

College of Education Doctoral Request for Waiver of Required Research Methods Course or Prerequisite to a Research Methods Course

All PhD programs in the College of Education require their students to complete educational inquiry and/or research methods courses as part of their graduation requirements. Specific requirements vary by program, so consult the Academic Programs catalog for your program's requirements. It might be possible to receive a course waiver for the purpose of moving on to an advanced course if approval is received. Please follow the instructions below to initiate such a request. **The completed, signed form must be submitted to the Graduate Records Office, 204 Erickson or via email with required documents to edacadaf@msu.edu for processing.**

Students requesting a waiver must complete this form, attach a syllabus from a course taken at the appropriate level, and obtain an official transcript. The student's advisor and a faculty member, who recently taught the course you are seeking to waive, must approve the request in order for the course to be waived.

Notes:

- If the course(s) was taken at MSU, a transcript printed from STUINFO is acceptable.
- A passing grade of a C/3.0 or above must be reported on the transcript for the specific course(s) to be used in a waiver request.
- By waiving a course, you will not receive any credits for the course, but will be allowed to enroll in courses for which it is a prerequisite. An override into those courses will be necessary from their respective departments.
- If you are seeking only Transfer Credit, do not use this form. Instead provide the department who teaches the MSU course equivalent with a syllabus from the course you wish to transfer and a transcript showing the grade you received.
- Use a separate form for each course waiver you are requesting.
- Page one of this form MUST be typed.

Name:

PID:

MSU E-mail address:

@msu.edu **Phone:**

Program Code:

Program Name:

Advisor's Name:

Advisor's email:

@msu.edu

College of Education course I wish to waive:

Note: For each course taken you must attach a syllabus and official transcript. If the syllabus does not contain the Textbook Title and Author's Name, include it below.

Course 1: University Name:

Course Number:

Course Name:

Semester & year substituted course was taken:

Number of Credits:

Grade in course:

Textbook Title:

Author:

Course 2: University Name:

Course Number:

Course Name:

Semester & year substituted course was taken:

Number of Credits:

Grade in course:

Textbook Title:

Author:

Advisor's Justification for Waiver:

Advisor's Signature _____ Date:

Send this form & all supporting documents to the Graduate Records Office, 620 Farm Lane, 204 Erickson Hall, E. Lansing, MI 48824 or by email to edacadaf@msu.edu. Graduate Records will send it on to the appropriate faculty for review and will notify the student of their decision.

Faculty Reviewer's Approval:

Reviewer's Justification:

Reviewer's Name:

Reviewer's Signature _____ Date

Decision: Approve Disapprove

Reviewer, when complete, return form to Graduate Records, 204 Erickson Hall or via email to edacadaf@msu.edu.