

PETITION FOR DIRECTED STUDIES (290)

Name: _____ SID: _____ Major: _____

Quarter/Year of Course: _____ Number of Units: _____

Please read the guidelines below and determine that the course you plan to undertake is an appropriate use of a 290 prior to submitting this form. If you find that the course you plan to take falls under one of the other course numbers, please work with your academic department to enroll in that course. It is only necessary to submit a petition to the Graduate Division for a 290 course.

290 Description

Courses numbered 290 (Directed Studies) are intended to provide an opportunity for qualified students to undertake advanced work in a topic (or topics) appropriate to the student's special interests and needs, which is not covered in a regularly offered course on campus. Research and creative activity that is intended for publication/performance/etc. should **not** be used as the basis for a 290. Such activity should be classified as 297/299 depending on whether or not it is related to a student's thesis. Studying for exams, even if (for example) this involves individual work with a faculty member to develop a coherent reading list, should not be used as the basis for a 290. Instead students should enroll in 291 units.

Other Courses in the 290-299 Range

291-Individualized Study in Coordinated Areas. Normally PhD and Master's students cannot use this course to meet any unit or course requirements but is simply taken to reflect that the student is studying for their exams.

292-Concurrent Analytical Studies. This course is paired with a 100-level course. Students register in and attend the 100-level course and use the 292 to reflect additional work done at the graduate-level. Typically it will be 1 or 2 units.

297-Directed Research. Normally used by PhD students prior to advancement to candidacy.

299-Research for the Thesis or Dissertation. Normally used by master's candidates and advanced PhD students doing research towards their master's thesis or PhD dissertation. Master's students pursuing the comps plan may not use these units.

If you are certain that 290 is the correct course, please answer the following questions:

1. What are the specific topics and materials to be studied?

2. What is the final form that this work will take (i.e., term paper, examination, book reviews)?

3. What are your reasons for taking this Directed Studies?

4. Is this same work available in a regularly offered course on campus?

If yes, what is the course number and why do you propose to do this work through a Directed Studies?

5. Please list the dates and times you plan to meet with the instructor for this course.

6. Please list the assignments you will complete in this course and their due dates.

Next Steps:

- 1. Attach a detailed syllabus for this specific course that includes the place, time, and content of each intended meeting.**
- 2. Submit the completed petition to the Graduate Division no later than the first day of the quarter in which you plan to take the course.**
- 3. Note, this petition does not enroll you in the course; it only provides approval of course content.**
- 4. Please sign indicating that you have read this entire form.**

Student Signature and date

Instructor name and department

Instructor Signature and Date (your signature indicates approval)

Graduate Advisor name

Graduate Advisor Signature and Date (your signature indicates approval)