

# Academic Credit for Research Experience

| [Download a Research Proposal Form](#) <sup>[1]</sup> |

**The CBC Faculty encourage undergraduates to be involved in research.**

Participation in research provides real experience in potential careers, develops mentoring relationships with faculty and other members of research groups, and is the best way to learn science. A detailed description of ongoing projects can be obtained on the department web pages

Students are allowed to sign up for **credit for working in research laboratories** at any stage of their academic career.

**Students are responsible for making their own arrangements.** These must be completed prior to the semester in which the research will be performed. Signing up for credit for independent study requires the student to prepare a description of the proposed project and have a signed agreement by a sponsor.

**For Biochemistry majors only**, approval for credit for independent study, 299(H), 399(H), or 499(H)], directed research (392, 492), requires approval by your | BIOC academic advisor |. Your completed Research Proposal form is then given the BIOC academic affairs office in BSW 360 for processing your units. **For Chemistry majors** your completed form is submitted to the Teaching Services Office (TSO) in Koffler 201.

**199, 299, 399, 499, 599, 699, 799\* Independent Study: (Credit varies)** Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades available: S, P, F, I, W

**199H, 299H, 399H, 499H Independent Study - Honors: (Credit varies)** Qualified students working on an individual basis with professors who have agreed to supervise such work. Grades available: A, B C, D, E, I, W

**392, 492 Directed Research: (Credit varies)** Qualified students working on an individual basis with professors who have agreed to supervise such work. Students may register for a maximum of 12 directed research units. Grades available A, B, C, D, E, I

\* Graduate students doing independent work that cannot be classified as actual research will register for credit under course number 599, 699, or 799

**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 number of credits of Independent Study** must be within the approved credit range listed in the catalog course description.

**3. Students should not serve as simply another pair of hands for another lab member. Specific learning outcomes should be discussed.** 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. It is the policy that the of the Department of Chemistry & Biochemistry that students enrolled in an Independent Study course** cannot be paid for the same hours as lab work. Therefore academic credit can be awarded only for faculty-approved academic work as defined by department policy, whereas, paid laboratory work must follow university or programmatic policies for student employment.

**5. Students should enroll within the first three weeks of the Fall and Spring Semesters** or immediately after the beginning of Winter or Summer Sessions. Students must complete the

required 45 hours of course work per credit unit before the last day of the term. The last day to register for Independent Study in Fall and Spring Semesters without incurring a late charge is the same as for all other courses. See University of Arizona information on [Deadlines](#) [2] and [Tuition and Fees - Late Payment Charge](#) [3]

**6. If registration for an Independent Study 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 Chair (or designee) must sign the Change of Schedule form, in addition to the instructor.

**7. If a grade of Incomplete is awarded** for an Independent Study 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.

#### 8. Questions:

**Contact an Academic Advisor (listed on the right)**  
[Undergraduate](#) [4]

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CHEM majors

BIOC majors

contact the Center for Academic Chemistry and Biochemistry at The University of Arizona

P.O. Box 210041, 1306 East University Blvd., Tucson, AZ 85721-0041

Phone: 520.621.6354 Fax: 520.621.8407

[UA NetID Login](#)

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**Source URL (retrieved on 01/12/2013 - 2:26am):** [http://www.chem.arizona.edu/academic\\_credit](http://www.chem.arizona.edu/academic_credit)

#### Links:

[1]

[http://www.cbc.arizona.edu/sites/default/files/undergraduate/CBCDirectedResearch\\_2012\\_final\\_090412.pdf](http://www.cbc.arizona.edu/sites/default/files/undergraduate/CBCDirectedResearch_2012_final_090412.pdf)

[2] <http://www.em.arizona.edu/datesdeadlines/datesDeadlines.aspx>

[3] [http://www.bursar.arizona.edu/students/fees/late\\_charge.asp](http://www.bursar.arizona.edu/students/fees/late_charge.asp).

[4] <http://www.chem.arizona.edu/taxonomy/term/11>