

Title: READING AND CONFERENCE COURSES
Index #: 20-05.07
Division: ACADEMIC
Section: COURSE ADMINISTRATION
Effective Date: March 1991

Policy Statement

Courses titled "Reading and Conference" are jointly planned by the student(s) and faculty member. They are designed to meet specific learning needs of the student(s) when the content is not addressed in an available course.

Rationale for Decision

Reading and Conference courses allow students to receive guided education for specific needs and are not intended to duplicate courses in the curriculum.

Implementing Procedures

Responsible Party	Action
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Student	1. Contacts faculty member with expertise in desired area of study.
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Student and Faculty	1. Negotiate a written contract that includes the following: <ul style="list-style-type: none">• a course title• credit hours• term• a brief course description including objectives and the expectations of both faculty and student• evaluation method• signature lines for both faculty and student.
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Student	1. Gives registration form to faculty.
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Faculty	1. Requests approval from appropriate Associate Dean or Program Director <ul style="list-style-type: none">a. If approval granted, completes registration form by giving a name to the course, filling in credits to be given and signing. Returns form to student.b. If approval denied, notifies student.
	2. Submits copy of written contract to student's central file of the School of Nursing.

Student	1. Submits form to registrar.
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Notes

1. In unusual circumstances, and if the faculty is willing, a student may petition to take an existing course as a Reading and Conference course.
2. Reading and Conference courses are not calculated into the expected teaching responsibilities and faculty agree to do them as add-ons to their assigned responsibilities.
3. Reviewed by Academic Affairs 10/02; Academic Programs 1/24/05

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