



Maxine Goodman Levin College of Urban Affairs

Directions for GRE Waiver Consideration

The following Levin College of Urban Affairs graduate programs will consider a GRE waiver request from applicants:

- 1) Master of Arts in Environmental Studies
- 2) Master of Nonprofit Administration & Leadership
- 3) Master of Public Administration
- 4) Master of Urban Planning & Development
- 5) Master of Science in Urban Studies

*The Ph. D. in Urban Studies & Public Affairs program does **not** consider GRE waiver requests*

The minimum requirement for GRE waiver consideration is:

A cumulative GPA of 3.25 from the applicant's baccalaureate granting institution. The institution must have U.S. regional accreditation. *Applicants with degrees earned from non-U.S. institutions will **not** be considered for a waiver request.*

An approved GRE waiver does not automatically apply from one College of Urban Affairs graduate program to another. All applicants are subject to admission requirements of the program for which they wish to be considered.

The following documentation **must** be submitted for GRE waiver consideration:

1) Personal statement:

Describe in detail the applicant's mathematical and writing abilities, and the nature, duties, and duration of qualifying professional experience(s). Describe any post-baccalaureate professional level work experience, including any management/supervisory level experience, program responsibility, independent decision-making authority, and/or budgetary responsibility. Consider modeling the personal statement similar to a cover letter that is used to complement a resume.

The statement must be typed and should not exceed two pages.

2) Current resume describing the dates, duration, and locations of qualifying experience.

3) Writing sample (typically, but not limited, to 3-5 pages). Examples include a paper submitted in an undergraduate or graduate course, or a professional paper in which the applicant was the primary author.

4) GRE Waiver Request Form (see page 2 below)

5) Transcript from undergraduate degree-granting institution (Cleveland State University baccalaureate alumni do *not* have to order transcripts)

Waiver request materials may be submitted as described below. *We prefer that materials be submitted in electronic form whenever possible.*

1) Via e-mail to urbanprograms@csuohio.edu

Please include "GRE waiver request" in the subject line of the e-mail

2) Mailing address of Cleveland State University, 1717 Euclid Avenue, Attn: Office of Student Services, Cleveland, OH 44115-2214



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GRE Waiver Request Form

First Name: _____ Middle: _____ Last Name: _____

CSU ID number (if known): _____ Preferred e-mail address: _____

Preferred telephone: () _____ Intended program: _____

Entrance semester: Fall Spring Summer Year: _____

Name of institution awarding baccalaureate degree:

Name of institution(s) where graduate credit was earned (if applicable):

For departmental use only:

_____ **Approved** _____ **Denied**

Program Director Signature:

Date:

Submission of waiver request materials may be sent in any of the following ways:

- 1) Via e-mail to urbanprograms@csuohio.edu (Please include "GRE waiver request" in the subject line of the e-mail)
- 2) Mailing address of Cleveland State University, 2121 Euclid Avenue, Attn: Levin College of Urban Affairs Office of Student Services, UR 205, Cleveland, OH 44115-2214