

## 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 or 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.

Independent Study Form

- Biological Science Independent Research (### 395) Courses Require Submission of Two Online Forms:
  1. [UPBM Pre-Registration Form](#)
  2. [Independent Study \(IS\) Form](#)

For information on which courses are included under Biological Science visit the [Biological Science Course Prefix List Website](#).

\*Once the pre-registration form is approved the UPBM office will contact the students with the second IPC needed to file the Independent Study Form with the College

- Hajim School of Engineering majors must meet with their department administrator to obtain a PIN and approval PRIOR to submitting this form.

Log in below using your NetID and Password to access the Independent Study Form. Once you have logged in this page will refresh with the form.

Net ID

Password

Login

[What is NetID?/Help](#)

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.

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.

DO NOT USE AUTOFILL AS THIS WILL FILL IN THE INSTRUCTOR PERMISSION CODE AND LAST NAME

NOTE: Biological Science Independent Research (### 395) Courses: For information on how to register visit the [UPBM Independent Research Website](#).

NOTE: Biological Science Independent Research (### 395) Courses: For information on which courses are included under Biological Science visit the [Biological Science Course Prefix List Website](#).

NOTE: Hajim School of Engineering majors must meet with their department administrator to obtain a PIN and approval PRIOR to submitting this form.

NOTE: Fields marked with a \* are **required** fields

## Student Information

\* First Name: Grady

\* Last Name: Bailey

\* University ID Number: 23691285

\* Phone Number:

\* Email Address: gbailey@UR.Rochester.edu

\* CPU or Local Address:

Gender: Select

\* Class Year:

Intended Major: Select

Major Officially Declared?

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.

**Course Information**

\* **Subject Area:** Select   \* **Course#:** Select   \* **Credits:** Select   \* **Section:** Select

\* **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 taken (maximum 20 characters including spaces)

\* **Credits/Institution:** How many credits of Independent Study will you have taken with this instructor, including credits you are requesting.

\* **Lab/Techniques:** Include the laboratory techniques that will be acquired and any equipment that will be used.

\* **Course Evaluation:** Include the tasks for evaluating the work (e.g. assigned readings, frequency of meetings, progress reports, journals, lab performance, presentations).

\* **Materials:** (Student is responsible for completing all lab safety training necessary for this course)

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 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:	* Instructor Last Name:	* Instructor's Faculty Permission Code(IPC):
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	Department:	* Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Member of the Full-time Teaching Faculty?

Course used for Major Requirement?

## 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 needed to complete the rest of the Independent Study Form.\*\***

By placing the Department Chair's Instructor Permission code in this area you are indicating that you have discussed and obtained approval for the substance of the proposed work, both in quality and relevance to the department's program.

Signature of Dept. Chair for:	Chair First Name:	Chair Last Name:
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
Chair's Faculty Permission Code(IPC):	<input type="text"/>	

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>
- 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:

### Special Petitions *(if required)*

I am requesting to carry an overload between 20 and 23 credit for this semester. My last term's GPA was:

I am requesting to carry more than 8 credits of independent study with the same instructor. Faculty policy restricts students to 8 credits of Independent Study with an individual instructor and I believe that I should be permitted to exceed this maximum because:

240 characters remaining

I am requesting to carry 8 credits of Independent Study during this semester. Faculty policy restricts students to 4 credits of Independent Study per semester, I believe that I should be permitted to exceed this maximum because:

240 characters remaining

#### Submit

\*I have read and understand the College's policies for Independent Studies located in the [Advisor Handbook](#).

Submit

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.