



Office of the Registrar  
 Kendall College of Art and Design  
 of Ferris State University  
 17 Fountain Street NW  
 Grand Rapids, MI 49503

# SPECIAL PROBLEM APPLICATION

*A Special Problem is an opportunity to pursue special topics or projects in a classroom setting. The student must be under the direction of a faculty member with the approval of program chairperson. A minimum 3.00 GPA and junior/senior standing are required for undergraduate students.*  
**Return Completed form to Student Services.**

**SEMESTER:** \_\_\_\_\_ **20** \_\_\_\_\_

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Local Address: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_

**Student is taking Special Problem as (check one):**       **Required Course**       **Elective**

**Course Title and Course #** \_\_\_\_\_ **# of Credits:** \_\_\_\_\_

Instructor: \_\_\_\_\_ Contact (phone/email): \_\_\_\_\_

Rationale for Special Problem: \_\_\_\_\_

Outline/Syllabus (or attach): \_\_\_\_\_

Meeting during:      Course Title and Course #: \_\_\_\_\_

Dates/Times and Room #: \_\_\_\_\_

Evaluation Method: \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_

**Dept. Chair Signature** (student's major): \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

*Office Use:*

*Date Registered:* \_\_\_\_\_ *by* \_\_\_\_\_ *# of credits* \_\_\_\_\_

## INTERNAL USE ONLY

FACULTY, PLEASE RETURN GRADED FORMS TO REGISTRAR'S OFFICE. THANK YOU.

LETTER GRADE: \_\_\_\_\_

FACULTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EIC DATE \_\_\_\_\_ by \_\_\_\_\_ FBB DATE \_\_\_\_\_