School of Education

Directions for filling out “SOE Form 33”

Below is the process for student substitution or waiver of EDRM courses or pre-requisites.

1. Student meets with advisor and discusses rationale for course waiver or substitution.

2. In consultation with his or her advisor, student gathers and submits documentation in support of course/content/substitution/waiver to Research Methods (RM) Program Chair. Documentation should include:
   a. Transcript - unofficial is fine. We look to see if the course has been taken recently (preference is within the last two years) and that a satisfactory grade was received for the course.
   b. Course syllabus or course website with course content outline, course description, textbook title, date of publication or edition of textbook used, and any information (i.e. course requirements, projects etc...). The RM faculty are looking for the alignment of course content to EDRM course for which the substitution/waiver is being sought and the context of the content within social science research.

3. Student completes “Petition for Waiver or Substitution of PhD Requirements” (SOE Form 33), prints out the completed form, signs the form, attaches the supporting documentation to the form, and gives the package of information to her/his advisor.

4. The student’s advisor signs completed form gives it to the RM Program Chair.

5. RM program chair conducts initial review and consults with appropriate EDRM faculty. RM program chair makes an approval or disapproval recommendation gives the package to the Associate Director of Graduate Programs.

6. The Associate Director of Graduate Programs makes final assessment for approval in consultation with RM program chair.

7. Student and advisor notified of decision by Associate Director of Graduate Programs. Waiver approval or denial is placed in student advisement folder for record.