

Technical Elective Substitution Request

Faculty of Applied Science and Engineering – Department of Mechanical and Industrial Engineering
The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971.

Please submit this form to the MIE Undergraduate Office (MC 109 or via email undergrad@mie.utoronto.ca). Requests will only be considered if made prior to the last day to add or substitute courses. Please refer to the current Academic Calendar for specific dates.

Any fourth year MIE student in good standing may request to substitute one technical elective course in each of the 4F and 4W terms. The following conditions apply to all students making a special request for technical elective substitutions in their fourth year:

1. Requests to substitute core courses will not be considered. Students may only request substitutions for technical electives and at most, one per semester.
2. The requested course must fit well within the curriculum of the program
3. The course must have original content. Any requested course that overlaps with course material in your program will not be accepted.
4. The course must meet the minimum content in engineering science and engineering design as designated the Canadian Engineer Accreditation Board.

Enrollment Procedure:

If the course you are interested in taking is a(n):

<p>MIE Course <i>e.g. You are an IndE student wishing to take a MechE course</i></p> <ol style="list-style-type: none"> 1. Obtain approval from the MIE Department using this form. 2. Add the course yourself on ROSI. If it is a core curriculum course, you will need to complete a course request form. 	<p>Non-MIE Course <i>e.g. You are an MechE student wishing to take an ECE course that is not on the approved curriculum list</i></p> <ol style="list-style-type: none"> 1. Obtain approval from the MIE Department using this form. 2. Obtain approval from the course's administering department (e.g. ECE) 3. Add the course yourself on ROSI. If you are unable to, contact the courses administering department to enroll you in the course.
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It is good practice to select an approved MIE technical elective as back-up in the event your substitution request is not approved. Submit this form early if the result of this decision is critical to your fourth year course selections.

NAME (LAST, FIRST): _____
EMAIL: _____
STUDENT NUMBER: _____ **PHONE NUMBER:** _____
PROGRAM: INDUSTRIAL MECHANICAL
COURSE REQUESTED (e.g. ECE411H1F) _____
SESSION (e.g. Winter 2016): _____

COMMENTS:

Does this course conflict with any courses that you are currently enrolled in? YES NO

STUDENT SIGNATURE: _____ **DATE:** _____
AUTHORIZED BY: _____ **DATE:** _____

Internal Use Only		
Min AU:	Course AU:	Academic Status: _____
Min ES:	Course ES:	% Average: _____
Min ED:	Course ED:	<input type="checkbox"/> Student has been notified _____
Notes:		

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If you have any questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office; room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, On M5S 1A1, Tel: 416-946-5835