

Claflin University

SCHOOL OF BUSINESS



The World Needs Visionaries

MBA ADMISSION APPLICATION PACKET

Nationally accredited by the Association
of Council Business Schools and Programs
(ACBSP)



Claflin University
400 Magnolia Street
Orangeburg, SC 29115
803-535-5202
www.claflin.edu

Dr. Henry N. Tisdale
President



The Clafin University MBA Program

Mission

The Master of Business Administration (MBA) program at Clafin University is designed to provide a high quality education that promotes the students' potential as managers, entrepreneurs, leaders and socially responsible individuals. The program prepares students to think logically, communicate effectively, develop an understanding and appreciation of the global environment, be guided by high ethical standards, and develop the conceptual and analytical skills needed to succeed in professional roles in business, industry or public service.

I. Objectives

- a. Provide students a high quality, caring, open and diverse learning environment.**
- b. Develop and integrate analytical skills for decision-making that incorporate global, ethical and culturally diverse dimensions.**
- c. Provide adequate skills in assessing organizational performance and developing approaches for improvements.**
- d. Provide leadership and interpersonal skills to become successful business professionals.**
- e. Provide technological skills not only for jobs that will be available upon graduation but also for jobs that will be created in the future.**

II. Admission Requirements

The student must possess a bachelor's degree from a regionally or nationally accredited institution with an overall grade point average of 3.0 or higher (based on a 4.0 scale). However, applicants with record of significant professional experience and achievements who do not fulfill the grade point average requirement may be admitted based upon the satisfactory outcome of an on-campus interview with the Admission committee.



Clafin University

Orangeburg, South Carolina

Application for Admission to the MBA Program

MBA Admission Requirements:

1. The student has earned a baccalaureate degree from a regionally or nationally accredited institution with an overall grade point average of at least 3.0 (based on a 4.0 scale).
2. The student has provided the Admissions Office with copy of official transcript copies from all institutions where undergraduate or graduate courses have been taken.
3. The student has provided the Admissions Office with three recommendation forms/letters from individuals familiar with the student's work record, academic record, and personal character. One letter must be from a former instructor. Letters of recommendation from family are not acceptable.
4. The student has provided the Admissions Office with a current resume and a minimum 500 word Statement of Purpose.
5. The student has taken the GMAT and has had the scores submitted to the MBA Office of Clafin University, Clafin University code is 003424. (If a student meets all other eligibility requirements, he/she may be granted conditional admission subject to the GMAT score being submitted to the MBA Director before twelve (12) semesters hours have been completed).
6. If the student's native language is not English, the student has passed TOEFL with a score of 550 or better and has had scores submitted to the Admission Office.
7. The MBA Committee may choose to invite the applicant for campus interview.
8. A non-refundable fee of \$45 for U.S. Citizens and \$70 international students (money order, certified or cashier's check) should accompany the application. Visa, MC, Discover, American Express cards are accepted.



MBA APPLICATION FORM

Term Fall Spring Summer Year _____

a.

b. Admission Status: Full-Time Student (9 or more credits) Part-Time Student (less than 9)

Name: _____ Social Security Number: _____
Last First Middle

Permanent Mailing Address: _____

_____ Telephone No. Home (____) _____
City State ZIP

Telephone No. Work (____) _____

Telephone No. Cell (____) _____

Country: _____

Male Female

County: _____

Date of Birth _____

E-mail: _____

Ethnicity: _____

Do you need assistance with housing? Yes ___ No ___

Education: List all colleges and universities that you have attended, in chronological order, beginning with the most recent college /university.

Dates of Attendance From/To	Name and Location of College / University	Major/Minor	Degree	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please answer all of the following questions:

- a. Have you ever been convicted of a criminal offense? Yes No
- b. Have you ever been placed on probation, suspended or expelled from any educational institution? Yes No

(If the answer to any of the above questions is yes, please explain on a separate sheet)

If you are not a U.S. citizen, state the type of visa you hold: _____

The undersigned agrees that the information furnished on this application is complete and correct, and that any deliberate omission or falsification of information may result in denial of admission or dismissal.

Signature of Applicant: _____ Date: _____

Clafin University's policy on nondiscrimination on the basis of race, color, religion, national origin, sex, handicap, and age is in conformity with applicable federal laws and regulations.

MBA APPLICATION CHECKLIST

As you complete the admission process, it may be useful to keep a record of the completed materials. Please use this checklist for your own personal record keeping

- *Application form:* Complete _____/_____/_____
Sent _____/_____/_____
- *Application Fee:* Paid _____/_____/_____
- *Transcripts #1* Requested _____/_____/____ From _____
- *Transcript #2:* Requested _____/_____/____ From _____
- **Recommendation Form #1** Requested _____/_____/____ From _____
- **Recommendation Form #2** Requested _____/_____/____ From _____
- **Recommendation Form #3** Requested _____/_____/____ From _____
- **Resume or Vita** Sent _____/_____/_____
- **Statement of Purpose** Sent _____/_____/_____
- **GMAT Exam** Test Taken _____/_____/____
Score Sent _____/_____/_____
- **TOEFL** Test Taken _____/_____/____
Score Sent _____/_____/_____

CORRESPONDENCE

All correspondence should be directed to the following address:

**Director of the MBA Program
School of Business
Clafin University
400 Magnolia Street
Orangeburg, SC 29115
Office phone: (803) 535-5715
Phone: (803) 535-5202
Fax: (803) 535-5203
Email: mba@clafin.edu**

RECOMMENDATION FORM

Dear Applicant:

The completion of this form is necessary for the application process to Claflin University MBA Program.

