

MSOM Additional Study Instructional Schedule

Allows completion of course credit requirement when transfer course is missing partial credit.

Student Name		Student I.D.	
Phone Number	() -	Email	
Missing Units		Instructor	
Quarter/Year		Course Name and #	
Student Signature: _____			
Student Signature			

LECTURE (* 1 unit of coursework is equal to the total of 10 hours in-person lecture and at least of 20 hours of out-of-classroom assignments.)

In-person Lecture Date	In-person Lecture Time	In-person Lecture Topic	Out-of-classroom Assignments	Number of Hours for the Assignments

EXAMINATION

Date	Time	Exam (Quiz, Midterm Exam, Final Exam, Practicum, Case Study, Presentation and etc.)	Topic

<p>Final Grade for the Course: PASS / FAIL <i>* Grading guide: Pass is 70 or above.</i></p> <p>Comments:</p>	<p>Signature _____ Date _____ Instructor's Signature</p> <p>Signature _____ Date _____ MSOM Program Director Approval</p>
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* Please refer to MSOM Catalog for procedure information of Additional Study and speak to the MSOM Program Director for consultation prior to starting your additional study.
 * This form must be submitted to the MSOM Program Director ***no later than 10 days*** after completion of study.