Students register for a special studies class with the appropriate number of credits on WebAdvisior by the last day to add a class, as published in the academic calendar and complete the special studies proposal. Special studies proposals are due to the Office of the Registrar by the last day to add a class.

I. Term: __Fall 20__ __ Spring 20__ __ Summer 20__: Specify Summer Session: __________

II. Type of Course: (Fill out only one of A or B)
   A. Catalogue Course: __________________________Department _____ Course Number _____ Cross-listed with ___________
   B. Special Studies Course:
      Category: 910 Independent Study  920 Directed Individual  930 Community Internship  940 Group Study
      Level of Work: 100-200 300-400 500 600 Cross-listed with ___________

III. Fulfills Degree Requirements: (Check any that apply)
   A. Department/Program Requirements: ___ Major ___ Minor ___ Licensure ___ Elective
   B. General Education Requirements: (Needs approval from Director of General Education)
      Requirement(s) for the 2003-2009 Gen Ed – Please list:
      ____ Arts & Aesthetics ____ Mathematics ____ Laboratory Science ____ Health & Physical Learning
      ____ Social & Behavioral Sci ____ Cultural Elective ____ Literature ____ US ____ GP ____ EP (select up to one perspective)
      ____ Foreign Language ____ Threads (circle up to 2: IL, OC, WI) ____ Experiential Learning

IV. Course Information – Required on all Forms

   Dept _______________ Title __________________________
   Instructor _______________ Hours Credit ___ Grading: ___ A-F ___ P/F ___ Honors
   Enrollment Capacity ___ Prerequisites ____________________________
   Fee: _________________ (requires approval of VPAP)

Attach either a syllabus or a statement providing the following information:
A. Course plan and method for carrying out this plan.
B. Specific requirements; e.g., term papers, book reviews, examinations, list of readings, etc.
C. Dates the papers, etc. are due.
D. Dates of planned professor/student contact.
E. How the grade will be determined.
G. Instructor’s signature and date

V. Student Information – Fill Out Only if Course is For Only One Student
   ID# _____________ Name __________________________ E-mail __________________________

VI. Signatures for Approval
   Instructor: __________________________ Date: _______________
   Faculty Advisor: __________________________ Date: _______________
   Department Head(s): __________________________ Date: _______________
   Director of Gen Ed (if III-B is applicable): __________________________ Date: _______________
   Dean: __________________________ Date: _______________
   VP for Academic Programs (if a course fee is requested): __________________________ Date: _______________

FOR OFFICE OF THE REGISTRAR USE ONLY:
COURSE _______ ENTERED IN COMPUTER _______ REGISTERED _______ DATE __________
Students register for a special studies class with the appropriate number of credits on WebAdvisior by the last day to add a class, as published in the academic calendar and complete the special studies proposal. Special studies proposals are due to the Office of the Registrar by the last day to add a class.

Guidelines:

I. For a special studies course developed for an individual student:
   A. The student discusses the possibilities of a special studies course with a faculty member who is the proposed instructor.
   B. The instructor discusses the proposed special studies course with her/his department head and obtains verbal approval to offer the course.
   C. The student and the instructor jointly develop the special studies course proposal outlining the required information completely. The instructor signs the course proposal.
   D. The student obtains all applicable signature approvals prior to turning in form to the Office of the Registrar. The Deans and their departmental disciplines are listed below.

II. For a group special studies course developed by an instructor:
   A. The faculty member discusses the possibilities of a group special studies course with the appropriate department head(s) and program director(s).
   B. The instructor develops the group special studies proposal outlining the required information completely. The instructor signs the course proposal.
   C. The instructor obtains all applicable signature approvals prior to turning in the form to the Office of the Registrar. The Deans and their departmental disciplines are listed below.
   D. Courses will not be listed in the online course schedule until the form is received in the Office of the Registrar with all of the appropriate signatures.

Deans

Marie Chamblee

Denise Rotondo
Accounting, Business, Economics

Liz Wolfinger
Biological Sciences, Chemistry, Computer Science, Geosciences, Interdisciplinary Studies, Mathematics, Physics

Garry Walton
Art, Chinese, Communication, Dance, English, French, History, Italian, Legal Studies, Medieval & Renaissance Studies, Music, Philosophy, Political Science, Religious and Ethical Studies, Sociology, Spanish, Theatre