

TO THE STUDENT AND HER 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 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.

SPECIAL STUDIES/ADVANCED STUDIES REGISTRATION SUPPLEMENT

Smith College, Office of the Registrar, College Hall 6, ext.2561

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

Name: _____ ID# _____ Ext. or Phone _____ Class YR _____ Undergrad Grad

Only 30 characters (including spaces) will fit on your transcript. Please fill in short title below:

Write full title below, if different from short title:

Dept & Course # _____ **# of Credits** _____ Term: Fall ___ Spring ___ Yearlong ___
(You may register only for those departmental options listed in the catalog.)

Grad students only:

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: _____ **Signature:** _____ **Date:** _____

Dept. Chair: _____ **Signature:** _____ **Date:** _____

Please see reverse side for further instruction regarding your special studies.