

School of Sustainable Engineering and the Built Environment  
PO Box 875306  
Tempe, AZ 85287-5306

## Procedures for enrolling in CEE 590 or CEE 790

CEE 590 Reading & Conference can be taken by MS/MSE<sup>1</sup> students. Up to 3 (three) hours of CEE 590 may be included in the MS or MSE Plan of Study (POS)<sup>1</sup>. CEE 790 Reading & Conference can be taken by PhD students. Up to 6 (six) hours of CEE 790 with one faculty member can be included on the POS. These faculty members must be on the student's Graduate Supervisory Committee; listed on a student's POS. Students typically take 3 hours (MS/MSE), or 3 or 6 hours (PhD), of Reading & Conference in one given semester.

The following are steps that must be taken to enroll in and complete either CEE 590 or CEE 790:

- (1) Identify the faculty member with whom the independent study will be taken.
- (2) Discuss the scope of work with the faculty and the timeline. Bear in mind that both the scope of work and the timeline should conform to an equivalent course being offered in any semester.
- (3) Write a detailed document (R&C Document) that provides at least the following information.
  - a. The title of the study.
  - b. The scope of the work including deliverables.
  - c. An itemized list of topics and the associated timeline.
  - d. The grading policy.
- (4) Both the student and the faculty advisor must date and sign the R&C Document and turn it in to the Graduate Advisor in the SEBE Graduate Studies Office **before the student will be allowed to enroll in the course**. This document will be placed in the student's file.

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<sup>1</sup> Check your specialty area requirements.

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**Please submit this form to the SEBE Advising, CAVC 437  
If necessary, please use additional sheets**

### Reading and Conference Form

Please select one:      **CEE 590**      or      **CEE 790**

Student Name:	ASU ID Number:
Instructor Name (supervisor of course):	
Semester and year (fall, summer, spring):	Number of credit hours:

Title of the Course:

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Course Description:

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Timeline:

Grading Policy: Reading and Conference can be taken for either a letter grade or a "Y" grade. The faculty member supervising the course must decide which grading option to use at the beginning of the semester.

Please circle one:      Y grade      Letter grade

\_\_\_\_\_

Student Signature

Date

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date