



NORTHWEST HOUSE OF  
THEOLOGICAL STUDIES

## SPECIAL READING COURSE REQUEST

Note: Attach additional pages as required. Petitions with insufficient information, detail, or precision will be denied. This petition must be accompanied by a timeline for work on the project. It must include a proposed schedule of meetings with the faculty person, and a rationale for the number of credit hours requested (normally, one credit hour requires 45 hours of work). Petitions for a special reading course are not usually permitted during January or summer terms, or when they duplicate courses listed in the current catalog.

Date \_\_\_\_\_ Term and Year of Proposed Study \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

Title of Study \_\_\_\_\_

No. of credit hours (1 - 3) \_\_\_\_\_

Proposed Faculty Person \_\_\_\_\_

Proposed Meeting Frequency \_\_\_\_\_  
(i.e. How often will you meet with the faculty?)

### 1. OBJECTIVES:

A. What knowledge, attitudes, and skills do you expect to be able to demonstrate as a result of taking this course?

B. How will this course contribute to your educational goals?

2. **METHOD:** What will you do to acquire this knowledge, these attitudes, and skills? (e.g., study books, field study, projects, discussions with supervisor, etc.)

3. **METHOD OF EVALUATION:** How will you demonstrate that you have in fact acquired this knowledge, these attitudes, and these skills? (e.g., exam(s), paper(s), project(s), etc.)

4. **CRITERIA OF EVALUATION:** According to what standards will the demonstration be graded? (e.g., faithful interpretation of sources consulted, creative integration of sources and personal insights, logically organized arguments, utility of the project, etc.) Will the course be graded "A, B, C, D, F" or Pass/Fail?

5. **BIBLIOGRAPHY/LISTING OF OTHER RESOURCES:** Please attach a bibliography of works to be studied and a listing of any other significant resources to be consulted in doing this course. Are there adequate available resources for you to successfully undertake this proposed course? Please present in proper bibliographical format.

Signature of the Student \_\_\_\_\_

Signature of the Proposed Faculty Person \_\_\_\_\_

Signature of the Faculty Advisor \_\_\_\_\_

The student, the proposed faculty, and the faculty advisor must sign this petition. After these signatures have been obtained, return this petition to the Academic Dean. A copy will be mailed to the student, the faculty person, the advisor and the registrar following action by the Dean.

Petitions will not be granted for Special Reading Courses during the Summer Term(s) unless in unusual circumstances.

If this petition does not fall within the above guidelines, the following space is available for the faculty supervisor's rationale as to why an exception should be granted:

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Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reason, if not approved:

\_\_\_\_\_  
(Academic Dean)

\_\_\_\_\_  
(Date)