UCSD APPLICATION for SPECIAL STUDIES COURSE ENROLLMENT
Academic Internship Program

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.

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:_______/____ 197 /_______/____ P/NP /_______/____

Quarter and Number of Units Previously Received for an AIP internship:____________________________________________

II. To be completed by the instructor:

Name of Instructor:__________________________________________ Teaching Title:___________________________________

Phone #:________________________________  Dept.: _________________________________  Mail Code: _________________

Fax #:__________________________________  Email: ____________________________________________________________

Nature and frequency of contact:____________________________________________________________________________

Describe Research Paper/Project Topic (Please be specific - note any readings and/or special instruments to be used):

Indicate whether:☐ Research Paper OR ☐ Project w/ Analytical Paper

Instructor’s Signature Date

Student’s Signature Date

AIP Faculty Director’s Signature Date

AIP Department Stamp Date

III. Exceptions Only: Submit to College:
Provost approval is required to enroll:
☐ Approved ☐ Not Approved

□ With less than 90.0 units completed.
□ With less than a 2.50 cumulative GPA.

College Stamp or Signature Date

Notice: AIP will forward the approved form to the Registrar’s Office. Add cards are not accepted or required.
SPECIAL STUDIES AIP 197 INFORMATION

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

1. Special Studies course AIP 197 enables students to learn about subjects not taught in regular courses by engaging in an internship or fieldwork experience and creating a related research paper/project under the direction of a faculty advisor.

LIMITATIONS

1. A student must have completed at least 90.0 units of undergraduate study, two related upper division courses, and must have a cumulative UC grade point average of 2.50 or better to be eligible. (Some internships may require a higher GPA.)

2. Only a grade of P or NP is to be assigned for a 197 course.

3. A student may enroll for no more than a total of 12 units of AIP 197 in one term.

4. A student may enroll in up to three internships with a maximum of 16 units.

5. On the advice of the Academic Internship Program, the Provost of a student's college may authorize exceptions to the limitations listed in 1. above.

PROCEDURES

1. Student obtains a "UCSD Application for Enrollment Special Studies Course" from the Academic Internship Program prior to the start of an internship.

2. Student checks to see if eligible by having met 90.0 units and 2.50 G.P.A. requirements. If eligible, student completes Section I of the form.

3. Student discusses the possibility of a Special Studies research paper/project with a faculty member whose field of competence relates to the internship which the student will undertake and/or proposed research paper/project topic.

4. Following the guidelines set forth by the Academic Senate, the student and instructor discuss the nature of the paper/project, frequency of contact, and anticipated resources to be used, and record these in Section II of the form.

5. Faculty member completes the faculty advisor portion and signs the form.

6. Student signs the Special Studies Form and submits it to the Academic Internship Program.

7. AIP confirms the student's eligibility by checking unit and G.P.A. status, upper division course completion, and paper/project topic.

8. The Faculty Director of AIP reviews the form and denotes approval by signing it. The AIP stamps the form and forwards the original to the Registrar's Office.

9. Student submits the form to their College Academic Advising Office if any exceptions to the limitations are requested. Provost denotes either approval or disapproval. Signed forms are resubmitted by the student to the Academic Internship Program. Please note that the turnaround time for forms is not immediate within colleges or the AIP.

10. AIP submits the original Special Studies Form to the Registrar's Office by the end of second week of the quarter. Requests to add classes after week 2 are only considered under extraordinary circumstances and require a petition, appropriate documentation, and approval from the academic department, college, and the Committee on Educational Policy.

11. The student's enrollment is finalized upon Registrar's receipt of a completed Special Studies form. Incomplete forms will not be processed.