Course Waiver Credit for Upper Division Program Courses
Request Form

This form is to be completed by new and continuing graduate students requesting to transfer OR waive program courses for equivalent coursework completed at another appropriately accredited academic institution. **Please complete the following sections prior to enrolling at Westcliff University.**

Full Legal Name: _____   Academic Program:_____   Program Start Date:_____

Section 1: Transfer Credit Request(s)

Applicable for graduate and DBA applicants. Only graduate level coursework may be transferred.

- ☐ **[Yes] I would like to transfer in the following courses**
- ☐ **[No] I am not transferring in courses**

If you check "Yes", please complete the following section.

I am requesting the following coursework to be reviewed toward my program of study. I have attached the course description, syllabi, and/or other supporting documents for the following courses:

Graduate: Maximum 6 credits

Westcliff Course Code	Previous Course Code and Name	Grade Received	University Previously Attended

Doctoral: Maximum 30 credits

Westcliff Course Code	Previous Course Code and Name	Grade Received	University Previously Attended

Section 2: DBA Pre-requisites Request(s)

Applicable for DBA applicants only

I am requesting that the following coursework be reviewed to determine if I may waive pre-requisite credits toward my DBA program of study:

- ☐ **[Yes] I *consent* to waive the following pre-requisites**

  - ☐ BUS 505 – Managerial Economics ☐ BUS 535 – Managerial Accounting
  - ☐ BUS 550 – Financial Management

- ☐ **[No] I do not consent to waive the pre-requisites**

All requests must be accompanied by the following:

If the following are not submitted, your request will be automatically denied
- Completed Course Waiver Credit for Upper Division Program Courses Request Form
- Official Transcripts (Sealed, unopened, and original envelope)
- (Required) Course Catalog from the year each course was taken
- (Optional) Course syllabus and course assignments
- Please refer to the Transfer Credit Policy for Upper Division Courses in the Student Handbook – Catalog for more information

Graduate and DBA Transfer Credits:

We give graduate students the option to transfer in courses from other qualifying schools. A maximum of **2** courses can be transferred in for Master Degree applicants. A maximum of **30** courses can be transferred in for DBA applicants. All courses will be evaluated and may be transferred based on course equivalency and graduate level rigor.

DBA Pre-requisites
Students pursuing a Doctorate of Business Administration degree must have a Master's Degree in the field of business or a business-related field (MBA, MPA, Master's in Economics, etc.). The coursework must encompass courses in Economics, Accounting, and Finance in order to fully satisfy the academic pre-requisites for the DBA degree. Business foundational courses are BUS 505-Managerial Economics, BUS 535- Managerial Accounting, and BUS 550-Financial Management, all of which are offered under Westcliff University's MBA curriculum. If accepted into the DBA program, you may be required to take MBA pre-requisite course(s) if needed.

Disclaimer: Every student enrolled in a graduate program at Westcliff University must complete and sign this section of the **Course Waiver Request Form.** Transcripts are evaluated after submitting **Course Waiver Request Form**, and a determination will be made as to which course(s) if any, will be transferred in and waived.

By selecting "Yes" and subsequent to the determination of course waiver(s) has been made, it is further stipulated that the student is obligated by this decision and is not permitted to change course(s) transferred in for course wavier. This especially stipulated once a session has started. No exceptions will be made.

By signing below, I certify that I understand there is no guarantee of the transferability of credits.

Student Signature: _____   Date: _____

Return Course Waiver Credit Request Form to:
Designated Admissions Advisor via email
OR if unknown, email to transcripteval@westcliff.edu

To Be Completed by Registrar

Transfer Credit Status: _____   **Official Transcripts Received:** _____

Amount of Transfer Credits: _____   **Registrar Initials:** _____   **Date:** _____