



# Request for Directive or Independent Study

Kingswood Extended offers non-credit and for credit courses to meet the needs of several groups of students:

- students who are not able to come to campus but who wish to participate in quality Christian higher education
- upper division residential students to resolve class conflicts or other emergencies which may arise in the normal course of studies
- students who wish to go beyond regular course requirements to research an area of interest
- MAPT students who need pre-requisite and/or elective course(s)

Non-current students must apply for admission to the institution through the Enrolment Department before registering for credit courses through Kingswood Extended. Current students must consult with their advisor to take these courses. Registering includes seeking the permission of the instructor, the advisor (where applicable), and the Registrar.

Students may take a maximum of two credit courses in any one semester, and, with permission, a maximum of half of an undergraduate degree through Kingswood Extended during their course of study at the University. Students completing their Supervised Ministry Experience or Student Teaching normally are not permitted to take a course through Kingswood Extended in that semester.

Please complete the following information:

### Personal Information

First Name		Last Name		Student #	SPO #
Email				Phone #	

### Course Information

Semester:  Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_ Credit:  Yes  No  
Check desired semester

Course Title	Course #	Course Credit Hours
Number of hours taken previously through Kingswood Extended		

Reason for Request: \_\_\_\_\_

Completion Date of Course: \_\_\_\_\_  
This date is to be assigned by the professor. Normal allowable time for completion is three months. Permission will automatically expire after this date.

Notes & Conditions: \_\_\_\_\_

Once a student has registered for a Kingswood Extended course, a contract exists between the student, the professor, and the University. Violation of the contract by not completing the course by the due date will result in failure of the course. There is no withdrawal policy for these courses. Normal allowable time for completion is three months.

*I understand and agree to the terms and conditions of this request:*

Student's Signature	Date
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### Approvals: (Initials of the following individuals are required before a course is considered approved.)

1. Advisor*	3. Registrar	5. VP-Academic Affairs
2. Professor	4. Director of Financial Aid	

\*Not required for non-resident and MAPT students

Office Use Only			
Date Scanned: _____	Initials _____	<input type="checkbox"/> Student	<input type="checkbox"/> Professor <input type="checkbox"/> Director of Financial Aid