

Completed form is due
on the third day of classes.

Virginia Tech – College of Science
Instructions for Undergraduate Research/Independent Study

Instructions:

- Type the required information into the MSWord form.
- Consult with your instructor for the CRN. Requests without a CRN cannot be processed.
- Credit hours: each credit hour requires three hours of labwork per week.
- Type the required information on the second page of the request form. Consult with your instructor on all three areas.
- Requests for 4974 or 4994 require the student to give a write a paper¹ or give a presentation².
- Request for 2974 (as a learning assistant) must include a statement from the instructor on the duties of the learning assistant.

Due Date:

- Submit form by 5PM on the first day of classes. The form must contain all advisor/departmental signatures.
- Late forms will not be processed.

Total UR/IS Hours

- Effective Fall 2016, students are limited to a cumulative total of 12 credit hours of 4XXX level Undergraduate Research and Independent Study that may count toward a degree.
- Exceptions are majors where 12+ hours are required on a degree checksheet
- If your total hours will exceed 12 hours with this request, please see your advisor.

Overhours:

- If your planned UR/IS work will take you over 19 credit hours, you must also submit an overhours form.

Notes:

University guidelines for 4000 level undergraduate research or independent study require the student to give a presentation (talk or poster) to faculty and peers or write a paper on the work. Students may do either of the following to fulfill this requirement.

¹Paper

A paper should be in manuscript format and submitted to the instructor of record for grading. The paper need not be submitted for publication. This requirement cannot be fulfilled by the keeping of a laboratory notebook.

²Presentation

The presentation may be given at a departmental, college or university presentation (such as the Virginia Tech Undergraduate Research Symposium³ held in Spring). The presentation can also be given at a joint meeting between research groups at Virginia Tech.

Virginia Tech – College of Science
Undergraduate Research/Independent Study
(Variable Credit COS Courses numbering: 2974, 2994, 4974, 4994)

*Form must be signed by the Academic Dean of the student's primary major. **Type in the course and student information.**
Follow the instructions for the entry of the required information on your project. **Handwritten forms will not be accepted.**
See Instructions Sheet for Due Date.*

Course Information:

Term/Year in which you plan to take UR/IS: _____

Dept. Offering Course: _____ Course #: _____ CRN: _____

of Credit hours: _____ A-F or P/F: _____

Title of Project: _____

Required Information: (to be placed on page 2 of this form).

Student Information:

Name: _____ ID #: _____

Current Primary Major: _____ Secondary Major (if applicable): _____

VT Email address: _____ Local Phone #: _____

Overall GPA: _____ In-Major GPA: _____ Total Hours Passed: _____

Previous UR/IS Hours: _____ Planned # of Hours this Term (including this course): _____

Signatures of Approval: (Obtain in order, all must be obtained before processing)

Student: _____ Date: _____

Instructor: _____ Date: _____

Instructor's email address _____@vt.edu

Student's Advisor: _____ Date: _____

Instructor's Department Head: _____ Date: _____

If this course is to be used towards an Honor's diploma,
you must obtain an authorized signature from Honors: _____ Date: _____

Academic Dean of Student*: _____ Date: _____

(*Obtained when form is submitted to the Dean's Office).

Required Information: (1) brief description of study (2) objective, materials and methods, (3) method of evaluation, presentation or paper for 4974 or 4994. Provide detailed information (at least one paragraph for each of the three required sections). Insufficient information will result in the request being denied. *Please note the three required sections of information must fit on this page.*

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