

Checklist for Individual Study/Research That Includes Domestic Overnight or International Travel

If your Individual Study involves domestic overnight or international travel (for any reason or length of time), you will also need to register your travel via the Office of Study Abroad Website.

The steps referenced below can be found at <http://studyabroad.stthomas.edu/?go=independentstudy>.

For both international and domestic overnight travel:

- Complete the online travel registration found on the Office of Study Abroad Website at <http://studyabroad.stthomas.edu/?go=travelregistration>.
- Upon completion, you will receive a confirmation email. Forward the confirmation email to your sponsoring faculty member and studyabroad@stthomas.edu.

For International Travel only:

- Once you have completed your travel registration, the Office of Study Abroad will enroll you in the required CISI insurance. The insurance charges will be billed to your University of St. Thomas student account.
- Register your travel with the U.S. State Department (www.travel.state.gov).
- Review health information with the Center for Disease Control (www.cdc.gov). If necessary, make a travel clinic appointment. Student Health Services is a certified travel clinic (651.962.6750).
- International Travel requires a valid passport. Visit www.travel.state.gov for information on obtaining a U.S. passport. If your destination country requires a visa, please consult with an advisor in Study Abroad.
- All university-related travel is subject to the Cancellation Policy and Risk Assessment Process (<http://studyabroad.stthomas.edu/?go=CancellationRiskAssessment>). If your destination is subject to a U.S. State Department Travel Warning, notify the Office of Study Abroad for guidance on next steps.

This student has completed the required travel registration process for his/her individual study/research.

Study Abroad Advisor:	Date:
-----------------------	-------



Proposal for Individual Study or Research

First & Last Name:	St. Thomas ID:
--------------------	----------------

Title of the Project (maximum of 30 characters including spaces):

Individual Study

Term: J-term Spring Summer Fall	Year:
Department:	Course Number and Credit: 2 credits 4 credits 243 393 495

Note: Individual Study is a course of study for credit requested by the student to be taught under the direction of a faculty member for study in an area not addressed by current course offerings.

Research

Term: J-term Spring Summer Fall	Year:
Department:	Course Number and Credit: 2 credits 4 credits 269 389 491

Choice of Grading System:

The grading for individual work study may be Standard (A, B, C, etc.) or Pass/Fail (S-D-R). [Major field, minor field, and core curriculum courses must be on the standard system.]

I chose: Standard Pass/Fail (select option below) Option 1: Grade of "D" = grade of "R" (R=unsatisfactory; this course will not affect your GPA and the course will not count toward your degree requirements.) Option 2: Grade of "D" = grade of "D" (this option will be counted as part of your GPA)
This course will be used to fulfill: Major Requirement Minor Requirement Core Curriculum Requirement Elective Credit

Student Signature:	Date:
--------------------	-------

Note: By signing above you are agreeing to be registered for the course listed above.

Sponsoring Instructor's Signature:	St. Thomas ID:	Date:
Sponsoring Department Chair's/ Program Director's Signature:		Date:
Chair of Review Committee's Signature (Core Curriculum requirement only):		Date:
Dean's Signature:		Date:

Please return this form to the Office of Student Data & Registrar located in MHC 126 or by email registrar@stthomas.edu

Respond to the following questions:

1. What is the goal or objective of the Study or Research?
2. What will be the method of Study or Research?
3. What will be the nature of the final project (paper, recital, portfolio, oral report, etc.)?