BELLARMINE UNIVERSITY
IN VERITATIS AMORE

W. FIELDING RUBEL SCHOOL OF BUSINESS

Master of Business Administration

The MBA Program of the W. Fielding Rubel School of Business provides students with close personal contact with faculty in a learning environment characterized by a wide range of teaching and classroom experiences that provide students with the theoretical and practical experiences they will need for success in the managerial stages of their professional careers. A student's experiences are enriched by the diverse perspectives available at a liberal arts university as well as by the wealth of resources in the Louisville professional and business communities.

PROCEDURE FOR ADMISSION

All applicants must submit the following:

1. A completed graduate application form.
2. A non-refundable application fee of $40 is required from all applicants (except BU alums).
3. Official report of GMAT scores mailed directly to Bellarmine. (EMBA applicants are excluded).
4. Two letters of recommendation (included in packet). In general, recommendations from persons who are able to evaluate either academic or professional potential are the most valuable.
5. Current resume.
6. A type written response to the two essay questions listed on the application.
7. Final official transcript(s) from each college or university attended should be mailed to the Office of GraduateAdmission and be marked "Issued to Student." If any transcript(s) or undergraduate degree(s) is from aninternational institution, you must provide an official copy to be evaluated by the Bellarmine International Programs Office. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).

INTERNATIONAL APPLICANTS

Please complete the items above under Procedure for Admission and submit the following:

Language Proficiency. All students are expected to have appropriate English-language proficiency to be admitted to the university. The language proficiency is required to ensure students are adequately prepared and well positioned to succeed.

Financial Affidavit. All applicants must provide a financial affidavit certifying the ability to fund the cost of attending Bellarmine University for one academic year. Figures must be expressed in United States currency.

LEARNING GOALS

1. MBA graduates will demonstrate knowledge of core business functions.
2. Each MBA student will demonstrate the ability to work effectively in teams.
3. Each student must demonstrate the ability, through clarity, content and composition to convey information to others in written communication.
4. Each student must demonstrate the ability to recognize and analyze ethical problems and select and defend resolutions for practical solutions that occur in business.
5. Students shall be able to express themselves clearly and professionally in oral presentation.

TUITION AND FEES*

Weeknight MBA (Begins Fall 2014 & Spring 2015)

- $32,850/$2,190 per course
- $1,100 case fees
- Additional charge for international trip - $2,000
- Attend one or two nights per week – Fall semester meets on Monday and Wednesday night and Spring semester meets on Tuesday and Thursday.

Weekend MBA (Begins Fall 2014)

- Fall Admittance $32,850/$2,190 per course
- $1,100 case fees
- Additional charge for international trip - $2,000
- Sample Schedule:
  Fall - MBA 701, 702, 703 (9 credits)
  Spring - MBA 704, 705, 706 (9 credits)
  Summer - MBA 707, 720/721 (9 credits)
  Fall - MBA 708, 709, 710, 711 (12 credits)
  Prior Summer or Spring- 3 Electives (9 credits)

Weekend MBA (Begins Spring 2015)

- Spring Admittance $32,850/$2,190 per course
- $1,100 case fees
- Additional charge for international trip - $2,000
- Sample Schedule:
  Spring - Electives (3 credits)
  Summer - Electives (6 credits)
  Fall - MBA 701, 702, 703 (9 credits)
  Spring - MBA 704, 705, 706 (9 credits)
  Summer- MBA 707, 720/721 (9 credits)
  Fall - MBA 708, 709, 710, 711 (12 credits)

Executive MBA (Begins Spring 2015)

- $41,040/$855 per credit hour
- Requirement: Individuals with 5 or more years of significant work experience
- Cost includes tuition, fees, books, meals and international trip.
- Sample Schedule:
  Spring - MBA 701, 703, 704, 712 (10 credits)
  Summer - MBA 705, 706, 713 & 720/721 (13 credits)
  Fall - MBA 707, 708, 709, 710 & 714 (13 credits)
  Spring - MBA 711, 3 Electives (12 credits)

All programs are a total of 48 credit hours. Electives are offered in the School of Business in the spring and summer semesters only.

