

Eligible students must have completed 90 units with at least a 2.50 GPA.

The official university deadline to add classes (including Special Studies courses) is the end of second week of the quarter.

Check with sponsoring department for applicable application deadlines.

I. To be completed by the student:

Name: _____ Student PID #: _____
Last First MI

Current Address: _____ College: _____

City: _____ State: _____ Zip _____ Telephone: (____) _____

Email Address: _____ Quarter: _____ Major: _____

Special Studies Course Information: _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____
Subject Crse No. Section Grd. Opt. Section ID No. Units

List your current Quarter Schedule (including all Special Studies courses): _____
Number of Units Previously Received for this Project: _____

II. To be completed by the instructor and student:

Name of Instructor: _____ Teaching Title: _____

Prerequisite course work or knowledge for this project: _____

Nature and frequency of contact (hours per week): _____

Means of Evaluation (Paper, final, etc.): _____

Proposed plan (Please be specific – note any readings and/or special instruments to be used): _____

Instructor's Signature Date Student's Signature Date

III. To be completed and verified by the department:

Student's Cumulative GPA: _____ Student's Cumulative Units Completed: _____

Approved Not Approved _____ AND _____
Department Chair's Signature Department Stamp

IV. Exceptions Only: Submit all copies to College:

Provost approval is required to enroll: Approved Not Approved

In more than 4 units of Special Studies courses in one quarter.

With less than 90.0 units completed.

With less than a 2.50 cumulative GPA.

Exceed 22.0 units.

College stamp or signature Date

Notice: Check with sponsoring department for applicable deadlines. Form must be presented at the Registrar's Office by the deadline to add classes (Friday of 2nd week) with required signatures and Department Stamp. Add cards are not accepted or required.

Distribution: Original to Registrar's Office; copies to Department, Instructor, Student

Global Health Program: Special Studies Information

GLBH 198/199

What is a Special Studies course?

Special Studies give students the opportunity to explore in more detail what they have learned in the classroom. Students engage in research on a topic of their choice, under the guidance of a faculty member of their choice. The project should be carefully planned with the faculty advisor. Global Health Students who are taking this course to fulfill field experience or elective credits must take the course for a **LETTER GRADE**.

Are there eligibility requirements?

Students need a cumulative GPA of not less than 2.5 and completion of not less than 90.0 units (junior status).

How do I proceed?

Plan ahead.

Completing the "Application for UCSD Special Studies Course Enrollment" form and submitting it to the Registrar's Office during the quarters add/drop period is required for an independent study course. If possible, begin the paperwork at the end of the quarter prior to the quarter you plan to do your independent study, but at the very latest the first few days of the quarter.

Decide on a topic and choose a faculty advisor.

Choose a faculty advisor whose area of interest and research covers the topic that you want to pursue. Faculty research interests are available on our website under faculty profiles. Professors are not always available in a particular quarter so you may want to have more than one professor in mind that you would like to work with.

Complete the form.

The form is available at the Registrar's Office, your college, the Global Health Office, or online at My TritonLink: Forms. The application is divided into four sections.

Section I. To be completed by student:

Complete the first section before you meet with the faculty member that you want to work with your project.

Section II. To be completed by the Instructor and student:

Contact the professor you wish to work with during their office hours to discuss your project. Since this is an upper-division course, prerequisite knowledge needed for the intended work should be carefully discussed with the instructor and clearly stated on the form. Your proposal should include your aim or objective, the method by which you plan to carry it out, and a reading list. Use a second sheet of paper, if needed, for your proposal. **Both student and instructor sign this section of the form.**

Section III. To be completed and verified by the Department:

Leave the form with the undergraduate coordinator in the Global Health Office or email gpadvising@ucsd.edu. We will verify your eligibility and obtain the required departmental signatures and stamps. A section ID is provided by the GHP office prior to enrolling in the course.

Section IV. Exceptions only:

In the event that an exception is required, then the student must take the form to their college for additional approvals before taking it to the Registrar's Office.

Proceed to the Registrar's Office.

Once the form has been completed, verified, stamped and signed, **it is the student's responsibility to take it to the Registrar's Office (Student Services Center, 2nd Floor) during the add/drop period of the quarter to be officially enrolled in GLBH 199.**

NOTE: The Global Health Program will accept up to two 199 course towards the major requirements and one towards the minor.