

Research Project Registration Form (RSP411q)
1 credit hour. Prerequisite: Research Methods (RSM411q)

Please Note:

- It is recommended that you start the Research Project approval process no later than seven weeks prior to the first day of the term in which you intend to register for this course.
- In order to register, all steps of this agreement must be completed and **this form must be turned in no later than 4:30 PM on the first day of the term.** Completed forms can be emailed to info@birthingway.edu, mailed, or walked in to our office (by appointment).
- **The tuition for this course is based upon one credit at the current tuition rate.**
- Full payment is required at the time of registration unless you are eligible for Federal Financial Aid and will be receiving a disbursement in the term.
- If you drop/withdraw, please refer to the current *Student Handbook and Catalog* for our Refund Policy.

Term and Year _____

Student Name

Legal First Name	Legal Middle Initial	Legal Last Name
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Step 1: Find a Research Project Advisor

- Your Research Project Advisor must be a Birthingway faculty member who has a Master's degree or higher educational credential.

Research Project Advisor's Name

Legal First Name	Legal Middle Initial	Legal Last Name
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As the Research Project Advisor, I agree to guide the student on the production of a research paper utilizing the *Research Project Guidelines*.

Research Project Advisor Signature

Date

Step 2: Research Project Advisor Approval

I have verified that the Research Project Advisor meets the required qualifications.

President's Signature

Date

Please proceed to Step 3 on the next page.

Step 3: Research Project Approval Checklist

Submit each item on this list to your Research Project Advisor, who will review and approve them before you can proceed with your registration.

If the approval process is not completed after two attempts, you must wait until the next term to try again.

Item	Approval Check List	
	First Attempt	Second Attempt
Problem/Topic defined		
Thesis statement included		
<i>Introduction</i> paragraph(s) included		
Initiated <i>Literature Review</i> included		
Proposed <i>Research Design</i> and tool included		
Sources listed on <i>Reference</i> page (minimum three relevant citations in AMA format)		

I have reviewed and approved all items on the above Research Project Checklist:

 Research Project Approval (Please print name first, then sign and date here) Date

I have reviewed but cannot accept the checklist for the following reason(s):

Step 4: Research Project Advisor Agreement and Registration Form

_____ agrees to be the Research Project Advisor for
 Research Project Advisor Name (please print)

_____ for the project proposed and approved above.
 Student Name (please print)

The Research Project Advisor agrees to guide the student on the production of a research paper utilizing the *Research Project Guidelines*.

 Student Signature Date

 Research Project Advisor Signature Date

Summer Term Only - Please read and initial below.

Student initials:
 _____ I am aware that Summer term only has 10 weeks and I will be able to complete this credit in that time frame.

Research Project Advisor initials:
 _____ I understand that Summer term consists of only 10 weeks and I agree to support the student to complete the Research Project within this time frame.

Office Use Only	Date/time/payment/initial: _____ FIN _____ REG _____ FAC (payroll agreement) _____ REG (file)
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