

BEXLEY SEABURY SEMINARY
Approval to Register for Directed Study

Student's Name: _____

Degree Program: _____ **Semester/Year:** _____

Number of credits previously earned in Directed Studies: _____

Topic/Title: _____

Number of credits (1, 2, or 3): _____ **Course Number:** (see over) _____

(Advisors should consult the Directed Study section of the current Course Numbering document for the course number. The Registrar will add the course letter)

Learning Objectives:

Course Requirements:

Number of substantive consultations with the director (see over, include dates if available):

Readings: (Please attach the approved bibliography or, where applicable, the external program description and reading list)

Deliverable: (final paper, project, oral exam, annotated bibliography, etc.)

Due Date: _____

.....

Signature of Student: _____ **Date:** _____

Signature of Directed Study Director: _____ **Date:** _____

Signature of the Academic Advisor: _____ **Date:** _____
(or DMin Director)

Signature of the Academic Dean: _____ **Date:** _____

Students should submit this signed approval form, together with the approved reading list/program description, to the BSSF Registration Administrator, Susan Quigley, by the registration deadline.

Academic Policy on Directed Study at Bexley Seabury Seminary

Directed Study courses play a significant role in extending the range of the Master's-level and DMin curricula. Directed Studies serve to harmonize students' special interests and faculty expertise in cases where a full-scale class cannot be offered, or cannot be offered with any regularity. There is a great need, however, to standardize what is regarded as an equitable learning experience for Directed Study courses of 1, 2, or 3 credits. "Contact times" in Directed Study Courses are not determined by professor/student contacts alone, since these courses focus reading list engagements and, in some cases, experiential learning.

A student may not accumulate more than six (6) credits from Directed Study in the MDiv program or more than one three (3)-credit course in the DMin program. *Exceptions to this rule may be approved by the Academic Dean in unusual circumstances.*

A Directed Study is not intended as an alternative means for pursuing studies normally available in regular academic courses. For this reason, Directed Studies will not be permitted when scheduled offerings on the same or similar topic are currently or soon to be available.

All Directed Study courses must be directed by a regular or affiliate faculty member, and must be approved by the study Director, academic advisor, and by the Academic Dean or DMin Director.

Students who are interested in a small group Directed Study having a singular focus (fewer than 5 students) should submit a joint proposal in consultation with the study Director and attach same to their individual Directed Study Approval forms.

MDiv students only:

A Directed Study for one credit ought to involve:

- 1) An appropriately designed Reading List, suitable for a one-credit course, prepared under the guidance of the professor, and demonstrably addressed either through an end of semester oral exam, final paper or project, or a submitted set of written annotations to a bibliography.
- 2) Substantial real-time engagement with the sponsoring professor on at least two occasions in the semester, for a minimum of one hour each time.
- 3) A one-credit Directed Study course is graded on a Pass/Fail basis.

A Directed Study for two-credits ought to involve:

- 1) An appropriately designed Reading List, appropriate for a two-credit course, prepared under the guidance of the professor, and demonstrably addressed either through an end of semester oral exam, final paper or project, or a submitted set of written annotations to a bibliography.
- 2) Substantial real-time engagement with the sponsoring professor on at least three (3) occasions in the semester, for a minimum of one hour each time.
- 3) A two-credit Directed Study course is graded on a Pass/Fail basis.

MDiv and DMin students:

A Directed Study for three credits ought to involve:

- 1) A substantial and appropriately designed Reading List, appropriate for a three-credit course, prepared under the guidance of the professor, and demonstrably addressed either through an end of semester oral exam, formal essay or project, or a submitted set of written annotations to a bibliography.
- 2) With the approval of the DMin Director, DMin students may instead participate in an established, contextually-based, multi-day program of professional study (such as *Healthy Congregations* or *Living Compass*) and must demonstrably address program content either through an end of semester oral exam, formal essay or project, or a submitted set of written annotations to a bibliography..
- 3) MDiv students must have substantial real-time engagement with the sponsoring professor on at least four occasions in the semester, and DMin students on at least three times, for a minimum of one hour each time.
- 4) A three-credit Directed Study course is graded on a Credit/No Credit basis for DMin students and on a letter grade basis for MDiv students in accordance with the grading scale in the Student Handbook.

Directed Study Course Numbers

Field Ed Directed Study:

ML 3251, 3252, 3253 – the last digit reflects that the directed study is one, two, or three credits (permission of KJ Oh is required to register for a DS course)

Other Directed Studies courses:

These course numbers are correlated with the learning area within which the directed study principally falls. The third digit indicates 1, 2, or 3 credits. All directed studies courses are given titles in order to distinguish them. The letters attached to the course numbers (A through Z) designate each titled Directed Studies course within a particular learning area. Contact the Registrar to obtain the appropriate letter for your course.

Curricular Area	One credit	Two credits	Three Credits
History and Theology	HT 491A...Z	HT 492A...Z	HT 493A...Z
Context and Culture	CC 491A...Z	CC 492A...Z	CC 493A...Z
Personal and Spiritual Formation	PSF 591A...Z	PSF 592A...Z	PSF 493A...Z
Ministry and Leadership	ML 491A...Z	ML 492A...Z	ML 493A...Z
DMin Courses (area prefix plus number)	n/a	n/a	ML 693A-Z*

* *Healthy Congregations*, for DMin students, is always ML 693A.