



Reading Course Instructions

General. A Reading Course is normally used to replace a required core course. Normally 3 credits are assigned to the course, unless a lesser number is approved by the Academic Dean.

Process. The student must comply with the following:

- Select a regular (full-time) faculty member as a course director
- Prepare a typed statement that contains the following:
 - Topic, title and a short outline of the course
 - Objectives of the course, the number of credits
 - Substantial reading list (1500 to 3500 pages)
 - Statement of how many times student and director will meet
 - Description of how the project will be evaluated
 - Signature lines for student, faculty director, Department Chair and Academic Dean

Approval/Registration

- Student must obtain approval signatures of the faculty director, the responsible Department Chair and the Academic Dean.
- Student must attach the statement to a Registration Form for submission to the Registrar's Office and posting to the student's record.

Completion Requirements

- Course must be completed in one semester.
- Student and faculty director should meet/discuss progress at least once a month and more frequently, if possible.
- Faculty director reports the grade to the Registrar at the end of the semester.

Tuition Charge. The tuition for a reading course is the same as a regular course as specified in the official catalog. Similarly, changing the registration to drop the reading course follows the same pro-rated tuition refund policy as that for regular courses as stipulated in the official catalog.