



Graduate Business Programs | The Portland MBA

MBA – INCOMING STUDENT WAIVER AND TRANSFER REQUEST FORM

All incoming students must submit this form prior to orientation.

Student Name:		PSU Id Number:	
Cohort (choose one):	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	

Transfer Credits

If you have taken graduate level courses (including courses taken at PSU prior to entering the MBA program) that were not used toward another degree, you may request that those credits are transferred into the program to satisfy some program requirements. All credits must be graded B- or higher, completed within seven years prior to graduation from the MBA program, and taken at a university from which we accept transfer credits. To request a transcript review, please check the box below. We may require a course syllabus or course description prior to approving any transfer request.

Check one of the following:

<input type="checkbox"/> No, I do not have any graduate level transfer courses.	<input type="checkbox"/> Yes, I have taken graduate level courses, please send me additional information on the credit transfer request.
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MBA Waiver Policy: Students may be eligible for a waiver of some required courses in the MBA program. A waiver is based upon the student holding an undergraduate major in the specific business discipline for which the waiver is sought, or active professional licensure (CPA or CMA). Specifically, **ACTG 511, ACTG 513, FIN 515, FIN 516, ISQA 511, and MGMT 512** may be considered for waiver. A student can waive a **maximum of 13 credit hours from the courses listed only**, thus reducing the required number of hours in the degree program. To review course descriptions, please read the Portland State University Bulletin: <https://www.pdx.edu/academic-affairs/psu-bulletin>

Check one of the following:	<input type="checkbox"/> I am requesting a waiver as described below.	<input type="checkbox"/> I do not qualify for waivers.
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For each course for which a waiver is requested, please complete the following information:

Course	Basis for Waiver	Additional Details
ACTG 511: Financial Reporting (4)	<input type="checkbox"/> Undergraduate degree in Accounting awarded <u>within past 7 years</u> ; or <input type="checkbox"/> Active CPA license or <input type="checkbox"/> Active CMA license	Name of Institution: _____ Date degree awarded: _____
ACTG 513: Managerial Accounting and Control (4 crs)	<input type="checkbox"/> Undergraduate degree in Accounting awarded <u>within past 7 years</u> ; or <input type="checkbox"/> Active CPA license or <input type="checkbox"/> Active CMA license	Name of Institution: _____ Date degree awarded: _____
FIN 515: Economics and Sustainability of the Firm (2 crs)	<input type="checkbox"/> Undergraduate degree in Economics awarded within the past 7 years.	Name of Institution: _____ Date degree awarded: _____



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<p>FIN 516: Managerial Macroeconomics (2 crs)</p>	<p>___ Undergraduate degree in Economics awarded <u>within the past 7 years</u>.</p>	<p>Name of Institution: _____ Date degree awarded: _____</p>															
<p>ISQA 511: Sustainable Operations Management</p>	<p>___ Undergraduate degree in Production awarded <u>within the past 7 years</u>.</p>	<p>Name of Institution: _____ Date degree awarded: _____</p>															
<p>MGMT 512: Organizational Management</p>	<p>Undergraduate degree in Management <u>within the past 7 years</u>; coursework must include one Human Resources Management course and one of the following courses: Organizational Behavior, Organizational Management, and/or Principles of Management. Additionally, students must have grades of B+ or higher in <u>all</u> management coursework.</p>	<p>Name of Institution: _____ Date degree awarded: _____ Courses (include all that apply):</p> <table border="1" data-bbox="873 779 1479 1182"> <thead> <tr> <th>Course</th> <th>Course No. (From Your Transcript)</th> <th>Grade Earned</th> </tr> </thead> <tbody> <tr> <td>Human Resources Management</td> <td></td> <td></td> </tr> <tr> <td>Organizational Behavior</td> <td></td> <td></td> </tr> <tr> <td>Organizational Management</td> <td></td> <td></td> </tr> <tr> <td>Principles of Management</td> <td></td> <td></td> </tr> </tbody> </table>	Course	Course No. (From Your Transcript)	Grade Earned	Human Resources Management			Organizational Behavior			Organizational Management			Principles of Management		
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