

MGMT 2000 Exemption Criteria

Many students currently work or have previously worked for professional organizations; however, not all work experiences will qualify for the Professional Development course exemption. Exemption requests are evaluated on a case-by-case basis. For 2024-25 and 2025-2026, the Professional Development Coordinator, Kimberly Gordon, will determine if a student qualifies for an exemption. If a student is granted an exemption, it must be evident that the student can effectively apply professional skills in a current or future work setting.

The Professional Development Coordinator will provide exemption approval to the student via e-mail within two (2) weeks of the posted deadline. In the interim, students currently enrolled in MGMT 2000 should continue attending classes and submitting assignments until written approval is received.

Notice of Exemptions

Documentation of exemption should be included in the student's academic record by the coordinator, department head or dean in a manner that is visible to advisors and others at the university who may evaluate the student's record.

Student requests and all exemption documentation must be received before the deadlines below.

Deadline for **Spring /Summer graduation exemption**

December 1

Deadline for **Fall graduation exemption**

June 1

Requests for exemption from MGMT 2000: Professional Development for Business must be submitted by students at least two semesters before the student's anticipated semester of graduation. MGMT 2000 is offered for students in the fall and spring semesters, not during the university mini-mesters. The summer section of MGMT 2000 is reserved for business majors in the Business Scholars Summer Program (BSSP).

Please submit documents and materials all at once by the deadline to the Professional Development Coordinator via e-mail:

Ms. Kimberly Gordon

E-mail: klgordon@pvamu.edu

Subject: MGMT 2000 Documentation for Exemption Request

The Professional Development Coordinator will provide exemption approval to the student via e-mail within two (2) weeks of receiving all of the student's exemption documents including documentation from previous employers. Exemptions will be submitted by the coordinator, department head, or dean in the student's record before the end of the semester in which the student has requested the exemption.

All materials must be submitted at least one semester before the student's planned graduation date to be considered for review (i.e., submit materials by December 1 for May or August graduation, submit materials by June 1 for December graduation. There is no exemption for MGMT 4000 and the course is not offered in summer or online.)

The following is the exemption documentation that must be submitted and the additional criteria that must be satisfied for a student to be considered for an exemption:

- Course equivalent on the student's PVAMU transcript with course description attached;
- Minimum 3 years *professional* work experience or documented military service;
- Minimum 4 pay stubs from a previous or current employer, or statement showing deposits from a previous or current employer *please do not include any personal information such as bank accounts, social security numbers, etc.;*
- Letter from previous or current employer verifying employment and indicating the student's job title and duration of employment;
- Updated and properly formatted resume including LinkedIn URL;
- A well-written essay that contains the following information:
 - Current or prior work details (job title, location/duration of employment, contact information of current or prior supervisor);
 - Justification for the exemption based on prior work experience and perceived level of professional development; and
 - A statement on why the Professional Development course content would not significantly improve their already established level of professional development.

(The essay must be a minimum of 3 pages, contain 12-point font, and double-spaced with 1-inch margins.)