

## **Special Research Project Selected Guidelines**

A project may be undertaken with any member of the full-time faculty after the student's second semester of study. The Associate Dean for Academic Affairs may approve supervision by an adjunct faculty member.

SRP's may be added no later than the end of the second week of the semester and, for summer projects, no later than the second class day of the June Term. Please consult the Academic Calendar for specific due dates.

If the SRP extends over more than one semester or summer, the completed Special Research Project Application should be submitted to the Registrar's Office no later than the deadline for the first semester in which the student expects to receive credit for the project.

An SRP may be dropped at any time during the semester and may be taken on a pass/fail basis except when it is being taken in lieu of a required course or is being utilized to fulfill the upperclass writing requirement.

A student may enroll for up to three credits of special research each term and up to four credits over the summer, up to a maximum of eight credits. Individual externships are treated as special research topics for purposes of determining limits on the number of credit hours a student may take. Students may opt to enroll in both a special research project and an externship in the same semester or summer only if the combined credits for both don't exceed the cap of 3 per semester and four per summer.

Students are not permitted to undertake an SRP if they have any work overdue and outstanding in any course, seminar or prior SRPs.

Students must keep available a duplicate copy of their project until a final grade is received.

Students must complete and submit their work according to the deadlines listed on this application. Failure to turn in the project by the final submission due date will result in a failure for that project unless an extension is granted prior to that date. Extensions may only be granted upon the written approval of the faculty member and the Associate Dean (when required). Please review carefully the procedures for extending deadlines available in the student handbook.