

Master of Industrial Relations and Human Resources Policy Concerning Course Substitutions



INSTRUCTIONS: REVIEW THIS INFORMATION BEFORE YOU COMPLETE THE APPLICATION FOR COURSE SUBSTITUTIONS. CONSULT WWW.CIRHR.UTORONTO.CA FOR COURSE DESCRIPTIONS.

- Applications for course substitutions must be made prior to the start of the program. Late applications will be considered only in special circumstances.
- Not all courses are eligible for course substitutions. Use the application form to review eligible courses.
- Course substitutions do not reduce the length of the student's program or change the program stream into which the student has been admitted.
- Course substitutions will be given only on the basis of completed undergraduate or graduate course work, not on the basis of professional work experience or college-level courses.
- The course being used for substitution must be at least 80% equivalent (as determined by the Graduate Coordinator) to the course for which a substitution is being sought and normally must have been taken within the past ten years. A grade of at least "B" will be required in the equivalent courses taken. A full-year undergraduate course will be given credit towards a half-year MIRHR equivalent course.
- Supporting documents must accompany the application. **Course outlines** are typically best, but course descriptions, reading lists, or other similar descriptive materials may be used. These materials may be mailed with the application, faxed, or sent in an electronic format to the Graduate Coordinator. It is preferred that documents be sent electronically. All supporting materials will be retained by the Centre. Forward your application (and course outlines) to cirhr.gradcoord@utoronto.ca

Centre for Industrial Relations and Human Resources
University of Toronto, Toronto ON M5S 2E8
E-mail: cir.info@utoronto.ca
Fax : 416.978.5696