



SACRAMENTO STATE

COLLEGE OF BUSINESS ADMINISTRATION

Graduate Business Advising Center

MBA 299 SPECIAL PROBLEMS PETITION

INSTRUCTIONS TO STUDENTS

- Fill out the form:** Please type your answers to each question. You must list your Sac State Student ID number - do not put in SSN#. Be sure to complete the personal information at the top as well as items A thru G. Incomplete forms will **not** be processed.
- Section C:** Work with your Faculty Sponsor to determine the description of the assignment/nature of the research project that, once complete, will fulfill the MBA 299 requirement. This is must be included when the form is submitted.
- Submit the form:** After obtaining the Faculty Sponsor signature please scan this form, attach the description of the assignment/nature of the research project, and submit them electronically to the Graduate Business Advising Center (GBAC). Email the signed form and description of project to cba-gbac@sacklink.csus.edu no later than the Thursday of the second week of the semester. GBAC will obtain the Associate Dean's approval signature and add you to the course. Results will be emailed to you at the email address given below approximately fifteen working days after a *signed* form and description of project are submitted to the GBAC.

NAME _____ SID# _____
 Last First M.I. Student ID Number

ADDRESS _____
 Street City and State ZIP

EMAIL _____ DAY PHONE _____

CELL _____ CONCENTRATION _____

A. Check One: MBA 299

- A (Finance) B (Marketing) C (Operations Mgmt.)
 D (Human Resources Management) E (Urban Land Development)

B. Semester of Enrollment: _____ Unit Value: _____

1 - 3 Units

C. A description of the assignment/nature of the research project MUST be attached.

D. Type of report to be submitted by the student to the faculty sponsor:

- Examination Case Analysis Annotated Bibliography
 Research Paper Other (explain) _____

E. Grade option: Letter grade CR/NC*
 (*Must be a letter grade to be counted towards your degree)

F. Submitted by: _____
 Student's Signature Date

G. Secure Signature from you Faculty Sponsor before submitting it via email to the GBAC:

 Printed Name Faculty Sponsor Signature Date

 Printed Name Associate Dean GEP Signature Date

ADDED:
 Date _____
 Initials _____