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

*** 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>
</table>

<table>
<thead>
<tr>
<th>Subject. Abbr.</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Credit Hours</th>
<th>Date: ________</th>
<th>Course Title (24 spaces each line)</th>
</tr>
</thead>
</table>

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 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.

 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.
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