REQUEST TO TEACH AN UNDERGRADUATE VARIABLE - UNIT COURSE
(97T, TC; 98; 99; 192, 194H; 197T, TC; 198, 199; Other ___________)

INSTRUCTOR: Complete and submit form to department chairperson for approval.

Course Identification:

Department __________________________ Number __________________________
Section ___________________________ Units __________ Quarter Offered _______

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.

________________________________________________________________________

Grading: Explain criteria for awarding a passing grade.

________________________________________________________________________

In addition, complete for individual study:

Student: ___________________________ Major/College: ___________________________

Address: ___________________________ Phone: ___________________________

Total number of units completed to date: __________ ID #: ___________________________

Other special study courses this quarter: Department __________ E-mail: ___________

Units: __________

Remind student that 1) completion of 84 units is required to undertake a 194H or 199 course for degree credit, and 2) the limitation on special study courses (99, 194H and 199) is 5 units per term (exception: courses approved as part of the independent Study Program).

Instructor’s Signature ___________________________ Instructor’s Name (printed) ___________________________ Date ___________

Department Chairperson’s Signature ___________________________ Date ___________

Department chairperson retains form in 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.

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