



For office use

CRN \_\_\_\_\_

Registered \_\_\_\_\_

**VARIABLE CREDIT COURSE FORM**  
(Independent, Directed Study or Practicum)

**PACKET INSTRUCTIONS**

☐ **ALL FORM FIELDS are REQUIRED**

☐ **Submit this form to the Office of the Registrar**

☐ **Review all additional information on reverse of form.**

**prior to starting any work. Taylor 300.**

*\*Regular tuition and fee rates apply. Please refer billing question to the Cashier at 970-943-3003.\**

**Student Information**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student ID# \_\_\_\_\_ Current GPA \_\_\_\_\_

**Course Information** (1 credit=25 contact hours - full-term [15-week] 3 credit course requires a total of 75 hours or 5hrs/week)

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Number of weeks \_\_\_\_\_ Term/Year \_\_\_\_\_  
(cannot extend beyond the end of the semester)

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_  
(Ex: BUAD 499) (Title will print on transcript, 26 characters including spaces)

Average hours per **week** committed to project \_\_\_\_\_ Is this course being used to fulfill a specific requirement? ☐ NO ☐ YES

If yes, what specific requirement? \_\_\_\_\_  
(This will take the place of a Course Substitution Form)

**Project Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Academic Responsibilities of Student:**

\_\_\_\_\_  
\_\_\_\_\_

**Academic Responsibilities of Supervising Instructor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

By signing this form the student and faculty member certify that they have agreed to the plan described above.

\_\_\_\_\_  
Student's *Signature*

\_\_\_\_\_  
Date

(Student signature certifies that the work being done for this course is not being used in any other course. **Student understands regular tuition and fee rates apply.**)

\_\_\_\_\_  
Supervisor Instructor's *Signature*

\_\_\_\_\_  
Printed Supervising Instructor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair's *Signature*

\_\_\_\_\_  
Printed Department Chair's Name

\_\_\_\_\_  
Date

## Variable Credit Course Information and Instructions

Variable credit classes are courses which may be offered for a range of credits. The range of credits is set by the discipline, and is published in the catalog. The type of courses generally encompassed by the term “variable credit” include Field Experience, Independent Study, Directed Study, Practicum, Senior Thesis, and Research Problems.

For an internship, please complete the **Internship Approval Form and packet**, available from the Office of the Registrar.

***Students must register for variable credit courses prior to beginning the studies associated with the course.***

Any student work prior to course registration is complete will not be counted towards the hours required for the course credit. The student must be enrolled for the credits during the term in which the studies begin. This coursework is part of a student’s academic load for the semester. Freshman and sophomore students are limited to variable credit courses at the 100/200 level. A request for changes to variable credit registration after the work begins may be considered through a petition process in extenuating circumstances. The petition must be signed by the instructor for the variable credit course, the department chair, and the Registrar.

To register for a variable credit course, the student must submit a completed and signed approval form for registration in a variable credit course to the Office of the Registrar. Some disciplines may have additional requirements for registration in Variable Credit Courses. Substituting variable credit courses for required courses in the major or minor is at the discretion of the discipline; no variable credit course may be used to meet General Education requirements.

### **NOTE:**

- It is the student’s responsibility to obtain the appropriate signatures and deliver the form to Office of the Registrar.
- Once the form is delivered to Office of the Registrar, the course will be set up based on the specifics on this form and Office of the Registrar will register the student.
- The course title on the form will appear on the transcript.
- Failure to present this form to Office of the Registrar prior to beginning the studies associated with the course results in no credit or grade.
- Final grades are determined and submitted by the Supervising Instructor.