College of Business
COB 403-409

Information and Registration Form

Guidelines for Academic Credit

Eligibility: Students with 90 or more credits earned.

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

Timing:

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.
409	Designed for the the practical application of previously studied theory, knowledge, and skills under the supervision of a senior instructor.

- ***Retroactive approval or credit for previous work will not be granted.*** All arrangements must be finalized prior to the start of the work. The student must register in the term in which the work actually occurs.
- It is recommended that the term of work be a full term before the student's anticipated graduation term.
- Requests need to be submitted ==at least one week before the start of the term/s== of work to allow time for processing, review of the documents, approval by the departmental designee, course creation, student registration, etc.
  - To avoid needing to petition or receiving late fees, it is strongly encouraged that you submit your request no later than the Friday before the term starts.
  - You must register after receiving approval. Any late registration attempts after the term add deadline will require a petition to register.

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 (see chart). For instance, if a student worked nine hours a week during a ten-week term, the student would earn three credits
- In most instances, a **maximum of 12 credits** can be earned per term. Courses are repeatable to a maximum of 16 credits.
- 403 is graded P/NP. Other courses may be offered on a normal (A-F) grading basis, check Schedule of Classes for more information.
- We recommend that students meet with an advisor to determine how the proposed course may apply to their program requirements, an advisor can also help students decide which course would be best.

Approval Process: A student's request will be evaluated by a departmental designee. The departmental designee will be charged with contacting students whose request does not pass muster, including:

- applicability to the student's program
- acceptable nature of work for scope of course
- length applied to overall duration requirement (based on total hours and credits)

Upon approval and completion of an acceptable learning outcome summary/assessment, the designee will send the request on for creation of a course number.

Registration: To avoid needing to petition or receiving late fees, it is strongly encouraged that you submit your request no later than the Friday before the term starts. All majors within COB have a required experiential learning component. See MyDegrees for more information on total credits and fulfillment options for your declared program/s. Credits/hours may be split over multiple terms. If a student's declared programs do not require thesis or experiential learning credits, course credit would be applied to a student's general elective credits. Tuition and fees related to course enrollment information is available online.

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

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

Projected total project hours for term	Equivalent number of academic credits
30 to 59	1 credit
60 to 89	2 credits
90 to 119	3 credits
120 to 149	4 credits
150 to 179	5 credits
180 to 209	6 credits
210 to 239	7 credits
240 to 269	8 credits
270 to 299	9 credits
300 to 329	10 credits
330 to 359	11 credits
360 or more	12 credits

A student can earn a maximum of 12 credits per academic term. *The information above is based upon 40 hours per week for 10 weeks equals 12 course credits.*

STUDENT

- ☐ After meeting with your COB faculty supervisor and getting the necessary signatures, submit document as noted at bottom left of page 2.
- ☐ Watch for email including 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
- ☐ Submit grade

College of Business
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STUDENT

NAME: _____ ID#: _____

ONID EMAIL: _____ MAJORS/OPTIONS: _____

COURSE

Campus	Subject Code (correlates to program of study)		Course	Term/s	Timeline	Credit Need
☐ Corvallis	☐ ACTG	☐ FIN	☐ 403	☐ Summer	Start Date: _____	Total Hours: _____
☐ Ecampus	☐ BA (BAdm or I&E)	☐ MGMT	☐ 405	☐ Fall	End Date: _____	Credits: _____
	☐ BANA	☐ MRKT	☐ 406	☐ Winter	Due Date: _____	*if multiple term, list each term's credits # (ex: 1, 1)*
	☐ BIS	☐ SB	☐ 409	☐ Spring		
	☐ DSGN	☐ SCLM				

COB Faculty Supervisor's Name:_____

DETAILS
Please attach details in a separate document 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: _____

APPROVAL/PROCESSING

AD Approval Date: _____

Processor: Date: _____

Subj/Crs #: _____ CRN: _____