

Request to Enrol in a Graduate Course

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 11, 2023 | WINTER SESSION (S) – January 11, 2024

In exceptional circumstances, fourth year MIE undergraduate students may be granted permission to take a graduate course offered by the Graduate Office, Department of Mechanical and Industrial Engineering. The following conditions apply to all students making a special request for enrollment in a graduate course:

1. Permission of the Graduate Office is required. The Graduate Office may also require the instructor's written permission.
2. A student wishing to enrol in a graduate course must have obtained a Cumulative Grade Point Average (CGPA) of at least 3.0.
3. If approved, the graduate course must be designated as Extra (EXT).
4. The course must have original content. Any requested course that significantly overlaps with course material in your program will not be accepted.
5. The deadline to submit a completed request to enrol in a graduate course form is 7 business days before the last day to add a course for graduate students.
6. Approval of your request does not guarantee enrolment. Graduate students have priority enrolment in graduate courses.

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

Cumulative GPA: _____ COURSE REQUESTED: (e.g. MIE1201HF) _____

SESSION: ☐ Fall ☐ Winter ☐ Summer

Please confirm that you have obtained approval from the Graduate Office (approval must be attached to your request) ☐ Yes ☐ No

DECLARATION: If my request is approved and I am enrolled in a graduate course, I understand that I will have to meet the expectations and deadlines of a graduate course and my marks may not be available until a few weeks later than undergraduate courses.

Student Signature: _____ **Date:** _____

FOR INTERNAL USE ONLY:

To be completed by Undergraduate Associate Chair:

☐ Approved ☐ Denied Undergraduate Associate Chair _____ Date: _____

To be completed by MIE Undergraduate Office:

☐ Enrolment (if applicable) processed ☐ Student has been notified

☐ Copy of this form sent to the Graduate Program Administrator Date: _____

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. 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, McMurich Bldg., 12 Queen's Park Crescent, Toronto, On M5S 1A1, Tel: 416-946-5835