

Directions

1. Student – Complete the student information section.
2. Faculty member – complete the instructor section and attach a syllabus with (a) class objectives/learning outcomes, (b) expectations regarding reading paper/paper/projects (c) weight of assignments for determining grades, (d) due dates of assignments, and (e) grading scale.
3. Route through the remaining approval queue. Signatures must be obtained in the order listed.
4. Student – After approval, you will receive an email with the CRN and instructions for enrolling in the course via Wolf Web.

Student Information

Student ID _____ **Student Email** _____

First Name _____ **Last Name** _____

Instructor Section: Course Information

Term/Year: _____ **Subject** _____ **Course #** _____ **Course title:** _____

of Credits: _____ ☐ On-campus ☐ Off-Campus ☐ Online

Grading Method: ☐ Letter-Graded ☐ P/NC (if available)

Will this course meet a degree requirement for the student? Yes ☐ No ☐

Is there an international component to this course? Yes ☐ No ☐

COURSE TYPE:

- ☐ **Internship; supervised field or research experiences (excludes student teaching).** This category may be used for any supervision that requires varying amounts of instructor supervision per week over the term.
- ☐ **Category I:** Instructor provides an average of three-quarters of one hour per week of activity with each individual supervised student.
 - ☐ **Category II:** Instructor provides an average of one hour per week of activity with each individual supervised student, or in liaison with agency personnel.
 - ☐ **Category III:** Instructor provides an average of one and half hours per week of activity with each individual supervised student or in liaison with agency personnel.
- ☐ **Individualized mentored faculty research.** This category is restricted to supervision as a primary technique of instruction in requiring of the instructor an intensity of supervision resulting in an average of one and one-half hours per week with each supervised student.
- ☐ **Directed study by arrangement.** Directed study taught by arrangement is a section of regular course that a faculty member agrees to provide for individual student(s) resulting in an average of one hour per week of faculty contact per credit.
- Was the course offered in the current academic year? Yes ☐ No ☐
- Will the course be offered in the next two academic terms? Yes ☐ No ☐
- ☐ **Specialized Individual Study.** Specialized study is a course proposed and developed by the student with guidance from a faculty member from the division, department, or program the content of which is not available in regularly scheduled institutional offerings, resulting in 30 minutes of faculty contact per week per credit.

Instructor Name (Print) _____ **Date** _____

Instructor Signature _____ **Date** _____

Division Chair Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

Office use only: CRN: _____

Received by & date _____

☐ SSASECT ☐ SIAASGN ☐ SFASRPO ☐ Notified Faculty/Student Processed by & date _____