



UNIVERSITY of WASHINGTON | BOTHELL  
SCHOOL OF BUSINESS

MBA Programs

Petition for (circle one): Transfer Credits Waiver

(Note: The total number of credits an MBA student may apply to the program through transfer or waiver may not exceed 12.)

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_ Date: \_\_\_\_\_

TMBA/LMBA (circle one) Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Transfer:** I am requesting that \_\_\_\_\_  
(Course Number/Title)  
be accepted as a transfer course for \_\_\_\_\_  
(MBA Course Number/ Title)

College/degree program where course(s) was/will be taken: \_\_\_\_\_

AACSB accredited (circle one): Yes No. Number of credit hours: Quarter \_\_\_\_ Semester \_\_\_\_

Year taken/taking: \_\_\_\_\_ Grade in course: \_\_\_\_\_

**ATTACHED:**

\_\_\_\_\_ Course syllabus or outline with books used; + course catalog description (if available)  
\_\_\_\_\_ Confirmation of grade and credits from official transcript by Manager (initial)

**Waiver:** I am requesting a waiver for \_\_\_\_\_ (MBA Course #/Title) based on (check as appropriate):

\_\_\_\_\_ Previous upper division or graduate course work (Course syllabus required)  
\_\_\_\_\_ Work experience (Resume & description of apx. 2 years of content-related work experience required)

**ATTACHED:**

\_\_\_\_\_ Course syllabus or outline with books used  
\_\_\_\_\_ Description of MBA course content-related work experience  
\_\_\_\_\_ Resume  
\_\_\_\_\_ Plan for replacing the number of credits if the waiver is approved.

**Note:** if waiver is approved for the MBA course, the same # of elective credits are required to replace the MBA course.

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

**Submit form to the MBA Manager, Graduate Student Services, UW1-391.**

**Faculty's Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Faculty's Signature & Date) **Recommendation:** \_\_\_\_ Approve \_\_\_\_ Not Approve

**Associate Dean, Graduate Programs Comments:** \_\_\_\_ Approved \_\_\_\_ Not approved

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
(Associate Dean, Graduate Programs, Signature)