

Eligible students must have completed 90 units with at least a 2.50 GPA.

The official university deadline to add classes (including Special Studies courses) is the end of second week of the quarter.

Check with sponsoring department for applicable application deadlines.

**I. To be completed by the student:**

Name: \_\_\_\_\_ Student PID #: \_\_\_\_\_  
*Last First MI*

Current Address: \_\_\_\_\_ College: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Quarter: \_\_\_\_\_ Major: \_\_\_\_\_

Special Studies Course Information: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / P/NP / \_\_\_\_\_ / \_\_\_\_\_  
*Subject Crse No. Section Grd. Opt. Section ID No. Units*

List your current Quarter Schedule (including all Special Studies courses): \_\_\_\_\_  
Number of Units Previously Received for this Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**II. To be completed by the instructor and student:**

Name of Instructor: \_\_\_\_\_ Teaching Title: \_\_\_\_\_

Prerequisite course work or knowledge for this project: \_\_\_\_\_

Nature and frequency of contact (hours per week): \_\_\_\_\_

Means of Evaluation (Paper, final, etc.): \_\_\_\_\_

Proposed plan (Please be specific – note any readings and/or special instruments to be used): \_\_\_\_\_

\_\_\_\_\_  
*Instructor's Signature Date Student's Signature Date*

**III. To be completed and verified by the department:**

Student's Cumulative GPA: \_\_\_\_\_ Student's Cumulative Units Completed: \_\_\_\_\_

Approved  Not Approved \_\_\_\_\_ AND \_\_\_\_\_  
*Department Chair's Signature Department Stamp*

**IV. Exceptions Only: Submit all copies to College:**

Provost approval is required to enroll:  Approved  Not Approved

In more than 4 units of Special Studies courses in one quarter.

With less than 90.0 units completed.

With less than a 2.50 cumulative GPA.

Exceed 22.0 units. \_\_\_\_\_  
*College stamp or signature Date*

**Notice:** Check with sponsoring department for applicable deadlines. Form must be presented at the Registrar's Office by the deadline to add classes (Friday of 2<sup>nd</sup> week) with required signatures and Department Stamp. Add cards are not accepted or required.

**Distribution:** Original to Registrar's Office; copies to Department, Instructor, Student

## SPECIAL STUDIES 197, 198, 199 INFORMATION

The official university deadline to add classes (including Special Studies courses) is the end of second week of the quarter.

Check with sponsoring department for applicable application deadlines.

1. Special Studies courses 197, 198 and 199 are intended to enable students to learn about subjects not taught in regular courses and to engage in research in the laboratory, in the field, or in the library. Such a project should be carefully planned with the faculty advisor along the lines of the student's overall academic plan.

2. Prerequisite knowledge needed for the intended work should be carefully discussed with the instructor and clearly stated on the form.

### LIMITATIONS

1. A student must have completed at least 90.0 units of undergraduate study and must have a cumulative grade point average of 2.50 or better to be eligible. (Some departments may require a higher GPA.)

2. Special Studies enrollment requires sponsoring department approval. Approval is not guaranteed.

3. Only a grade of P or NP is to be assigned for a 197, 198, or 199 course.

4. A student may enroll for no more than a total of four units of 198 and 199 Special Studies courses in one term.

5. On the advice of the instructor(s) and the department chair(s) concerned, the Provost of a student's college may authorize exceptions to the limitations listed 1. and 4.

### PROCEDURES

1. Student obtains a "UCSD Application for Enrollment Special Studies Courses 197, 198, 199" from the Department prior to the start of a Special Studies course.

2. Student checks to see if eligible by having met 90.0 units and 2.50 G.P.A. requirements. If eligible, student completes Section I of the form.

3. Student checks with sponsoring department for any applicable application deadlines.

4. Student discusses with a faculty member the possibility of a Special Studies project in the faculty member's field of competence.

5. Student and instructor discuss the nature of the project, frequency of contact, prerequisite knowledge needed, and the means of evaluation.

6. Faculty member completes instructor's portion of form and student submits the form to the Department sponsoring the Special Studies course.

7. Department verifies student's eligibility by checking for required 90.0 units and 2.50 cumulative GPA.

8. Department Chair of the Department sponsoring the Special Studies course reviews the form and denotes approval or disapproval.

9. Student secures the Department stamp on the Special Studies form. (Department stamp is only provided after the form has been signed by both the instructor and Department Chair.)

**10. Student submits the form to their College Academic Advising Office if any exceptions to the limitations are requested. Provost denotes either approval or disapproval. Approved forms are submitted by the student to the Registrar's Office and disapproved forms are to be returned to the department. Please note that the turnaround time for forms is not immediate within departments.**

11. If no exceptions are requested, student submits the original by the **end of second week of the quarter** to the Registrar's Office. Requests to add classes after week 2 are not guaranteed. Check with the academic department offering the course for specific guidelines.

12. The Registrar's Office staff enrolls a student in the Special Studies course upon receipt of a completed form. Incomplete forms will not be processed.