

College of Education Course Waiver Form – M.Ed. Programs

Name: _____

University ID #: _____

This form should be used if you are transferring a course from another institution or if a required course for your degree is being replaced by another UIC course. One of these forms must be completed for each course in question.
 This form must be signed by your advisor and returned to 3145 ETMSW.

If you are transferring coursework from another institution, you must also complete a Graduate Petition For Transfer Credit Toward An Advanced Degree. This form must be signed by your advisor and returned to 3145 ETMSW. Please be aware of the following rules and regulations with regard to transfer credit:

1. Any course which was taken at another institution and counted towards a degree earned at that institution cannot be transferred to UIC and used toward your degree requirements.
2. If you would like to transfer a course from another institution from which you earned a degree, but the course **did not count towards the degree**, you must get a letter from that institution verifying that the course was not used towards the degree you earned (if it is not clear that the course did not count towards the degree).
3. If you are transferring coursework from another institution, an official transcript from the institution must be submitted with the transfer credit petition form. You should have the institution send the transcript to your home. **DO NOT OPEN THE ENVELOPE.** Bring the completed petition, course waiver forms, and transcripts to the Office of Student Services (3145 ETMSW).
4. The limit on transfer credit is 25% of the hours required for your degree. For most programs this amounts to 8 semester hours. If you would like to transfer in more hours, you will have to complete a separate petition asking the Graduate College to accept the hours beyond 8.

For more information with regard to transfer credit, you may consult the Graduate Catalog.

Area of Specialization (Choose one):

- _____ Early Childhood Education
- _____ Elementary Education w/certification
- _____ Literacy, Language, and Culture (formerly Reading, Writing, & Literacy)
- _____ Secondary Education w/certification
- _____ Educational Studies
- _____ Special Education
- _____ Policy Studies
- _____ Youth Development
- _____ Measurement, Evaluation, Statistics, and Assessment (MESA)

Complete this section ONLY if you are substituting one UIC course for another UIC course

Waived Course (Title and Number): _____

Course taken in place of waived course: _____

Reason for waiver/substitution: _____

Advisor Signature: _____

Date: _____

Complete this section if you are transferring courses from another institution.

Transfer Credit Petition may be required if using transfer course toward a degree requirement.

Transferred Course (Title and Number): _____

Institution course taken at: _____

Credit Hours: _____ **Semester Hours** **Grade:** _____
_____ **Quarter Hours** **Term Taken:** _____

Advisor: Please enter the UIC course which the above course is equivalent to.

UIC course: _____

Reason for waiver/substitution: _____

Advisor Signature: _____

Date: _____