

**Special Permission Request Form**  
(*Matriculated students from other RU Graduate programs*)  
**TERM: MBA Program- Spring 2022**

**Student's program administrator:** (email this form to Cyndi GeBorde: [cgeborde@business.rutgers.edu](mailto:cgeborde@business.rutgers.edu))

- Please review all of your student's requirements. If your student does not meet the minimum requirements, please do not forward to the MBA office. You can inform your student that the request is not approved.

**Requirements:**

- Requests must come from the department **not** directly from student(s).
- **Minimum** of 2 years **full-time** work experience.
- Student must be in good academic standing with a **minimum GPA of 3.2**. If they do not, as yet, have a GPA, please have them request courses after they have established a GPA.
- **All** pre-requisites, for the requested course, are **required**.
- **Resume is required**.
- Requests for MBA **electives** will be accepted for review **ONLY** 5 weeks after MBA registration: **01/03/2022**.
- Requests for **core and foundation** courses will be accepted for review after the MBA New Student Orientation: **Spring, 1/12/2022**

**Request for Special Permission Form:**

Date:

Name:

RUID:

Email:

Phone#:

Program currently matriculated in:

GPA:

Years of Work Experience:

**Course Requested in the MBA Program:**

Course Name:

School/Course Number/Section/Index: \_\_\_\_\_

**Note:** By signing this form I have acknowledged I have completed any proficiencies/prerequisites for this course(s) as required by the MBA Program. If I am found to be deficient, I understand I will be dropped immediately.

**Student Signature:**

**Date:**

**Note:** By signing this form I am confirming our student is in good Academic Standing with a minimum GPA of 3.2 and satisfies all pre-requisites for the course.

**Advisor/Dean Signature:**

**Date:**

If approved, the Advisor/Dean will be emailed the special permission number. Please allow a minimum of 1 week.