

PETITION FOR UNDERGRADUATE INDIVIDUAL STUDIES COURSE

(Academic Senate Regulation 6.5, 9.1)

This form is to be completed, approved, and filed with the department, college, committee, or division 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. The Individual Studies Course call 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 _____ STUDENT ID _____ QTR _____ YR _____

LOCAL ADDRESS _____

COLLEGE _____ COLLEGE BOX _____ CLASS LEVEL fr ___ so ___ jr ___ sr ___

PHONE _____ E-MAIL _____

SPONSORING AGENCY _____ FACULTY SPONSOR _____

STUDY SITE ADDRESS _____

TITLE AND DESCRIPTION OF THE PROPOSED COURSE _____

EVIDENCE OF PREPARATION FOR SPECIAL STUDY (prior courses, readings completed, persons contacted)

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 course 198, a written report must be filed with the sponsoring agency before credit will be assigned. THE LAST DAY FOR RECEIPT OF THIS REPORT IS _____ (the last day of instruction in the quarter except when an earlier date is specified by the instructor).

ESTIMATED NUMBER OF HOURS PER WEEK: with faculty sponsor _____ independently on project _____

Instructor Approval		
Instructors 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.	Letter Grade	Pass/No/Pass
1) Credits: ___ 2 ___ 5 ___ 10 ___ 15 ___ other	<input type="checkbox"/>	<input type="checkbox"/>
2) Credits: ___ 2 ___ 5 ___ 10 ___ 15 ___ other	<input type="checkbox"/>	<input type="checkbox"/>
3) Credits: ___ 2 ___ 5 ___ 10 ___ 15 ___ other	<input type="checkbox"/>	<input type="checkbox"/>
_____ Faculty Sponsor	_____ Date	

Department Approval		
1) _____	_____	_____
Call number	_____	Course ID
2) _____	_____	_____
Call number	_____	Course ID
3) _____	_____	_____
Call number	_____	Course ID
_____ Department Chair, or designee	_____ Date	

Note: Enroll in this course via AIS using the call number(s) listed above. Be sure to enroll with the grade option(s) marked above and approved by the faculty.

Student Signature _____ Date _____