

WESTERN STATE COLLEGE OF COLORADO

VARIABLE CREDIT COURSE FORM

Student must return the form to Registration Services

For office use
CRN _____
Registered _____

Name _____ Date _____

Student ID# _____ GPA _____

Course Number _____ Course Title _____
(Freshman and Sophomore students are limited to variable credit courses at the 100/200 level)

Term/Year _____ Credit Hours _____

Is this project expected to continue beyond the end of the term? NO YES ending date _____

If this is an internship please provide the additional information in this box:

Business Name _____ Business Phone # _____

Contact Name/Supervisor at Business _____

Business Address _____
Street City State Zip Code

State Date _____ Completion Date _____

Hours per week committed to project _____

Project Description _____

Academic Responsibilities of Student _____

Academic Responsibilities of Supervising Instructor _____

Is this course being used to fulfill a specific College Requirement? YES NO

If yes, what specific requirement? _____

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

Student's Signature _____

Supervising Instructor's Signature _____

Printed Supervising Instructor's Name _____

Department Chair's Signature _____

Date _____

Information and instructions are listed on the back of this form.

Revised 02/04/11

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, Internship, Independent Study, Directed Study, Practicum, Senior Thesis, and Research Problems.

Students must register for variable credit courses prior to beginning the studies associated with the course. Internship hours or study completed before the 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. 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 Registration Services office. 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 Registration Services.
- Once the form is delivered to Registration Services, the course will be set up based on the specifics on this form and Registration Services will register the student.
- The course title on the form will appear on the transcript.
- The student must be registered for this course, field work, etc. prior to the start of the work.
- Failure to present this form to Registration Services prior to beginning the studies associated with the course results in no credit or grade.