



UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

Independent Study Form

5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.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.

Personal Information

☐ Undergraduate ☐ Graduate

UCM ID Number

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Last Name _____ First Name _____ M.I. _____

E-mail _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Add Deadlines: Through 15th day of instruction: Students may add using this form only with Instructor approval. You must return this completed form to the Students First Center.

Drop Deadlines: Through 15th day of instruction: Students may drop online without further approval. After 15th day of instruction, students may withdraw using the Course Withdrawal form. \$10 fee.

Grade Mode Deadlines: Through 10th day of instruction: Student may make adjustments to grade mode, when applicable, by coming to the Students First Center.

Course Information

☐ Fall ☐ Spring Year _____

Select School/Program:

☐ SoE ☐ SNS ☐ SSHA ☐ MWP ☐ Graduate

Specify course subject code: _____

Specify one course number from the following:

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

Number of units _____ x 3 hours of work per week = _____ total weekly hours of work

1 unit equivalent to 3 hours work per week

Printed name of Instructor(s): _____

Coursework completed relevant to research _____

Signatures

Student _____ Date _____

Grading option for CHEM 095, CHEM 195, QSB 299 are instructor preference. Instructor must specify grading option after their signature on this form.

Instructor _____ Date _____

Instructor _____ Date _____

Dean or Designee* _____ Date _____

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

Office Use Only

Updated on: 03/21/2018

CRN Assigned: _____ Course Section #: _____ Date Completed: _____ by _____

Student Registered on: _____ by _____

Print Form

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
- 3) Select units. 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 (SE2 315)
- 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. For students registering for PHYS 196, use the Other box to complete the course number
- 3) Select units
- 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 (SE1 270)
- 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