

**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: \_\_\_\_\_

<b>FOR OFFICE OF THE REGISTRAR USE ONLY:</b>		
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