

**\*\*\* 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.

- Briefly describe the project:
  
- What performance/accomplishments will be expected of the student?
  
- How many hours per week to you expect the student to devote to the project? \_\_\_\_\_
- How many hours per week/month will the student and faculty meet? \_\_\_\_\_

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

- ❖ Instructor's approval is required for all transactions on this form.
- ❖ Authority approval is required for **Independent Study** courses, **Thesis** courses and late adds.

**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 _____
Clrk _____
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.

## School/College

College of Arts & Media  
Business School  
School of Education and Human Development  
College of Engineering, Design and Computing  
College of Architecture and Planning  
School of Public Affairs  
College of Liberal Arts and Sciences (Undergrad)  
College of Liberal Arts and Sciences (Graduate)  
Non-Degree Undergrad (Office of the Registrar)  
Non-Degree Graduate

## Location/Phone Number

Arts Building Room 177; 303-315-7400  
Business School Building 4<sup>th</sup> Floor, 1475 Lawrence Street; Undergrad 303-315-8100; Grad 303-315-8200  
1380 Lawrence Street Center, Suite 701; Undergrad and Grad 303-315-6300  
North Classroom 3034; Undergrad and Grad 303-315-7510  
CU Building 1250 14<sup>th</sup> Street, Suite 2000; 303-315-1000  
1380 Lawrence St, Suite 500, Room 525; 303-315-2228  
1200 Larimer St, North Classroom 1030; 303-315-7100  
1380 Lawrence Street Center 1251; 303-315-2183  
1201 Larimer Street, Student Commons Building, Suite 5005; 303-315-2600  
School of College defined by each course