



# Independent Study Request Form

Student's name: \_\_\_\_\_

Requested course: \_\_\_\_\_ Course #: \_\_\_\_\_

Over-seeing professor: \_\_\_\_\_

Any student who wishes to take a course as an independent study<sup>1</sup> (*other than an online language course*) must submit this request form to the academic dean at (emailed to Dr. Michael Barrett at [michael.barrett@puritanseminary.org](mailto:michael.barrett@puritanseminary.org)). Upon approval, the following will be attached to the student's course instance in Populi:

- 1) This form.
- 2) A course syllabus outlining all of the course requirements.
- 3) Any material relevant to the independent study (i.e., lectures, handouts, etc.)
- 4) Final due date for submission of **all** course requirements: \_\_\_\_\_<sup>2</sup>  
(to be set by overseeing professor)

**Once approval has been granted by the academic dean and a course syllabus is made available by the overseeing professor to the registrar, the student will be enrolled in the course.**

I understand that failure to submit all course requirements to the overseeing professor by the due date above will result in a grade reduction of 0.7 grade points (approximately 7%) for each day late.

Notification of a dropped or withdrawn course should be provided by emailing a written statement to this effect to the registrar. The deadline to drop an independent study is seven days after date of enrollment; the deadline to withdraw is six weeks after date of enrollment. Withdrawing after six weeks will result in an "F" and no refund of tuition will be granted; any exception must be approved by the academic dean.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of professor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of academic dean: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of registrar: \_\_\_\_\_ Date: \_\_\_\_\_

*A typed signature in the above signature fields will be recognized as an official signature.*

<sup>1</sup> MDiv/MAR students may not exceed 15 independent study credits that count towards their respective degrees; ThM students may not exceed 6 independent study credits towards their degree.

<sup>2</sup> No independent study (other than online languages) may exceed **26 weeks** from date of enrollment.