

**GMAT/GRE Waiver Request Form
J. Whitney Bunting College of Business
Graduate Programs**

GMAT/GRE waivers can be considered for prospective graduate business students who meet at least one of the following criteria:

- A prior advanced degree (Master's, Doctorate, or Specialist) from a regionally accredited institution.
- A minimum cumulative undergraduate GPA in a **business major** from an **AACSB** accredited institution. The minimum GPA required for each program is:
 - Master of Accountancy = 3.25
 - MBA and Master of Logistics and Supply Chain Management = 3.15
 - Master of Management Information Systems = 3.2
- Significant, full-time professional work experience

To be considered for a GMAT/GRE waiver based on one of the criteria listed above, please complete this form.

Name _____ **Phone:** _____

Email Address: _____

Program of Interest (check only one): ___MBA ___MLSCM ___MMIS ___MACC

Applicants may submit this form prior to applying for admission. Note that a waiver request does not guarantee acceptance to a program; all admission criteria must be met first. Please visit www.gcsu.edu/business/gradbusiness for a complete listing of admission requirements for each program.

It typically takes five to seven business days to receive a decision on your request to waive the GMAT or GRE. You will be notified of the decision via email at the address provided above.

Instructions for Requesting a GMAT/GRE Waiver:

- 1) Complete this form
- 2) Select one of the following three criteria below
- 3) Email the completed form and additional required documents as attachments to lynn.hanson@gcsu.edu.

Please check one of the following three options:

___ I possess an advanced degree. A copy of your transcripts verifying degree must be attached. The transcripts attached to the waiver request can be unofficial copies; however, official transcripts must be submitted once you apply to a graduate program.

___ I have the minimum required undergraduate GPA in a business major from an AACSB-accredited college/university (see list at top of page for required GPA). A copy of your transcript(s) must be attached. The transcripts attached to your request can be unofficial copies; however, official transcripts must be submitted once you apply to a graduate program.

___ I have significant professional work experience. Please provide the following attachments:

- An up-to-date resume
- A copy of your transcripts. The transcripts attached to your request can be unofficial copies; however, official transcripts must be submitted once you apply to a graduate program.
- A written letter of petition; see **Guidelines** below for what should be included in your letter of petition.

Guidelines for considering a GMAT/GRE waiver based on significant professional work experience:

- Explain how your professional experiences and promotions have prepared you for graduate study.
- Address how a graduate degree fits into your career development plans.
- Describe how you will balance time demands between work and the graduate program.
- Provide evidence of professional development, such as certifications and other post-undergraduate training.
- Provide clear evidence of your motivation for the program and the value you will add as a student.
- Explain how you will successfully complete the graduate business program you plan to pursue.

