

ISP/CSP Application Instructions

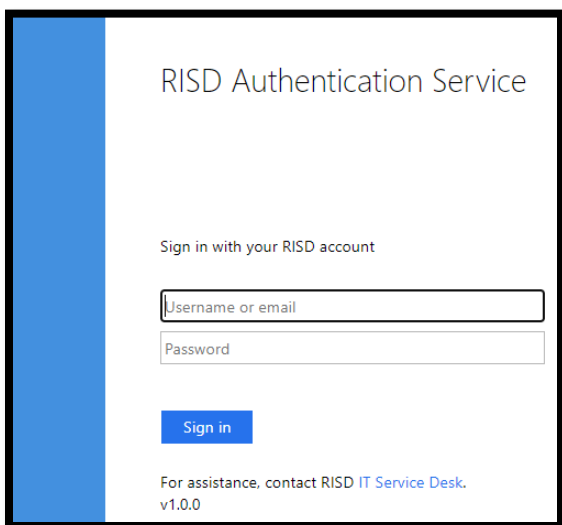
The Independent Study Project (ISP)/Collaborative Study Project (CSP) allows students to supplement the established curriculum by completing a faculty-supervised project for credit in a specific area of interest not covered by regularly offered courses.

Student Eligibility

1. Sophomore and above
2. Cumulative GPA of 3.0 or higher

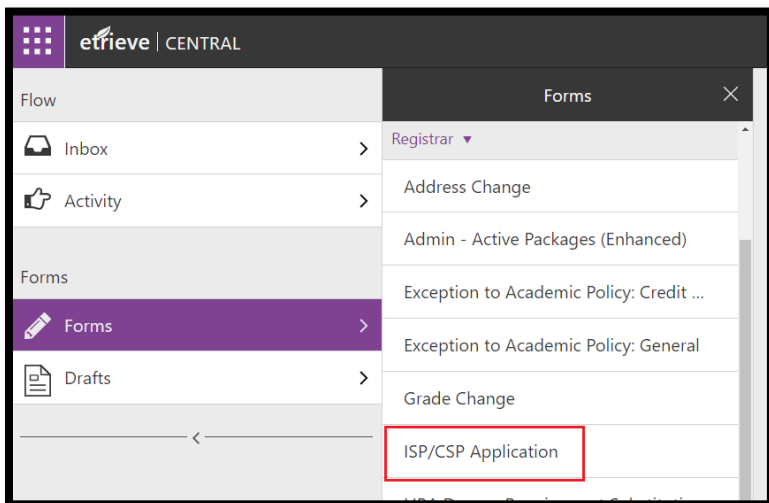
ISP/CSP project earn a maximum of 3 credits per project. Undergraduate students are limited to 9 credits of ISP/CSP toward their degree.

Log into etrieve (https://etcentral.risd.edu) to access the ISP/CSP application.



The screenshot shows the RISD Authentication Service login page. It features a blue vertical bar on the left. The main content area is white and contains the following elements: the title "RISD Authentication Service", the instruction "Sign in with your RISD account", two input fields labeled "Username or email" and "Password", a blue "Sign in" button, and a footer note: "For assistance, contact RISD IT Service Desk. v1.0.0".

Sign in with your RISD credentials. Select the form in the Forms library:




The screenshot shows the etrieve | CENTRAL Forms library. The interface includes a sidebar with "Flow" and "Forms" sections. The "Forms" section is active, displaying a list of forms. The "ISP/CSP Application" form is highlighted with a red box. The list of forms includes: Registrar, Address Change, Admin - Active Packages (Enhanced), Exception to Academic Policy: Credit ..., Exception to Academic Policy: General, Grade Change, and ISP/CSP Application.

Fill in the application. All fields are required.

