Responsibilities & Timeline

Pre-Thesis

STUDENT
- Find a COB faculty member to supervise and evaluate your project for academic credits
- Set up a meeting to review all thesis guidelines and goals
- Create assessment and timelines agreement
- Develop a thesis proposal
- Complete the BA 403 Registration Form “Student” section

BA 403 FACULTY SUPERVISOR
- Review thesis proposal with the student
- Determine the following:
  - Number of academic credits that could be earned
  - Due date of the assignment
- Complete the Registration Form “Faculty” section and sign
- Have student sign agreement on the Registration
- Give Registration Form back to the student to submit

<table>
<thead>
<tr>
<th>Estimated total number of hours of work for term</th>
<th>Number of academic credits earned for term</th>
</tr>
</thead>
<tbody>
<tr>
<td>67 to 132</td>
<td>1 credit</td>
</tr>
<tr>
<td>133 to 199</td>
<td>2 credits</td>
</tr>
<tr>
<td>200 to 266</td>
<td>3 credits</td>
</tr>
<tr>
<td>267 to 332</td>
<td>4 credits</td>
</tr>
<tr>
<td>333 to 399</td>
<td>5 credits</td>
</tr>
<tr>
<td>400 or more</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

A student can earn a maximum of 6 credits per academic term. The information above is based upon 40 hours per week for 10 weeks equals 6 credits

STUDENT
- After meeting with your COB faculty supervisor and getting the necessary signatures, submit document to the COB Academic Advising Office in 122 Austin Hall.
- Watch for email including a scan of your final documents and instructions for registering for the appropriate credits.

Post-Thesis

STUDENT
- Submit completed assignments to the COB faculty supervisor by the agreed upon due date

COB FACULTY MEMBER
- Reviews items submitted by student
- Report grade to the Associate Dean (Instructor of Record)
BA 403: Thesis Registration Form

Guidelines for Academic Credit

Eligibility: Students with 90 credits or more

Supervision: The work of the thesis shall be supervised by a college faculty member.

Academic Credits:
- The number of academic credits earned will be determined by the COB faculty supervisor.
- BA 403 is offered on a normal grading basis (A-F)
- BA 403 may be repeated to a maximum of 16 credits

Timing: Retroactive approval or credit for previous work will not be granted. All arrangements must be finalized prior to the start of the thesis. The student must register for the BA 403 thesis credits in the term/s in which the thesis work occurs. Please submit the form at least one week prior to the start of the term to ensure adequate time for approval and registration.

STUDENT

NAME: ___________________________________________________________ ID#: __________________________

ONID EMAIL: __________________________________________________ PHONE#: __________________________

OSU Program Requiring Thesis: □ Honor’s College or □ International Degree

Thesis Topic: ________________________________________________________________

BA 403 Faculty Supervisor’s Name: ____________________________________________

Email: ________________________________________________________________

Thesis Term: Fall □ Winter □ Spring □ Summer □ YEAR: 20____

SIGNATURES

Student: __________________________________________________________________ Date: __________________

BA 403 Supervisor: __________________________________________________________________ Date: __________________

RETURN FORM & DOCUMENTATION TO: Carrie Stampe, c/o COB Academic Advising, 122 Austin Hall or scan and email to Carrie.Stampe@oregonstate.edu

APPROVAL/PROCESSING

Associate Dean’s Signature: ________________________________________________

CRN: __________ □ Override □ Scanned □ Student Emailed Date: ________ Initials: ______

http://business.oregonstate.edu/advising/my-resources/forms 7/12/16