

**\*\*\*PLEASE NOTE:  
You must contact Academic  
Records (x4209) in order to  
register for this credit.**

## **CONTRACT Extra-Hour Credit**

Course Title and Number \_\_\_\_\_

Name of Student \_\_\_\_\_

Off Campus Address/ On Campus Box Number \_\_\_\_\_

Phone Number \_\_\_\_\_

Student ID \_\_\_\_\_

Name of Professor \_\_\_\_\_

Semester \_\_\_\_\_

Reason for Requesting Extra Hour of Credit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A total of 15 contact hours or their equivalent and approximately 30 hours of work outside of the contact hours are generally expected for each hour of credit. Describe the means of study and evaluation methods that will be used to insure the extra-hour of credit meets all required standards.

Study:

Evaluation:

Signed: \_\_\_\_\_

Student

Date

\_\_\_\_\_

Professor

Date

\_\_\_\_\_

School/ Senior Associate Dean

Date

\_\_\_\_\_

School/ Dean

Date

## **Policy Concerning Requests for an Extra Hour of Credit**

The faculty of The Southern Baptist Theological Seminary prefers that students take courses required for matriculation as they are offered according to normal scheduling. However, in circumstances where a course is required for graduation and will not be offered prior to the student's graduation date, or, a conflict in registration schedule potentially jeopardizes the student's graduation, the faculty is willing to entertain a proposal for that course to be offered through an independent study model. Institutional policy for approval of a reading course is:

1. The course for which an additional hour of credit is being requested must be scheduled during the semester for which the credit is being asked.
2. A minimum of 15 contact hours or equivalent and 30 hours of outside-of class effort for each semester hour of credit will be documented. The contract must show ways in which these requirements will be met.
2. Evaluation of the additional study will conform to the model and level of evaluation expected by the syllabus for the remainder of the course.
3. The contract must be approved and Academic Records notified prior to the beginning of the semester in which the arrangement is to occur.

### **The student is responsible for processing the request for the extra-hour credit.**

1. The student will initiate the process by completing the "Contract for Extra-Hour Credit" form. These forms are available in the administrative office of each school. This form details all relevant information required to validate the student's request. Prior to obtaining the form, the student should have some assurance that the affected professor is agreeable to contracting for an additional hour of credit.
2. Upon securing the contract form, the student, under the supervision of the professor, will complete the contract detailing additional requirements to be undertaken by the student and the means of evaluating the additional studies.
3. Upon agreement of the contract content, both student and professor will sign and date the contract.
4. The contract will be delivered to the office of the dean of the school through which the course is offered.
5. The contract will be reviewed by the dean of that school (or through a process determined by the dean). Upon approval, the contract, signed by the dean or an approved representative of the dean, will be forwarded to the Senior Associate Dean for report to the faculty and to Academic Records. A copy of the approved contract will be forwarded to the student. Should the request be disapproved by the dean, it will be the responsibility of the dean's office to advise the student and professor of that action.

The above arrangements are to be considered exceptional and should not be assumed to be available. Additionally, each school within The Southern Baptist Theological Seminary may be operating with policies which require additional requirements, or, may not consider permission for additional credit appropriate. The student desiring additional credit is advised to determine the policies and processes of the affected school prior to initiating the request for exception.

*Once signed by the Dean, the original is forwarded to the Senior Associate Dean's Secretary and then to Academic Records. Copies to: (1) School of Theology, (2) Student, (3) Professor.*