



DIRECTED RESEARCH PROPOSAL FORM

Please complete this form and obtain signatures of approval BEFORE registering. Return the form to the main office of the department that is administering the directed research. This form is for department records and is needed to enroll you in the units and to assign a grade at the end of the semester. **Reminder: The last day to register for courses without a \$250 late charge in the Fall/Spring Semesters** is the 21st day after the first day of classes; for **Winter/Summer Sessions** (to avoid a \$50 late charge) register by the day before the last day to drop with deletion from the record.

Student Name _____ **Student ID #** _____

Student Phone # _____ **Student E-mail** _____

Course Prefix _____ **Course Number** _____

Number of Units _____ [Note: The University and Board of Regents have set a standard of 45 hours of course work for each unit of credit awarded.]

Semester _____ **Year** _____

Project Advisor _____

Department _____

Title of Project _____

Estimated hours per week Student will spend on project _____

Estimated Project Advisor/Student contact hours per week _____

Description of project, including anticipated product: (syllabus or project plan may be attached)

SIGNATURES:

STUDENT _____ **DATE** _____

PROJECT ADVISOR _____ **DATE** _____

DEGREE ADVISOR _____ **DATE** _____



Policies for Independent Study/Directed Research

1. **Determination of credit:** The University and Board of Regents require a minimum of 45 hours of course work for each unit of credit awarded.
2. **The content of an Independent Study course** must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.
3. **For an undergraduate Independent Study and Directed Research courses**, the instructor or project advisor must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading, or lab or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
 - a. **All proposal forms and project plans** must be signed by the instructor and the student and filed in the department or program office within a week after the term commences.
 - b. **At the end of the term**, or whenever the student completes the project, the instructor or project advisor must complete a record of the outcome that explains the grade submitted. The record of outcome form with the instructor's signature should be filed in the department or program office when the course grade is submitted.
4. **If students are paid in association with an Independent Study or Directed Research course**, academic credit can be awarded only for faculty-approved academic work as defined by department policy.
5. **If registration for an Independent Study or Directed Research course occurs after the twenty-first day** of the regular semester, after the first two days of Winter Session or Pre-session, or after the first week of a Summer Session, the department head (or designee) must sign the Change of Schedule form, in addition to the instructor.
6. **If a grade of Incomplete is awarded** for an Independent Study or Directed Research course at the end of the term, another Project Advisor must be identified who agrees to evaluate the student's work, should the original Project Advisor become unavailable.
7. **University Honors students** requesting Honors Independent Study or Directed Research and the faculty who agree to supervise them should consult the Guidelines for Honors Independent Studies (<https://www.honors.arizona.edu/individual-studiesresearchinternship>) as endorsed by the Undergraduate Council, 4/7/2009.
8. The enrollment fee for Independent Study and Directed Research credit is calculated at the same rate as for other credit courses.