

Office of Academic Records and Registration
REQUEST FOR GRADUATE
COURSE EXEMPTION OR SUBSTITUTION

Graduate students with excellent records of previous graduate coursework and/or extensive work experience may request a substitution from certain graduate program requirements. Please refer to the Waiver Policy below, taken from the Student Handbook.

Name _____ Date _____ ID # _____
 Phone Number _____ Academic Advisor _____
 Graduate Program _____

***** PLEASE NOTE:** *Exemptions and substitutions should be viewed as two separate and different actions. Please read the descriptions below carefully and complete the appropriate box.*

EXEMPTION: *The student is being waived from completing a specific program requirement. This may or may not be associated with a reduction in the total number credits for the program.*

I am requesting to be **exempted from** the following Wheelock course or program requirement:

1.		
	Course Number & Title or Requirement	Number of Credits
2.		
	Course Number & Title or Requirement	Number of Credits

* I am requesting that my program be **reduced** by the following number of credits (if any): _____

* *GRB approval required for program credit reduction – see waiver policy on back of form*

SUBSTITUTION: *The student is using a different course to satisfy a specific program requirement.*

I am requesting to **substitute** a specific program requirement with a different course:

	Program Requirement	Course Used to Substitute for Requirement
1.		
	Course Number & Title or Requirement	Course Number & Title
2.		
	Course Number & Title or Requirement	Course Number & Title

Student's Signature Approved by: (signature required)	Date
Academic Advisor or Department Chair	Date
Academic Dean	Date
Academic Records & Registration	Date

Graduate students who wish to reduce the total number of credit hours required for their programs may request a reduction of program credit hour requirements not to exceed six credit hours to the Graduate Review Board (GRB). Regardless of the reduction granted, students must take at least twenty-seven credit hours at Wheelock to obtain a Master's Degree.

Graduate students who wish to request exemption from graduate program requirements should discuss the appropriateness of the request with their advisors. Requests should be submitted to the student's advisor with a brief written statement and evidence of previous coursework or work experience in support of the request.

Requests for course substitutions are reviewed by the graduate student's advisor, the appropriate academic Dean and the Registrar or Graduate Review Board. Requests for practicum exemptions, credit hour reductions, and exemption from graduate program requirements are reviewed by the graduate student's advisor, the appropriate academic Dean and the Graduate Review Board. The Graduate Review Board reviews requests on a monthly basis during the fall and spring semesters. Requests to the Graduate Review Board must be submitted with supporting documentation at least ten days in advance of the next meeting of the Board. Students are notified in writing of decisions regarding approval or disapproval of requests for course substitutions, practicum exemptions and credit hour reductions.
(Student Handbook 2006-2007, pg. 69)