

Advising office completes: CRN: \_\_\_\_\_ #Units \_\_\_\_\_ Date Received \_\_\_\_\_

### **INFORMATION ON VARIABLE UNIT COURSES**

#### Course Descriptions

- 99 Special Study for Undergraduates. An individual, research-oriented variable unit course of study designed for one under the supervision of one faculty member.
- 199 Special Study for Advanced Undergraduates. Upper division counterpart of course 99. At least 84 units of credit must have been completed in order to enroll in 199 courses. (DD Reg. 532)
- 197T (Tutoring) Courses for students desiring to tutor in a subject in which they are proficient.
- 299 Special Study for Graduate students.
- 299D Project Concentration for Graduate students

#### Policies and Regulations

Each variable-unit course must be actively supervised by an officer of instruction who holds a lecturer or professorial title. (DD Reg. 531)

Credit in special study courses for undergraduates (99, 199) is limited to FIVE units per term. (AS Rng. 764)

#### Grading

Variable-unit courses will be graded on a Passed/Not Passed or Satisfactory/Not Satisfactory basis.

#### CONTRACT FOR VARIABLE UNIT DESIGN COURSE /STUDENT COMPLETE

( ) 99            ( ) 197T            ( ) 199            ( ) 299            ( ) 299D

Quarter (circle one): F   W   S   SSI   SSII   YEAR \_\_\_\_\_

Student Name \_\_\_\_\_ (PLEASE PRINT)

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ID Number: \_\_\_\_\_

Major: \_\_\_\_\_ College: \_\_\_\_\_

E-mail: \_\_\_\_\_

Other special study courses this quarter: Department: \_\_\_\_\_ Course \_\_\_\_\_

(University regulations limit students to 5 units of 199 per term)

Have you completed 84 undergraduate units to this date? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Qualifications** (list specific courses and/or experiences that enable you to complete this special project or tutoring experience.)

**Goals** (Elaborate on reasons for taking and/or projected outcomes of this experience):

**Course Plan or Tutoring Responsibilities:** Explain precisely the work to be undertaken (i.e., subject matter, text, reading, course to be tutored, specific responsibilities or duties you will have).

**Faculty Complete:**

Faculty Sponsor \_\_\_\_\_

Mode of Instruction: Discussion\_\_\_\_\_ Conference\_\_\_\_\_ Studio/Laboratory\_\_\_\_\_

Library\_\_\_\_\_ Fieldwork\_\_\_\_\_ Clinic\_\_\_\_\_ Other (Explain)\_\_\_\_\_

Student/Faculty contact (hours/week) \_\_\_\_\_

Tutoring hours/week (197T ONLY)\_\_\_\_\_

Total units requested:\_\_\_\_\_ (3 hours/week = 1 unit of undergraduate credit)

Mode of evaluation: Examination\_\_\_\_\_ Paper\_\_\_\_\_ Journal\_\_\_\_\_

Projects\_\_\_\_\_ Other\_\_\_\_\_

**Criteria for passing grade:**

I have read the above and approve the student work to be undertaken:

Faculty Signature:\_\_\_\_\_