

Course Substitution Form

Faculty of Graduate Studies

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|---------------------------------|----------------|
| Last Name, First Name, Initials | Student ID# |
| Program | UWindsor Email |

I wish to have the following course approved to be used as credited toward my current degree:

| | |
|------------------------------------|-----------------|
| Course Code | Title of Course |
| Semester/Year course will be taken | |

2. Rationale and Advisor recommendation

The course substitution must be appropriate to your Plan of Study. Provide a rationale, print this form and have your advisor/graduate coordinator sign it.

All course substitutions must be approved and submitted by the last day for registration in the term in which the course will be taken.

| | |
|-----------------------------------|------|
| Advisor Signature (if applicable) | Date |
|-----------------------------------|------|

Instructions: This form needs to be submitted as a **Service Request** in UWinsite Student. Login to your student account - select **Research Tracking** - then **Service Requests** - create **New Service Request** - select **Program Activities** - select **Course Substitution request** - Choose your program - **Add attachment** - Upload this form and any attachments - Add any relevant comments to text box – **Click Submit**