

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 2022-23, 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 will be able to 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 receiving the student's exemption documentation if submitted by the deadline. **MGMT 2000 is a freshmen/sophomore level course. Students should not wait until their senior year to enroll hoping for an exemption.**

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 documentation for exemption must be received before the deadlines below.

Deadline for **Spring 2023/Summer 2023 graduation exemption**

December 1, 2022

Deadline for **Fall 2023 exemption**

May 1, 2023

Requests for exemption from MGMT 2000: Professional Development for Business must be submitted by students at least one semester before the student's anticipated semester of graduation. MGMT 2000 is offered in the fall and spring semesters for continuing students, 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 4000 Documentation for Exemption

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 prior to the student's planned date of graduation to be considered for review (i.e., submit materials in by December 1 for May or August graduation, submit materials by May 1 for December graduation. MGMT 4000 is not offered in summer.)

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;
- 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;
- Letter from previous or current employer verifying employment and indicating the student's job title and duration of employment;
- Updated 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.)

Frequently Asked Questions (FAQ) about MGMT 2000 Course Exemptions

1. I have worked part-time both on and off campus for more than three (3) years. Does that qualify?
The work experience must be “professional” work experience: work that occurred through full- time employment in a career-related field or in an area in which someone would be able to meet the requirements for a license successfully.
2. I’ve had multiple internships. Does that exempt me from the course?
No. Most internships are in summer or during one semester (10 – 15 weeks). For most traditional students in most cases, even multiple placements will not add up to three years (36 months) of professional experience.
3. I already have a job offer; why do I still need this course?
*In 2020, both MGMT 2000 and MGMT 4000 were changed to 8-week courses. Effective fall 2020, MGMT 2000 will shift focus toward better career assessment, fit and preparation for the workplace.
Exemption by documentation of experience and verification is not uncommon, it is no different from seeking an exemption from a credit bearing course in the college; the same measures are in place.*
4. What percent of students are exempt from MGMT 2000?
Fewer than five (5) percent of students are exempt from taking the course. Typically, those are students with substantial professional work experience who are “non-traditional” students. Generally, students with a DOB after January 1, 1995 will not meet the requirements for exemption.