

**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 for course waivers for non-sociology courses must have *significant sociological content*.

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.

Petitions may not be submitted until the course is complete & a final grade is entered.

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:** \_\_\_\_\_

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

Petition Decisions: \_\_\_\_\_ Approve \_\_\_\_\_ Deny

Conditions: \_\_\_\_\_

Graduate Director's Signature: \_\_\_\_\_