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.

**Term/Year:** Fall ______ Spring ______ Summer (specify session) ________ Study Abroad_______

**Course Information – Required on all Forms**

<table>
<thead>
<tr>
<th>Subject: ______</th>
<th>Instructor: ____________________________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (please limit to 30 characters): ______________________________</td>
<td></td>
</tr>
<tr>
<td>Hours Credit: ______</td>
<td>Enrollment Capacity: ___</td>
</tr>
<tr>
<td>Grading: ____ A-F ____ P/F</td>
<td>Honors: ___Yes ___No</td>
</tr>
<tr>
<td>Prerequisites ____________________________________________________________________</td>
<td></td>
</tr>
<tr>
<td>Fee Amount: ______ (requires approval of Provost): ___________________________ Date:_________</td>
<td></td>
</tr>
</tbody>
</table>

**Course previously offered through Special Studies as a 940 Group Study:** ___Yes ___No # of times:____

**Type of Special Studies Course and Level**

<table>
<thead>
<tr>
<th>Category: _____910 Independent Study</th>
<th>Level: ___100 ___500 ___GR ___UG</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____920 Directed Individual</td>
<td>___200 ___600</td>
</tr>
<tr>
<td>_____930 Community Internship</td>
<td>___300 ___700 ___GR ___UG</td>
</tr>
<tr>
<td>_____940 Group Study</td>
<td>___400</td>
</tr>
</tbody>
</table>

If catalogue course, please specify course here: ______________________________

**Fulfills Degree Requirements** (Check all that apply): ___Major ___Minor ___Licensure ___Elective

**General Education Requirements (for UG courses only):**

___None

___Arts & Aesthetics ___Mathematics ___Laboratory Science ___US

___Social & Behavioral Sci ___Cultural Elective ___Literature ___GP

___Health & Physical Learning ___Foreign Language ___Nat Sci/MAT/CS ___EP

___Threads (IL, OC, WI, EL)(circle one or more)

Signature of the Director of General Education (required): ________________________________________

**Student Information – Fill Out if Course is Only For One Student**

<table>
<thead>
<tr>
<th>ID# ____________</th>
<th>Name __________________________</th>
<th>E-mail __________________________</th>
</tr>
</thead>
</table>

**Signatures for Approval**

<table>
<thead>
<tr>
<th>Instructor: ___________________________________________ (Note: Syllabus must be attached)</th>
<th>Date:_________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor: ______________________________</td>
<td>Date:_________</td>
</tr>
<tr>
<td>Department Head: ______________________________</td>
<td>Date:_________</td>
</tr>
<tr>
<td>Dean: ______________________________</td>
<td>Date:_________</td>
</tr>
</tbody>
</table>

Revised 8/2017
Guidelines:

I. For a special studies course or independent study developed for an individual student:
   A. The student discusses the possibilities of a special studies course or independent study with a faculty member who is the proposed instructor.
   B. The instructor discusses the proposed special studies course or independent study 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 or independent study 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.
   E. The Office of the Registrar will create the study and register the student

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.
   E. Once the course is listed, students may register themselves on WebAdvisor.
   F. Courses may be offered up to four times through special studies. After the fourth offering, a course should be sent to Academic Council for consideration as a catalogue course.

III. Include a syllabus 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.
   F. Instructor’s signature and date

Deans

Marie Chamblee

Kristie Ogilvie
Accounting, Business, Economics

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

Sarah Roth
Art, Chinese, Communication, Dance, English, French, History, Italian, Legal Studies, Medieval & Early Modern Studies, Music, Political Science, Religious and Ethical Studies, Sociology, Spanish, Theatre