



# Special Projects Authorization Form

Office of Admissions and Records

**Instructions:** Student is to complete Part I of form prior to Instructor filling out Part II. Submit completed form to the Office of Admissions and Records 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 the completed form is submitted.

\*Form does not override any holds on student record.

## PART I: TO BE COMPLETED BY STUDENT – please print clearly

\_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Student ID Number \_\_\_\_\_

The above named student has my permission to enroll in the following course to complete the special project indicated below during the:

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\_\_\_\_\_ Semester/Year \_\_\_\_\_ Dept./Course Number/Synonym Number \_\_\_\_\_ Title of Project \_\_\_\_\_  
*Example: Fall 18 Example: ART-201-01 (074231) Example: Advanced Throwing*

**Objectives of Project:**

**Method of Achieving Objectives:**

**Method of Evaluation:**

\_\_\_\_\_ Student 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:** Part-time instructors are to obtain signature of full-time instructor or Division Dean

\_\_\_\_\_ Grade \_\_\_\_\_ Units \_\_\_\_\_ Part-time Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Full-time Instructor (or Division Dean) \_\_\_\_\_ Date \_\_\_\_\_

### Admissions & Records Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Student Completed Class:  Yes  No  Dropped