

DePaul University College of Education Course Transfer/Substitution/Waiver Request Guide

This form is to be used by 1) current undergraduate students who are enrolled in the College of Education 2) graduate students who are enrolled in the College of Education or in another graduate program at DePaul University and are seeking teacher licensure or 3) graduate students in advanced degree programs.

1. Please begin by placing a check mark next to the type of request that you are submitting. Definitions of the types of requests are below.

Course Transfer

- o You have taken or will take a course at another college or university and would like DePaul University to use the course credit toward your DePaul University degree.
- AND**
- o The course that you want to transfer was not used to fulfill the requirements of an earned bachelor's or master's degree. Credit earned from a previous degree cannot be used as transfer credit.

Course Substitution

Graduate Students

- o You have taken a course that you applied toward your undergraduate degree and believe that this course has the same content of a DePaul University degree requirement **AND 1)** would like to have the content of that course waived and take a different (elective) course in its place **OR 2)** would like to have the DePaul University degree requirement to be fulfilled for certification purposes only.
 - *If a course is approved for certification only the Department Chair will recommend another graduate level DePaul University course to fulfill the degree quarter hour requirements.*
- OR**
- o You have taken a graduate level DePaul University course that was not a requirement for the degree that you are seeking and would like to substitute the degree requirement with this course.

Undergraduate Students

- o You have taken a DePaul University course that was not a requirement for the degree that you are seeking and would like to substitute the degree requirement with this course.
- OR**
- o You have taken a course that is not listed as a learning domain course and would like the course to fulfill a learning domain requirement.

General Education Requirement-Graduate Students Only

- o You have taken or will take a course that you believe has similar content of a general education requirement.

**Credit approved for transfer or substitution applies only to the degree program in which you are currently enrolled. If you change your major or program the credit may or may not apply*

2. ALL fields on the Request form must be complete.

3. The following forms **MUST** be submitted along with the request:

1. OFFICIAL TRANSCRIPT 2. COURSE DESCRIPTION 3. SYLLABUS

4. Return all forms to the following address:

College of Education Office
2247 N. Halsted, Suite 140
Chicago, IL 60614

5. You will be notified via email once a decision has been made. The **Department Chairs** are:

Dr. Roxanne Owens
T&L, ECE, EE, SE, PE

Dr. Amira Proweller
SCFE

Dr. Sonia Soltero
A&S, BBE, CS

**EdD students are to submit their requests to the Director of the EdD program, Dr. Ronald Chennault.*