RYERSON UNIVERSITY

UNDERGRADUATE DEGREE COURSE EXCEPTION (SUBSTITUTION/DIRECTIVE) FORM

Student I.D. Number:

Program and Plan (Undeclared plan (major) is not eligible for course exception)

First Name (s)

Last Name

Phone Number (day)

Ryerson Email

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

A: COURSE SUBSTITUTION

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

*Complete Part C if this is a Liberal Studies Course

☐ Approved ☐ Denied

_____
Signature of Chair/Director of the Teaching Department

_____
Print Name

_____
Date

☐ Approved ☐ Denied

_____
Signature of Chair/Director of student's Program Department

_____
Print Name

_____
Date

B: COURSE DIRECTIVE

I wish to use the course _____

towards Professional, Professionaly Related or Open Elective requirements (specify Table or Group only) _____

☐ Approved ☐ Denied

_____
Signature of Chair/Director of student's Program Department

_____
Print Name

_____
Date

C: LIBERAL STUDIES

I wish to use the course _____

as a Liberal Studies course (specify Upper or Lower Level only)   UL   LL

☐ Approved ☐ Denied

_____
Signature of Faculty of Arts Representative

_____
Print Name

_____
Date

PART 2. Reason for Substitution/Directive

_____

_____

_____

I understand that the **decisions** indicated on this application **are not final until authorized and confirmed by Curriculum Management: Curriculum Advising**

_____
Signature

_____
Date (dd/mm/yy)

Please submit completed form (with all required approvals/signatures) to the ServiceHub, POD 150.

DEFINITIONS

1. A Course Exception allows an undergraduate student to substitute one Ryerson course for another within their program curriculum. A Course Exception is not a statement of equivalency between two courses: each application is reviewed independently from any other - it is a single course Substitution or Directive assigned for an individual student.

2. A Course <u>Substitution</u> determines whether a course, which is not part of the normal curriculum requirements of a program, can be <u>used in place of a specific course</u> in the program's normal curriculum. It does not replace any prerequisite/co-requisite requirements for enrolment into courses.

3. A Course <u>Directive</u> determines whether a course which is not part of the normal curriculum requirements of a program can be <u>used for credit for a non-specific course</u> in a prescribed group within the program's normal curriculum.

RULES AND REGULATIONS

1. Students enrolled in an Undeclared Program/Plan (Major) are *not eligible* to apply for a Course Exception (Substitution/Directive).

2. Application decisions are *Not Valid* until confirmed by Curriculum Management: Curriculum Advising Office, even if the course has already been successfully completed by the student.

3. The Substitute course must be of equal value as the course it is replacing e.g. one single-term (one count) course *cannot* be substituted for a two-term (2 count) course.

4. Only degree-level courses can be used to fulfill degree-level course requirements.

5. Course Exceptions are not applicable toward satisfying the requirements of a Minor.

6. A Course Exception is used to satisfy the curricular requirement for graduation only. Approval of a course exception *does not* change your *CGPA*.

7. GPA ADJUSTMENTS: The original, final course grade can be removed from the program GPA calculation with approval. Complete the GPA Adjustment Form and submit no later than the final date to add a course for the term in which the GPA Adjustment applies.

INSTRUCTIONS

1. Complete personal information and Parts 1-3.

2. Ensure that the course you wish to use as a course exception meets all requisite requirements and does not violate any program restrictions (see the Ryerson Undergraduate Calendar for information).

3. Obtain the appropriate approvals/signatures:

   * Courses that are to be used to fulfill a Liberal Studies Requirement, must have the approval/signature of the Liberal Studies Co-ordinator, Faculty of Arts.

   * A request to use a specific course to replace another specific course within a program (Course Exception - Substitution) must have the approval/signature(s) from the teaching department for the course that will be used as the substitution, as well as from your program.

   * A request to use a course to fulfill an elective requirement in your program must have the approval/signature of your program.

4. Submit completed form with required Department approval/signatures to the ServiceHub, POD 150 and retain a copy for your records. Allow **a minimum of five business days from the time your request has been evaluated by the teaching and/or program departments for processing**. Please note that processing times may be longer during peak periods.

5. Authorized and confirmed Course Exceptions will be reflected on your Academic Advisement Report (AAR) which can be generated and viewed via RAMSS (my.ryerson.ca > Student Centre > other academic > Academic Requirements > View Advisement Report). Application decisions that are not approved (they are denied) are emailed to your @ryerson email account.

CURRICULUM ADVISING
350 Victoria Street, Toronto, Ontario, Canada M5B 2K3
www.ryerson.ca/curriculumadvising | gradinfo@ryerson.ca | Tel: 416-979-5151 |Fax: 416-979-5207

To learn about Ryerson's Policy on the
protection of personal information visit
www.ryerson.ca/privacy
CurrMgt Form Jan/2018