

# CONFERENCE COURSE FORM



Texas Wesleyan  
OFFICE OF STUDENT RECORDS

registrar@txwes.edu

## I. STUDENT INFORMATION

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## II. SEMESTER INFORMATION

Year: \_\_\_\_\_

Semester:  Summer  May  
 Fall  Winter  
 Spring

Session:  I  III  
 II  Extended

## III. CONFERENCE COURSE (DO NOT ATTACH SYLLABUS)

A conference course is a course taught by an instructor to an individual student. A student may enroll for a conference course only by approval of the instructor of the course, the dean of the school in which the conference course is offered, and the University Registrar. Approval is normally given only when the following requirements are met:

- A conference course may be taken only in the last regular semester or summer term before the graduation of the student.
- The course requested must be required for graduation.
- The course is not scheduled to be taught that semester or term.
- There is a conflict in schedule between two required courses during the last semester or term before graduation, and the student must be enrolled in one or more regular courses in the University.

At the dean's discretion, exemptions may be made to approval criteria due to extenuating circumstances.

Course Prefix	Course Number	Section Number	Instructor Name

Justification required: \_\_\_\_\_  
\_\_\_\_\_

## IV. REQUIRED SIGNATURE

I understand an additional fee dependent upon the number of credit hours is charged for conference courses.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## V. APPROVAL SIGNATURE

Instructor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(School in which course is offered)

Academic Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Enrollment into the course is processed when the completed form is submitted to the Office of Student Records.**

For Office of Student Records Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_