



# Independent Study/Undergraduate Research Process Checklist

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PROCESS FOR STUDENTS to register for Undergraduate Research, Independent Study, or Field Study credit

- 1.** STUDENTS MUST ASK the faculty member if they can participate in the faculty member's research for Undergraduate Research, or if they will supervise the student's Independent Study.
  - > TEACHING ASSISTANTSHIPS and peer mentorships qualify for Independent study credit. Please check with the instructor about any required application forms. Instructors may or may not use applications.
- 2.** IF THE FACULTY MEMBER AGREES, the student must work with them to complete the [Undergraduate Research/Independent Authorization](#) form.
  - > THEY MUST BE SURE to complete all fields on pages 1-2, except the section labeled "For office use only."
  - > LEAVE THE CRN BLANK unless the instructor already has a CRN assigned to that particular type of Undergraduate Research/Independent in the Timetable (i.e. UTAs for a specific course).
- 3.** THE STUDENT SUBMITS the completed form to the [School of Animal Sciences Tiny URL](#).
- 4.** THE SCHOOL OF ANIMAL SCIENCES Undergraduate Education Office will review the form and assign a CRN.
  - > FORMS THAT REQUIRE revision will be returned.
- 5.** ONCE APPROVED, the student will be added to the course, which will show up on their schedule.
  - > UNDERGRADUATE RESEARCH forms will be submitted to CALS (College of Agriculture and Life Sciences) by the Undergraduate Education Office. CALS will add the student to the course.
  - > INDEPENDENT STUDY forms will be processed by the School of Animal Sciences Undergraduate Education Office. The Undergraduate Education Office will add the student to the course.

**NOTE:** Students may only earn 6 total credits of Undergraduate Research and 6 total credits of Independent Study for a TOTAL of 12 hours. These limits may apply to all Independent Study and Undergraduate Research courses across all departments. Students may not enroll in additional Independent Study/Undergraduate Research credits once these thresholds have been reached.