

ART EDUCATION COURSE SUBSTITUTIONS

A course substitution is a request for a student to take a course that is not part of their program requirements instead of a course that is. 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, or Art Education studio courses are substituted for studio-oriented courses elsewhere.

Substitutions are for courses outside of the program of enrolment, including at other universities, and must be submitted a minimum of two weeks in advance of the course start date. Substitution requests are reviewed on a case by case basis and exceptions to academic requirements are made under extenuating circumstances.

Steps for graduate students to requesting a course substitution:

1. Complete the department form.
2. Prepare a 1 page 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 work
 - A brief indication of how this substitution is an equivalent course to the Art Education course being substituted
3. An email from the student's supervisor approving the substitution, if applicable.
4. An email from the course instructor confirming there is no enrolment restriction and the student has confirmed with the course instructor they can register in the following term.

Submit all as 1 PDF a minimum of two weeks before the start date of the course. Incomplete requests will not be reviewed.

NOTE:

Course substitutions do not allow for an alternate course to be substituted after approval. If you decide the original course is not of interest, another request is needed for a different course substitution.

If you are missing credits in your program of study, you cannot retroactively substitute for those credits with unrelated courses.

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

October 2019

Art Education

Course Substitution Request Form

Student Information	
1.	<input type="checkbox"/> DATE OF REQUEST: _____
	STUDENT NAME: _____ <div style="display: flex; justify-content: space-between; font-size: 10px; margin-top: 5px;"> First name Last Name </div>
	Student ID# _____
	Current level of study _____ <div style="text-align: center; font-size: 8px; margin-top: 5px;">(M.A. or Ph.D.)</div>
	Email address: _____
	Student's Signature: _____

Host Department input area	
2.	<input type="checkbox"/> Department Name: _____ <div style="text-align: right; font-size: 10px; margin-top: 5px;">(ie. Art History)</div>
	Desired Course: _____ <div style="display: flex; justify-content: space-between; font-size: 8px; margin-top: 5px;"> name number term section credit value </div>
	Approved by: _____ <div style="text-align: right; font-size: 10px; margin-top: 5px;">(Print name)</div>
	Authorized Signature: _____

3.	<input type="checkbox"/> Attach the course description to this form.
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Art Education Student's Advisor	
4.	<input type="checkbox"/> I authorize the above student to register for the course: _____ <div style="text-align: right; font-size: 10px; margin-top: 5px;">(same as course named above)</div>
	as a substitute for course: _____ <div style="display: flex; justify-content: space-between; font-size: 8px; margin-top: 5px;"> name number credit value </div>
	Advisor Signature _____

5.	<input type="checkbox"/> Submit to Art Education Office at least 24 hours prior to registration deadline.
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Dear Graduate Student please take note:

Incomplete forms shall not be processed.