

MBA PROGRAM COURSE WAIVER and TRANSFER CREDIT APPLICATION 600 LEVEL COURSES

INSTRUCTIONS:

Students who have previously covered the material of one or more of the required first year MBA course may apply for transfer credits or waivers **prior to the start of their program.**

Applications will only be accepted from students who have received an offer of admission.

Please refer to the website for complete details and eligibility requirements:

<http://mbastudent.degroote.mcmaster.ca/courses/waivers/>

Requirements for waivers and transfer credits include:

- Must have completed equivalent degree-level coursework;
- Must have obtained a grade of B or better (B- if a McMaster course);
- Must have completed the degree in which the equivalent course was taken within the past ten years.

Deadlines for Applications:

- September 2 for students commencing the MBA program in September
- January 2 for students commencing the MBA program in January

Submitting your Application:

No paper applications will be accepted. All scanned documentation must be sent electronically in a single email to mbawaiver@mcmaster.ca as follows:

Please use the following as the subject line of your email, filling in the appropriate information:

Waiver/Transfer Credit Application – Year – Your Full Name – Your Student Number.

For McMaster graduates: please submit page 2 of the Course Waiver Application only.

All other students: Please submit page 2 of the Course Waiver and Transfer Credit Application along with the official course outlines and official English translations if applicable, course calendar descriptions (please include the link to the website in your email), and list of textbooks used in the course.

The material will be reviewed by the Area Chair(s) and you will be notified by the MBA Academic Services Office (MASO) via e-mail of the decision within approximately 5-7 working days.

Students who are granted a waiver(s) will be required to submit a secondary application outlining their plan to replace the course(s) that have been approved. An application and set of instructions will be sent via e-mail to the student with their waiver approval notification.

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DATE:

NAME:

STUDENT NUMBER:

EMAIL ADDRESS:

Please check the appropriate box below:		DeGroot MBA Course Code	Equivalent Undergraduate Course Code(s) Taken	Equivalent Course Name	Alpha Grade(s) Earned	Decision (For Office Use Only)		
Applying for Waiver	Applying for Transfer Credit					Yes	No	Area Chair

Application Declaration: In submitting this application request, you hereby certify that all statements on this form and submitted documentation are correct, complete and official and that your educational/academic activities to this date have been fully disclosed herein.

The information gathered on this form is collected under the authority of The McMaster University Act, 1976. The information is used for the academic, administrative, and statistical purposes of the DeGroot School of Business including, but not limited to, maintaining records; academic counseling and the administration of examinations. Personal student information provided on this form will not be used for any unrelated purpose without the consent of the student. This information is protected and is being collected pursuant to section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the Associate Dean, DeGroot School of Business.

