Individual readings (IR) shall be reserved for exceptional circumstances according to stipulated guidelines (see below). Students benefit from the interaction with peers in class, both in terms of developing language proficiencies and in conducting critical inquiry. However, it may be necessary at times to allow a student to take an IR, which in no instance shall not count toward meeting any of the language, culture or literature requirements established by the section.

**A. Conditions under which an IR may be granted:**

1. The student has a demonstrated need for the credits to be received from the IR and cannot, under any circumstances, register for a course offered in the department that will fulfill the need.
2. The student has a GPA in the subject matter that indicate he/she is capable of the sustained intellectual effort demanded by an IR (generally a 3.0).
3. The student is eligible to take a 400 level class.
4. The student has not taken another IR.
5. The student has a well defined project and methodology to use to complete it.

**B. Procedure for Obtaining an IR:**

1. The student shall complete the Request for Individual Reading form and consult with the section coordinator (for undergraduate students) or the graduate advisor (for graduate students). Each case shall be decided on an individual basis.
2. The coordinator or advisor will review the form. If the student clearly meets or clearly does not meet the conditions defined in section A, the student will be notified expeditiously of the decision and the reason.
3. In uncertain cases, a vote shall be conducted among the members of the section. The vote may occur at a section meeting or may be conducted by electronic means. The student will be notified expeditiously of the decision and the reason.
4. If the IR is approved, the section will assign an instructor for the student.
5. The student and the faculty member must sign an IR contract, which includes a detailed course syllabus specifying the work to be done during the contact hours, the assignments to be done by the student, a schedule of meeting times, etc.

**C. Stipulations regarding the nature and content of the IR:**

1. The IR shall be worth 1 to 4 credits.
2. The number of contact hours shall be at least half the number of contact hours expected for a normal credit to be awarded. For example, in a regular class, 1 credit = 15 contact hours / semester, so for a one credit IR, 7.5 contact hours would be expected between the student and faculty member. A two credit IR would involve 15 contact hours, etc.. Given the content of the course, the number of hours may be adjusted.
3. Since the number of contact hours is reduced, the student is expected to do a proportionally larger amount of work. The workload expectation should be double that of a regular class. If, for example, the IR is offered for 2 credits, the student workload should correspond to a 4 credit regular class.
4. The course assignments shall be graded according to a criteria that reflect the course objectives stipulated on the syllabus.
5. Any faculty member giving an IR shall provide Mrs. Baker with a summary of the student’s partial grades along with the final grade of the IR, copies of the syllabus, the midterms, final exams and/or final projects.

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