

# 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 email this form to the MIE Undergraduate Office ([undergrad@mie.utoronto.ca](mailto:undergrad@mie.utoronto.ca)) by the following deadlines for consideration:  
FALL & FULL YEAR SESSION (F & Y) – September 16, 2024 | WINTER SESSION (S) – January 17, 2025

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 (i.e., contact hours, content in engineering science and engineering design) as designated by the Canadian Engineering Accreditation Board.
4. Students are not permitted to submit a technical elective substitute request for a course that has been marked as extra/EXT; courses that are designated as extra/EXT cannot be used to fulfill degree requirements.

## Enrollment Procedure:

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| <p>If the course you are interested in taking is a(n):</p> <p><b>MIE Course</b><br/>e.g. You are an IndE student wishing to take a MechE course</p> <ol style="list-style-type: none"> <li>1. Obtain approval from the MIE Department using this form.</li> <li>2. Add the course yourself on ACORN. If it is a core course (for another program), you will need to complete a course request form.</li> </ol> | <p><b>Non-MIE Course</b><br/>e.g. You are a MechE student wishing to take an ECE course that is not on the approved technical elective list</p> <ol style="list-style-type: none"> <li>1. Obtain approval from the MIE Department using this form.</li> <li>2. Obtain approval from the course's administering department (e.g. ECE)</li> <li>3. Add the course yourself on ACORN. If you are unable to, contact the course's administering department to enroll you in the course.</li> </ol> |
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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.

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 STUDENT NUMBER: \_\_\_\_\_ PROGRAM:  Mechanical  Industrial  
 COURSE REQUESTED (e.g., MIE432H1F): \_\_\_\_\_

The above course will be used to fulfill the technical elective requirement for:  4F  4W

|   |
|---|
| Comments:   |
| Does this course conflict with any courses that you are currently enrolled in? <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|                              |            |  |
|------------------------------|------------|--|
| <b>For Internal Use Only</b> |            | Academic Standing: _____<br>Student has been notified<br>Date: _____ |
| Min AU:                      | Course AU: |  |
| Min ES:                      | Course ES: |  |
| Min ED:                      | Course ED: |  |
| <b>Authorized By:</b>        |            |  |