

## INSTRUCTIONS for "Request for ARCH 399 Directed Work"

Architecture 399 is a Directed Work course and is not intended as a routine alternative to regular course offerings but rather as an opportunity to explore themes and topics that are not covered in any available course within the School of Architecture.

A maximum of 3 credits of ARCH 399 can be applied to degree requirements and must be taken for a letter grade A-F.

Students should first discuss what is to be studied and why a 399 is the only feasible alternative.

1. You must obtain the consent of a particular professor within the architecture faculty with an expertise on the topic you wish to pursue.
2. This ARCH 399 request must be signed by the student, the professor, and submitted to the Student Services Office.
3. The request will be reviewed by the Director of Academic Affairs and if approved, a CRN will be obtained that is assigned to the faculty for the Directed Work. Student will be notified of approval and be provided the CRN for registration by the Student Services Office.

Note: When you register for the Directed Work course, the number of credits is **defaulted to 1 credit**. Please be sure to change the default to the appropriate number of credits.

4. A copy of the final deliverables for ARCH 399 are to be turned in the Student Services Office at the end of the semester to be kept in the student's academic file.