

Independent Study Registration Instructions

You can now add an independent study to your schedule as a place holder for 0 credits using Web Registration. In order to have the credits added correctly, you need to file an Independent Study Form Electronically thru:

https://secure1.rochester.edu/registrar/forms/independent_study.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 title 'Independent Studies Form' and a message: '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.' To the right, under 'Related Resources', there are links for 'Registrar's Office Home' and 'Forms & Other Requests'. The main form area is titled 'Independent Study Form: Private Site Log In' and contains two input fields: 'NetID:' and 'NetID Password:'. Below these fields are two buttons: 'What is NetID?/Help' and 'Log In to Independent Study Form'.

The screenshot shows the 'Independent Studies Form' registration page. It features a title 'Independent Studies Form' and a 'NOTICE TO STUDENT' section stating: 'Independent Studies courses must be approved by the end of the third week of the semester. A student may earn no more than 4 credit hours from Independent Studies courses each semester.' To the right, under 'Related Resources', there are links for 'Registrar's Office Home', 'Forms & Other Requests', and 'Log Out'. The main form area is divided into two sections: 'Contact Information' and 'Course Information'. The 'Contact Information' section includes fields for '*Last Name:', '*First Name:', '*Class:', '*Student ID#:', 'Gender:', '*Email:', '*Phone:', '*CPU or Local Address:', and 'Intended Major:'. There is also a 'Declared:' checkbox. The 'Course Information' section includes dropdown menus for '*Subject Area:' and '*Course #:', dropdown menus for '*Credit:' and '*Semester:', a text field for '*Coursework Start Date:', a checkbox for 'This form is being filed after the deadline, I ensure that the work started prior to the deadline.', and a text field for '*Course Title:'. Below the '*Course Title:' field, there is a note: 'This can NOT be "Independent Study", it should describe what type of work you are doing. (maximum 28 characters including spaces)'

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

Lab Techniques: Include any Laboratory Techniques that will be acquired and any equipment that will be used.

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

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

You will be required to fill in the Instructor's Name and permission code to confirm that you have spoken to the instructor who will sponsor this course.

Faculty Information

Notice to Instructor: Your signature/Semester PIN is required at the beginning of the semester to indicate your willingness to supervise the work of the student in the program outlined below and to show your endorsement. 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. Faculty regulations permit you to supervise no more than five undergraduate students per semester in reading or research courses. Instructors must be full-time members of the teaching faculty. Do not sign if late registration does not allow enough time for completion of work during this semester.

*Instructor First Name:

*Instructor Last Name:

*Instructor's PIN:

Title:

Department:

Email:

Full-time Faculty?

Course used for Major Requirement?

* Confirmation will be sent to the instructor of record.

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 a Hajim School of Engineering student or are requesting an Internship to be graded P/F or using the course for a Senior Honors Thesis, 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 Academic Support and you will be notified upon completion of such review.

If you have any questions, please contact the Center for Academic Support at 275-2354.