

Registering for Research Units

What course number should you register for?

The chart below should be used to determine which course number is appropriate for the work you will be doing. This will be approved by an Academic Advisor.

Course Number	Grading System	Description
199, 299, 399, 499 Independent Study	S, P, F, I, W	Independent study is for students who are 1) performing routine tasks such as data entry or lab maintenance, 2) conducting internships <u>outside</u> of the university, or 3) doing directed readings/literature review. Students <i>do not</i> receive a letter grade for independent study credit; this credit is not calculated in your GPA.
299H, 399H, 499H Honors Independent Study	A, B, C, D, E, I, W	The EEB department requires these units to adhere to the honors policy for credit listed on the Honors College website, http://www.honors.arizona.edu . The work must be demonstrably different work than a standard independent study for non-honors credit. The work should produce a product such as a paper or poster presentation. In order to receive this credit, you must state the product <u>when submitting the proposal</u> .
498H Honors Thesis Units	A, B, C, D, E, I, W	The EEB department requires these units to adhere to the honors policy for Honors Thesis units listed on the Honors College Website, http://www.honors.arizona.edu/faculty-and-advisors/honors-thesis . Honors Thesis units are subject to an earlier deadline and more rigorous standards of student involvement than Honors Independent Study. Student must be making an intellectual contribution to the project. Prospectus must be approved by an EEB Academic Advisor.
392, 492 Directed Research	A, B, C, D, E, I, W	Students should be making intellectual contributions to an existing project or should be engaged in their own research. This <i>cannot</i> include kinds of experiences where the student is performing routine tasks or reviewing literature. In order to receive this credit, you must state the product <u>when submitting the proposal</u> .

How many times can I register for Directed Research/Independent Study? Independent Study may be repeated an unlimited number of times, and Directed Research may be repeated for up to 12 units; however only 6 units of Directed Research OR Honors Independent Study/Capstone credit may be applied to major requirements in the EEB department.

How many units should I register for? Students are expected to work a total of 45 hours for every 1 unit of credit (approximately 3 hours/week in a 15 week semester). Directed Research performed under the guidance of non-EEB faculty members is limited to 3 units per semester and must be approved by advisors and the Associate Department Chair for EEB.

Are there any special fees for these courses? Tuition fees for Independent Study and Directed Research credit are calculated at the same rate as for other credit courses.

When is the last day I can add research units? **Fall 2016 forms are due by September 8th.** Units added after the 21st day of the semester are subject to a \$250 late fee.

Is there a minimum GPA requirement to register for Directed Research or Independent Study? Advisors will not approve research credits if a student's current major GPA is below 2.0.

Revised on 08/19/16

Please complete the following form and obtain signatures of approval and return this form to your Academic Advisor in Life Sciences South. An advisor will register you for Independent Study or Research units.

Independent Study/Directed Research Proposal Form

Student Name _____ Student ID# _____

Student Phone # _____ Student Major _____

Student email _____

Class Standing: Freshman _____ Sophomore _____ Junior _____ Senior _____

Course Number (circle one) 199 299 299H 392 399 399H
492 498 498H 499 499H

Number of Units _____ [Note: Students are expected to spend 3 hours per week on this project for each unit of credit or 45 total hours of course work per credit.]

Semester: Fall Spring Summer I Summer II Year _____

Project Advisor* _____

Project Advisor Phone & E-Mail _____

Project Advisor Home Department _____

Title of Project _____

Estimated hours per week student will spend on project _____

Estimated Project Advisor/Student contact hours per week _____

Secondary advisory* _____

Will the student attend lab meetings? Yes No

Will the student keep a lab notebook? Yes No

Please type and attach a sheet with the following information to be written by the student:

- A brief description/summary of the project
- Techniques you will learn or utilize while working on this project
- The anticipated product such as a research paper, poster, presentation, etc. if graded credit
- Any additional requirements set by Project Advisor

Required Signatures:

Student _____ Date _____

Project Advisor _____ Date _____

Academic Advisor _____ Date _____

Office Use Only: Date Units Added _____

*The **Project Advisor** is a faculty member or contact person for internships off campus

*The **Secondary Advisor** may be a post-doc or graduate student which you will be working directly with; Not everyone will have a Secondary Advisor