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

*** Student Section ***

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID Number</th>
<th>School/College</th>
<th>Major</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Subject Abbr.</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
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</table>

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>______________________</td>
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</tbody>
</table>

********************Independent Study/Theses 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? _______________

********************Independent Study/Theses Completion Contract***********************

❖ Instructor approval is required for all transactions on this form
❖ Deans approval is required for Independent Study courses, Thesis courses, and late adds

Instructor’s Signature ________________________________ Date ________________________________

Instructor’s Name (Print) ________________________________

Dean’s Signature ________________________________ Date ________________________________

☐ Student’s request is approved

Students/academic units – Be sure to make a copy of the completed form prior to submitting to the Records Office

Records use only
Date __________
Clerk ________
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 Business School Advising Office or email to: undergrad.advising@ucdenver.edu if you are an undergraduate student and to grad.advising@ucdenver.edu if you are a graduate student.

Special Processing Drops:

- To drop a Special Processing Course, complete a Schedule Adjustment Form and return to the Business School Advising Office.

Business School Advising Office
1475 Lawrence Street, Fourth Floor
303-315-8110