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 Claflin University MBA Program

Mission

The Master of Business Administration (MBA) program at Claflin 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.
Claflin 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 Claflin University, Claflin 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. 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: ________________________________________________________________

City                               State                    ZIP

Telephone No. Home (___)____________

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.

<table>
<thead>
<tr>
<th>Dates of Attendance</th>
<th>Name and Location of College / University</th>
<th>Major/Minor</th>
<th>Degree</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>From/To</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

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: ____________________________
Claflin 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  
Claflin University  
400 Magnolia Street  
Orangeburg, SC 29115  
Office phone: (803) 535-5715  
Phone: (803) 535-5202  
Fax: (803) 535-5203  
Email: mba@claflin.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:

**Claflin University**
**MBA Program**
**400 Magnolia Street**
III. MBA Curriculum

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

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

**Total** 31

Note: Foundation courses requirement can be waived if students have taken at least 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**

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

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

**Management:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 611</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 612</td>
<td>Enterprise Development</td>
<td>3</td>
</tr>
<tr>
<td>BADM 613</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 616</td>
<td>Managing in a Global Environment</td>
<td>3</td>
</tr>
<tr>
<td>BADM 617</td>
<td>Business Ethics</td>
<td></td>
</tr>
</tbody>
</table>

**Marketing:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 609</td>
<td>Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>BADM 614</td>
<td>Marketing Communication and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BADM 615</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BADM 618</td>
<td>E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BADM 628</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BADM 629</td>
<td>Business to Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BADM 630</td>
<td>Sales</td>
<td></td>
</tr>
</tbody>
</table>

**Entrepreneurship:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 612</td>
<td>Enterprise Development</td>
<td>3</td>
</tr>
<tr>
<td>BADM 633</td>
<td>Management in New Ventures</td>
<td>3</td>
</tr>
<tr>
<td>BADM 634</td>
<td>Investing in New Ventures</td>
<td>3</td>
</tr>
</tbody>
</table>

**Finance:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 619</td>
<td>Global Financial Institutions and Markets</td>
<td>3</td>
</tr>
<tr>
<td>BADM 620</td>
<td>Investment and Portfolio Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 621</td>
<td>Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 622</td>
<td>International Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>BADM 623</td>
<td>Ethics in Finance</td>
<td>3</td>
</tr>
<tr>
<td>BADM 624</td>
<td>Bank Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**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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