

# GRADUATE DEGREE COURSE SUBSTITUTION

(Please read instructions on reverse side before completing)

STUDENT ID # \_\_\_\_\_ PROGRAM \_\_\_\_\_ PROGRAM CODE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

Phone (day) \_\_\_\_\_ Ryerson e-mail \_\_\_\_\_ Date \_\_\_\_\_

## I. SUBSTITUTION INFORMATION (students are not to write in shaded areas)

I wish to use the course\*: \_\_\_\_\_ in place of the following:  
(Course Code and Title – eg., EE 8103 Random Processes)

ELECTIVE COURSE (if applicable, indicate which elective group): \_\_\_\_\_

Signature of <b>student's</b> Graduate Supervisor	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____
_____	_____	Date
Print Name	_____	Comments

REQUIRED OR REQUIRED GROUP COURSE: \_\_\_\_\_

Signature of <b>student's</b> Graduate Supervisor	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____
_____	_____	Date
Print Name	_____	Comments

II. SEMESTER/YEAR COURSE TAKEN OR TO BE TAKEN: \_\_\_\_\_

## III. REASON FOR SUBSTITUTION:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Course taken or to be taken is not part of normal curriculum | <input type="checkbox"/> Course is not available this semester | <input type="checkbox"/> Timetable conflict |
| <input type="checkbox"/> Course is no longer available                                | <input type="checkbox"/> Equivalent course previously taken    |   |
|   | <input type="checkbox"/> Other (Please specify) _____          |   |

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## IV. FINAL ASSESSMENT

Signature of Graduate Program Director	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____
_____	_____	Date
Print Name	_____	Comments
Signature of Assistant Registrar, Graduate Studies	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	_____
_____	_____	Date
Print Name	_____	Comments

NOTE: Please make a copy of this form before submitting it to the Assistant Registrar, Graduate Studies

Students whose applications are denied will be notified by their program via their Ryerson email address if it is provided above.

## **COURSE SUBSTITUTION DEFINITIONS**

1. A Course Substitution enables a graduate student to substitute one Ryerson course for another within their program curriculum. All degree level courses successfully completed in the School of Graduate Studies at Ryerson during the student's program studies are eligible for substitution (subject to assessment for program relevancy).
3. A Course Substitution is not a statement of equivalency between two courses; it is a singular Substitution for one student.
4. Approval of a Substitution does not override any other enrollment criteria (i.e. requisites)
5. 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.

## **COURSE SUBSTITUTION/DIRECTIVE INSTRUCTIONS**

1. READ ALL INSTRUCTIONS AND THE REGULATIONS BELOW.
2. Complete personal information and Parts I, II, III.
3. Ensure that the substitute course meets all program and requisite requirements and does not violate any restrictions applicable to your program (see the Ryerson Graduate Calendar for information).
4. Obtain authorization signature of your Program Supervisor and Program Director. Approval does not guarantee enrollment in the substitute course. Enrollment is subject to space availability.
5. Submit a copy of the form to the Assistant Registrar, Graduate Studies for approval, and retain an additional copy for your records.
6. Approved Substitutions will be forwarded by the Assistant Registrar to your Program Administrator who will retain a copy for your file.
7. If your application is denied, you will be notified by your Program Administrator via your Ryerson email address, if it is provided on the application. You will not be allowed to enroll in the course, nor will you be allowed to use it for graduation purposes.

## **COURSE SUBSTITUTION REGULATIONS**

- Decisions are NOT VALID until approved by your Supervisor, Program Director and the Assistant Registrar, Graduate Studies, even if you have already completed the course;
- Course Substitutions must be approved before the start of the term in which you want to take the course.
- The substitute course must be a graduate level course of equal credit value.
- Only courses in which you enroll and which you successfully complete will be used for graduation purposes;
- The substitute course may be used only once towards graduation requirements;
- A Course Substitution will be used for graduation purposes and will be included in your Cumulative Grade Point Average.

Please direct inquiries to your Graduate Program Administrator