



**Equivalence & Substitution Form**

Updated May 25, 2023

**\*Only one request per form**

**As per IPESA, Section 2.19** Equivalence (EQ)

EQ denotes that a student has attained, either through previous studies or through out-of-school training, the objectives of a course required in their program of studies.

The student is entitled to the credits attached to the course which does not have to be replaced by another course. A numeric grade does not accompany an EQ. 14

Equivalences for previous studies are granted by the Registrar on the basis of official transcripts and course descriptions supplied by the previous institution(s) at the request of the student.

**As per IPESA, Section 2.24** Substitution (SU)

SU indicates that the Registrar has authorized the substitution of one course for another course set out in a student's program of studies.

**Purpose of request** (check appropriate box)

Equivalence

Substitution

**Student name & Student ID:** \_\_\_\_\_

**Program code and title:** \_\_\_\_\_

**Target course (enter course number and title):** \_\_\_\_\_

**Justify your request:**

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**Student's signature:**

**Date:**



**Registrar's response:**

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**Registrar's signature:**

**Date:**