

UTC – College of Business Administration
Admission by Exception Petition

Student Information: Please read the policy and procedures on the second page before completing this petition form.

Name: _____ UTC ID: _____

Address: _____ Phone: (h) _____

_____ Phone: (c) _____

E-Mail Address: _____

By signing below, I authorize the release of my academic records to the UTC and the College of Business for consideration in this petition.

Student signature

Date

Please submit the following items as part of your petition:

- 1. A signed petition form.**
- 2. A resume**
- 3. Essay (See below)**
- 4. References (optional)**
- 5. Interview with Executive Director**

Please note – all of the above items (references are optional) must be submitted to the Executive Director of Graduate Programs before an interview can be scheduled.

Essay:

Please answer the following narrative question in 500 words or less:

Discuss your short-range and long-range professional goals. Explain why earning an MBA is part of these goals. Explain the contributions you expect to bring to the classroom based on your academic and/or professional experiences.

UTC - College of Business Administration Admission by Exception Process

The admission requirements for the MBA and MAcc programs starting January 2006 are as follows:

- Minimum overall GMAT score of 450.
- Minimum admissions index (AI) of 950. The AI is calculated as follows - undergraduate GPA X 200 + GMAT score.

If for any reason a potential student does not meet the admission requirements for the College of Business Graduate Programs (COBA), he/she student can petition for admission by exception. *The potential student must have taken the GMAT **twice** prior to petitioning for admission by exception.*

Admission by Exception Process

1. Turn in petition packet and schedule interview with The Executive Director of COBA graduate programs. The Executive Director of COBA graduate programs will review materials provided by the student and call/e-mail to schedule an interview (all students will be interviewed). After the interview, the student will receive written documentation of the decision within 10 working days of the interview.
2. If the student disagrees with the decision made by the Executive Director of Graduate Programs, the student has the right to appeal the decision to the COBA Graduate Petitions Committee for recommendation of the petition to the Dean. Please contact the COBA Graduate Office in writing (letter or e-mail) to notify us that you disagree with the decision. The committee will review the information turned in by the student and comments from the interview with the executive director. The COBA Graduate Petitions Committee will make a recommendation to the Dean.
3. If the student disagrees with the decision of the Dean of the College of Business, the student can appeal to the University Graduate Petitions Committee.
<http://www.utc.edu/Administration/GraduateSchool/forms/index.php>