Important Notes:

- Make sure you have discussed your project with your instructor ahead of time and they have agreed to lead the project- you will not be able to edit the instructor after submission of the form. If you need to change instructors, you must submit a new form.
- You should discuss with the instructor your ISP/CSP content, work product, and other details.
- For a Collaborative Study, ALL students in project must submit their OWN applications. Registration will not be processed until all applications have been approved. There must be at least 2 students for a Collaborative Study project.
- Once the form is submitted, you will not be able to make any edits to:
 - Instructor 1 or 2
 - Type of project (Independent vs. Collaborative)
 - Type of credit received

If you need to make any edits to these fields you will need to submit a new application. Your current ISP should be declined or reminder notifications will still be sent every 48 hours. You can copy text from your old form by accessing it in the 'Activity' area.

 **Independent or Collaborative Study Project Application**

You MUST read procedures outlined here: [ISP/CSP Instructions](#)

Student ID	First/Last Name	RISD Email
1234567	Test Student	tstudent@risd.edu
Current Program	GPA	Secondary Major
BFA.ILLUS	2.8	n/a
Major Advisor	Department Head	
Test Faculty tfaculty@risd.edu	Susan Doyle ILLUS	

Form not saved as draft / not submitted

Independent Collaborative

Submitted: _____ Last Modified: _____

Prior Study Projects For Undergrads only: Limit of 3 Projects

Information auto-populated into the form cannot be edited (Student ID, Name, email, current program, GAP, secondary major, major advisor, department head, prior study projects).

Your GPA must be over 3.0. Exceptions to this must be requested separately via an Exception to Academic Policy: General form. Your request will be reviewed by the Academic Standing Committee.

Your Prior ISP/CSP projects will be reflected in the application. Reminder that undergraduates are limited to 3 ISP/CSP applications towards their degree requirements. Exceptions to this must be requested separately via an Exception to Academic Policy: General form. Your request will be reviewed by the Academic Standing Committee.

You must have weekly meetings for the entirety of the semester.

The screenshot shows a form titled "Weekly Meetings" with "Edit" selected and "Collapse" unselected. Below the title is a note: "A three-credit class should represent approximately 10.5 hours a week of work." The form contains five text input fields, each labeled "Week 1" through "Week 5".

When ready to submit, click the 'Ready for Approval' radio button and then click 'Submit' at the bottom of the form.

The screenshot shows the bottom of the form. A red box highlights the "READY FOR APPROVAL" radio button. To its right is the "SAVE AS DRAFT" radio button. Below these is a dark grey bar with four icons: "Submit" (checked), "Attachments", "Download", and "Print".

An email notification will be sent to your instructor. The workflow is:

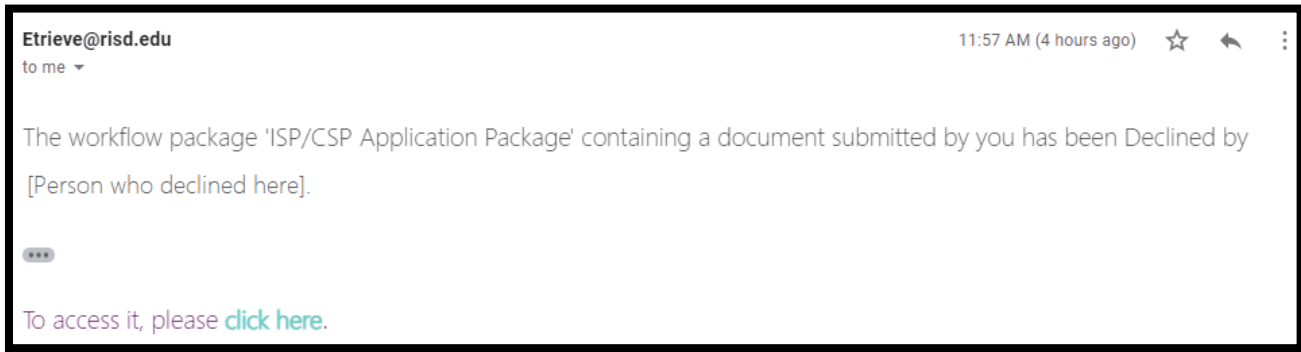
Student → Instructor → Department Head Granting Credit (for Liberal Arts and Non-Major credit) → Student's Department Head → Registrar's Office

At any step in the workflow your form can be approved, returned, or declined. You will receive a notification if your application is returned to you or declined. Examples of the notification are below:

