

Application for Independent Studies, Reading Courses and Special Projects

Please see policies and procedures on page two. This form may not be submitted electronically.
Complete form in black or blue ink.

Please Check One →: Independent Study Reading Course Special Project

Independent Study: This is offered only when the seminary has failed to offer a course according to schedule or with sufficient frequency and it is needed by a student for a critical reason. Both criteria must be met. Students MUST HAVE A 3.0 GPA or BETTER and have completed AT LEAST 22 UNITS (MDiv) or 16 UNITS (MTS). Required courses may not be taken via the independent study process. Be advised that the policy regarding late work also applies to this contract.

IMPORTANT: The process for arranging an Independent Study should begin in the semester/session well before the beginning of the semester/session in which the course will be taken which will allow time for review and processing. Forms must be completed and submitted **at least three weeks** before the end of the prior semester/session. Registration after published registration dates is not permitted. You may not register for Independent Studies, Reading Courses or Special Projects online.

STUDENT _____ Email _____@eastern.edu ID # _____

Check Degree Program: MDiv MTS Semester/Session/Year _____

COURSE DESCRIPTION: Describe the proposed course or project, including the research that will be done and the basis for determining level of achievement. Attach a copy of the syllabus (if applicable) outlining **course description, expected learning outcomes, required reading list, method(s) of evaluation, meeting times**, and additional documents if necessary. For research papers including MTS summative projects, attach a description of the proposed project, along with a working bibliography.

Course Title & Number _____ #Units _____

Student's Signature _____ Date _____

Faculty Member Name _____

Reason for Independent Study: (See qualifying conditions above)

Indicate Scheduled Meeting Times:

Date for Submission of Final Paper and/or Exam:

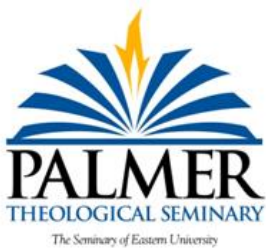
Last Session Course was Offered _____

STUDENT: Complete section above and obtain professor's signature below. Return form and attachments to the Registrar's Office.

APPROVALS:

| | | | |
|-----------------------|-----------|-------|----------------------|
| Professor/Supervisor: | _____ | _____ | Date: ____/____/____ |
| | Signature | Print | |
| Registrar: | _____ | _____ | Date: ____/____/____ |
| | Signature | Print | |
| Dean: | _____ | _____ | Date: ____/____/____ |
| | Signature | Print | |

Cost Center _____



Independent Studies, Reading Courses and Special Projects *Information Sheet*

Independent Studies/Reading Courses

Independent Study/Reading courses may be negotiated with individual professors and must be approved by the Seminary Dean. Normally, only students who have a 3.0 (B) average or better and have completed at least 22 units M.Div./16 units M.T.S. are permitted to register for an Independent Study. An Independent Study may not be substituted for a required course. The process for engaging in an Independent Study is outlined in the Student Handbook.

Registrar Comments:

Dean Comments: