Department of Slavic and Eurasian Studies
Center for Russian, East European and Eurasian Studies
Undergraduate Conference Course Approval Form

Conference Course Title: REE 379C CZ 379 RUS 379 POL 379 SC 379 SLA 379

Semester/ Year ______________________ Unique# ______________

Student’s Name ____________________________ UTEID _______________

To be completed by Department Office in CAL 413 prior to student meeting with faculty:

_________Major? _______Hours at UT Austin (at least 60) _______UT GPA (at least 2.5)

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, etc.)

Frequency of professor/student conference (e.g., three hours weekly, etc.)

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

Supervisor’s Printed Name: __________________________ Slavic and Eurasian Studies

Supervisor’s Signature: __________________________ Date: ______________

Student’s Signature: __________________________ Date: ______________

Turn in completed form to CAL 415 for final review (Circle one.): Approved Denied

Faculty Approver Signature ______________ Date ______________

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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 for 5 years __/__/__
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:** # of hours completed. Student should have upper-division standing.

**UT GPA:** Students pursuing credit in a conference course should have a minimum GPA of 2.5.

**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- or two-paragraph detailed description of topic being pursued by student.

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

**Frequency of professor/student conferences:** Refers to # of contact hours expected, e.g., one hour twice a week, one two-hour meeting a week. For a three-hour course, should total approx. 30 hrs. 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 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 designated faculty member. (Chair/Associate Chair / Faculty Advisor). Please circle the appropriate choice. Signature also required.

**Office use only:** Staff Initials: Refers to the department representative responsible for administering the conference course.

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

**Date issued:** Refers to the date 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 department for five years. A request for materials may occur at any time during those five years.