

# BUSINESS ADMINISTRATION M.B.A.

The MBA program consists of 36 graduate credits offered in two separate formats - Saturdays on-campus and asynchronous online-only. The MBA program complements the strong group of accounting, management, and international business programs currently offered at the undergraduate and graduate levels at D'Youville. Students choosing the Saturday-only on-campus format complete courses one-at-a-time in an accelerated format every five weeks. Students choosing the online-only format complete accelerated asynchronous online-only courses every eight weeks and may register for more than one course at a time. Because the curriculums are the same between these two programs it is possible for online-only students to choose to take one or more Saturday-only courses and for Saturday-only students to take online-only courses. Students may also change from online-only to on-campus or on-campus to online-only at any time. Students requesting such accommodations should make their requests to the chair of the business department.

The D'Youville MBA program is accredited by the International Accreditation Council for Business Education (IACBE). (<http://iacbe.org/>)

The professional and educational objectives of the program are to build on the students' undergraduate work by enhancing their knowledge and understanding of business functions through practice, application and professional development for careers as corporate managers as well as administrators and coordinators at government agencies and non-profit organizations and to move beyond cognitive knowledge toward in-depth analysis and practice in management and related disciplines.

Admission to D'Youville University MBA program is competitive. The selection process attempts to identify qualified applicants who will benefit most from the wide variety of academic and extracurricular programs the university offers.

- D'Youville University maintains a "rolling admissions" policy whereby applications are processed continually throughout the year. Decisions under rolling admissions are normally mailed within three weeks after the MBA office receives and recognizes all necessary forms, test scores and transcripts.
- Acceptance is conditional until all required documents and final semester/year grades have been submitted and approved.
- A non-refundable reservation deposit of \$100 must be paid in U.S. funds by the required deadline and/or time indicated on the acceptance letter or acceptance may be withdrawn and offered to another qualified candidate. This deposit will be applied to the first semester's tuition.
- The student will provide documentation or records of immunization as required by New York state law prior to registration. The university reserves the right to refuse a student admission to classes for failure to comply with this policy.

Code	Title	Credits
MBA-604	Human Resources Management	3
MBA-501	Business Methods Statistics	3
MBA-603	Financial & Management Accounting	3
MBA-602	Theories of Economics	3
MBA-611	Organizational Leadership	3
MBA-612	Legal Environment in Business	3

MBA-615	Marketing Management	3
MBA-616	Corporate Finance	3
MBA-623	Special Topics in Business Management	3
MBA-624	Global Supply Chain Management	3
MBA-655	Strategic Management	3
MBA-606	Operations Management	3
<b>Total Credits</b>		<b>36</b>

In addition to the general academic regulations, all full-time and part-time students must meet the academic regulations listed below:

- A student must maintain a minimum semester/summer and cumulative graduate G.P.A. of at least 3.0.
- Course grades below "C" do not count toward MBA graduation requirements.
- Any student who earns a grade below that of "C" in any required MBA/graduate course must repeat the course and earn a grade of "C" or above. Students who earn a grade below "C" in any course may repeat that course one time. Students failing to earn a grade of "C" or above in the repeated course will be academically dismissed from the MBA program.
- Any student who fails to achieve a minimum semester/summer or cumulative graduate 3.0 G.P.A. and/or who has earned more than two grades below "C" at the completion of the term (Spring, Summer, Fall), will be placed on academic probation. Students can be on probation for one term (Spring, Summer, Fall). Probation is for one full-time term. Dismissal occurs if, within the one term probation period, program requirements are not met (graduate GPA 3.0, and no more than two courses below a grade of "B").
- Graduation requirements can be met if a student has a cumulative graduate G.P.A. of at least 3.0 and has no more than two required MBA/graduate courses below the grade of "B" (and at or above the grade of "C").
- Students who fail to achieve a minimum grade of "B" for more than two MBA/graduate courses will be required to repeat one or more of those courses to achieve the minimum graduation requirements of a cumulative graduate 3.0 G.P.A. and no more than two courses with grades below "B" (and at or above the grade of "C"). Students who earn a grade below "B" in any course may repeat that course one time. If a student has more than two courses below the grade of "B", repeats one or more of those courses, and fails to earn a grade of "B" or above in the repeated course/s will be academically dismissed from the program.

## Admissions Requirements

Admission requirements for applicants entering as graduate students in the MBA programs are as follows:

- Bachelor's degree in business from an accredited college or university<sup>1</sup>
- A minimum of 3.0 G.P.A. (4.0 system) at the undergraduate level
- Two plus years of full-time employment experience in professional, corporate or business environment<sup>2</sup>
- Personal statement of purpose outlining applicant's professional goals and objectives
- Two letters of recommendation from employers, professional supervisors/ colleagues, or previous professors

- f. A minimum TOEFL score of 550 for international students from non-English speaking countries

<sup>1</sup> Non-business majors are welcome to apply. Students possessing undergraduate degrees in non-business majors may be required to successfully complete up to five (5) online preparatory modules by the end of the first term in the program.

<sup>2</sup> Current full-time students will also be considered for acceptance.

The business department chair will conduct an individual review for discretionary admissions of applicants who do not meet one or more of the above requirements.

## Applicant Process

The applicant is asked to return the application and all relevant documents to:

D'Youville University  
MBA Program Office  
320 Porter Ave.  
Buffalo, NY 14201  
Telephone: 716.829.8090 or 1.800.777-3921  
Facsimile: 716.829.7660  
Website: <http://www.dyc.edu>  
Email: [advanceprogram@dyc.edu](mailto:advanceprogram@dyc.edu)

In order for an applicant to be considered for acceptance into the MBA program, the following must be presented:

- a. Submit a completed application form with a \$50 non-refundable application fee (U.S. funds).
- b. Attach a one-page statement of intent letter (should be approximately 500 words) addressing your professional goals and objectives for the intended program. The statement should include reference to past work related to the intended field of study and subsequent career objectives.
- c. Forward official academic transcripts for all colleges and universities previously attended at both the undergraduate and graduate levels to the MBA office. (Canadian/international students must also submit a copy of their high school transcript.)
- d. Submit three letters of recommendation: the recommendations should be submitted directly to the D'Youville University MBA office by the recommender. These letters may be from employers, supervisors or other persons familiar with your professional intellectual abilities.
- e. Submit a current resume to the MBA office.
- f. International/foreign students (other than Canadian) whose native language is not English must submit TOEFL (Test of English as a Foreign Language) scores. The program requires a minimum TOEFL score of 500 for international students.
- g. Complete a personal admissions interview (recommended for all applicants).