

Instructions: Reading and Conference courses are arranged by submitting this signed form and a course proposal (described in Part II) at least 2 weeks prior to the start of the semester it is taken.

If they approve of this course, the instructor and the student's committee chair (or co-chair) sign Part B and the student submits this form to the graduate coordinator, who will request creation of the course and assign an enrollment override to the student.

Grading Scale: Reading & Conference courses can be taken as pass/fail or for a grade A-E. Students must earn a B- or higher grade to include the course on their iPOS. Courses taken as pass/fail may not be included on an iPOS.

Part I: Basic Information

Student name	ASU ID #	Program
Proposed instructor	# credits requested for course*	Sem & year course will be taken
Cumulative GPA	# R&Cs previously taken	# credit hours completed in program

* ABOR requires students to complete 45 hours of independent work or for each unit of credit received. A 3-credit reading and conference requires approximately 135 hours of student work, including reading, writing, meetings and discussions, internships, colloquia, etc. More information can be found at <https://public.azregents.edu/Policy%20Manual/2-224-Academic%20Credit.pdf>.

Part II: Proposal

The student must submit a 1-2 page written proposal or syllabus that includes:

- A statement detailing
 1. the content of the course,
 2. how it relates to the student's program of study and/or research project, and
 3. how success in the course will be evaluated (deliverables, papers, etc.).
- A resource list that clarifies readings and/or other methods that may be used.

Part III: Approvals

Name	Signature	Date
Instructor		
Chair or Co-chair (if different from instructor)		

Part IV: Completed by Graduate Coordinator

Semester/Year	Course #	Class #	Credits
---------------	----------	---------	---------