Request for MBA Exemptions

When to Use this Form

Request exemptions if you have completed business coursework at a regionally-accredited institution, earning a B or better grade in the appropriate courses, within the past seven years.

Personal Information

Name (last, first, middle): _________________________________________________
Penn State ID (9-digit number): _____________________________________________
Email address: __________________________________________________________
Mailing address/Street: ___________________________________________________
City/State/Zip: __________________________________________________________

Applicable Courses

Attach a copy of your transcript with the applicable courses highlighted. Unless the courses were taken at Penn State University, you must also attach a syllabus or a description of each course that qualifies you for an exemption. Please submit this information within two weeks of starting the MBA Program.

In addition, please respond to each of the items below; type either “Yes” or “No” at the end of each statement.

- I have successfully completed at least one course in each of these subjects to qualify for the exemption from B ADM 501, Economics, accounting, and finance: __________
- I have successfully completed at least one course in each of these subjects to qualify for the exemption from B ADM 502, Management, marketing, and operations management: __________
- I have successfully completed at least one course in each of these subjects to qualify for the exemption from B ADM 503, Statistics: __________

Signature and Date

Signature: __________________________________________________________________
Date: ____________________________________________________________________

Return this Form

You may mail or email this form to Mr. Robbins at ejr122@psu.edu. If needed, you may contact him at 814-898-6940. An unofficial transcript for all relevant coursework must accompany this request. Upon approval, an official exemption letter will be emailed to you and will also be retained in your file at the School of Business.

Mr. Eric Robbins, MBA Administrative Director
Sam & Irene Black School of Business
281 Burke Center
5101 Jordan Road
Erie, PA 16563

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