

School of Public Affairs

Special Study Authorization Contract

Faculty Member/Instructor's

Semester: _____ Course: _____ Units: _____ Name: _____

(This section to be completed by the department)

Schedule No.: _____

Instructions for completing this contract:

If you are planning to enroll in CP 796, 797, 798; CJ 499, 796, 797, 798; or PA 499, 796, 797, 798, you must have this form completed and signed by your faculty member/instructor, the School's Director, and you prior to enrolling in any of these classes.

Arrange to meet with the faculty member/instructor and determine the description and title of your project as well as the specific due date(s). To obtain a schedule number, bring this completed form with all required signatures to PSFA 101A or leave it in the student Drop-Box located in the PA Center Lobby (PSFA 100). Your schedule number will be e-mailed to the e-mail address provided on this form. **This form by itself is NOT a valid registration for the course.** Registration is to be completed by the student via WebPortal, using the schedule number provided by the department.

This contract constitutes an agreement reached between a faculty member and a student regarding a directed study course and the actual project or assignment to be performed, number of hours required, and due dates of any projects/assignments/written material.

NOTE: Students who do not have an approved contract may be dropped by instructor from the course.

Student Name:	
Red ID:	
Email:	
Title of Project:	
Specific Due Date(s) of Projects or Assignments:	
Brief description of project/assignment/study: <small>(if more space is needed, please attach documentation)</small>	

I have read the information and understand all of the requirements. I understand that this form does not constitute official enrollment. Form must be turned into PSFA 101A or Student Drop-Box in PSFA 100.

Student's Signature: _____ **Date:** _____

Faculty Member/Instructor (print): _____

Approval of Faculty Member/Instructor (signature): _____ **Date:** _____

Approval of School of Public Affairs' Director (signature): _____ **Date:** _____