

**PROCEDURE FOR APPROVAL OF UNDERGRADUATE
INDIVIDUAL SPECIAL PROBLEMS COURSE**

STUDENTS! You are responsible for completing each one of the following steps. Please factor in the time you will need to obtain all necessary signatures. Additionally, allow time for the Registrar's Office to input our requested course title/credit hours/instructor into the EIS system--it needs to reflect accurately on your transcript.

1. **COMPLETE ALL SECTIONS OF THE ATTACHED PAGES. PRINT LEGIBLY.**
2. **Meet with the instructor who will teach your special problems course for assistance in completing the attached special problems request form, with any required information.** Give the course a *short* title (30 characters or less), indicate the number of credit hours requested and the course level/number (four letters and either 2900, 4900, or 4910). **Clearly state the justification, course outline, and resources to be used (if any).**
3. **Have the instructor sign the form.** This signature indicated the instructor's willingness to accept and teach the project.
4. **Obtain the Division Chair's signature of approval on the form, followed by a signature from Dr. Groom, the Director of Undergraduate Studies (MU 212).**
5. **Undergraduate students: After you have acquired all necessary signatures, submit the form for final approval to Dr. Henry (MU 247D), Associate Dean for Academic Affairs in the College of Music.**
6. **After the form has all approvals, the student may obtain the course registration code from Paula Rives (MU 243).**

NOTE: Final approval will be based on availability of regularly-scheduled courses, feasibility of the project, appropriate semester hour credit, and instructor load. **Special Problems should *not* be used for participation in chamber music ensembles or labs, or as a way to get upper level credit for lower level courses.** In these cases, students should enroll in the appropriate regularly schedule course.

PLEASE FOLLOW THE REGISTRATION INSTRUCTIONS BELOW:

ENTER the class code listed below, when you have linked to the appropriate EIS registration page.

Type the number here:
(in the little square next to the spyglass)
You need not utilize the Search Tool!
SUBMIT your entry.



VERIFY YOUR CLASS SCHEDULE, OR STUDY LIST!

Your Special Problems course will appear on your schedule if you have registered for it properly.

UNIVERSITY OF NORTH TEXAS
COLLEGE OF MUSIC

REQUEST FOR APPROVAL OF UNDERGRADUATE
SPECIAL PROBLEMS COURSE

Semester _____ Student's Name _____

Phone _____ Email _____

ID# _____ Degree _____ Major _____



Title for Special Problems Course _____

Number of Semester Credit Hours _____ Course Number _____

Instructor (Print name) _____

STATEMENT OF JUSTIFICATION:

Approved by: _____
Instructor of Course

Division Chair

Director of Undergraduate Studies

Associate Dean for Academic Affairs

COURSE OUTLINE:

RESOURCES:

(Bibliography, Computer, Classroom or Studio, Special Materials, Laboratories etc.)