



COURSE SUBSTITUTION POLICY

**INSTRUCTIONS: REVIEW THIS INFORMATION BEFORE YOU APPLY FOR A COURSE SUBSTITUTION.
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 . Please see the Program Outline form for more information.
- 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.
- IRE1002H substitution requests - a grade of at least “B+” will be required in the equivalent courses taken within the last 5 years.
- All other substitution requests – a grade of at least “B” will be required in the equivalent course taken within the last 10 years.
- A full-year undergraduate course will be given credit towards a half-year MIRHR equivalent course.

APPLICATION INSTRUCTIONS:

To apply for a course substitution please:

1. Via email submit a copy of the full course (week by week topics should be indicated). Include the course number and date the course was completed.
2. Supporting documents should be emailed to Carol Canzano-Hamala at c.canzano@utoronto.ca for review and approval by the Graduate Coordinator.