

INDIVIDUAL STUDIES COURSE PETITION

(File a separate petition for each Individual Studies Course)

This form is to be completed, approved and filed with the department, college, committee or division office prior to the deadline established by the sponsoring agency but no later than the last day to enroll in classes for the term in which the course is to be taken. Because petitions may not be reviewed and approved immediately, it is generally a good idea to submit petitions a minimum of a week in advance of the enrollment deadline. **Undeclared majors may not take more than 7 credits of special approval courses per quarter. Students who are declared in a major may only take more than 7 credits of special approval courses per quarter with authorization from their department.** (Authorization is not required if special approval courses are part of a curriculum approved by CEP, for example the Community Studies major.) The Individual Studies Course class number will be issued by the sponsoring agency at the time the petition is approved. Completion of enrollment procedures for the course is your responsibility.

Name _____ Major _____ Qtr/Year _____

Email _____ Student ID _____ Class Level ☐ frosh ☐ soph ☐ junior ☐ senior

Faculty Sponsor Name & Email _____ Department Sponsoring Course _____

Study Site Name & Address _____

Description of Work to Be Submitted For This Course _____

A written report ☐ will ☐ will not be required before credit is given for this course. For any 198 course, a written report must be filed with the sponsoring agency before credit will be assigned. THE LAST DAY FOR THE RECEIPT OF THIS REPORT IS _____ (the first day of exam week, unless a later date is specified by the instructor).

Estimated Numbers of Hours Per Week _____ with faculty sponsor _____ independently on project
(A combined total of 6-8 hours are required for 2 units. A combined total of 15 hours are required for 5 units.)

Course to Enroll in:

5 UNIT COURSES: ☐ 193-Field Study ☐ 195-Thesis Research* ☐ 198-Ind. Research ☐ 199-Tutorial

2 UNIT COURSES: ☐ 193F-Field Study ☐ 195F-Thesis Research* ☐ 198F-Ind. Research ☐ 199F-Tutorial

☐ Other: _____

Grade Option For This Course:

☐ Letter Grade (required if course is to be used to satisfy a major requirement)

☐ Pass/No Pass Grade (Instructor may not *require* that an independent study be P/NP without the approval of the Committee on Educational Policy. The P/NP grading option is available only for students in good academic standing. When enrolling, please be sure to change the grading option, as undergraduate courses will default to letter grades.)

Will this course be used to satisfy a major requirement?

☐ Yes (Additional approval required.)

☐ No

Will you be enrolling in more than 7 units of Individual Studies/Special Approval coursework this quarter?

☐ Yes (Additional approval required.)

☐ No

STUDENT SIGNATURE _____ DATE _____

APPROVED _____
Faculty Sponsor Date Chair of Department or Designee Date

*195-Thesis Research: Approval for comprehensive fulfillment is required APPROVED _____
Undergraduate Director Date

Office Use Only

Class Number

Class ID

Section

UNITS APPROVED: (check one) ☐ 2 ☐ 5

NOTE TO STUDENT: Enroll in this course via AIS using the course numbers listed above. Be sure to enroll with the grade option marked and approved by the faculty.