

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 CRN (if known): _____

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 | ➤ Meeting Times | ➤ List of Assignments |
| ➤ Course Number and CRN | ➤ Course Materials | ➤ How work will be evaluated |
| ➤ Private Reading Title | ➤ Course Description | ➤ How final grade will be determined |
| ➤ Instructor Name, Department and Contact Information | ➤ Learning Outcome and Goals | |

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