

**\*\*\* 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
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- 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.

<b><u>School/College</u></b>	<b><u>Location/Phone Number</u></b>
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