

## **CONFERENCE COURSE POLICY**

Departments are responsible for maintaining the integrity of conference course offerings by ensuring they are offered within the guidelines set forth by the College. Departments may set additional restrictions or requirements on conference course applicability and student eligibility.

### **DESCRIPTION:**

Conference courses are reserved for academic coursework relating to reading, writing, and/or research topics not available for study through an organized course offered by a department or listed in the department's catalog course inventory.

### **ELIGIBLE SUPERVISORS:**

All supervising instructors should be at the level of Senior Lecturer or above. Assistant Instructors may not supervise students.

### **RESTRICTIONS:**

Conference courses may be used to substitute for a regularly offered course only with prior approval of the Associate Dean for Academic Affairs.

Upper-division conference courses should not be used to award credit for lower-division coursework. For example, Tamalanga Conference Course 360 may not be used to substitute for First-year Tamalanga.

Conference courses should not be used to award:

- 1) Academic credit for internships, work experience, or volunteering. Other course options are available for students.
- 2) Substantial writing component or writing flag credit.
- 3) Academic credit for coursework completed in a prior semester.
- 4) Academic credit for coursework to be completed in a future semester.

Beginning with the 2008-2010 Undergraduate Catalog, no more than six hours of conference course credit may be applied toward major requirements and no more than nine hours may be applied toward degree requirements. In addition, no more than nine hours of internship and conference course credit combined may be applied toward major requirements and no more than twelve hours combined toward degree requirements.

### **CONFERENCE COURSE APPROVAL FORM:**

To maintain consistency throughout the College, we provide a template for a "Conference Course Approval Form." The "Conference Course Approval Form" verifies the student's eligibility to enroll in a particular conference course and serves as a syllabus, documenting course content and the basis of grading for the course. Departments may alter the format on the "Conference Course Approval Form" as needed. The Associate Dean for Academic Affairs must approve any substantial revisions to the form.

**REGISTRATION:**

Before registering for an individual instruction conference course, the student must submit a completed and fully executed "Conference Course Approval Form" to the appropriate department office. The original "Conference Course Approval Form" signed by the student and supervising faculty member is to be retained by the departmental office for five years, with copies provided to the student and professor. Registration for the conference course must take place by the twelfth class day of the corresponding semester. Students attempting to add a conference course after the twelfth class day must submit a copy of the "Conference Course Approval Form" along with the completed three-part late registration form.