

Course Substitution Request

Regulation 2(d)

Fillable Form . Please ensure that ALL sections of the form are completed.

Submit by email to:
OSE.APC@queensu.ca

Personal Information	Surname:	Given Name:	Student Number:
	Phone Number:	Program and Year:	Option:
	Queen's Email Address:	Student Signature:	Date:

Payment Information (if applicable)	For courses taken outside Queen's University, there is a fee per letter of permission to help defray administrative costs. A separate letter of permission is required for each institution. There is no limit to the number of courses on a letter. If requests for courses at the same institution are not included on a single application, there will be a charge for each subsequent application. Payment must be made via credit card*, cheque or money order made payable to Queen's University. *Credit card payments can be made on-line at https://shop.smithengineering.queensu.ca/		
	Payment Included:	Method of Payment:	Cheque NO. (to be completed by Faculty Office)

	Personal information collected on this form is collected under the authority of the Royal Charter of 1841, as amended. The information collected on this form may be retained in the student's file, will be used to process this request, and will be shared with Queen's personnel who need the information to perform their duties. If you have any questions about the information collected or how it will be used, please contact the Freedom of Information and Protection of Privacy Coordinator, Smith Engineering, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.
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	Regulation 2 (d) An upper year student may request permission for substitution of a course in their program by a similar course, either at Queen's or elsewhere, by application to the Smith Engineering Faculty Board Committee. This request must be submitted prior to completing the substitute course. Approval for a request for a course substitution must be recommended by the instructor of the prescribed course and the Department. For courses other than Complementary Studies, the request will normally only be considered if the institution offering the course has an accredited engineering program and if the student has an Engineering Cumulative Grade Point Average (ECGPA) of at least 1.6. If a request to take a substitute course at another institution is approved, Smith Engineering will issue a Letter of Permission to allow the student to enroll in the course
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APC Request	Queen's course to be substituted:	Course:	Term:	Units:	
	Proposed course:	Course:	Term:	Units:	
	Institution offering proposed course:				
	Has this course been taken already? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Reasons for making this request: (please explain why the proposed course is an acceptable substitute for the Queen's course and use the back of the form, if necessary). If you are proposing to take a graduate-level course, please see the back of this page.				
	NOTE: If the proposed course is to be taken at an institute other than Queen's, it is <u>your responsibility</u> to ensure that the following official documentation is provided prior to the submission of your request. Applications that are not accompanied by this documentation will be classified as incomplete and will not be considered.				
	<input type="checkbox"/> Course Syllabus <input type="checkbox"/> Total # of lecture/lab/tutorial hours <input type="checkbox"/> Course Grading Scheme				
	Instructor of Queen's course to be substituted: Is the proposed course an acceptable substitution for your course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Further Comments:					
Signature of Queen's Instructor:				Date:	

PLEASE CONTINUE TO PAGE TWO

	Undergraduate Chair: Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No Further Comments:	
	Signature of Undergraduate Chair:	Date:
For Faculty Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
	APC Chair Signature:	Date:

PLEASE NOTE: Undergraduate Student Enrolment in Graduate Courses : Outstanding undergraduate students may be permitted to take graduate courses under the following conditions:

- i. enrolment of undergraduates in graduate courses needs the approval of the instructor and the Chair of Undergraduate Studies in their Department/Program of concentration and the School of Graduate Studies;
- ii. permission to enroll in a graduate course as part of an undergraduate program is only available to fourth year students whom the department/program deems outstanding (generally taken to mean first class standing);
- iii. upon the recommendation of the Graduate Department/Program to the Faculty Graduate Council/Committee, and with the agreement of the School of Graduate Studies, graduate courses taken by an undergraduate student may be applied as credit towards a subsequent graduate degree, provided that those graduate course credits have not been credited towards any other degree of any kind; however see iv. below;
- iv. A graduate course or courses taken by an undergraduate student may be applied as credit towards both the undergraduate degree and the subsequent graduate degree, as part of an approved combined Bachelor's/Master's degree program;
- v. registration of an undergraduate in a graduate course which is NOT part of an undergraduate program or an approved combined Bachelor's/Master's degree program must take place through the School of Graduate Studies.

The registration must be as a special student and meet the conditions set out in the School of Graduate Studies calendar. Fees for graduate courses taken as a special student will be assessed in addition to undergraduate fees. See Admission and Registration, Special Student.