

WAIVER REQUEST

Date _____

All waiver credit requests must be completed within the student's first year of admission into the degree program. No waiver request forms will be accepted for review for non-degree seeking students.

STUDENT IS RESPONSIBLE FOR MAKING ALL COPIES OF COURSE DESCRIPTIONS AND SYLLABI, AND FOR PROVIDING THE OFFICIAL TRANSCRIPTS REQUIRED FOR EACH WAIVER REQUEST FORM BEFORE TURNING THE FORM INTO THE MANAGEMENT ADVISING OFFICE.

Name (please print) Social Security

Degree Sought (circle one): MBA MS MA Concentration (if applicable) _____

Address City/State ZIP Code

(_____) _____ (_____) _____
Work phone Home phone

UTD course to be waived: _____
Prefix and Course # Course Title

For a course to be waived, the student must have some background in the course area (6-9 hours) and must replace the waived course with one of a higher level.

Course the student is submitting to be considered for a waiver of the UTD course:

| Course # | Course Name | Hours Credit | Grade | Institution | Date Taken |
|----------|-------------|--------------|-------|-------------|------------|
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| | | | | | |
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Only courses with grades of A or B will be considered - NO EXCEPTIONS. Applicable coursework cannot be more than 6 years old.

Approved **Denied** **Need more information** _____

Area Coordinator

Director of Masters Programs

WAIVER REQUEST FORM RULES

Students are responsible for reading the following information before submitting the completed Waiver Request Form to the Management Advising Office

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 an official transcript, copy of course description (and if requested a syllabus) for the waiver credit course to be included with each waiver request form.
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 will take an average of 3 - 4 weeks for processing. Once the student has submitted the form to the Management Advising Office, the form is forwarded for signatures of approval to the Area Coordinating Professor and the Director of Masters Programs. **WAIVER FORMS ARE NOT CONSIDERED APPROVED WITHOUT BOTH SIGNATURES. STUDENT WILL RECEIVE A COPY OF THE APPROVED WAIVER FORM IN THE MAIL.**
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.**