

GUIDED STUDY CONTRACT

Note: A Registration / Course Change Form must be filled out in addition to this form.

STUDENT INFORMATION			
Regent ID	Given Name	Middle Name	Surname
Email Address		Phone Number	

GUIDED STUDY TERMS			
Discipline (e.g. APPL, BIBL, etc.)		Subject	
Professor of record		Term and year	Number of credit hours

DEFINITION

A guided study is a course where you are able to focus on an issue of particular interest under the supervision of one of the full-time faculty of Regent College.

REGISTRATION

In order to register for a guided study, complete and submit this Guided Study Contract to Reception, **together with a Registration/Course Change Form**. It is recommended that you make a copy for your own records. Guided studies may be added up to the end of the third week of the Fall or Winter term. They are not normally offered in the Summer term (note that if an exception is granted so that you can do a guided study in the Summer, you may also be required to pay for the U-Pass for all four Summer months). Guided studies must be completed by the last day of the term in which they are registered. If not completed by this date, you must apply for an extension by the last day of the term in order to complete the guided study.

TERMS

- Guided studies are subject to the availability of faculty, and are not normally permitted for regularly scheduled courses. A general title only will appear on your transcript (e.g., "Guided Study: Applied Theology").
- Only students who are admitted to Regent College are permitted to take a guided study. The following limits apply: maximum of 1 guided study (1, 2, or 3 credit hours) per term, for a maximum total of 2 guided studies for the Graduate Diploma, 3 guided studies for the MA in Theological Studies, 4 guided studies for the MDiv, and 1 guided study for the Th.M.
- You are expected to do 45 hours of work per credit hour. Time investment for exams includes preparation time; paper writing is based on the rate of 125 words (one half page) per hour; reading time is based on the rate of 20 pages per hour (including a brief book review or annotated reading list to give evidence of having read the material); and 2 hours of experiential work is equal to 1 hour of study time.
- Tuition fees are based upon the number of credits for which the guided study is taken, at the same rate as regularly scheduled courses. See the Student Contract accompanying the Registration Form for information about fees and refunds.
- Although your guided study may involve work outside of Regent College, the College assumes no liability for injury, loss, or damage to you incurred during the course of the guided study, and you agree hereby to hold harmless and fully indemnify Regent College for any injury, loss, or damage occasioned to you or a third party arising from your work in the guided study.

6. MANDATORY: On a separate sheet of paper, describe all of the requirements for the guided study and estimate the time investment for each requirement (see item 3 above). For example, include the following:

- Readings (titles and number of pages)
- Activities
- Assignments

7. Contact dates between Professor of Record and the Student (optional):

1. _____ 2. _____ 3. _____

8. Completion date: _____

(A guided study must be completed by the last day of the term in which it was registered.)

Signature of Student

Date

Signature of Professor of Record

Date

Signature of Registrar

Date

FOR OFFICE USE ONLY

Date of Registration

Course #

Signature of Registration Official