



REQUEST TO TAKE A COURSE IN ANOTHER DIVISION

Permission to enroll in a course in another division is only granted exceptionally. You must obtain authorization from: (1) the faculty or division offering the course; and (2) one of your current Arts & Science programs confirming the course can count towards your program of study. Use this form if:

1. You wish to take an undergraduate course offered by the Faculty of Applied Science & Engineering, the Faculty of Music, or the Faculty of Kinesiology and Physical Education; or
2. You wish to take a graduate course offered by a Department or Unit outside of Arts & Science

You do NOT need to use this form if:

- You wish to take a course at UTM, UTSC, or the John H. Daniels Faculty of Architecture, Landscape, and Design; you may enroll in these courses on ACORN provided you meet enrolment controls established by those divisions. Prerequisite requirements from the relevant division would apply.
- You wish to take a course that is pre-approved for use in an A&S program, for example, MSE (Material Science) courses, or certain MUS/HMU/TMU (Music) courses. Enrol through your College Registrar's Office or on ACORN.
- You wish to take a graduate course offered by an Arts & Science Department or Unit – in which case, use the "Request to Take an Arts & Science Graduate Course" form.

Surname	Given Name	
Student Number	Academic Session	
Course Code & Lecture Section	Faculty/Division	Course Title

To be included in which program(s) of study

DECLARATION: If my request is approved and I am enrolled in this course from another division, I understand that I will have to meet the expectations and deadlines of this out-of-division course, and that my marks may not be available at the same time as my other undergraduate courses. If this course is a graduate course, I understand that I cannot use this course toward a University of Toronto graduate program at a later date.

Signature: _____ Date: _____

AUTHORIZATION (Obtained by Student)

Approved by Faculty/Division Offering the Course

Faculty/Division

Name _____ Title _____ Date _____

Approved by Associate Chair/Chair/Director

Department /Program

Name _____ Title _____ Date _____

Note: Once completed, copies of this form should be provided to the Undergraduate Program Office; enrolment in the course can be requested by the department on the Course Management Request system (<https://webapp.artsci.utoronto.ca/department/>)

Note to Faculty/Divisions or Instructors: the mark for this course must be submitted as a percentage grade; letter grades are not acceptable.

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Freedom of Information and Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. In addition, the Ministry of Training, Colleges, and Universities has asked that we notify you of the following: The University of Toronto is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Minister of Training, Colleges and Universities under s. 15 of the Ministry of Training, Colleges and Universities Act, R.S.O. 1990, Chapter M.19, as amended. The ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the ministry for purposes that relate to post-secondary education and training. Further information on how the Minister of Training, Colleges and Universities uses this personal information is available on the ministry's website.

At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.