SPECIAL STUDIES INFORMATION & APPLICATION
HSSEKA DIVISION

The Special Studies Project must be of interest and importance to the student. This means the traditional term paper, one written to fulfill a requirement, of little interest or relevance is not an acceptable project. The student and professor must consult with one another to define a relevant and interesting project that will enhance the student’s education goals. Acceptable formats may include a research project, completion of directed readings, field study, or other related activity.

UNACCEPTABLE PROJECTS WOULD INCLUDE:

1. Group projects
2. Projects for which credit should be awarded through an advanced course
3. Projects which provide clerical support for the professor
4. Projects in which the student assists the professor in instruction
5. Projects connected with field work related to a student’s employment (credit under Vocational Work Experience)

Submission of the project application must occur within the first ten days of the fall or spring semester. Specific program reports will be due at predetermined times. Late work will not be accepted. Following evaluation, all project materials will be returned to the student with necessary and appropriate comments and/or corrections.

STUDENT QUALIFICATIONS:

1. Must be recommended by a HSSEKA Division Professor
2. Project acceptable to the Professor and the Division Dean
3. Must have completed approved course prerequisite(s) with a grade of “B” or higher
   (Please note that Special Studies courses have a minimum course prerequisite for enrollment)

STEPS FOR ENROLLING IN A SPECIAL STUDIES COURSE:

1. Find a professor who is willing to work with you on a research/study project. The student and professor must consult with one another to define a relevant and interesting project that will enhance the student’s educational or career goals. Develop your project for the course under the professor’s guidance

2. Indicate the number of units the student is enrolling for (1-2 units). A minimum of 50 semester hours is required for 1 unit, and a minimum of 100 semester hours is required for 2 units
3. **Sign** and complete the **Special Studies Application** and **Instructor Add Memorandum** registration form (be sure to enter the name of the student, *bubble* in the Term/Year, and the student ID#)
   **Attach a current student Academic History** print out (you may obtain it through the online registration system)

4. Submit the completed application, registration form, and student academic history to the HSSEKA Division Office, Budd 319

5. The HSSEKA Division Dean will review the application, and if approved will assign the Course Code number and process the registration add memorandum form

6. The professor will be notified when the registration is complete and that the project may commence

7. **APPLICATION DEADLINE: 4:00 P.M. OF THE TENTH DAY OF THE FALL OR SPRING SEMESTER**
   **APPLICATIONS WILL NOT BE ACCEPTED IF NOT COMPLETE**
SPECIAL STUDIES APPLICATION
HSSEKA DIVISION

SPECIAL STUDIES APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE HUMANITIES, SOCIAL SCIENCE, EDUCATION, KINESIOLOGY, AND ATHLETICS (HSSEKA) DIVISION OFFICE, BUDD 319 BY 4:00 P.M. ON THE 10TH DAY OF INSTRUCTION IN THE FALL OR SPRING SEMESTER.

PLEASE PRINT:

STUDENT NAME: ________________________________

DELA ID #: ________________________________

DELA EMAIL: __________________ PERSONAL EMAIL: __________________

PROFESSOR NAME: ________________________________

SPECIAL STUDIES COURSE NAME/#: ________________________________

CIRCLE CURRENT SEMESTER: (FALL) (SPRING) YEAR: 20__

CIRCLE PROJECTED TOTAL UNITS: (1 UNIT/50 HRS) (2 UNITS/100 HRS)

NUMBER OF SEMESTER HOURS PROFESSOR WILL MEET WITH STUDENT: ___

ACADEMIC HISTORY INFORMATION:

NAME OF PREREQUISITE COURSE(S): ________________________________

CIRCLE SEMESTER COMPLETED: (FALL) (SPRING) YEAR: 20__

CIRCLE GRADE RECEIVED: (A) (B)

DESCRIBE THE SPECIAL STUDIES PROJECT:

• GENERAL OVERVIEW OF SPECIAL STUDIES PROJECT:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
• WHY RESEARCH PROJECT IS IMPORTANT:

• HOW WILL IT ADVANCE YOUR ACADEMIC OR CAREER GOALS:

• HOW WILL IT BE CONDUCTED:

SIGNATURE OF STUDENT ___________________________ DATE __________

SIGNATURE OF PROFESSOR ___________________________ DATE __________

SIGNATURE OF DIVISION DEAN ___________________________ DATE __________