



MBA Course Retake/Postponement Form

In order to be approved to take a course with a different cohort (delaying or retaking the course), please complete the following steps:

1. Complete the following form, obtaining proper approvals
2. Pay tuition and attach receipt
3. Deposit form and receipt at Registration and Records Office

Date

Student Name Student ID Number

RETAKE COURSE with DIFFERENT COHORT

Course Code/Title

Different Cohort

Course Dates (if known)

POSTPONE COURSE to DIFFERENT COHORT

Course Code/Title

Different Cohort

Course Dates (if known).....

AUTHORIZED BY:

MBA Coordinator

Bursar

Registration Office

Processed by:

1. TO BE ENTERED IN SONIS ON SAME DATE
2. TO BE PLACED IN PERMANENT STUDENT FILE