

## **Faculty Independent Study Registration Instructions**

Independent Studies are now filed by students on an electronic form. This is in place of the paper forms that required your signature. In order for a student to register for the Independent study they will need your Instructor Permission Code for the term in which they want to do the Independent Study. **In order to be able to sponsor an Independent Study, you must be a full-time member of the faculty. If you are not a full-time member of faculty, then the student should seek out another faculty member to grade the course.**

Students are instructed to contact the instructor they are interested in working with and discuss the independent study. Items that you will need to finalize with the student are:

- Course subject and Course number
- Number of credit hours the Independent Study will be worth
- Title for Independent Study
- Course description and criteria
- Grading criteria

Once you and the student have come to a good understanding about what the course will contain, you will be expected to give the student your Instructor Permission code for the appropriate term. This is in place of your actual signature. This information is required to complete and submit the form. If you do not know your Instructor Permission code, you can contact your department administrator who is provided with them or you can contact the Registrar's office at 275-8131. **NEW THIS TERM: In the case of students who are in the Hajim School of Engineering and students interested in completing a BIO 395, they must also see the department administrator for additional permission codes to file the Independent Study form.**

Once the IS form has been submitted by the student you will receive an email from the registration system notifying you that a student has submitted an IS form that lists you as a sponsoring instructor and provides you with the details of the course description and grading criteria the student entered on the form.

Below are the student's instructions for filing this form. We are providing this to you so that you are aware of what the student is completing and may find it helpful to see the process and student's expectations. Additional notes for you have been added in RED for further information.

# Independent Study Registration Instructions

You can now add an independent study to your schedule by filing an Independent Study Form Electronically thru:

<https://secure1.rochester.edu/registrar/forms/independent-study-form.php>

You will need to sign in to the form with your NetID and password.

The screenshot shows the 'Independent Studies Form' login page. It features a header with the title and a 'Related Resources' box containing links to 'Registrar's Office Home' and 'Forms & Other Requests'. Below the header is a login section with fields for 'NetID:' and 'NetID Password:', a 'Log In to Independent Study Form' button, and a link for 'What is NetID?/Help'. A message above the login fields states: 'Please login to the form below with your NetID to fill out the Independent Study Form. Once you are logged in, this page will refresh with the form.'

## Independent Study Form

### NOTICE TO STUDENT:

- 4 credit Independent Study courses must be approved by the end of the **third** week of the semester.
- 3 credit Independent Study courses must be approved by the end of the **fifth** week of the semester.
- 2 credit Independent Study courses must be approved by the end of the **seventh** week of the semester.
- A student may earn no more than 4 credit hours from Independent Study courses each semester without special permission.

**NOTE:** Fields marked with a (\*) are **required** fields

The screenshot shows the 'Student Information' form. It includes the following fields: '\*First Name:' (Elayne), '\*Last Name:' (Stewart), '\*Class Year:' (empty), '\*Student ID#:' (23104242), 'Gender:' (dropdown menu with 'Select'), '\*Email:' (stewart@seas.rochester.edu), '\*Phone:' (empty), '\*CPU or Local Address:' (empty), 'Intended Major:' (dropdown menu with 'African & African-American Studies'), and 'Major Officially Declared?' (checkbox).

Once signed in you can begin to file the form. All required fields are marked with an \*.

**It is expected that you will have discussed the Independent Study with your sponsoring Instructor prior to filing this form. The Instructor's Permission code will be entered as the signature of acceptance for the course.**

You can NO LONGER use "Independent Study" as a title, you MUST enter a valid title that describes the work you are doing. The title must be no longer than 28 characters. If you are registering for a "390" course, the title must include the course being TA'ed. **The title of the course is what will show up on the student's transcript**

### Course Information

\*Subject Area:

\*Course #:

\*Credit:

\*Semester:

\*Nature of Experience: Please tell us the nature of this course: Research/ Non-Research

Research  Non-Research

\*Course Start Date:  (MM/DD/YYYY)

This form is being filed after the deadline. I ensure that the work started prior to the deadline.

\*Course Title:

Do not use the title "Independent Study." The title should describe your program of study. If you are registering for a "390" course, the title must include the course being TA'ed. (maximum 28 characters including spaces)

\*Credits with instructor: How many credits of Independent Study will you have taken with this instructor, including credits you are requesting. **Note:** If more than 8 credits please check the Special Petitions box at the bottom of this form and enter the requested information.

