

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 for the purpose of meeting graduation or credential requirements. The inability to meet such requirements through regular class offerings must be due to factors beyond the student's control. Reading and Conference courses are not offered nor taken as a mere convenience to resolve a class conflict, work conflict or to fill out a schedule.

INSTRUCTIONS

1. Obtain the signature approvals from the department chair and instructor of the course on the approval list below.
2. Email the completed form to the **Office of the University Registrar at regforms@chaman.edu** from your Chapman email account 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 instructor-student contact for each hour of 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.

Student Name: _____ Chapman ID# _____

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

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

Dept & Course # _____ Title: _____ Credits: _____

Instructor: _____ Semester: _____ Year: _____

STUDENT'S SIGNATURE: _____
Signature Date

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 Department Chair's Name - REQUIRED Signature Date