



**Doctoral Waivers of Credits Request Form**

Doctoral students who have previously completed a master’s degree can request up to 16 credits be waived from their degree requirements. In order to process this request, MEES needs a list of the courses the student wishes to waive and which courses, previously taken, will fulfill those requirements. An unofficial transcript, a detailed course description, and syllabus is needed if the course was taken outside of the University System of Maryland. The office requires a letter of support/justitfication signed by all members (5) of the student’s Ph.D. Committee. Once all information has been provided to the MEES Office, the request will be reviewed by the Director and AOS/Foundation committee, if appropriate.

Student's Name: \_\_\_\_\_

Matriculation Date: \_\_\_\_\_ Foundation: \_\_\_\_\_

Student Status: Full Time/Part Time

Projected Date of Graduation: \_\_\_\_\_

**Name and Address of Institution Where Courses Were Taken:**

\_\_\_\_\_

Course (Prefix, Number, Title)	Semester/Year	Credits	Grade	Waived Course
Total Number of Credits Requesting to be Waived				Credits

The student must have earned a grade of a “B-” or better in the course which the student is requesting a waiver for.

Please attach a letter of support/justification regarding your courses and why your committee feels it appropriate to waive those course requirements.

Advisory Committee Members

Signature

Date

Priamary Advisor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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