

**MEREDITH COLLEGE
SPECIAL STUDIES PROPOSAL
Undergraduate & Graduate**

Special Study forms must be submitted to the Office of the Registrar before the end of the add period for the term in which the work will be done.

I. Term: Year: _____ Semester (circle one): Fall / Spring / Summer: 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 _____ 925 Honors Thesis

_____ 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

(Needs approval from appropriate Department Head)

B. General Education Requirements Before Fall 2003 Catalogue:

(Needs approval from Director of General Education)

___ Humanities and Fine Arts ___ Natural Science & Mathematics ___ Social Science

___ Health/Dance Activities/Physical Education

C. General Education Requirements Beginning With Fall 2003 Catalogue:

(Needs approval from Director of General Education)

___ Aesthetics & Art _____ Mathematics _____ Natural Science _____ Health & Phys Learning

___ Social & Behavioral Sci _____ Quantitative _____ Cultural Perspectives _____ Science & Society

___ Foreign Language _____ Thread (circle one: EI, IR, OC, WI)

___ Experiential Learning _____ CORE 200 (Study Abroad only)

IV. Course Information – Required on all Forms

DEPT _____ TITLE _____ Instructor _____ Hours Credit _____ Grading: ___ A-F ___ P/F ___ Honors Enrollment Capacity _____ Prerequisites _____ Fee: _____
--

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.
- F. Date grade will be turned into the Office of the Registrar.
- 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

Department Head: _____ Date: _____

Department Head (2nd): _____ Date: _____

Director of Gen Ed: _____ Date: _____

Faculty Advisor: _____ Date: _____

Dean: _____ Date: _____

Revised 8/2007

FOR USE OF REGISTRAR (Do not fill out) COURSE _____ ENTERED IN COMPUTER _____ REGISTERED _____ DATE _____
--

**MEREDITH COLLEGE
SPECIAL STUDIES PROPOSAL
Undergraduate & Graduate**

Special Study forms must be submitted to the Office of the Registrar before the end of the add period for the term in which the work will be done.

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 oral approval for 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 Registrar's office. The administrators and their responsibilities 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 Registrar's Office. The deans and their responsibilities are listed below.
- D. In order to have the course listed in the course schedule, the form must be turned in by the deadline date for publication of the course schedule prior to the term in which the course will be taught.

Administrations

Denise Rotondo
Accounting, Business, Economics

Cynthia Edwards
General Education Core, Interdisciplinary Studies, Women's Studies

Rebecca Bailey
Art, Dance, Music, Theatre

Marie Chamblee
Birth-Kindergarten, Child Development, Exercise and Sport Science, Family and Consumer Science, Fashion Merchandising and Design, Foods and Nutrition, Health, Interior Design, Physical Education

Liz Wolfinger
Biology, Chemistry, Computer Information Systems, Computer Science, Environmental Studies, Geosciences, Mathematics, Physics

Garry Walton
Chinese, Communication, English, French, German, History, Italian, Latin, Legal Studies, Medieval & Renaissance Studies, Philosophy, Political Science, Psychology, Religion, Sociology, Spanish, Social Work