

MEREDITH
COLLEGE
SPECIAL STUDIES PROPOSAL
Undergraduate & Graduate

Students register for a special studies class with the appropriate number of credits on WebAdvisor 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 201 ___ ___ Spring 201 ___ ___ Summer 201 ___ : 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.
- 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

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 _____

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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

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

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