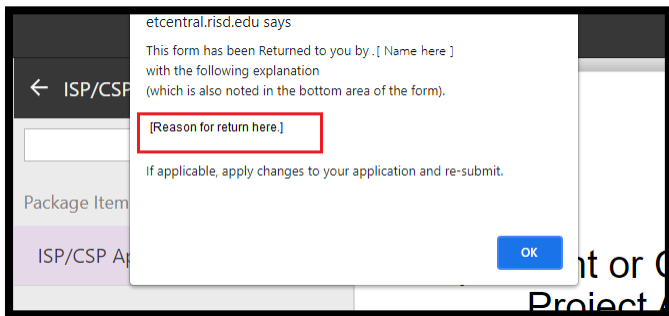
Returned:

The screenshot shows an email from "Etrieve@risd.edu" dated "Thu, Jun 10, 10:05 AM (6 days ago)". The body of the email reads: "The workflow package 'ISP/CSP Application Package' has been Returned by [Dept. Head Name] and is available for your review." At the bottom, it says "To access it, please [click here](#)."

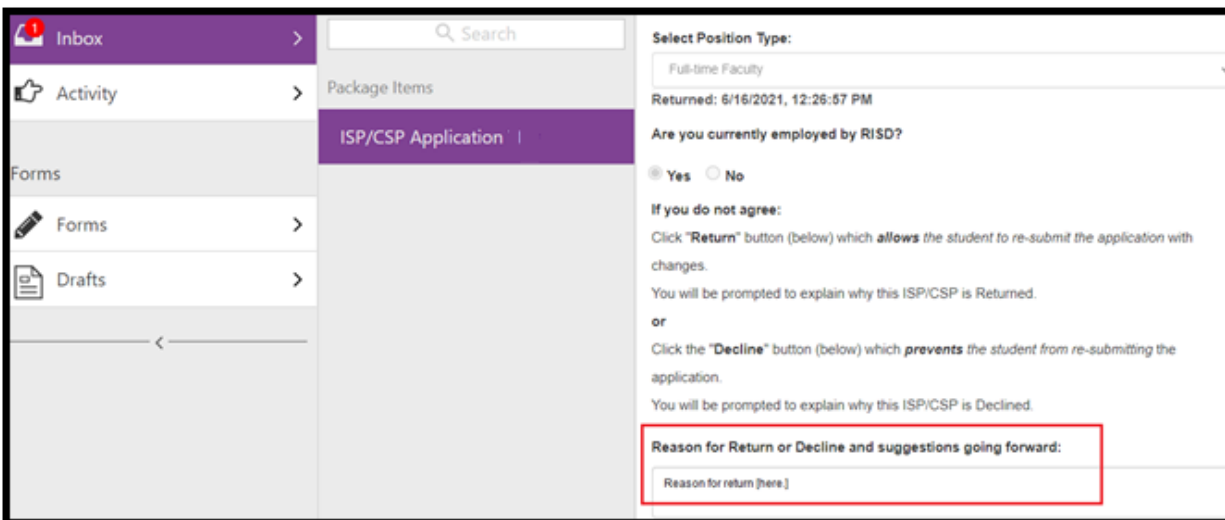
Declined:



When a form has been returned to you, you can click the 'click here' text in the email notification and it will bring you to your form. You will receive a pop-up when you open the form that indicates the reason the form was returned to you.



You can also see the reason at the bottom of the form:



A returned form can be resubmitted.

With a declined form, you will also be able to see the reason for the decline. You can click the 'click here' link in the notification email, or you can access the form via your 'Activity', select the form, and a pop-up will explain the reason for the decline. The reason will also be located at the bottom of the form (same as shown above with the 'return' example).

