

APPLICATION FOR PERMISSION TO ELECT

Please circle one course (use a separate form to elect each course):

*7000	Master's Thesis	6 hours
7100	Independent Research	2-6 hours
7120	Professional Field Experience	2-12 hours
*7200	Specialist Project	6 hours
7250	Doctoral Research Seminar	2-6 hours
*7300	Doctoral Dissertation	15 hours
7350	Doctoral Research	15 hours

\*(These courses are subject to a continuous enrollment requirement. This form is only filled out the first time you wish to enroll in 7000, 7200 or 7300 hours.)

Please indicate your plan for enrolling in the course:

1st Enrollment - Semester/Session \_\_\_\_\_ Year \_\_\_\_\_ Hours \_\_\_\_\_

2nd Enrollment - Semester/Session \_\_\_\_\_ Year \_\_\_\_\_ Hours \_\_\_\_\_

3rd Enrollment - Semester/Session \_\_\_\_\_ Year \_\_\_\_\_ Hours \_\_\_\_\_

Name \_\_\_\_\_ WIN Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Department \_\_\_\_\_ Degree \_\_\_\_\_

Description of Study (including methodology, if research or description of field experience [including names of site and supervisor])

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*I understand that research involving human or animal subjects, recombinant DNA, chemical hazards, or radioactive material must have prior approval of the research proposal by the appropriate University review body, thus assuring compliance with the regulations for the protection of such subjects or for the use of such materials. (See the reverse side of this form for the specific requirements.) In addition, I understand that The Graduate College will not approve any master's thesis, specialist project, or doctoral dissertation, which does not comply with these requirements, and in that event no credit will be granted for the course.*

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Faculty Member under whom study is to be completed \_\_\_\_\_ Date \_\_\_\_\_

Signature of Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

\*Signature of The Graduate College Representative (needed for 7000, 7200, and 7300 only) \_\_\_\_\_ Date \_\_\_\_\_

Distribution: Department Chairperson, Faculty Advisor, Student, Records Office, \*Graduate College

## **REQUIREMENTS FOR RESEARCH INVOLVING REGULATED SUBJECTS AND HAZARDOUS MATERIALS**

All research conducted at Western Michigan University which involves regulated subjects and hazardous materials is subject to the following requirements, as described in the Policies of Western Michigan University and mandated by federal and state requirements:

### Human Subjects

Any research involving contact with human research subjects must be approved in advance by WMU's Human Subjects Institutional Review Board (HSIRB). No research involving human subjects is exempt from review by the HSIRB. HSIRB application materials may be obtained from the Research Compliance Coordinator, 240W Walwood Hall (East Campus), phone (616) 387-8293.

HSIRB approval must be obtained prior to any contact with human subjects; the HSIRB will not review or give approval to any protocols in which contact with human subjects has already occurred.

### Vertebrate Animals

The use of any vertebrate animals in research, testing, or instructional projects requires prior approval of Western Michigan University's Institutional Animal Care and Use Committee (IACUC). Application materials are available from the Research Compliance Coordinator, 240W Walwood Hall (East Campus), phone (616) 387-8293.

The IACUC reviews applications as received and within two weeks of receipt. Investigators are provided a signed IACUC Certificate upon approval.

### Recombinant DNA

Any activity involving the construction or handling of recombinant DNA molecules or organisms and viruses containing recombinant DNA molecules requires prior notification to and, if necessary, approval from Western Michigan University's Recombinant DNA Biosafety Committee (RDBC). The forms for notification and review are available from the Research Compliance Coordinator, 240W Walwood Hall (East Campus), phone (616) 387-8293. These documents are reviewed as received and investigators are notified (and, if required, receive signed approval forms) within two weeks of submission.

### Chemical Hazards and Radioactive Materials

Projects involving the use of any chemical hazards or radioactive materials require the approval of the Radiation Safety Committee (RSC). Contact the Radiation Safety Officer at 3928 Wood Hall, phone (616) 387-5933, before initiating research. Such projects also involving animal subjects must be reviewed by the Radiation Safety Officer prior to review by the IACUC.

*Additional information on research compliance and application forms are also available online at [www.wmich.edu/research](http://www.wmich.edu/research).*