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 paper\(^1\) or give a presentation\(^2\).
- 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.

\(^1\)Paper
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.

\(^2\)Presentation
The presentation may be given at a departmental, college or university presentation (such as the Virginia Tech Undergraduate Research Symposium held in Spring). The presentation can also be given at a joint meeting between research groups at Virginia Tech.