



Graduate Advising

INDEPENDENT STUDY REGISTRATION INFORMATION

Course Numbers

- SIS-590 Independent Reading (1-3 credits)
- SIS-690 Independent Study Project (1-3 credits)
- SIS-794 SRP with Coursework (3 credits)
- SIS-795 Substantial Research Paper (SRP) (3 credits)
- SIS-797 Master's Thesis (6 credits)

Before Registration

- Conduct preliminary research on potential topics. A research question, preliminary outline and bibliography must be approved by your faculty supervisor prior to registration.
- Network with faculty to determine their availability and relevance to the research topic. Some faculty members prefer to be consulted one semester prior to the semester you plan to register. You are responsible for finding a faculty supervisor.
- **CRS, ID, IER, IP, IPCR, and USFP** students are required to follow program-specific SRP guidelines that are available from your academic advisor or program office.
- If you are writing a thesis, please consult the Office of the Provost's *Guide to Electronic Theses and Dissertations* (<http://www.american.edu/provost/grad/etd/index.cfm>) for information on writing a thesis proposal.
- If you are planning to do research abroad, you will need to complete the Graduate Global Practicum (GGP). The GGP form is available in the Graduate Academic Advising Office or from our website: (<http://www.american.edu/sis/gradadvising/upload/Graduate-Global-Practicum-Orientation3912.pdf>). Please consult your academic advisor for more information.
- If your project will involve human subject research, you may be required to receive approval from AU's Institutional Review Board (IRB). For more information: <http://www.american.edu/irb/>

Registration Procedures

1. Complete **ALL REQUIRED SPACES** on the Registration checklist and Independent Study Registration form.
2. Sign the form, have your faculty supervisor sign, and bring the form and required attachments (including the completed GGP if applicable) to your academic advisor. Your academic advisor will obtain the Department Chair/Dean signature and submit the form to the Registrar's Office.
3. Return the form to your academic advisor as soon as possible. Note the deadlines listed on the Academic Calendar (<http://www.american.edu/provost/registrar/schedule/academic-calendar.cfm>). If the independent study is the only course for which you are registering in a semester, the deadline to register without a late fee is the Friday before the first day of classes.

Important Information

- An SRP is graded on an A/F scale. A student must receive a B or better to earn credit. A Thesis **MUST** be taken P/F. Beginning Fall 2012, Independent study or reading projects must be taken A/F.
- Independent study courses may be registered across multiple semesters. For example, a 3 credit SRP may be registered as 2 credits of SRP in the fall semester and 1 credit of SRP in the spring semester.
- Work is expected to be completed during the semester when the course is registered. An *In Progress* (IP) or *Incomplete* (I) grade may be assigned by the faculty supervisor.
- A student who registers an SRP with Coursework is required to complete all course requirements in addition to writing an SRP. The professor of the course must serve as the SRP faculty supervisor and the SRP and course must be thematically related; he/she may allow the SRP to serve as the final course paper. Consult with your academic advisor for more information.



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REGISTRATION CHECKLIST

REQUIRED ATTACHMENTS. For your independent study registration to be complete, you must attach one of the below. Please check the box to indicate which attachment is included.

- Independent Study and Independent Reading Courses: A brief outline of your proposed study including a statement about the rationale and objectives of the study and your work plan.
Master's Thesis: A thesis proposal with the appropriate cover page signed by both members of your faculty thesis committee.
Substantial Research Paper: A statement of your research question(s) (1-2 pages), and a preliminary outline and bibliography.

REGISTRATION ACTIONS. If you are dropping or exchanging a course in conjunction with the registration of this project, you must attach a completed add/drop form to your registration paperwork. This action cannot be taken after the end of the Add/Drop period. Please check the box below and note the course you wish to drop or exchange (including course number, section number and title):

Form with a checkbox and a line for course information.

HUMAN SUBJECT RESEARCH. If any portion of your research involves human subjects as defined by AU's Institutional Review Board (IRB) for the Protection of Human Subjects, your research must receive prior approval by the IRB or its designee. To determine whether your research qualifies, visit http://www.american.edu/irb/

Form with a checkbox and text: By checking the box you indicate that you are familiar with American University's policies on human subject research.

INDEPENDENT STUDY LOCATION. If any part of your independent study will take you outside of the U.S., you will also need to complete the Graduate Global Practicum (GGP). If you are traveling to a high risk destination, you will also be required to submit an acknowledgement of risk and evacuation plan.

Will any part of your independent study take place outside of the United States?

Form with checkboxes for Yes and No.

If yes, please attach the Graduate Global Practicum.

Form with fields for GGP received (with signature line) and Date.

ACADEMIC INTEGRITY. By registering for the independent study the student acknowledges his/her awareness of the Academic Integrity Code and is obligated to become familiar with their rights and responsibilities as defined by the Code. This includes understanding and recognizing plagiarism. See your faculty supervisor if you have any questions about the academic violations described in the Code in general or as they relate to particular requirements for this course. More information on academic integrity can be found at http://www.american.edu/academics/integrity/index.htm.

Form with a checkbox and text: By checking this box you indicate that you are familiar with American University's academic integrity standards.

Field:



AMERICAN UNIVERSITY
WASHINGTON, D C

INDEPENDENT STUDY REGISTRATION FORM

Student _____ AU ID# _____
(Last) (First)

Phone _____ e-mail _____@_____

Term: Fall Spring Summer 20

Course Information:

Course # _____ Credits A-F Pass/Fail

Faculty supervisor _____
(Last) (First)

Project Title _____
(30 characters or fewer)

Brief description of independent study project:

Required Signatures:

Academic Advisor _____ Date _____

Faculty supervisor _____ Date _____

Department Chair or Dean _____ Date _____

Student's Signature _____ Date _____

INSTRUCTIONS TO STUDENTS

Obtain all required approvals and submit this completed form to the Registrar's Office. You will receive confirmation by e-mail when your registration has been processed.