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 FS/IS/UR Student Request 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.