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Prior to submitting their proposal, Student Organizers must review Student Organized Seminar policies and procedures, as well as meet with their SoC Academic Advisor to review their materials and discuss any support needs. Submit the signed, completed forms to dear-soc@northwestern.edu. Once approved, the Office of Undergraduate Programs and Advising will contact Student Organizers with enrollment instructions.

SUBMISSION DEADLINES:

WINTER: NOV. 20

SPRING: FEB. 20

SUMMER/FALL: MAY. 20

COURSE LOGISTICS:

QUARTER AND YEAR SEMINAR IS TO BE OFFERED: _____

COURSE TOPIC/TITLE: _____

DAYS AND TIMES: _____

SPACE AND EQUIPMENT REQUIRED: _____

STUDENT ORGANIZER INFORMATION:

NAME: _____ MAJOR: _____

EMAIL: _____ PHONE: _____

FACULTY SPONSOR: _____

ACADEMIC ADVISOR: _____

PLEASE ATTACH THE FOLLOWING ON A SEPARATE SHEET: (Be specific)

- DESCRIPTION AND SCOPE OF TOPIC
- PREREQUISITES FOR THE COURSE
- CLASS REQUIREMENTS AND BASIS FOR EVALUATION
- COMPLETE SYLLABUS

I have read and understand all Student Organized Seminar Instructions (initial here): _____

COURSE APPROVAL (Sponsor agrees to **attend at least 2 class sessions**, including one during the first two weeks of class):

SPONSOR'S SIGNATURE: _____ DATE: _____

DEPARTMENT CHAIR'S SIGNATURE: _____ DATE: _____

ACADEMIC ADVISOR'S SIGNATURE: _____ DATE: _____

SoC DEAN'S APPROVAL: _____ DATE: _____

FOR OFFICE USE ONLY

QUARTER AND YEAR: _____ COURSE: GEN_CMN 396-0 Section: _____

SPREADSHEET UPDATED: _____ ENROLLMENT DATE: _____

ENROLLMENTS CHECKED: _____