## **BUFFALO STATE COLLEGE**

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IV.02.03 Date: September 1974

Editorial Revision: August 1988

**SUBJECT:** Proposals for Special Graduate Courses

(Attached form is still used also. Electronic version available through Graduate School)

**COURSE DESIGNATION:** (Prefix will designate department)

594 – Workshop

Emphasis on process and implementation of theory. Involvement of participants in accomplishment of individualized objectives on specific theme.

596 – Conference

Emphasis on unique and one-time experience on given theme.

598 – Micro-course

Intensive instruction focused on specific, limited objective related to discrete content.

Offerings in each category would be subject to the approval of the appropriate department, **School** Dean, **Dean of Graduate School**, and Vice President for Academic Affairs.

**CREDIT:** One to six credits, to be awarded on the basis of:

15 instructional class hours for every credit hour with two field or laboratory hours counting as one instructional hour.

Students may include not more than six (6) hours of credit for workshops, conferences, and micro-courses in a Master's program.

Departments must submit an application form for Special Graduate Course (see attached), available from the Graduate School Office at least two weeks in advance of proposed instructional dates.

Source of Information: College Bulletin, September 1974

## Policy Number: IV:02:03 (attachment)

(Four copies of this form must be submitted to the Dean's Office at least two weeks in advance of proposed instructional dates.)

## APPLICATION FORM FOR SPECIAL GRADUATE COUORSE

TO: FROM:	Chairperson _	of	
	Application for offered under Workshop	or Approval of Special Offering	598 – Micro Course
	lock hours (Ind	licate instruction and field or labora o each credit hour; 2 to 1 field or lal	
		etion:	
6. Site of instr	· · · · · · · · · · · · · · · · · · ·	Nama	
7. Agency co	nact person:	Name Title	
		Address	
		Phone	
action to b. If instruc	tructor is other approve his/h	than a department member, attach er designation of instructor. ment member, indicate teaching load take place.	
-			Credit Hours
Course _			Credit Hours
		n special offering):	
11. Attach rec	ord of departm roposed budge	ion, indicate course activities and evental action to approve this offering t statement approved by the <b>School</b> te Office.	
		School Dean	Date

Graduate Dean	Date	
Vice President for Academic Affairs	Date	