

**Department of Sociology, Graduate Studies Committee
Petition to Waive Coursework Requirements**

Students may request to have coursework requirements waived if they have completed equivalent graduate courses in another department at the University of Kansas and/or at another institution.

All petitions must include a brief cover letter summarizing what the course covered, the course syllabus, and a final paper or work product completed for the course. Petitions submitted while the course is in progress must include a work sample. Petitions for course waivers for non-sociology courses must have *significant sociological content*. If a student petitions to count an outside course toward Sociology course requirements *prior to enrolling in the course*, a syllabus or list of topics/readings to be covered must be provided.

Course petitions must clearly and explicitly demonstrate how the course is necessary to the student's areas of specialization and/or research, and that an equivalent course is not offered within the department.

Additionally, per the *Manual of Graduate Study* Section V: C Petitions of Waiver of Rules and Requirements:

Students may petition to have **up to two courses** waived for Individual Master's Readings (891) or Individual Doctoral Readings (991). Reading hour petitions must include the following:

- A syllabus, including a full reading list/bibliography to be covered, a description of what the course is about, and the specific goals and outcomes of the class.
- A schedule of regular meeting with the instructor.
- A plan for regular assignments to be turned in to the instructor that demonstrate the student's mastery and understanding of the reading materials, such as annotated bibliography/summary of the readings, and/or series of essay assignments covering the readings.
- A final written product for the class in the form of a term paper or equivalent.

Students admitted post-MA who completed a Master's degree in Sociology at an outside institution are permitted to waive **up to 1 Methods course, 1 Theory course, and 2 Substantive Seminar course requirements**.

Students admitted pre-MA and/or student who completed a master's degree in a field other than sociology at an outside institution are permitted to waive **up to 1 Methods course, 1 Theory course, and 1 Substantive Seminar course requirements**.

Name: _____

Advisor: _____

Course Requirement to be waived:

SOC 810 _____ SOC 811 _____ SOC 812 _____

Other Method _____ Theory _____ Substantive Seminar _____

Was this course completed online? Yes _____ No _____

Student Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Petition to be reviewed at the next Graduate Studies Committee Meeting on: _____

Petition Decisions: _____ Approve _____ Deny

Conditions: _____

Graduate Director's Signature: _____