

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, supporting documentation may be required.
- Course requests will be considered only if the course is not available and 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 your Academic Advisor to determine eligibility prior to submitting an application.
- Once the recommendation is received from the Academic Advisor, 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, the mode of instruction and must also include a start and end date.
- Department Chair/Director of the Department will coordinate with the Dean's office for approval and signature.
- Submit the completed application form & course outline to regoffice@algonau.ca
- The Registrar's Office will review the completed application, and follow up with the decision.

**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:

Algoma Email Address:

### DETAILS of COURSE REQUEST

Course Code and Title:

Term of Study:

20\_\_  Fall  Winter  Spring (full term)  Spring (first half)  Spring (second half)

Instructor's Name:

Instructor's Signature:

Mode of Instruction: *(To be completed by the Instructor)*

Online

In-person

Reason for Request:

<b>DEPARTMENT CHAIR'S RECOMMENDATION</b> <i>(must be signed before submitting request form)</i>	
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Denial Reason:	
<b>DEAN'S OFFICE RECOMMENDATION</b> <i>(must be signed before submitting request form)</i>	
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Denial Reason:	
<b>OFFICE OF THE REGISTRAR USE ONLY</b>	
Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date:
Denial Reason:	

\*Upon receipt of this completed form, a \$40.00 non-refundable fee will be added to the student's account