

UTC – College of Business Administration  
Graduate Programs  
Request for Admission by Exception

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

Name: \_\_\_\_\_ UTC ID: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (h) \_\_\_\_\_

\_\_\_\_\_ Phone: (c) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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**By signing below, I authorize the release of my academic records to UTC and the College of Business for consideration of this request for admission by exception.**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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**Please submit the following items as part of your request:**

- 1. A signed Request for Admission by Exception form**
- 2. A resume**
- 3. Essay (See below)**
- 4. References (optional)**
- 5. Interview with director of College of Business Graduate Programs**

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

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**Essay:**

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

Discuss what you believe qualifies you for admission to the graduate program. Also write about your short-range and long-range professional goals. Explain why earning an MBA (or MAcc) 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 Graduate Programs**  
**Admission by Exception Process**

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

- Meet the admission requirements of the Graduate School. This requires 1) a bachelor's degree from a regionally accredited institution and 2) a minimum cumulative undergraduate GPA of 2.7, or a GPA of 3.0 in the senior year.  
**AND**
- Meet the MBA or MAcc programs' minimum required scores on the GMAT or GRE.
  - Provide an official Graduate Management Admissions Test (GMAT) score of 450 or above. Scores must be from within the past 5 years.  
**OR**
  - Provide an official Graduate Record Examination (GRE) score of 1000 or above, a minimum verbal section score of 400 and a minimum quantitative score section of 500. Scores must be from within the past 5 years.

If for any reason a potential student does not meet the admission requirements for the graduate programs in the College of Business (COB), the student can request admission by exception and if approved the student would likely be admitted on a conditional basis.

**Admission by Exception Process**

1. Turn in request form and the required materials to the COB Graduate Office and schedule an interview with the director of COB graduate programs. The director will review materials provided by the student and schedule an interview in person or by phone (all students will be interviewed). Based on the materials provided and the interview, the director will make a decision and the student will receive notification of the decision within 10 working days of the interview.
2. If the student disagrees with the decision made by the director, the student has the right to appeal the decision to the COB Graduate Petitions Committee. The COB Graduate Petitions Committee will review information from the student as well as comments from the director and make a decision. The student will be notified within 10 working days of the appeal.
3. If the student disagrees with the decision of the COB Graduate Petitions Committee, the student can appeal to the University Graduate Petitions Committee. The petition form can be found on the Graduate School website.