

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 **Director of Student Affairs – Jalilah LaBrie** (Room 245, GSPP West) or **the Assistant Director of Student Services – Blaine Jones**, (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 Indicate: A or B _____ PP220 _____ PP240 Indicate: 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:

____ 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 Director of Student Affairs 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

UNITS	15-Week Course	TOTAL HOURS REQUIRED PER SEMESTER
1	3 hrs per week	45
2	6 hrs per week	90
3	9 hrs per week	135
4	12 hrs per week	180
5	15 hrs per week	225

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)