

Presbyterian College, Clinton, S.C.

Application for Special Courses

Complete this form to enroll in a directed study, independent study, selected readings, research, seminar, or special project course. Indicate below the course in which you want to enroll:

- _____ A **directed study (442/4005)** requires a minimum GPA of 2.25 with course approval by the Provost prior to the semester in which it is taken. Each directed study will culminate in a research paper or its equivalent and is normally open to departmental majors with junior or senior standing.
- _____ An **independent study** requires a minimum GPA of 2.25 with course approval by the Provost prior to the semester in which it is taken. Only courses currently in the College curriculum may be taken as an independent study.
- _____ **Selected readings (446/4004)** are open to students with sophomore, junior, or senior standing. Hours earned in these readings cannot be used to meet requirements for the major.
- _____ **Research (448/4004)** in certain departments is offered for students with a GPA of 2.50 (or higher if specified). Research projects are normally open only to majors.
- _____ **Seminars (450/4000/4001/4006/4790)** are regularly offered by various departments of the College. The requirements for these courses are individually listed.
- _____ **Special Projects (452/4002/4006)** are open to sophomore, junior, or senior students who have a GPA of 2.25. All projects must be approved by the Provost.

Student Name: _____ ID: _____ Date: _____

Email: _____ @presby.edu Phone: _____ GPA: _____

Subject: _____ Course Number: _____ Term/Year: _____

Proposed Title: |
(Title is limited to 30 characters including spaces. If study is an existing course, taken during a semester when the course is not normally offered, include the existing course subject/number in the title to ensure proper credit for that course. Example: A student needs Accounting 203 to satisfy major requirements but that course is not offered this semester, and the instructor has agreed to teach it as a independent study, the title should be "Financial Acct (ACCT 203)")

Hours to be earned: _____ Will course be graded as _____ (choose grading option)

Student's Signature: _____

Instructor's Signature: _____

Department Action:

Department Chair Approval _____ Date: _____

Returned for revision _____ Rejected _____

Comments: _____

Provost's Office (for directed studies and special projects only):

Dean of Academic Affairs Approval _____ Date: _____

Returned for revision _____ Rejected _____

Comments: _____

Attach your course proposal or use the form on page 2 to describe course objectives, techniques, and resources.

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To be completed by the instructor; include a syllabus for independent studies:

1. Objectives:

2. Outline of Study:

3. Techniques and resources to be used (may include bibliography):

Instructions:

Complete the form in its entirety.

Sign the form and have your course instructor and department chair approve/sign.

Attach your course proposal or complete the information on page 2.

Submit form to the Office of the Provost for directed studies and special projects; otherwise, submit the form directly to the Office of the Registrar.

If the course requires Provost approval, you will be notified by email when your request has been approved. Please allow 2-3 days for the course to be entered onto your schedule.