

School of Business Administration

1. AIMS AND OBJECTIVES

Graduate study in business administration at the University of Dayton provides an educational opportunity to qualified men and women for advanced study and training for positions of leadership in business, industry, government and the professions.

The program leading to the Master of Business Administration degree has as its primary objective the provision of a broad, analytical background in the several areas of administration and management. The M.B.A. is designed to be a professional degree and accordingly the amount of specialization in any one area is limited to avoid a circumscribed curriculum.

The M.B.A. may be completed by choosing evening or Saturday morning classes, or a combination of these. This is done to enable persons employed in a full-time position to pursue advanced study.

2. ADMISSION

The program is designed for holders of a bachelor's degree from an accredited college in: (1) business administration and (2) a field other than business administration.

Those in the first group can meet the requirements for the M.B.A. degree by completing thirty credits of graduate work.

Those in the second group may find it necessary to remove certain undergraduate deficiencies by taking basic courses in accounting, economics, management, and marketing before starting the program.

Applicants for admission to the M.B.A. program should demonstrate a readiness for graduate study, personal integrity, and aptitude for successful business performance. The admissions committee carefully evaluates the following:

1. Undergraduate and other collegiate record as indicated by official transcripts of all universities and colleges previously attended by the applicants.
2. Results on the Graduate Record Examination or the admission test for graduate study in business.
3. Personal interview.

The admissions committee is not only interested in the overall undergraduate grade average but the trend of these grades.

All applicants are required to take either the Graduate Record Examination or the admission test for graduate study in business. To register for the examination, request an application form from the School of Business Administration office and forward the completed form to the Educational Testing Service, Princeton, New Jersey, thirty days before the examination is to be held.

A personal interview is desired and may be arranged at any time.

Two copies of the application for admission should be submitted.

Applicants who are not graduates of the University of Dayton must submit official transcripts of all previous college studies. These transcripts should be sent directly by the degree granting institution at least twenty days before the opening of the session in which the student expects to enroll. All applications and transcripts should be sent to the Dean, School of Business Administration, University of Dayton, Dayton 9, Ohio.



3. REQUIREMENTS

The candidate for the M.B.A. degree must complete a minimum of thirty hours of prescribed work. A minimum of twenty-four hours must be in graduate courses.

A minimum overall grade point average of 3.0 is required for all courses for which graduate credit has been granted. In case a candidate wishes to include an undergraduate course in his program, he must receive a grade of "B" in that course. No course taken for graduate credit may duplicate one taken for undergraduate credit. In no case will a candidate be allowed to continue in the program if he has received "C" or less for seven or more hours of work. Nor will the degree be granted to any student who presents seven or more credits of "C" or less for the degree.

Of the total thirty hours for the M.B.A. degree no more than six hours may be taken outside the School of Business Administration.

Transfer credit from accredited colleges is allowed but is limited to six hours.

A comprehensive examination is required of all candidates. This examination will be taken during the candidate's last semester in the program. Special notice will be given of time and place.

No candidate will be permitted more than six credit hours a term while working at a full-time position.

