

PETITION TO WAIVE THE GMAT/GRE EXAM

Policy

Applicants to Master of Business Administration (MBA) graduate business studies in the Haworth College of Business are required to supply GMAT/GRE scores as part of their application package. Under certain circumstances, an applicant may petition to waive the GMAT/GRE requirement. Specifically, a waiver of the GMAT/GRE exam may be considered if the applicant:

1. Holds a terminal degree or Master degree from an educational institution approved by Western Michigan University; OR
2. Has been admitted to WMU's School of Medicine MD program; OR
3. Holds a Bachelor's degree from an educational institution approved by Western Michigan University, with a cumulative GPA of 3.0 or higher on a 4-point scale, AND can demonstrate evidence of **three (03) or more years** of substantial, full-time, managerial work experience which has occurred prior to the date of program application (including military and entrepreneurial experience)

Substantial managerial experience is defined as demonstrable experience with responsibilities for managing both people and budgets. A subsequent form details such responsibilities.

A structured personal interview with a member of the Graduate Program Council may also be required for applicants seeking a GMAT/GRE waiver based on managerial experience.

This application determines your eligibility for a waiver by assessing two areas: education and experience. Waivers are never guaranteed. The decision to grant a GMAT/GRE waiver rests with the Haworth College of Business Graduate Program Council and is determined in joint consideration with the rest of a candidate's application materials; *satisfaction of the above criteria does not constitute an automatic waiver*. The Haworth College of Business Graduate Programs Council decisions about waiver eligibility are final. Applications are reviewed on a continuous basis and applicants are notified of eligibility by mail or email within 30 business days following receipt of an application.

If you think that you meet one or more of these conditions, please complete the information on the following pages and submit this form, along with official transcripts from all previous schools attended, and a current version of your resume, to the Western Michigan University MBA office location: *

c/o MBA Program Office
2320 Schneider Hall – 5480
Haworth College of Business
Western Michigan University
Kalamazoo, MI 49008-5480
T: (269) 387-5133 / F: (269) 387-5045
Email: mba-advising@wmich.edu

***If you have already applied to the MBA program using the online application and submitted your transcripts and resume as part of the application process, you do not need to resend with this form.**

(If you are applying for a GMAT/GRE waiver based on holding an advanced degree, your admission will be granted once the online application has been completed. It is not necessary to complete this form).

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Telephone: _____

Personal Email Address: _____

Work Email Address: _____

Employer: _____ Industry: _____

Business Address: _____

City: _____ State/Province: _____ ZIP/Postal Code: _____

Business Telephone: _____

I have an undergraduate GPA of 3.0 or higher on a 4-point scale during the last 60 credit hours and three (03) or more years of substantial managerial experience.

Yes

No

University Attended: _____

Undergraduate GPA (last 60 hours): _____ Year Graduated: _____

Current Position (job) Title: _____

NOTE Jobs that require a high school diploma or associates degree do not provide “substantial” managerial responsibilities. Job(s) considered will at least require a bachelor’s degree.

This position requires a Bachelors degree (or is “bachelors preferred”): Yes No

Three (03) or more years of substantial managerial experience is required for GMAT/GRE waiver consideration.

Years of Managerial Experience: _____

Years of Total Work Experience: _____

Should be greater than years of managerial experience

For which departments, programs, and/or services are you responsible for planning the organization, staffing, facilities, or finance? (List and describe your planning responsibilities)

Are you responsible for multiple locations (region, North America, Global)? Yes No

(If yes, please describe) _____

Are you responsible for the profit and loss of multiple locations or departments?
 Yes No

(If yes, please describe) _____

Does your job description include the oversight of employees; training, career development, mobilization?
 Yes No

(If yes, please describe) _____

Attach your resume to this GMAT waiver application. Be sure to include detailed information regarding organization size (e.g. number of employees, revenue, market area, single or multiple locations etc.) and span of control (e.g. number of direct reports, dollar amount of budget(s) managed etc.).

