

# PETITION TO WAIVE DEPARTMENT OF PSYCHOLOGY

In order to waive required courses, students must submit this completed form with appropriate signature for your individual program.

**Clinical:** In order to waive a required course in the Clinical Program, the student must first meet with his/her advisor to determine if the petition is appropriate for consideration by the instructor of the course (approval by the advisor does not necessitate approval by the instructor) . After obtaining advisor approval/signature, the instructor of the Psychology course must approve this petition. Generally, a student submitting a petition to waive a graduate course would do so by including one or more of the following documents with the petition: syllabus for the course previously taken, copy of transcript indicating grade obtained, sample exams or term papers from course, etc. Following advisor and instructor approval, the clinical faculty will review and vote on the petition, and if approved, the Clinical Program Director will sign the petition.

**Counseling:** Students wishing to have previous coursework count for UT requirements must provide their SAC with documentation (e.g., course syllabi). The SAC may also request copies of the table of contents of assigned texts and the course catalog description of previous courses taken. Only courses taken for graduate credit may be presented for SAC review. Check with your advisor and assemble all the required documentation soon after Fall semester of your first year begins. Occasionally the SAC will consult with UT faculty members who teach the courses you wish to waive to solicit an advisory opinion about whether the course you have taken covers essentially the same material. Note that the Graduate School does not allow "transfer credit." The decision of the SAC is limited to whether or not the content of a course that the UT Program requires has been covered by a course, or combination of courses you have previously taken. The decision of the SAC is reviewed by the Program Director, whose approval is also required before previous courses can count for UT requirements. If your proposal is approved, the requirement for specific courses on your UT Curriculum Planner is waived, and the total number of credits you are required to take is reduced accordingly.

**Experimental:** Students may submit a petition to waive a graduate course, but must have justification for doing so. Typical justification may include having taken a similar class at the graduate level at a previous university, for example. Generally, a student submitting a petition to waive a graduate course would do so by including one or more of the following documents with the petition: syllabus for the course previously taken, copy of transcript indicating grade obtained, sample exams or term papers from course, etc. The student should consult with her/his Student Advisory Committee to determine their recommendations regarding such a petition. Finally, the instructor of the particular class in question and the Experimental Program Director must agree to, and sign, the petition.

### **Please type or print legibly:**

Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

UT Psychology Course (name of course and course number): \_\_\_\_\_

Instructor name: \_\_\_\_\_

### **APPROVALS FOR WAIVER OF COURSE**

Advisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Clinical, Counseling) (signature)  
(Experimental advisor signature after SAC has approved Petition to Waive)

Psychology Instructor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Clinical, Experimental) (signature)

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Clinical, Counseling, Experimental) (signature)

**Please bring this form to Connie Ogle (312C) when complete.**