



Office of the Registrar
 101 Jernigan
 1900 Selwyn Avenue
 Charlotte, NC 28274
 704-337-2242 / 704-337-2218 (fax)

Independent COURSEWORK Approval Form
See Guidelines for Independent Coursework/Independent Study

The Dean, after final approval, will send this form to the Registrar. The student is responsible for obtaining all necessary signatures before the end of the drop/add period and for registering appropriately for the course. Ideally, the proposal should be submitted in the term PRIOR to the term in which the course is planned. This form also serves as the Online Exception form to allow the student to register for this course on MyQueens. Do NOT submit this form for Independent Study or Directed Reading – only for Independent Coursework (required course offered for 1 student). See Queens University of Charlotte catalog for course numbers and titles.

Student Name _____ Queens ID# _____

Phone _____ Term _____ Year _____

Course ID and title (e.g. PSYC 316 Cognitive Psychology) _____

Instructor _____ Dept. _____

1. Explain below the extraordinary circumstances that prevented , or will prevent you, from taking this course when normally offered. Attach additional pages if necessary.

2. Attach a copy of the course syllabus.

Required Approval:

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Advisor Signature _____ Date _____

Department Chair Signature _____ Date _____

Dean Signature _____ Date _____

Hayworth Dean Signature (HC students only) _____ Date _____

Date of Registrar's receipt of completed form: _____