

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for persons involved in business management. Although most persons enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

Description of Program

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year includes two semesters and two summer sessions.

Format of Program

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 P.M. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled in the program. Persons employed full time are expected to take a minimum of two years of part-time study to complete the program.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and to suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

Admission Requirements

1. A baccalaureate degree from an accredited college or university with a 2.75 or higher GPA. Applicants with a degree from a nonaccredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the M.B.A. program director.
2. A minimum of two years of appropriate work experience as determined by the program director.
3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College, M.B.A. Office.
4. Students entering the M.B.A. program must complete at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "B" or better in each of the three courses.
5. Satisfactory personal interview with the program director.
6. Acceptable oral and written skills must be demonstrated.
7. Students whose native language is not English must score 540 or higher on the paper version or 207 or higher on the computer version of the TOEFL.
8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

Application Procedures

1. Request a Graduate Admission Application from Bethel College, M.B.A. office.
2. When you receive the form, complete it and return it to Bethel College, M.B.A. office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.
3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that an official transcript be sent directly to Bethel College, M.B.A. office. If you

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have taken any graduate study, you also will need to request that an official transcript from your graduate school be sent directly to the Bethel College M.B.A. office.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reasons you selected Bethel College. Mail this to Bethel College, M.B.A. office.

5. Take the GMAT test and indicate that the score is to be sent to Bethel College, M.B.A. office.

6. Arrange through the M.B.A. Office for an interview with the the M.B.A. program director.

7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director and the applicant is notified of the action taken.

8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

Regular Admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

Conditional Admission may be granted at the discretion of the M.B.A. program director when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.B.A. program will be terminated.

Special Admission may be granted by of the M.B.A. program director for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

Permission to Audit is granted by the M.B.A program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a “B” or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

Graduation Requirements

From our Master of Business Administration candidates, we expect completion of the following requirements:

1. A total of 36 semester hours with at least a 2.75 grade point average. At least 30 hours must be M.B.A. courses.
2. Each student must complete the Educational Testing Services Major Field Test - M.B.A. The exam is three hours in length.
3. The M.B.A. degree must be completed within seven years from the point of matriculation. Requests for extensions may be made in writing to the M.B.A. program director and are subject to approval of the academic dean.
4. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

Academic Information

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid. However, students with full-time

employment are not permitted to enroll at the same time as full-time graduate students without permission of the M.B.A. program director. The M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer.

A student whose cumulative GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below “C” is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

Financial Information

The tuition charge for 2007-2008 for the M.B.A. program is \$330 per semester hour. The cost of books and materials is approximately \$100 per eight-week session.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and applicants should contact the human resources department of their employer to determine eligibility for aid. The office of student financial services can provide details concerning the most recent financial aid information.

Curriculum

The M.B.A. curriculum consists of 36 hours in the following distribution:

			Hours
MBAD	503	Management in Action	3
MBAD	506	Global Business Environment	3
MBAD	513	Marketing Strategy & Policy	3
MBAD	515	Financial Accounting	3
MBAD	516	Managerial Accounting	3
MBAD	519	Economic Analysis & Policy	3
MBAD	520	Managerial Economics	3
MBAD	523	Values, Ethics, & Leadership	3
MBAD	526	Managerial Finance	3
MBAD	527	Legal Environment of Business	3
Plus two from the following:			6
MBAD	509	Statistical Methods for Business	(3)
MBAD	510	Investments	3
MBAD	511	Human Resource Management	3
MBAD	512	Topics in Not-for-Profit Management	3
MBAD	529	Contemporary Issues in Business Administration	(3)
MBAD	531	Entrepreneurship	(3)
MBAD	533	Integrated Learning Application	(3)
MBAD	560	Independent Study: Business Graduate Elective	(3)