

SAN FRANCISCO STATE UNIVERSITY
PETITION FOR COURSE BY INDIVIDUAL STUDY
(Engr 699/Engr 899)

ELIGIBILITY: Students who have demonstrated the ability to work independently, have a cumulative grade point average of at least 3.0 (Undergraduate) or 3.25 (Graduate) and have the approval of their Advisor, an Instructor for the course, and the Department Chair. Credit for Independent Study is given only for courses not included in the University's curriculum as published in the Bulletin or Class Schedule.

PROCEDURES: Prepare a draft of the material required for the SUMMARY and make an appointment to speak with your Advisor and 699/896/899 Instructor for initial review and approval. If approved, forward this petition to the Department Chair for final review and approval. If final approval is given, obtain an add permit number or submit an Add Form to the Registrar's Office at the One Stop Student Service Center.

NAME _____ **STUDENT #** _____

In accordance with University regulations as stated in the General Bulletin, I petition to take to following course during the _____ semester for _____ units by Individual Study:

Dept. _____ Course No. _____ Course Title _____

Current GPA Status: Undergrad__ Grad (Post-bac) __ Last Semester of Attendance _____

Signature

Date

SUMMARY OF COURSE OBJECTIVES (I), METHODS (II), AND EVALUATIONS PROCEDURES (III)

I. – Skills, knowledge, competency or other learning objectives agreed upon by the student and instructor.

II. – How the objectives will be achieved (e.g. reading, interviewing, consultation with instructor, etc.). Establish how often student will meet with instructor.

III. – How the student's learning will be evaluated by the instructor for grading purpose (e.g. written work, oral examinations, other).

REVIEWED AND APPROVED BY:

INSTRUCTOR/DATE

PROGRAM HEAD/DATE

DIRECTOR/DATE

DISTRIBUTION (DEPARTMENT CHAIR, INSTRUCTOR, STUDENT)