Instructions: Student is to complete Part I of form prior to Instructor filling out Part II.
Submit completed form to the Registrar’s office at time of registration or prior to the fourth week of the semester. Student will not be permitted to register for a Special Projects class until completed form is submitted.

PART I: TO BE COMPLETED BY STUDENT

______________________________________________ has my approval to enroll in the following course to

(student’s name)

to complete the special project indicated below during _____________________________________(semester/year)

___________________________________________ _ _________________________________________
discipline/course no./section     Title of Project

OBJECTIVES OF PROJECT:

METHOD OF ACHIEVING OBJECTIVES:

METHOD OF EVALUATION:

Student’s Signature    Date

PART II: TO BE COMPLETED BY INSTRUCTOR

If approved, please sign below. Retain the original copy of this form with the final grade affixed and the number of units awarded. The final grade and number of units awarded must also be submitted on the final grade report.
NOTE: Adjunct or Full-time instructors are to obtain signature of Division Dean

Grade    Units

Instructor    Date

Division Dean    Date

HLB
Special Projects Form.doc
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