

# Course Substitution Request

## Regulation 2(e)

Faculty of Engineering and  
Applied Science



Submit to: Rm 300, Beamish-Munro Hall  
Fax: 613-533-6500

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

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

Payment Information (if applicable)	For courses taken outside Queen's University, there is a \$60.00 fee per letter of permission to help defray administrative costs. A separate letter of permission is required for each institution. There is no limit to the number of courses on a letter. If requests for courses at the same institution are not included on a single application, there will be a charge for each subsequent application. Payment must be made via credit card*, cheque or money order made payable to Queen's University. *Credit card payments can be made in person at the Faculty Office (RM 300, BMH) or on-line 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)

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, Faculty of Engineering and Applied Science, Beamish-Munro Hall, Rm 300, or phone 613-533-2055.
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<b>Regulation 2 (e)</b> An upper year student may request permission for substitution of a course in his/her program by a similar course, either at Queen's or elsewhere, by application to the Operations Committee prior to enrolling in 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 a cumulative average of at least 60 percent. If a request to take a substitute course at another institution is approved, the Faculty of Engineering and Applied Science will issue a Letter of Permission to allow the student to enroll in the course.
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APC Request	Queen's course to be substituted:	Course:	Term:	Units:	
	Proposed course:	Course:	Term:	Units:	
	Institution offering proposed course:				
	Has this course been taken already? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Reasons for making this request: (please explain why the proposed course is an acceptable substitute for the Queen's course and use the back of the form, if necessary). If you are proposing to take a graduate-level course, please see the back of this page.				
	<b>NOTE: If the proposed course is to be taken at an institute other than Queen's, it is <u>your responsibility</u> to ensure that the following official documentation is provided prior to the submission of your request. Applications that are not accompanied by this documentation will be classified as incomplete and will not be considered.</b>				
	<input type="checkbox"/> Course Syllabus <input type="checkbox"/> Total # of lecture/lab/tutorial hours <input type="checkbox"/> Course Grading Scheme				
	Instructor of Queen's course to be substituted: Is the proposed course an acceptable substitution for your course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Further Comments:					
Signature of Queen's Instructor:				Date:	

PLEASE CONTINUE TO PAGE TWO

	<b>Undergraduate Chair:</b> Do you support this request? <input type="checkbox"/> Yes <input type="checkbox"/> No Further Comments:	
	Signature of Undergraduate Chair:	Date:

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

PLEASE NOTE: If you are proposing to take a graduate-level course at Queen's University, note that the regulations in the School of Graduate Studies require that you meet these conditions:

1. You must be in your final year of study.
2. You must have an average of at least 80%.
3. You must obtain the approval of the course instructor, the Chair of Undergraduate Studies, Academic Progress Committee, and the School of Graduate Studies and Research.

Please note that graduate-level courses taken as part of an undergraduate program will not count for credit in a graduate-degree program.

Please see <http://www.queensu.ca/sgs/forstudents/policiesprocedures.html#courseq> for further details about the School of Graduate Studies and Research Regulation.