

DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

PETITION TO WAIVE A COURSE REQUIREMENT

Carefully read the *Transfer of Academic Credit and Credit for Previous Academic Work* section of the DSPT Student Handbook for complete information. Then complete this written petition and obtain the required signatures. Submit the approved form and any attachments to the DSPT Registrar.

Student Name: _____ Date: _____

Degree Program: _____ Student ID #: _____

Fill out this form to request that one or more particular course requirements for your degree program be waived (also called advanced standing) in light of your previous academic work (or equivalent experience), when you are **not** also petitioning to transfer the credit into your degree program. If your petition is granted, you would be exempt from taking the waived course, but not from the required units of the waived course. These units must be satisfied with another course in the same discipline (philosophy or theology). If you want to transfer credit from another university that was not used in a previous degree, fill out the *Petition to Transfer Previous Academic Coursework* instead.

Example: Suppose you took a course in Aristotelian Logic at another university as part of a degree program and are now in a DSPT degree program that requires you to take Aristotelian Logic. Since your previous course was used to fulfill degree requirements at the other university, the credits cannot be transferred or counted in a different degree at DSPT. However, you can petition to not take Aristotelian Logic at DSPT since you have already covered its content. If your petition is granted, you would be excused from taking this particular course for your degree, but you would still need to take another course with the same number of units and in the same discipline as the waived course, to meet the credit requirement for your degree.

You will need the signature of the instructor of each DSPT course to be waived. Obtain the instructor's signatures before asking your advisor to sign. Explain to him or her your previous coursework and supply a syllabus or at least a course description. The instructor can then indicate if your previous coursework covers the same content as the course to be waived. If there is doubt, the instructor may give you an exam to test your knowledge of the material. The instructor may recommend that you receive a course waiver on the condition that you do some specified supplemental reading.

The final determination of eligibility for a course waiver is made by the Academic Dean.

Student Signature: _____ Date: _____

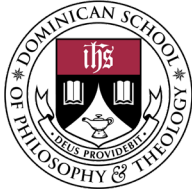
Advisor Signature: _____ Date: _____

DEAN ACTION:

☐ Petition Granted _____

☐ Petition Denied _____

Academic Dean Signature: _____ Date: _____



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If more spaces are needed, print multiple copies of this second page, or attach a separate sheet.

Institution where previous course(s) taken	Term	Course Title(s) and Number(s) at other institution	Grade	Units at other institution	DSPT required course to waive

DSPT Instructor
(choose one):

- ☐ I recommend a course waiver for the course above
☐ I recommend a course waiver if the student does supplemental reading, which I have supplied, and the student has agreed to read
☐ I do **not** recommend a course waiver

Signature: _____

Date: _____

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DSPT Instructor
(choose one):

- ☐ I recommend a course waiver for course above
☐ I recommend a course waiver if the student does supplemental reading, which I have supplied, and the student has agreed to read
☐ I do **not** recommend a course waiver

Signature: _____

Date: _____

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DSPT Instructor
(choose one):

- ☐ I recommend a course waiver for the course above
☐ I recommend a course waiver if the student does supplemental reading, which I have supplied, and the student has agreed to read
☐ I do **not** recommend a course waiver

Signature: _____

Date: _____

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DSPT Instructor
(choose one):

- ☐ I recommend a course waiver for the course above
☐ I recommend a course waiver if the student does supplemental reading, which I have supplied, and the student has agreed to read
☐ I do **not** recommend a course waiver

Signature: _____

Date: _____