

# LAS 379 Course Approval Form Independent Study/Conference

Semester/Year \_\_\_\_\_

Unique # \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**UTEID** \_\_\_\_\_

**To be completed by LAS Undergraduate Advising in SRH 1.340 prior to student meeting with faculty:**

Major \_\_\_\_\_ Hours at UT-Austin \_\_\_\_\_ UT GPA \_\_\_\_\_

Additional Information? \_\_\_\_\_ Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

**Course Description** *(e.g. topic of research, readings, and writings)*

**Requirements** *(e.g. number of books or materials to be read; number and length of papers, rewritings, annotated bibliography/critiques, additional activities, due dates, et.c.)*

**Frequency of professor/student conferences** *(e.g. three hours weekly)*

**Basis for grading** *(e.g. percent of course determined by writing assignments, readings, research, additional evaluations)*

**Supervisor's Printed Name** \_\_\_\_\_ **Department of** \_\_\_\_\_

**Supervisor's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

Turn in completed form to LAS Undergraduate Advising for final review.  Approved  Denied

\_\_\_\_\_  
Departmental Approver Signature

\_\_\_\_\_  
Date

**Office use only:** Staff Initials \_\_\_\_\_ Is petition for degree modification necessary? No Yes Date Issued \_\_\_\_\_

\*toolkit? \_\_\_\_ ps screen? \_\_\_\_ Student Registered? \_\_\_\_ Copy to: student \_\_\_\_ professor \_\_\_\_ Keep on file 5 yrs \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Conference Course Course Approval Form Instructions**

A conference course may not substitute for a regularly offered course unless the Associate Dean for Student Affairs grants prior approval. Conference courses are reserved for coursework relating to academic coursework, research, and writing not covered by departmental course offerings. Students seeking academic credit for internships, work experience, or volunteering should not enroll in conference courses. Conference course approval and registration should be done by the fourth class day of the effective semester. Credit for a conference course may not be approved retroactively. Conference courses may not be certified as substantial writing component courses.

**Semester/Year:** Refers to the semester the student will be enrolled in the conference course.

**Unique #:** Refers to the specific conference course in which the student will be enrolled. Course should be restricted on the PS screen prior to each registration period.

**Student's Name:** Should include the full name as it appears in the student's academic record.

**UTEID:** Refers to the student's university electronic identification to access the student's record.

**Major:** Is the student pursuing a major in your department? Yes or No.

**Hours at UT-Austin:** Number of hours completed. Student should have upper-division standing.

**UT GPA:** Students pursuing credit in a conference course should be in good academic standing.

**Additional Information:** Pertinent information, e.g., graduating senior.

**Reviewed By:** Staff or faculty member that confirmed information provided by student.

**Date:** Date of review.

**Course Description:** A one- to two-paragraph detailed description of topic being pursued by student.

**Requirements:** Should be an abbreviated syllabus and contain a list of books or materials to be read; number of assignments; assignment description, length, due dates, etc.

**Frequency of professor/student conferences:** Refers to number of contact hours expected, e.g., one hour twice a week, one two-hour meeting per week. For a three-hour course, should total approximately 30 hours for the semester.

**Basis for grading:** List percentages for each assignment that determines the student's grade.

**Supervising Faculty Member Printed Name:** All supervising instructors should be members of the faculty listed or eligible for listing in the Undergraduate Catalog. Assistant Instructors may not supervise students.

**Supervising Faculty Member Signature:** Signature of the supervising instructor.

**Student's Signature:** Signature of the student.

**Approved/Denied:** Refers to whether or not the request for conference course credit has been approved or denied by the department. Please check appropriate box. Signature also required.

### **Office Use Only:**

**Staff Initials:** Refers to department representative responsible for administering conference courses.

**Is petition for degree modification necessary:** Please circle appropriate response.

**Date Issued:** Refers to the date the petition, if necessary, was forwarded to the College of Liberal Arts, Student Division Office.

All conference course approval forms should be kept on file in your department for five years. A request for materials may occur at any time during those five years.