Welcome to Ross! As you prepare to join us this Fall, you need to make some curriculum decisions that may affect your summer schedule. Waiver deadlines and exams occur before classes begin.

An overview of the Full-Time MBA core curriculum and degree requirements is available on iMpact. 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.

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 course or degree requirement.

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

**Which courses/degree requirements can be waived?**
(For more information about a specific course or degree requirement see Core Course Waiver Details)

- **ACC 502** - Principles of Financial Accounting
- **ACC 552** - Management Accounting
- **BA 553** - Multidisciplinary Action Projects (MAP)
- **BE 502** - Applied Microeconomics
- **FIN 503** – Financial Management
- **MKT 503** – Marketing Management
- **MO 503** – Leading People and Organizations
- **TO 502** – Applied Business Statistics
- **TO 552** – Operations Management
- 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 502** – Corporate Strategy
- **STRATEGY 503** – The World Economy

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 either 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 materials with your waiver request. **Waivers will not be accepted without attached documentation.**
   a. Waivers based on prior academic experience must submit a transcript or scanned copy of a transcript, with the relevant coursework **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 scanned copy of a transcript, with the relevant coursework **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 emailed to: [rossacadservices@umich.edu](mailto:rossacadservices@umich.edu)
4. Waiver Request Deadlines

| FALL CORE COURSES | JUNE 1: Meeting this deadline will enable us to process your requests and provide you with waiver decisions in time for you to meet other key deadlines such as registration for the Accounting Waiver Preparatory course. |
| WINTER CORE COURSES | NOVEMBER 2 |
| JUNE 15: For LATE ADMITS - ACC 502 waiver. |
| AUGUST 3: Only for students unable to meet the June 1 deadline because they were previously waitlisted or are Round III admitted students – waiver requests are not guaranteed to be reviewed after August 3. |

Waiver Exam Details

Waiver exams are scheduled once a year (for both Fall and Winter core courses) before the beginning of the Fall term. Exams must be taken on the day and time that they are offered. Pre-registration may be 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 in the waiver request. Fall core course waiver requests received by June 1 should be reviewed by June 30. Late admit ACC 502 waiver requests in by June 15 should be reviewed before June 30. Requests received by August 3 may be reviewed before the first day of the Fall term. Winter core course waiver requests should be reviewed by November 24.

If you have questions about your waiver results, please email rossacadservices@umich.edu

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.
   - No action needed, unless the following exceptions apply:
     o CPA and CA holders are not eligible to take ACC 502 and must drop it from their schedule using Wolverine Access once your assigned registration time begins.
     o 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).
   - Drop the waived course via Wolverine Access once your assigned registration time opens.
   - Register for a business elective. The Schedule of Courses published by the Registrar’s Office will list the classes offered each term.
   - 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 in the assigned first-year sequence.
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 coursework 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 recently, or have extensive 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.
- **Vary your core schedule.** A fair number of seven week electives are offered in the Fall A and B terms as well as the Winter A terms. Many of these electives can add variety to your studies. Students can also get a head start on completing other degree requirements such as Business Ethics, Business Law, or Strategy 503 during their first year.
- **Gain more interaction with second year MBAs.** Prior MBAs have found that as a result of waiving a core course and being able to take an elective course in their first year, they were able to meet more second year MBA students. 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 that 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.
- **You will miss interaction with your fellow section mates.** Waiving more than one core course can limit your opportunity to get to know the people in your section. Although there are plenty of social events planned to help counteract this issue, some students who have waived core courses feel they have missed the bonding that occurs in the core courses.
- **Many elective classes may be closed.** Continuing second year MBAs have already registered for classes and many popular electives are filled and have waitlists. If you do waive a core course, you’ll need to be flexible.
Summary of Things to Do

1. Review the Full-Time MBA core curriculum and degree requirements, as well as the course descriptions on our website.

2. Review the Core 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 Ross Academic Services so that they arrive no later than June 1 (or August 3 if you are a previously waitlisted or Round III admit, or June 15 for late admit ACC 502 waivers) for Fall term courses and November 2 for Winter term courses.

5. If you plan to take a waiver exam, review the Waiver Exam Schedule for the correct date and time. Pre-registration may be required.

Please check the waiver exam link for actual dates and times for waiver exams, as they will be scheduled into pre-term activities.

**The ACC 502 waiver exam option is available only to students who have attended a pre-term Accounting Waiver Preparatory Course.**

Continue to Core Course Waiver Details, which includes specific information regarding each core course and degree requirement.