Course Waiver Policy:

Olin MBA students may obtain a waiver for any required course with the exception of the following:

- MGT 5311 Introduction to Management and Strategy
- MGT 5314 Critical Thinking and Communication (CRITICOM)
- MGT 5305 The Global Business Environment in the 21st Century
- OB 5620 Foundations for Leadership Effectiveness
- OB 5621 Leadership Development Workshop

No student may waive more than two required Core courses in the fall semester of year one. In order to receive a waiver, the student must submit a petition to the instructor of the required course and obtain approval. Students must submit the waiver form to the Graduate Programs office within the first two weeks of the class. Please note that a waiver will not reduce the student’s required hours to earn the MBA degree. Moreover, it will generally be presumed that instructor approval will be granted only where the student has previously completed substantially equivalent coursework during his or her prior education and/or demonstrated competency via work experience. Examples of student backgrounds for successfully waived courses include CPA designation (for the financial accounting core course), and/or an undergraduate business major in a particular field (for waiver of the core course in the same field.)

Students may be required to pass a proficiency exam in order for a waiver to be granted. Additionally, the course instructor may require the student to enroll in a specific substitution course. If no specific substitution course is required, students are free to substitute other MBA elective coursework for which the stated prerequisites are met.

Procedure:
1. Complete the Required Course Waiver Petition form (on reverse).
2. Meet with the instructor of the required course you wish to waive and obtain approval of the petition. You should be prepared to provide documentation of your prior coursework and/or experience (i.e. transcripts, brief description of work-related experience). **OBTAIN SIGNATURE.**
3. If this is a waiver or course substitution of a Platform course, you are also required to obtain the signature of the Platform Director.
4. **If approval is obtained,** return the signed petition form to the Graduate Programs Office (Room 310, Knight Hall). If applicable, make the necessary change to your registration using Webstac. **If approval is not obtained,** you may consider the proficiency test option.

Report to the MBA Programs Office should you need assistance.

Approved by faculty July 1997
Washington University
Olin Business School
Required Course Waiver/ Substitution Petition
(Separate petition required for each request)

Date of petition: ___________________________

Last Name (Family Name)  First Name  SSN or Student ID

Address

City  State  Zip code  Cell Phone Number

Required course to be waived: ___________________________

Course to be substituted: ___________________________

Semester of substitution: ___________________________

Background: (to be completed by the student)

Previous Course Work (School, Course Titles, and Grades)

Work Experience (Description and Number of Years)

Other Background (Please explain)

Signature of Faculty Instructor  Signature of Platform Director (if applicable)

Approved by faculty July 1997