

Conference Courses in Another Department

This checklist is intended to guide you through the process of petitioning to receive graduate credit in Religious Studies* for a conference course taken in another department with a faculty member who is not a member of the Religious Studies Graduate Studies Committee, or to get credit for a specific Area Requirement with a conference course.

- Create a detailed description of your reading list and assignments for this course. Attach this description Conference Course Petition form.
- Submit this description to your faculty adviser for approval.
- Once your adviser has approved, submit it to the Graduate Adviser for approval.
- If both have agreed, submit this approval to the Graduate Coordinator for your records to ensure that the course is counted appropriately in your Program of Work.
- At the end of the semester, the faculty member supervising the course will provide a review of your work to the Graduate Adviser and your faculty adviser in Religious Studies, which will be kept in your permanent file.
- All steps must be followed to ensure that the course will count for a specific area requirement.

* If you are using that conference course to study languages or to take hours outside of Religious Studies, then this process will not be necessary. Direct any questions about this to the Graduate Adviser or the Graduate Coordinator.

Conference Course Petition Form

Name & EID:

Semester:

Conference Course Number and Unique number:

Instructor Name:

Proposed Area Requirement to be satisfied:

Use this box to insert your course reading list and assignments or attach to this sheet

Text



RS Faculty Supervisor Name:

Signature:

Graduate Adviser Name:

Signature: