

Undergraduate Special Studies Application

This PDF form should be completed online, then printed for signatures and submission 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: _____

Dept Chair/Prog Director (print): _____

Signature: _____ Date: _____

Guidelines

- 1. Approval:** Special studies courses must be approved by the instructor and the appropriate department chair or program director, before going to the Committee on Student Honors and Independent Projects (SHIPs) for review and approval. Until SHIPs approval is received, students should remain registered and active in a full course load.
- 2. 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).
- 3. 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** the signature of the corresponding Smith department chair/program director, and must also complete any required forms at the host school.
- 4. Deadline:** The completed Special Studies application, with instructor and chair/director signatures, 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 SHIPs 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*) Grade mode: Graded S/U

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

SHIPs review date: _____ Approved Not Approved Initials: _____

Registrar's Office use only: Course _____ CRN _____ Registered _____

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.)