



Course Waiver Credit for Graduate 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)

Please select one of the following if you would like an evaluation of transferrable Graduate coursework

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

If you check “Yes”, please complete the information below. If you check “No” please proceed to Section 2.

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

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

Doctoral: Maximum 30 credits

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

Section 2: Pre-requisites Request(s)

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

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

- BUS 505 – Managerial Economics (DBA) BUS 535 – Managerial Accounting (DBA)
- BUS 550 – Financial Management (DBA) BSIT 315 Information Technology Essentials (MSIT)

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

Not Applicable

All requests must be accompanied by the following:

*****NOTE: If the following are not submitted, your request will be automatically denied*****

- Completed Course Waiver Credit for Graduate Program Course Request Form
- Official Transcripts (Sealed, unopened, and original envelope)
- Course Catalog from the Academic Year each course was taken (**Required**)
- Course syllabus and course assignments (If available)
- 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 two (2) courses (6 Semester Credit Hours) can be transferred in for Master Degree applicants. A maximum of eight (8) courses (30 Semester Credit Hours) can be transferred in for Doctoral Degree applicants. All courses will be evaluated and may be transferred based on course equivalency and graduate level rigor.

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 3-5 days after submitting **Course Waiver Request Form**, and a determination will be made as to which course(s) *if any*, will be applied and accessible in your student portal via the Student Information System.

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.

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 e-mail. If unknown, e-mail your request to the Office of the Registrar Records Department at records@westcliff.edu

To Be Completed by Registrar

Transfer Credit Status: _

Official Transcripts Received: _

Amount of Transfer Credits: _

Registrar Initials: _

Date: _