

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

## **CONTRACT Independent Study**

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 Independent Study: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A total of 15 contact hours or their equivalent and approximately 30 hours of work outside of class are generally expected for every hour of credit. Attach a current syllabus to this contract and describe the means of study and evaluation methods that will be used to insure that the independent study meets the stated learning goals of the syllabus.

Study:

Evaluation:

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

Student

Date

\_\_\_\_\_  
Professor of the course

Date

\_\_\_\_\_  
School Dean of the course

Date

\_\_\_\_\_  
School Dean of the student

Date

## **INDEPENDENT STUDY GUIDELINES**

Independent studies are an exception to curricular schedule and delivery of SBTS. If a conflict jeopardizes the graduation of a student, however, the faculty may entertain a proposal for an independent study model.

The student must initiate the process by contacting the professor for approval and the completion of the “Contract for Independent Study.” The school dean of the student must approve this request, as well as the dean of the school where the course is taught, prior to the beginning of the semester or term for the study.

Guidelines for approval of requests for independent studies include:

1. One independent study may be taken per academic career during the final session of study immediately prior to graduation.
2. The course must be listed in the current catalog, unavailable in the current session, and required for graduation; a previous good faith effort by the student for compliance is presumed.
3. A main-campus professor must supervise the independent study, and all content, learning activities, and evaluation of learning included in the syllabus for the course must be completed.
4. Independent studies count toward on-campus hours when the professor is based on the campus.
5. Normal registration is required, with the cost per credit hour consistent with the published fee scale of the current semester, plus a \$50 administrative fee.
6. With the exception of an Applied Ministry independent study, professors receive no remuneration or load credit for supervising an independent study.
7. The Senior Vice President for Academic Administration must approve any exceptions to this policy.