



**Subjects 22 and 80S  
Title 5 Information**

**Registration Process for Special Studies:**

- Form is completed by instructor, **not** student.
- Instructor must sign the form.
- Division Dean signature indicates administrative review and approval.
- Unit pay **must** be noted.
- Approved form is submitted to Instructional Program Coordinator, who assigns a section number.
- Form is submitted to Admissions and Records, who enrolls the student and notifies him/her with a Registration Statement. The student then has five (5) days to pay for the Special Studies proposal.
- Special Studies proposals are accepted during the first eight (8) weeks of the Fall and Spring Semesters. Late submissions will be credited the following semester.
- Summer Special Studies proposals must be submitted by the end of the 1<sup>st</sup> week of classes. No Special Studies in Wintersession.
- Instructor's pay for Special Studies is approved after the grades for the study are completed. Include a copy of your grade roster with request for payment.

Transferability of Special Studies courses is determined by individual evaluation by the transfer institution. See the Special Studies section of the catalog for more information.

**Guidelines for Completing This Form:**

Title 5 requires that educational materials in associated degree courses be "college level" and that associate degree courses incorporate "critical thinking" and the application of college level concepts.

1. For purposes of defining "college level" the Curriculum Committee will accept:
  - a. Texts, readers, materials, etc. which have been adopted at other accredited two- or four-year colleges for use in parallel transferable courses, or
  - b. Instructors may provide different evidence such as reading level analysis, publisher's certification, skill level or other evidence to be submitted to the Curriculum Committee for approval
  - c. Use of a vocabulary at a level equivalent to that found in college-level reading materials
  - d. Text is an established classic in a given field
  - e. Text is a standard college text (Determination of the status "standard college text" may be achieved by appearance on a standard college publisher's list.)
  - f. Text is a primary source
  - g. Department shows that use of a text is inappropriate by reference to the widespread practice of four-year colleges or a properly conducted job analysis of the relevant occupation. In the latter case, course texts would need to be at a level of competence and to merit their being considered as "post-secondary" by the Occupational Advisory Committee. When the materials do not fit into any of these categories, the department may provide justification of the appropriateness of the college materials.
2. For purposes of defining "critical thinking," the student will be expected to perform one or more of the following exercises as evidence that critical thinking is required in the course.

Anticipate	Improvise
Analyze	Synthesize
Explain	Evaluate
Deduce Valid Conclusions	Compare and Contrast
Apply Principles	Solve Novel Problems
Identify, Anticipate and Pose Problems	Justify
Interpret	Critically Assess

Other exercises may also be acceptable to the Curriculum Committee.

# Request for Special Studies

Accepted through the first 8 weeks for Fall and Spring, first 4 weeks for Summer, first week for Wintersession

Select one:  22  80S  180S

Name:  Date:  Semester/Year:

SSN:  Or Student ID Number:

Division:  Department:  Units Assigned:   
Maximum of 3 units

## Course Title:

## Course Objectives:

## Description of Project:

## Required Out-of-Class Texts or Readings, as Applicable:

(If texts or readings are used, please indicate basis for judgment that they are college level as described on cover sheet.)

## Other Out-of-Class Assignments, as Applicable:

## Examples of Required Activities That Require Critical Thinking: (As described on cover sheet.)

Methods of Instruction Used:

## Evaluation Methods: (Part must be based on essays, problem solving, or skills demonstration; please also list other methods used.)

Title 5 requires a minimum of 3 hours of work per week per unit. Will this course comply?

**Prerequisite for 22 (Honors):** nomination by faculty member, completion of 12 or more units at Cabrillo with a 3.5 or better average in the subject area, and completion of basic courses in the subject area. **Check catalog for requirements and attach transcripts.**

**Prerequisite for 80S:** nomination by faculty member. If this course/project requires associate degree-level language or computational skills, then eligibility for English 100 and/or MATH 154 as appropriate, must be recommended.

**Prerequisite for 180S:** nomination by faculty member. ENGL 100 and/or Math 154 will be recommended if a specific project/course requires associate degree level language and/or computer skills.

Instructor's Name: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_  
(Please Print)

Student's Signature: \_\_\_\_\_

Approval: Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>Both contracts—Regular and Adjunct complete the following:</b></p> <p>This Special Studies is: (Check one)</p> <p>Part of a regular class <input type="checkbox"/> (No extra pay)</p> <p>Extra Pay <input type="checkbox"/></p>	<p><b><u>This portion must be completed by the Division Office Prior to submittal:</u></b> <b>Adjunct (Only) Complete the Following:</b></p> <p>Teaching Units taught by Instructor excluding Special Studies:</p> <p>Fall Semester: <input type="text"/> Total for Year: <input type="text"/></p> <p>Spring Semester: <input type="text"/> (Estimate if necessary)</p> <p>INSTRUCTION:</p> <p>Special Studies Section Number: <input type="text"/> Date: <input type="text"/></p>	<p>Admissions &amp; Records Staff, Name &amp; Date (This verifies the student is registered.)</p>
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