

## UNIVERSITY GUIDELINES FOR READING COURSE APPROVAL

1. Course must have a syllabus (a substantial reading list and a weekly schedule of what will be covered each of the twelve weeks when the student meets with the instructor).
2. In principal, one paper is necessary; however, requirements may be altered by the discretion of the instructor.
3. Visiting or exchange students can enroll in a reading course, but cannot establish one on their own.
4. Students cannot convert an undergraduate course into a reading course, unless substantial material is added to bring it up to the graduate level.

## DEPARTMENTAL GUIDELINES FOR READING COURSE APPROVAL

1. Students must complete a **Reading Course Contract**.<sup>\*</sup> This contract must be signed by both the student and the instructor. It must be clear, leaving no room for variation.
2. Contact Department Graduate Program Administrator for a Reading Course Number.
3. Students must submit all completed paper work to the Department Graduate Program Administrator for processing.

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<sup>\*</sup>The Reading Course Contract is a Department, not a University policy.