

MBA Program Admissions Requirements

To receive consideration for admission to the MBA Program, the required admissions materials (listed below) must be submitted to and be on file in the Office of Academic Affairs. The address for the Office of Academic Affairs is: 433 West Madison Street, Pulaski, TN 38478, or you may contact Dr. Judy Cheatham, Provost at 931-363-9823 or jbcheath@utsouthern.edu.

Each individual applicant is responsible for any payments and fees associated with these items. The Provost informs individual applicants of provisional, conditional, or full admission to the MBA Program (refer to Graduate Admissions Procedures section for definitions of Provisional, Conditional, and Full Admission status).

Evaluation for admission to the MBA program is based upon the following requirements:

A.) A completed Graduate Application Form.

B.) A letter of intent explaining the reasons the applicant wants to enter the MBA program. The applicant should discuss their managerial or work experience, aspirations, and support systems (financial, personal, and professional) that will contribute to the successful completion of the MBA program.

C.) Official transcripts for ALL previous undergraduate and graduate course work sent directly from the granting institution to the Office of Academic Affairs at the University of Tennessee Southern.

Transcripts issued outside the United States must be evaluated and translated by the World

Education Services at <http://wes.org>. or another accepted organization.

D.) Applicants must hold a baccalaureate degree in business from a regionally accredited institution and MUST have a 3.0 grade point average or a 3.0 grade point average in the last 30 hours of 300/400 level business courses.

E.) Three (3) letters of recommendation in support of the individual's application:

- one from a faculty member at a baccalaureate or higher institution

- one from a manager or colleague
- one from a personal friend or family member

F.) An interview with the MBA Admissions Committee, consisting of the MBA Director and other full time faculty in the MBA program. The applicant will be contacted to schedule this interview.

G.) For an applicant whose first language is other than English, a minimum TOEFL score of 550. See <http://www.ets.org/toefl> for information about the TOEFL exam. Upon acceptance to the MBA program and arrival on campus, international applicants will be interviewed by a representative of the English as a Second Language (ESL) program to review of the applicant's speaking and listening skills during academic discourse in English. (See Admission of International Students to Graduate Coursework, p.259.)

Applicants holding a baccalaureate degree in an area other than business from a regionally accredited institution MUST have a 3.0 cumulative grade point average or a 3.0 grade point average in the last 30 hours of 300/400 level coursework in the major. Additionally, non-business degree holders MUST show baccalaureate proficiency in the following business subject areas:

1. Production/Operations Management
2. Statistics
3. Accounting
4. Economics
5. Finance
6. Marketing
7. Management
8. International Business
9. Human Resource Management
10. Managerial Accounting
11. Strategic Management

Applicants deemed deficient in any of the above subject areas will be given an individualized path to fulfilling the proficiency requirements: MMC has partnered with Ivy Software, a company that provides assessments and self-

paced online courses specifically designed to prepare prospective graduate applicants to enter MBA programs.

Applicants must earn a score of 80 or higher to exit each subject area test. An applicant is allowed three tries on each test. Contact Dr. Alice Burkins at aburkins@martinmethodist.edu for additional details. The Ivy Software is designed for individuals who did not major in business during the undergraduate career.

<https://onlineapp.martinmethodist.edu/login>