

# Special Course Approval/Registration Form (SCARF)

Application for enrollment in:

- 95–internships
- 97–workshops, short courses, conferences, seminars
- 98–seminars
- 99–independent and directed study
- 600–thesis
- 601–research project

**Student/Course Information**–required to process form.

Term/Year <i>(ex. fall–qtr or sem–18)</i>	CRN <i>(assigned by R&amp;R)</i>	Subject Code <i>(ex. ENGL)</i>	Course Number	Section Number	Credits	Grade Option

Course Title (for x99 courses only, 30 character limit, including spaces)

EWU ID/Net ID	Print Student's Last Name	First Name	Initial	*Pen to Paper Signature /Date
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Daytime Phone Number (please include area code)	EagleNET email address
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Will you be traveling outside of the state of Washington to complete this course?	yes	no	If yes, add street address, City, State, Zip Code
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\*Note: student signature indicates acceptance of responsibility for academic work and meeting with faculty as well as any financial obligations associated with this course.

**Graduate Thesis/Research credits**– required if requesting more than the maximum required amount of 600/601 allowed.

Max 600/601 allowed in department.	Total 600/601 taken to date.	Amount of additional 600/601 credits requested this term.
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Faculty Justification Required

Faculty Signature and Date Required	Graduate Programs Director Signature and Date Required
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**Faculty, Chair, Dean Information**–required to process form.

**Instructor:** Please work with your department chair and college dean to secure permission to offer this course. Only forms with all four signatures, including the student's signature, will be entered for enrollment by the Records and Registration staff. The completed form should be submitted to Records and Registration by the appropriate department/program.

<b>Instructor, please check:</b>	The course is included as part of my approved annual workload?	yes	no	
	Overload compensation for this course has been negotiated with my chair and dean and has been approved.	yes	no	
	Is this course is required in the student's program of study?	yes	no	

EWU ID/Net ID	Print Instructor's Last Name	First Name	Initial	Pen to Paper Signature/Date
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Print Department Chair's Last Name	First Name	Initial	Pen to Paper Signature/Date
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Print College Dean's Last Name	First Name	Initial	Pen to Paper Signature/Date
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