CHAPMAN UNIVERSITY

Request for Course by Reading & Conference

Due at the Registrar's Office on Friday, the end of the Fifth Week of the FALL or SPRING Semester
(for Interterm and Summer deadlines, see Academic Calendar)

Reading and conference courses are offered only when absolutely necessary to matriculated seniors or graduate students. The courses may be taken only for the purpose of meeting graduation or credential requirements by students who could not meet the requirements because of circumstances beyond their control. They are not offered to resolve scheduling conflicts with other classes or work, or to complete a schedule.

Reading and Conference courses are limited to seniors (90+ credits completed) and graduate students.

INSTRUCTIONS

1. Obtain all signature approvals from the academic adviser, department chair of the course, and course instructor on the approval list below.
2. Submit the completed form to the **Office of the University Registrar** by the end of the 5th week of the semester. For Interterm and Summer registration deadlines, see the Academic Calendar.
3. A minimum of five hours of instruction for each credit is required. The student should spend a total of 40-50 hours of instruction and study for every 3 credits of Reading and Conference.
4. All course requirements, including evaluation, specified on the syllabus must be followed and completed.
5. Students who are not at Senior (90+ credits completed) or Graduate class level must obtain the approval of the Assistant Chancellor.

Student Name: _____ Chapman ID# _____

Anticipated Graduation Date: _____ E-mail: _____@mail.chapman.edu

Class Level: ☐ SENIOR ☐ GRADUATE Cumulative CU GPA: _____

Dept & Course # _____ Title: _____ Credits: _____

Instructor: _____ Semester: _____ Year: _____

READING AND CONFERENCE COURSE INFORMATION

1. Is this course specifically required for major? _____
2. Reason(s) you are taking this course as Reading & Conference: _____

_____

_____

☐ Approved ☐ Denied _____
Print Instructor's Name - REQUIRED Signature Date

☐ Approved ☐ Denied _____
Print Academic Advisor's Name - REQUIRED Signature Date

☐ Approved ☐ Denied _____
Print Department Chair's Name - REQUIRED Signature Date

☐ Approved ☐ Denied _____
Print Assistant Chancellor's Name – If needed Signature Date