Coursework Request

Date: _____

Student Name: _____ **Degree Program**: _____

I would like to:

☐ **substitute** the following course: _____

Course prefix, number, and title

for the following AIS course: _____

Course prefix, number, and title

taken/to be taken _____ **at** _____

Semester and Year   Name of Accredited Higher Education Institution

☐ **receive transfer credit* for the following course**: _____

Course prefix, number, and title

taken/to be taken _____ **at** _____

Semester and Year   Name of Accredited Higher Education Institution

☐ **waive** the following AIS course: _____

Course prefix, number, and title

(Note: A course waiver does not provide any units toward the degree.)

☐ **Other (please explain)**

_____

_____

_____

_____

_____

I believe the substitution/transfer/waiver is justified because:

_____

_____

_____

_____

_____

For substitutions and transfers, please attach the following documents: course description, course syllabus & transcript showing date and grade.

(over)

Major Advisor: _____   _____
                               Approved   Not Approved

Curriculum Committee: _____   _____
                               Approved   Not Approved

Director: _____   _____
                               Approved   Not Approved

Students should check The University of Arizona Graduate Catalog for limitations on time to degree, required credits for degree completion, transfer credits, etc. prior to submitting this form to AIS. **http://grad.admin.arizona.edu/catalog/**

* Upon approval by AIS, students who wish to transfer credit must submit a request to the Graduate Degree Certification Office (http://grad.arizona.edu/gcforms/TransferCreditForm.pdf) before the end of their first year of study. Graduate College transfer allowances vary for MA and PhD students.   Students should check The University of Arizona Graduate Catalog at http://grad.admin.arizona.edu/catalog/ before requesting transfer credit(s).

NOTE: **Attach ALL supporting documentation** (i.e. syllabus, course description, transcript)