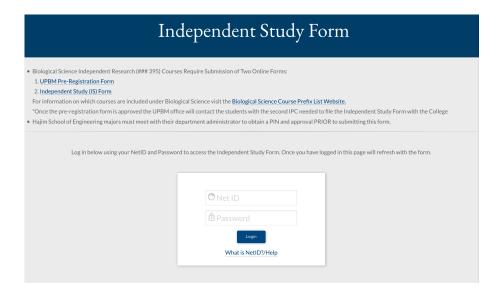
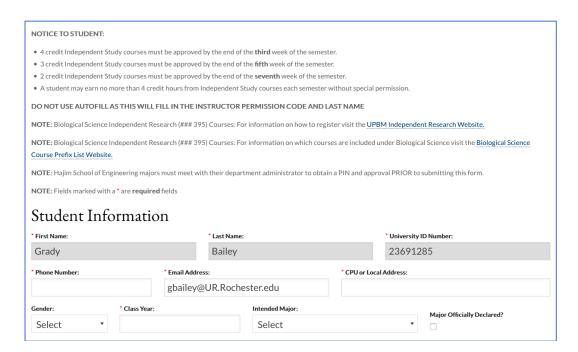
Independent Study Registration Instructions

You can add an independent study to your schedule by completing an Independent Study Form electronically through: https://secure1.rochester.edu/registrar/forms/independent-study-form.php

You will need to sign in to the form using your NetID and Password.



Once you have signed in, you can begin to file the form. All required fields are marked with an asterisk *. This information is required to complete your registration.



You can register for all 391 and 395 courses on this electronic form. You can also register for all Engineering and Biological Science independent research projects/courses including BIO/IND/BCH/NSC/PHP/PTH prefixes. Please note the additional information is needed from all Engineering and Biological Science research courses.



Each Independent Study course must have a unique title, (note: you may not use "independent study" as your title). The title must be no longer than 28 keystrokes.

Students enrolling in HSEAS research courses should contact their department administrator 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.

NOTE: For BIO/IND/MBI/BCH/NSC/PHP/PTH395 registrations, you may be required to answer additional questions. Prior to being able to receive final approval for this registration, you will need to follow these instructions or see Marianne Arcoraci. The step allows for the Chair's approval of all research coursework. Please refer to the UPBM Independent Research Website for complete instructions on how to complete their registration.

http://www.sas.rochester.edu/bio/undergraduate/research/independent/index.html

It is expected that you will have discussed the Independent Study with your supervising instructor **prior** to filling out this form.

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 the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is willing to the program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor who is will not be program with the instructor will not be program with the inservise 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 $the \ Chair's \ approval \ is \ granted. See \ "Department \ Chair \ Information" \ box.) \ A \ separate \ notice \ will \ go \ to \ the \ instructor \ with \ the \ above \ details.$ 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): * Email Address: course. Course used for Major Requirement? Member of the Full-time Teaching Faculty? Dept. Chair Information (if required) *Students registering for a Biological Science 395 course (BIO, BCH, MBI, NSC, PHP, PTH, IND) must fill out a UPBM Form in order to obtain the Chair IPC and information work, both in quality and relevance to the department's program. Chair Last Name:

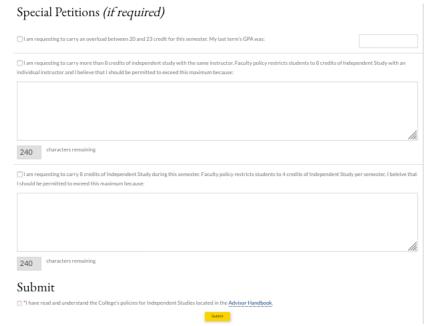
You will be required to fill in the supervising instructor's name and email address which will be used as confirmation that you have worked with the instructor in developing the

Confirmation of submission and a copy of the completed form will be sent to instructor noted on the form.

In some cases, you will need to include information from the department Chair.

- Students enrolling in Hajim (HSEAS) research courses should contact their department administrator for further instructions on how to complete their registration.
- Students enrolling in Biological Science research courses should refer to the UPBM Independent Research Website for further instructions on how to complete their registration.
 http://www.sas.rochester.edu/bio/undergraduate/research/independent/index.html
- Students who are requesting to take more than 8 credits of independent study with the same instructor. A Chair's approval is always required.

Please use the "Special Petitions" for the following reasons:



If you are requesting to be registered for a course that will exceed the 8 unit limit for work with the same instructor, you will additionally need the Department Chair's name and email address to confirm that they have approved the academic work proposed.

If you are requesting an overload of between 20-23 units, please note that here.

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

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

If you have questions please contact the College Center for Advising Services at 585-275-2354.