

## INDEPENDENT DIRECTED STUDY (IDS)

Below are guidelines and a template for requesting an independent directed study. Remember the policy on IDSs outlined in our graduate catalog: *“The student may take no more than four independent directed studies per academic year (fall, spring, summer) – one per regular semester, and no more than two in the summer. If taken in the summer, students may enroll in only one additional summer class while enrolled in an independent study. No independent directed study can be taken during an Academic Workshop session.”* (For more details, see [page 142 of the 2008-2009 Graduate Catalog](#), available on the Web site.)

The student information part and the rationale portion of the proposal need to be completed by the student, while the remainder can be completed by the professor who agrees to teach the study for the student. Once the proposal is completed and signed by the student and the professor, he or she should forward it to the Division Chair for his approval. Upon the Division Chair’s approval, he will forward the proposal on to the Dean of Graduate Studies.

Once final approval is granted, the Graduate Dean’s Office will notify the student (by email) and the Registrar’s Office so registration can proceed. The regular semester registration deadline applies to IDSs. If proposals are received after that date, a \$100 late fee applies.

**Proposal for Independent Directed Study (IDS)**

(IDS course number and title from the Catalog goes here)

(Please add the **title** of any parallel non-IDS course in parentheses here, but do **not** attach **only** the syllabus from the non-IDS course)

Presented to

Dr. Jerry N. Barlow,  
Dean of Graduate Studies  
New Orleans Baptist Theological Seminary

by

(Student's Name)

**Approved** (please **sign** on the line provided):

\_\_\_\_\_  
(Chairperson's name here)/(date signed)  
(Division's name here)

\_\_\_\_\_  
(Professor's name here)/(date signed)  
Professor Directing the IDS

\_\_\_\_\_  
Dr. Jerry N. Barlow,  
Dean of Graduate Studies

\_\_\_\_\_  
(Student's name here)/(date signed)

Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_

\_\_\_\_\_  
Semester or Summer Term

NOBTS ID. # \_\_\_\_\_

\_\_\_\_\_  
Projected Academic Credit

I am currently a student at:  
\_\_\_\_\_ the New Orleans Main Campus  
\_\_\_\_\_ an Extension Center

\_\_\_\_\_  
Date of Final Approval

\_\_\_\_\_  
Date IDS Approval Mailed to Professor,  
Registrar, and Student

\_\_\_\_\_  
Date Submitted (to the Professor)

## **Proposal for Independent Directed Study**

(IDS course number and title from the Catalog goes here)

(Please add the **title** of any parallel non-IDS course in parentheses here, but do **not** attach the syllabus from the non-IDS course **in place of the headings** below)

### **Statement of Purpose**

(Include knowledge, perspective, and skill goals in this section.)

### **Rationale**

(Include the reason for taking the Independent Directed Study. The rationales for an Independent Directed Study include the following: 1. The need of a course for immediate graduation that is not offered or is scheduled at the same time another required course is offered; 2. Elective study in a field of interest to the student.)

### **Description of the Proposed Independent Directed Study**

(Provide a detailed description of the assignments prescribed by the professor. A syllabus for a parallel non-IDS course may also be attached to provide **additional** information.)

### **Time Commitment**

(Include the weekly time commitment to be made by the student. Include the dates of the study. Remember that all work must be completed one week prior to the end of the semester or summer term. An IDS taken in the summer must cover either Terms I and II or Terms III and IV.)

### **Evaluation**

(List the grading percentages for each assignment given in the Description section.)

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### **Additional Student Instructions and Information**

1. Refer to the Catalog for policy regarding Independent Directed Studies.
2. Upon notification of approval, verify the IDS course number with Registrar's Office.
3. Forward payment to Registrar's Office or notify them that you will be utilizing money on your Seminary account.
4. Failure to register for the Independent Directed Study by the registration deadline will result in a late fee charge if the study is approved.