Application for Private Reading in the College of Arts & Sciences

Private Readings are an opportunity to work one-on-one with a member of the faculty who has agreed to supervise the student.

- Each department or program establishes its own guidelines concerning the content of Private Readings and determines which Private Readings are offered, and department or program chairs must approve all Private Readings.
- Private readings must have a clear academic or artistic focus; under no circumstances should a Private Reading consist only of practical activities like tutoring or entail acting as a research assistant for a faculty member.
- The subject matter of a Private Reading course should not duplicate that of a regular course.
- Students are limited to one private reading per semester for either a half course (2 credits) or a full course (4 credits); exceptions must be approved by the Academic Advising Resource Center/Office of the Registrar.
- Applied music lessons may not count for private reading courses.

Options to collect required signatures: Option 1: directly on the form as pen to paper signatures **or** by using Adobe's electronic sign feature **Option 2:** email approvals **Option 3:** a mix of option one and two.

Options to submit: Option 1: in person at The Office of the Registrar **Option 2:** upload via the link noted on The Office of the Registrar's Downloadable Forms webpage: https://www.oberlin.edu/registrar/policies-procedures-forms/downloadable-forms

STEP 1: Student Information

T# _____   Name: _____

STEP 2: Private Reading Course Information

Semester: ☐ Fall _____ ☐ Spring _____   **Module:** ☐ Full Term ☐ First Mod ☐ Second Mod   **Credits:** ☐ Full (4) ☐ Half (2)

Grade Option: ☐ Letter ☐ Pass/No Pass   **Department:** _____ - 995

Instructor Department: _____   **Instructor Name:** _____

Title of Private Reading (*Max. 30 letters including spaces. Titles will be shortened if not 30 letters or less*):

_____

STEP 3: Attach Detailed Syllabus

Your private reading syllabus **must** be attached to this form and include **all** of the following items. Forms submitted without the syllabus will **not** be processed for registration.

- Your Name and T number
- Course Number
- Private Reading Title
- Instructor Name, Department and Contact Information

- Meeting Times
- Course Materials
- Course Description
- Learning Outcome and Goals

- List of Assignments
- How work will be evaluated
- How final grade will be determined

STEP 4: Approval

Instructor Signature: _____   Date: _____
Signature certifies review of syllabus and its terms

Chair Signature: _____   Date: _____
Signature certifies review of syllabus and its terms

Advisor Signature: _____   Date: _____

AARC Approval: _____   Date: _____
Required only for second private reading