

## Special Studies/Advanced Studies Registration Supplement

Smith College, Office of the Registrar, College Hall 102, ext.2561

*Please Note: Submission of this form to the Registrar indicates that the course has been approved by the adviser.*

Name: \_\_\_\_\_ ID# 99 \_\_\_\_\_ Ext. or Phone \_\_\_\_\_ Class YR \_\_\_\_\_  Undergrad  Grad

Only 30 spaces will fit on your transcript. Please fill in shortened title below:  
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Write full title below, if different from shorter title:  
\_\_\_\_\_

Subj. / Course # \_\_\_\_\_ / \_\_\_\_\_ # of Credits \_\_\_\_\_ Term: \_\_\_ Fall \_\_\_ Spring \_\_\_ Yearlong (408D)  
(You may register only for those departmental options listed in the catalog.)

**This section for Grad students only: (Graduate students should submit this form to the Graduate Programs Office)**

Will this 400 or 500 level Special Studies/Advanced Studies also include participation in any undergraduate level course?

yes  no If yes, please provide: Dept. / Course # \_\_\_\_\_ CRN # \_\_\_\_\_

Should a self-scheduled exam be prepared for him/her?  yes  no

Instructor (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept. Chair (print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rev. 7/11

### TO THE STUDENT AND FACULTY ADVISER:

As you plan a special studies, both you and your instructor should pay close attention to the number of credits you plan to earn with your special studies proposal.

Please check first that the department involved allows a variable number of credits (i.e. 1 - 4) for special studies - not all departments do. If the department does allow variable credit, think carefully about the amount of work you will do: how much reading? how much writing? A special studies is in essence a self-designed course, and you should discuss your work and the appropriate credit with your instructor and plan the amount of credit accordingly.

Please know that the Administrative Board will not change the number of credits in variable credit special studies except in the most exceptional circumstances. (Lack of forethought is not sufficient justification.) The Board is not allowed to change the number of credits in a special studies for those departments that do not allow variable credit.