UNIVERSITY GUIDELINES FOR READING COURSE APPROVAL

1. Course must have a syllabus (a substantial reading list and a weekly schedule of what will be covered each of the twelve weeks when the student meets with the instructor).

2. In principal, one paper is necessary; however, requirements may be altered by the discretion of the instructor.

3. Students cannot convert an undergraduate course into a reading course, unless substantial material is added to bring it up to the graduate level.

4. If a reading course is built on top of an undergraduate course that the student will attend, the student should not enroll in the undergraduate course, so that only the graduate-level course will appear on the transcript. The student should email the Graduate Administrator at pattyb@princeton.edu to enroll in the course and to be added to Blackboard.

5. Exchange Scholar Students can enroll in a reading course, as long as the instructor is willing to establish the reading course.

6. Princeton Theological Seminary students cannot establish a reading course. Princeton Theological students can only enroll in a reading course that is already established by a Princeton University student.

7. A Visiting Professor cannot lead a graduate reading course.

DEPARTMENTAL GUIDELINES FOR READING COURSE APPROVAL

1. Students must complete a Reading Course Contract.* This contract must be signed by both the student and the instructor. It must be clear, leaving no room for variation.

2. Contact the Department Graduate Program Administrator at pattyb@princeton.edu for a Reading Course Number.

3. Students must submit all completed paper work to the Department Graduate Program Administrator at pattyb@princeton.edu for processing.

*The Reading Course Contract is a Department, not a University policy.