



MOODY BIBLE INSTITUTE DISTANCE LEARNING

DIRECTED STUDY REQUEST FORM

A directed study course is an option available to students who, due to extenuating circumstances, are not able to meet program or graduation requirements within the regularly scheduled courses. Students must submit a directed study request form three weeks prior to the beginning of the 8-week session being requested. All coursework must be submitted within the session.

Process:

1. The student must complete the first part of this form and submit it to arecords@moody.edu THREE (3) weeks prior to the beginning of the specified session. Late forms will be processed for the following session, which may delay registration into another semester.
2. Academic Records will verify the student's need for a directed study and, when applicable, register the student for the correct directed study. An email will be sent to the student and mdlfaculty@moody.edu confirming registration.
3. Distance Learning will assign the student an instructor based upon the course/subject matter requested. Students will receive access to Blackboard in the same manner as other online courses.

Please see policy on the next page of this form. Directed study courses are approved for extenuating circumstances only.

For information and questions, the student may also contact Academic Records via arecords@moody.edu or 312-329-2087

To be completed by the STUDENT:

Name: _____ Student ID #: _____ Date: _____

Daytime phone: _____ Email: _____

Course requested (course number & title): _____ # of Credits: _____

Course Type: Required Academic Discipline (CRI, OWC, SOC, HUM) Open Elective

Preferred Session: _____

Reason for Request: _____

Student's Signature: _____ Date: _____

To be completed by ACADEMIC RECORDS:

Course #: _____ - _____ Course Title: _____

of Credits: _____ Semester: _____ Session: _____ Year: _____

Registered student Emailed student and mdlfaculty@moody.edu Staff Initials: _____ Date: _____



Directed Study Policy

A directed study course is an option available to students who, due to extenuating circumstances, are not able to meet program or graduation requirements within the regularly scheduled courses. Students must submit a directed study request form three weeks prior to the beginning of the 8-week session being requested. All coursework must be submitted within the session.

A Directed Study is potentially offered in the following circumstances:

- The student is scheduling his or her final semester for graduation and is unable to take a required course due to a course-scheduling conflict (i.e., the course is not available until the following semester).
- The student needs to fulfill a 1 or 2 credit requirement, usually for an academic discipline, and available courses cannot meet the requirement.

*A Directed Study is **NOT** offered in the following circumstances:*

- Regular courses or their equivalent are currently available.
- Regular courses can be split between requirements to meet the deficiency (i.e., 1 credit fulfills Humanities and the other 2 credits fulfill open electives).
- The student has a conflict with their personal schedule (i.e., work, ministry commitment, etc.).
- The student has less than 70% of his or her degree program credits completed.
- The student prefers the course from a specific instructor.
- The student did not follow the [General Course Offering list](#) and their [Program Plan](#) (the student will have to wait until the next time the course is available according to these schedules).

For information and questions, the student may also contact Academic Records via arecords@moody.edu or 312-329-2087