

Conference Course Request

Conference work is available only in exceptional cases and if the academic advisor considers conference work essential. The student must obtain the required approval(s) and bring the completed form to the Office of the Registrar to enroll in the conference course.

If the conference course is not currently listed in the course inventory for the semester, the department must complete and submit a Schedule of Class Change Form to the Office of the Registrar to have the class added and to obtain the course reference number (CRN).

Conference courses have the following restrictions:

1. Permission is **limited to seniors with a 3.00 average**. Exceptions must be approved by the dean of the college in which the student is enrolled.
2. The course must be given by a full-time faculty member.
3. A brief description of the plan of procedure must be given by the full-time faculty member.
4. Must have approval from the department concerned and the dean of the school in which the course is offered.

Student - Complete when making arrangements with the full-time faculty member.

Name _____ YSU ID Number _____

Major _____ Current Point Average _____ Hours Completed _____

Semester/Session and Year (e.g. Fall 2007) _____

CRN _____ Department _____ Course Number _____ Semester Hours _____

Faculty Member - Briefly indicate plans for work, such as time and frequency of meetings, papers required, and etc.

Plans - _____ Workload _____

Signature of Full-Time Faculty Member _____ Date _____

Department Chair - (*Department in which the course is taught*)

Approved Denied Signature of Chair _____

Dean - (*Dean of the College/School in which the course is taught*)

Approved Denied Signature of Dean _____

If exceptional approval is required for Conference Courses.

Dean - (*Dean of the College/School in which the student is enrolled*)

Approved Denied Signature of Chair _____

This form must be approved before course work commences and before registering for the course. A copy of this form must be submitted to the Office of the Registrar at the time of registration into the course. Each academic department is responsible for maintaining the original copy in the department/college.