



OFFICE OF THE REGISTRAR

## REGISTRATION FOR INDEPENDENT STUDY

Independent Studies are offered on an individual basis. All independent studies must be approved by the Registrar, Dean, and Professor. No student may take more than three (3) independent study courses in a Semester unless approval is granted for special circumstances by the Academic Dean. In order for a student to be eligible to take a class as an independent study, the student must have taken at least one non-independent study class at SES or SEBC and the student must have a GPA of 3.0 or better. The assigned faculty member will provide a course syllabus and work with the student throughout the semester.

Submit this form to the Registrar for approval. Then submit this form to the Professor and Dean for approval. If approved this form must be submitted to the Office of the Registrar with a non-refundable registration fee of \$10.00. All withdraws for Independent Studies must be made on an official Drop/Add Form

Name: \_\_\_\_\_ I.D.# \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Ph: \_\_\_\_\_  
 Degree Program: \_\_\_\_\_  
 Beginning Date of Course: \_\_\_\_\_ Completion Date of Course: \_\_\_\_\_

TERM	COURSE NO.	COURSE NAME	HRS.	PROFESSOR
		Independent Study in		

Reason for taking this course as an Independent Study (attach separate sheet if necessary):

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Business Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to the Office of the Registrar, **3000 Tilley Morris Road, Matthews, NC 28105** or fax **704-845-1747**. Questions about this policy and procedure may be directed to the Office of the Registrar 704.847.5600.

**Office Use Only:**

<b>Registrar:</b>	Date rec'd: _____	<input type="checkbox"/> recorded	<b>Business Office:</b>	Date rec'd _____	Rec't # _____	<input type="checkbox"/> recorded
Reg. Fee: N <input type="checkbox"/> Y <input type="checkbox"/>	<input type="checkbox"/> Cash	Cash Amount \$ _____	<input type="checkbox"/> Check # _____	Check Amount \$ _____		