DHE 401/402/403/405/406/409
Information & Registration Form
for students with 90 credits or more

Guidelines for Academic Credit
Eligibility: Students with 90 credits or more

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

Academic Credits:
- The number of academic credits earned will be determined by the COB faculty supervisor, based on three academic hours per week equivalent to one credit.
- These courses are offered on a normal grading basis (A-F), unless otherwise noted in the Course Catalog.
- Courses are repeatable 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 project. The student must register for the credits in the term in which the project actually occurs. Please submit the form at least one week prior to the start of the term to ensure adequate time for approval and registration.

Responsibilities & Timeline
Pre-Project
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 project proposal
- Complete the Registration Form “Student” section

DHE FACULTY SUPERVISOR
- Review project proposal with the student
- Determine the following:
  - Number of academic credits that could be earned
  - Due date for meeting the objectives of the course
- Complete the Registration Form “Faculty” section and sign
- Have student sign agreement on the Registration Form
- Give Registration Form back to the student to submit

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-Project
STUDENT
- Complete course objectives by the agreed upon due date

DHE FACULTY SUPERVISOR
- Review work completed by the student
- Report grade to the Associate Dean (Instructor of Record)
# DHE 401-409 Registration Form

*(please attach details if needed)*

## STUDENT

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ID#:</th>
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<th>ONID EMAIL:</th>
<th>PHONE#:</th>
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## COURSE

### Choose one:
- [ ] DHE 401 – Research
- [ ] DHE 402 – Independent Study
- [ ] DHE 403 – Thesis
- [ ] DHE 405 – Reading and Conf.
- [ ] DHE 406 – Project
- [ ] DHE 409 – Practicum

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<thead>
<tr>
<th>DHE Faculty Supervisor’s Name:</th>
<th>Email:</th>
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<tr>
<th>Topic of Course:</th>
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<tr>
<th>Term: Fall ☐</th>
<th>Winter ☐</th>
<th>Spring ☐</th>
<th>Summer ☐</th>
<th>Year: 20__</th>
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<th>Credits:</th>
<th>Due Date:</th>
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**Reasons for pursuing topic:**

**Objectives of course:**

**Procedures to be followed in completing course:**

**Project timetable:**

**Grading criteria:**

## SIGNATURES

**Student:**

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**DHE Supervisor:**

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## APPROVAL/PROCESSING

**Associate Dean’s Signature:**

| _______________________________ |

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<tr>
<th>CRN:</th>
<th>Override</th>
<th>Scanned</th>
<th>Student Emailed</th>
<th>Date:</th>
<th>Initials:</th>
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**RETURN FORM & DOCUMENTATION TO:** Carrie Stampe, c/o COB Academic Advising, 122 Austin Hall or scan and email to Carrie.Stampe@oregonstate.edu

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[http://business.oregonstate.edu/advising/my-resources/forms](http://business.oregonstate.edu/advising/my-resources/forms)