

# Course Substitution Request

Smith Engineering

(Exchange or Letter of Permission)

Regulation 2(e)

Submit to: Rm 300, Beamish-Munro Hall

Please print NEATLY. Please ensure that ALL sections of the form are completed.

[gse.apc@queensu.ca](mailto:gse.apc@queensu.ca)

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

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.

**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.

Payment Information	For courses taken on a Letter of Permission outside of Queen's, there is an administrative fee (\$60.00 *Credit card payments can be made <u>on-line</u> at <a href="http://forms.engineering.queensu.ca">http://forms.engineering.queensu.ca</a> )		
	Payment Included:	Method of Payment:	Cheque No. (to be completed by Faculty Office)

APC Request	Institution offering proposed course(s):				
	Queen's course to be substituted:	Units:	Proposed course:	Units:	Instructor Signature:

	<p><b>NOTE: It is the <u>student's responsibility</u> to ensure that the following official documentation is provided for each proposed course above prior to the submission of this request. Applications that are not accompanied by this documentation will be classified as incomplete and will not be considered.</b></p> <p> <input type="checkbox"/> Course Syllabus         <input type="checkbox"/> Total # of lecture/lab/tutorial hours         <input type="checkbox"/> Course Grading Scheme       </p>
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	<p><b>Undergraduate Chair:</b> Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Further Comments:</p>	
	Signature of Undergraduate Chair:	Date:

<b>For Faculty Office Use Only</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
	APC Chair Signature:	