



**UNIVERSITY OF TORONTO
SCHOOL OF GRADUATE STUDIES**

Request for Reading and/or Research Course

This form is to be completed by the instructor and student, signed by both, and submitted to the Graduate Coordinator of the home department. The completed form must be retained in the departmental student file; no copy for SGS required. (See guidelines below.)

SECTION 1: Student Information

Name _____ Student Number _____
 Department _____ Degree _____

SECTION 2: Course Information

Course Number _____ Department _____
 Course Title _____
 Course Description _____
 Session Offered _____ Instructor _____

SECTION 3: Information required in support of request

- | 1. Work required for course | Weight in total grade | Date due |
|--|---|----------|
| a. | | |
| b. | | |
| c. | | |
| 2. Arrangement/frequency of meetings between instructor and student | | |
| 3. Reason for taking reading course (check one): | | |
| <input type="checkbox"/> Lack of other courses | <input type="checkbox"/> Regular course is full | |
| <input type="checkbox"/> Special interest related to research or field projects | <input type="checkbox"/> Other, please specify: | |
| 4. List any Reading and/or Research course(s) previously taken in the same degree program. | | |

Student's signature _____ Date _____
 Instructor's signature _____ Date _____

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at 416-946-7303, McMurrich Building, Room 201, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

SECTION 4: To be completed by departmental Coordinator of Graduate Studies

I approve this Reading and/or Research Course.

Home Dept. Co-ordinator's signature _____ Date _____
 Other Dept. Co-ordinator's signature _____ Date _____

(required when course is offered outside home dept.)

GUIDELINES FOR INDIVIDUAL READING AND/OR RESEARCH COURSES

1. *Only faculty holding a graduate appointment may direct a reading and/or research course for a student. The faculty member must hold a graduate faculty appointment in the department where the course is being offered.*
2. *Reading and/or research courses should normally be taken in the student's home graduate unit. The student is responsible for providing the course description.*
3. *Normally both the student and the instructor should be on-campus. If it is necessary for a student to be off-campus to carry out research, the approval of the instructor and Graduate Coordinator must be obtained before leaving.*
4. *A reading course should involve as much reading and work as a normal seminar or other type of graduate course, and the frequency of meeting of instructor and student should also be consistent with other courses. Written work should be a requirement of reading courses.*
5. *The title of the reading and/or research course must be indicated on the SGS Enrolment Form for the student's academic record. The completed form must be retained in the student file.*
6. *Reading and/or research courses are subject to the Grading Practices Policy in the same way as any other course.*

Please contact the Graduate Coordinator or an SGS Student Services Officer for further information.