

Graduate Course Waiver Policy



As part of a student's acceptance, Graduate Admissions will list the courses which a student is eligible to waive. If a student would like to have a course re-evaluated they can follow the process below.

Before the start of classes

1. A student should log into their applicant portal and navigate to their "Application Status" page.
2. At the top of the page, the student should click the "Waivers" tab. Here, they will see their waivers along with the "Waiver Review" section.
3. The student should complete the "Petition for Review of Additional Waivers and Substitutions" form in the "Waiver Review" section and submit it with detailed documentation about the course they completed. The detailed documentation may include a course syllabus, a course description, textbooks used, and/or a transcript. Please note that the course must have been completed within five years and the student must have earned a grade of B or better to qualify for a waiver. If the student believes work experience is relevant, a detailed job description might be included.

Notes: Students should not contact program directors directly to ask about appeals during this time and program directors should refer all requests in this timeframe to Graduate Admissions. Graduate Admissions will continue with late appeals until the start of classes.

After the start of classes

1. A student must work directly with the designated representative for each course using the "Post Matriculation Waiver Appeal Form".
2. The "Post Matriculation Waiver Appeal Form" must be completed and all appropriate documentation attached. The documentation should include an explanation of why the student believes the course should be waived, a transcript, and a course syllabus with a course description and textbooks used. If the student believes work experience qualifies them for a waiver, a resume and a detailed job description should be included.
3. The departmental representative will make a final decision.
4. If requesting more than one waiver, complete a separate form for each contact person
5. A copy of the approved waiver form will be forwarded to the Registrar's Office. The Registrar will enter the waiver into the student record.

Petition for Review of Additional Waivers & Substitutions



Name:	Email:	
Current program:	Bentley ID:	Admit Term:

This form is for students who would like to request a review of their waivers **AFTER** classes have started. Students who have yet to begin their courses should contact the Admission office (applygrad@bentley.edu). If requesting more than one waiver, complete a separate form for **EACH** Faculty member. Check the box next to the course to be evaluated:

Waivers	Course	Faculty Authorized Agent	Approve / Deny
<input type="checkbox"/>	GR 521	Exam Only, contact Luke Cherveney, lcherveney@bentley.edu	
<input type="checkbox"/>	GR 522	Patrick Scholten, pscholten@bentley.edu	
<input type="checkbox"/>	GR 523	Andy Aylesworth, aaylesworth@bentley.edu	
<input type="checkbox"/>	GR 524	Lynn Wolf, lwolf@bentley.edu	
<input type="checkbox"/>	GR 525	Florin Morosan, fmorosan@bentley.edu	
<input type="checkbox"/>	GR 526		
Substitutions		MS in Accountancy	
<input type="checkbox"/>	AC 611	Leonard Pepe, lpepe@bentley.edu	
<input type="checkbox"/>	AC 612		
<input type="checkbox"/>	AC 621		
<input type="checkbox"/>	AC 730		
<input type="checkbox"/>	AC 741		
<input type="checkbox"/>	AC 750		
Waivers		MS in Accountancy	
<input type="checkbox"/>	CS 602	Akram Ahmed, aahmed@bentley.edu	

Notes:

- There is no guarantee that the request for a reevaluation of waivers or substitutions can or will be honored.
- Once reviewed, students will receive an email notification from the Registrar's Office on the status of their request.
- You must submit this request with all supporting materials to the Faculty noted above (visit bentley.edu/gaae for instructions).
- **For Faculty only:** Return form to registrars_office@bentley.edu

By signing below you agree to have your file evaluated for additional waivers or substitutions.

Student Signature:	Date:
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Signature of course authorized agent noted above:	Date:
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