THE CURRICULUM

The MBA curriculum is divided into three sections: the integrated core, international management and three electives. The curriculum focuses on providing a strategic perspective for general managers. Specific requirements include:

Foundations of Strategy

MBA 701 Economic Analysis Techniques
MBA 702 Business Skills for the Global Manager*
MBA 703 Accounting Analysis Techniques
MBA 704 Organizational Behavior and Leadership

Developing Strategy

MBA 705 Financial Management for Strategy
MBA 706 Marketing for Strategy
MBA 707 Legal and Regulatory Environment for Strategy

Implementing Strategy

MBA 708 Entrepreneurial Strategy
MBA 709 Strategic Human Resource Management
MBA 710 Quantitative Management and Strategy
MBA 711 Strategic Management

International Management and Electives

MBA 720 International Management or
MBA 721 Issues in Global Management

Electives – students are required to take three MBA elective courses. The purpose of the three electives is to allow adequate material for reasonable breadth in the MBA program.

*EMBA students replace MBA 702 with

MBA 712 Business Communications (1)
MBA 713 Business Creativity (1), and
MBA 714 Cross-Cultural Management (1)

COURSE DESCRIPTIONS

MBA 701 Economic Analysis Techniques (3)
This course exposes the leader to the domestic and global economic environments facing organizations.

MBA 702 Business Skills for Global Managers (3)
This course develops many of the required skills of management – negotiations, research, business etiquette and international protocol, listening, and oral communications – as students analyze and present case studies, projects, and business scenarios, both as individuals and in teams.

MBA 703 Accounting Analysis Techniques (3)
This course introduces the leader to basic financial reporting and analysis techniques through understanding, interpreting and analyzing financial information, and the development of strategic managerial decision-making tools.

MBA 704 Organizational Behavior and Leadership (3)
This course focuses on the differences between management and leadership and the environment in which leaders make decisions. Particular emphasis is given to human behavior in organizations, including how the individual and the group influence the policies, goals, objectives, and priorities of the organization. Students enhance basic written/oral communication and basic computer usage skills through case analysis/projects both as individuals and groups.

MBA 705 Financial Management for Strategy (3)
This course integrates the accounting and economic foundations of management as students study financial issues facing the leader – including the acquisition and cost of capital, the time value of money, capital budgeting, valuation, and acquisitions. (Prerequisites: MBA 701, 702)

MBA 706 Marketing for Strategy (3)
This course integrates the accounting and economic foundations of management as students study the process for creating, delivering and selling goods and services – including marketing theory, channels of distribution, pricing and product development, promotion and place. (Prerequisites: MBA 701, 702)

MBA 707 Legal & Regulatory Environ. for Strategy (3)
This course expands on the basic managerial issues of finance and marketing as well as organizational legal, regulatory, social and environmental issues. Issues discussed and analyzed include law as it affects raising capital, marketing practices, contracts and employment issues, and environmental practices.

MBA 708 Entrepreneurial Strategy (3)
This course focuses on the development of strategy from an entrepreneurial and new ventures perspective. Through analysis of case situations and development of a new business idea, students will focus on the decision making process, development of strategies, goals, planning and evaluation. The strategic planning framework will integrate the business disciplines, including legal, social, and economic issues covered in the legal environment class. (Prerequisite: MBA 705, MBA 706; Co-requisite MBA 707)

MBA 709 Strategic Human Resource Management (3)
This course examines the role of Human Resource Management and its influence on outcomes such as performance, satisfaction, retention and attendance. External influences, ethical dilemmas and outcomes are examined from a strategic functional perspective. A variety of Human Resource Management activities including personnel planning, recruitment and staffing, compensation, training and development as well as labor relations will be examined from different stakeholder perspectives.