\*Course Description: Include the objectives of the course and the nature of the readings or projects involved.

250 characters remaining

**Lab Techniques:** Include any laboratory techniques that will be acquired and any equipment that will be used.

250 characters remaining

\*Course Evaluation: Include the basis for evaluating the work e.g.: required readings, frequency of meetings, progress reports, journals, lab performance, presentations...

250 characters remaining

**Biohazards:**

250 characters remaining

**For Biology Independent Research ONLY:** Please check to acknowledge a final report is required and a copy must be submitted to the UPBM office by the last day of exams.

**For BIO 395 Students ONLY:** This check acknowledges that I have met with my departmental academic advisor and they approve of this Independent research.

It is to be used as:

You can now register for ALL courses on this electronic form, including courses all Engineering and Biological Science Independent

Research courses (including BIO/IND/MBI/ BCH/NSC/PHP/PTH prefixes).

**\*Please note that additional information is needed for all Biological Science and Engineering course registrations. If you are an instructor of a course that fits these criteria, please remind the student to see the department administrator!**

Students enrolling in Engineering research courses should contact their department administrator for further instructions on how to complete their registration.

Students enrolling Biological Science research courses should refer to the [UPBM Independent Research Website](#) for further instructions on how to complete their registration.

You are also required to fill in a course description and identify the grading criteria.

Please be as concise as possible in your descriptions.

For [BIO/IND/MBI/ BCH/NSC/PHP/PTH 395](#) registrations, you will be required to answer these additional questions. Prior to being able to receive final approval for this registration, you will need to follow these [instructions](#) or

see Mariane Arcoraci. Only after this will the departmental approval be granted and PIN code given.

**Faculty Information**

By placing the instructor's permission code in this area you are indicating that you have spoken to and agreed upon the above program with the instructor who is willing to supervise your work and submit a regular letter grade for the work completed. (Note that instructors may use the P/F grading system for internship courses (394), provided the Chair's approval is granted. See "Department Chair Information" box.) A separate notice will go to the instructor with the above details.

**Reminder:** Faculty policy states that students may take no more than eight credits of Independent Studies coursework with the same instructor (except for senior honors projects approved below by Chair) and no more than 4 credits of Supervised Teaching for the same course.

\*Instructor First Name:

\*Instructor Last Name:

\*Instructor's Faculty Permission Code (IPC):

Title:

Department:

\*Email:

Member of the Full-time Teaching Faculty?

Course used for Major Requirement?

You will be required to fill in the Instructor's Name and permission code to confirm that you have made arrangements with the instructor who will sponsor this course and that they agree to the terms set forth in this form.

\*\* Confirmation of this registration will be sent to the instructor of record. **This is in place of your signature. Your Instructor Permission code is required to file this form. Please give it to the**

**student for them to enter after they have discussed the course with you.**

**If you are a Hajim School of Engineering student, requesting a [BIO/IND/MBI/BCH/NSC/PHP/PTH 395](#) registration you should see the department administrator for your approved Chair/Departmental permission code. This code is a requirement for these students.**

Dept. Chair Information

**Notice to Department Chair:** Your signature/ Semester PIN shows approval of the substance of the proposed work, both in quality and relevance to the department's program. It also indicates that this instructor is qualified to supervise the student in this subject.

Signature of Dept. Chair for:

Chair First Name:

Chair Last Name:

Chair's PIN:

Date:

If you are requesting an Internship to be graded P/F, using the course for a Senior Honors Thesis or requesting to study with an instructor for more than the allotted 8 credit hours you will also need to obtain the Department Chair's Name and permission code

Special Petitions

I am requesting to carry an overload between 20 and 23 credits for this semester. My last terms GPA was .

I am requesting to carry a second independent study with the same instructor. Faculty Policy states that I can only carry 4 credits of Independent Study with an instructor and I feel that I should be given exception to this because:

I am requesting to carry 8 credits of Independent Study during this semester (Seniors Only).

Submit

\*I have read and agree with the University of Rochester's policies for Independent Studies located in the [Adviser Handbook](#).

If special permission is needed please request it in the space provided

You are required to review and accept the College's Policy for Independent Studies. Upon submission the form will be sent to the Center for Academic Support for processing.

Processing of Independent Study forms will be subject to review by the Center for Advising Services and you will be notified upon completion of such review.

If you have any questions, please contact the Center for Advising Services at 275-2354.  
9/13