

**AMERICAN INSTITUTE OF HOLISTIC THEOLOGY  
INDEPENDENT STUDY POLICY/  
HANDBOOK UNDERSTANDING FORM**

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Thank you for enrolling at the American Institute of Holistic Theology. Our goal is to provide students with the best possible education. One of the ways we achieve this objective is to provide you with course materials which are current, relevant, and which will stimulate you in the pursuit of knowledge. Final examinations and other papers are our measure of whether or not a student has learned this material. We feel strongly that the exams should be completed to the best of each student's ability. A degree must be *earned* by the student, by doing his/her own work.

Our expectation is that each student will complete his/her own exams and other projects in his/her own words. While it may, at times, be beneficial to study with other people, each student must take individual responsibility for all work that is submitted to the school. All examinations and other papers must be submitted according to the provisions stated below:

- Exams and other papers must be completed independently, that is, without outside help. They may, however, be completed as "open-book" exams.
- All "discussion" type questions must be answered in the student's own words, and all papers must be the student's original work.
- Exams and papers should be typed, with the original being sent to us. It is absolutely imperative that students keep a photocopy of exams, as they are sometimes lost in the mail. The school cannot be responsible if an exam is lost, the student must rewrite and resubmit it.

Before we can begin grading your exams and other papers, we require that you sign this document and return it to us for placement in your file. Thank you for your cooperation.

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I certify that I have read and understood the entire contents of the Student Handbook and the Independent Study Policy. Signing this form certifies that I understand what I have read and I agree to comply with all provisions of the Student Handbook and Independent Study Policy.

Name (Please Print) \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_