

***** CU-Denver Special Processing Form *****

***** Student Section *****

Student Name _____ Student Number _____ School/College _____ Major _____ Term/year _____

Subject. Abbr. _____ Course Number _____ Section Number _____ Credit Hours _____

Student Signature _____ Date: _____ Course Title (24 spaces each line) _____

******* Independent Study/Thesis Completion Contract *******

Consult your school or college for limits and restrictions.

1. Briefly describe the project:

2. What performance/accomplishments will be expected of the student?

3. How many hours per week do you expect the student to devote to the project? _____
4. How many hours per week/month will the student and faculty meet _____

******* Instructor and Dean's Approval *******

❖Instructor's approval is required for all transactions on this form. ❖Dean's approval is required for **Independent Study** courses, **Thesis** courses and late adds.

Instructor's Signature _____ Date: _____

Instructor's Name - please print _____

Dean's Signature _____ Date: _____

Student is approved for a late add.

Students/Academic Units - Be sure to make a copy of the completed form prior to submitting to the Records Office.

Records use only:
Date _____
Clrk _____
RR-06/95

- When to Use this form:
- ❖ Use this form to register for courses requiring specific instructor and dean's approval: independent study, practicums, thesis, special studies, variable credit, etc.
 - ❖ Students registering for Candidate for Degree may obtain call numbers from the department or program.

- How to use this form:
- ❖ Complete one form for each transaction
 - ❖ Complete the student section of this form.
 - ❖ If registration is for an Independent Study or Thesis course, complete the Completion Contract section.
 - ❖ Obtain instructor's signature.
 - ❖ Dean's approval is required for an Independent Study course, Thesis course, or a late add of any Special Processing course. Approval must be obtained from the student's home school/college dean NOT the dean of the school/college offering the course.
 - ❖ Return completed form to the Records/Registration Office

Special Processing Drops: ❖ To Drop a Special Processing Course, complete a Schedule Adjustment form and return to the Records/Registration Office.

<u>School/College</u>	<u>Location/Phone Number</u>
College of Arts & Media	Arts 176; 556-2279
College of Business.....	CU-Denver Building, 2nd Floor; Undergrad - 556-5800; Grad. - 556-5900
School of Education	NC 5012; 556-8451
College of Engineering	NC 3024; Undergrad. and Grad. - 556-2870
College of Architecture and Planning	CU-Denver Building, 3rd Floor; 556-2877
Grad. School of Public Affairs	LW 500; 556-5970
College of Liberal Arts and Sciences	NC 2024; Undergrad. - 556-2555; Grad. - 556-2557