

Procedure for approval of Graduate Special Problems Course 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. Please type.**
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 5900, 5910, 6900, or 6910). **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.**
5. **Submit form for final approval and signature from Dr. Eustis, Director of Graduate Studies in the College of Music.**
6. **After the form has all approvals, the student may obtain the course registration code from Cory Ando, (MU 216A).**
7. **Please note that if you have taken 12+ hours of graduate level courses, you **MUST** have a degree plan filed with the Office of Graduate Studies to have this form approved.**

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. Deficiency course credit is at the discretion of Dr. Eustis and the Toulouse Graduate School.** If disallowed approval, students should enroll in the appropriate regularly scheduled course.

PLEASE FOLLOW THE REGISTRATION INSTRUCTIONS BELOW:

**VERIFY YOUR CLASS
SCHEDULE, OR STUDY LIST!**

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

Request for approval of Graduate Special Problems Course

Name: _____ Semester: _____
 Degree Sought: _____ UNT ID#: _____
 Minor/Related Field: _____ Major: _____
 Email: _____ Instrument: _____
 Number of Hours taken At UNT: _____ Do you have a degree plan filed (y/n)? _____



Title for Special Problems Course: _____
 Number of Semester Credit Hours: _____ Course Number: _____
 Instructor (Type name): _____

STATEMENT OF JUSTIFICATION:

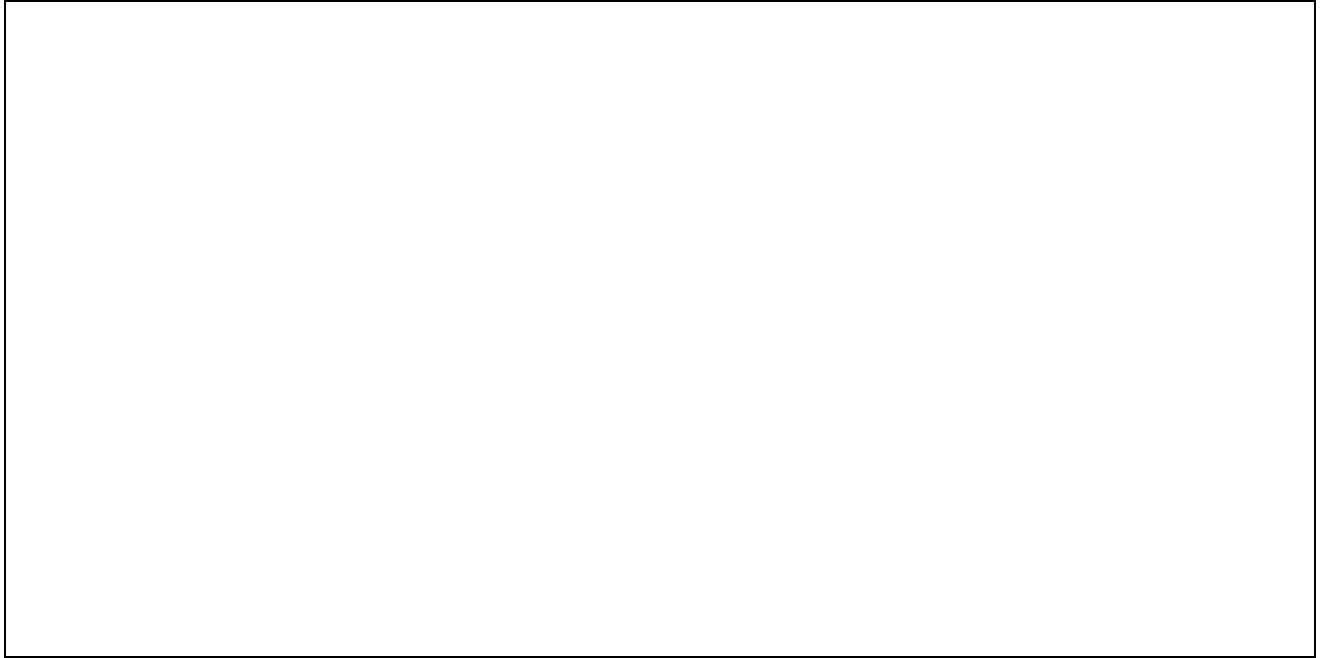
[Empty rectangular box for the statement of justification]

