

# 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 \_\_\_\_\_ EMAIL \_\_\_\_\_

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		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 \_\_\_\_\_