MBA 710 Quantitative Management and Strategy (3)
This course expands the role of the leader by examining and utilizing quantitative techniques and computer applications to analyze firm operations.

MBA 711 Strategic Management (3)
This capstone course completes the core of the MBA program as students examine strategic integration and implementation issues within a firm through the use of case studies which integrate the material covered in MBA 701 through 710.

MBA 712 Business Communications (1)
This course focuses on developing and refining critical skills for global managers. Sessions occur over a private dinner with faculty and/or invited speakers. This one-credit hour course is part of a three course sequence. MBA 712 focuses on effective communications.

MBA 713 Business Creativity (1)
This course focuses on developing and refining critical skills for global managers. Sessions occur over a private dinner with faculty and/or invited speakers. This one-credit hour course is part of a three course sequence. MBA 713 explores creativity.

MBA 714 Cross-Cultural Management (1)
This course focuses on developing and refining critical skills for global managers. Sessions occur over a private dinner with faculty and/or invited speakers. This one-credit hour course is part of a three course sequence. MBA 714 addresses cross-cultural management concerns.

MBA 720 International Management (6)
This course exposes students to the influences of political, social, legal and regulatory issues of managing in a global environment through on-site experience in a foreign country.

MBA 721 Issues in Global Management (6)
This course exposes students to the influences of political, social, legal and regulatory issues of managing in a global environment. It is designed for students whose professional or personal commitments make international travel problematic. MBA 721 substitutes for MBA 720 and brings to the classroom case studies, problems and a simulation game highlighting international themes, locations and cultures.

ELECTIVES

Students are required to take three MBA elective courses. The purpose of the three electives is to allow adequate material for reasonable breadth in the MBA program. Elective courses are only offered during the Spring and Summer semesters, and do not follow the typical program schedule. Elective course offerings will vary by semester dependent upon faculty availability. Individuals with previous graduate coursework may be eligible to transfer credits to meet the elective requirement.

Master of Business Administration

This application is for: ☐ Spring of 20____ ☐ Summer of 20____ ☐ Fall of 20____

I am applying for: ☐ Weeknight (1 night) ☐ Weeknight (2 nights) ☐ Weekend Program

☐ Executive Program ☐ 5 year/dual MBA program

PERSONAL DATA

Name _____
FAMILY NAME FIRST MIDDLE MAIDEN

Preferred Name _____ Social Security Number* _____ Gender _____

Place of Birth _____ Date of Birth _____
CITY STATE/PROVINCE COUNTRY

Permanent Address _____
STREET ADDRESS

_____
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

GMAT has been or will be taken _____ Score _____

Citizenship ☐ U.S. ☐ Permanent U.S. Resident ☐ Non U.S. Citizen

If you are not a U.S. citizen, what is your country of citizenship? _____

What is your current country of residence? _____

Is English your first language? ☐ Yes ☐ No Are you Hispanic or Latino? (optional) ☐ Yes ☐ No

In addition, select one or more of the following racial categories to describe yourself (optional):
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White

Current Employer _____ Present Position _____

Address of Employer _____
STREET ADDRESS CITY STATE/PROVINCE ZIP CODE

Previous Employer _____ Position _____ From/To _____

Will tuition be subsidized by your employer? ☐ Yes ☐ No

Will you be applying for aid with the Veterans Administration? ☐ Yes ☐ No

Where did you hear about Bellarmine's Master of Business Administration program? _____

* *Not required but must be provided to receive federal aid and/or state aid.*

EDUCATIONAL DATA

Please list all colleges and/or universities you have attended.

INSTITUTION	LOCATION	DATES ATTENDED	DEGREE RECEIVED	GPA

PROFESSIONAL/COMMUNITY ACTIVITIES

ORGANIZATION	TITLE	CITY/STATE	DATES

ESSAYS

The following two questions are to be typewritten on a separate page. Please be sure to include your name on any separate pages you submit with your application. The Admission Committee would like to stress the importance of these essays. Please provide a thoughtful response. Each essay should not exceed one 8.5" by 11" page.

