

**Virginia Union University**  
**Samuel DeWitt Proctor School of Theology**  
**Directed/Independent Studies Request Form**

This form must be completed by the student who engages in a directed or independent study. Proper signatures from both the student's advisor and event supervisor are required on the form for validation of the experience. *(Please type or write all information legibly and give completed form to Registrar.)*

**I. Type of Experience Requested:**

- Directed study (*Approval of faculty advisor and supervising professor*)  
 Independent Study (*Requires GPA of 3.0 and approval of advisor and supervising professor*)

Course \_\_\_\_\_ Course Number \_\_\_\_\_

**II. Description of Experience:**

**A. Title and brief explanation of topic to be considered/researched:**

**III. Learning Objectives for Course/Event or Experience:**

**A.**

**B.**

**C.**

**IV. Criteria for Evaluation: (*What will be used to assess outcome of experience?*)**

**V. The following are attached to this sheet:**

**A. A list of Established Assignments**

**B. Bibliography**

**VI. Event Proposed Schedule or Duration:**

Classification:  Masters of Divinity  Masters of Art in Christian Education  Doctor of Ministry

Term:  Fall  Winter  Spring  Summer

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Classification: \_\_\_\_\_

ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
City, State, Zip

Telephone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

# Guidelines for Directed and Independent Studies

## A. Directed Study:

A student may opt to take an elective as a directed study under the following conditions: (1) Elective not offered during a student's matriculation, (2) Elective not offered at a time that does not conflict with the student's schedule, or (3) There is an elective the student needs to meet denominational, certification or graduation requirements that cannot be accessed in the normal scheduling sequence. Required courses may not be taken by directed study. The approval of the student's faculty advisor and the instructor who will supervise the directed study is required.

## B. Independent Study:

The opportunity for independent study is a privilege for students who have demonstrated academic excellence and disciplined study. A **GPA of 3.0** is required for participation in an independent study. In the case of independent study, a student, with the guidance of an instructor, can design and develop his/her own course with flexible structure, methodology, and delivery. The approval of the faculty advisor and the instructor/supervisor who will guide the study is required.

**Any directed or independent study requires enrollment in an established registration period, execution during an established term, and payment of the normal tuition. A letter grade is normally awarded for directed or independent study.**

Students can utilize no more than one of each of the indicated methods of independent or directed study. Any deviation from this policy will require a faculty vote. In any directed or independent study, after consultation with the instructor or supervisor guiding the course, the student must complete a directed/independent study form and indicate the following:

1. Participating Instructor/Supervisor
2. Learning objective for course or event
3. Bibliography
4. Criteria for Evaluation
5. Number of sessions or duration of event

Upon proper execution of the directed study form, the Coordinator for Graduate Enrollment Services will enter the course into the computer system.