

RD 806 READING COURSE GUIDELINES

REVIEWED: MAY 2020

In the case where a Master of Arts (Theological Studies) student does not qualify to or opts not to write a Thesis, a reading course can be taken along with two courses (typically in the student's major area) to complete the program of study. This is a student-driven project that is overseen by a faculty member.

For a student in the Master of Arts in Leadership and Management, a reading course that applies very directly to the type of service or ministry for which the student needs added equipping can be used to replace the SRP.

The following provides an outline of the process:

- The student requests a faculty member to oversee the reading course. Most often this will be the program coordinator or the primary teaching faculty in the area of study.
- The student and faculty member agree on a focal point for the reading course. The student should submit a short written proposal to the faculty member at this point.
- Upon approval of the proposal, the student must fill out and submit the [Reading Course Request Form](#) to the Academic Services office.
- The student develops a bibliography of source reading of 3,000 – 4,000 pages in the area of study. This should be comprised of books and articles. The student submits the bibliography for review and approval. The faculty member can approve the bibliography, request additions to it, or veto selections.
- The student reads the agreed upon material and is evaluated on the learning through a 25-30 page paper *or* a three-hour written exam in the area of study.
- From the time of registration, students have 8 months, or until June 30 of each academic year (whichever comes first) to complete the course. If an extension is required, the student must make a formal request through the Academic Appeals process as outlined in the Seminary Calendar. At no time is a reading course allowed to extend beyond one extension. Failure to complete the course within the time frame allotted above will result in an "F" and no reinstatement of a Reading Course is permitted.

Although students are typically allowed 8 months to complete a Reading Course, proposals for the Reading Course are due on **November 1** prior to the year of graduation, and must be completed no later than four weeks prior to graduation.