

College of Education Course Waiver Form PhD

Name: \_\_\_\_\_

UIN: \_\_\_\_\_

**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 petition. 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):**

- \_\_\_\_\_ Curriculum Studies
- \_\_\_\_\_ Educational Psychology
- \_\_\_\_\_ Literacy, Language and Culture
- \_\_\_\_\_ Mathematics and Science Education
- \_\_\_\_\_ Social Foundations of Education
- \_\_\_\_\_ Educational Organization and Leadership
- \_\_\_\_\_ Special Education
- \_\_\_\_\_ Urban Education Leadership (EdD)

**What is this waiver for?**

- \_\_\_\_\_ A Degree Requirement
- \_\_\_\_\_ A Certification Requirement
- \_\_\_\_\_ Both of the Above

**Complete this section if you are having a UIC course waived (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: \_\_\_\_\_

**TURN OVER FOR NON-UIC TRANSFER CREDIT!!!!!!**

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

**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:** \_\_\_\_\_