

CONTINUING EDUCATION CERTIFICATE COURSE SUBSTITUTION / COURSE DIRECTIVE FORM

Student ID No.

Certificate Program

First Name(s)

Last Name

Phone Number (day)

Ryerson E-mail

1. Substitution/Directive Information - Please read carefully then complete A or B.

A: COURSE SUBSTITUTION

I wish to use the course _____ to substitute for the specific course _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____	_____
		Signature of Chair/Director of the Teaching Department	Print Name	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____	_____
		Signature of CE Certificate Director/Co-ordinator	Print Name	Date

B: COURSE DIRECTIVE

I wish to use the course _____ as an unspecified course within an Elective Group
(specify Group if applicable)

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____	_____
		Signature of CE Certificate Director/Co-ordinator	Print Name	Date

2. Reason for Substitution/Directive:

3. Enrollment Information (check one)

I am currently enrolled in this course I have already completed this course I would like to enroll in this course

Semester/Year: _____

GPA ADJUSTMENTS: If you would like to have your original course (if already completed) removed from your GPA calculation, complete the GPA Adjustment Form available at www.ryerson.ca/forms and submit prior to the final date to add a course for that term.

Student Signature _____ **Date:** _____

NOTE: Approved course substitution/directives can be viewed by running an unofficial transcript on RAMSS within five business days after the completed form is submitted to Curriculum Advising. For instructions and detailed information on running an unofficial transcript visit www.ryerson.ca/currentstudents and click on the "RAMSS Support" link.
Denied decisions are emailed to students' Ryerson email account only.

CURRICULUM ADVISING USE ONLY

Approved Signature: _____ Date: _____
 Denied Comments: _____

CONTINUING EDUCATION (CE) COURSE SUBSTITUTION / COURSE DIRECTIVE DEFINITIONS

1. A Course Substitution/Course Directive enables a Certificate student to substitute one Ryerson course for another within their program curriculum. All certificate or degree level courses successfully completed at Ryerson during the student's program studies and/or prior to their enrollment in a Certificate program are eligible for substitution (subject to assessment for program relevancy).
2. A Course Substitution/Course Directive is not a statement of equivalency between two courses; it is a singular Substitution for one student.
3. Approval of a Substitution/Directive does not override any other enrollment criteria (i.e., prerequisites).
4. A Course Substitution determines whether a course that is not part of the normal curriculum for a Certificate program can be used in place of a specific course in the Certificate's normal curriculum.
5. A Course Directive determines whether a course that is not part of the normal curriculum for a Certificate program can be used for credit for an elective group requirement in a prescribed group within the Certificate's normal curriculum.

CE COURSE SUBSTITUTION / COURSE DIRECTIVE INSTRUCTIONS

1. Complete personal information and Parts 1-3.
2. Ensure that the substitute course meets all program requirements and does not violate any restrictions applicable to your program (see The G. Raymond Chang School of Continuing Education online Calendar for information).
3. Obtain all required signatures as applicable (see front of form) prior to submitting the form to Curriculum Advising for final approval.
4. Submit form to Curriculum Advising and keep a copy for your records. Allow five business days for processing.
5. Approved Substitutions/Directives can be viewed on the unofficial transcript. For instructions and detailed information visit www.ryerson.ca/currentstudents and click on the "RAMSS Support" link.

COURSE SUBSTITUTION / COURSE DIRECTIVES REGULATIONS

- Course Substitutions/Directives must be authorized prior to enrollment in and completion of the course;
- Decisions are NOT VALID until approved by Curriculum Advising, even if the student has already completed the course;
- The substitute course must be of equal value (e.g., one multi- or two single-term courses cannot be substituted for one single-term course; one single-term course cannot be substituted for a multi-term course);
- Certificate level courses and those designated as "course series" courses are not acceptable for substitution for degree level courses;
- **Courses designated as "course series" are not acceptable for substitution towards Certificate level courses;**
- A Course Substitution assesses the suitability of the substitute course only;
- Only courses and transfer credits successfully completed will be used for graduation purposes;
- The substitute course may be used only once towards graduation requirements;
- A Course Substitution/Course Directive will be used for graduation purposes only and does not change the student's Career or Cumulative Grade Point Average;
- If the student is making a substitution for a previously completed course, the student must complete a GPA Adjustment Form available at www.ryerson.ca/forms and submit prior to the final date to add a course for that term.

Please direct inquiries to: Curriculum Advising, Ryerson University, Tel: 416-979-5151 or email: gradinfo@ryerson.ca