



299 COLLEGE DR SE
MEDICINE HAT, AB T1A 3Y6

Course Substitution Request

Protection of Privacy

The personal information collected through the Course Substitution form is used for students who have taken a course and want credit for it in their current program. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of this personal information please contact Associate Registrar at, registration@mhc.ab.ca, Medicine Hat College.

Student Information	
Student ID#:	Date:
Student Name:	
Program Name:	

Substitution Requests		
Program Course Code	Substitution Course Code	Approved/Denied

Reason for Substitution:

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Signatures:

Program Coordinator

Date

Associate Dean or Dean

Date

Associate Registrar or Registrar

Date

Comments:

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Course Substitution Information

1. A Course Substitution enables a student to submit Medicine Hat College course(s) for another within their program curriculum.
2. A Course Substitution is not a statement of equivalency between two courses; it is a singular substitution for one student.
3. A Course Substitution determines whether a course that is not part of the normal curriculum for a program can be used in place of a specific course or elective in the program's normal curriculum. It does not replace any prerequisite requirements in order to enroll in courses.
4. Decisions are NOT VALID until approved by the Program Coordinator, Associate Dean or Dean, and the Associate Registrar or Registrar, even if the student has already completed the course.
5. The substitute course must be of equal or greater credit value.
6. A Course Substitution assesses the suitability of the substitute course only.
7. The substitute course may be used only once towards graduation requirements.

Instructions

1. Complete Student Information, Program Course Codes, and Substitution Course Codes.
2. Ensure that the substitute course meets all program and requisite requirements and does not violate any restrictions applicable to your program (See your Program Coordinator or the Medicine Hat College Calendar for information).
3. Submit form to the Registrar's Office or registration@mhc.ab.ca or your Program Coordinator for review.
4. Approved Course Substitutions will be reflected on the student's Degree Progress Audit and the student will receive an email confirmation that the substitution has been approved.