Instructor Independent Study Registration Instructions

Independent Studies are filed by students using the electronic Independent Study form found at https://secure1.rochester.edu/registrar/forms/independent-study-form.php. In order to be able to sponsor an Independent Study, you must be a full-time member of the teaching faculty. If you are not a full-time member of the teaching faculty, then please advise the student to seek out another instructor to supervise the course.

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

- Course Start Date
- Course subject and course number
- Number of units (credits) for the Independent Study
- Title for the Independent Study
- Course Title, Description, Laboratory Techniques (if applicable) Biohazard Training (if applicable)
- Grading criteria

*NOTE: The amount of work you do should be proportional to the amount of work you would be expected to do for a regular course of similar credit. For example, to earn 4 credits for research or an independent study, you should expect to do the same amount of work (and spend a similar amount of time) that you would on a regular, on-campus 4-credit course.*

Once you and the student have come to a good understanding about what the details of the course, the student will use your full name and email address on the form. This will be used in place of a faculty signature. Upon submission, you will receive a copy of the submitted independent study form to confirm the students anticipated registration. If information on that form does not look correct if you have not actually agreed to work with the student, please notify CCAS. NOTE: With UR Student, the PINs or IPC’s that were used in the past for verifying that a student met with faculty will no longer be available or required in registering an Independent Study. We will accept the faculty name and email address as simple verification that the course was discussed with instructors.

In the case of students who are in the Hajim School of Engineering and students interested in completing UPBM 395 course, must also see the department administrator for additional permissions to file the completed 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 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.
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 course.

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](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:
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.