

Petition for Course Transfer Form
UNIVERSITY OF WISCONSIN – RIVER FALLS
SCHOOL PSYCHOLOGY PROGRAM

Candidate's name: _____ Date: _____
UW-RF graduate course candidate wishes to transfer (number & title): _____

Title, department, and number of graduate course considered to be equivalent to the URWF course: _____

Institution where taken: _____

Date taken: _____ (must be less than five years old)

Grade obtained: _____ (must be a 'B' or better)

1. Attach a copy of the original transcript and original course syllabus (including information regarding required readings, course activities, assignments, examinations, and other relevant data). If the original syllabus is not available, then attach a current syllabus. If a current or past syllabus is not available, please, attach a copy of a description for the course provided by the institution in which it resides Attach any other information regarding significant aspects of the course that are not readily apparent from the syllabus (e.g., assignment/course handouts or readings). Note that courses taken more than 5 years previously are not normally substituted. *PLEASE, NOTE: SPSY 651 Diversity, Social and Cultural Issues may not be substituted.*

2. Submit this material to the instructor of the desired course to substituted, who will then examine the attached documentation. After the instructor makes a determination, the packet will be forwarded to the Program Director. The Program Director will consult with the faculty member who teaches the course to make a final determination if the courses are equivalent. The Program Director will sign the form indicating that the second level of review was completed. If approved, the Program Director will contact the UWRF registrar to inform them of the decision. The student requesting transfer must also request a transcript from the previous institution be sent directly the UWRF registrar.

3. If the instructor and Program Director disagree regarding the petition, the petition will go to the full School Psychology Program faculty for a vote. In some instances, if it is difficult for the instructor and/or Director to determine equivalency, candidates may be required to pass an equivalency exam before the course is transferred. Candidates will be required to sign the form and they will receive a copy after a decision has been reached.

Course transfer recommended: Yes _____ No _____

Reasoning: _____

UWRF Instructor's signature: _____ Date: _____

Course transfer recommended: Yes _____ No _____

Reasoning: _____

UWRF Program Director's signature: _____ Date: _____

Candidate's signature: _____ Date: _____

Additional comments/actions:

Transfer approved: _____ Transfer rejected: _____