

## INSTRUCTIONS for "Request for ARCH 699 Directed Work"

Architecture 699 is a Directed Work course. It 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 other available DArch or MLA courses within the School of Architecture.

A maximum of 3 credits of ARCH 699 can be applied to degree requirements if the course is taken for a letter grade A-F.

Students should first discuss what is to be studied and why a 699 is the only feasible option.

1. You must obtain the consent of a regular graduate faculty member from within the School of Architecture with an expertise on the topic you wish to pursue.
2. The Directed Work course content must be clearly distinct from your DArch doctorate project or MLA thesis/capstone topic as each student is already receiving credits for that work.
3. This ARCH 699 request must be signed by the student, the professor, and submitted to the School of Architecture Student Services Office.
4. The request will be reviewed by the respective graduate program director/graduate chair 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, agreed upon number of credits.

5. A digital copy of the final deliverables for ARCH 699 are to be turned in the Student Services Office at the end of the semester to be kept in the student's academic file. Email to [arch@hawaii.edu](mailto:arch@hawaii.edu) with subject line "ARCH 699 final document".

## Request for ARCH 699 Directed Work

Please submit form by email to [arch@hawaii.edu](mailto:arch@hawaii.edu) with header subject "ARCH 699 Request".  
A maximum of 3 credits of ARCH 699 (letter grade) can be applied to degree requirements.

Student Name \_\_\_\_\_ ID \_\_\_\_\_

Email \_\_\_\_\_

Semester/Year \_\_\_\_\_ Number of credits (1-12) \_\_\_\_\_ Grading Option \_\_\_\_\_

Faculty Member Name \_\_\_\_\_

Project Title \_\_\_\_\_

DArch project/MLA thesis/capstone title to be provided if ARCH 699 is being requested during or after enrollment in ARCH 781 or ARCH 700/764:

\_\_\_\_\_

Justification as to why a ARCH 699 is needed: \_\_\_\_\_

Please attach the following to this form (as applicable):

Project/research description

Bibliography/precedent studies

Schedule of independent work and meetings, showing frequency of student/professor interactions

Detailed list of deliverables (basis on which credits are to be awarded)

\_\_\_\_\_  
*Student signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*Faculty signature*

\_\_\_\_\_  
*date*

*Approved*

*Not Approved*

\_\_\_\_\_  
*DArch/MLA Program Director signature*

\_\_\_\_\_  
*date*