

LDA Advising Office Completes:

Section Number: _____ #Units _____ Date Received _____

INFORMATION ON VARIABLE UNIT COURSES

Course Descriptions

- 99 Special Study for Undergraduates – under 84 units of credit completed.
- 198 Directed Group Study – one time course set up for a group of students in a subject where no courses have been established
- 199 Special Study for Advanced Undergraduates. 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.

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 is limited to FIVE units per term. (Gen. Catalog, P. 119)

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 () 198 () 199

Quarter: F W S SSI SSII YEAR _____

Student Name _____ (PLEASE PRINT)

Signature: _____

Address: _____

Phone: _____ ID Number: _____

Major: _____ College: _____

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:

Mode of Instruction: Discussion_____ Conference_____ 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:_____