

## For students requiring **Special Approval (Waivers):**

If you want to submit a waiver form, you will need to:

1. Print the Special Approvals form from: <http://www.reg.mq.edu.au/Forms/USSWaiver.pdf>
2. Attach a copy of your unofficial academic transcript (obtainable from Student Enquiry Service, free of charge) to the waiver form.  
**Students must submit a separate Waiver request for each unit requested.**
3. Log your application (Waivers will be accepted from 28/5/08) with ERIC in E4B 106 (or fax to ERIC on (02) 9850 9958) and wait for the result to be uploaded to: [http://www.bus.mq.edu.au/index/nested\\_contents/announcements\\_listing/waivers\\_list](http://www.bus.mq.edu.au/index/nested_contents/announcements_listing/waivers_list)

The **deadline** for Business Department (BBA, HRM, MKTG, BUS, DEM) Special Approval Forms is **Friday 8 August 2008**.

**NO BBA, BUS, DEM, HRM OR MKTG WAIVERS WILL BE ACCEPTED AFTER THIS DATE**

Please allow 2-7 working days for processing. This lead time is required as a waiver committee conducts periodic meetings to determine the Special Approval outcome. Do not submit your forms 1-2 days before the deadline – if enough notice is not given, there is no guarantee your form will be processed by the enrolment deadline.

The following units are automatically rejected:

<b>BBA351</b> if not in BBA degree	<b>HRM307</b> if not in BBA or BHRM Degree
<b>HRM327</b> if not in BHRM degree	<b>BUS302</b> if not in BIntBus or BeBus or BBA (International Studies) Degree
<b>MKTG305</b> if not in BCom-MKTG degree	<b>BUS303</b> if not in BIntBus or BBA (International studies)

For further information regarding your Special Approval submission, please contact: Sharon Gasparinatos (02) 9850 8461  
E4A 648B [sgaspari@efs.mq.edu.au](mailto:sgaspari@efs.mq.edu.au)