

# Guided Study Contract

## Between:

Regent College and

\_\_\_\_\_ (“the Student”)  
(student’s name and student number)

## Definition:

A guided study is a course in which the Student is able to focus on an issue of his or her particular interest under the guidance of one of the full-time faculty of Regent College.

## Registration:

In order to register for a guided study, the Student must submit a **completed Guided Study Contract** to the Registrar’s Office, **together with a Registration Form** or (if already registered for the term) a **Course Change Form**. Students should make a copy of this Contract for their own records. In Fall and Winter terms, guided studies may be added up to the end of the third week of the term. Guided studies must be completed by the last day of the term in which they are registered. If not completed by this date, the Student must apply for an extension by the last day of term in order to complete the guided study.

## Terms:

1. Guided studies are subject to the availability of faculty, and are not normally permitted for regularly scheduled courses. A general title only will appear on the Student’s transcript (e.g., “Guided Study: Applied Theology”).
2. Only those students who are admitted to Regent College are permitted to take a guided study. The following limits apply: maximum of 1 guided study (1, 2 or 3 credit hours) per term, for a maximum total of 2 guided studies for DipCS, 3 guided studies for MCS, 4 guided studies for MDiv, 1 guided study for MDiv entrants into ThM, and 3 guided studies for MCS/MA entrants into ThM.
3. Students are expected to do 45 hours of work per credit hour. Time investment for exams includes preparation time; paper writing is based on the rate of 125 words (one half page) per hour; reading time is based on the rate of 20 pages per hour (including a brief book review or annotated reading list to give evidence of having read the material); and 2 hours of experiential work is equal to 1 hour of study time.
4. Tuition fees are based upon the number of credits for which the guided study is taken, at the same rate as regularly scheduled courses. See the Student Contract accompanying the Registration Form for information about fees and refunds. In special circumstances, where the Student incurs expenses within a guided study for instruction from someone outside of the College (e.g., fee for an artistic workshop), a portion of these expenses may be refunded by the College. If the Student wishes to apply for such a refund, he/she must submit an Application for Refund for Extraordinary Expenses in a Guided Study (available at Reception) together with a description of the nature and cost of the instruction.
5. Although the Student’s guided study may involve work outside of Regent College, the College assumes no liability for injury, loss or damage to the Student incurred during the course of the guided study, and the Student agrees hereby to hold harmless and fully indemnify Regent College for any injury, loss or damage occasioned to the Student or a third party arising from the Student’s work in the guided study.

6. The following terms apply to this guided study:

Term and Year: \_\_\_\_\_ Discipline (e.g., APPL, BIBL, etc.): \_\_\_\_\_

Subject of the Guided Study: \_\_\_\_\_

Number of credit hours: \_\_\_\_\_ Professor of Record: \_\_\_\_\_

7. On a separate sheet of paper, describe all of the requirements for the guided study and estimate the time investment for each requirement (see item 3 above). For example, include the following:

Readings (titles and number of pages)

Activities

Assignments

8. Contact dates between Professor of Record and the Student (optional):

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

9. Completion date: \_\_\_\_\_

(A guided study must be completed by the last day of the term in which it was registered.)

*Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.*

*Signature of Student:* \_\_\_\_\_

*Signature of Professor of Record:* \_\_\_\_\_

*Signature of Registrar:* \_\_\_\_\_

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TO BE COMPLETED AT THE TIME OF REGISTRATION:

*Date of Registration:* \_\_\_\_\_ *Course #:* \_\_\_\_\_

*Signature of Registration Official:* \_\_\_\_\_

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TO BE COMPLETED AT END OF THE COURSE:

*Grade:* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Professor of Record*

*Date:* \_\_\_\_\_