



Holy Cross Greek Orthodox School of Theology

Directed Study Course Instructions

What is a Reading and Research Course?

These courses are designed for serious investigation into areas not otherwise available in the HC curriculum. A course already offered here or at any BTI school should not be taken as a Reading and Research course. You should not research a topic that could adequately be pursued within the requirements of an existing catalog course. Reading and Research courses are options only to students with strong academic records. Reading and Research courses cannot be taken in order to fulfill required or elective courses, nor simply for convenience of scheduling. These are not “light” courses. Generally, they require more reading than does a classroom course. The course proposal should propose detailed study in an area in which you already have some competence.

What is a Directed Study Course?

Directed study (out-of-sequence) courses are courses listed in the catalog but not offered on the current schedule. Students may be granted permission to take these courses independently under the supervision of a professor. Such courses must already be listed in the catalog with established titles, course numbers, and descriptions.

Whenever possible, students should take standard courses within the classroom setting, rather than undertake a Directed Study. Permission to register will not be granted for courses that are offered frequently unless adequate reason is shown why the course cannot be taken during its regularly scheduled time. If a needed course is not scheduled to be taught within a reasonable timeframe within the student’s program, either due to the infrequency of the course being offered or a professor’s scheduled sabbatical, permission to register will most likely be granted.

Both Reading and Research courses and Directed Study courses require approval of the directing professor and of the Dean before permission to register will be granted. Reading and Research courses are accompanied by a syllabus and a learning agreement, submitted to the Dean in a timely fashion, between the student and the faculty member. For Reading and Research courses, the general BTI standard is 15 pages of written work, per academic credit. For Directed Study courses, the proposal should note how the standard course syllabus is being modified for independent study. To avoid problems, requests should be made early (by April 1 for Summer and Fall; by December 1 for January and Spring); they will not be accepted after the last day of the drop/add period.

Which policies pertain to these Courses?

Both Reading and Research and Directed Study courses are subject to all the policies, deadlines, and procedures governing other “standard” courses. The first meeting must take place within ten days of the semester’s beginning.

It is the student’s responsibility – not the professor’s – to initiate the first meeting. Both types of courses are, normally, only permitted during full semesters (Fall and Spring).



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Directed Study Course Petition

Please read the instructions attached to this form and obtain all required approvals before submitting this petition to the Registration Office.

Name of the Student, Degree

Name of Directing Professor

Term course is to be registered

Course Number Course Title

For Reading and Research courses: please give a 25-50 word summary of the course. (Attach a separate page if needed.)
For Directed Study courses: please give specific reasons why this course must be taken independently rather than during a regularly scheduled time. (If more space is needed, feel free to attach additional rationale to this form.)

Required Approvals:

Directing Professor

Dean

The student should acquire the signature of the directing professor and of the Dean. After all required signatures have been obtained, submit this petition to the Registration Office for final approval.

Please attach the following information to this course petition:

1. Details noting the number of times and approximate dates you will meet with the directing professor. A minimum of four hours is required.
2. A brief outline of topics to be covered, or the standard syllabus normally used for the course with appropriate alterations noted, stating how the course will progress.
3. Clearly stated course requirements, such as number of pages to be read, a description of the paper(s) (including number of pages to be written), project(s), and/or exam(s) to be completed.
4. A detailed bibliography.

The student and the directing professor will receive a copy of this form once the final decision is made.

Student Signature (REQUIRED)

Date

Registration Official Date

Date of Final Approval: _____