

GLENDALE COMMUNITY COLLEGE

Special Projects Instructions

To create a Special Projects section the following steps must be followed:

1. Fill out the pertinent information on the attached Special Projects Proposal form (see page 2).
2. Have the *Student, Instructor, Department Chair*, and the *appropriate Dean* sign the form in the designated areas.
3. After **ALL** signatures are obtained, forward the proposal to Mary Ann Estopeyan in the Enrollment Center.
4. Submit a Change of Master Schedule request to reflect all of the information that needs to be entered to create the section.
5. At this time, a section number will be assigned and entered into the system. A copy of the signed proposal will be returned to the department and the instructor for notification to the student.

Please Note: The form will be held until all signatures and accompanying paperwork have been completed.

**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
Special Projects (Independent Study) Proposal**

Prefix: _____ 298 **Module:** _____ (AA = 1 credit) (AB = 2 credits) (AC = 3 credits) **Section:** _____

Semester: _____ **Year:** _____ **Day** _____ **Evening** _____ **Start Date:** _____ **Stop Date:** _____

Student's Name: _____ **Social Security #:** _____
(please print)

Instructor's Name: _____
(please print)

Special Project Title: _____

Reason(s) for Requesting Project:

Project Objectives:

Description of how Project Objectives will be achieved:

Submitted by: _____
(Instructor's Signature) Date

For: _____
(Student's Signature) Date

Recommended by: _____
(Dept./Div. Chair's Signature) Date

Approved by: _____
(Instructional Dean's Signature) Date

Processed by: _____
(Curriculum Technician's Signature) Date