Creighton College of Arts and Sciences

Encuentro Dominicano Program

EDP 361 (6 credits) Wild Card

Procedure:

1. Student determines the 3-credit-hour course from the Core Curriculum for which EDP 361 will apply to satisfy a core course requirement.

2. Student completes the attached application by the designated date on the EDP 361 syllabus, signs it, and submits it to the Academic Director of the program in the Dominican Republic.

3. The Academic Director meets with the student to determine the focus of the research paper for EDP 361, which will match the focus of the core course being requested with this Wild Card.

4. At the end of the semester-long Encuentro Dominicano program, the Academic Director determines whether or not the student’s work merits the application of core course credit.

5. If the Academic Director approves the content and quality of the research paper or work, s/he will enter some comments about the research topic on the Wild Card form, and sign the form.

6. The Student will return the form as soon as possible to the Associate Dean overseeing the Encuentro Dominicano program on Creighton’s campus.

7. The Associate Dean will sign the form and have the information entered in the “advisor notes” section of the permanent electronic record.

8. The Associate Dean will email the coordinator in the Registrar’s Office who is responsible for entering the Wild Card core course substitution in the student’s academic records for the transcript. The Registrar will already have recorded that the student met a certified writing requirement and a global studies requirement when the student registers for the EDP 361 course prior to the beginning of the semester.

This procedure is subject to change by the College of Arts and Sciences, with notification given to all parties involved.

9/20/2013
Creighton College of Arts and Sciences
Encuentro Dominicano
EDP 361 Core Wild Card

Please complete this form in consultation with the Academic Director.

Name__________________________________________________

Creighton ID__________________________________________

Email Address__________________________________________

I wish to apply the EDP 361 Wild Card to waive the following Core requirement:
_________________________________________________________________________________________________

Comments:

Signed:__________________________________________________
        (student)

To be completed by the Academic Director:
Do you support this request? Yes______ No______

Comments:

Signed:__________________________________________________ Date:______________
        (Academic Director, Encuentro Dominicano)

Signed:__________________________________________________ Date:______________
        (Associate Dean)

Office Use Only:
Date sent to Registrar__________________________

9/20/2013