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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Grading System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>199, 299, 399, 499</td>
<td>S, P, F, I, W</td>
<td>Independent study is for students who are 1) performing routine tasks such as data entry or lab maintenance, 2) conducting internships outside of the university, or 3) doing directed readings/literature review. Students do not receive a letter grade for independent study credit; this credit is not calculated in your GPA.</td>
</tr>
<tr>
<td>299H, 399H, 499H</td>
<td>A, B, C, D, E, I, W</td>
<td>The EEB department requires these units to adhere to the honors policy for credit listed on the Honors College website, <a href="http://www.honors.arizona.edu">http://www.honors.arizona.edu</a>. 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 <a href="#">when submitting the proposal</a>.</td>
</tr>
<tr>
<td>498H</td>
<td>A, B, C, D, E, I, W</td>
<td>The EEB department requires these units to adhere to the honors policy for Honors Thesis units listed on the Honors College Website, <a href="http://www.honors.arizona.edu/faculty-and-advisors/honors-thesis">http://www.honors.arizona.edu/faculty-and-advisors/honors-thesis</a>. 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.</td>
</tr>
<tr>
<td>392, 492</td>
<td>A, B, C, D, E, I, W</td>
<td>Students should be making intellectual contributions to an existing project or should be engaged in their own research. This cannot 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 <a href="#">when submitting the proposal</a>.</td>
</tr>
</tbody>
</table>

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? Spring 2017 forms are due by January 25th. 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.
**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__________

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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