

CONFERENCE COURSE FORM



I. STUDENT INFORMATION

Student Name: _____ Student ID: _____

II. SEMESTER INFORMATION

Year: _____ Semester: Summer May
 Fall Winter
 Spring
Session: I III
 II Extended

III. CONFERENCE COURSE (DO NOT ATTACH SYLLABUS)

A conference course is a course taught by an instructor to an individual student. A student may enroll for a conference course only by approval of the instructor of the course, the dean of the school in which the conference course is offered, and the University Registrar. Approval is normally given only when the following requirements are met:

- A conference course may be taken only in the last regular semester or summer term before the graduation of the student.
- The course requested must be required for graduation.
- The course is not scheduled to be taught that semester or term.
- There is a conflict in schedule between two required courses during the last semester or term before graduation, and the student must be enrolled in one or more regular courses in the University.

At the dean's discretion, exemptions may be made to approval criteria due to extenuating circumstances.

Course Prefix	Course Number	Section Number	Instructor Name

Justification required: _____

IV. REQUIRED SIGNATURE

I understand an additional fee dependent upon the number of credit hours is charged for conference courses.

Student Signature: _____ Date: _____

V. APPROVAL SIGNATURE

Instructor Signature: _____ Date: _____

Dean Signature: _____ Date: _____
(School in which course is offered)

Academic Advisor Signature: _____ Date: _____

Enrollment into the course is processed when the completed form is submitted to the Office of Student Records.

For Office of Student Records Use Only

Processed by: _____ Date: _____