



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.** Please refer to the Transfer Credit Policy for Upper Division Courses in the Student Handbook – Catalog for more information.

Full Legal Name: _____
 Student ID # (only if applicable): _____ Academic Program: _____
 Program Start Date: _____ Academic Advisor: _____

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 checked “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 9 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

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 MBA, MSIT, and MSCS applicants. A maximum of **3** 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

DBA pre-requisites requirement: 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 prerequisites 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 prerequisite 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 within 30 days 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 waiver. 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: _____