

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: IV.02.04

Date: May 1975

Editorial Revision: August 1988

SUBJECT: Proposals for Special Undergraduate Courses

In order to facilitate unique and special undergraduate, credit-bearing courses, special provision must be made to assure adequate planning and approval. The Special Course offering responds to that need.

COURSE DESIGNATION: (Prefix will indicate department)

497 – Special Course (1-3 credit hours)

A group experience, initiated by faculty, approved by department and Dean, offered in a single semester or session, one time only, and registered with Academic Affairs.

Department must submit four copies of the application form for **Special Undergraduate Course** (see attached), available from Academic Affairs, to the Dean's Office at least two weeks in advance of proposed instruction.

Source of Information: *College Bulletin*, May 1, 1975

Policy Number: IV:02:04 (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 UNDERGRADUATE COURSE

TO: Dean, **School** of _____
FROM: Chairperson _____
Department _____

DATE: _____

SUBJECT: Application for Approval of Special Offering

1. Credit to be offered under (check one):
497 – Workshop 497 – Conference 497 – Micro Course
2. Proposed title (e.g., EDU 497 – Workshop: Parent Conferences and Curriculum Planning):

3. Proposed credit hours: _____
4. Proposed clock hours (Indicate instruction and field or laboratory clock hours – 15 instructional class hours to each credit hour; 2 to 1 field or laboratory hours per instructional hours):

5. Dates and hours of instruction: _____
6. Site of instruction: _____
7. Agency contact person: Name _____
Title _____
Address _____
Phone _____
8. Instructor: _____
 - a. If the instructor is other than a department member, attach vita and copy of departmental action to approve his/her designation of instructor.
 - b. If instructor is a department member, indicate teaching load during semester during which special instruction is to take place.

Course _____	Credit Hours _____
Course _____	Credit Hours _____
Course _____	Credit Hours _____
Course _____	Credit Hours _____
9. Anticipated enrollment (in special offering): _____
10. Attach outline of instruction, indicate course activities and evaluation procedures to be used.
11. Attach record of departmental action to approve this offering.

_____ Dean's Approval	_____ Date
_____ Vice President for Academic Affairs	_____ Date