



Policy

POLICY TITLE: Directed Reading Course Policy
CATEGORY: Academic
RESPONSIBILITY: Academic
OWNER: Associate Dean Academic
APPROVED BY: Academic Council
APPROVED DATE: December 11, 2020
LAST REVIEWED:

Introduction

Reading courses are offered as individual instruction on a case-by-case basis as needed to enable a student to complete his/her academic program in a reasonable time frame.

A directed reading course will have 5 or less students.

- Undergraduate courses with fewer than 15 registrants will not normally be offered but when one is and when there are 5 or fewer registrants in the course, the course will be treated as if it were a directed reading course.
- Faculty member can report directed reading courses as service to the university in their annual review form.

When a faculty member has taught a cumulative of 5 directed-reading courses, this will count as one course (3 credit hours) and can be used in the next Academic Plan to reduce his/her teaching load.

This policy begins on January 1st, 2021.

The Associate Dean Academic shall approve all requests to offer directed reading courses.

The Associate Dean Academic may request a faculty member to teach a directed reading course from time to time.

Faculty members shall have the right to refuse directed reading courses if they have reasonable ground for not doing, but faculty members shall not unreasonably withhold consent.