

Individualized Study Course Request Form

To the Advisor/Instructor: Prior to having student complete this form, please advise them of the purpose and policies associated with Individualized study courses.

To the Student: Complete the following form making sure to clearly state your need for the Individualized Study course. Note that the form must be signed and approved by the instructor and Department Chair associated with the requested course **prior** to registering.

Student Name: M#/UC ID #:

UC Email Address: Phone #:

Student's Program: Department:

Academic Term for Requested Course: Fall Spring Summer

Course (ex. PSYC2052): ***Note: course will be suppressed from OneStop**

Course Title (ex. Fieldwork Practicum):

Reason for Request:

Student Signature: **Date:**

Instructor Name: **Date:**

Instructor Signature: **Approval:**

Department Chair Name: **Date:**

Department Chair Signature: **Approval:**

Academic Affairs Representative: **Date:**

Academic Affairs Signature: **Approval:**

*** Completed request form and Class Order must be submitted to Academic Affairs (including required signatures) prior to class section being ordered.**

Individualized Study Course Policies

1) Individualized Study courses are offered for students only on the basis of demonstrated need as approved by the Department Chair in consultation with the course instructor. Faculty may elect not to teach Individualized Study courses.

2) Individualized Study courses are approved on a case-by-case basis, based upon the discretion of the Department Chair in consultation with the course instructor. Individualized Study courses are not guaranteed offerings, but are reserved for emergency situations in which the student has had no opportunity to fulfill the curricular requirement through traditionally offered courses.

3) Registration for Individualized Study courses closes on the 7th calendar day of each semester.

4) Requests for Individualized Study must be made on the Individualized Study Course Request Form. The Department Chair reserves the right to remove a student from a course if the student has not completed the Individualized Study Course Request Form prior to registering for the course.

5) Faculty who agree to offer Individualized Study courses will make sure that each approved student receive:

A course schedule indicating appropriate due dates for course assignments. Course expectations, objectives, and evaluations must be equivalent to those associated with the course as it would be offered in a traditional format;

A timetable indicating dates when the student will meet with the instructor for consultations, to assess progress, turn in assignments, and complete course evaluation requirements.