

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:

- Must be in good academic standing with a minimum overall average of 75%.
- Must have a valid reason to make the request.
- Course requested must be used towards a major/core program requirement.

Note: Requests will **not** be considered if the mode of instruction is **not** included. Normally requests will not be approved if acceptable alternative courses are scheduled.

APPLICATION PROCEDURES:

- Consult with the Chair/Director of the Department/School to find an instructor to offer the course.
- The instructor must provide a course outline relevant to the term of study and the mode of instruction.
- Submit the completed application form & course outline to regoffice@algomau.ca

Note: Applications must be submitted to the Office of the Registrar **at least two weeks before the start of the term. After the start of the term, requests will only be considered for exceptional cases**

APPLICANT INFORMATION

Name:	Student number:
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Algoma Email Address:

DETAILS of COURSE REQUEST

Course Code and Title:

Term of Study:
20__ Fall Winter Spring

Instructor's Name:	Instructor's Signature:	Mode of Instruction: <i>(To be completed by the Instructor)</i> <input type="checkbox"/> Online <input type="checkbox"/> In-person
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Reason for Request:

DEPARTMENT CHAIR'S APPROVAL *(must be signed before submitting request form)*

Signature of Department Chair:	Date:
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DEAN'S OFFICE APPROVAL *(must be signed before submitting request form)*

Signature of Academic Dean:	Date:
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OFFICE OF THE REGISTRAR USE ONLY

Decision: Approved Denied Reason:

Date: