**Volunteer Independent Study - Template**

Date

Dean

Division XXX

Mail code XXXX

Dear Dean XXX:

I request to oversee the work of student XXX through an Independent Study course (Course XXX) in XXX Quarter XXX Year. [*Insert description of independent course*.]

I understand that this constitutes unassigned workload (instructional workload credit=0) that is neither required nor expected by the Department of XXX. I will perform these duties strictly on a voluntary basis, without compensation.

Sincerely,

Lecturer

Department of XXX

Endorsed by:

Name, Chair

Department of XXX

Approved by:

Name, Dean

Division XXX

c: Academic Personnel Services