

Application for Coursework Outside of Regularly Scheduled DOH Graduate Seminars

Name: _____

Date: _____

Graduate students must use this form to seek permission for coursework outside of the regularly scheduled DOH graduate seminars: Special Problems Courses (independent studies), 4000-level undergraduate courses taken with extra work for graduate credit, graduate courses in other departments, and graduate courses at other universities. Students should follow the procedures outlined below. Students are expected to take courses offered within the department before seeking alternative arrangements for coursework. Submitting the form does not guarantee approval for the request, so graduate students should plan well ahead of the semester in question.

Procedures

To take a Special Problems Course (independent studies), an undergraduate course for graduate credit, a graduate course in another UH department, or a graduate course at another university complete the following steps:

- Fill out the required information below, including statement of justification why that course applies to your program of work (required for all four types of requests); course title (required for Special Problems and for undergraduate courses for graduate credit); and course workload, i.e. reading seminar or research seminar (required for special problems coursework); additional course workload to justify graduate credit (required for undergraduate courses).
- Secure permission from faculty member who will administer the course (required for Special Problems courses and undergraduate courses taken for graduate credit).
- For courses taught in other units at UH and for courses taught at other universities, secure permission from the instructor of record for the course (this can be demonstrated by attaching an email or by securing a signature).
- Secure permission from your faculty advisor.
- Return form to Ms. Daphne Pitre no later than one month before the start of the semester in question. Forms submitted late will only be considered if the circumstances necessitating the request are beyond the control of the student. Ms. Pitre will submit the form to the Director of Graduate Studies for final approval.

In all cases, students will be notified of the decision by the Director of Graduate Studies no later than two weeks after submitting the form.

Type of Course

Other University

Special Problems

Undergraduate

Other Department

Course Information

Fall 20____Spring 20____Summer 20____

Institution:_____ Department:_____

Course Title: _____

Professor: _____

Course Workload: _____

Justification

Required Signatures (to be secured by the student and can be satisfied by attaching an affirmative email from the instructor of record)

Instructor of Record:

Student's Faculty Advisor (can be satisfied by attaching an affirmative email from faculty advisor):

Office Use Only Approved

Disapproved

Director of Graduate Studies:_____

Date:_____

Comments: _____

