



## MORAVIAN COLLEGE COMENIUS CENTER

### Application for a Personalized Study (PS) Course

#### **Purpose of Personalized Study**

Personalized study is a mechanism to allow a student to complete a *regular catalog course* that is *required for the student's program of study* when the course is no longer offered on a regular basis or is not expected to be offered within the time frame needed in order for the student to complete her or his program of study in a timely manner.

#### **Eligibility for Personalized Study**

1. The student must be enrolled in a program of study leading to a degree or certificate, at either the undergraduate or graduate level. (Students enrolled on a non-matriculated basis are ineligible for personalized study courses.)
2. The student must be in good academic standing (i.e. not on academic probation) and must have completed at least four units of course work at Moravian College in her or his current program of study.
3. A student who meets the above criteria should consider other options for satisfying the needed course requirement, including registering for a day division course, courses offered by other LVAIC colleges, or online courses offered by regionally accredited institutions. However, the fact that other options exist will not serve as a basis for denying a Personalized Study request.
4. In general, personalized study is not available to post-baccalaureate students admitted to majors offered only through the day division, as one of the conditions of admission to such majors is the ability to take daytime courses with the understanding that Comenius Center students are only permitted to enroll in day division courses on a "space available" basis. Students enrolled in day-only majors who are unable to register for necessary courses should look at other options (courses through other LVAIC colleges or online courses offered by regionally accredited institutions). In the event that a student in this category cannot find an alternative course, he or she may petition to be allowed a Personalized Study course. The petition should be addressed to the Comenius Center dean.

#### **General considerations when applying for Personalized Study**

1. The request for a PS should be initiated by a student after consulting with her or his academic advisor.
2. The completed PS request form and course registration form should be submitted together to the Comenius Center at least two weeks before the start of the term in which the PS is desired. Late applications will be considered; however, as it may not be possible to arrange for a PS on very short notice, a student submitting a late request may have to take the PS during the following term.



## Application for a Personalized Study (PS) Course

### Instructions

1. Please print or type.
2. Please submit this form, with all necessary signatures, along with your course registration form.

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NAME \_\_\_\_\_ ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE (home) \_\_\_\_\_ EMAIL \_\_\_\_\_

(work) \_\_\_\_\_

(cell) \_\_\_\_\_

Specify the degree/major or certificate program in which enrolled:

\_\_\_\_\_

Number of units or credits completed \_\_\_\_\_

Number of units or credits in which currently enrolled \_\_\_\_\_

Specify the catalog course needed (course department/number and title)

\_\_\_\_\_

Term and year Personalized Study desired \_\_\_\_\_

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### Approvals

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

Signature of advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of dean \_\_\_\_\_ Date \_\_\_\_\_

For office use only:

Date request received \_\_\_\_\_

PS Instructor \_\_\_\_\_