*** *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 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

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