

REQUEST TO TEACH AN UNDERGRADUATE VARIABLE-UNIT COURSE

Submit this completed form to BAE Advising at BAEadvising@ucdavis.edu by the 10th day of instruction. Students will be emailed a CRN once approved. Students do NOT need to make an appointment or sign up for drop-in advising in order to submit this form. The limitation on these special study courses is 5 units per term with the exception of courses approved as part of the Independent Study Program.

Student: _____ ID#: _____

Email: _____ Major: _____

Have you completed a total of 84 units or more: ☐ Yes (199, 198, 197T) ☐ No (099, 098, 097T)

Course Identification:

Subject: _____ **Type Variable Units:** _____
☐ EBS ☐ ABT ☐ 199 ☐ 198 ☐ 197T ☐ 099 ☐ 098 ☐ 097T

Units: _____ **Quarter:** _____ **Year:** _____

3 - 5 hours per week = 1 unit
 6 - 8 hours per week = 2 units
 9 - 11 hours per week = 3 units
 At least 12 hours per week = 4 units

Average student/faculty contact (hours/week): _____ **Estimated hours student will spend in lab:** _____

Topic: _____

Course Plan: Explain precisely the work to be undertaken, i.e., subject matter, format of instruction, texts or reading.

Grading: Explain criteria for awarding a passing grade.

Instructor's Approval: Sign only after student has submitted a valid project proposal.

 Instructor's Signature Instructor's Name (printed) Date

 Department Chairperson Signature Department Chairperson Name Date

****Project cannot simultaneously be used for EBS/ABT 199 credit and for senior design project (EBS 170A/B/C) credit.****

FOR BAE ADVISING USE ONLY

Department chairperson to retain form in departmental files for two years from beginning of current term for possible review by the appropriate college courses committee and the Senate Committee on Courses of Instruction.

☐ Issued CRN: Staff Initials _____ Date _____

☐ Issued PTA: Staff Initials _____ Date _____

Comments:

☐ Registrar's Change form or Retro for Required