

FALL 2024
STUDENT FORUM PROPOSAL GUIDELINES

1. Any student or group of students may propose a Student Forum on their own or in consultation with one or more faculty members, provided the forum does not duplicate a course regularly offered by a department or program. **Student forums and individual and group tutorials never carry a general education designation.**
2. In addition to a brief description, the proposal must include:
 - **a statement of purpose and rationale**
 - **a statement that indicates what qualifies the student(s) to lead the forum**
 - **an outline of topics to be discussed**
 - **a partial reading list**
 - **a description of written and other work to be done by each student**
 - **a description of the role of the faculty sponsor**
 - **the method by which the participants' work will be evaluated**
 - **a statement from the faculty sponsor clearly explaining what the academic value of the proposal**
3. The maximum enrollment is **15** plus the student leader(s). **When more than one student leader is proposed, a justification for having additional leaders must be provided.** Note: All student leader(s) will be pre-enrolled in the student forum. The minimum enrollment is **5**, including the student leader(s). Student Forums that enroll fewer than **5** students will be cancelled. A leader can only teach one forum.
4. The student or group of students will enlist a faculty sponsor. The sponsor will review the proposal, suggest changes, and sign an agreement with the group covering the work to be done, the sponsor's role, and the method by which the students' work will be evaluated. The faculty member's participation might include attendance at some or all meetings, consultation at intervals with the student leader and/or the group about the progress of the forum, reading of some written work, etc. **The role of the faculty sponsor will be examined closely and must be clearly stated in the proposal. **PLEASE NOTE THAT STUDENT FORUMS ARE NOT PERMITTED IN PHED.****
5. **The student leaders must hold the first meeting of the Student Forum before the end of Drop/Add period so that the students can make an informed decision as to whether they wish to enroll in the forum or have the ability to drop the forum if they change their mind before the Drop/Add period ends without necessitating a petition.**
6. The student proposer and the faculty sponsor must sign the proposal and submit it to the department/program chair for review by the end of classes in the semester before the one in which the forum will take place **Wednesday, May 8**).
7. **The department or program chair will review the proposal and, if it is found satisfactory, submit it to the Registrar's Office by Friday, May 17 for review by the appropriate Academic Dean.**
8. The proposal will receive final review by Academic Affairs within two weeks of submission. **The review will include attention to the student leader's academic record and specific experience that would qualify the student to lead the proposed forum.**
9. If a student forum proposal fails to receive approval, the student leader may address the noted deficiencies and submit a revised proposal. By **Friday, June 7**, the student leader should communicate in writing to the Registrar's Office the intention to do so and the revised proposal should be received no later than **Friday, June 14**.
10. A list of approved Student Forums will be maintained in the **Registrar's Office**. Student leaders will pick up a Student Forum Registration roster from the Registrar's Office and have interested students sign the roster. The student leader will return it with all signatures to the **Registrar's Office** by the last day of the Drop/Add.
11. At the end of the course, the faculty sponsor will complete and submit grade forms and Credit/Unsatisfactory evaluations to the Registrar's Office. The faculty sponsor will submit a final report to the department or program chair, who will forward a copy to Academic Affairs and the Registrar's Office.

