

# Prior Graduate Coursework Request

Please complete during your first semester

## **TO BE COMPLETED BY STUDENT:**

Please download the fillable form, complete the details, and return the form AND the supplemental materials to your faculty advisor for approval (electronically is preferred). The request must include the following items, or *significant documentation and explanation* if an item(s) is not available:

- A copy of the transcript with course(s) highlighted
- A copy of the official catalog description of the course(s) (if printed from the web, be sure to highlight the URL)

## **Please note:**

- The purpose of this request is only to fulfill certain curriculum requirements. The courses DO NOT count toward the minimum graduate residence credit requirement which must be taken at UW-Madison, nor will they appear on your transcript or count toward the graduate career GPA.
- You must have received a B grade (equivalent) or better in the course.
- Coursework earned five or more years prior to admission to a master's degree or coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements.

Student Name: \_\_\_\_\_ Campus ID: \_\_\_\_\_

Advisor: \_\_\_\_\_ Department: \_\_\_\_\_ Program: \_\_\_\_\_

Area: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_

Institution Name (e.g., UW-Madison)	Term (e.g.: Fall 2021)	Course Number/Title (e.g., CIV ENGR 498 Construction Project Management)	# of Credits	Grade Received

For courses to be considered equivalent to UW courses 700 and above only:

Institution Name (e.g., UW-Green Bay)	Term (e.g., Fall 2021)	Course Number/Title (e.g., CIV ENGR 703 Environmental Geochemistry)	UW-Madison Equivalent Course Number/Title	# Of Credits	Grade Received

**TO BE COMPLETED BY FACULTY ADVISOR:**

**Action as follows (choose one and enter total approved credits):**

(NOTE: In any of the below cases, if the course is to be considered equivalent to a UW graduate level course numbered 700 or above, please be sure the student has indicated the institution course number/name, and the UW course number/name in the grid on the first page.)

**(     ) \*Satisfying Requirements with Prior Graduate Coursework from Other Institutions**

A student's program may decide to accept graduate coursework completed at another institution (*earned post-baccalaureate*) toward fulfillment of minimum degree, minimum graduate coursework, and minor credit requirements. This work will not appear on a UW–Madison transcript nor count towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison. The only exception is graduate-level coursework taken as a Big Ten Academic Alliance Traveling Scholar. \* NOTE: Programs may decide to count previous graduate work from another institute toward fulfillment of degree credit requirements; however, this work will not appear on a UW–Madison transcript, and it does not count toward the Graduate School's minimum graduate residence credit or graduate coursework (50%) requirements.

**(     ) Satisfying Requirements with Coursework from Undergraduate Career at UW–Madison**

For well-prepared advanced students, a student's program may decide to accept **up to seven credits** numbered 300 or above of required or elective courses from the undergraduate work completed at UW–Madison towards fulfillment of minimum degree and minor credit requirements. However, this work will not count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of UW–Madison transcript nor count towards the graduate career GPA. The Graduate School's minimum graduate residence credit requirement can be satisfied only with courses taken as a graduate student at UW–Madison.

**(     ) Transfer from University Special Student Career at UW–Madison**

After admission to a graduate program, the student's program may decide to accept **up to fifteen University Special student credits** as fulfillment of the minimum graduate residence, graduate degree, or minor credit requirements on occasion as an exception (on a case-by-case basis). In all these cases, the student must pay the difference in tuition for the terms in question. Those credits earned in a University Special student semester still appear in the transcript history as "University Special" student, but the Registrar's Office will add a statement in the beginning of the transcript "All credits taken in [term] as a University Special student have been accepted by the Graduate School toward a degree program" after the student has paid the difference in tuition. UW–Madison coursework taken as a University Special student will not count toward the 50% graduate coursework minimum unless taken at the 700 level or above. This work will not appear on the graduate career portion of the UW–Madison transcript nor count towards the graduate career GPA.

**COURSES APPROVED: Yes        No**

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

**Comments:**

**TO BE MANAGED BY GRADUATE COORDINATOR:**

**REQUEST APPROVED: Yes        No**

**Director of Graduate Studies Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**