

Core Course Waiver Process

Welcome to Ross! While some of you joined the Evening MBA program in previous years, others are beginning the program effective this Fall. For all of you, this document outlines some curriculum decisions that you will want to make during the next few months. Waiver deadlines & exams occur before classes begin.

An overview of the [Evening MBA Core Courses and Degree Requirements](#) is available on iImpact. We encourage you to familiarize yourself with this information before pursuing a waiver. The Ross MBA Core Course Curriculum consists of an integrated set of core courses which will help you develop a foundation for efficient and effective leadership and decision-making skills. Elective courses build on that foundation, allowing you to focus on your area of interest while completing degree requirements. The “first sequence” of courses—those that do not have any prerequisites—cover a foundation of courses and introduces some of the functional areas, while more functional area courses are included in the “second sequence” of courses.

Due to work and prior classroom experience, some of you may consider whether or not you would like to waive one of your core courses. If you are approved to waive a core course, you will have more time in your program for additional electives. Use the information included in this document to determine if you are eligible to waive a core class.

NOTE: No credits toward degree are granted for waived courses, regardless of the method used to waive.

What courses/degree requirements can be waived?

(For more information about a specific course or degree requirement see [Core Course Waiver Details](#))

- [ACC 501](#) - Principles of Financial Accounting
- [ACC 551](#) - Principles of Managerial Accounting
- [BE 501](#) - Applied Microeconomics
- [FIN 551](#) – Financial Management and Policy
- [MKT 501](#) – Marketing Management
- [MO 501](#) – Human Behavior and Organization
- [TO 501](#) – Applied Business Statistics
- [TO 551](#) – Introduction to Operations
- [TO 601](#) – Information Systems
- [Business Law or Ethics Requirement](#)
- [Communication Requirement](#)

What courses cannot be waived?

(For more information about a specific course or degree requirement see [Core Course Waiver Details](#))

- [STRATEGY 503](#) – World Economy
- [STRATEGY 601](#) – Corporate Strategy

These two courses must be completed at the University of Michigan-Ann Arbor campus.

How do I waive a core course?

There are two different methods for waiving core courses:

- Waiver request, based on:
 - Academic experience
 - Professional Experience
 - Professional Designation

- Waiver exam

Core courses may be waived by either a waiver request or a waiver exam, but not both. Refer to the [Core Course Waiver Summary Table](#) to see which method applies to each course. The [Core Course Waiver Details](#) page has more detailed information from each department.

How to Submit a Waiver Request

Waiver requests are granted by showing mastery and requisite knowledge of the course material through previous academic experience, prior completion of coursework at Ross, professional experience, and/or professional designation.

1. Complete a [Core Course Waiver Request Form](#) for each course you wish to waive. List only one course per form.

2. Submit the required supporting documentation. Review the “waiver requirements” section for each course to ensure that you are submitting all the necessary material with your waiver request.
Waivers will not be accepted without attached documentation.
 - a. Waivers based on prior academic experience must submit a transcript or a photocopy of a transcript, with the relevant course work **highlighted**. Course syllabi should be attached to allow faculty to review your academic experience.
 - b. Waivers based on prior course completion may be granted for successfully completing a MBA core course at the Ross School of Business within two years prior to entering the MBA program. The minimum course grade must have been a “Pass.” Students who have completed coursework at Ross must submit a transcript or a photocopy of a transcript, with the relevant course work **highlighted**.
 - c. Waivers based on professional experience must include a resume as well as any other relevant documentation.
 - d. Waivers based on a professional designation (such as CPA, CA, CMA or JD) must provide a copy of the relevant professional certification.

3. Submit the [Core Course Waiver Request Form](#) and the required supporting documentation before the applicable deadline (noted in the following section). Submissions may be made by e-mail to rossregistraroffice@umich.edu

4. Waiver Request Deadlines

July 1	Deadline for waived courses to affect the upcoming Fall semester
October 1	Deadline for waived courses to affect the upcoming Winter semester

Waiver Exam Details

Waiver exams are scheduled once a year before the beginning of the Fall term. Exams must be taken on the day and time that they are offered. Pre-registration is required to attend an exam. Review the [Waiver Exam Schedule](#) for more information about dates, times, and FAQs for exams.

