

ART EDUCATION

Graduate Course Substitutions

A course substitution is a request to take a course that is not part of program requirements. This new course will be used to meet the student's program requirements. For example, Art Education topics are substituted for topics-oriented courses in other departments.

Substitutions are for courses inside and outside of Art Education or Independent Studies offered in ARTE, including at other universities, and must be submitted two weeks before the term's DNE deadline. Substitution requests are reviewed on a case-by-case basis.

Steps for Students

1. Complete the department form on the next page.
2. Prepare a brief summary explaining the reason(s) for your request:
 - Include the title, credit value, course number, course description, department, and university
 - Why that course is needed to advance your program of study
 - A brief description of how this substitution is an equivalent course to the Art Education course being substituted
3. An email from the host department confirming acceptance of the student in the course.
4. An email from the student's supervisor approving the substitution (MA Thesis and PhD students only).

Submit all as 1 PDF at least 2 weeks before the term DNE deadline. Incomplete requests will not be reviewed.

NOTES

Elective requirements do not require a course substitution; only program requirements do.

Course substitutions do not allow for an alternate course to be substituted after approval. If you decide the original course is not applicable to your program of study, you will need to submit another request for a different course substitution.

Retroactive course substitutions will only be considered in extenuating circumstances, such as a last-minute course cancellation, medical exemptions, or unforeseen events.

Art Education

Course Substitution Form

Student information	
Date of Request	
Student Name	
Student ID	
Concordia Email	

Course Substitution Information	
Department Name	
University Name (if applicable)	
Course Information (name, number, term, section, and credit value)	
ARTE Course Substituted	

Include the following with the above information in one PDF.

1. **Summary Rationale.** Include a brief summary outlining the course substitution rationale and the title, credit value, course number, course description, department, and university; why this course is needed to advance your program of study, and a brief description of how this substitution is an equivalent course to the Art Education course.
2. **Email from Host Department.** Include written confirmation from the host department that you have been accepted for the course.
3. **Email Supervisor Approval (MA Thesis and PhD only).** Include the email from your supervisor approving the course substitution.

Submit all as 1 PDF at least 2 weeks before the term DNE deadline to ARTE Graduate Program Assistant (arte.gpa@concordia.ca) for Graduate Program Director (GPD) Approval.

Incomplete requests will not be reviewed.