

Gordon-Conwell Theological Seminary—Jacksonville
Directed Study Course Petition
Out-of-Sequence & Language Tutorials

Please read the instructions on the opposite side prior to filling out this form; after completing it, please attach your course outline, bibliography, etc.

Name: _____ Date: _____ ID#: _____

Degree: _____ PH#: _____

Course Number and Title: _____

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

Student Signature: _____

*Please give reasons why this course must be taken independently rather than during a regularly scheduled time. **Please be specific.** If more space is needed, feel free to attach additional rationale to this form.*

Obtaining approval: The student should first secure the signature of the instructor. Once secured the petition should be submitted to the Registration Office for final approval.

Approved by:

Directing Professor (or Language Tutor) **Date**

Registrar

Charlotte Dean **Date**

The student and directing professor will receive a copy when the final decision is made.

For Registration Office Use:

Approved

Not Approved

Date of final approval: _____

Comments:

INSTRUCTIONS

What is a Directed Study Course?

Out-of-sequence courses are courses listed in the catalog but not offered on the current schedule. Students may be granted permission to take these courses independently under the supervision of a professor. Such courses must already be listed in the catalog with established titles, course numbers, and descriptions. *Language Tutorials* are designed for students to learn Basic Greek or Hebrew (GL/OL 501 & 502) with the assistance of an individual tutor.

Policies pertaining to Directed Study Courses:

- ◆ **Whenever possible, students should take standard course within the classroom setting.** Permission to register will not be granted for courses that are offered frequently unless adequate reason is shown why the course cannot be taken during its regularly scheduled time. If a needed course is not scheduled to be taught within a reasonable timeframe within the student's program, either due to the infrequency of the course being offered or a professor's scheduled sabbatical, permission to register will most likely be granted.
- ◆ **Directed study 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. Normally, Directed Study courses are 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 August to complete the coursework.
- ◆ **All courses require the approval of the directing professor, registrar and the Charlotte Dean 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.

What do I need to include with this petition? (Your directing professor can assist you in 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, or the standard syllabus normally used for the course with appropriate alterations noted, 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.
- Other persons, including the division chair, may request copies that are your responsibility to provide.

***Basic language tutorials (GL/OL 501 & 502) only need to attach the standard syllabus used in the classroom setting.**