



# APPLICATION TO TAKE SPECIAL COURSES

(Special Projects, Internship or Cooperative Education/Work-Learn)

NAME: \_\_\_\_\_

GCC ID#: \_\_\_\_\_

Program: \_\_\_\_\_

Catalog Yr: \_\_\_\_\_

(i.e. AS in Automotive Service Technology)

(i.e. 2008-2010)

Course ID: \_\_\_\_\_

Course Type: \_\_\_\_\_

(i.e. AST198 & CRN)

(i.e. Special Projects, Internship, Practicum, or Co-op/Work-Learn)

Credits: \_\_\_\_\_

**Please attach course syllabus with SLOs and other relevant documentation as stated below. Needed in order to comply with ACCJC accreditation standards (Standard 2)**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVAL (Signature indicates approval):**

Department Chair \_\_\_\_\_

Date: \_\_\_\_\_

Dean: \_\_\_\_\_

Date: \_\_\_\_\_

**REGISTRAR'S REVIEW:**

APPROVED FOR PROCESSING:

RETURNED TO REQUESTOR :

Registrar Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Data Entry:				
CRN:	DAY:	TIME:	RM:	INSTR:

**Notes & Instructions for Completing Application to Take Special Courses**

1. A complete syllabus must be submitted with form that includes at least 3-5 student learning outcomes (SLOs), assignments, schedule, instructor's name, course description and requirements, evaluation criteria, calendar of activities, text and supplies, emergency policies, and accommodations statement.
2. To maintain integrity and ensure quality, it is important that special projects closely follow the appropriate course guide (if applicable). For example, if a 45 hour course during the regular semester is being offered via Special Project, it should have the same course description as stated in the course guide and the same expected SLOs.
3. Although the schedule of Special Courses may be more flexible and self-paced than regular courses, a schedule of activities or course calendar must be included in the syllabus.

**IMPORTANT NOTE:** ALL documentations stated in #1 MUST be attached to the Application to Take form when submitted to the Registrar. If documentation is missing, form NOT be processed and will be returned to the Instructor and DC.