

In order to waive the requirement for the Graduate Record Examination (GRE), the Graduate Management Admission Test (GMAT), or the Law School Admission Test (LSAT), applicants must have:

A. An undergraduate Grade Point Average of at least a 2.5 **AND** present evidence of at least three (3) years of qualified managerial, supervisory, or professional level experience\* in a local, state, federal, military, or nonprofit agency. Attach a formal organizational position description OR a letter from your administrator detailing your organizational position and responsibilities.

**OR**

B. Received an undergraduate degree 15 years prior to MPA application **AND** present evidence of at least five (5) years of qualified managerial, supervisory, or professional level experience\* in a local, state, federal, military, or nonprofit agency. Attach a formal organizational position description OR a letter from your administrator detailing your organizational position and responsibilities.

**OR**

C. A non-rounded GPA of >= 3.5 in a **completed** undergraduate degree from a regionally accredited college/university recognized by ODU. The rounded 3.5 or higher GPA would be for all undergraduate work, including community college.

**This form is submitted with your admission package to the admission office.**

***For Options A or B:*** please attach a position description for your job if available.

***For Option C:*** please make sure that the GPA is legible on the transcripts.

\* Professional level experience is defined as working in a position classified as exempt under the Fair Labor Standards Act definition of professional experience “...requires knowledge with major study in the specialized field as distinguished from general education…”.

\*The decision to waive the GRE, GMAT, or LSAT is the sole responsibility of the MPA Graduate Program Director and his/her decision is final. DENIAL OF A WAIVER REQUEST IS NOT DENIAL OF ADMISSION TO THE MPA. Application files of a person denied a waiver are retained and may be completed with the submission of scores from the GRE, GMAT, or LSAT.

Revised April 27, 2014

**[The following is for Options A or B on the preceding page. IF you are claiming Option C, please notate in the comment section below what your GPA is and we will verify.]**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work History (Managerial, Supervisory, or Professional level positions)**

*Position Employer City, State Dates of Employment* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Please describe the duties of the managerial, supervisory, or professional level positions**

*Position Duties*

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*Position Duties*

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*Position Duties*

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**This form is submitted with your admission package to the admission office. Please attach a position description for your job if available.**