

UNDERGRADUATE RESEARCH PROJECT (URP) RESEARCH REGISTRATION FORM UNDERGRADUATES ONLY

Office of the Registrar 110 8th St, Troy NY 12180 518-276-6231 registrar@rpi.edu

This form is due back to the Registrar no later than the end of the 2nd week of classes, the ADD deadline. Please make a photocopy for your own records. **Please allow 5-7 days for processing.**

PART 1: (To be completed by the Student)

Date: _____

Print

Name: _____ Rensselaer ID #: _____-_____-_____
(LAST) (FIRST)

E-mail: _____ Day phone: _____

Term/Year: Fall _____ Spring _____ Summer _____ Session 1____ Session 2____ Session 3____
yr yr yr

URP (Undergraduate Research Program)

All URP participants must complete the application at <http://undergrad.rpi.edu/update.do?catcenterkey=77>

Subject Code (e.g. COMM, MATH): _____

Circle One: 200 Level (2941) **400 Level (4941)** Credit Hours _____
(usually 1-4)

OFFICE USE ONLY

CRN#: _____

Transcript Course Title: _____
(MAXIMUM 30 CHARACTERS INCLUDING SPACES AND PUNCTUATION)

School of Science RESEARCH Registration

Circle the appropriate Course number and indicate the credit hours:

BIOL 2900 Research in Biology _____ **BCBP 2900 Research in BCBP** _____
Credit hrs Credit hrs

CHEM 2950 Undergraduate Research (Chemistry majors only) _____
Credit hrs

CHEM 4950 Senior Experience (Chemistry majors only) _____
Credit hrs.

CHEM 4970 Advanced Research (Chemistry Juniors or Seniors only) _____
Credit hrs

BIOL 2930 Out of the Classroom Experience _____ **CHEM 2930 Out of the Classroom Experience** _____
Credit hrs. Credit hrs.

Part 2: (To be completed by the instructor) –*Description and goals of the proposed research (include information on specific role of student in the project.*

Expectations, Assignments and Outcomes: *(Written report or oral presentation of results? Additional assignments: indicate expected weekly time commitments.*

Evaluation Criteria: *On what specific results and/or presentations will the student be graded? How is the grade determined?*

Part 3: (To be completed by the Instructor)

Print Instructor's Name: _____

Instructor's Signature: _____ Date: ____ / ____ / ____

Part 4: (To be completed by the Department Head)

I have reviewed the completed URP/Research proposal and approve:

Department Head or designee: _____ Date ____ / ____ / ____

Part 5: (To be completed by the student's advisor. Advisor approval is necessary only when the student is enrolling in more than one URP)

Advisor: _____ Date: ____ / ____ / ____

INSTRUCTIONS: This form is due back to the Registrar no later than the end of the 2nd week of classes, the ADD deadline. Please make a photocopy for your own records. **Please allow 5-7 days for processing**

STUDENT: Fill in Part 1. If you are working on a URP, you must also file an application at <http://undergrad.rpi.edu/update.do?catcenterkey=77>. Have the instructor who will work with you complete Part 2 & 3. If you are registering for more than one Undergraduate Research Project in a single term, you must obtain the signature (approval) of your advisor. Your advisor must complete Part 5. Obtain the approval of the Instructor's Department Head or designee. After obtaining the necessary signatures submit this form to the Registrar's Office by the end of the 2nd week of class, the Add Deadline.

INSTRUCTOR: If you agree to work with the student on an Undergraduate Research Project (URP) or Research Course, complete Parts 2 & 3. Return the form to the student who must obtain the approval signature of your Department head or designee.

ADVISOR: Students registering for more than one Undergraduate Research Project must have advisor approval. Sign and date Part 5.

Department Head: Sign document and keep a copy as well as the syllabus. Return original to student to be submitted to Registrar's Office by the end of the second week of class.