

## Procedures for enrolling in CON 590 or CON 790

CON 590 Reading & Conference can be taken by MS students. Up to 3 (three) hours of CON 590 may be included in the MS Plan of Study (iPOS)<sup>1</sup>. CON 790 Reading & Conference can be taken by PhD students. Up to 6 (six) hours of CON 790 with one faculty member can be included on the iPOS. These faculty members must be on the student's Graduate Supervisory Committee; listed on a student's iPOS. Students are not able to enroll under multiple professors during the same semester.

The following are steps that must be taken to enroll in and complete either CON 590 or CON 790:

1. Identify the faculty member with whom the independent study will be taken.
2. Discuss the scope of work with the faculty and the timeline. Bear in mind that both the scope of work and the timeline should conform to an equivalent course being offered in any semester.
3. Write a detailed document (R&C Document) that provides at least the following information.
  - a. The title of the study.
  - b. The scope of the work including deliverables.
  - c. An itemized list of topics and the associated timeline.
  - d. The grading policy.
4. Both the student and the faculty advisor must date and sign the R&C Document and turn it in to the [override request tool](#).

## Reading and Conference Form

Please select one:      **CON 590**      or      **CON 790**

Student Name:	ASU ID Number:
Instructor Name (supervisor of course):	Number of credit hours:
Semester and year (fall, summer, spring):	

Title of the Course:

Course Description:

Timeline:

Grading Policy: Reading and Conference can be taken for either a letter grade or a “Y” grade. The faculty member supervising the course must decide which grading option to use at the beginning of the semester.

Please circle one:      Y grade      Letter grade

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Faculty Advisor Signature

\_\_\_\_\_  
 Date