

Reading Courses are credit-courses delivered by an Algoma University instructor to an **individual** Algoma University student, approved by the Dean and the Registrar.

### ELIGIBILITY CRITERIA:

Students must meet the eligibility criteria:

- Students must be in good academic standing with an overall average of at least 75%
- Students must have a good reason to make the request. Examples of reasonable grounds: cancellation of (or failure to schedule) a course required for graduation; extenuating circumstances beyond the student's control (e.g., illness with a doctoral note).

Note: Normally requests will not be approved if acceptable alternative courses are scheduled.

### APPLICATION PROCEDURES:

1. Student consults with the **chair/director of the Department/School** regarding a suitable instructor.
2. The instructor needs to agree and provide a **course outline** for the course.
3. Student completes the application form and asks **the instructor and the chair of the department both** to sign it.
4. Student submits the completed **application form & course outline** to regoffice@algonau.ca for academic screening. Note: Applications must be submitted to the Office of the Registrar **at least two weeks before the last day of registration** (for each academic term).
5. The Registrar's Office will notify the Student Account Office to add the **\$40 processing fee** to the student's account. Students can then pay the fee via Student Portal.

### APPLICANT INFORMATION

Name: \_\_\_\_\_  
 ID #: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Degree Program: \_\_\_\_\_  
 Year in Program: 1st 2nd 3rd 4th

### DETAILS of COURSE REQUEST

Course Code: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Term of Study: 20\_\_ F W SP  
 Instructor: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Enrolment Status: Full-time Part-time

### DEPARTMENT CHAIR'S AUTHORIZATION

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

### REGISTRAR'S DECISION:

Approved

Denied (please check the reason(s) below)

Do not meet academic standing criterion

Rationale insufficient

Request unjustified

Signature of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

### DEAN'S OFFICE:

Divisional Chair consulted, request approved and recorded in Dean's Office

Denied. Reason(s):

Signature of Academic Dean: \_\_\_\_\_ Date: \_\_\_\_\_