

## Undergraduate Student-Faculty Research and Creative Activity 291/ 491

Due at the Registrar's Office on Friday, end of the fifth week of the FALL and SPRING terms  
(see the Academic Calendar for Interterm and Summer deadlines).

Student-Faculty Independent Research/Creative Activity allows students to work directly with a faculty mentor on independent contributions to the mentor's scholarly research/creative project(s) or on the student's independent scholarly research/creative project under faculty guidance. This coursework is available to undergraduate matriculated students. 291 is available to all undergraduate matriculated students. 491 is available to junior/senior-levels only. This allows students to earn course credit while making an original contribution to scholarship or creative work in a discipline or across disciplines. 291/491 projects are designed to enhance traditional learning formats; therefore, no degree or minor program can require 291/491 for all its students, nor should a program use this system to cover a gap in its curriculum or staffing.

A minimum of 5 hours of instructor-student contact for each hour of credit is required. The student should spend a total of 40-50 hours in instruction and research for each credit of individual study. Student-faculty Research/Creative Activity are required to keep a record or journal with a listing of dates, hours-spent, nature of activities, etc.

**INSTRUCTIONS**

1. Provide a copy of your program evaluation to your faculty advisor to review. In consultation with your faculty advisor develop and then attach the course description and course learning outcomes of the proposed Student-Faculty Research/Creative Activity to this form.
2. Enter the Department Course Subject, then select the Course Number appropriate to your class level: 291 or 491.
3. Obtain signature approvals from the department chair/assoc. dean and the instructor of the course on the approval list below. (Make copies of the completed form to provide one copy to the instructor and keep the other for your records.)
4. Email the completed form to the Office of the University Registrar at regforms@chapman.edu by the end of the 5<sup>th</sup> week of the semester. For Interterm and Summer registration deadlines, see the Academic Calendar.

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_ @chapman.edu

DEPT: \_\_\_\_\_ COURSE#:  291  491 Section#: \_\_\_\_\_  Graded  Pass/No Pass  
(Dept. Course Subject) (Check One Course Number) (Registrar's Office Only) (Check One Grading Option)

Title Research or Creative Activity: \_\_\_\_\_  
(Attach contract/proposal)

Credits (check one):  1  2  3 Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Applicable Fees: \_\_\_\_\_

Start Date of Research/Creative Activity: \_\_\_\_\_ Proposed/Actual Meeting Dates: \_\_\_\_\_

How will the student be evaluated? \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied  
\_\_\_\_\_  
Print Faculty Mentor's Name - REQUIRED Signature Date

Approved  Denied  
\_\_\_\_\_  
Print Chair/Assoc. Dean's Name - REQUIRED Signature Date

REGISTRAR'S OFFICE ONLY: Date Received: \_\_\_\_\_ Processed by/Date: \_\_\_\_\_