Course Waiver Policy

Scope: Applicable to all MPA students

The MPA Program allows students to waive core requirements under limited circumstances as allowed by Graduate School policy.

Core courses can be waived if students can demonstrate mastery of the material, regardless of how or when that mastery was obtained. A few common examples of students requesting course waivers are as follows:

- A student with a public administration undergraduate degree may request to waive out of PA Institutions and Values.
- A student who has completed comparable courses may request to waive out of Analysis & Evaluation I & II.
- A student with a Juris Doctor degree is required to waive out of Law for Public Administration (see MPA Juris Doctor Student Policy)

If a course is waived, the student must take another course in order to earn the required number of credit hours (44) to receive the MPA degree. Students should consult with the *Student Services Director on appropriate alternatives.

To waive a course, the student must submit to the MPA Program Director:

- A written request that a core course requirement be waived;
- A syllabus or other appropriate documentation from the course when the reason for waiving is prior coursework;
- An official transcript noting earned credit for the course (grades earned on course waivers must be equivalent to B or better and prior coursework on a pass/fail or satisfactory/unsatisfactory basis is not acceptable); and
- A detailed description of how the mastery was obtained and supporting documentation when the reason for waiving is not due to prior coursework.

Waiver requests are considered first by the lead faculty member who teaches the course. Faculty members may have specific requirements that must be met before they recommend that a student be allowed to waive their course. The faculty member will forward the waiver request and his/her recommendation to the MPA Director. The Director makes final approval and notifies the student in writing.

The requirements of the portfolio are communicated to the student when a core course is waived, ensuring that the necessary artifacts are obtained from other courses to complete the thesis substitute.

*Residential students will contact Jamarian Monroe. Online students will contact Karla Townley-Tilson.