



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

Independent Study or Directed Reading 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 Coursework (an existing course with an enrollment of 1 student) – only for true Independent Studies or Directed Readings. See the Catalog for course numbers and titles.

Student Name _____ Queens ID# _____

Phone _____ Term _____ Year _____

Course number and title: (e.g. PSYC499 Independent Research) _____

Instructor _____ Dept. _____

1. Subject of proposed independent study/directed reading:

2. Please attach a separate proposal for your study (1-2 pages typed) including the following elements. The course will not be approved without this proposal.

- Purpose of study: Include a rationale (reason for) and objectives (what you hope to learn) for the study. Send this proposal on QMail to your instructor, advisor, and department chair. Include a hard copy with this signature form.
- Preparatory work prior to study: Include a preliminary bibliography with at least 5 sources.
- Meeting schedule for work with the instructor: Weekly? Biweekly?
- Plan for evaluation: Tests? Papers? Final project?

Required Approvals:

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: _____