



MSIS FOUNDATION COURSE WAIVER REQUEST FORM

NOTE: This form must be completed and returned for your application to be considered complete regardless of whether or not you are requesting a waiver for foundation courses.

NAME: _____ DATE: _____

EMAIL: _____ STUDENT ID: _____ Circle one: ONLINE ONCAMPUS

I am NOT requesting waivers for any foundation courses.

IMPORTANT POLICY INFORMATION AND INSTRUCTIONS

- ❖ Students who completed the **BSIS, BSIT or BSSE** degree in the College of IST at Drexel University are automatically waived from these requirements.
- ❖ Student who completed the **IS minor** in the College of IST at Drexel University are automatically waived from the IS, Database and Networks foundation courses
- ❖ Student who completed the **SE minor** in the College of IST at Drexel University are automatically waived from the IS foundation course.
- ❖ A foundation course cannot be waived by completing a course that fulfills an IST graduate degree program requirement.
- ❖ The Information Systems Foundation course is a pre-requisite or co-requisite for the Database, Software and Networks Foundation courses. Other than this restriction, the MSIS Foundation courses may be taken in any order.
- ❖ For academic terms in which the MSIS Foundation courses a student needs are not offered, an advisor may approve a schedule including some core courses. This exception can only be used in a student's first two terms. The core courses a student can take prior to completing the IS foundation are limited to INFO 608, 620 and 638. This exception will only granted for students who have some prior coursework or work experience that, in the judgment of the advisor, will enable the student to complete core courses while working on the IS Foundation.
- ❖ Foundation courses do not count toward the graduation requirements for the program.
- ❖ This form cannot be processed until **all** supplemental materials (see details below) have been received.
- ❖ This form must be returned to the following address before you can be admitted to the MSIS program.
 - If you are applying to an **online program**, submit this form and all supporting documentation to:
DREXEL E-LEARNING
Attn: Customer Service
3001 Market Street, Suite 300
Philadelphia, PA 19104
 - If you are applying to an **on campus program**, submit this form and all supporting documentation to:
College of Information Science and Technology
Drexel University
3141 Chestnut St.
Philadelphia, PA 19104-2875

INFORMATION SYSTEMS REQUIREMENT

Required: A basic understanding of concepts and terminology related to information systems. This should include the information systems life cycle, the role of information systems in organizations and the challenges in information systems development. Students must also have basic knowledge and skills related to processes and techniques in information systems analysis and design. This requirement can be met in any of the following ways. *Please check one:*

- I do not wish to request a waiver of the information systems requirement. Therefore, I plan to enroll in INFO 503, Introduction to Systems Analysis or INFO 530, Information Systems Analysis which will not count towards my degree requirements.
- I wish to request a waiver of the information systems requirement based on work experience (at least one full year of work experience or equivalent related to information systems design, development, implementation or operation within the last 10 is required). **I have attached a letter of verification from my employer detailing the nature of my work and the duration.**
- I wish to request a waiver of the information systems requirement based on previous coursework (completed no more than 10 years ago with a grade of **B** or better), as identified below. **I have attached the course description to this form.**

Course Number and Name: _____

College: _____ Year Taken: _____ Grade: _

SOFTWARE REQUIREMENT

Required: Students must have enough hands-on experience with software development to understand the general concepts and facilities of programming languages, and to appreciate the cognitive challenges of creating good quality software. The requirement can be met any of the following ways. *Please check one:*

I do not wish to request a waiver of the software requirement. Therefore, I plan to take INFO 601 Computer Programming for Information Processing or INFO 532 Software Development which will not count towards my degree requirements.

I wish to request a waiver of the programming requirement based on work experience (at least one full year of work experience or equivalent focused on developing software using a procedural or object-oriented language within the last 10 years is required). Acceptable languages include C, C++ and Java. Markup languages like HTML, query languages like SQL, and macros in packages like EXCEL do not meet this requirement. **I have attached a letter of verification from my employer detailing the nature of my work and the duration.**

I wish to request a waiver of the programming requirement based on previous coursework completed no more than 10 years ago with a grade of **B** or better based in the languages mentioned above. **I have attached the course description to this form.**

Course Number and Name: _____

College: _____ Year Taken: _____ Grade: _

DATABASE REQUIREMENT

Required: Students must have basic knowledge of data modeling and relational databases. Students must understand and be able to use basic database design methods, and basic query and administrative functions in SQL. This requirement can be met in any of the following ways. *Please check one:*

I do not wish to request a waiver of the database requirement. Therefore, I plan to enroll in INFO 605, Database I which will not count towards my degree requirements.

I wish to request a waiver of the database requirement based on work experience (at least one full year of work experience or equivalent related to database design and administration within the last 10 is required). **I have attached a letter of verification from my employer detailing the nature of my work and the duration.**

I wish to request a waiver of the database requirement based on previous coursework (completed no more than 10 years ago with a grade of **B** or better), as identified below. This course must include database design exercises and hands-on use of a DBMS. Courses that only use desktop databases such as MS Access do not meet this requirement. **I have attached the course description to this form.**

Course Number and Name: _____

College: _____ Year Taken: _____ Grade: _

NETWORKS REQUIREMENT

Required: Students must have basic knowledge of concepts and terminology of computer networking. This must include basic technologies and methods for network planning, design and management. It must also include an understanding of issues and opportunities that globally increase network capability present for information systems. This requirement can be met in any of the following ways. *Please check one:*

I do not wish to request a waiver of the networks requirement. Therefore, I plan to enroll in INFO 614, Distributed Computing and Networking or INFO 534 Networking Applications which will not count towards my degree requirements.

I wish to request a waiver of the networks requirement based on work experience (at least one full year of work experience or equivalent related to networks including both LANs and WANs within the last 10 is required). **I have attached a letter of verification from my employer detailing the nature of my work and the duration.**

- I wish to request a waiver of the networks requirement based on previous coursework (completed no more than 10 years ago with a grade of **B** or better), as identified below. The course must include coverage of network applications and implications for information systems. **I have attached the course description to this form.**

Course Number and Name: _____

College: _____ Year Taken: _____ Grade: _

BUSINESS REQUIREMENT

Required: Students must have some understanding of business concepts and operations. This requirement can be met in any of the following ways. *Please check one:*

- I do not wish to request a waiver of the business requirement. Therefore, I plan to enroll in BUSN 501, Measuring and Maximizing Financial Performance which will not count towards my degree requirements.
- I wish to request a waiver of the business requirement based on work experience (at least one full year of work experience or equivalent that includes significant involvement in issues related to operation of a business. Simply working in business or working in a technical IT job does not meet this requirement. Experience must include significant involvement in general management, financial management, sales and marketing, production operations or other basic business functions within the last 10 is required). **I have attached a letter of verification from my employer detailing the nature of my work and the duration.**
- I wish to request a waiver of the business requirement based on previous coursework (completed no more than 10 years ago with a grade of **B** or better), as identified below. The course must be related to accounting or business principles. **I have attached the course description to this form.**

Course Number and Name: _____

College: _____ Year Taken: _____ Grade: _

FOR INTERNAL USE ONLY

Information Systems Waiver:

- Approved Notes: _____
- Denied
- Not Applicable

Networks Waiver:

- Approved Notes: _____
- Denied
- Not Applicable

Software Waiver:

- Approved Notes: _____
- Denied
- Not Applicable

Business Waiver:

- Approved Notes: _____
- Denied
- Not Applicable

Databases Waiver:

- Approved Notes: _____
- Denied
- Not Applicable

Signature of Asst. or Assoc. Dean

Date