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.

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.
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.

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.

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

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.

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