

**Doctor of Ministry  
Application for Independent Reading**

The student is to complete the following information, in consultation with the faculty member who is teaching the M.Div. course through which the Independent Reading is being completed.

Course number: \_\_\_\_\_ -IR Course title: \_\_\_\_\_

Term/semester and year of requested enrollment: \_\_\_\_\_

Number of credit hours for M.Div. course: \_\_\_\_\_

Number of credit hours for the Independent Reading (1 hour less than the course hours): \_\_\_\_\_

Number of Independent Reading and Independent Study hours already completed: \_\_\_\_\_

**Requirements for Independent Reading:**

1. A copy of the course syllabus is to be attached to this application before it is turned in.
2. D.Min. students will meet the following requirements:
  - a. Reading: Between 500-800 pages per credit hour per course (advance assignments inclusive). This is figured utilizing the total number of course hours, not the total number of hours minus one hour.
  - b. Writing: Between ten (10) and fifteen (15) pages per credit hour per course (advance assignments inclusive). This is figured utilizing the total number of course hours, not the total number of hours minus one hour.

3. Proposed dates for conferences between student and faculty member (2 are required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The student is to return this form to the Registrar's Office after all the signatures have been secured.

Student _____	Date _____
Independent Study Faculty _____	Date _____
Advisor _____	Date _____
Academic Dean _____	Date _____

## **Independent Reading Policy**

### **Independent Reading** (taken from the current Saint Paul Handbook)

Independent Readings may be offered in units of one (1) to two (2) credit hours. For each unit, the A.T.S. standard for credit hours of academic work must be fulfilled: forty-two (42) hours of student work per semester per credit hour. The proportion of instructor-student contact time to independent student work will be negotiated by the instructor and student for each unit.

### **Maximum Number of Independent Reading Credits**

Of the ten (10) hours of elective credit required for the D.Min. degree, a maximum of five (5) hours may be earned in independent reading and independent study (in any combination). These hours must be completed in work with Saint Paul core or emeritus faculty.

Within the overall limits described above, a student may apply for any number of independent reading units in a given term. Applications for independent reading require approval of the faculty person offering the unit, the chair of the student's D.Min. committee, and the Academic Dean.

Normally, a faculty member will not contract for more than three independent studies and three independent readings in one year for students in all degree programs (D.Min., M.Div., M.A.T.S., M.A.S.M.).

### **Reading Process**

A D.Min. student may take a currently offered M.Div. course as an independent reading course under the following conditions:

1. The student will meet the requirements of the course at the D.Min. level. If it is a three-hour course the student will meet the requirements expected of a D.Min. student in a three-hour course.
2. The student will receive one hour less of credit than credit hours offered (e.g., a three-hour course when converted to a reading course would yield two hours credit). This is to acknowledge the significant learning opportunities that are missed by not being exposed to classroom lectures and discussion.
3. The student will have two conferences with the instructor. These will occur at the mid-point of the course and at the end of the course. The purpose of the conference is for the student and the instructor to evaluate the student's independent learning and grasp of the material.

An independent reading course is to be distinguished from an independent study course in that, in the latter case, the student is expected to meet with the professor on a regular basis throughout the semester. These contracted conferences are a part of the learning contract.

The number of hours that a D.Min. student can take as independent reading and independent study together will be limited to no more than five (5) hours total (to be configured as the student wishes).