



Methodist Theological School in Ohio

PETITION FOR INDIVIDUAL STUDY

Note: Attach additional pages as required. Petitions with insufficient information, detail, or precision will be denied. This petition must be accompanied by a timeline for work on the project. It must include a proposed schedule of meetings with the faculty supervisor, and a rationale for the number of credit hours requested (normally, one credit hour requires 45 hours of work). The petition must be presented to the Academic Dean for approval no later than one week following the registration period in the term preceding the proposed term of study, except for Fall Semester when petitions must be submitted by the Wednesday prior to the beginning of Fall term. Petitions for individual study are not usually permitted during January or Summer terms, or when they duplicate courses listed in the current catalog.

Date _____ Term/Year of Proposed Study _____

Name _____
Last First Middle Initial

E-mail _____ Best phone # _____

Year in School _____ GPA _____

Note: Students in their final year must have a 3.0 in the department for the individual study and for their cumulative GPA. Other students must have a 3.3 overall and departmental GPA. Only one individual study may be taken per term.

Title of Study _____

No. of credit hours (1 - 3) _____ Course Number (supplied by Registrar) _____

Proposed Faculty Supervisor _____

Proposed Meeting Frequency _____
(i.e. How often will you meet with the faculty supervisor? Include ALL dates)

1. OBJECTIVES:

A. What knowledge, attitudes, skills do you expect to be able to demonstrate as a result of taking this course?

B. How will this course contribute to your educational goals?

2. **METHOD:** What will you do to acquire this knowledge, these attitudes, skills? (E.g., study books, field study, projects, discussions with supervisor, etc.)

3. **METHOD OF EVALUATION:** How will you demonstrate that you have in fact acquired this knowledge, these attitudes, these skills? (E.g., exam(s), papers, projects, etc.) (Include ALL due dates.)

4. **CRITERIA OF EVALUATION:** According to what standards will the demonstration be graded? (E.g., faithful interpretation of sources consulted creative integration of sources and personal insights, logically organized arguments, utility of the project, etc.) Will the study be graded "A, B, C, D, F" or Pass/Fail?

5. **BIBLIOGRAPHY/LISTING OF OTHER RESOURCES:** Please attach a bibliography of works to be studied and a listing of any other significant resources to be consulted in doing this study. Are there adequate available resources for you to successfully undertake this proposed study? Please present in proper bibliographical format.

Signature of the Student _____

Signature of the Proposed Faculty Supervisor _____

Signature of the Faculty Advisor _____

The student, the proposed faculty supervisor, and the faculty advisor must sign this petition. After these signatures have been obtained, return this petition to Academic Affairs for Dean's final approval.

This petition must be submitted to Academic Affairs according to the following deadlines:

Term of Study	Petition Deadline (check the academic calendar for specific dates)
Fall	Wednesday prior to the first day of classes of Fall Semester (in August)
J-term & Spring	No later than one week following registration for January Term and Spring Semester (in November)

Petitions will not be granted for Individual Study during the Summer Term except in unusual circumstances.

If this petition does not fall within the above guidelines, the following space is available for the faculty supervisor's rationale as to why an exception should be granted:

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Approved _____ Not Approved _____

Reason, if not approved:

(Academic Dean)

(Date)