

Once the professor with whom a student wishes to study has agreed to direct a reading course, and has received permission from the Department Chair to proceed, the student, in partnership with the instructor, completes an application form, accompanied by the course syllabus, for approval by the Executive Committee of the English Department. The link to the application form has been provided on the "Planning your Program" page on the English Department web site. The syllabus must include:

1. the name of the student and supervisor
2. a short description of the proposed course
3. a reading list
4. a breakdown of the required assignments
5. an indication of frequency and length of meetings.

The form and syllabus are then forwarded to the Dean's Office. If the course is approved, the Dean's Office will send the form to the Office of the Registrar for processing.

Departmental permission and the approval of the Dean's Office to enrol in ENGL 4900 must be received before the beginning of the term in which the course is to take place.