



SACRAMENTO STATE

COLLEGE OF BUSINESS

Waiver Conditions for MBA FOUNDATION Courses

A graduate student may request a challenge for waiver of a College of Business foundation course if at least **one** of the following conditions is met:

1. The student has taken an equivalent course within 7 years of admission, with a minimum individual foundation course GPA of 2.0 and cumulative foundation course GPA of 3.0. For foundation courses, the equivalent course can be at the undergraduate level (ECON 204, MBA 201, MBA 203, MBA 206). For MBA 202 waiver options see page two. Foundation course waivers will be determined automatically at admission for students who meet the criteria above. A Qualification Record will be given to all admitted students listing any required foundation courses. Note: Upper Division courses (MBA 206) must have been taken at an AACSB International (The Association to Advance Collegiate Schools of Business) accredited college of business.

For consideration of waiver of any required foundation course(s) listed on a student's qualification record based on course equivalency, a student must submit a "Course Equivalency Evaluation" Form with required documentation to The MBA Program Services Office.

2. The student has achieved appropriate professional or academic qualification(s). For consideration of waiver based on appropriate professional or academic qualification(s) a student must submit a "Foundation Course Waiver Request" form with required documentation to the appropriate faculty advisor. The appropriate faculty advisor evaluates and decides whether to grant the foundation course waiver based on professional or academic qualifications. If the faculty decides to grant the waiver the student's Qualification Record will be update to reflect the course(s) waiver.
3. The student has appropriate professional work experience. For consideration of waiver based on appropriate professional work experience a student must submit a "Foundation Course Waiver Request" form with required documentation to the appropriate faculty advisor. The appropriate faculty advisor evaluates and decides whether to grant the foundation course waiver based on professional work experience. If the faculty decides to grant the waiver the student's Qualification Record will be update to reflect the waiver.

Waiving of Foundation courses shall be based on the relevancy, level of responsibility, and duration of the applicant's work experience or professional or academic qualification(s). The burden rests upon the student to demonstrate how their experience or qualification(s) satisfies the requirements for waiver. **Decisions related to this policy may not be appealed.**

A separate form must be completed for each Foundation course waiver request.

The following are options to waive out of the MBA 202 Business Communications Foundation Course:

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| MBA 202 | Business Communications (2 units) | Graduate-level writing course. No undergraduate or community college equivalent. |
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- Graduated with a baccalaureate degree or equivalent from a US-accredited University with a cumulative GPA of 3.7 or above (**attach** copy of baccalaureate degree transcript).
- Received a 4.5 or higher on the analytical writing assessment (AWA) portion of the GRE/GMAT (**attach** verification).
- Have been a Professor of record teaching a college-level writing course (that was taught in the English language) at a US-accredited University approved by the MBA faculty director (**attach** verification).
- Have MA/MS, Ph.D., or JD from a US-accredited American University or an equivalent degree with coursework in the English language as evaluated by the MBA faculty director (**attach** copy of school transcript with degree noted).
- Published a refereed first – or single – authored academic journal article in the English language as evaluated by the MBA faculty director (**attach** a copy of the journal cover and first page of article with your name).
- Other applicable Professional work experience (attach resume, job description, Statement explaining how professional work experience has provided appropriate knowledge in **graduate level** business writing in diverse managerial situations)

For the waiver of MBA 202 you do not need to include items from Section C rather see the required attachment(s) noted next to the waiver option that you are using to try to waive the MBA 202 Course.

Waiving of Foundation courses shall be based on the relevancy, level of responsibility, and duration of the applicant's work experience or professional or academic qualification(s). The burden rests upon the student to demonstrate how their experience or qualification(s) satisfies the requirements for waiver. **Decisions related to this policy may not be appealed.**

A separate form must be completed for each Foundation course waiver request.

TIPS FOR COMPLETING FORM CORRECTLY: If you miss any of these steps your form will not be reviewed and returned to you for corrections.

