

PETITION FOR UNDERGRADUATE 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. 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 _____ STUDENT ID _____ QUARTER _____ YEAR _____

EMAIL _____ PHONE _____ COLLEGE _____

MAJOR _____ CLASS LEVEL: _____

COURSE SPONSORING AGENCY (ART DEPARTMENT) FACULTY SPONSOR NAME _____

STUDY SITE ADDRESS _____

TITLE AND DESCRIPTION OF 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 (1) independently on project (15 hrs/wk= 5 credits. 6hrs/wk for 2 credits)

Credits (2 credits requires six hours per week of work. 5 credits requires fifteen hours of work per week)

2 Credits 5 Credits

Grading

Letter Grade Pass/No-Pass

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.
Faculty Sponsor SIGNATURE _____ Date _____

(THIS SECTION TO BE FILLED OUT BY DEPARTMENT)
COURSE SPONSORING AGENCY APPROVAL
1) _____
Class Number Course ID (Subject-Number-Section)
Department Chair, Provost, Dean, or designee _____ Date _____

MAJOR DEPARTMENT APPROVAL (submit all signed petitions to major)
Departmental authorization is required if enrolling in more than 7 special study credits. Total number of special study credits:
Department Chair or designee _____ Date _____

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

Student Signature _____ Date _____