

Seminar Title and Number: _____

Name of Student: _____ Check One: ThM____ PhD____

Student ID _____ Email _____@students.sbts.edu

Name of Professor _____

Semester: Fall ____ Spring: ____ Year: _____

Reason for Requesting External Study:

Attach a current syllabus to this contract and describe the means of study and evaluation methods that will be used to ensure that the independent study meets the stated learning goals of the syllabus. The student and professor are also required to meet four separate times throughout this semester to discuss the students understanding of the reading and the progress in writing. Once all work is graded for the course the professor will be remunerated \$750 for their analysis of the student’s paper. The professor can send this grade to thmphd@sbts.edu. The student and professor must list the four dates when they will meet below:

Meeting 1: _____

Meeting 2: _____

Meeting 3: _____

Meeting 4: _____

The Student is required to submit all work for the course through Canvas before the end of the semester. For dates see the Seminary’s academic calendar.

Audit Performed by RDS Notes: _____

Professor /Date

Supervisor /Date

Director- Research Doctoral Studies /Date

Dean of the School /Date

Policy Concerning Request for ThM/PhD Independent Studies

The faculty of The Southern Baptist Theological Seminary prefers that students take courses required for matriculation as they are offered according to normal scheduling. However, in circumstances where a course is required for graduation and will not be offered prior to the student's graduation date, or, a conflict in registration schedule potentially jeopardizes the student's graduation, the faculty is willing to entertain a proposal for that course to be offered through an independent study model. Institutional policy for approval of an independent study is:

1. A maximum of two independent studies may be taken by any student for application toward any professional degree program. One of these studies may be taken with an external professor.
2. The student making the request and the professor supervising the study will insure that all content, earning activities, and evaluation of learning contained in the syllabus for the course will be completed. A copy of the current syllabus will be appended to the contract form.
3. The request for an independent study **must be approved by the supervising professor and professor conducting the course and submitted to the RDS Academic Records two weeks prior to the beginning of the semester in which the arrangement is to occur.** The student is responsible for processing the request for an independent study in the following ways:
 1. The student will initiate the process by completing the form, "Contract for Independent Study." These forms are available in the administrative offices of each school. Prior to obtaining the form, the student should have some assurance that the affected professor is agreeable to supervising the independent study.
 2. Upon agreement of the course to be studied, both the requesting student and supervising professor will sign and date the request and append a copy of the syllabus for the course to be studied. Ensure that the contract describes any modifications to the original syllabus.
 3. The request will be delivered to the Office of Research Doctoral Studies.
 4. The contract will be reviewed by the Director of Research Doctoral Studies for approval. The contract will be reviewed by the dean of that school (or through a process determined by the dean). Should the request be disapproved, it will be the responsibility of the office of Research Doctoral Studies to advise the student and professor of that action.

The above arrangements are to be considered exceptional and should not be assumed to be available. Additionally, each school within The Southern Baptist Theological Seminary may be operating with policies which require additional requirements, or, may not consider independent study appropriate. The student desiring an independent study is advised to determine the policies and processes of the affected school prior to initiating the request for exception.