- Submit a graduate application form and processing fee via the online form at:
<https://wmich.edu/apply/graduate/application>
- Complete the remaining sections of this form:
 - Description of Managerial Duties
 - Employer's Reference Statement
 - Written Description of Applicant's Reason for Pursuing an MBA
- Request to have official transcripts from the institution from which you received your Bachelor degree sent to:

Western Michigan University
Office of Graduate Admissions
1903 W Michigan Ave
Kalamazoo MI 49008-5211
Email: graduate-transcripts@wmich.edu

- Attach your resume to this GMAT waiver application
- Submit this form and any other support materials to the MBA Program Office (see cover for details)

DESCRIPTION OF MANAGERIAL DUTIES – VERIFICATION OF MANAGERIAL EXPERIENCE

Complete this section only if applying for a GMAT/GRE waiver based on managerial experience

(Add additional pages if more than one is needed)

1. Professional Management Experience (for firms that you did not establish)

Current (or most recent) employer: _____

Dates of employment: _____

City/State: _____ Position (job) Title: _____

Number of Direct Reports: ____ Performance Reviews Completed for Direct Reports? Yes No

Dollar Amount of Annual Budget Managed: _____

Budget(s) Managed were (check all that apply):

Project Level Department Level Division/Branch Level Organization Level

I had Profit and Loss (P&L) Accountability: Yes No

Are there any other aspects of your responsibilities that are unusual and should be taken into consideration in evaluating your Petition? _____

Professional Management Experience (for firms that you did not establish)

Current (or most recent) employer: _____

Dates of employment: _____

City/State: _____ Position (job) Title: _____

Number of Direct Reports: ____ Performance Reviews Completed for Direct Reports? Yes No

Dollar Amount of Annual Budget Managed: _____

Budget(s) Managed were (check all that apply):

Project Level Department Level Division/Branch Level Organization Level

I had Profit and Loss (P&L) Accountability: Yes No

Are there any other aspects of your responsibilities that are unusual and should be taken into consideration in evaluating your Petition? _____

2. Professional Management Experience (for firms that you did establish) {If more than one firm started, please copy this form and complete for all other firms}.

I founded my own business(es): Yes No

Name of Business: _____

Date Founded: _____

Date of Exit (if applicable): _____

City(ies)/State(s): _____

Most Recent Annual Sales: less than 10k 10k to 100k 100 – 250k 250 -500k Over 500k

Number of Employees (not including self): 1 – 5 6 – 12 13 – 20 21+

Performance Reviews Completed for Employees? Yes No

I had Profit and Loss (P&L) Accountability: Yes No

3. Military Service (Manager/group leader for _____ years)

Document the information reported by providing a DD214 (preferred) or Statement of Service. Also attach your last three performance evaluations including responsibilities and job description.

Branch of Service: _____ Rank: _____ Dates: _____

Performance Reviews Completed for Direct Reports? Yes No

Budget Managed: \$10k – \$500k \$500k – 1M \$1 – 5M \$5M+

Size of Organization Led: 1-12 13-40 41- 200 201 – 1000 1000+

Describe the size and scope of the organization that you led?

Employer's Reference Statement

Complete this section only if applying for a GMAT/GRE waiver based on managerial experience

**** For firms that you established, supply a statement of review from your CPA ****

The applicant listed below has applied to Western Michigan University's Master of Business Administration (MBA) program and is requesting a GMAT/GRE test waiver based on combined undergraduate GPA and managerial experience. Completion of this form indicates your support of the applicant's candidacy through verification of employment and workplace responsibilities (managerial or non-managerial). The completed reference statement may be returned directly to WMU by Fax at (269) 387-5045 or returned to the applicant for submission to WMU.

Applicant's Name: _____ Title: _____

Employers: _____

Completion by Department Head / Employer Representative (for military service: provide last 3 performance evaluations)

Name of Employer Representative: _____ Title: _____

Dates of Applicant's Employment: _____

NOTE Jobs that require a high school diploma or an associate degree do not provide "substantial" managerial responsibilities. Job(s) considered will at least require a bachelor degree.

This position requires a bachelor degree (or is "bachelor preferred"): Yes No

The applicant's employment's status was/is: Exempt Non-exempt

If exempt, the applicant's FLSA Exempt level was/is: Executive Administrative Professional

Does/Did the Applicant Manage Direct Reports? Yes No If yes, how many _____

Does/Did the Applicant Have Budget Responsibility? Yes No If yes, annual budget _____

Does/Did the Applicant Have Profit and Loss (P&L) Responsibility? Yes No

Please provide information regarding the applicant's managerial and leadership responsibilities: _____

I have read the applicant's responses to the attached questionnaire and believe they accurately reflect the duties, responsibilities, and characteristics of the positions with the following exceptions:

Employer Representative Signature: _____ Date: _____

Business Telephone: _____ Email: _____

Written Description of Applicant's Reasons for Pursuing a MBA

All applicants are required to complete this section

Applicants are encouraged to include any other materials that demonstrate professional strengths such as professional designations, professionally appointed positions, boards, memberships, leadership positions, and publications.

Name: _____

Signature & Date: _____