REQUEST FOR GRADUATE COURSE CREDIT
FOR WORK COMPLETED PRIOR TO ENROLLMENT AT UCI

Department of Political Science                         University of California, Irvine

INSTRUCTIONS

1. Fill out one form for EACH course for which you request credit.
2. Attach a Xerox copy of the transcript showing your completion of this course. Please highlight or otherwise indicate this course on the transcript. It will not be returned.
3. Please submit COPIES of other requested material (syllabus, exams, etc.) as these may not be returned.
4. Fill out the first part of this form and submit to the Political Science Department office. Once signed by the Graduate Director, a completed copy of this form will be returned to you to notify you of the action on your request. Please keep it for your records.

Date: ____________________________

Full Name: ____________________________

                     Last               First            Middle

Credit requested towards the required graduate courses in (check one). You may request credit for up to six courses. A maximum of 3 may count as Political Science.

Political Science (max. 3) ___ Other ___

Institution where you took the course:

Course Dept.: ____________________________  Course #: ____________________________

Quarter/Semester: ____________________________  Year: ____________________________

Grade: __________  # of units: _______  Instructor: ____________________________

Level course generally considered to be at this institution:

Upper Division _______  Mixed Upper Division/Graduate _______

Graduate _______  other ______ (specify): ____________________________

Course Title: ____________________________

Brief description of course topic:

Please attach a copy of the syllabus. If it is not available, please describe the major books/other materials read for the course, and please outline the subtopics covered:

Updated March 2019
What work did you complete in the course? (e.g. research papers (include titles), exams, computer exercises, bibliographies, oral reports, etc.). Please submit copies, as feasible.

Did you take the course for which you are requesting credit while you were enrolled in a graduate program?

_______ Yes (continue)  _______ No (you’re done)

• Institution (include city & state) where you were enrolled:

• Degree you were working toward (e.g. Ph.D., DBA, MBA, MA, MS, JD):

• Did you earn a degree: _______ Yes _______ No
  o If yes, indicate when the degree was awarded: ______________
  o And what degree you earned: ____________________________
  o Indicate Program/Institution if different from the one described above: ________________________________________________

OUTCOME:

_______ Course is approved for graduate credit in Political Science ________ Other ________

_______ Course is not approved for graduate credit.

_______ Further information is required. Please provide:

Graduate Director
______________________________  ________________
Signature                           Date

RE: Request of ________________________________

Dated: _________________________

Updated March 2019