

CONTINUING EDUCATION CERTIFICATE EXCEPTION (SUBSTITUTION/DIRECTIVE) FORM

Please complete form by downloading and using an Adobe product, such as Reader or Acrobat. Digital signatures are required for accessibility.

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Student I.D. Number: _____

Certificate Program _____

First Name (s) _____

Last Name _____

Phone Number (day) _____

TMU Email _____

PART 1. Substitution/Directive Information - Please read carefully then complete A or B.

A: COURSE SUBSTITUTION

I wish to use the course _____ to substitute for the specific course _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature of Chair/Director of the Teaching Department	Print Name	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature of CE Certificate Director/Co-ordinator	Print Name	Date

B: COURSE DIRECTIVE

I wish to use the course _____ as an unspecified course within an Elective Group (specify Group if applicable) _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature of CE Certificate Director/Co-ordinator	Print Name	Date
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PART 2. Reason for Substitution/Directive

PART 3. Enrolment Information (check one)

I am currently enrolled in this course

I have already completed this course

I would like to enrol in this course

Semester/Year _____

Signature

Date (dd/mm/yy)

Please email completed form (with all required signatures) to gradinfo@torontomu.ca.

NOTE: Approved course substitution/directives can be viewed by running an unofficial transcript on MyServiceHub within five business days after the completed form is submitted to Curriculum Advising. For instructions and detailed information on running an unofficial transcript visit www.torontomu.ca/myservicehub-support/.

Denied decisions are emailed to students' TMU email account only.

CURRICULUM ADVISING USE ONLY

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Signature: _____	Date: _____
		Comments: _____	

DEFINITIONS

1. A Course Substitution/Course Directive enables a Certificate student to substitute one TMU course for another within their program curriculum. All certificate or degree level courses successfully completed at TMU during the student's program studies and/or prior to their enrolment in a Certificate program are eligible for substitution (subject to assessment for program relevancy).
2. A Course Substitution/Course Directive is not a statement of equivalency between two courses; it is a singular Substitution for one student.
3. Approval of a Substitution/Directive does not override any other enrolment criteria (i.e., prerequisites).
4. A Course Substitution determines whether a course that is not part of the normal curriculum for a Certificate program can be used in place of a specific course in the Certificate's normal curriculum.
5. A Course Directive determines whether a course that is not part of the normal curriculum for a Certificate program can be used for credit for an elective group requirement in a prescribed group within the Certificate's normal curriculum.

INSTRUCTIONS

1. Complete personal information and Parts 1-3.
2. Ensure that the substitute course meets all program requirements and does not violate any restrictions applicable to your program (see The G. Raymond Chang School of Continuing Education online Calendar for information).
3. Obtain all required signatures as applicable (see front of form) prior to submitting the form to Curriculum Advising for final approval.
4. Email completed form with required Department signatures to gradinfo@torontomu.ca and keep a copy for your records. Allow five business days for processing.
5. Approved Substitutions/Directives can be viewed on the unofficial transcript. For instructions and detailed information visit www.torontomu.ca/myservicehub-support.

REGULATIONS

- Course Substitutions/Directives must be authorized prior to enrolment in and completion of the course;
- Decisions are NOT VALID until approved by Curriculum Advising, even if the student has already completed the course;
- The substitute course must be of equal value (e.g., one multi- or two single-term courses cannot be substituted for one single-term course; one single-term course cannot be substituted for a multi-term course);
- Certificate level courses and those designated as "course series" courses are not acceptable for substitution for degree level courses;
- **Courses designated as "course series" are not acceptable for substitution towards Certificate level courses;**
- A Course Substitution assesses the suitability of the substitute course only;
- Only courses and transfer credits successfully completed will be used for graduation purposes;
- The substitute course may be used only once towards graduation requirements;
- A Course Substitution/Course Directive will be used for graduation purposes only and does not change the student's Career or Cumulative Grade Point Average;