## A. General Information

<table>
<thead>
<tr>
<th>1. Student Name</th>
<th>2. Student ID No.</th>
<th>3. Daytime Telephone</th>
<th>4. CSUSM Email</th>
</tr>
</thead>
</table>

5. Student Status (Check one):
- [ ] Undergraduate
- [ ] Graduate (Complete box 5a.)

6. Major

7. Semester (Check one):
- [ ] Fall 20
- [ ] Spring 20
- [ ] Summer 20

## B. Course Information

8. Course Abbreviation and Number

9. Class #

10. No. of Units

11. Supervising Faculty

## C. Contract Information

12. Topic of Study

13. Tentative Outline of Work (Additional sheets may be attached)

14. Work to Complete for a Final Grade

15. Is This Course Approved to Substitute for a Major/Minor Requirement?
- [ ] No
- [ ] Yes (Complete box 16a)

**Note:** Registration of this contract may result in a change of enrollment status and require additional fees. Please check your Student Center (MyCSUSM) daily to learn the status of enrollment in this course.

## D. Authority Signatures

- Supervising Faculty Signature
- Date
- Department Chair/Program Director
- Date
- Dean/Dean’s Designee (required beginning the 4th week of the term)
- Date

### Instructions

1. Enter student name as it appears in university records.
2. Enter 9-digit student ID number assigned by university.
3. Enter telephone number where student can be reached during university business hours.
4. Enter university assigned e-mail.
5. Check the status of the student; undergraduate or graduate (if graduate student, box 5a. must be completed with program name).
6. Enter student’s major.
7. Check and complete the year and semester of this course.
8. Enter the course abbreviation and number (i.e. COMM 310). Refer to university catalog for course number and suffix.
9. Enter the 5-digit class number. Check with faculty supervisor.

10. Enter the number of units for the course (most course number suffix’s follow this rule: A=1 unit, B=2 units, or C=3 units.)
11. Enter the name of the faculty supervising the course.
12-15a. Work with the supervising faculty to complete section C & D.

**Return completed form to Cougar Central CRA 3900, during office hours: M-F, 8AM – 5PM.**

**Retain copy of completed form for your records.**