

## FACULTY OF GRADUATE STUDIES COURSE SUBSTITUTION REQUEST FORM

Last Name	First Name	Student ID#
Program		UWindsor Email
<b>REQUESTING APPROVAL OF COURSE TO BE USED AS CREDIT TOWARDS MY CURRENT DEGREE:</b>		
Requested Course Code:	Title of Course:	
As a Substitution for Course Code:	Title of Course:	
This Course Substitution is Considered a Course Repetition: Yes                      No		
Senate Policy regarding <a href="#">Repetition of Courses</a> and <a href="#">Grading and Calculation of Averages</a>		
Institution Where Course Will Be Taken:		
Semester:	Year course will be taken:	
<b>RATIONALE:</b>		
Please provide a rationale for why this course should receive graduate credit in your (the student's) Plan of Study.		
<b>INSTRUCTIONS FOR SUBMISSION OF FORM AND ATTACHMENTS:</b>		
Login to UWinsite Student > Research Tracking > Service Requests > Create New Service Request > Program Activities > Course Substitution Request> Choose Program > Add Attachments (comments can be added to text box) >Submit		
<b>ADDITIONAL REQUIREMENTS TO THIS COURSE-SUBSTITUTION REQUEST:</b>		
<p>I understand that course substitutions must be approved and submitted by the last day of registration in the term in which the course will be taken.</p> <p>Requesting graduate credit for an undergraduate course from any program, submitted <a href="#">Course Add/Drop form</a> with signatures to <a href="mailto:gradst@uwindsor.ca">gradst@uwindsor.ca</a>.</p> <p>Requesting graduate credit for a graduate course from another program, submitted <a href="#">Course Add/Drop form</a> with signatures to <a href="mailto:gradst@uwindsor.ca">gradst@uwindsor.ca</a>.</p> <p>Requesting graduate credit for a course to be taken at another university in Ontario, submitted <a href="#">Ontario Visiting Graduate Student application</a> (OVGS) with signatures to <a href="mailto:gradst@uwindsor.ca">gradst@uwindsor.ca</a>.</p>		
<b>SIGNATURES</b>		
Student Signature:		Date:
Advisor Signature (If Applicable):		Date:
Graduate Coordinator Signature:		Date: