

**University of Hawai'i at Manoa - Department of Art and Art History  
ART 399 and 699 Directed Work (V) Approval Form**

Both sides of this form must be completed and approved before the department office can provide you a CRN for registration. Be attentive in selecting the appropriate grading criteria and number of credits on Banner.

Semester/Year \_\_\_\_\_  
 Student Name (Last, First) \_\_\_\_\_  
 UH ID \_\_\_\_\_  
 Phone \_\_\_\_\_  
 UH Email \_\_\_\_\_  
 Preferred Email \_\_\_\_\_

Check one in each of the following categories:

399 Non-Studio project       399 Studio project  
 699 Non-Studio project       699 Studio project

A/F       CR/NC      \_\_\_\_ Number of Credits

Minor       BA Studio       BA Art History       BFA \_\_\_\_\_ (Area)  
 MA       MFA       non-ART Major       Unclassified Graduate

Project Title (Also attach a 1 to 2 page typewritten proposal. See other side for instructions.)

\_\_\_\_\_

Previous Directed Work Completed				
Course #	Credits	Grade	Instructor	Semester/year
_____	_____	_____	_____	_____

Proposed Supervisory Instructor \_\_\_\_\_  
 Previous Course/s Taken with Instructor \_\_\_\_\_  
 Instructor Signature \_\_\_\_\_

Approved  
 Denied

\_\_\_\_\_  
 (399) Associate Chair/Undergraduate Advisor      Date  
 (699) Graduate Chair

(For Office Use) \_\_\_\_\_  
 CRN      Lab Fee Amount

**University of Hawai'i at Manoa - Department of Art and Art History  
ART 399 and 699 Directed Work (V) Policies**

Directed Work courses are intended for individualized projects and/or advanced tutorial covering content not available in regular courses, not to be used as substitutes for them. To propose a ART 399 or 699 course, student should submit a proposal including:

- 1- Course expectations
- 2- Detailed description of individualized projects and/or advanced tutorial
- 3- Semester calendar with deadlines
- 4- Grading criteria
- 5- Student Learning Outcomes

Instructor and departmental approval will be based upon the academic merit and workload outlined in the proposal, as measured against those of regular courses. The amount of Lab Fees, if applicable, will be determined by the instructor and the department.

**ART 399** (undergraduate and unclassified graduate students)

- Must be supervised by a full-time faculty member with whom the student has previously completed at least one course with
- Must obtain the consent of the supervisor and the approval of the Associate Chair
- Must have passed (with minimum grade of C) two 200-level or above ART courses in area of directed work
- Maximum 3 credits per semester
- Maximum total Art 399 credits that may count toward major requirements: BA (3), BFA (6)

**ART 699** (classified graduate students)

Graduate Division limits the number of combined credits of 699/700 to 12 credits. However, in rare cases, graduate students may petition for permission to receive credits for ART 699 in addition to the 12 required credits of ART 700 (Thesis) in order to pursue specialized directed independent creative or scholarly research. ART 699 courses are intended for individualized projects and/or advanced tutorial covering content not available in regular courses. ART 699 must be supervised by a Graduate Faculty member and approved by the Graduate Chair, the Graduate Committee and Graduate Division prior to enrolling. Interested students must present a written proposal of the specific project, calendar, as well as its means of evaluation, to the Graduate Chair. The student must also submit a typewritten justification to the Graduate Committee stating why the proposed ART 699 is essential to her/his program of study. Should the Graduate Committee approve, the Graduate Chair, on behalf of the student, will submit a request for exception to the 12-credit rule to Graduate Division.

Indicate with your signature below that you have read and understood the above requirements and regulations.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date