



A Special Study course should not be taught more than twice. Following second offering as Special Study, it then must be submitted through Governance for permanent class status. The syllabus for the Special Study must be included with this form.

Course Number	<input type="checkbox"/> 0984	<input type="checkbox"/> 1984	<input type="checkbox"/> 2984	<input type="checkbox"/> 3984	<input type="checkbox"/> 4984	<input type="checkbox"/> 5984	<input type="checkbox"/> 6984	<input type="checkbox"/> 8984	<input type="checkbox"/> 9984
	AT	UG	UG	UG	UG	Grad	Grad	Vet Med	Med School
Department							Anticipated Number of Students		
Course Title	SS:	Instructional Method Code			Subject Code				
<i>Note: The title must start with a prefix of "SS:" and has a 30 total max character space limit including prefix and punctuation.</i>									
Term/Semester & Year If Summer, Part of Term Code	Meeting Days & Time			Credit Hours					
Grade Mode	<input type="checkbox"/> ALL (A-F, P/F, Audit) OR			<input type="checkbox"/> A-F ONLY OR			<input type="checkbox"/> P/F ONLY		
<i>Note: Grade mode selection applies to <u>all</u> students registered in the course.</i>									
Campus	<input type="checkbox"/> Blacksburg OR			<input type="checkbox"/> Virtual			<input type="checkbox"/> Off Campus * _____ (Alexandria, Falls Church, etc.)		
<i>* Note: Graduate level special study requests must be signed by the Graduate School. Off campus courses must list instruction location.</i>									
Is a general assignment classroom needed for this course?	<input type="checkbox"/> Yes <input type="checkbox"/> No			If no, what is the location:					
If this course is taught with another course what is the CRN & course number?									
Does this course replace another CRN and its days/times/room? <input type="checkbox"/> No <input type="checkbox"/> Yes* (Note: CRN will be canceled)									
*If yes, please provide CRN, Days, Times, Room									
<b>Justification of Course (Select <b>ONLY ONE</b> and attach the course syllabus)</b>									
<input type="checkbox"/> This course is being taught on a "test basis" before being submitted for consideration as a permanent course.									
<input type="checkbox"/> This course meets a non-recurring need that is not addressed by existing courses.									
<input type="checkbox"/> Course proposal has been submitted and is undergoing review by Governance (UCC, CUSP, GCC, CGSP) to become a permanent course. Include course number and title as proposed. _____									
<input type="checkbox"/> Other _____									
<b>Comparative Courses</b>									
Are there similar courses in the department?						<input type="checkbox"/> No	<input type="checkbox"/> Yes		
Are there similar courses at Virginia Tech?						<input type="checkbox"/> No	<input type="checkbox"/> Yes		
Has the course been taught before as a Special Study?						<input type="checkbox"/> No	<input type="checkbox"/> Yes*		
*If yes, how many times has the course been taught (please list semesters taught).									
If this course has been taught two or more times, include an explanation of the circumstances that necessitate an exemption to policy.									
<b>Required Signatures</b>									
Instructor Signature		Printed Name			Last 4 of ID #		E-Mail (@vt.edu preferred)		Date
Department Head Signature		Printed Name					E-Mail (@vt.edu preferred)		Date
Undergraduate Associate Dean <b>OR</b> Graduate School Dean/Associate Dean Signature <b>OR</b> School of Medicine Dean		Printed Name					E-Mail (@vt.edu preferred)		Date