

# UNDERGRADUATE DEGREE COURSE SUBSTITUTION / COURSE DIRECTIVE FORM

Student ID No.

Program and Plan

First Name(s)

Last Name

Phone Number (day)

Ryerson E-mail

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

### A: COURSE SUBSTITUTION

I wish to use the course

to substitute for the specific course

*\*Complete Part C if this is a Lib. Studies 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 Chair/Director of student's Program Department	Print Name	Date

### B: COURSE DIRECTIVE

I wish to use the course

as an unspecified Professional or Professionally-Related course  
(specify Table or Group only)

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____	_____
		Signature of Chair/Director of student's Program Department	Print Name	Date

### C: LIBERAL STUDIES

I wish to use the course

as an unspecified Liberal Studies course  
(specify Upper or Lower Level only)

UL  LL

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____	_____	_____
		Signature of Arts Department Representative	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](http://www.ryerson.ca/forms) and submit prior to the final date to add a course for that term.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### CURRICULUM ADVISING USE ONLY

Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Denied Comments: \_\_\_\_\_

## **COURSE SUBSTITUTION / COURSE DIRECTIVE DEFINITIONS**

1. A Course Substitution/Course Directive enables an undergraduate student to substitute one Ryerson course for another within their program curriculum. All degree level courses successfully completed at Ryerson during the student's program studies and/or prior to their admission to an undergraduate 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 or Directive for one student.
3. Approval of a Substitution/Directive does not override any other enrollment criteria (i.e., requisites).
4. A Course Substitution determines whether a course that is not part of the normal curriculum for a program can be used in place of a specific course in the program's normal curriculum. It does not replace any prerequisite requirements in order to enroll in courses.
5. A Course Directive determines whether a course that is not part of the normal curriculum for a program can be used for credit for a non-specific course in a prescribed group within the program's normal curriculum.

## **COURSE SUBSTITUTION / COURSE DIRECTIVE INSTRUCTIONS**

1. Complete personal information and Parts 1-3.
2. Ensure that the substitute course meets all program and requisite requirements and does not violate any restrictions applicable to your program (see the Ryerson Undergraduate Calendar for information).
3. Obtain authorization signatures from the Teaching or Arts Department of the course you are asking to have a substitution for (not necessary if you are directing a course to an elective group in your program).
4. Obtain authorization signature of your Program Department (always required).
5. Submit form to Curriculum Advising and retain a copy for your records. Allow five business days for processing.
6. Approved Substitutions/Directives will be reflected on the student's Advisement Report accessible through RAMSS ([my.ryerson.ca](http://my.ryerson.ca)). Students whose applications are denied will be notified via their Ryerson email address.

## **COURSE SUBSTITUTION / COURSE DIRECTIVES REGULATIONS**

- Decisions are NOT VALID until approved by Curriculum Advising, even if the student has already completed the course;
- Approval is always required from the student's Program Department;
- Approval may be required from the Teaching Department or Arts Department;
- Courses being used for substitution must belong to the same area of study (e.g., a Professional or Professionally-Related course may not be substituted for a Liberal Studies 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;
- A Course Substitution assesses the suitability of the substitute course only;
- Only courses students are enrolled in and successfully complete will be used for graduation purposes;
- Course Substitutions/Directives are not applicable towards Minor requirements;
- The substitute course may be used only once towards graduation requirements;
- The substitute course will not appear on a student's Advisement Report until the student is enrolled in and has completed the course;
- Courses directed to an elective group will only be reflected on the student's Advisement Report once a passing grade is achieved in the approved course;
- 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](http://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](mailto:gradinfo@ryerson.ca)