

## Request for Course by Reading & Conference

Due at the Registrar's Office on Friday, the end of the Fifth Week of the FALL or SPRING Semester  
(for Interterm and Summer deadlines, see Academic Calendar)

Reading and Conference courses are offered only when absolutely necessary for the purpose of meeting graduation or credential requirements. The inability to meet such requirements through regular class offerings must be due to factors beyond the student's control. Reading and Conference courses are not offered nor taken as a mere convenience to resolve a class conflict, work conflict or to fill out a schedule.

### INSTRUCTIONS

1. Obtain the signature approvals from the department chair and instructor of the course on the approval list below.
2. Submit the completed form to the **Office of the University Registrar** by the end of the 5<sup>th</sup> week of the semester. For Interterm and Summer registration deadlines, see the Academic Calendar.
3. A minimum of five hours of instructor-student contact for each hour of credit is required. The student should spend a total of 40-50 hours of instruction and study for every 3 credits of Reading and Conference.
4. All course requirements, including evaluation, specified on the syllabus must be followed and completed.

Student Name: \_\_\_\_\_ Chapman ID# \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class Level:  SENIOR  GRADUATE  OTHER \_\_\_\_\_ Cumulative CU GPA: \_\_\_\_\_

Dept & Course # \_\_\_\_\_ Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

Signature

Date

### READING AND CONFERENCE COURSE INFORMATION

1. Is this course specifically required for major? \_\_\_\_\_

2. Reason(s) you are taking this course as Reading & Conference: \_\_\_\_\_

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Approved  Denied

Print Instructor's Name - REQUIRED

Signature

Date

Approved  Denied

Print Department Chair's Name - REQUIRED

Signature

Date