San Francisco State University

# College of Extended Learning

## Petition for Course by Individual Study (699 or 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 an Instructor for initial review and approval. If approved by Instructor, obtain signature of Department Chair for final review and approval. If final approval is given, **submit the Petition for Course by Individual Study to the College of Extended Learning along with a Registration Form and payment.**

NAME_____ SFSU ID _____

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

Dept. _____ Course No._____ Course Title_____

Current GPA Status: Undergrad_____ Grad_____ Last Semester of Attendance _____

_____ _____

Student Signature Date

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**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 objective es 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 purposes (e.g. written work, oral examinations, other).

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**REVIEWED AND APPROVED BY:**

_____ _____ _____

Instructor Name (Printed – First and Last) Instructor Signature/Date Chair Signature/Date

**Students should return signed petition to College of Extended Learning with Registration Form and payment.**