- What are your long-term career aspirations? How will a Bellarmine MBA help you accomplish them?
- What has been the most difficult hurdle in your life? How did you work through it?

BACKGROUND DATA

Have you ever been dismissed from a high school, college or university for disciplinary reasons, or been sanctioned by a disciplinary board? ☐ Yes ☐ No

If yes, from where? _____

A release will be mailed to you. You must sign and complete the form and mail it back to the Office of Admission at Bellarmine University one month prior to the first week of classes. This form will be mailed to your current Dean of Students asking for an explanation of the sanction and circumstances.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If you answered yes to either of the last two questions, please explain on a separate sheet of paper how you were held accountable (i.e., outcomes, sanctions), when the incident occurred and any additional information you wish to provide. Please note that we may need to request additional information. In the event you are admitted and enrolled at Bellarmine University and your status changes, you are required to contact the Dean of Students immediately at 502.272.8426. Failure to report a change of status could result in immediate expulsion.

SIGNATURE OF APPLICANT

I declare that the information provided on this form is true, correct and complete. Bellarmine University has my permission to verify information by obtaining documents as needed. I understand that providing false information may result in Bellarmine University revoking my status as an accepted or enrolled student. Also, I grant Bellarmine University or its appointee(s) permission to post my personal and academic information on Bellarmine's secured, password protected intranet and student portal.

Signature _____ **Date** _____

Bellarmine University admits qualified students of any age, sex, sexual orientation, race, color, religion, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of age, sex, sexual orientation, race, disability, color, religion, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Bellarmine University is an Affirmative Action-Equal Opportunity employer.

RECOMMENDATION FORM: Master of Business Administration

APPLICANT: Fill in your name and forward one copy to each respondent. Please provide a stamped, addressed envelope along with each form. Under the provisions of the Family Educational Rights and Privacy Act, you have the right, if you enroll at Bellarmine University, to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. Please indicate whether or not you wish to waive this right and sign your name.

I, undersigned, hereby waive all rights or privileges provided by Public Law 93-380 to inspect or challenge the content and comments appearing in this letter of evaluation.

Name of Applicant _____

Signature _____ **Date** _____

RESPONDENT: Please complete the information requested. If you need additional sheets of paper please staple them to this form. Your comments will be held completely confidential if the applicant has signed the statement above. Please enclose this form and any attachments in an envelope addressed to the applicant. Please sign the back of the envelope, writing your signature across the seal of the envelope flap and return sealed envelope to the applicant.

Respondent's Name _____ Title _____

Institution/Agency _____

Address _____
STREET ADDRESS

_____
CITY COUNTY STATE/PROVINCE ZIP CODE COUNTRY

Home Phone (____) _____ Work Number (____) _____ Extension _____

Cell Phone (____) _____ Email Address _____

Signature _____ **Date** _____

Mail the completed materials to:

Bellarmine University
Office of Graduate Admission
2001 Newburg Road
Louisville, Kentucky 40205

Please rate the applicant in the areas indicated below by checking the appropriate responses; outstanding, above average, satisfactory, below average, or indicate "unable to comment."

AREA	OUTSTANDING	ABOVE AVERAGE	SATISFACTORY	BELOW AVERAGE
Intellectual Ability				
Critical Thinking Ability				
Problem Solving Ability				
Knowledge of Proposed Study				
Quality of Oral Communication				
Quality of Written Communication				
Motivation and Energy				
Emotional Stability				
Self-Image				
Independence				
Creativity				
Leadership Ability				

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's strengths?

Do you know of any special circumstances in the applicant's social or academic background or emotional makeup that should be considered in the evaluation of this applicant for graduate studies?

Additional Comments. (Please feel free to attach additional pages if necessary.)

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5/15/14