

Application for Sheridan to Sheridan Course Substitution

A course substitution is the granting of credits for previously completed Sheridan courses with equivalent content. This form is to be used for courses that do not have the same course codes, but are 80% equivalent in learning outcomes.

The student should complete the course information on this form, and email it to their program coordinator, including a PDF, or link the official Sheridan course outline. Once reviewed, the coordinator will then forward to the Records Specialist via email.

Date:	Program:
Name	Campus: Davis HMC Trafalgar STC
Student Number:	

Sheridan Course Code:	For office use only:
Sheridan Course Name:	Course substitution approved
	Comments:
Year taken:	Course substitution denied
Semester: Fall Winter Spring/Summer	Comments:
Grade:	Approver Name:
Course type: Postsecondary Continuing Education	Approver Signature:
Equivalent Course Code:	Records Specialist:
Equivalent Course Name:	Recorded on PeopleSoft: Yes No

Sheridan Course Code:	For office use only:
Sheridan Course Name:	Course substitution approved
	Comments:
Year taken:	Course substitution denied
Semester: Fall Winter Spring/Summer	Comments:
Grade:	Approver Name:
Course type: Postsecondary Continuing Education	Approver Signature:
Equivalent Course Code:	Records Specialist:
Equivalent Course Name:	Recorded on PeopleSoft: Yes No

Please note the following: Students should continue to attend classes until official notification that the course substitution has been approved. If the course substitution is approved, and reduces your course/credit load to less than 60%, it will affect your eligibility for OSAP. Check with the Financial Aid Office if you are uncertain of your eligibility. The original grade received will be counted in the GPA calculation of the program the course is transferred to.