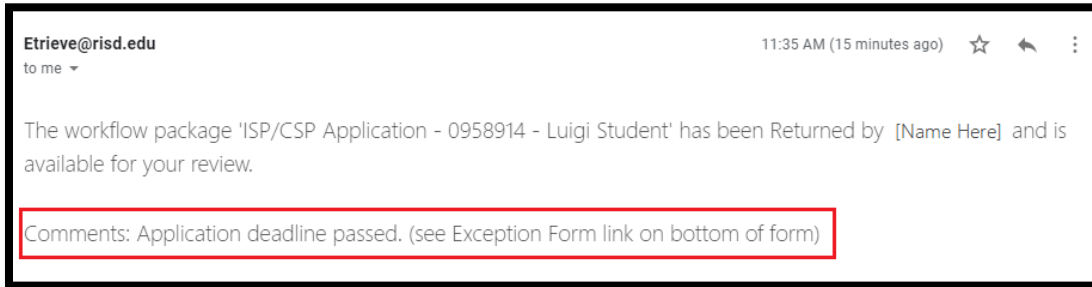
A declined form cannot be resubmitted.

Registrar Returns

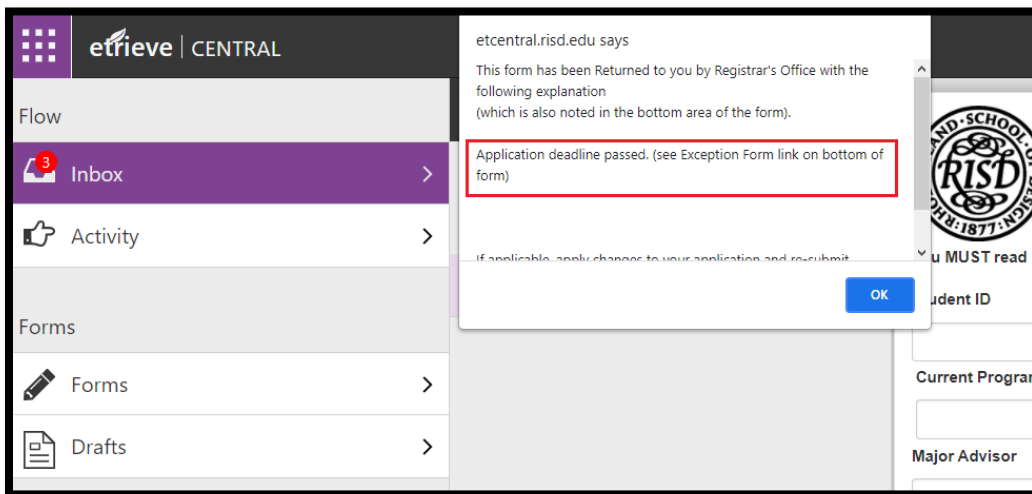
The Registrar's Office will return the ISP/CSP Application to you for a number of reasons, including:

- Financial hold
- Adding the ISP/CSP will put you into credit overload (more than 16 credits in Fall and Spring, or more than 6 credits in Wintersession)
- You have already completed 3 ISP/CSP applications (undergraduates)
- You are submitting the application after the deadline

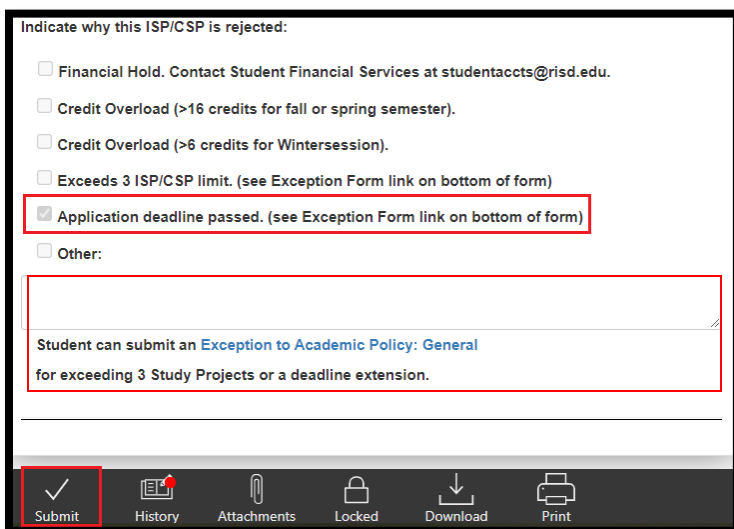
If your form is returned by the Registrar's Office, you will receive an email notification with the reason why:



