

**THE UNIVERSITY OF MICHIGAN
SCHOOL OF EDUCATION
CENTER FOR THE STUDY OF HIGHER
& POSTSECONDARY EDUCATION**

PROGRAM IN HIGHER AND POSTSECONDARY EDUCATION

**REQUEST FOR COURSE WAIVER OR SUBSTITUTION FOR MASTER'S OR
DOCTORAL PROGRAM REQUIREMENTS**

This form is intended for students who wish to *waive* or *substitute* courses taken elsewhere for course requirements in their CSHPE program. *Substitution* involves a request to replace a regular CSHPE requirement with a relevant University of Michigan course or educational experience. A *course waiver* means that the student has already completed equivalent coursework or has sufficient career-relevant experience and, therefore, enrollment in the course at the UM is not required.

Students should consult the degree worksheet for the description of degree requirements. All requirements must be met through work in the CSHPE program or approved substitutions or waivers. (See the *Rackham Student Handbook* or <http://www.rackham.umich.edu/StudentInfo/Publications/GSH/html/contents.htm> for information regarding the transfer of credit to the UM.) The policy on substitutions and waivers is as follows:

CSHPE CORE AND FOUNDATION OR CONCENTRATION COURSES: Students may apply up to 6 hours of comparable course work done elsewhere. *A formal request for a course waiver is required.* Requests to substitute other University of Michigan (UM) courses for CSHPE Core and Foundation or Concentration requirements are seldom approved. *If sought, a formal request for substitution is required for both courses taken at UM and elsewhere.*

RESEARCH REQUIREMENT: Students may receive credit for CSHPE approved "equivalent" University of Michigan courses without submitting a request for substitution. *Credit for other UM courses not on the "approved list" requires a formal request for substitution. Credit for "equivalent" course work done elsewhere requires a formal request for a waiver.*

RESEARCH OR ADMINISTRATIVE PRACTICUM: Students may obtain credit for "equivalent" experience and projects done prior to enrollment in CSHPE. *After gaining approval from their advisor, students should submit the Completed Research/ Administrative Practicum Form.*

COGNATE REQUIREMENT: Students must complete appropriate cognate work at UM or elsewhere. This should be supported by transcripts and the advisor's approval on the doctoral and Master's worksheets. A Request for Course Waiver or Substitution Form *is not required.*

COMPREHENSIVE QUALIFYING EXAMINATION AND DISSERTATION: May not be waived or substituted.

Approval of substitutions or waivers can be requested at any time after initial registration, but should be done as early as possible. The approved *Request for Waiver or Substitution Form* should be attached to the student's *Master's* or *Doctoral Degree Worksheet* when applying for candidacy or degree completion. It is the student's responsibility to initiate requests and to obtain supporting materials. A separate form should be submitted for each course or requirement for which a substitution or waiver is requested.

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REQUEST FOR COURSE WAIVER OR SUBSTITUTION

NAME: _____ **DEGREE:** _____

CSHPE REQUIREMENT TO BE WAIVED OR SUBSTITUTED:

Course Number: _____ Course Name: _____

PROPOSED SUBSTITUTION:

Course Number: _____ Course Name: _____

REQUESTED WAIVER RATIONALE:

PROPOSED COMPARABLE OR EQUIVALENT COURSE OR PROJECT: For each course you seek to waive or substitute, attach a transcript showing your grade, a syllabus or course description, and a copy of final paper or project for the course. For practicum projects, describe the practicum and attach a copy of a product for the practicum. Indicate items attached:

Transcript

Syllabus/Course Description

Practicum project

PROGRAM REVIEW AND APPROVAL:

CSHPE Faculty Member Offering

Comparable Core or Concentration Course* : _____
Signature Date

CSHPE Advisor: _____
Signature Date

Program Chair: _____
Signature Date

* Not required for waiver of Practicum.