WAIVER APPLICATION

Students that have not been admitted with a condition, that have prior course work, may waive or transfer* up to 18 credits for selected required courses if:

1. They have taken substantially similar courses elsewhere OR
2. They pass an examination.

Students wishing to waive HR Decision-Making: Data-Based Decisions are required to take an examination in the first semester in which they are admitted.

●To waive a course on the basis of having previously completed equivalent course work, students must produce evidence that the course has been completed with a grade of B or higher and that the course was taken within five years preceding admission. Students submit this complete form and must enclose the supporting material indicated at the end of the form.

●To waive 533:542 on the basis of an examination, provide the information requested below. An appropriate college level examination will be given if your request is approved.

NAME ___________________________ DAYTIME PHONE # ___________________________
RUID# ___________________________ EMAIL ___________________________

I wish to apply for waiver of the following course(s):


Title of Course Previously Taken: ______________________________________________________
Course Number and Name of Previous Institution:

☐ 533:542 HR Decision-Making: Data-Based Decisions (exam only...must test out in your first semester of admission)

Title of Course Previously Taken: ______________________________________________________
Course Number and Name of Previous Institution:

*For transfer of previous course credits, please consult with the MHRM Student Advisor
- **533:565 Economics and Demographics of Employment Relations**
  
  Title of Course Previously Taken: ____________________________________________

  **Course Number and Name of Previous Institution:**

- **533:566 Employment Law**
  
  Title of Course Previously Taken: ____________________________________________

  **Course Number and Name of Previous Institution:**

- **533:580 HR Strategy I: Introduction**
  
  Title of Course Previously Taken: ____________________________________________

  **Course Number and Name of Previous Institution:**

- **533:590 HR Strategy II: Business Functional Areas**
  
  Title of Course Previously Taken: ____________________________________________

  **Course Number and Name of Previous Institution:**

**Supporting Documentation**

- Provide a transcript which includes the course(s) previously taken or make notation that a copy is on file with us: ________________________________________________________________________________________

- Provide information about the course such as a class outline or syllabus (highly preferred) and the titles of textbooks used in the course. Catalog descriptions do not provide sufficient information and should not be presented as supporting documentation.