

# WESLEYAN UNIVERSITY

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Office of the University Registrar  
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**Date:** October 2, 2023  
**To:** Department Chairs and Program Directors  
**From:** Tracey Stanley, Administrative Assistant  
**Subject:** Approving Student Forums

All Student Forum proposals will be reviewed and approved by the Academic Deans, but the application process itself is administered by the Registrar's office.

The EPC requires that students submit student forum applications to department chairs for their approval by the last day of classes of the semester before the forum is to take place. Department chairs will have until the end of exam period to review the applications.

Student Forum application forms are available in students' portfolio, on the Registrar's website and at the window in the Registrar's Office; however, the application and submission of a Student Forum is still a paper process.

As the attached guidelines indicate, **applications for student forums to be offered for Spring '24 must be submitted to the Chairs by Friday, December 8th, (the last day of classes) then submitted to the Registrar's Office for review by the Academic Deans by Friday, December 15<sup>th</sup>.** This schedule should relieve the pressure some chairs have felt to approve proposals submitted in the hectic days at the beginning of each semester and provide an opportunity for consultation when forum proposals are promising but flawed. We urge you to take advantage of this schedule to review forum proposals with care and approve only those that are educationally sound.

At the end of the semester, the EPC requests that each faculty sponsor of a student forum submit a final report to the chair, who will forward a copy to the Office of Academic Affairs. The purpose of this requirement is to make students accountable to their sponsors, and sponsors to their departments, consistent with the spirit of the forum program and with the faculty's responsibility for students' education. The Registrar's office will now take the lead in obtaining these final reports from faculty sponsors on behalf of Academic Affairs.

**The requirements for evaluation have been revised, so please review carefully with the student(s) the guidelines.**

If you have any questions, please feel free to contact Tracey Stanley (x2747).

cc: Administrative Assistants