

MILLERSVILLE UNIVERSITY  
REQUEST FOR SPECIAL STUDY ASSIGNMENT

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Dean of College in which study will occur	Date
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Estimated Cost: \_\_\_\_\_ For Registrar's Office use only: CRN \_\_\_\_\_  
c: Registrar's Office 9/2015

## INSTRUCTIONS FOR PROCESSING “REQUEST FOR SPECIAL STUDY” FORM

Person Responsible	Steps Required
Student	1. Discusses proposed special study with course instructor or faculty supervisor. Completes PART 1, discusses plan with academic adviser and obtains adviser's signature.
Adviser	2. Discusses request with student, attaches a clear and detailed justification for the study and signs form (PART 1) if approved.
Instructor/Supervisor	3. Completes all information in PART 2 and signs form. Forwards form to department chair.
Department Chair	4. Chairperson of department offering course will review special study request form and faculty load information, sign form (PART 3) if approved, and forward form to dean of his/her school.
School Dean	5. Dean of school offering course will review special study request form and faculty load information, sign form (PART 3) to authorize payment of faculty member, and forward it to Registrar's Office for processing.
Registrar's Office	6. Process student's registration for special study assignment.  Notifies Bursar's Office if processing the special study results in a change to the student's billing status.  Distributes copies of approved special study forms as follows:  <div style="margin-left: 40px;">                     Faculty member supervising special study assignment                      Budget Office                      HR Technician in Provost's Office                 </div>
HR Technician in Provost's Office	7. Verifies student's registration for and/or completion of special study assignment. Completes the SSHE form for calculation of faculty payment and forwards it to the Payroll Office for processing.
Student	8. Settles any additional cost resulting from registration for special study credits.
Payroll	9. Processes SSHE form so that faculty member will be paid. Forwards a copy of completed payment form to the Budget Office.