

WAIVER REQUEST - JSOM

A student who has earned an undergraduate or graduate degree in a specific discipline or in a related discipline may request a waiver for any core class in their graduate degree field of study. To be considered for a waiver, a student must have a minimum of two classes in a subject area. If the waiver is approved, the student may replace the required course with a higher level course in the same area and/or enroll in coursework that have the waived course as a pre/co-requisite.

Coursework submitted to establish sufficient academic background must:

- Have grades of at least a B
- Have been completed within 6 years from the time of the waiver request
- Be from an accredited college or university
- Not be based on experiential learning, performance or work experience that occurs prior to enrollment

When submitting the request:

- Student must provide an official transcript, copy of course description and syllabus for each waiver credit course
- 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.
- Student 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.

Only waiver requests that meet all of the above requirements will be reviewed and processed by the corresponding academic area. All others will be automatically denied.

Processing:

- Student must submit completed form (next page) along with the supporting documents listed above. Using UTD email, student should email complete request to JSOMGRAdvising@utdallas.edu
- Waiver request will take an average of 2 - 4 weeks for processing.
- Decisions will be emailed to the student's UTD EMAIL address

Waiver Request

Date Created

Name (Please print)

Student ID

UTD Email

Degree Sought

☐ MS

☐ Double Degree MBA/MS

☐ MBA

in

UTD Course to be waived

Prefix and Course#

Course Title

The course waiver is requested to (check all that apply):

- ☐ Waive a required course and replace it with a higher level course in the same area
- ☐ Waive a course pre/co-requisite to register in the following courses:

previous degrees

Previous degree

Previous degree

Institution

Institution

Date Awarded

Date Awarded

previous coursework

Course #	Course Name	Cr Hrs	Grade	Course Institution	Taken Date

Decision:

☐ Approved

☐ Denied

☐ Need more Information

Corresponding Faculty

Area Coordinator

Graduate Associate Dean
(if replacing core)