

# ISR/G Instructions:

1. **Fill in ISR/G Cover Sheet form** after reading the **Catalog Policy and [Guidelines](https://olin.smartcatalogiq.com/en/)**  
<https://olin.smartcatalogiq.com/en/>

2. **Supporting Documentation** - Create a document containing the following:

- Plan of Study: What you want to get out of the experience and how you plan to accomplish those goals, including a proposed schedule of activities for the semester.
- Assessment Plan: Tangible items that you plan to produce, to prove that you have followed through on what you planned to do. How will all assignments be weighted, and which assessment categories (e.g., OLOs) and metrics will be used to determine grades (for ISR-G) and feedback?

3. **Send ISR/G Cover Sheet form and supporting documentation to your project advisor(s)** for review and approval signature(s). If you are requesting credit in a discipline outside your project advisor's academic area, you will also need a disciplinary advisor signature.

- If you are unable to obtain hard signatures or e-signatures, we will accept an email approval if it is sent to you - the student - and included as part of supporting documentation. *Please do not have your advisor(s) email the registrar's office directly (imagine our inbox!).* Ask your advisor for an email stating that your project has been approved and include that email as part of your supporting documentation.

4. Using Adobe DC\*, **COMBINE the ISR/G Cover Sheet form and all supporting documentation (including email approval email, if applicable) in to ONE pdf (please name your file: lastname, firstname)** and email to [registrar@olin.edu](mailto:registrar@olin.edu) for further processing.

\* All Olin students have access to Adobe DC which allows you to combine multiple pdf's into one pdf. If you haven't done so already, go to the Adobe site and download the application:  
[https://wikis.olin.edu/it/doku.php?id=adobe\\_creative\\_cloud\\_cc](https://wikis.olin.edu/it/doku.php?id=adobe_creative_cloud_cc)

## **What is the difference between an ISR and an ISRG?**

- **An ISR is graded Pass/No Credit.** It appears on the transcript as "Independent Study and Research in <discipline>." It is appropriate for activities that are more exploratory, open-ended or introductory.
- **An ISRG earns a letter grade.** It will appear on the transcript with the title of the project (32 characters maximum). ISRG is appropriate for activities that are more advanced, so that the student & faculty member can make a more detailed plan. The deliverables must be sufficient for the faculty advisor to assess student work with enough detail to assign a letter grade.
- **A Research Thesis** is an ISRG and must receive a letter grade.

See the [Independent Study and Research](#) page for more information



**Before** registering for an Independent Study/Research Project, **first read the complete ISR/G guidelines on the Registrar's Page on the Olin website**, including information about the Olin Learning Outcomes (OLOs). This form is not to be used for summer research. *Submit this completed form and all supporting documentation (see below) to the Registrar's Office ([registrar@olin.edu](mailto:registrar@olin.edu)) no later than the ADD deadline.*

- ISRs are graded Pass/No Credit and will appear on transcripts as "Independent Study and Research."
- ISR/Gs earn letter grades, and the project title will appear on the transcript (32 character max)

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Semester: ☐ Fall ☐ Spring 20\_\_\_\_ Major: \_\_\_\_\_ Planned Grad Year: \_\_\_\_\_

Indicate ISR/G credit area: ☐ AHS ☐ E! ☐ ENGR ☐ MTH ☐ SCI ☐ (GDC) General Degree Credit Only

The ISR/G will be taken for ☐ Letter Grade OR ☐ Pass/No Credit

Indicate how many credits the ISR/G will carry: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Project Title \_\_\_\_\_  
(The Project Title appears on the transcript **only** for ISR/G projects that receive a letter grade. **32 character max, including spaces.** ISR/Gs that are taken as Pass/No Credit will appear on the Transcript with the title: Independent Study & Research in <discipline> )

To describe your project in more detail please **create a document** containing the following:

- 1) **Plan of Study**: What you want to get out of the experience and how you plan to accomplish those goals, including a proposed schedule of activities for the semester.
- 2) **Assessment Plan**: Tangible items that you plan to produce, to prove that you have followed through on what you planned to do. How will all assignments be weighted, and which assessment categories (e.g., OLOs) and metrics will be used to determine grades (for ISR-G) and feedback?

### Signatures\*

*Student*: Signature certifies acceptance of the plan of study and assessment plan

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*ISR/G Project Advisor*: Signature certifies acceptance of the plan of study and assessment plan

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Disciplinary Advisor* (if required per guidelines): Signature certifies that the proposed activity will earn credits in the chosen field (may be the same as the project advisor)

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorization requires a minimum of two signatures, the student and the project advisor. If the project is being advised by someone who is not part of the academic discipline in which the credits are being awarded, a disciplinary adviser signature must also be obtained.

\*If obtaining e-signatures is not possible, an emailed approval is acceptable if it is sent directly to the student from the project advisor and/or disciplinary advisor (if required) and is included with this completed form as part of supporting documentation.