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’s degree from an educational institution approved by Western Michigan University; OR

2. Holds a Bachelor's degree from an educational institution approved by Western Michigan University, with a cumulative GPA of 2.5 or higher on a 4 point scale during the last 60 credit hours, AND can supply evidence of seven or more years of significant managerial experience.

   Significant 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 Programs 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.

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 résumé, to the main 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
   Telephone: (269) 387-5133 / Fax: (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).

If you are applying for a GMAT waiver based on managerial experience, please use the online application to complete pages 2-6, appropriate sections of pages 7-8 (based on your experience), and pages 9 and 10 of this form.

Last Name: ______________________ First Name: ______________________ Middle Initial: ______

Prefix (Mr., Ms., Mrs., Dr.) _______ Home Street Address: ________________________________

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

Home Telephone: _________________ Mobile Telephone: ________________________________

Home Email Address: _______________________________________________________________

Work Email Address: ________________________________________________________________

Employer: __________________________ Industry: _________________________________

Business Street Address: __________________________________________________________

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

Business Telephone: ____________________ Business FAX: ___________________________
Application for a GMAT /GRE waiver based on managerial experience

☐ I have an undergraduate GPA of 2.5 or higher on a 4 point scale during the last 60 credit hours and seven or more years of significant managerial experience.

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 "significant" managerial responsibilities. Job(s) considered will at least require a bachelor's degree.

This position requires a bachelor’s degree (or is “bachelor’s preferred”): ☐ Yes ☐ No

To your knowledge, is this position ever referred to by another title (within your firm, or in another industry)? ☐ Yes (describe): ________________________________ ☐ No ______

To which major division is your position assigned? ________________________________

To which specific unit (office, department) is your position assigned? ________________________________

What is the position title and name of your immediate supervisor (person or persons who assign work to you regularly and to whom you report)? ________________________________

If your immediate supervisor is someone other than your department head, what is the title and name of your department head? (if same person, write “same.”)? ________________________________

What are the position titles of the persons whom you supervise directly? (i.e., the persons to whom you give work assignments and from whom you receive reports on work progress. If no one, write “none.”)? ________________________________

Seven (7) or more years of significant managerial experience is required for GMAT /GREWaiver consideration

Years of managerial experience:______ Years of total work experience:______

Should be greater than years of managerial experience
To what position or positions within your organization would a person normally consider a logical promotion from your position? __________________________________________________________________________

What other jobs or positions within your organization do you think have responsibilities about equal to yours? __________________________________________________________________________

What position in the department, office, plant, to which you are now assigned is the next more responsible position? __________________________________________________________________________

What is the extent of your responsibilities for goals and objectives? (e.g., formulate and recommend to department head; recommend to Board; establish)? __________________________________________________________________________

Which of the following statements best describes your responsibilities relative to objectives and goals for your program or service? (check one)

☐ None
☐ My opinions are sometimes requested
☐ My opinions are regularly requested
☐ Formulate and recommend objectives to supervisor or department head
☐ Formulate objectives for department, program or service and recommend to division head
☐ Formulate objectives for division and recommend to regional leadership
☐ Formulate objectives for region
☐ Other (Specify): __________________________________________________________________________

For which specific program and/or services do you have responsibilities for evaluating effectiveness and results? __________________________________________________________________________

Which of the following statements best describes your responsibilities for evaluating the results of programs and/or services? (check one)

☐ None
☐ Opinions may be requested
☐ Opinions are regularly requested
☐ Participate in evaluation regularly with supervisor or department head
☐ Responsible for evaluation
☐ Other (Specify): __________________________________________________________________________
For which departments, programs, and/or services are you responsible for planning the organization, staffing, facilities or finance? (list and describe your planning responsibilities)

________________________________________
________________________________________
________________________________________

What is the nature of the tasks performed by the majority of the persons you directly or indirectly supervise?

☐ Repetitive tasks
☐ Semi routine tasks of moderate complexity but not of a highly professional or technical nature
☐ Activities of a highly technical or professional nature
☐ Other (Specify): __________________________

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 department’s?

☐ 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 résumé 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.) 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: http://www.wmich.edu/apply/graduate/
- Complete the remaining sections of this form:
  - Description of Managerial Duties: Verification of Managerial Experience
  - Employer’s Reference Statement
  - Written Description of Applicant’s Reason for Pursuing an MBA
- Request to have official transcripts from all schools attended sent to:
  Western Michigan University
  Office of Admissions
  1903 W Michigan Ave
  Kalamazoo MI 49008-5211
- Attach your résumé to this GMAT waiver application (your resume should detail seven or more years of significant managerial experience).
- Submit this form and any other supporting materials to the MBA Program Office (see cover sheet for address.)

Applicants may be called to schedule a GMAT waiver interview when all required documents are received by the Graduate Admissions office. A designated member of the Graduate Program Council will conduct the interview.
Description of Managerial Duties – verification of managerial experience

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

[Photocopy this form if more than one is needed]

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

**Current** (or Most Recent) Employer: ____________________________________________

Dates: _______________________________________________________________________

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 or 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 to Waive the GMAT/GRE? ______________________________________________________________

**Prior / Previous** Employer: ________________________________________________

Dates: _______________________________________________________________________

City/State: ___________________________ 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 or 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 to Waive the GMAT/GRE? ______________________________________________________________
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(es): __________________________________________

Date founded: ________________________________________________

Date of exit (if applicable): ____________________________________

City(ies)/State(s): ____________________________________________

Most Recent Annual Sales: □ less than 10k  □ 10k to 100k  □ 100-250K  □ 250-500  □ 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 to $500K  □ $500K to $1M  □ $1M to $5M  □ $5M+  □ $5M+

Size of Organization Led:  □ 1-12  □ 13-40  □ 41-200  □ 201-1,000  □ 1,000+

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*

[Photocopy form if more than one is needed to document 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.

Completion by Applicant

Applicant’s Name: ___________________________ Position: ___________________________

Employer: ________________________________________________________________

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 associates degree do not provide "significant" managerial responsibilities. Job(s) considered will at least require a bachelor’s degree.

This position requires a bachelor’s degree (or is “bachelor’s preferred”): ☐ Yes ☐ No

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

If Exempt; the applicant’s FLSA exempt level was/is: ☐ Executive ☐ Administrative ☐ Professional

Does/Did Applicant Manage Direct Reports? ☐ Yes ☐ No If yes, how many ______________

Does/Did Applicant Have Budget Responsibility? ☐ Yes ☐ No If yes, annual budget ______________

Does/Did 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 position with the following exceptions:

________________________________________________________________________

________________________________________________________________________

Employer Representative’s Signature: ___________________________ Date: __________________

Business Telephone: __________________________________________________________

Email: ________________________________________________________________
Written Description of Applicants Reasons for Pursuing an MBA

All applicants need to complete this section.

*To be completed by the applicant*

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

Print Name_________________________________ Sign Name________________________________

For Administrative Use Only

Date: __________________________

☐ GMAT/GRE Waiver Approved

☐ GMAT/GRE Waiver Denied

Signature: ___________________________ Date: __________________________

Associate Dean