

	DATE ISSUE <b>7/19/11</b>	REVISION <b>2.2</b>	PAGE <b>2</b>
MSE ACADEMIC POLICIES AND PROCEDURES	SUBJECT <b>Course Waiver Request Policy</b>		
SUB-TOPIC			
<p><b>GENERAL POLICY</b></p> <p>Graduate students seeking waivers for Core or Advanced courses in Materials Science and Engineering (MSE) must adhere to the following procedure.</p> <p><b>PROCEDURES</b></p> <p>Requests for course waivers and exemptions should be made in a timely manner, i.e. upon joining the Graduate Program, or else early in the semester before the class is taught.</p> <p><b>Advanced courses</b></p> <ol style="list-style-type: none"> <li>1. The student must provide a detailed syllabus, transcript, and textbook information (title, author, publisher, edition, etc) for the proposed equivalent course from their previous institution and complete the UT Dallas "TRANSFER OF CREDIT REQUEST" (TCR) form for each course with signatures by 2 independent faculty members, normally the student's Advisor and the Graduate Director.</li> <li>2. In the case that the Graduate Director is the Advisor, the Department Head or the Chair of the Curriculum Committee must be the second signatory.</li> </ol> <p><b>Core courses</b></p> <ol style="list-style-type: none"> <li>1. Any student seeking a waiver for a core course should provide a copy of a detailed syllabus, official transcript, course catalog description, and textbook information for the proposed substituting class(es) from their previous institution to the current Instructor of the core course requested for waiver, fill out the TCR form, and have it approved and signed by the current Instructor.</li> <li>2. Subsequently, the request and TCR form should be submitted to the Graduate Director for approval and signature.</li> <li>3. In the case that the Graduate Director is the Instructor, the Department Head or the Chair of the Curriculum Committee must be the second signatory.</li> </ol> <p><b>Waivers for three or more Core courses</b></p> <ol style="list-style-type: none"> <li>1. Students seeking 3 or more (<math>\geq 3</math>) Core course waivers should follow the procedure outlined above for each Core course AND</li> <li>2. Request a review by a 5-member ad hoc committee, to normally consist of the Graduate Director and current Instructors for all 4 core courses, who normally constitute the Qualifying Exam Committee. If the ad hoc committee as normally constituted does not have 5 members, the Chair of</li> </ol>			

the Curriculum Committee and/or Department Head will be added to the ad hoc committee.

Approval Notification

1. The student shall be informed in writing on the approval/disapproval of the waiver request by the Graduate Director.
2. A copy of the decision shall be placed in the student's file.