How will I know if my waiver request/exam is approved or denied?

You will receive email notification stating whether your waiver request or exam has been approved or denied via the email address used to send the form.

If you have questions about your waiver results please email the appropriate faculty contact as listed in the [Core Course Waiver Summary Table](#).

What do I do after I receive my waiver results?

For each class for which you have submitted a waiver request or taken the waiver exam, you may be in one of three situations:

- 1) You **successfully waived** the class, but still desire to take it.
 - Register for the class via [Wolverine Access](#) in the term that works best with your schedule.
 - Please note these exceptions:
 - CPA and CA holders are not eligible to take or receive credit for ACC 501.
 - JD holders and JD students are not eligible to take Business Law courses for credit unless they obtain permission from the instructor.

- 2) You **successfully waived** the class and wish to take another course in its place (waiving out of a core course does not earn you credits toward the MBA degree);
 - Register for another core course, an elective based on the waived core course, or any other elective business class via Wolverine Access.
 - If you have a flexible work schedule, consider graduate level courses in other programs at the University of Michigan-Ann Arbor. Courses typically must be listed at the 500 level or above to receive credit toward the MBA degree. See the [Schedule of Classes](#) published by the Registrar's Office.

- 3) You were **denied your waiver request** and must now take the core course.
 - If your waiver request for a particular core course is denied or if you failed the waiver exam, you must take the core class at some point during your MBA career.

Advice on Waiving Core Courses: Some Pros & Cons

Because each of the MBA core courses will provide you with skills that will contribute to your success in other course work as well as your professional career, the decision to waive a core course should not be taken lightly. However, we do encourage our students to seek course waivers in subject areas where they believe they have extensive backgrounds.

Advantages of Waiving

- **Avoid review of familiar material.** If you were an undergraduate business major, have taken the course material before, or have work experience in the topic area, the core class may be repetitive.
- **Concentrate on your area of interest right away.** Waiving a core class allows you to begin taking elective classes immediately in your desired area (providing the elective you want to take has space available and does not require a prerequisite other than what you just waived).
- **Explore different subject areas.** If you are undecided about your career direction, taking an elective early exposes you to different topics and may help you narrow your focus.
- **Gain more interaction with other Evening MBAs.** Prior MBAs have found that as a result of waiving a core course, they were able to take electives and interact with Evening MBA students who were farther along in the program. This allowed them to create contacts, learn more about the program and job search experience, and form valuable friendships.

Disadvantages of Waiving

- **Core courses cover all the basics.** If you have had experience in one subject area, but don't plan to take any further courses in the field, the core may be a good place to review the basic principles. The core courses also provide an excellent way to brush up on the basics before taking more in-depth courses in the area. Core courses do cover a lot of challenging material in a short time, and you may encounter new ideas that you didn't see in your undergraduate program.

Summary of Things to Do

1. Review the [Evening MBA Core Courses and Degree Requirements](#), as well as the [course descriptions](#) on our website.
2. Review the [Course Waiver Summary Table](#) and/or the [Core Course Waiver Details](#). Evaluate the course descriptions and waiver requirements in light of your previous course work and work experience.
3. If you feel you may qualify for a waiver request, complete a [Core Course Waiver Request Form](#) for each course you wish to waive. **Ensure that all supporting materials (transcripts, syllabi, resume, explanatory notes, etc.) are attached as noted in the "Waiver Requirements" section for each course for which you are submitting a waiver request.**
4. Submit all waiver requests to the Ross Registrar's Office by July 1 to be completed before the upcoming Fall semester, or by October 1 to be completed before the start of Winter semester.
5. If you plan to take a waiver exam, review the [Waiver Exam Schedule](#) for the correct date and time. Pre-registration for waiver exams may be required.

*Please check the [Waiver Exam Schedule](#) for actual dates and times for waiver exams, as they will be scheduled into pre-term activities.

Continue to [Core Course Waiver Details](#), which includes specific information regarding each core course and degree requirement.