Approved by: _____
Instructor of Course

Division Chair

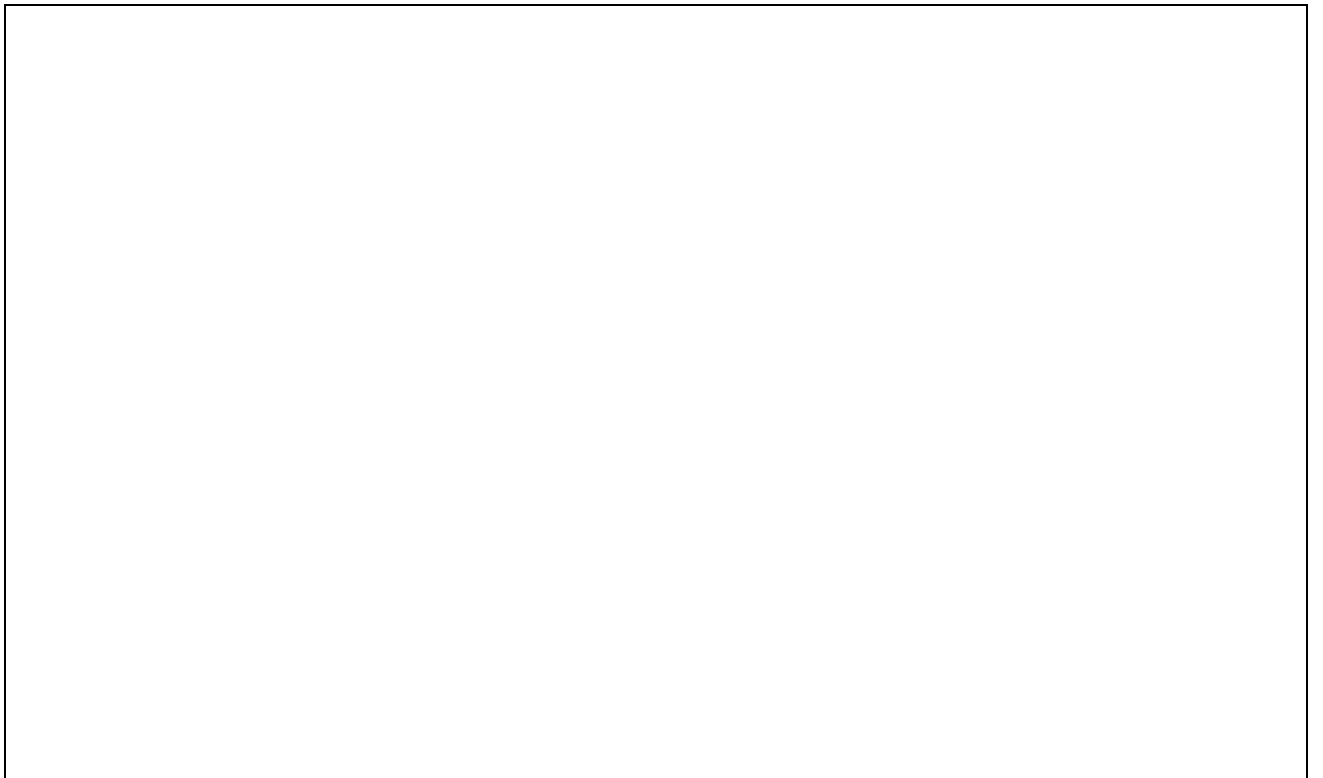
Director of Graduate Studies

COURSE OUTLINE:

A large, empty rectangular box with a thin black border, intended for the course outline.

RESOURCES:

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

A large, empty rectangular box with a thin black border, intended for listing resources.