

## Policy and Approval Form on Directed Readings 5960<sup>1</sup> and Special Studies 5990<sup>2</sup>

Special study courses covering subjects taught in regular School of Music courses will not be approved if the course will appear in the regular rotation during the residency of the student petitioning for special study. On rare occasions and only in exceptional circumstances, students may be permitted to enroll in regular courses under a special studies number.

Credit Limitations - Special study courses cannot constitute more than 12 credit hours of the total of 60 credit hours required for the DMA and PhD degrees or no more than six hours for the MM and MME degrees. Exemption from this restriction must be obtained by special permission of the Graduate Studies Committee. Regular courses offered under special study numbers may be excluded from this credit restriction. Normally all of the credit hours in one academic area (theory, history, etc.) cannot be taken in special study courses.

Approval - The following steps are essential if special study course work is to reflect high academic standards at the undergraduate level:

- After consultation with the faculty member who shall direct the study and academic advisor, the student shall submit a completed special Study Form (on the reverse of this page) to the Coordinator of Graduate Studies. This form shall the topic of study, the resources available for the project, method of evaluation, a statement of his/her qualification to pursue the study, the requested credit hours and estimated contact time with the professor.
- The student must demonstrate adequate preparation for the topic. It would be inappropriate, for example, for a student to undertake a special study of the *Affektenlehre* without having first had a Baroque period course at the 3000 level or above. Approval of such a topic would require more than four semesters of undergraduate history and literature course work.
- The quantity and quality of library resources at OU libraries in the immediate area, and/or materials that can be obtained with some certainty through interlibrary loan should be deemed sufficient to support the study.
- The suitability of the proposed instructor to the special study topic will be considered.

Contact Hours - There shall be ample continuing contact between the faculty member and the student in every special course. Consonant with University guidelines for regular credit courses, the amount of contact time will vary according to the number of credit hours in the proposed course. In general, the following list represents the minimum contact hours per term for special study courses:

1 credit hour	3 clock hours contact time after submission of proposal
2 credit hours	6 clock hours contact time after submission of proposal
3 credit hours	9 clock hours contact time after submission of proposal

Evaluation - The manner in which the progress of the student is to be evaluated should be indicated in the proposal. While no restrictions are placed on how student performance is to be measured, some formal method of evaluation (paper, examination, etc.) is necessary for credit to be issued.

Special Study in Absentia - Special study courses to be taken by students who are not resident students, or who cannot meet the contact hours requirement outlined above, shall be approved only on the recommendation of the Graduate Studies Committee. In general, *in absentia* course work is discouraged. The possibility of completing a regular or special study course at a college or university in the area in which the candidate lives and works might be explored. The institution must conform to the criteria for acceptable transfer credit.

Instructor Load - There is a practical limit to the number of special study courses a professor with a full teaching load can supervise. The precise number of students will vary with the individual professor but consideration will be given to the current course load of an instructor at the time application for special study is received.

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<sup>1</sup> Individual topics in area

<sup>2</sup> Individual study, research, and analysis in area

**To be completed by the student in consultation with the directing faculty of the proposed study**

**Student Name** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Semester of enrollment** \_\_\_\_\_ **Number of Credit Hours Requested** \_\_\_\_\_

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Substitution for required course		Count toward elective hours
Course Prefix	_____	
Course Number	_____	
Course Title	_____	
Instructor justification for course substitution		
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**Student's signature**

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**Date**

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**Directing Faculty's signature**

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**Date**

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**Signature of Chair of Academic area of study (if Directing Faculty is not a member of the area)**

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**Date**

**Submit completed form to Graduate Music Office at [gradmusic@ou.edu](mailto:gradmusic@ou.edu)**

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For office use only below this line

<b>Approved by:</b>	
<b>Signature of Coordinator of Graduate Studies</b>	<b>Date</b>

<b>Section Number</b>