

College of Aviation and Public Services
Master of Public Service
Request to Waive Graduate Exam (GRE/GMAT) Requirement

The purpose of this document is to provide guidance and procedures to seek a waiver of the graduate exam requirement based on a high GPA or work experience. Graduate exam scores are used to help select applicants that will succeed in graduate school. Be sure to consider this when making your case to waive the graduate exam requirement.

GPA

Students with a high GPA (3.4 or higher) may submit a request to waive the graduate exam requirement. This process includes submitting official transcripts and then meeting with the MPS Program Director. The review includes verifying the GPA and reviewing course work for relevance. The review will be conducted by the MPS Director and at least two faculty members.

Public Service Experience

Students with 2/3 years of substantive professional experience (public service or leadership/management positions) may submit a request to waive the graduate exam requirement by submitting a professional portfolio. Submit the portfolio to the MPS program director following the below guidelines. The director will have at least two MPS graduate faculty committee members review the portfolio. Approval of the portfolio indicates acceptance of the request to waive GRE/GMAT scores.

What is a Professional Portfolio?

A professional portfolio is a tool judiciously and carefully crafted to appropriately showcase the work of a professional while providing evidence that supports the ability to be successful in a graduate program. Campbell, Melenzyer, Nettles, and Wyman (How to Develop a Professional Portfolio) defined a portfolio as an “organized goal-driven exhibit providing evidence of understanding and performance.” The portfolio can be used to fill in the gaps lost in a resume and cover letter.

Possible Categories	Sample Artifacts or Documents (include only your relevant items)	What the Committee is Looking For
1. Work Samples	<ul style="list-style-type: none"> a. Written reports you authored or co-authored b. Policies, guidelines, standards you authored or co-authored c. Writing samples, such as project proposals, reports, etc. d. Agendas for major meetings you conducted or training you led e. Samples or copies of major projects you were responsible for f. Examples of nonacademic written work such as a newsletter or newspaper article 	<p>Responsibilities, level, type, and quality of work</p> <p>Evidence that you performed at a supervisory/administrative or higher level in the organization</p>
2. Professional Certifications	<ul style="list-style-type: none"> a. Evidences of licenses, credentials, certificates b. Professional licensure 	Skills you have developed that may be pertinent to the program and useful in the cohort
3. Work-related Awards or Recognition	<ul style="list-style-type: none"> a. Award certificates b. Pictures of trophies; receiving the recognition c. Stories, letters documenting the award, mentioning your name and accomplishment 	Ability to stand out among your peers in the professional environment
4. Performance Reviews	<ul style="list-style-type: none"> a. Copies of reviews from your jobs, internships, etc. b. Email accolades or letters of commendation 	Strong evaluations by supervisors, qualities of dependability, organization, etc.
5. Academic Work (if appropriate)	<ul style="list-style-type: none"> a. Excerpts or samples of significant college work that impacted your career preparation 	Performed well in your previous academic experiences
6. Participation in Professional Organizations	<ul style="list-style-type: none"> a. Conferences attended b. Leadership responsibilities with the organization c. Volunteer services performed d. List of professional events attended and presentations given 	Evidence of being a life-long learner, involvement in the organization

Additional Guidelines

1. Must demonstrate at least 2-3 years of professional experience, administrative level preferred
2. Guide the reader through your portfolio; include a title page, list of contents (page numbers not needed) with a brief explanation;
3. Start with your resume and then include artifacts
4. Consider providing about 3 to 4 artifacts to support your request to waive the graduate exam
5. Portfolio should be between 5 to 15 pages
6. You do not need to include confidential or proprietary information. However, all information will be read only by members of the graduate committee, no copies will be made, and all portfolios will be returned.