

**SPECIAL STUDIES AND INDEPENDENT STUDIES
PROPOSAL**

Students register for a special studies class with the appropriate number of credits on Self Service 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

| | | | |
|--|--|---------------------------------------|--|
| Subject: _____ | | Instructor: _____ | |
| Title (please limit to 30 characters): _____ | | | |
| Hours Credit: _____ | | Enrollment Capacity: _____ | |
| Grading: ___ A-F ___ P/F | | Honors: ___ Yes ___ No | |
| Prerequisites _____ | | | |
| Fee Amount: _____ | | (requires approval of Provost): _____ | |
| | | Date: _____ | |
| Course previously offered through Special Studies as a 940 Group Study: ___ Yes ___ No # of times: _____ | | | |

Type of Special Studies Course and Level

| | | | | |
|---------------------------------------|------------------|-----------|----------|----------|
| Category: _____ 910 Independent Study | Level: _____ 100 | _____ 500 | _____ GR | _____ UG |
| _____ 920 Directed Individual | _____ 200 | _____ 600 | | |
| _____ 930 Community Internship | _____ 300 | _____ 700 | _____ GR | _____ UG |
| _____ 940 Group Study | _____ 400 | | | |

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

ID# _____ Name _____ E-mail _____

Signatures for Approval

Instructor: _____ (Note: Syllabus must be attached) Date: _____

Faculty Advisor: _____ Date: _____

Department Head: _____ Date: _____

Dean: _____ Date: _____

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

Sheryl Long

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

Kim Burke

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