READING COURSE POLICY

Please find attached the required form should a student wish to take a reading course with a faculty instructor. This form **must be submitted at least a week prior** to the final registration revision period in order it can be placed on the system for registration.

Students and instructors must place an attached course outline or detailed information that provides course details, deadlines and assessment/evaluation processes for this course.

**The student must have obtained all the required signatures** prior to submitting this form to the graduate student advisor.

Should a student not complete the course by the end of the required term,... a grade incomplete or a CO may be placed on the form. Below** is the Graduate Studies policy for Continuing Courses

If by the date shown below a grade has not been submitted then another form must be submitted with required signatures and updated deadlines in order for this course to be re-entered into Aurora for the required term

**Continuing Courses (CO)**\(^1\).

For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of “CO” be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s).

Graduate Level Courses (6000, 7000, and 8000) which extend beyond the normal academic term must be denoted as such in this Calendar.

In the absence of an assigned mark of “CO”, the student may receive a mark of “F” in that term.

**Note:**

1. A CO will normally not be permitted longer than twelve months.

2. In exceptional circumstances, where a CO grade is requested for a second twelve months, at the time the CO grade is submitted on the examination register the instructor and Department head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the CO and the deadline by which the course must be completed.

\(^1\) Graduate Studies Academic Guide - SECTION 1: Application, Admission, and Registration Policies found online through [http://umanitoba.ca/faculties/graduate_studies/publications/index.html](http://umanitoba.ca/faculties/graduate_studies/publications/index.html)
READING COURSE REGISTRATION FORM ALL DEPTS.

GRADUATE PROGRAMS
City Planning [ ] Interior Design [ ] Landscape Architecture [ ]
Architecture [ ]

Shaded sections to be filled out by Graduate Student Advisor

Student Name: ____________________________ Student #: ______________________

Regular Session: 20__/20__ Term: Fall / Winter

Summer Session: 20__ Please Circle the term below for a summer session term
Term: May Day; June Day; May-June Day; July Day; August Day; July-August Day

Instructor: ____________________________

Course No.: ___________ Lect. Sec. ___________ CRN: ___________

Registration Date: ___________ Contact Hours: ___________
(Frequently and estimate of quantity)

Course Title: ___________________________________________________________
____________________________________________________________________

Students Signature: ____________________________ Date: ______________________
Instructor Signature: ____________________________ Date: ______________________
Department Head Approval: ______________________ Date: ___________________

Methods of Evaluation: (assignment, weighting of each and due dates):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Attached Outline: Yes ____ No ____

Date Completed: ____________________________ Final Grade: ____________________
The following should keep their own copy of this completed form: Student, Instructor, Graduate Advisor