

Field Study, Independent Study, and Undergraduate Research Requests – Student Instructions

Who Uses This Form

College of Engineering students that wish to enroll a field study, independent study, or undergraduate research experience.

Student Action Items

1. Complete the student request form:

[Summer 2021 Form](#)

[Fall 2021 Student Form](#)

[Trouble logging in?](#)

You will need the following information to complete this form:

- a. Current major
 - b. Academic advisor
 - c. Overall VT GPA
 - d. In-Major GPA (for GE students, this will be 0.0)
 - e. Total Hours Passed
 - f. Number of previous credits for field study, independent study, or undergraduate research
 - g. Planned number of credits this term
 - h. Type of Request: Field Study, Independent Study, or Undergraduate Research
 - i. Course Level: 2000 or 4000
 - j. Project Title
 - i. If the project does not appear on this form, the instructor needs to complete the [COE FS/IS/UR Instructor Entry Form](#) and obtain their department's approval for the project.
 - k. Project Code – this will be provided by your instructor if needed
 - l. Project Credit Hours
 - m. Project Grading Option (A-F or Pass/Fail)
2. Complete the University's Experiential Learning Risk form if your experience will include any face-to-face time with other faculty, staff, or students:
https://virginiatech.qualtrics.com/jfe/form/SV_agiYMNBD2TdwefH

Approval Process

Step 1:

Once the form is submitted, it will be sent to the project instructor for review.

Step 2:

If approved by the instructor, it will be sent to your academic advisor for review.

Step 3:

If approved, it will be sent to the COE Academic Affairs office for review and processing. Students must have completed the Experiential Learning Risk form (if needed) before the course will be added.