

## CHEM 199 – Special Studies Form

CHEM 199 – Reading and Research is independent literature or laboratory research by arrangement, with, and under the direction of, a member of the Department of Chemistry and Biochemistry faculty. Students will register on a P/NP basis. Prerequisites include upper-division standing (90 units or above), a minimum 2.5 GPA, and a completed Special Studies form with consent of the instructor and department.

### Guidelines for Completing the Special Studies 199 Form

1. Select a faculty member with whom you would like to do research.
2. Make contact with the faculty member, to discuss the possibility of conducting a research project in his/her lab.
3. Fill out the Special Studies form completely. This will help ensure a smooth application process. Pay particular attention to the following sections:

The ***nature and frequency of contact*** must indicate approximate number of hours you will be working on your research project weekly.

The ***means of evaluation*** must include some sort of final paper or oral presentation.

The ***proposed plan of research*** should contain a detailed description of the research in a few sentences. Be specific and make sure generalities are avoided.

Be sure you and your instructor have signed and reviewed the forms completely.

4. Complete the mandatory online training courses found at [uclearning.ucsd.edu](http://uclearning.ucsd.edu).
5. Submit the completed form to the Chemistry & Biochemistry Student Affairs Office in York Hall 4010. **Forms are due by the end of week 1 of the quarter that you will be conducting your research.**
6. Students are responsible for returning to Student Affairs to pick up their completed application. You will receive an email when the form is ready for your pick-up. If approved, you must then deliver the form to the Registrar's office by Friday of week 2 to secure your enrollment.

**\*\*\*COMPLETED FORMS DUE THE END OF WEEK 1 – NO EXCEPTIONS\*\*\***

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 2<sup>nd</sup> 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



## CHEMISTRY 199: Campus/Departmental Safety Requirements

Attach this form to your campus Chem199 application

The Department of Chemistry and Biochemistry welcomes your interest in our undergraduate research program. We want your involvement in research to be educational, enjoyable, and safe. All researchers must comply with campus and departmental safety policies to ensure both their personal safety and the safety of others. As part of your application, you will need to complete the requisite safety training. Following the completion of your training, you will be eligible to receive Personal Protective Equipment (PPE).

**Repeating Chem 199 students:** Proceed to signatures below.

**New Chem 199 students:** You must complete the following safety training steps and gather required signatures before your application may be approved.

1. Complete **mandatory** online training courses. To access this training, please login to [uclearning.ucsd.edu](http://uclearning.ucsd.edu) with your Student Sign On. Once you have signed in search for the course titles in the upper-left search box.
  - a. "UC Laboratory Safety Fundamentals"
  - b. "Annual Laboratory Hazards Training"

Print the certificate of completion and attach to this form.

2. Lab-specific safety orientation. Meet with your faculty advisor and the group safety coordinator to learn about specific risks and safety policies associated with the lab. Complete [UCSD required "New-Worker" checklist](#) with the group.

I certify that I completed the required safety training and I will abide by the policies governing my research activities. **I will not work alone**; I will dress appropriately for lab-work (e.g. *natural fibers, leg-body coverage, and closed shoes*); I will wear safety eyewear and use appropriate protective equipment during laboratory research activities (e.g. *lab-coat, gloves, face-shield*); I will report accidents immediately; I will promptly seek medical attention for injuries and exposures; and I will respond to emergencies in accordance to training.

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Applicant Name

Signature

Date

I have verified that the student completed the required safety training, a ["New-Worker" checklist](#) is now complete and the student was added to CHUA.

For returning students: I verify that the student continues to maintain required safety standards and annual training is up to date.

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Faculty Mentor Name

Signature

Date

Bring your completed and signed form to Uctr 401 ([map](#)), room 107, Monday through Friday, 10 a.m. — 3 p.m., to select and be fitted for your PPE. **\*Note: This only needs to be completed once.**

Appropriate PPE has been provided.

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EH&S Representative Name

Signature

Date

## SPECIAL STUDIES 197, 198, 199 INFORMATION

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.

1. Special Studies courses 197, 198 and 199 are intended to enable students to learn about subjects not taught in regular courses and to engage in research in the laboratory, in the field, or in the library. Such a project should be carefully planned with the faculty advisor along the lines of the student's overall academic plan.

2. Prerequisite knowledge needed for the intended work should be carefully discussed with the instructor and clearly stated on the form.

### LIMITATIONS

1. A student must have completed at least 90.0 units of undergraduate study and must have a cumulative grade point average of 2.50 or better to be eligible. (Some departments may require a higher GPA.)

2. Special Studies enrollment requires sponsoring department approval. Approval is not guaranteed.

3. Only a grade of P or NP is to be assigned for a 197, 198, or 199 course.

4. A student may enroll for no more than a total of four units of 198 and 199 Special Studies courses in one term.

5. On the advice of the instructor(s) and the department chair(s) concerned, the Provost of a student's college may authorize exceptions to the limitations listed 1. and 4.

### PROCEDURES

1. Student obtains a "UCSD Application for Enrollment Special Studies Courses 197, 198, 199" from the Department prior to the start of a Special Studies course.

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 checks with sponsoring department for any applicable application deadlines.

4. Student discusses with a faculty member the possibility of a Special Studies project in the faculty member's field of competence.

5. Student and instructor discuss the nature of the project, frequency of contact, prerequisite knowledge needed, and the means of evaluation.

6. Faculty member completes instructor's portion of form and student submits the form to the Department sponsoring the Special Studies course.

7. Department verifies student's eligibility by checking for required 90.0 units and 2.50 cumulative GPA.

8. Department Chair of the Department sponsoring the Special Studies course reviews the form and denotes approval or disapproval.

9. Student secures the Department stamp on the Special Studies form. (Department stamp is only provided after the form has been signed by both the instructor and Department Chair.)

**10. Student submits the form to their College Academic Advising Office if any exceptions to the limitations are requested. Provost denotes either approval or disapproval. Approved forms are submitted by the student to the Registrar's Office and disapproved forms are to be returned to the department. Please note that the turnaround time for forms is not immediate within departments.**

11. If no exceptions are requested, student submits the original by the **end of second week of the quarter** to the Registrar's Office. Requests to add classes after week 2 are not guaranteed. Check with the academic department offering the course for specific guidelines.

12. The Registrar's Office staff enrolls a student in the Special Studies course upon receipt of a completed form. Incomplete forms will not be processed.