

REQUEST TO TEACH AN UNDERGRADUATE VARIABLE - UNIT COURSE
(97T, TC; 98; 99; 192, 194H; 197T, TC; 198, 199; Other_____)

INSTRUCTOR: Complete and submit form to department chairperson for approval.

Course Identification:

Department _____ Number _____ Section _____ Units _____ Quarter Offered _____ 20____

Estimated average student/faculty contact (hours/week) _____

Estimated enrollment in group study course _____

Topic:

Course Plan: Explain precisely the work to be undertaken, i.e., subject matter, format of instruction, texts or reading.

Grading: Explain criteria for awarding a passing grade.

In addition, complete for individual study:

Student: _____ Major/College: _____

Address: _____ Phone: _____

Total number of units completed to date: _____ I D. # _____

Other special study courses this quarter: Department _____ E-mail: _____

Units: _____

Remind student that 1) completion of 84 units is required to undertake a 194H or 199 course for degree credit, and 2) the limitation on special study courses (99, 194H and 199) is 5 units per term (exception: courses approved as part of the independent Study Program).

Instructor's Signature

Instructor's Name (printed)

Date

Department Chairperson's Signature

Date

Department chairperson retains form in departmental files for two years from beginning of current term for possible review by the appropriate college courses committee and the Senate Committee on Courses of Instruction.