

DEPARTMENT OF MATHEMATICS SPECIAL STUDY REQUEST FORM

(98, 99, 192, 194, 197TC, 198, 199; Other _____)

INSTRUCTIONS:

- Complete this form in full; A new form is REQUIRED for each quarter.
- Submit completed form to a staff advisor in MSB 1130; Forms must be legible.
- A Course Registration Number (CRN) will be issued to you once the form has been received.
- A minimum completion of 84 units is REQUIRED to undertake an upper-division special study course (192-Internship, 194-Thesis, 197TC-Tutoring, 198-Group Study, 199-Individual Study) for degree credit. Limitation on most special study courses is a maximum of 5 units per term (exception: courses approved as part of the Independent Study Program).

UNIT/HOUR BREAKDOWN:

- Fall, Winter, Spring: 3 hours per week = 1 unit
- Summer Sessions I & II: 5 hours per week = 1 unit

SUBMISSION DEADLINE:

Forms for special study courses will only be accepted during normal course registration periods up until the last day to add courses in Schedule Builder (i.e., 12th day of instruction).

Student Information:

Full Name (Print)	Student ID	Major
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Address: _____ Phone: _____

UCD Email: _____ Total Units Completed: _____ Overall GPA: _____

Course Information:

COURSE IDENTIFICATION (98, 99, 192, 194, 197TC, 198, 199; OTHER _____):

Department	Course Number	Section	Units	Quarter/Year
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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).

Please complete reverse side

Grading: Explain criteria for awarding a passing grade.

Your primary instructor, the faculty member charged with overseeing your activities, must sign this form before a CRN is issued. A graduate student, post-doctoral researcher, or temporary instructor cannot serve as your primary instructor.

Student Signature

Student Name (Printed)

Date

Instructor Signature

Instructor's Name (Printed)

Date

This form will be retained in the 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.