

TRANSFERRING AND WAIVING COURSES

The rules and the forms you need

Deadlines: Request for transfer of credit must accompany the **first submission** of a program proposal.

MPH Due at the end of the **first** semester.

MS and PhD Due at the end of the **second** semester.

Note: No petitions for transfer of credit will be accepted after a student's first year in an SPH degree program.

The following requirements must be met in order for graduate course work to be considered for transfer:

- A student must have earned a grade of "A" or "B" in the course work;
- The course work must meet the quality and content of courses offered at UIC;
- The course work must be considered relevant to the program of study.
- Typically, the credit must have been earned less than 6 years prior to SPH admission

Forms

If the course was taken **at UIC -or- another accredited institution**

...And you are an **MPH** student:

- Complete a [UIC School of Public Health Petition for Transfer of Credit](http://www.uic.edu/sph/downloads/credit_petition.doc)
(http://www.uic.edu/sph/downloads/credit_petition.doc)

...And you are an **MS or PhD** student:

- Complete a [UIC Graduate College Graduate Petition for Transfer Credit Toward an Advanced Degree](#)

Transferring from Credit Non-Degree

The maximum limits of credit you can transfer from Credit Non-Degree into any degree program is 12 sh.

Students in the MPH Program

The maximum limits students can transfer **from other programs/institutions** to the MPH: (PEP) 8sh
(All others) 24sh

Students transferring **from the MS program to the MPH program** can transfer all sh except research hours.

Students in the MS Program

The maximum limit of credit students can transfer to the MS program **from other programs/institutions:** 24sh

The maximum limit of credit students can transfer to the MS program **from the UIC MPH program:** 24sh

Students in the PhD Program

The maximum limits of credit you can transfer **from other programs/institutions** to the PhD: 16sh

Transferring **Masters Degree Credit** to the PhD Program:

PhD students with a relevant earned Masters degree can transfer up to 32sh to their Epi or Bio doctoral program. This credit can apply to course requirements and/or electives, but not research hours. *Students do not complete transfer forms for this credit—it should be reflected in the first program proposal.* Faculty advisors determine student eligibility when reviewing the first program proposal. The maximum amount of transferable credit is not necessarily available to every student.

Waiving Required Courses

Students can petition to waive courses required by the School or the Division, keeping in mind the following:

- The student should complete a [School of Public Health Petition to Waive a Required Course](http://www.uic.edu/sph/downloads/waiver_petition.doc)
(http://www.uic.edu/sph/downloads/waiver_petition.doc)
- The student is still responsible for completing the equivalent number of credit hours for which course waiver has been granted. These can be elective credits.
- The waiver forms must accompany the first submission of the student's program proposal.
- Students must supply a **transcript, course description, and syllabus** if prior equivalent course is the justification for waiver.