

**College of Graduate and Professional Studies**

MBA Concentration in:

Public Administration

**REQUEST for WAIVER/TRANSFER CREDIT**  
**FOUNDATION/CORE/CONCENTRATION COURSES**

Effective Fall 2009

Name: \_\_\_\_\_  
Last
First
Middle Initial

**In order for coursework completed at another institution to be considered equivalent to a UMW course, it must meet the following criteria:**

- Completed at a regionally-accredited college or university
- Completed prior to admission to UMW
- Had an equal or greater number of credits awarded (may combine two or more courses)
- Official transcript is submitted
- Content was equivalent to the UMW course. *If possible, please provide a course description or syllabus.*
- **Transfer Credit for graduate level course(s)** must have been completed within the last **6 years** with a grade of "B" or higher
- **Waiver for foundation level course(s)** must have been completed within the last **10 years** with a grade of "B" or higher

**Information for Foundation Course Waiver Request(s)**

UMW Foundation Courses	Potential Equivalent Course(s)			OFFICIAL USE ONLY	
	Course #	Course Title	Completed at (Name of Institution)	Approval (Initials)	Reason for Denial
<i>Example</i> LRSP 331 Org. Behavior	MGMT 3XX	Organizational Behavior	J. Smith Accredited College	<del>___Yes___ ___No___</del>	<del>___Grade___ ___Age___ ___Content___ ___Need Additional Information___</del>
ACCT 201 Accting for Mgrs				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
BPST 314 Bus. Legal Envir				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
BPST 316 Stats. For Mgrs				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
LRSP 305 Public Sector Mgt				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
LRSP 306 Econ for Bus.				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
LRSP 331 Org. Behavior				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
LRSP 412 Mkt for Mgrs				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
LRSP 433 Prod/Oper Mgt				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
LRSP 400 Intro to MBA Prog.	<b>--Not Waivable--</b>				

**Information for Graduate Level Transfer Credit Request(s)**

Equivalent UMW Graduate Course	Potential Equivalent Course(s)			OFFICIAL USE ONLY	
	Course #	Course Title	Completed at (Name of Institution)	Approval (Initials)	Reason for Denial
				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___
				___Yes___ ___No___	___Grade___ ___Age___ ___Content___ ___Need Additional Information___

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

PROGRAM USE ONLY

\_\_\_\_\_  
Faculty Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Reviewer

\_\_\_\_\_  
Date

**COMMENTS:**