

# Reading(760), Research(860), & Directed Study Course Instructions

Please read the instructions below and the *Student Handbook* section on Reading or Research Courses before completing this petition.

## ***What is a Reading or Research Course?***

- These courses are designed for serious investigation into areas not otherwise available in the GCTS curriculum. You should not research a topic that could adequately be pursued within the requirements of an existing catalog course. A reading or 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 course proposal 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.

## ***What is a Directed Study Course?***

- *Directed study (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. *Directed study language tutorials* are designed for students to learn Basic Greek or Hebrew (GL/OL 501 & 502) with the assistance of an individual tutor. Independent language courses such as GL 710/711 and OL 710/711 are also an option.

## ***Which policies pertain to Reading and 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. Students will only have until the end of the registered session 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 (by April 1 for Summer and Fall; by December 1 for January and Spring); 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 full-time GCTS faculty member oversee a Reading and Research course must be made in writing to the Jacksonville Dean and the appropriate division chair and can either accompany or precede the course petition.** Professors cannot teach outside their teaching area without written approval of both their own division chair and the division chair of the area in which they would be teaching.
- **See the *Student Handbook* section on Reading and Research Courses for more information.**

## ***Which policies pertain 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. Students will only have until the end of the registered session to complete the coursework.
- **All courses require the approval of the directing professor and the registrar before permission to register will be granted.** They are not 'last minute' possibilities. To avoid problems, requests should be made early (by April 1 for Summer and Fall; by December 1 for January and Spring); 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.

# Reading(760), Research(860), & Directed Study Course Petition

Please read the instructions attached to this form and obtain all required approvals before submitting this petition to the Registration Office.

Name \_\_\_\_\_ GCTS ID # \_\_\_\_\_ Date \_\_\_\_\_

Degree(s) \_\_\_\_\_ Telephone \_\_\_\_\_ Name of Directing Professor \_\_\_\_\_ Term course is to be registered (i.e., Fall 2008, Spring 2009, etc.) \_\_\_\_\_

<p>Course Number (Include the course's <b>department code</b> (e.g., OT, EM) and number. Use 760 for reading courses, use 860 for research courses, and use the course's normal # for other directed study courses.)</p>	<p>Course Title (For reading courses and research courses, use a self-created course title (e.g., "2nd Temple Jewish Literature," "Dynamics of Church Growth." For other directed study courses, use the normal title of this course as found in the course catalog.)</p>
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For reading courses and research courses: please give a 25-50 word summary of the course. (Attach a separate page if needed.)  
For other directed study courses: please give specific reasons why this course must be taken independently rather than during a regularly scheduled time. (If more space is needed, feel free to attach additional rationale to this form.)

The student should acquire the signature of the directing professor. If this course is a reading or research course, the student must then also acquire the signature of the division chair. After all required signatures have been obtained, submit this petition to the Registration Office for final approval.

Please attach the following information to this course petition:

1. Details noting the number of times and approximate dates you will meet with the directing professor. A minimum of four hours is required.
2. 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.
3. Clearly stated course requirements, such as number of pages to be read, a description of the paper(s) (including number of pages to be written), project(s), and/or exam(s) to be completed.
4. A detailed bibliography.

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

\_\_\_\_\_  
 Student Signature (REQUIRED — ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.)

## Required Approvals:

\_\_\_\_\_  
 Directing Professor \_\_\_\_\_ Date \_\_\_\_\_

\*Division Chair \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Registration Official \_\_\_\_\_ Date \_\_\_\_\_

**FOR REGISTRATION OFFICE USE ONLY:** Date of Final Approval: \_\_\_\_\_  CC  CAMS