When you open the form in your Inbox, you will also see a pop-up with the reason displayed:

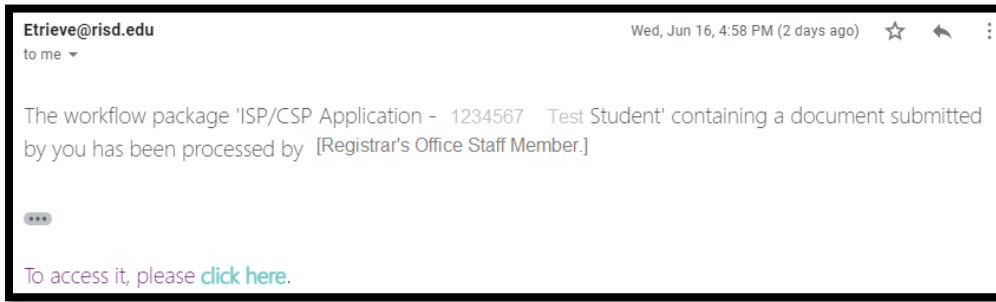


The reason will also be visible at the bottom of the form:



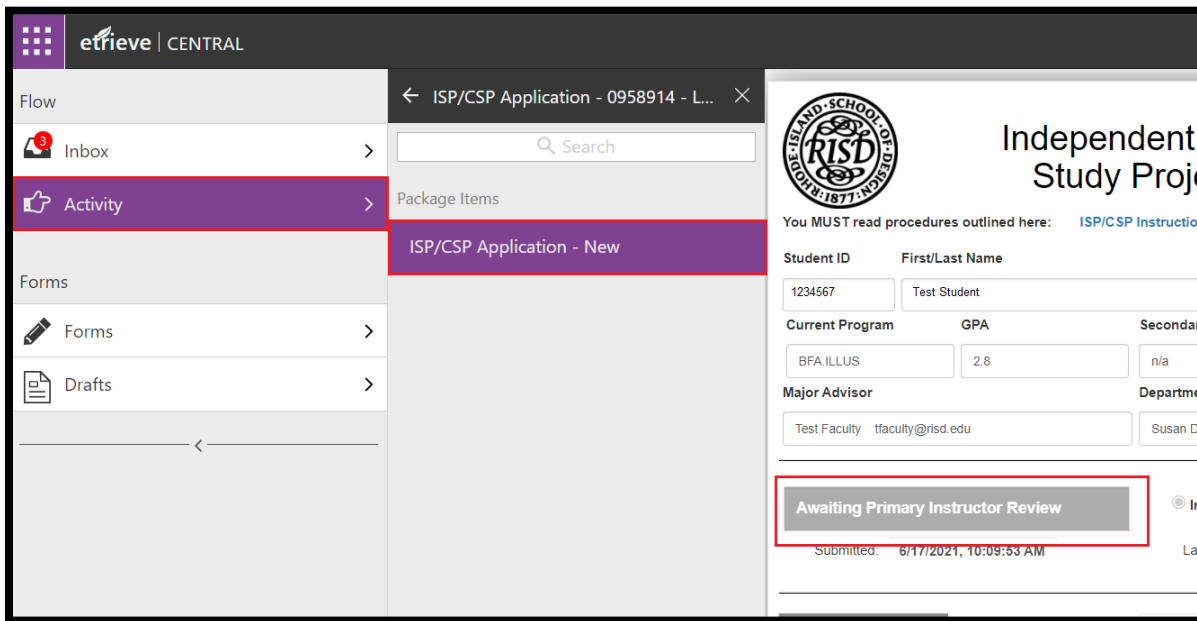
Once the reason has been resolved, you may resubmit the form.

When you have been registered for your ISP, you will receive a final notification:



Where is my form?

At any time you can check the status of your form by going into your form in the 'Activity' area in etrieve.



The ISP/CSP application has a built in status area right under the Major Advisor field.

You can access the 'History' button at the bottom of the form and see the workflow history of your form, as well as who the form is currently with:

