



# PETITION FOR REVIEW OF ADDITIONAL WAIVERS AND SUBSTITUTIONS

(After the Start of Classes)

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Degree Program: \_\_\_\_\_ Entry Term: FALL 20 \_\_\_\_\_ SPRING 20 \_\_\_\_\_

This application is for students that would like to request a review of their waivers based on new information **after** matriculation into the Graduate School.

- After the start of classes of a student's first term, this waiver request must be submitted along with all supporting materials to the individual/s noted below.
- If requesting more than one waiver, complete a separate form for each contact person.
- Check the box next to the courses to be evaluated below:

Waiver Requests:	Contacts Before the Start of Classes: Graduate Admissions (295 LaCava Center) Contacts After the Start of Classes: Listed Below	Approve or Deny
GR 521	Exam Only, contact Mihaela Predescu, <a href="mailto:mpredescu@bentley.edu">mpredescu@bentley.edu</a> , (781) 891-2876, Morison Hall 392	
GR 522	David Ortmeier, <a href="mailto:dortmeier@bentley.edu">dortmeier@bentley.edu</a> , (781) 891-2857, Adamian Academic Center 199	
GR 523	Paul Berger, <a href="mailto:pberger@bentley.edu">pberger@bentley.edu</a> , (781) 891-2746, Morrison Hall 351	
GR 524	Dorothy Feldmann, <a href="mailto:dfeldmann@bentley.edu">dfeldmann@bentley.edu</a> , (781) 891-2782, Morison Hall 282	
GR 525	Claude Cicchetti, <a href="mailto:ccicchetti@bentley.edu">ccicchetti@bentley.edu</a> , (781) 891-2511, Morrison Hall 121	
GR 526	Claude Cicchetti, <a href="mailto:ccicchetti@bentley.edu">ccicchetti@bentley.edu</a> , (781) 891-2511, Morrison Hall 121	
Substitutions <u>Master of Science in Accountancy</u>		
<i>Note: Certain AC courses apply to the Certificates in AC or Fraud and Forensics AC. *Can be waived in the <u>Master of Science in Accounting Analytics</u>.</i>		
AC 611*	Leonard Pepe, (781) 891-2470, <a href="mailto:lpepe@bentley.edu">lpepe@bentley.edu</a> Adamian Academic Center 220	
AC 612*		
AC 621		
AC 730*		
AC 741*		
AC 750		
Waiver <u>Master of Science in Digital Innovation</u>		
CS 602	Jennifer Xu, (781) 891-2711, Smith 401, <a href="mailto:jxu@bentley.edu">jxu@bentley.edu</a>	
Reasons for Denial: For Office Use Only		

**\*\*\*\*\*PLEASE NOTE\*\*\*\*\***

1. There is no guarantee that the request for a reevaluation of waivers or substitutions can or will be honored.
2. Once reviewed, students will receive email notification as to the status of their request from the Registrar's Office.
3. My signature below indicates that I am requesting to have my file evaluated for additional waivers or substitutions.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant/Students Signature

-----*For office use only below this line*-----

Faculty will return this signed form to the Registrar's Office. If returned via email attachment signature and date implied.  
If returned by drop-off, fax or mail, please sign and date.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Signature of Course Authorized Agent Noted Above

## **Bentley University 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.
4. NOTE: 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.

6.11.2019