

Office of the Registrar
ACADEMIC ADVISORY EXCEPTION/SUBSTITUTION FORM



Student ID #:	
Student Name: (Last Name, First Name)	
Program/Plan:	
Requirement Term:	
RG RQ LN	
Required Course: (# and Title)	
Substitute Course: (# and Title)	

Reasons for Course Equivalency Substitution

The Senate policy states that course substitutions may be granted in exceptional circumstances. Note that when the original course requirement is available, course equivalencies are not to be granted. Course equivalency must meet the requirements of Senate Policy (To view the policies, go to <http://www.uwindsor.ca/secretariat/48/senate-policies>).

Check one or more of the following:

- the required course is no longer offered
- the required course is not available to the student within the following three semesters
- the required course is not available to the student within a given semester and not permitting the course substitution would prevent the student's normal progression to graduation
- the required course is not available within a time period that includes the graduating semester

Other - Specify:

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Append page with any additional comments or support as needed or requested.

Where the required course and the substitute course are offered by different departments, please confirm:

I have consulted with the appropriate department regarding the proposed course equivalency substitution.

Requested by: _____

Approved by:* _____ Signature:* _____ Date: _____
Dean or Associate Dean

* Signature required

All communications (including signatures, notices, memos, invitations, decisions, etc.) **may be electronic; sent via the user's UWindsor email.** (Bylaw 31, 1.3)