

HUNTER COLLEGE SCHOOL OF EDUCATION

Room 1000W (212) 772-4624

REQUEST FOR EXEMPTION OR WAIVER OF A COURSE REQUIREMENT IN A GRADUATE PROGRAM

This is a request for use of an undergraduate or graduate course you have already taken to exempt or waive you from a required course in your program. Exemption or waiver of a course requirement may be granted to a student who has completed a course at another college with the same or similar content as a Hunter College course required in your program. An exemption reduces the number of credits you need to take in your program. A waiver requires you to take an approved elective course of at least the same number of credits at Hunter to replace the waived course. Only matriculated students may be granted exemptions or waivers. All programs have limits on the number of credits from which students may be exempted or waived. See the reverse side of this form for the limit for your program.

Directions:

- 1. Complete this form and attach the following documents: A transcript with the course circled, a copy of the course catalog description, and the course syllabus (if available). Requests that lack this documentation will be returned to the student.
2. Before completing the form, please consult your program coordinator or advisor to determine which Hunter course is the equivalent of the course you took, and be sure to indicate this course number on the form.
3. Submit this form in room 1000 West. In most cases, you will receive a decision on your request within a month if you have submitted all the required documentation. Fall Deadline: November 15. Spring Deadline: April 15. Exemption and waiver requests are not reviewed during the Summer semester.
4. If you are exempted or waived from a course that has field hours, you may be required to complete a field assignment. Field assignments are due no later than the last day of classes of the term prior to finals week, following the term in which the exemption was granted.

Name (first and last) Last four digits of S.S. #

Phone Number Email Address

Name of Hunter Graduate Program

Required Hunter Course to be Exempted/Waived: Course Prefix & Number (e.g., CEDF 703)

Course Title

Student's Signature Date

For faculty use: students do not write below this line

Recommended [] Not recommended []

Faculty signature Date

If this course has field hours, will the student need to complete the field experience requirements for the course?

Yes [] No []

Approved [] Not Approved [] Conditionally Approved (pending completion of fieldwork assignment) []

Signature of Department Chairperson Date

THE ABOVE COURSE IS APPROVED FOR: Exemption [] Waiver []

Dean's Signature Date

PROGRAM LISTING

This chart is provided to guide you in the type of equivalence allowed (exemption or waiver) the type of which depends on the graduate program in which you are matriculated

GRADUATE PROGRAMS		
NAME OF PROGRAM	EXEMPTIONS	WAIVERS <small>Must be replaced with an advisor-approved elective unless one graduate course was waived in lieu of another taken.</small>
ADOLESCENT EDUCATION (GRADES 7-12) BIOLOGY, CHEMISTRY, EARTH SCIENCE, PHYSICS, ENGLISH, MATH, MUSIC PREK-12, LATIN, SOCIAL STUDIES, LANGUAGES	NONE	√
CHILDHOOD ED.	Up to 12 credits	equivalent above 12 credits
CHILDHOOD ED. (BILINGUAL EXT.)	Up to 12 credits	equivalent above 12 credits
CHILDHOOD ED. with a concentration in MATH & SCIENCE (GRADES 1-6)	NONE	√
EARLY CHILDHOOD ED. (PROGRAMS 1&2)	Prog. 1 - up to 6 credits Prog. 2 - up to 5 credits	
EARLY CHILDHOOD ED. (BILINGUAL EXTN.)	Up to 12 credits	equivalent above 12 credits
LITERACY	Up to 6 credits	equivalent above 6 credits
COUNSELING/REHABILITATION	NONE	√
COUNSELING/SCHOOL	NONE	√
T.E.S.O.L. (PROGRAMS 1, 2 & ADULT)	Up to 6 credits	equivalent above 6 credits
CHILDHOOD SPECIAL ED. BEHAVIOR/LEARNING (PROGRAMS 1 & 2)	Up to 12 credits in Program 1 only	equivalent above 12 credits
SEVERE/MULTIPLE DISABILITIES (PROGRAMS 1 & 2)	Up to 12 credits in Program 1 only	equivalent above 12 credits
EARLY CHILDHOOD SPEC. ED.	Up to 6 credits	equivalent above 6 credits
EARLY CHILDHOOD SPEC. ED. w/ AN ANNOTATION IN SEVERE/MULTIPLE DISABILITIES	Up to 6 credits	equivalent above 6 credits
DEAF/HARD OF HEARING (PROGRAMS 1 & 2)	Up to 12 credits in Program 1 only plus an additional 6 credits in ASL in both programs	equivalent above 12 credits
BLIND/VISUALLY IMPAIRED (PROGRAMS 1, 2 & REHAB)	Up to 12 credits in Program 1 only	equivalent above 12 credits
ADMINISTRATION & SUPERVISION		√

***Courses for waiver or exemption must have been taken within the last five years.**