

**SPECIAL STUDIES RECORDING FORM**

INSTRUCTIONS AND INFORMATION: **Before registration can occur**, the student must obtain their advisor's signature and the consent and signature of the faculty member who will be responsible for instruction and from the appropriate exemption consultant if the special studies is proposed to substitute for a required course for which there is an exemption consultant listed in the Student Guide. When substituting for any required course an explanation as to why the required course cannot be taken must be included with this form. The Associate Dean For Educational Programs has final approval on substitutions for required courses. Once all appropriate signatures and approvals are obtained, the form must be turned into the SSW Registrar's Office in room 1772. This office will then enter permission to enroll in the Wolverine Access database which generates an automated e-mail providing the student with the appropriate **class number** and information needed to then register. Students can never enroll under the class number connected with sections 001, 101, or 201.

Students will be allowed to register for a maximum of two special studies courses per term, and a maximum of four special studies courses in all to meet graduation requirements. This restriction does not apply to special studies which are approved by the Associate Dean as a class with ten or more students.

Student Name \_\_\_\_\_ U/M I.D.# \_\_\_\_\_

E-Mail address \_\_\_\_\_ Date \_\_\_\_\_

Circle term & enter year for special studies course:

Fall                      Winter                      Sp/Su                      Spring                      Summer  
year \_\_\_\_                      year \_\_\_\_                      year \_\_\_\_                      year \_\_\_\_                      year \_\_\_\_

**Course/Catalog# SW** \_\_\_\_\_                      **Section#** \_\_\_\_\_                      **Credit hours** \_\_\_\_\_ (1-4)

See back of form for appropriate course/catalog # choices. Section # is the instructor's 3-digit independent study #.

A listing of faculty numbers are available on the Field Liaison & Special Studies Section ID numbers list at

<http://ssw.umich.edu/current/IDnumbers.html>

Is this special study being used as a substitute for a required course? \_\_\_\_Yes \_\_\_\_No

If this study is substituting for a required course list required course number here: \_\_\_\_\_

Will any part of your information gathering for this study be conducted outside of the United States? \_\_\_\_Yes \_\_\_\_No

If you answered yes to above question complete the following information also:

List country here: \_\_\_\_\_

Contact the SSW Office of Global Activities <http://www.ssw.umich.edu/public/OGA/specialStudies.html>

Brief description of content (PLEASE TYPE OR WRITE LEGIBLY-this content will be posted to the student's record).

**Please limit the descriptive content to 35 words or less:**

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Advisor's Signature: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Exemption Consultant signature: \_\_\_\_\_  
(this signature is required only if there is an exemption consultant listed for the required course in the Student Guide)

Associate Dean For Educational Programs: \_\_\_\_\_  
(This signature is only required for substitutions of any required course)

## SPECIAL STUDIES COURSE/CATALOG NUMBERS

(Courses whose titles start with the phrase "Special Studies" provide opportunities for students to contract with an individual faculty member for an independent study project)

<u>Subject code</u>	<u>Crs/Cat#</u>	<u>Course Title</u>
SW	517 518	Special Studies in Aging in Families and Society Special Studies in Aging in Families and Society
SW	525 526	Special Studies in Children & Youth in Families and Society Special Studies in Children & Youth in Families and Society
SW	555 556	Special Studies in Community and Social Systems Special Studies in Community and Social Systems
SW	553 554	Special Studies in Community Organization Special Studies in Community Organization
SW	532 533	Special Studies in Health Special Studies in Health
SW	519 520	Special Studies in Human Behavior and Social Environment Special Studies in Human Behavior and Social Environment
SW	523 524	Special Studies in Interpersonal Practice Special Studies in Interpersonal Practice
SW	566 567	Special Studies in Management of Human Services Special Studies in Management of Human Services
SW	586 587	Special Studies in Evaluation Special Studies in Evaluation
SW	576 577	Special Studies in Social Policy and Evaluation Special Studies in Social Policy and Evaluation
SW	583 584	Special Studies in Research Special Studies in Research
SW	581 582	Special Studies in Mental Health Special Studies in Mental Health
SW	546 547	Special Studies in Social Welfare Policy & Services Special Studies in Social Welfare Policy & Services
SW**	598 599	Special Studies in Social Work Special Studies in Social Work

\*\*598 and 599 are retained for miscellaneous special studies not included in other categories.