

**University of Southern Maine - MBA Program  
Policies for Special Students**

1. Student must request to enroll in a course by completing this form.
2. Student must submit transcripts from (a) all undergraduate institutions attended and (b) the graduate institutions. Student must have necessary prerequisites for the desired course.
3. Student must submit a GMAT (or GRE) score. Pursuant to USM policy, special students, like regular students, are expected to provide the program with a score from a standardized test. Students from programs that do not require any standardized test may be allowed to enroll, subject to *very* close scrutiny by the Director. However, this will be done only in exceptional circumstances. Students in this situation may be asked to take the GMAT or GRE prior to being allowed to enroll, or may submit valid scores from other standardized tests they may have taken.
4. Students are required to complete the non-degree release form.

The program office will compute a formula score as in the case of regular applicants. Students following these procedures whose formula scores are 1100 or higher, and GMAT scores are 500 or higher, will be allowed by the director to enroll in courses, subject to permission of the instructor. The formula is: [(GPA x 200) + total GMAT score].

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Mr., Mrs., Miss, Ms.)

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
\_\_\_\_\_ MaineStreet ID (if known) \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Position: \_\_\_\_\_

Academic Background (institution, degree, date of graduation) *please attach transcripts*

\_\_\_\_\_  
\_\_\_\_\_

GMAT Scores *please attach copy of report:* \_\_\_\_\_

Course(s) Desired/Reason (*Enrollment is on a space-available basis. Evidence of satisfactory fulfillment of specific course prerequisites must be submitted with this application.*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Acceptance in the course(s) is subject to the approval of the instructor *AND* the approval of the MBA or MSA Director.

ADMIT \_\_\_ DO NOT ADMIT \_\_\_ \_\_\_\_\_  
Instructor Signature Date

ADMIT \_\_\_ DO NOT ADMIT \_\_\_ \_\_\_\_\_  
Director Signature Date