

University of Hawai'i
Graduate Division · Student Academic Services · Office of the Registrar
200 W. Kawili Street · Hilo, HI 96720 · Tel. (808)974-7322

Petition to Transfer, Substitute, and/or Waive Courses

This form may be used to waive, substitute, or transfer a course to fulfill an advanced degree requirement normally met by a University of Hawai'i at Hilo course. Please note that the request for transfer of credits must be made during the **first** semester the student is enrolled in the graduate program.

Name of Student _____ UH ID No. _____

Graduate Program _____ Degree Objective _____

Transfer of Credits:

Institution	Course Alpha/Number/Name	Grade/Credits	Term/Year
_____	_____	_____	_____
_____	_____	_____	_____

Course Substitutions:

Required Course	Substituted Course	Grade/Credits	Term/Year
_____	_____	_____	_____
_____	_____	_____	_____

Waiver of Requirement: List course(s) to be waived and provide justification for the request.

400 Level Courses Applied to Graduate Program

Required Course	Substituted Course	Grade/Credits	Term/Year
_____	_____	_____	_____
_____	_____	_____	_____

Student Signature _____ Date _____

Primary Advisor (print) _____

Signature _____ Date _____

Approved ___ Denied ___ Graduate Program Chair (print) _____

Signature _____ Date _____

Approved ___ Denied ___ Graduate Division Chair (print) _____

Signature _____ Date _____