

How to Register for Independent Academic Work (IAW) (Research or Independent Study or Internship or Thesis)

Some General information:

- A maximum of 3 credits may be earned in the term (Summer, Fall, Intersession, or Spring).
- A maximum of 6 credits may be earned per academic year (year begins in Summer, ends in Spring).
- Each credit hour should reflect 40 hours of work.
- Work must be unpaid.
- You may register as soon as you initiate your enrollments for the term. The deadline for Fall or Spring registration is the Friday of the sixth full week of the semester. The deadline for Summer or Intersession registration is the posted deadline for adding a class for that term. **No exceptions to these deadlines will be approved.**

How to register:

1. Find the position/project.
2. If the person who will be supervising you is a full-time Homewood faculty member, confirm that he/she will act as your faculty sponsor for this position/project. Confirm credits, grading method, course title, assignments.
3. If the person who will be supervising you is NOT a full-time Homewood faculty member, you will need to find a faculty sponsor who IS a full-time Homewood faculty in a department that is an appropriate match to the focus of the position/project. Confirm that this faculty member will be able to act as your faculty sponsor for this position/project. Confirm credits, grading method, course title, assignments.
4. Go to SIS. Under the Registration menu click on Online Forms.
5. Select Independent Academic Work.
6. Complete the form, providing full explanations where needed.
7. Submit the form.
8. The form will be sent to your faculty sponsor for approval. Once the sponsor approves it, you will see the position/project in your Confirmed Enrollments screen in SIS.