First take the time to read the course description of the course you are trying to waive from the university catalog and then be sure to point out your experience that matches the topics covered in the course in your statement. You will need to write a statement explaining why you feel you meet the requirements to be waived from this particular foundation course. The statement should be related only to the course you are trying to waive NOT multiple courses as you need one form for each course. If you are submitting multiple waiver forms be careful not to mix up your statements for each different course.

You will need to complete the form as directed at the top of the form. Then you will need to attach your statement explaining why you feel you meet the requirements to be waived from this particular foundation course. Section C "REQUIRED ATTACHMENTS" requires certain supporting documentation like resume or job description (you can add as much as documentation as you believe will support your case). Do not forget to include the required supporting documents asked for in Section C or your form will be considered incomplete. **For MBA 202** only attach documents as noted next to the waiver option you are using to try to waiver the course (NOT from Section C on the form).

IMPORTANT LAST STEP: SAVE YOUR STATEMENT AND ALL THE SUPPORTING DOCUMENTS AS PDFs AND THEN COMBINE THEM INTO ONE MULTI PAGE PDF DOCUMENT WITH THE FOUNDATION COURSE WAIVER FORM AS THE FIRST PAGE (REMOVE THE TOP TWO INSTRUCTION PAGES) AND SAVE THEM AS A MULTI PAGE PDF DOCUMENT TO SUBMIT TO MPS@CSUS.EDU.

The document should be saved as "Foundation Waiver Request MBA 2XX Course- Your last name, your first name, your student ID#" For Example "Foundation Waiver Request MBA 201 Course - Doe, Jane 25968452" If you are submitting multiple waiver forms be careful not to mix up the course listed in the title of your form when you save it.



MBA Program Services

FOUNDATION COURSE WAIVER REQUEST

Part I. INSTRUCTIONS TO STUDENTS

- 1. Section A: Please type your answers to each question. You must list your Sac State Student ID number
2. Section B: Please check the box next to the ONE foundation course you are trying to challenge. A separate form must be completed for each Foundation course waiver request.
3. Section C: Include required attachments listed in this section. The Faculty reviewer may, at a later date, require originals of the pdf documents. You must save your statement & supporting documents as pdfs into this form as pages 2+. Submit as ONE pdf document. Scan attachments & email required items in Section C as additional pdf pages added to the bottom of this form.
4. Submit the form: To the MBA Program Services (MPS) Office at mps@csus.edu

A. Name Last First MI Sac State ID#
Email Day Phone
Evening/Cell Phone

I am submitting a Foundation Course Waiver Request based on:

- Professional Work Experience and/or
Professional or Academic Qualifications (requires additional documentation in section C below)

B. SELECT THE ONE SAC STATE COLLEGE OF BUSINESS FOUNDATION COURSE FOR WHICH WAIVER IS REQUESTED:

MBA 201 MBA 202 MBA 203 MBA 206 ECON 204

C. REQUIRED ATTACHMENTS (request is not complete & will not be reviewed w/o scanned copies of required attachments)

- Statement explaining how professional work experience has provided appropriate knowledge in specific foundation course listed in Section B
Current Resume
Current Job Description (include a supervisor name and contact information for verification)

If requesting waiver based on "professional or academic qualifications" in addition to the above you must also include:

- Proof of professional or academic qualification(s) (proof of license [CPA, CFA etc..] or certifications) scanned original.

PART II. TO BE COMPLETED BY FACULTY (Email form with decision to mps@csus.edu w/ reason for denial)

I need additional information

In my judgment, the student has the appropriate professional qualification(s) to grant waiver of requested Foundation course.

YES NO

In my judgment, the student has the appropriate academic qualification(s) to grant waiver of requested Foundation course.

YES NO

In my judgment, the student has the appropriate professional work experience to grant waiver of requested Foundation course.

YES NO

Reason for denial of request (REQUIRED):

Signature of Faculty Reviewer Faculty Print Name Date