

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

SCHOOL OF PROFESSIONAL STUDIES

Course Waiver or Advanced Standing Application Form

To determine your eligibility for a Course Waiver or for Advanced Standing, we ask that you submit specific details for evaluation. Your case should present significant academic experiences, which have prepared you to meet the vast majority of the course objectives, concepts, and learning outcomes stated in the course description for the program course that you wish to waive. Students who have been granted Course Waivers might be exempt from up to six (6) units of study; these students must satisfy the unit requirement by identifying and completing alternative courses, which must be approved by the program director or advisor. Students who are granted Advanced Standing might be exempt from completing up to six (6) units of study; these students do not need to satisfy the unit requirements by completing alternate courses.

Requests should be submitted after an admitted student confirms his or her enrollment within the online application system and submits the tuition deposit, but no later than the end of the first week of the semester, during the student's first term of study. Instructions for submitting either a Course Waiver request or an Advanced Standing request, are found below. *Students in non-degree programs are not eligible for Course Waivers nor Advanced Standing. Refer to the [Course Waiver and Advanced Standing Policies](#) for more information.

APPLICANT INFORMATION

Applicant's Last Name: _____ **Applicant's First Name:** _____

Program: _____ **UNI-based e-mail:** _____

COURSE WAIVER REQUEST

Submit the following in order to request a Course Waiver:

- A completed Course Waiver Application Form
- Transcript(s) from your previous institutions
- Official syllabus, or course description per course
- A cogent statement which details your academic readiness to waive the course content, and take another approved course in its place.

Here is an overview of the evaluation parameters:

- Demonstration of academic or professional work that has direct equivalency to an approved program requirement.
- Course completed at an accredited higher education institution, with a grade of B or better.
- Course currency demonstrated by taking the course during the last two (2) years. Exceptions to the 2-year limit will be made at the discretion of the Program Director.

SPS Requirement Course Number	SPS Course Title	# of Credits	Requirement Substitution	# of Credits

ADVANCED STANDING REQUEST

Submit the following in order to request Advanced Standing:

- A completed Advanced Standing Form
- Transcript(s) from your previous institutions
- Official syllabus, or course description per course
- A cogent statement which details your academic readiness to forgo a current course

Here is an overview of the eligibility parameters:

- Demonstration of academic work that has direct equivalency to an approved program requirement.
- Course completed at an accredited higher education institution, at the graduate level, with a grade of B or better.
- Course cannot be used toward a previously earned degree or credential.
- Currency is demonstrated by taking the course at some point during the last two (2) years. Exceptions to the 2-year limit will be made at the discretion of the Program Director.

External Course Number	External Course Title	# of Credits	CU or SPS Equivalent Course # and Title	# of Credits

APPROVAL

OFFICE OF STUDENT AFFAIRS

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sps.columbia.edu

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Name		Signature	
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