

Graduate Special Studies Request

Deadline to Apply for a Special Studies Request:

Summer – May 1

Fall – June 1

Spring – December 1

The following procedures are required by the Hankamer School of Business prior to registering for a 5V98 Special Studies course in the Business School.

It is the student's responsibility to initiate and to request a Special Studies course.

1. The content outlined on the Special Studies Request form must meet the requirements of the cooperating professor.
2. The reason for requesting a Special Studies course must comply with guidelines established by the Hankamer School of Business. The guidelines are:
 - A. A special studies course may be taken when there is not a course that specifically meets the career goals of the student.
 - B. A special studies course may be taken if a course that is necessary for graduation is not offered during the last semester of coursework.
3. The information submitted on the Special Studies Request form must be sufficiently detailed so that every section of the form will be clearly understood.
4. The student must complete the form and obtain signatures from the cooperating professor and the department chairman before submitting it to the Graduate Programs Center in the Business School for final approval.
5. The student should check with the Assistant Director for Student Services one week after he/she has submitted the form to make certain that the request has been approved.
6. No credit will be granted for any Special Studies course which has not been approved by the Associate Dean for Graduate Business Programs.

Note:

A request for a Special Studies course usually takes more than one week to process and complete. Please plan accordingly.

When you register via BearWeb for your Special Studies course, check the enrollment hours to make sure the number of credits is correct. If not, please notify the Assistant Director for Student Services immediately for correction of the system error.

SPECIAL STUDIES REQUEST FORM

Name of Student: _____

Name of Professor: _____

Name of Class: _____ Sem/Year: _____

Sub-title for Course: _____

(All special studies can include a sub-title that will differentiate your coursework on your transcript. Make sure you ask your special studies professor what the sub-title should entail.)

No. of Credit Hours: _____

I. Objective of Course

II. Justification for Course (vs. Catalog Course)

III. Course Content

IV. Meeting Times Between Student and Professor

V. Justification for Credit Hours Carried

(Example: It is anticipated that each student will work at least three hours per week for every hour of credit.)

VI. Evaluation and Grading System (To be completed by professor)

VII. Student is responsible for obtaining the following required signatures :

Student's Signature (Date)

Professor's Signature (Date)

Approved: Department Chairman

(Date)

VIII. Return to Chelsea Derry for final signature:

Approved: Associate Dean Graduate
Business Programs

(Date)

Deadline to Apply for a Special Studies Request:

Summer – May 1

Fall – June 1

Spring – December 1