

San Francisco State University
College of Extended Learning & International Affairs
PETITION FOR COURSE BY INDIVIDUAL STUDY (699/899)

Return signed petition to the College of Extended Learning & International Affairs:

Holloway Campus: 1600 Holloway Ave, One Stop, SSB 1st Floor - **Downtown Campus:** 835 Market Street, Enrollment Services Counter

ELIGIBILITY: Students who have demonstrated the ability to work independently must 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, the Department Chair, and the Dean of the College of Extended Learning & International Affairs (CELIA). 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 699/899 for initial review and approval. If approved, forward this petition to the department chair for review and approval. For final approval, send to the Dean of CELIA. You can do this by either delivering to the CELIA counter at One Stop or the CELIA Enrollment Services Counter at the Downtown Campus. If final approval is given, you will be given a permit number by CELIA to register.

Name Student ID #
Phone Number Email

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 # Course Title: Special Sessions Individual Study
Current GPA Status: Undergraduate _____ Last Semester Attended
Post-Bac/Graduate _____

Signature Date

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

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

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

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

Reviewed and Approved By

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

Dept Chair's Name (Print) _____ Signature _____ Date _____

Send form to Director of Special Sessions CELIA Staff Use: Matric Non-Matric Class offered at SF State Y N

Dean of CELIA _____ Date _____ Rev Spring 2015