

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 (drop-off: MC 109 or email: undergrad@mie.utoronto.ca) by the following deadlines for consideration:

FALL SESSION (F) – September 18, 2019 | WINTER SESSION (S) – January 19, 2020

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 course must have original content. Any requested course that significantly overlaps with course material in your program will not be accepted.
3. The course must meet the minimum curriculum requirements (ie. contact hours, content in engineering science and engineering design) as designated by the Canadian Engineering Accreditation Board.

Enrollment Procedure:

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

MIE Course

e.g. You are an IndE student wishing to take a MechE course

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.

Non-MIE Course

e.g. You are a MechE student wishing to take an ECE course that is not on the approved technical elective list

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.

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.

FIRST NAME: _____ LAST NAME: _____

EMAIL: _____ PHONE NUMBER: _____

STUDENT NUMBER: _____ PROGRAM: Mechanical Industrial

COURSE REQUESTED: _____ SESSION: Fall Winter Summer
(eg. MIE231H11F)

Comments:

Does this course conflict with any courses that you are currently enrolled in? Yes No

Student Signature: _____ Date: _____

For Internal Use Only		Academic Status: _____
Min AU:	Course AU:	% Average: _____
Min EU:	Course EU:	<input type="checkbox"/> Student has been Notified
Min ED:	Course ED:	
Authorized By: _____		Date: _____

The University of Toronto respects your privacy. The information on this form is collected to pursuant section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admission, registration, academic programs, university-related student activities, activities of student societies, financial assistance and awards, graduation and university advancement, and for the purpose of statistical reporting to government agencies. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

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