



Please complete, print (see "Print Form" button above), sign, and return this form to the Office of Records and Registration, University Hall, One University Plaza, MS UHB 1076, Springfield, IL 62703-5407. Please be sure to carefully complete all information prior to printing the document.

You are currently enrolled in a research, tutorial, or independent study course that allows for an individualized title. Since you may feel it is beneficial for an individualized course title to appear on your transcript, you may choose to complete this form and submit it to your instructor for approval. Approved forms received in the **Office of Records and Registration by the last full week of the semester** will have the title entered on the course at the end of the semester after grades have been posted. The individualized course title will then appear on your official transcript. The completed form will then be placed in your permanent file in the Office of Records and Registration.

Last Name  First Name  UIN

Semester  Year  Course Reference Number (CRN)

Course Prefix  Course Number  Credit Hours

Title\*

\*Limit 30 characters, including spaces and punctuation. "Thes:" or "Proj:" must be included in the title of a thesis or master's project and be counted as part of the 30 characters.

Description

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Instructor's Signature

\_\_\_\_\_  
 Date

Original:  
 Permanent File

Copies (distributed by the Office of Records and Registration):  
 Student \_\_\_\_\_ Instructor \_\_\_\_\_

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