



Lancaster Theological Seminary

Directed Study Request Form

If you wish to have a record of this transaction, please print a copy for your files.

Today's Date:	
Student Name:	Program:
Academic Year:	Academic Term:

Students in the Master of Divinity, Master of Arts in Religion, Doctor of Ministry, Certificate of Lay Leadership and Certificate in Youth and Young Adult Ministries programs are eligible to request a Directed Study. It is the student's responsibility to review the complete policy in Section 5.3 of the *Student Handbook*.

- A student must have successfully completed a minimum of six (6) credit hours of course work before applying for a Directed Study.
- Students may undertake no more than three (3) credits of Directed Study per term.
- Masters students may undertake no more than nine (9) credits of Directed Study for the duration of the degree program.
- Doctoral students may undertake no more than six (6) credits of Directed Study for the duration of the degree program.
- Directed Study may not be used to fulfill a core curriculum course.
- Directed Study is not intended to duplicate or act as a substitute for a regular course.
- Professors are not obligated to undertake a Directed Study and may not take on more than six (6) credits of Directed Study within one academic year.
- A draft Directed Study proposal must be submitted to the requested professor no later than three (3) weeks before the start of the on-line registration period posted for each semester.
- Once approved by the professor, the student must submit the signed Directed Study Proposal form and the full approved proposal to the Registrar for final review and approval of the Vice President of Academic Affairs and Dean of the Seminary and processing.
- The policy and procedures for dropping a Directed Study are the same as for regularly-scheduled courses. See the *Student Handbook* for clarification.
- An administrative fee is charged for each Directed Study.

USE THESE GUIDELINES TO PREPARE A PROPOSAL THAT ADDRESSES THE FOLLOWING:

- **IN TERMS OF YOUR VOCATIONAL GOALS, STATE THE REASON(S) YOU ARE REQUESTING A DIRECTED STUDY.** Before contacting a professor about entering into a Directed Study covenant, the student should be in consultation with her/his advisor about her/his vocational goals. The advisor's signature is required on the form.
- **DETERMINE THE NUMBER OF CREDITS TO BE AWARDED UPON SUCCESSFUL COMPLETION OF THE STUDY.** The number of credits is determined by the work to be completed and should be comparable to that of a Lancaster Seminary classroom course. A student should be prepared to spend a minimum of 30 hours for each credit hour of Directed Study.
- **DESCRIBE THE METHOD(S) THAT WILL BE EMPLOYED TO EXPLORE THE TOPIC AND/OR QUESTION(S) IN ORDER TO MEET THE GOALS AND OBJECTIVES OF THE STUDY.** These issues should be addressed and formulated in consultation with the professor proposed to supervise the study.
- **EXPLAIN IN DETAIL THE TYPE OF WORK [PAPER(S), PROJECT(S), PRESENTATION(S), ETC.] THAT WILL BE SUBMITTED FOR ASSESSMENT BY THE PROFESSOR.** Include the number, length and type of work that will be submitted (for example: two ten-page reflection papers or a one-hour presentation to the community, etc.).
- **INCLUDE A BIBLIOGRAPHY (MLA format).** Resources appropriate for the number of credits of the study must be included with the proposal, even though readings may change during the semester as the study evolves. The reading list should be comparable to a similar classroom course.

COMPLETE AND SUBMIT THIS SIGNED FORM TO THE REGISTRAR ALONG WITH THE APPROVED DIRECTED STUDY PROPOSAL:

Title of Study:	Department (i.e., CH, TH, etc.)
Number of Credits:	Type of Grading: Letter Pass/Fail
Final Work to be Presented (check all that apply):	<input type="checkbox"/> Papers <input type="checkbox"/> Projects <input type="checkbox"/> Presentations <input type="checkbox"/> Other (explain on reverse side)
Print Name of Supervising Professor	Signature:
Print Name of Student's Advisor	Signature:

FOR OFFICE USE:

Directed Study is <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Course Number:	Credits:
Signature of Vice President of Academic Affairs and Dean of the Seminary:		