Applicant's Section

Last Name

First Name

Middle Name

Family Educational Rights Privacy Act (FERPA) guarantees confidentiality of the students' records including this recommendation form. This provision also allows you to waive this right. Please indicate below whether or not you wish to waive the right.

- I do not waive any right of access that I have to this recommendation form.
- I waive any right of access that I have to this recommendation form.

Signature

Date

Recommender's Section

Name of Recommender

Title

Company Name

Telephone Number

Street Address

City

State/Country

Zip Code

How long have you known the candidate and in what capacity? _____

Please describe the particular strengths and weaknesses of this candidate? Comment on characteristics such as leadership, maturity, work ethic and attitude. A separate sheet or letter may be attached.

2. Recommendation

Please indicate your opinion about the applicant's admission:

- I enthusiastically recommend this applicant
- I recommend this applicant
- I recommend this applicant with some reservations
- I do not recommend this applicant

Reservations about this applicant: _____

Signature

Recommender's signature

Date

Thank you for taking the time to respond. The application committee believes that recommendations are among the most valuable data in the verification process. We sincerely appreciate your help.

Submission Instructions

Please place your recommendation form, any supplementary pages, and your business card in a sealed envelope with your signature across the seal. Either return the envelope to the applicant or mail it directly to:

Clafin University
MBA Program
400 Magnolia Street

Orangeburg, SC 29115
 (803) 535-5715
 III. MBA Curriculum

Basic Core Courses or Foundation Courses: Required of all students with a Bachelor degree in non-business disciplines

<u>Course Number</u>	<u>Course Title</u>	<u>Sem Hrs</u>
BADM 501	Essential of Accounting	4
BADM 502	Survey of Economic Analysis	4
BADM 503	Business Computer Applications	4
BADM 504	Quantitative Methods in Business	4
BADM 505	Essentials of Management	4
BADM 506	Essentials of Marketing	4
BADM 507	Essentials of Finance	4
BADM 510	Business Internship	<u>3</u>
	Total	31

Note: Foundation courses requirement can be waived if students have taken at least at three (3) credit courses in the bachelor's program. Business internship requirement may be waived if a student has two years of full-time **managerial** experience. A verification of experience from employer is necessary. All exemptions are granted on a case by case basis.

Professional Core Course: Required of all students

BADM 601	Accounting for Management Decisions	3
BADM 602	Managerial Economics	3
BADM 603	Leadership and Organizational Behavior	3
BADM 604	Operations Analysis and Supply Chain	3
BADM 605	Financial Analysis Planning and Control	3
BADM 606	Advanced Topics in Management and Policy Information Systems	3
BADM 607	Marketing Management in a Global Environment	3
BADM 608	Methods of Business Research	3
BADM 610	Strategic Management: Concepts, Planning and Implementation	<u>3</u>

Electives: Students should select nine (9) credit hours from the following courses:

Management:

BADM 611	Human Resource Management	3
BADM 612	Enterprise Development	3
BADM 613	Project Management	3
BADM 616	Managing in a Global Environment	3
BADM 617	Business Ethics	

Marketing:

BADM 609	Marketing Research	3
BADM 614	Marketing Communication and Ethics	3
BADM 615	Consumer Behavior	3
BADM 618	E-Commerce	3
BADM 628	Global Marketing	3
BADM 629	Business to Business Marketing	3
BADM 630	Sales	

Entrepreneurship:

BADM 612	Enterprise Development	3
BADM 633	Management in New Ventures	3
BADM 634	Investing in New Ventures	3

Finance:

BADM 619	Global Financial Institutions and Markets	3
BADM 620	Investment and Portfolio Management	3
BADM 621	Corporate Finance	3
BADM 622	International Financial Management	3
BADM 623	Ethics in Finance	3
BADM 624	Bank Management	3

Note: BADM 610, Strategic Management, is the capstone course and students are required to obtain a grade of “B” or better in this course.

NEW Concentration for the Near Future

Hospital and Health Care Management

Project Management

Religious Institution Management

Information Technology Management

IV. Graduation Requirements

- 1. Completion of all course work.**
- 2. Overall grade point average of 3.0 or better.**
- 3. A maximum of one (1) “C” or less grade is allowed on MBA transcript.**
- 4. A grade of “B” or better in the capstone course BADM 610 Strategic Management**
- 5. Take the ETS Major Field Assessment Test (MFAT). The MFAT score is used for Twenty percent (20%) of the final grade for BADM 610 Strategic Management.**

For further information, please contact:

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