

# SUMMER ONLY

## Independent Study Form

UNIVERSITY OF CALIFORNIA, MERCED  
5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / [summersession.ucmerced.edu](http://summersession.ucmerced.edu)

Complete all information, sign your request, and return this form to the Students First Center. You must be formally admitted to UC Merced to participate. Incomplete forms will be returned to the student. For CHEM 095, CHEM 195 and QSB 299 courses, the instructor should print the grading option after their signature on this form.

To view all deadlines and unit fee rate associated with an Independent Study, visit [summersession.ucmerced.edu](http://summersession.ucmerced.edu). School specific information is also available on the back of this form.

### Personal Information

Undergraduate  Graduate UCM ID Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

E-mail \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Course Information

Six Week Session (Session A)  Eight Week Session (Session B)  Six Week Session (Session C)  Twelve Week Session (Full Summer)

Choose a course subject from one of the following: \_\_\_\_\_ (Example: PSY or BIO. Reference catalog for further information about each course.)

SoE \_\_\_\_\_ SNS \_\_\_\_\_ SSHA \_\_\_\_\_ MWP \_\_\_\_\_ Graduate \_\_\_\_\_

Choose one course number from one of the following:

Research (095, 195, 295) \_\_\_\_\_ Directed Group Study (098, 198, 298) \_\_\_\_\_ Individual Study (099, 199, 299) \_\_\_\_\_ Other \_\_\_\_\_

Number of contact hours/week \_\_\_\_\_ Number of units \_\_\_\_\_

Six Week Session: 1 unit equivalent to 8 hours research/week

Eight Week Session: 1 unit equivalent to 6 hours research/week

Twelve Week Session: 1 unit equivalent to 4 hours research/week

Printed name of Instructor(s): \_\_\_\_\_

Coursework completed relevant to research \_\_\_\_\_

### Signatures

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

Dean or Designee\* \_\_\_\_\_ Date \_\_\_\_\_

\*Required for **undergraduate** students adding a course

#### Office Use Only

Updated on: 06/17/2014

CRN Assigned: \_\_\_\_\_ Course Section #: \_\_\_\_\_ Date Completed: \_\_\_\_\_ by \_\_\_\_\_

Student Registered on: \_\_\_\_\_ by \_\_\_\_\_

## **Instructions for submitting Independent Study Form (for undergraduate students):**

### **School of Engineering (SoE):**

- 1) Find professor to work with
- 2) Sign up for one of the SoE subjects (see drop down menu)
- 3) Select units (see drop down menu). Up to 4 units of Independent Research may be used for technical elective credit for engineering majors.
- 4) Complete Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to the School of Engineering Dean's Suite (SE 270)
- 6) Once approved, you will be e-mailed and notified to pick up the form and submit it to the Students First Center to be registered for the course

### **School of Natural Sciences (SNS):**

- 1) Find professor to work with
- 2) Based on major, sign up for one of the SNS prefix subjects (see drop down menu). For students registering for PHYS 196, use the Other box to complete the course number
- 3) Select units (see drop down menu)
- 4) Fill out Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to Natural Sciences' Dean's Suite (SE 370)
- 6) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

### **Merritt Writing Program (MWP):**

- 1) Drop off completed form to Academic Office Annex (AOA) 128
- 2) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

### **School of Social Sciences, Humanities and Arts (SSHA):**

- 1) Completely fill out independent study form and answer the following questions in the text box below
  - a. How many contact hours/week are you requesting and how will those hours be used? How many hours will be spent doing research/project and how many hours will you be working with the Faculty member? (ex: 3 hours of independent research in lab plus 1 hour meeting w/ Faculty member per week)
  - b. What will your primary responsibilities include?
- 2) Drop off form to SSHA Reception Desk (COB 259)
- 3) Return to SSHA Reception Desk in 3 full business days to pick up your form and submit it to the Students First Center to be registered for the course