



REQUEST FOR VARIABLE-UNIT DIRECTED STUDY COURSE INDEPENDENT OR GROUP STUDY 298/299/498/499

Complete and submit to the faculty sponsor and then to the Graduate Advisor for approval. Return completed form and attachments to Student Services in Gallagher Hall or fax to (530) 754-9355.

Student _____ UCD Student Number _____

Estimated average student/faculty contact hours per week _____

Estimated enrollment in group study course _____

Course: [] [] [] [] (Check one) for _____ Quarter units. Program: [] [] []

Topic _____

Project Description:

Please attach a Course Plan: The plan should explain precisely the work to be undertaken (i.e., subject matter, format of instruction, texts, or reading). The plan should also explain the criteria for awarding a passing grade.

I understand I am limited to total of 6 units for 298, 299, 498 or 499 units to count toward the 72 total unit degree requirement.

Student's Signature _____ Student's Name (printed) _____ Date _____

Instructor's Signature _____ Instructor's Name (printed) _____ Date _____

Graduate Advisor's Signature _____ Graduate Advisor's Name (printed) _____ Date _____

For Office Use Only

Program _____ CRN _____ Course#/Section# _____

Date Added _____ Previous 298/299/498/499 units? No Yes-3 units Yes-6 units

GENERAL INSTRUCTIONS

Independent or Group Study Coursework Guidelines:

1. Independent or Group Study courses are directed study courses intended to add to the existing curriculum by allowing a student to study academic material that is not currently offered in an existing course (e.g., courses are intended to complement, not replace, existing courses). The learning objectives and plan of study for independent or group study courses would generally be similar to other 200 level graduate courses.
2. Independent or Group Study courses are variable unit courses with the same workload requirements as other 200/400 level courses. Workload expectations for each course will follow the Carnegie formula (at least 30 hours of work for each unit of study per student).
3. Independent or Group Study courses must be sponsored by a GSM Academic Senate faculty member and approved by the Graduate Advisor. The student must complete a Request to Take Variable-Unit Course form to be signed by the student's sponsor and the Graduate Advisor. The Graduate Advisor determines the specific deadlines and procedures for approving these variable-unit courses. The form is available on the website.
4. Students taking Independent or Group Study courses should be evaluated by either a paper or written exam. Students are required to submit a log of time spent on the course, with faculty meetings separately identified.
5. Students may count no more than six units of Independent or Group Study courses (298, 299, 498 and 499) toward the MBA degree. (298 courses completed prior to fall 2009 are not included in this total.)

Unit Value of Course: When adding this course, you need to manually change the course units from 1 (the default) to 3 units.

Deadline: Completed forms (with all signatures) must be filed with the Office of Student Services **by the registration deadline for your program** each quarter.

Grading: All grading for 298, 299, 498 and 499 courses is Satisfactory/Unsatisfactory.

COURSE OPTIONS AND INSTRUCTIONS

298 (group course) or 299 (individual course)

- Complete the reverse side of this form.
- Design course proposal, which must include a significant academic component and cannot replicate a course currently being taught at the GSM.
- Identify a GSM faculty member as a sponsor (not an adjunct or visiting professor).
- After faculty sponsor has approved course and signed form, submit to Graduate Advisor for review and approval.
- Return completed forms with signatures and course proposal to the Office of Admissions & Student Services.
- A CRN will be provided for you enroll in the course.

498 (group practicum), 499 (individual practicum)

- Complete the reverse side of this form.
- Design course proposal.
- Identify a GSM faculty member as a sponsor (not an adjunct or visiting professor).
- After faculty sponsor has approved course and signed form, submit to Graduate Advisor for review and approval.
- Return completed forms with signatures and course proposal to the Office of Admissions & Student Services.
- A CRN will be provided for you enroll in the course.

F-1 Curricular Practical Training Requirement (499)

- Review the F-1 Curricular Practical Training (CPT) Information for International Students and follow the instructions provided there which includes completing the reverse side of this form.
- Once Career Services has completed their process, your form will be return to the GSM Registrar for enrollment. Your enrollment will be confirmed via email once you have been added.

If your project does not fall into one of these designated categories, please see the GSM Registrar for instructions.