

## Exemption or Waiver of a Graduate Course Requirement

This form allows you to request an exemption or waiver for a required course in your program based on a previously completed undergraduate or graduate course. An exemption or waiver may be granted if you have taken a course at another institution with content equivalent to a required Hunter College course in your program or if you have taken an equivalent course at Hunter College.

### Exemption vs. Waiver

- Exemption: Reduces the total number of credits you need to complete by removing the required course. This only applies to programs with a range of credits.
- Waiver: Requires you to replace the waived course with an approved elective of equal or greater credit value at Hunter College.

### Eligibility:

Only matriculated graduate students are eligible for course exemptions or waivers. Please note that there are limits on the number of credits that may be waived or exempted, specific to each program. Refer to the second page for details on credit limits for your program. Clinical courses, student teaching, practicum, internship are never approved for exemption or waiver.

### Important Information:

- Exemption and waiver requests are not reviewed during the summer semester.
- If the course you are exempted or waived from includes field hours, you may need to complete a separate field assignment.
- For waivers, an approved elective course must be taken to account for the waived credits.

### Instructions:

Before submitting this form, please consult your program coordinator or faculty advisor to confirm the Hunter College course equivalent. You will need to provide the course prefix and number on the form.

### Required Documentation:

Please submit the following with your form:

- A transcript with the relevant course clearly marked.
- A copy of the course catalog description.
- The course syllabus (if available).

Incomplete requests lacking proper documentation will be returned for resubmission.

Submit the completed form along with the required documents to your program coordinator or faculty advisor for review. Once reviewed, forms can be emailed to [soeoasa@hunter.cuny.edu](mailto:soeoasa@hunter.cuny.edu) or uploaded via the SOE Forms Uploader (<https://forms.gle/XbfTPMcaFp4TNvST8>).

## Program Listing

The chart below lists the programs that allow for exemptions.

Name of Program	Exemptions Allowed
Adolescent Special Education (AG712-MSED)	Up to 12 credits
Bilingual Early Childhood Education (ECBB2-MSED)	Tracks 1 (ECBB2L) & 2 (ECBB2O): Up to 12 credits Track 3 (ECBB2A): Up to 6 credits
Blind and Visually Impaired Programs	Track 1 (BVI-MSED): up to 12 credits Track 2 (TCHBL-MSED): none All Grades: 9 Credits
Childhood Special Education Programs	Track 1(CSPE-MSED): up to 12 credits Track 2 (CSPED-MSED): none Severe and Multiple: Program 1 (CSED-MSED): up to 12 credits Severe and Multiple: Program 2 (CSEDD-MSED): None
Deaf and Hard of Hearing Programs	Track 1 (DEAFN-MSED): up to 18 credits Track 2 (DEAFW-MSED): up to 6 credits Advanced Certificate: 6 credits of American Sign Language (ASL) only
Early Childhood Education Programs (ECEB2-MSED)	Track 1 (ECEB2LNYSC): up to 6 credits Track 2 (ECEB2ANYSC): up to 5 credits
Early Childhood Development and Learning	Track 1 (SENB2-MSED): up to 12 credits Track 2 (SEWB2-MSED): none Severe and Multiple Track 1 (ECSMDLNYSC): up to 7 credits Severe and Multiple Track 2/Track 3 (ECSMDANYSM/ECSDMANYSC): none
Literacy	Childhood (LTYB6-MSED): up to 6 credits Adolescent (AL512-MSED): None All Grades (LTRCY-MSED): None
Music Education	Track 1 (MUSPK12LNY): up to 6 credits in MUS 600-level Track 2 (MUSPK12ANY): None
Special Education All Grades (SEAG-MSED)	3 credits
TESOL K-12	Program 1 (TESOLLNYSC): 12 credits Program 2 (TESOLANYSC): 6 credits Advanced Certificate (TESOL-AC): up to 12 credits TESOL Adult: None

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.

All Advanced Certificate Programs (Except TESOL)  
Adolescent Education programs: Sciences, English, Math, Social Studies and Languages  
Bilingual Childhood Education  
Childhood Education  
Childhood Education with specialization in Math/Science  
Childhood Education Clinically Rich  
Elementary Math Specialist  
Computer Science  
Dance Pre K - 12 and Dance Advanced Certificate  
All Education Leadership Programs including CLASS

All Counseling Programs  
Educational Psychology and Learning and Assessment  
Advanced Certificate  
All Advanced Preparation Special Education programs  
Visual Impairment: Rehabilitation Teaching  
Special Education All Grades Advanced Certificate  
Education Leadership CLASS  
Literacy All Grades  
School Counseling with Bilingual Concentration

## Exemption or Waiver of a Graduate Course Requirement

Full Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

myHunter Email Address: \_\_\_\_\_

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

Hunter Course to be Exempted/Waived - enter course Prefix and Number (ex. CEDF 70300): \_\_\_\_\_

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

I understand that if this course is approved as a waiver, I must take an elective course to make up the credits. Please initial to confirm you understand this requirement \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Faculty Advisor Use**

If this course has field hours, will the student need to complete the field experience? \_\_\_ Yes \_\_\_ No

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

### **For Department Use**

Above course approved for: \_\_\_ Exemption \_\_\_ Waiver \_\_\_ Not Approved

Is this course Conditionally Approved (pending completion of field assignment)? \_\_\_ Yes \_\_\_ No

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

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office of Academic & Student Affairs Use**

Above course approved for: \_\_\_ Exemption \_\_\_ Waiver \_\_\_ Not Approved

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_