

MILGARD

SCHOOL OF BUSINESS

UNIVERSITY of WASHINGTON | TACOMA

Policy on Transfer and Wavier Credits October 2009

A student admitted to the MBA program may petition to transfer or waive up to the equivalent of 12 quarter credit hours out of the 72 credits required for the MBA program. Written petitions for transfer or waiver of credits completed prior to admission to the MBA program must be submitted during the first two quarters of enrollment in the MBA program (Autumn or Winter quarter). ***No request will be considered for courses taken more than five years prior to the start of the UW Tacoma MBA program.***

Petitions should be addressed to the Milgard School of Business Graduate Committee and be submitted to the graduate program adviser. The petition must include official transcripts and a copy of the syllabi for each course for which transfer or waiver is desired. All decisions of the Graduate Committee with respect to transfer or waiver of credits are final. Petitions are reviewed by the Graduate Committee and a letter mailed to the address of record indicating how many credits, if any, will transfer or be waived. The capstone courses TBUS 506 (Strategic Management) and TBUS 508 (Integrated Systems) may not be transferred or waived.

Transfer

Only graduate credits taken at an AACSB accredited MBA program may be transferred. Transfer credit will only be awarded for classes in which the student has received a grade of "B" or better and is awarded at the discretion of the graduate committee after consultation with the appropriate faculty member. Graduate credits that have been applied toward a completed degree cannot be transferred. No more than 12 quarter credits can be transferred.

Waiver

An admitted MBA student may petition to waive up to the equivalent of 12 quarter credits of MBA core courses. Waiver requests must be accompanied by official transcripts and other documentation such as course syllabi or proof of professional licensing where applicable. If a waiver is approved, the petitioner may select an available elective course with the same number of credits to replace the waived course. A waiver will not reduce the required credits needed to earn the MBA.

Waivers may be granted if the graduate committee concludes that a petitioner has demonstrated proficiency in the course material by prior educational training (e.g., undergraduate major or concentration or graduate degree in a specific field) or professional licensing (e.g., CPA). Waivers will only be entertained for graduate coursework completed with a grade of "B" or better or undergraduate coursework completed with a grade of "B Plus" or better. Students who request waivers may be restricted in the courses they may take to complete their elective. Details of such restrictions will be included in the reply letter to the petitioning student.

Taking Courses Outside UWT Post-Enrollment

Enrolled UW Tacoma MBA students who take courses at another institution or program outside UW Tacoma with the intent of transferring the credits should first seek approval from the Graduate Program Adviser prior to enrolling in those courses. If approved, these students should submit a written petition to transfer credits within one academic quarter of completing the course at another institution (e.g. petitions to transfer summer credits must be received by the end of Autumn Quarter). Only grades of B or higher may be transferred and only equivalent credit hours may be transferred. Coursework that duplicates the content of required courses in the MBA curriculum will not be accepted for such transfers.

Students entering the MBA Program from September 2009 onwards are required to take a minimum of eight graded elective credits in the UW Tacoma MBA Program. Additionally, no more that 5 credits may be taken in 400-level Tacoma undergraduate business courses.

Students who entered the MBA Program in September 2008 or prior to that are required to take a minimum of twelve elective credits in the UW Tacoma MBA Program. Additionally, no more that 5 credits may be taken in 400-level Tacoma undergraduate business courses.