

# REQUIRED COURSE WAIVER REQUEST FORM

Dept. of Industrial Engineering and Management Sciences  
Northwestern University

*Instructions:* Use this form to request a waiver of the requirement that a course be taken for the M.S. or Ph.D. in IEMS, justified by graduate-level coursework previously done at another institution. Submit this form along with documentation of your previous graduate-level coursework, such as transcript, syllabi, course descriptions, and reading lists.

*Policies:*

- A waiver of a required course does not reduce the total number of courses required for the degree.
- If a core course is waived, you must take another course during the first year as a substitute for the waived core course. The substitution is subject to the approval of the Director of Graduate Studies. The substitute course must be in the same subject area and at least as valuable in assessing first-year student achievement.

IEMS course requirement to waive: \_\_\_\_\_

Substitute course (if applicable): \_\_\_\_\_

Previous graduate-level coursework:

University	Department	Course #	Course Name	Grade

I request a waiver of the requirement to take the IEMS course listed above. If it is a core course, I understand that I am required to complete the approved substitute course during my first year.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



I approve the waiver request and, if applicable, course substitution.

Director of Graduate Studies Signature: \_\_\_\_\_ Date: \_\_\_\_\_