



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)