

Information and Registration Form

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 Schedule of Classes.
- 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

- Develop a project proposal
- Find a COB faculty member to supervise and evaluate your project for academic credits
 - Set up a meeting to review all guidelines and goals
 - Create assessment and timeline agreement
- Complete the Registration Form "Student" section

Crs#	Description
403	Designed to cover the thesis/dissertation research and writing.
405	Focused on designated subject matter to be read by a student and discussed in conference with an instructor.
406	Individualized instruction designed for students to complete an independent project of the students design.

COB FACULTY SUPERVISOR

- Review project proposal with the student
- Determine the following:
 - Assessment criteria and timeline
 - 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

Estimated total work hours for term	Equivalent number of academic credits
67 to 132	1 credit
133 to 199	2 credits
200 to 266	3 credits
267 to 332	4 credits
333 to 399	5 credits
400 or more	6 credits

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 course 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-Project

STUDENT

- Complete course objectives by the agreed upon due date

COB FACULTY SUPERVISOR

- Review work completed by the student
- Report grade to the Associate Dean (Instructor of Record)

College of Business BA/DSGN 403-406 Registration Form

STUDENT

NAME: _____ ID#: _____

ONID EMAIL: _____ PHONE#: _____

COB MAJOR/OPTION: _____ CAMPUS: Corvallis E-campus PDX

COURSE

Choose one:

- 403 – Thesis
- 405 – Reading & Conf.
- 406 – Project

Term: Fall Winter Spring Summer Year: 20____

Total Estimated Hours: _____ Start Date: _____ End Date: _____

Credits: _____ Due Date: _____

COB Faculty Supervisor's Name: _____

Email: _____

Please attach details if needed.

Topic of Course:

Objectives:

Assignment & Assessment: Describe the required assignment and methods by which the learning outcomes will be evaluated.

SIGNATURES

Student: _____ Date: _____

COB Faculty Supervisor: _____ Date: _____

RETURN FORM & DOCUMENTATION TO:

Carrie Stampe
122 Austin Hall
COB Academic Advising
or scan and email to Carrie.Stampe@oregonstate.edu

APPROVAL/PROCESSING

AD Approval Date: _____ BA DSGN

Processor: _____ Crs: _____

Initials: _____ Date: _____ CRN: _____

Override Scanned Student Emailed