

Prior Graduate Coursework Request

Instructions for the STUDENT:

Return the form AND the supplemental materials to your faculty advisor for approval. The request must include the following items, or *significant documentation and explanation* if items are not available. This should be completed during your first semester.

- a) Copy of transcript with course highlighted
- b) Copy of official catalog description (if printed from the web, be sure to highlight the URL)

1. Please note: The purpose of this request is only to fulfill various curriculum requirements. They do **NOT** count toward the minimum graduate residence credit requirement which must be taken at UW-Madison, nor will they appear on your transcript.
2. You must have received a B grade, equivalent or better in this course.
3. 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: _____ ID Number _____

Advisor: _____

Area: _____ Email: _____ Date _____

Institution Name (ex: UW-Madison)	Term (ex: Fall 2018)	Course Title and Number (ex: CIV ENGR 498-Construction Project Management)	# of Credits	Grade Received

For UW equivalent courses 700 and above only:

Institution Name (ex: UW-Green Bay)	Course Title and Number (ex: CIV ENGR 498- Construction Project Management)	UW-Madison Equivalency Course Title and Number

EVALUATOR RECOMMENDATION:

Action as follows (choose one):

_____ **(credit #) *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. *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.

_____ **(credit #) 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 would not be allowed to 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.

_____ **(credit #) 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 would have to 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 would not be allowed to 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.

Is the course an equivalent to a UW graduate level course number 700 or above? If yes, please indicate the institution course number and name and the UW course number and name.

COURSES APPROVED

Faculty Advisor: _____ **Signature:** _____ **Date:** _____

If "Satisfying Requirements with Prior Graduate Coursework from Other Institutions" and the course is equivalent to a UW graduate level course number 700 or above, then, please indicate the institution course number and name and the UW course number and name please indicate in the grid on the first page.

Comments:

Graduate Chair Signature: _____ **Date:** _____

Comments: