WAIVER REQUEST RULES

Students are responsible for reading the following information before submitting the completed Waiver Request Form.

1. All waiver requests must be completed within the student's first year of admission into the degree program.

2. No waiver request forms will be accepted for review for non-degree seeking students.

3. Only courses with grades of A or B will be considered for waiver credit review.

4. Student must provide official transcript, a course description and copy of course syllabus with the waiver form. If a student’s official transcript has already been received by UTD, the student may provide an unofficial transcript copy with the waiver request.

5. Applicable coursework must be from an accredited college or university.

6. If waiver credit course was earned from a foreign university, an official explanation of the course numbering system must be attached to the waiver request form.

7. UTD does not waive courses based on experiential learning, performance or experience that occurs prior to enrollment.

8. Waiver requests of courses earned in a distance learning format will be considered by the Graduate Dean on a case-by-case basis.

9. Students may not apply for graduation in the same semester in which they earn a waiver of credit or preapproval of credit to be waived from another university.

10. Waiver request forms can take between 2 – 4 weeks for processing. Once the student has submitted the required documents to the Management Advising Office, the request will be reviewed and processed. Decisions will be emailed to the student’s CAMPUS EMAIL address only. The student may obtain a copy of the waiver form decision, upon request, in person at the Management Advising Office.

11. STUDENT MUST REPLACE WAIVED CREDIT WITH A HIGHER LEVEL COURSE IN THE SAME AREA. THE HIGHER LEVEL COURSE IS FULFILLED WITHIN THE ELECTIVE HOURS OF THE DEGREE PLAN.