

Hunter College School of Education - Office of Academic & Student Affairs

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Rev. 4/6/21

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 second page of this form for the limit for your program. Fall Deadline: November 15. Spring Deadline: April 15. Exemption and waiver requests are not reviewed during the Summer semester.

Directions:

- 1. Before completing the form, please consult your program coordinator or faculty 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.
2. Complete this form and combine 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.
3. Submit this document to your faculty advisor for review. Your faculty advisor will submit this form to soereception@hunter.cuny.edu or upload here https://forms.gle/XbfTPMcaFp4TNvST8. In most cases, you will receive a decision on your request within a month if you have submitted all the required documentation.

Note on field hours: 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. Additionally, if you are approved for a waiver, you will be required to take an elective course to make up the waived credits. Please initial here to confirm you understand these requirements.

Name (first and last) \_\_\_\_\_ EmplID # \_\_\_\_\_

Email Address \_\_\_\_\_

Name of Graduate Program \_\_\_\_\_

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

Course Title \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR FACULTY ADVISOR USE

If this course has field hours, will the student need to complete the field experience requirements? Yes [ ] No [ ]

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR DEPARTMENT USE ABOVE COURSE RECOMMENDED FOR: Exemption Waiver Not Recommended

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

Department Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chairperson Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE OF ACADEMIC & STUDENT AFFAIRS USE ABOVE COURSE 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. Courses for waiver or exemption must have been taken within the last five years.

NAME OF PROGRAM	EXEMPTIONS ALLOWED	WAIVERS <small>Must be replaced with approved elective.</small>
ADOLESCENT SPECIAL EDUCATION (AG712-MSED)	Up to 12 credits	✓
BILINGUAL CHILDHOOD ED (CEBIL-MSED)	Up to 12 credits	✓
BILINGUAL EARLY CHILDHOOD ED (ECBB2-MSED)	Tracks 1 (ECBB2L) & 2 (ECBB2O): Up to 12 credits Track 3 (ECBB2A): Up to 6 credits	✓
BLIND/VISUALLY IMPAIRED PROGRAMS	Track 1 (BVI-MSED): up to 12 credits Track 2 (TCHBL-MSED): none	✓
CHILDHOOD EDUCATION (CHED-MSED)	Track 1 (CHEDTKONE): Up to 12 credits Track 2 (CHEDTKTWO - Clinically Rich): None	✓
CHILDHOOD SPECIAL ED. PROGRAMS	Track 1(CSPE-MSED): up to 12 credits Track 2 (CSPED-MSED): none	✓
CHILDHOOD SPECIAL ED. (SEVERE/MULTIPLE DISABILITIES) for students entering in Spring 2019 or later	Program 1 (CSED-MSED): up to 12 credits Program 2 (CSEDD-MSED): None	✓
DEAF/HARD OF HEARING PROGRAMS	Track 1 (DEAFN-MSED): up to 18 credits Track 2 (DEAFW-MSED): up to 6 credits	✓
EARLY CHILDHOOD ED. PROGRAMS (ECEB2-MSED)	Track 1 (ECEB2LNYSC): up to 6 credits Track 2 (ECEB2ANYSC): up to 5 credits	✓
EARLY CHILDHOOD DEVELOPMENT & LEARNING	Track 1 (SEN2-MSED): up to 12 credits Track 2 (SEWB2-MSED): none	✓
EARLY CHILDHOOD SPEC. ED (SEVERE/MULTIPLE DISABILITIES)	Track 1 (ECSMDLNYSC): up to 7 credits Track 2/Track 3 (ECSMDANYSM/ECSMDANYSC): none	✓
LITERACY	Childhood (LTYB6-MSED): up to 6 credits Adolescent (AL512-MSED): None	✓
MUSIC EDUCATION	Track 1 (MUSPK12LNY): up to 6 credits in MUS 600-level Track 2 (MUSPK12ANY): None	✓
TESOL K-12	Program 1 (TESOLLNYSC): 12 credits Program 2 (TESOLANYSC): 6 credits	✓
TESOL ADVANCED CERTIFICATE	Up to 12 credits	✓

The following programs do not allow exemptions from courses. Some may allow waivers and/or graduate transfer of credits. Check with your advisor about waivers and graduate transfer of credits

- ADOLESCENT EDUCATION (GRADES 7-12): SCIENCES, ENGLISH, MATH, SOCIAL STUDIES, AND FOREIGN LANGUAGES
- COMPUTER SCIENCE
- DANCE PRE K -12
- EDUCATIONAL LEADERSHIP PROGRAMS
- ALL ADVANCED CERTIFICATE PROGRAMS (EXCEPT TESOL)
- ALL COUNSELING PROGRAMS
- CHILD SPED SEVERE/MULTIPLE DISABILITIES students entering prior to Spring 2019
- CHILDHOOD EDUCATION WITH MATH/SCI
- CHILDHOOD EDUCATION CLINICALLY RICH
- ELEMENTARY MATH SPECIALIST
- EDUCATIONAL PSYCHOLOGY
- ALL ADVANCED PREP SPECIAL EDUCATION PROGRAMS
- VISUAL IMPAIRMENT: REHABILITATION TEACHING
- TESOL ADULT TRACK