

# Conference Courses

A Conference Course is any course listed as a regular course in the College Catalog and taught with special arrangements to a limited number of students in an office or conference setting.

A Conference Course may be arranged only under the following conditions:

1. The student requesting the course demonstrates a need to take the course that particular semester due to circumstances beyond his or her control;
2. The student receives written permission to take a Conference Course from the professor teaching the course, the Department Chair, and the Vice President for Academic Affairs. The written permission must be filed with the Registrar prior to registration.

Approval for a Conference Course will not generally be granted if the course is being taught as a regular offering that particular semester or if the student wants to repeat the course to expunge a grade of "D+", "D", "F", or "FA."