Goldman School of Public Policy
Approval Form for Independent Study and/or Restricted Courses

Please complete this form in its entirety and bring the completed and signed form to the Associate Director of Student Affairs – Jalilah LaBrie (Room 245, GSPP West) or Dov Benmoshia, Student Services Advisor (Room 241, GSPP West) to obtain a Permission Number.

MPP Students: please note that no more than 4 units of satisfactory/unsatisfactory units may count towards the MPP degree.

**Note: You will not be able to sign up for an independent study or restricted course without a CEC.**

Student Name: ____________________________________________

Student ID Number (SID): ____________________________________________

Email: ____________________________________________ Phone Number: ____________________________________________

Semester: Fall ☐ Spring ☐ Year: ________ Number of Units: ________

**PLEASE SEE THE REVERSE SIDE OF THIS FORM FOR AN EXPLANATION OF UNIT VALUES.**

For Enrollment in a Restricted Core Course:

PP210 Circle: A or B___

PP220 ___

PP240 Circle: A or B ___

PP250 ___

PP273 ___ Sec 1 or 2 (if applicable) ___ Other Course: __________________________

Graduate or Undergraduate Independent Study Courses:

# Units: _____PP199 Undergraduate Supervised Independent Study and Research (1-4 Units) Offered on a Passed/Not Passed basis only.

# Units: _____PP292 Graduate Supervised Independent Study and Research (1-12 Units) Offered on a Letter Grade Basis only.

# Units: _____PP295 Graduate Supervised Research Colloquium (1-9 Units) Offered on a Satisfactory/Unsatisfactory basis only.

# Units: _____PP298 Graduate Supervised Independent Study and Research (1-12 Units) Offered on a Satisfactory/Unsatisfactory basis only.

Special Instructions for PP199, 292, 295, 298: Please describe the total number of required hours to be completed and expectations of the student work to be completed (i.e., required deliverables, such as conduct research, complete readings, write reports, deliver presentations, etc.). If you need more space than provided, please attach additional page(s).

Total Number of Hours To Be Completed Across the Semester: ________

Description of Work To Be Completed/Subject to Be Studied:

Deliverable(s) To Be Submitted:

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I have agreed to supervise the student as outlined above for an independent study course.

____ I give permission for the student named above to enroll in my MPP Core course.

Faculty Signature: ____________________________________________ Date ______________

Faculty Name (Please Print): ________________________________

For additional information about required hours of work, please see the Academic Senate’s Estimated Total Number of Required Hours of Student Work Per Week and course descriptions on the back of this form.
If you have other questions, please contact Jalilah LaBrie Student Affairs Advisor at 510-642-1940 or jalilah@berkeley.edu
Approval Form for Independent Study and/or Restricted Courses
(Cont’d)

The following chart explains the unit values and the required workload hours associated with the various unit values, according to Academic Senate policy. For example, a 1 unit course requires the student’s workload to be approximately 3 hours per week for a total of 45 hours completed for the entire semester. The hours could include meetings with the faculty member, homework assignments, research, and readings, etc.

UCB Academic Senate
Estimated Total Number of Required Hours of Student Work Per Week

<table>
<thead>
<tr>
<th>UNITS</th>
<th>15-Week Course</th>
<th>TOTAL HOURS REQUIRED PER SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 hrs per week</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>6 hrs per week</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>9 hrs per week</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>12 hrs per week</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>15 hrs per week</td>
<td>225</td>
</tr>
</tbody>
</table>

**PP199. Undergraduate Supervised Independent Study and Research (1-4)** Course may be repeated for credit. Must be taken on a passed/not passed basis. Prerequisites: Upper division standing. For upper division students wishing to pursue special study and directed research under direction of a member of the faculty. Enrollment restrictions apply; see the Introduction to Courses and Curricula section of this catalog. (F or SP)

**PP292. Graduate Supervised Independent Study and Research (Letter). (1-12)** Course may be repeated for credit. Open to qualified graduate students wishing to pursue special independent study and research under direction of a member of the faculty. (F or SP)

**PP295. Graduate Supervised Research Colloquium. (1-9)** Course may be repeated for credit. Must be taken on a satisfactory/unsatisfactory basis. Prerequisites: Graduate standing. Open to qualified graduate students wishing to pursue special research under direction of a member of the faculty. Discussion and analysis of dissertation research projects, including conceptual and methodological problems of designing and conducting policy research. (F or SP)

**PP298. Graduate Supervised Independent Study and Research (Satisfactory/Unsatisfactory) (1-12)** Course may be repeated for credit. Must be taken on a satisfactory/unsatisfactory basis. Open to qualified graduate students wishing to pursue special independent study and research under direction of a member of the faculty. (F or SP)

*Updated 8/23/18*