures governing other 'standard' courses.** The first meeting must take place within ten days of the semester's beginning. It is the student's responsibility – not the professor's – to initiate the first meeting. Reading and Research courses are, normally, only permitted during full semesters (Fall and Spring). They are never allowed during the January Session. Occasionally, special permission will be granted for a Summer Session course. In this case, the course will be registered in the first Summer session and students will have until the end of Summer Session III to complete the coursework.

? ? **All Reading and Research courses require approval of the directing professor, the appropriate division chair, and the registrar before permission to register will be granted.** They are not 'last minute' possibilities. To avoid problems, requests should be made early; they will not be accepted after the last day of the Drop/Add period. Requests will most likely not be approved once the semester has begun.

? ? **Requests to have an instructor other than a GCTS faculty member oversee a Reading and Research course must be made in writing to the registrar and can either accompany or precede the course petition.** Such requests require approval of the appropriate division as well as the academic dean and, therefore, must be submitted no later than one month prior to the beginning of the semester.

What do I need to include with this petition? (Your directing professor can assist you in this prep.)

- ✍ ✍ Details noting the number of times and approximate dates you will meet with the directing professor. A minimum of four hours is required. ✍ ✍
- ✍ ✍ A brief outline of topics to be covered stating how the course will progress.
- ✍ ✍ Clearly stated course requirements, such as number of pages to be read, a description of the paper(s), project(s), and/or exam(s) to be completed.
- ✍ ✍ A bibliography.