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

*** Student Section ***

Student Name ____________________  Student Number ____________  School/College ____________  Major ____________________  Term/Year _______________  

Subject Abbr. ____________________  Course Number ______________  Section Number ____________  Credit Hours _______________  

Course Title (24 spaces each line) ___________________________________________  

Student Signature _________________________________  Date: ________________

************************** 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 to you expect the student to devote to the project? __________________________  

4. How many hours per week/month will the student and faculty meet? ____________________________  

************************** Instructor and Authority Approval **************************

Instructor’s Name – please print _________________________________  Date: ________________

Instructor’s Signature __________________________________________

Authority Name – please print _____________________________________  Date: ________________

Authority Signature ____________________________________________

☐ 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 ________
Crlk ________
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 the form.
- If registration is for an Independent Study of 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.

<table>
<thead>
<tr>
<th>School/College</th>
<th>Location/Phone Number</th>
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<tbody>
<tr>
<td>College of Arts &amp; Media</td>
<td>Arts Building Room 177; 303-315-7400</td>
</tr>
<tr>
<td>Business School</td>
<td>Business Building 4th Floor, 1475 Lawrence Street; Undergrad 303-315-8100; Grad 303-315-8200</td>
</tr>
<tr>
<td>School of Education and Human Development</td>
<td>1380 Lawrence Street Center, Suite 701; Undergrad and Grad 303-315-6300</td>
</tr>
<tr>
<td>College of Engineering, Design and Computing</td>
<td>North Classroom 3034; Undergrad and Grad 303-315-7510</td>
</tr>
<tr>
<td>College of Architecture and Planning</td>
<td>CU Building 1250 14th Street, Suite 2000; 303-315-1000</td>
</tr>
<tr>
<td>School of Public Affairs</td>
<td>1380 Lawrence St, Suite 500, Room 525; 303-315-2228</td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences (Undergrad)</td>
<td>1200 Larimer St, North Classroom 1030; 303-315-7100</td>
</tr>
<tr>
<td>College of Liberal Arts and Sciences (Graduate)</td>
<td>1380 Lawrence Street Center 1251; 303-315-2183</td>
</tr>
<tr>
<td>Non-Degree Undergrad (Office of the Registrar)</td>
<td>1201 Larimer Street, Student Commons Building, Suite 5005; 303-315-2600</td>
</tr>
<tr>
<td>Non-Degree Graduate</td>
<td>School of College defined by each course</td>
</tr>
</tbody>
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