



NYU

**ROBERT F. WAGNER GRADUATE
SCHOOL OF PUBLIC SERVICE**

**Course Waiver Policy:
CORE-GP 1020 Management and Leadership**

The criteria for waiving CORE-GP 1020 include education credentials and management experience, preferably relating to public service. Students wishing to waive from Management and Leadership must demonstrate one of the following:

- A graduate-level introductory management course taken within the past five years. Student must have obtained a 'B' or better for the course. In addition, the course must have covered at least 75% of the content of CORE-GP 1020.
- A major or minor in management or a Master's degree in management or related field, such as human resources or organizational behavior.

To request a course waiver, submit the specific materials outlined below. All waiver requests must include the following:

- Memo describing how the course(s) you took cover all the main topics in CORE-GP 1020. Please include the following in your memo:
 - ✓ Your full name
 - ✓ Your University ID# (N#)
 - ✓ Your email address
 - ✓ Name of university
 - ✓ Name of course as listed on your transcript
 - ✓ Course number & section
 - ✓ Semester and year course was taken. (If your prior coursework is over five years old, you cannot qualify for this waiver.)
 - ✓ Grade received in the course. (If your grade is less than a B, you cannot qualify for this waiver.)
- Copies of supporting documentation
 - ✓ Complete syllabus. If syllabus from the semester and year you took the course is not available, a more recent syllabus with a note from the school/instructor explaining that the course content has not changed.

Please note: If your coursework is over five years old and/or the grade was NOT a B or better, you do not qualify for a prior coursework waiver.

To submit your course waiver request, gather the specific materials outlined in the policies above, then complete the CORE-GP 1020 [Course Waiver Request form](#) and attach the documentation in a single pdf document. (the form will only allow one attachment) Make sure to only submit complete waiver requests - incomplete requests cannot be processed.

If you did not submit an official transcript with the relevant course(s) to NYU Wagner Admissions, please contact Wagner Student Services for instructions.

If you have questions, you can contact Wagner Student Services at wagner.studentservices@nyu.edu.