

Waiver of Core Requirements

Use this form to request all waivers of core requirements. Complete all sections of this form and present it to the faculty member(s) who typically teach the corresponding course(s). This form is intended **only for PhD and MS/PhD students**.

Most approved waivers are **course equivalency waivers**, meaning they are approved because a student has completed a course elsewhere that is equivalent to a course here. This is not the only way to receive a waiver, but it is the most common. You may be asked to provide additional documentation/justification for non-course equivalency waivers.

Waivers are approved as a group, so a faculty member must be aware of other waivers you are requesting. If requesting multiple waivers, we strongly encourage students to request approval for all waivers simultaneously. If an additional waiver is requested later, previous waivers must be re-approved.

Please note that even in the case of an unconditional waiver (no course in the area waived must be completed) you must still meet all **credit requirements** prior to graduation. This means if you waive a 3-credit course in an area, you must still complete 3 credits from another course (an independent study, etc.).

Requirements for conditional waivers will be specified upon approval of the waiver and may include specific alternate courses.

Date: _____

Name: _____

ID: _____

Summary Status of Core Requirements:

Course #	(T)aken already (W)aived previously (R)equesting now (N)ot completed	Semester and Grade (if completed)	Faculty Signature (for re-approval/multiple waivers)
Theory (601, 611)			
AI (682, 683, 689)			
Systems (610, 620, 621, 625, 630, 631, 635, 645, 653, 654, 655, 660, 661, 677, 690AB, 690R)			
General Core			

Request for core requirement waiver

If requesting multiple waivers, please attach a copy of this page for each waiver requested and include supporting material for each.

Core Requirement Area: ☐ Theory ☐ AI ☐ Systems ☐ General Core

Course #: _____

*Please explain why you believe that you have already satisfied the requirements for this core. Most students request a waiver because they have taken a class elsewhere that is the equivalent of a core class here. In that case, list the course, location, when you completed the course, the grade you received, and anything else you believe is useful. **Please also attach a syllabus of that course (your request will not be evaluated without it),** annotated with the topics that correspond to those used here. An unofficial transcript showing your grade for the course is also required. Feel free to attach additional materials/pages if necessary – the space below is not intended to constrain the length of your request.*

Faculty member evaluating waiver: _____

Faculty Response (please consider cover sheet listing all requested waivers)

☐ **Waived unconditionally.** No additional work must be completed to satisfy this core requirement.

Area Waived: ☐ Theory ☐ AI ☐ Systems

Course #: _____

☐ **Waived conditionally;** if done, will satisfy ONE core. Please complete below:

Must complete the following course: _____

The minimum acceptable grade is _____

☐ **Waived (General Core);** ONE general core requirement waived

☐ **Declined;** please explain:

Signature (Faculty member evaluating waiver)

Date

Signature (Doctoral Program Director)

Date

*Waivers **must** be signed by the Doctoral Program Director before they are finalized and noted in a student's record.*