

YALE COLLEGE
COMMITTEE ON HONORS AND ACADEMIC STANDING
APPLICATION FOR A SPECIAL TERM COURSE FOR CREDIT
TOWARD THE BACHELOR'S DEGREE

(Please type or print legibly)

NAME _____ CLASS _____

COLLEGE **SAMPLE** ID NUMBER _____

MAILING ADDRESS _____ TELEPHONE _____

GENERAL INFORMATION ABOUT SPECIAL TERM COURSES

1. Special courses are one-term, one-credit courses. An application may be made for a year course, but the Committee on Honors and Academic Standing can approve it for the first term only; upon receipt of certification from the instructor that the student's first-term work has been satisfactory, the course will ordinarily be approved for a second term.
2. By vote of the Yale College faculty, only members of the faculty with teaching appointments in the University are eligible to teach special courses.
3. According to guidelines established by the Course of Study Committee, meetings between the student and the instructor of a special course must take place regularly and with appropriate frequency, normally at least once a week, and the student must complete and submit an appropriate amount of written work. It is expected that a Special Term Course will be taken for a letter grade.
4. Many departments offer tutorial courses (e.g. HIST 494a, Individual Writing Tutorial, or PSYC 490a and 491b, Directed Reading). If the instructor of a proposed special course is a member of such a department the course should be taken under the rubric of the departmental tutorial course, by application to the department and not the Committee on Honors and Academic Standing.
5. An application for a special term course should be submitted to the Committee on Honors and Academic Standing at the Yale College Dean's Office, 110 SSS, preferably during the term before the course is actually to be taken, but not later than the second week of the term for which a course is proposed. A student who has an application pending for a special course should enter it on their course schedule by listing it as "Special Course in _____." The subject entered should be the department in which the proposed instructor has an appointment. A student taking a special course from a member of the Department of Political Science would therefore enter "Special Course in Political Science" on his or her course schedule. The Registrar's Office will be informed by the Committee whether or not the course has been approved. Questions may be directed to the Chairman of the Committee, c/o the Yale College Dean's Office, 110 SSS (2-2920).

INSTRUCTOR'S FULL NAME: _____

POSITION AND DEPARTMENT: _____

CAMPUS ADDRESS: _____

TITLE OF PROPOSED COURSE: _____

FALL OR SPRING TERM? _____

I. Please describe the objectives and content of the course:

SAMPLE

- II. Please indicate the nature and frequency of meetings and the nature of the work to be submitted in the course. According to guidelines established by the Course of Study Committee, special courses must include the preparation of a term essay or a series of shorter essays. Appropriate substitutions may be made in courses in which the subject matter of the course does not lend itself to the writing of essays. Will there be an examination?

SAMPLE

- III. Please indicate what books or other materials will be read in the course. (Be as specific as possible concerning what books will be used; a long list of works in the general field of the course does not aid the Committee in understanding what will actually constitute the syllabus of the proposed course.)

- IV. Please indicate briefly your qualifications to undertake the course you have outlined, and describe how it fits into your academic goals.

- V. **APPROVAL OF THE INSTRUCTOR.** The instructor of the proposed course should comment on the appropriateness of the course for the student and then sign below, indicating approval of the course, and an agreement to work with the student on the syllabus and schedule described in this application.

SAMPLE

Date: _____ Signature: _____

- VI. **APPROVAL OF THE DIRECTOR OF UNDERGRADUATE STUDIES.** The Director of Undergraduate Studies of the instructor's department should sign below, indicating approval of the special course described in this application. The DUS should also indicate briefly why it is suitable for the student to request the additional faculty time required for a special course. For courses taught by University faculty not associated with Yale College departments and programs, the student's Director of Undergraduate Studies is the appropriate person to give this approval. (In neither case does this approval imply that the course will be necessarily counted towards the requirements of the student's major.)

Date: _____ Signature: _____

DUS in _____