### Student Section

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Number</th>
<th>School/College</th>
<th>Major</th>
<th>Term/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>______________</td>
<td>_____________</td>
<td>___________</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject. Abbr.</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Credit Hours</th>
<th>______________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>______________________</th>
<th>Date: _______________</th>
<th>Course Title (24 spaces each line)</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Instructor's Signature</th>
<th>______________________</th>
<th>Date: _______________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Instructor's Name - please print</th>
<th>______________________</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Dean's Signature</th>
<th>______________________</th>
<th>Date: _______________</th>
</tr>
</thead>
</table>

- Student is approved for a late add.

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

**School/College**                      **Location/Phone Number**
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