

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

**\*\*\* Student Section \*\*\***

_____	_____	_____	_____	_____
Student Name	Student ID Number	School/College	Major	Term/Year
_____	_____	_____	_____	_____
Subject Abbr.	Course Number	Section Number	Credit Hours	
<b>Student Signature</b> _____	Date _____	Course Title _____		

**\*\*\*\*\*Independent Study/Theses 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 do you expect the student to devote to the project? \_\_\_\_\_
- How many hours per week/month will the student and faculty meet? \_\_\_\_\_

**\*\*\*\*\*Independent Study/Theses Completion Contract\*\*\*\*\***

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

Instructor's Signature _____	Date _____
Instructor's Name (Print) _____	
Dean's Signature _____	Date _____

Student's request is approved

Records use only
Date _____
Clrk _____

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 **Business School Advising Office** or email to: [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) if you are an undergraduate student and to [grad.advising@ucdenver.edu](mailto:grad.advising@ucdenver.edu) if you are a graduate student.

### Special Processing Drops:

- ❖ To drop a Special Processing Course, complete a **Schedule Adjustment Form** and return to the **Business School Advising Office**

Business School Advising Office  
1475 Lawrence Street, Fourth Floor  
303-315-8110