



OFFICE OF THE SENIOR VICE CHANCELLOR – ACADEMIC AFFAIRS

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GENERAL CAMPUS DEPARTMENT CHAIRS,  
SCRIPPS GRADUATE DEPARTMENT CHAIR,  
PROGRAM DIRECTORS,  
COLLEGE PROVOSTS, AND  
DEANS OF ACADEMIC ADVISING

SUBJECT: Special Studies Courses for Undergraduates -- Numbered 97, 98, and 99

Dear Colleagues:

I wish to bring to your attention a new series of lower division courses (numbered 97, 98, and 99) that was approved last year by CEP and the Representative Assembly. The new courses will enable departments to offer lower division students opportunities for supervised special studies with faculty members similar to the experiences that are available to upper division students in the existing 197, 198, and 199 courses.

The titles of the 97-98-99 courses parallel the upper division 197-198-199 courses. Senate Regulation 520 (<http://www-senate.ucsd.edu/manual/Regulations/PartI/520.htm>) designates the following specific purposes for the 97-98-99 course series:

- 97 – individually arranged field studies
- 98 – directed group studies
- 99 – individual independent study

The criteria for enrollment in these courses include:

1. Enrollment requires the prior consent of the instructor (who must be ladder rank faculty or LSOE) who is to supervise the study and the approval of the department chair. The application shall show that his or her background is adequate for the proposed study.
2. The student must have completed at least 30 units of undergraduate study at UCSD and must have obtained a grade-point average of at least 3.0 at UCSD.
3. A student may enroll for no more than a total of four units of 98 or 99 in one quarter.
4. Only a grade of P or NP may be assigned for these courses.
5. Additional restrictions placed on these courses by the Department are subject to the approval of CEP.

Individual departments or programs are responsible for submitting course approval forms to the CEP Subcommittee on Undergraduate Courses for each of these lower division Special Studies courses they wish to add to the department or program curriculum.

The 97-98-99 series of lower division Special Studies courses will enable undergraduate students to begin the experience of individually mentored research activities by the end of their freshman year or in their sophomore year. Along with other initiatives, the 97-98-99 series of courses will help UCSD to enhance undergraduate education for students in the lower division.

Best regards,

Mark Appelbaum  
Associate Vice Chancellor  
Undergraduate Education

c: Acting Sr. VC D. Miller  
VC J. Watson  
Senate Chair Talbot  
CEP Chair R. Arneson  
General Campus Division Deans  
General Campus Associate Deans  
Scripps Vice Chair and Undergraduate Program Coordinator  
General Campus Assistant Deans  
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J. Morales  
D. Hamann  
M. Woolridge  
M. Dotson

**Sample Course Approval Forms for 97, 98, 99 Courses:**

A sample Request for Course Approval form with information specific to 97, 98, 99 courses can be accessed from the web page that contains this announcement at:

<http://academicaffairs.ucsd.edu/offices/planning/>. You may also access a Course Approval form from this web page that has certain sections pre-filled to facilitate completion of the Course Approval form for 97, 98, and 99 courses.

**Special Studies Form for 97, 98, 99 Courses:**

The UCSD Application for Enrollment – Special Studies Courses 97, 98, 99 form can be downloaded from StudentLink under the “Students” section, under “Forms, Forms, Forms”, then select “Special Studies 97, 98, 99 Enrollment Form” or

[http://registrar.ucsd.edu/StudentLink/Specialstudies97\\_98\\_99.pdf](http://registrar.ucsd.edu/StudentLink/Specialstudies97_98_99.pdf).