

Student ID: _____ Date: _____

Student Name: _____

Course ID: **IS:** _____ (assigned by registrar) **Credit Hours:** _____

Title of Study: _____

Requirement this course will satisfy: _____

Professor Directing Study: _____ Course level: ___ **500** ___ **600**

Term of Study: _____ Year: _____ Completion Date: _____
(Fall, Spring, Summer) (month/day/year)

Course Objectives:

Design of Study:

Signatures:

Student:	_____	Date	_____
Adviser:	_____	Date	_____
Professor Directing Study:	_____	Date	_____
Academic Dean:	_____	Date	_____
Registrar:	_____	Date	_____

distribution: date _____ Student _____ Adviser _____ Professor Directing Study _____

ASSOCIATED MENNONITE BIBLICAL SEMINARY
Independent Study Registration Guidelines

A Student intending to pursue a study that is not covered by the regular curriculum may propose an independent study directed by an AMBS faculty member. It is understood that the magnitude of the study will be comparable to that of a regular seminary course (a minimum of three full weeks of work for three semester hours of credit)

The appropriateness of pursuing such a study should be discussed with the academic adviser. All arrangements for the course should be made prior to the study itself. These include projecting a study, determining objectives and procedures, constructing criteria of accountability. Registration should be completed according to registration deadlines listed on the academic calendar. Late registration fees will apply.

The written learning contract is negotiated with the supervising professor, and needs the approval of the academic adviser and the Academic Dean, and must be submitted to the Registrar. It includes a set date for completion. The regular conditions for withdrawal and extension apply. A student may register for no more than two independent studies per academic year.

If the adviser approves the pursuit of an independent study, the student should follow this procedure:

1. Propose the desired study to an AMBS faculty member. If the faculty member agrees, the student will complete the "Independent Study Proposal" form which includes a listing of objectives, the projected readings, papers, projects, and sessions with the professor and other procedures, as appropriate.
2. E-mail a copy of the completed form to the registrar.
3. Print the form and secure the adviser's and professor's signatures.
4. Submit the form to the Academic Dean for approval.
5. Upon receipt of a signed approved copy from the Registrar's Office the student will pay the tuition listed at the bottom of the Independent Study Proposal form. The tuition charge consists of current per credit hour tuition plus current per credit hour independent study fee.