



SMITH COLLEGE

Office of the Registrar, College Hall 102

Undergraduate Special Studies Application

This form should be typed, handwritten forms are not accepted, and submitted to the Registrar's Office by the fifth day of classes in the semester. Course information can be copy and pasted into sections below.

Name: ID#: 99 Class Year:

Major(s): Minor or Concentration:

Instructor (print): _____ Signature: _____ Date: _____

Email approvals are accepted when submitted together with the completed form

Guidelines

- Approval:** Special studies courses must be approved by the instructor before going to the Committee on Student Honors and Independent Projects (SHIP) for review and approval. Until SHIP approval is received, students should remain registered and active in a full course load.
- Credit hours and time commitment:** Special studies can be taken for 1, 2, 3, or 4 credits. The total amount of time a student should spend on activities directly involved in the course, including meeting with the instructor, is determined by the federal definition of credit hour: 1 credit hour represents 3 hours per week of academically engaged time for the entire semester (i.e., 12 hours per week for a 4-credit course, as per the Smith Faculty Code).
- Five College:** Smith Students registering for a special studies at one of the Five Colleges must obtain the signature of the instructor at the host school and must also complete any required forms at the host school.
- Deadline:** The completed Special Studies application, with instructor signature, is **due to the Registrar's Office by the end of the first week of classes (fifth day of classes)**. The Registrar's Office will provide application to SHIP for review.

Course Information

Term: Fall Spring Academic Year:

Department/Program:

Undergraduate Level: 400 404 408D (year-long—certain departments only [check catalog])

Five College Course Number:

Project Title (maximum of 24 characters, due to transcript display):

Credits: 1.00 2.00 3.00 4.00 5.00 (BCH, BIO, NSC only)

Is this an individual or group special studies? Individual Group If group, how many students?

Does this course count toward the following? Major Minor Concentration Certificate

Complete Proposal on Next Page

SHIP review date: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Initials: _____
Registrar's Office use only: Course _____	CRN _____	Registered _____	

Student Name:

Special Studies Application

Student: *Please complete section 1 below. Arrange a meeting with the instructor to complete sections 2 and 3. The forms should be typed rather than handwritten. You may also attach a syllabus or other documentation to this form instead of using the text boxes.*

Instructor: *Please review course information for accuracy.*

1. Description of proposed special studies:

(Provide a one to two paragraph description of the proposed study.)

2. Readings and Source Materials:

(Identify the initial set of materials.)

3. Nature of Final Project(s) to be Evaluated/Graded:

(Bibliography and/or paper and/or creative work and/or poster, etc.)