



## REQUEST FOR DIRECTED STUDY/RESEARCH

Any student desiring to take a course by directed study/research must complete this form and have it approved by (1) the Registrar's Office, (2) the supervising professor, (3) the Degree Director, and (4) if course is a directed research by the Dean of the Faculty. The approved form must be submitted to the Registrar's Office prior to Finalization.

**IMPORTANT: Requests for Directed Study/Research are evaluated by the criteria on the back side of this form so please read the student information section before submitting your request.**

Name \_\_\_\_\_

Term/Year: \_\_\_\_\_

NTS Degree \_\_\_\_\_

Cumulative GPA \_\_\_\_\_

Course proposed:

Number	Course Title	Hours
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Reason for Request: (Give full details – need, rationale, appropriateness, etc.)

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\_\_\_\_\_  
Student's Signature

### APPROVAL (IN ORDER LISTED)

Registrar (verify that criteria are met): \_\_\_\_\_

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

Supervising Professor \_\_\_\_\_

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

Degree Director \_\_\_\_\_

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

Dean of the Faculty \_\_\_\_\_

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

Registration Completed: Registrar's Office: \_\_\_\_\_

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

**Note: This request and the learning contract must be completed and filed with the Registrar's Office before course is added to semester registration.**

# Guidelines for Directed Study/Research

## **Student Information** (Please read before submitting this form for approval)

1. Directed study and/or research are a privilege and only available to students who have completed 15 semester hours of NTS credit, are enrolled at least half-time and are pursuing a degree. Directed Study is not to be used to resolve work scheduling conflict.
2. No more than one-tenth of the degree program may be completed by directed study and/or research. 5 hours (MACE, MAICS, and MATS) and 9 hours (MDIV)
3. No more than one course or three credit hours per semester may be done by directed study and/or research.
4. Offering non-required courses by directed study is discouraged.
5. **Qualifying Circumstances** (one of these must be present for your request to be considered):
  - a. Directed Research is available to superior students who wish to do research in a particular area of interest.
  - b. Directed Studies should generally not be taken before the senior year except in cases where the Registrar can see that there will be a conflict in the senior year or in cases where the course is prerequisite to another course. Directed Studies for required courses should be approved only when the Registrar recommends the Directed Study as the best possible means of meeting the graduation requirement given the student's schedule.

## **Faculty Information**

### **Directed Study**

#### **Quantitative Guidelines:**

1. Directed Studies should generally be constructed to expect 45 hours of work per credit hour.
2. Directed Studies should require, as much as possible the same course requirements as listed in the most recent syllabus on file for this course + 15 hours of work per credit to compensate for not attending class lectures. Where course requirements include group assignments, corresponding individual assignments should be given.

### **Directed Research**

#### **Quantitative Guidelines:**

1. Directed Research should generally be constructed to expect 45 hours of work per credit hour.