

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.

Independent Studies Form

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.

Related Resources:

- Registrar's Office Home
- Forms & Other Requests

Independent Study Form: Private Site Log In

NetID:

NetID Password:

[What is NetID?/Help](#)

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.

Related Resources:

- [Registrar's Office Home](#)
- [CCAS Home](#)
- [Forms & Other Requests](#)
- [Log Out](#)

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

Student Information

*First Name:

*Last Name:

*Class Year:

*Student ID#:

Gender:

*Email:

*Phone:

*CPU or Local Address:

Intended Major:

Major Officially Declared?

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.

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.**

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:	<input type="text"/>
*Instructor Last Name:	<input type="text"/>
*Instructor's Faculty Permission Code (IPC):	<input type="text"/>
Title:	<input type="text"/>
Department:	<input type="text"/>
*Email:	<input type="text"/>
Member of the Full-time Teaching Faculty?	<input type="checkbox"/>
Course used for Major Requirement?	<input type="checkbox"/>

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.

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:	<input type="text" value="HSEAS"/>
Chair First Name:	<input type="text"/>
Chair Last Name:	<input type="text"/>
Chair's PIN:	<input type="text"/>
Date:	<input type="text"/>

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	
<input type="checkbox"/>	I am requesting to carry an overload between 20 and 23 credits for this semester. My last terms GPA was <input type="text"/> .
<input type="checkbox"/>	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: <input type="text"/>
<input type="checkbox"/>	I am requesting to carry 8 credits of Independent Study during this semester (Seniors Only).
Submit	
<input type="checkbox"/>	*I have read and agree with the University of Rochester's policies for Independent Studies located in the Adviser Handbook .
<input type="button" value="Submit Form"/>	

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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