_____
Date

Request for Course Substitution

_____ _____
Last name, First name (Please print) *MBA Career Specialization*

***** Note: No waivers or substitutions may be made for MBA CORE courses *****

☐ **I request substitution of** _____, _____, ____,
UW Dept. & Course Number *Course Name* *Credits*

which is: ☐ ***a Required course*** *(or)* ☐ ***an Elective course*** in my Career Specialization.

In lieu of this course, please accept _____, _____, ____,
Dept. & Course Number *Course Name* *Credits*

which I: ☐ completed _____ with a grade of _____ (*or*) ☐ plan to take _____
Sem/Year *Sem/Year*

at: _____
*Name of School**

*If non-UW course, attach syllabus or course description.

Obtain signature of professor/instructor teaching the required course below:

_____
Signature Print Name *Date*

☐ **I also request acceptance of these credits in transfer toward my UW degree.**

- Credits transferred must be at the graduate level and completed within two years with a grade of "B" or better.
- A maximum of **six** credits may be accepted in transfer. Official transcripts are required.

Comments: _____

_____

Career Specialization Approval: _____
Advisor Signature *Date*

Submit completed form to the MBA Program Office, 3150 Grainger. You will receive an e-mail with an update on your request.

MBA Program Office Approval: _____
Date