

UNIVERSITY GUIDELINES FOR READING COURSE APPROVAL

1. Submit completed Reading Course Proposal form to florian.fues@princeton.edu prior to the term begin if possible.
2. Course must have a syllabus attached (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).
3. Syllabus should:
 - a. Include week-by-week assignments, highlighting what material is being taught in the duration of the course
 - b. Describe what work the student will be producing in this course
 - c. Include a reading list
 - d. Include a proposed meeting schedule & meeting location
 - e. Include grading requirements
4. In principle, one paper is necessary; however, requirements may be altered by the discretion of the instructor.
5. Students cannot convert an undergraduate course into a reading course unless substantial material is added to bring it up to the graduate level.
6. If a reading course is built on top of an undergraduate course that the student will attend, please list the undergraduate Subject/Catalog number (i.e., REL 100) and indicate what additional work the graduate student will do. 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 flo.fues@princeton.edu to enroll in the course and be added to the online learning platform.
7. Exchange Scholar Students can enroll in a reading course, as long as the instructor is willing to establish the reading course.
8. 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.
9. A Visiting Professor cannot lead a graduate reading course.
10. Students should only take one reading course per term (exceptions require GS approval).

DEPARTMENTAL GUIDELINES FOR READING COURSE APPROVAL

11. Both the student and the instructor must sign the Reading Course Proposal form; it must be clear, leaving no room for variation.
12. Contact the Department Graduate Program Administrator at flo.fues@princeton.edu for a Reading Course Number.
13. Students must submit completed Reading Course Proposal form to the Department Graduate Program Administrator (flo.fues@princeton.edu) for processing.