**Course Waivers**

The EDP Graduate Studies Committee (GSC) has approved the following process for students to apply for course waivers. There are three types of Course Waivers: 1) Department Foundation Courses, 2) Program Courses, 3) Out-of-Specialization Courses, and 4) Coursework Older than Six Years (doctoral only).

For all types of waivers:

1. Complete and submit the Waiver Form
2. Include as much supporting documentation as possible (required documentation is listed on the form)
3. Submit to the appropriate parties for approval, as indicated on the form.

**Department Foundation Course Waivers**

EDP students may apply for waivers from one or more Department Foundation courses required by their program. The goal is to allow students who have had prior graduate courses that are the equivalent of existing foundation courses to be excused from taking these again.

**IMPORTANT:** Foundation course waivers should be submitted no later than the 1st semester of a student’s program (for Summer-start students, waivers may take place in the Fall). EDP strongly recommends submitting waivers before or during the Fall Orientation process as waivers may affect a student's 1st-semester course choices.

**Program and Out-of-Specialization Waivers**

Students may seek to waive either Program or Out-of-Specialization course requirements if the courses completed substantially duplicate the courses to be waived, and waivers are approved by all parties listed on the waiver form. These waiver requests should be submitted as soon as possible in order to ensure approval for the program of work.

**For Out-of-Specialization course waivers:**

- Cross-listed courses taught by EDP faculty cannot be counted as out-of-specialization courses.
- **Doctoral Students:** if you want to use the same course to fulfill an out-of-specialization requirement for an en-route master’s degree, that coursework cannot be older than 6 years, and cannot have been used to fulfill degree requirements at your previous university. The Graduate School currently has a waiver process for courses older than 6 years.

**Steps for Completing a Waiver**

The procedure for all course waivers is:

1. Complete the Waiver Form.
2. The coursework must:
   - Substantially duplicate the content of the core area course for which you seek a waiver,
   - Be graduate-level coursework
   - Have been completed with a grade of B or better.
   - **Note:** if the content of the EDP course you are requesting to waive was covered across multiple courses, you may use those in your waiver request.
3. Submit the materials requested on the waiver form. Organize the materials carefully, with an index, and be sure identifying information and a page number is on each item.
   - Any missing items should be summarized as best you can.
4. Follow the submission instructions on the waiver form - this usually involves gathering signatures and submitting to the EDP Office.
5. Students will be notified in writing by the Graduate Coordinator of the waiver decision status.
6. Completed waiver will be filed by the Graduate Coordinator in your Program of Work folder in UT Box.
   - **Note:** it is recommended you keep a copy of all approved waiver forms in case you need them for licensing in the future.