Subject	Subject Area Name	Division - Dean
AFAM	African American Studies	DIV. II (SBS) - Mary-Jane Rubenstein
ALIT	Asian Languages & Literatures	DIV. I (HA) - Roger Mathew Grant
AMST	American Studies	DIV. II (SBS) - Mary-Jane Rubenstein
ANTH	Anthropology	DIV. II (SBS) - Mary-Jane Rubenstein
ARAB	Arabic	DIV. I (HA) - Roger Mathew Grant
ARCP	Arc	DIV. I (HA) - Roger Mathew Grant
ARHA	Art History	DIV. I (HA) - Roger Mathew Grant
ARST	Art Studio	DIV. I (HA) - Roger Mathew Grant
ASTR	Astronomy	DIV. III (NSM) - Martha Gilmore
BIOL	Biology	DIV. III (NSM) - Martha Gilmore
CCIV	Classical Civilization	DIV. I (HA) - Roger Mathew Grant
CEAS	College of East Asian Studies	DIV. I (HA) - Roger Mathew Grant
CGST	Center for Global Studies	DIV. II (SBS) - Mary-Jane Rubenstein
CHEM	Chemistry	DIV. III (NSM) - Martha Gilmore
CHIN	Chinese	DIV. I (HA) - Roger Mathew Grant
CHUM	Center for the Humanities	DIV. I (HA) - Roger Mathew Grant
CIS	College of Integrative Science	DIV. III (NSM) - Martha Gilmore
CJST	Center for Jewish Studies	DIV. II (SBS) - Mary-Jane Rubenstein
COL	College of Letters	DIV. I (HA) - Roger Mathew Grant
COMP	Computer Science	DIV. III (NSM) - Martha Gilmore
CSPL	Center for the Study of Public	DIV. II (SBS) - Mary-Jane Rubenstein
CSS	College of Social Studies	DIV. II (SBS) - Mary-Jane Rubenstein
DANC	Dance	DIV. I (HA) - Roger Mathew Grant
E&ES	Earth & Environmental Sciences	DIV. III (NSM) - Martha Gilmore
EAST	East Asian Studies	DIV. I (HA) - Roger Mathew Grant
ECON	Economics	DIV. II (SBS) - Mary-Jane Rubenstein
ENGL	English	DIV. I (HA) - Roger Mathew Grant
ENVS	Environmental Studies	DIV. III (NSM) - Martha Gilmore
FGSS	Feminist, Gender, & Sexuality	DIV. II (SBS) - Mary-Jane Rubenstein
FILM	Film Studies	DIV. I (HA) - Roger Mathew Grant
FIST	French-Ital-Span in Translation	DIV. I (HA) - Roger Mathew Grant
FREN	French Language & Literature	DIV. I (HA) - Roger Mathew Grant
FRST	French Studies	DIV. I (HA) - Roger Mathew Grant
GELT	German Literature in Trans	DIV. I (HA) - Roger Mathew Grant
GERM	German	DIV. I (HA) - Roger Mathew Grant
GOVT	Government	DIV. II (SBS) - Mary-Jane Rubenstein
GRK	Greek	DIV. I (HA) - Roger Mathew Grant
GRST	German Studies	DIV. I (HA) - Roger Mathew Grant
HEBR	Hebrew	DIV. II (SBS) - Mary-Jane Rubenstein
HEST	Hebrew Studies	DIV. II (SBS) - Mary-Jane Rubenstein
HIST	History	DIV. II (SBS) - Mary-Jane Rubenstein
ITAL	Italian	DIV. I (HA) - Roger Mathew Grant
JAPN	Japanese	DIV. I (HA) - Roger Mathew Grant
KREA	Korean	DIV. I (HA) - Roger Mathew Grant

Subject	Subject Area Name	Division - Dean
LANG	Less Commonly Taught Languages	DIV. I (HA) - Roger Mathew Grant
LAST	Latin American Studies	DIV. II (SBS) - Mary-Jane Rubenstein
LAT	Latin	DIV. I (HA) - Roger Mathew Grant
MATH	Mathematics	DIV. III (NSM) - Martha Gilmore
MB&B	Molecular Biology & Biochemistry	DIV. III (NSM) - Martha Gilmore
MDST	Medieval Studies	DIV. II (SBS) - Mary-Jane Rubenstein
MUSC	Music	DIV. I (HA) - Roger Mathew Grant
NS&B	Neuroscience & Behavior	DIV. I (HA) - Roger Mathew Grant
PHIL	Philosophy	DIV. II (SBS) - Mary-Jane Rubenstein
PHYS	Physics	DIV. III (NSM) - Martha Gilmore
PORT	Portuguese	DIV. I (HA) - Roger Mathew Grant
PSYC	Psychology	DIV. III (NSM) - Martha Gilmore
QAC	Quantitative Analysis Center	DIV. II (SBS) - Mary-Jane Rubenstein
REES	Russian, E. European & Eurasian	DIV. II (SBS) - Mary-Jane Rubenstein
RELI	Religion	DIV. II (SBS) - Mary-Jane Rubenstein
RLIT	Romance Literature	DIV. I (HA) - Roger Mathew Grant
RULE	Russian Literature in English	DIV. II (SBS) - Mary-Jane Rubenstein
RUSS	Russian	DIV. II (SBS) - Mary-Jane Rubenstein
SISP	Science in Society	DIV. II (SBS) - Mary-Jane Rubenstein
SOC	Sociology	DIV. II (SBS) - Mary-Jane Rubenstein
SPAN	Spanish Language & Literature	DIV. I (HA) - Roger Mathew Grant
THEA	Theater	DIV. I (HA) - Roger Mathew Grant
UNIV	University	DIV. II (SBS) - Mary-Jane Rubenstein
WMST	Women's Studies	DIV. II (SBS) - Mary-Jane Rubenstein
WRCT	Writing	DIV. I (HA) - Roger Mathew Grant