

## 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

#### COB 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

#### COB FACULTY SUPERVISOR

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

# DSGN 401-409 Registration Form

(please attach details if needed)

## STUDENT

NAME: \_\_\_\_\_ ID#: \_\_\_\_\_

ONID EMAIL: \_\_\_\_\_ PHONE#: \_\_\_\_\_

## COURSE

**Choose one:**

- DSGN 401 – Research
- DSGN 402 – Ind. Study
- DSGN 403 – Thesis
- DSGN 405 – Reading & Conf.
- DSGN 406 – Project
- DSGN 409 – Practicum

COB Faculty Supervisor's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Topic of Course: \_\_\_\_\_

Term: Fall  Winter  Spring  Summer  Year: 20\_\_\_\_

Credits: \_\_\_\_\_ Due Date: \_\_\_\_\_

Reasons for pursuing topic:

Objectives of course:

Procedures to be followed in completing course:

Project timetable:

Grading criteria:

## SIGNATURES

Student: \_\_\_\_\_ Date: \_\_\_\_\_

COB 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: \_\_\_\_\_