



ARKANSAS STATE
UNIVERSITY

P.O. Box 970
State University, AR 72467-0970

Phone:
870-972-3035

Fax:
870-972-3648

business.astate.edu

Jonesboro, Arkansas

Dear Prospective Student:

We appreciate your interest in the Masters Programs in Business at Arkansas State University. We take great pride in the fact that we have a challenging and relevant program which focuses on continuous improvement. The curriculum meets the needs of the dynamic global business environment as it integrates social, ethical, international and technology issues for management decision making. Our Masters are advanced professional degrees which can qualify you for a rewarding career in any type of organization.

For those with an undergraduate degree in business from an accredited American university, the program of study is usually 30 hours. Both afternoon and evening classes are offered. Students whose undergraduate degrees are in a non-business related field normally will take 15 additional hours of foundation courses.

The minimum GPA requirement for admission into the program is 2.75 and a minimum score of 400 must be made on the GMAT.

A limited number of assistantships are available to graduate students and are awarded on a competitive basis. A personal interview is required for those being considered to receive an assistantship. Loans are available through the student Financial Aid Office.

I have enclosed, with this e-mail, an application to the Graduate School along with other relevant information. Please note that the completed application, application fee, transcripts and other materials and documents are to be sent to the Dean of the Graduate School, Arkansas State University, Box 60, State University, AR 72467.

If you choose to pursue a Masters degree, we invite you to consider Arkansas State University. We look forward to working with you. If you have any questions, or need information about the MBA program, please call me at (870) 972-3035, or visit our Website @ <http://business.astate.edu>.

Sincerely

A handwritten signature in cursive script that reads "C. William Roe".

C. William Roe
Graduate Business Programs

MASTER OF BUSINESS ADMINISTRATION DEGREE

ARKANSAS STATE UNIVERSITY MASTER OF BUSINESS ADMINISTRATION DEGREE

The Arkansas State University MBA Program is a Professional degree program designed to prepare students of all educational and professional backgrounds for management positions in all types of organizations. As such, the program stresses the development of analytical, problem-solving and decision-making competencies for the dynamic, complex global organizational and social environments.

The program of study includes the functional areas of business with the opportunity to obtain emphasis areas in each, as well as the option to select specialty emphasis areas. This provides students with the flexibility to tailor their MBA degrees to individual needs and goals.

With courses offered in late afternoon and evenings in several locations and in a variety of delivery methods, the program accommodates working professionals seeking career advancement and/or career changes as well as recent graduates desiring to move into positions of responsibility in organizations

Admission Requirements:

All general admission requirements of the Graduate School are applicable to the program and the student should refer to these requirements which are listed in the graduate bulletin. Non-degree candidates cannot enroll in College of Business graduate courses unless they meet all the admission requirements of the degree candidate. Students who are admitted to master's degree programs outside the College of Business will not be permitted to take more than nine semester hours of College of Business graduate courses unless they meet all the admission requirements of the degree candidate.

An applicant's complete application package, including application to Graduate School, official transcripts, official GMAT scores, required application fee and, when required, proof of immunization must be received in the Office of the Graduate School no later than six weeks prior to the beginning of classes each semester. To ensure time for issuance of an I-20, international students must submit a complete application, including all the above plus official TOEFL scores no later than 90 days prior to the beginning of classes each semester.

Unconditional Admission:

Applicants for the Master of Business Administration (M.B.A.) degree program must submit a score on the Graduate Management Admission Test[®] (GMAT[®]). Entering students will be granted unconditional admission if they meet one of the following sets of criteria:

1. A minimum of 400 on the GMAT and at least 950 points based on the formula: 200 times the overall undergraduate grade point average plus the GMAT score, or:
2. A minimum of 400 on the GMAT and at least 1000 points based on the formula: 200 times the grade point average on the last 60 hours, plus the GMAT score.

Information pertaining to the GMAT may be obtained by contacting the Testing Center at (870) 972-2038 or by writing to:

**Graduate Management Admission Test
Educational Testing Service
P.O. Box 966
Princeton, NJ 08540**

Conditional Admission:

An applicant for the Master of Business Administration (M.B.A.) degree program who fails to meet the minimum GMAT, but who meets the formula stated above by offsetting a lower GMAT score with a very high GPA may be admitted conditionally by the director of the graduate business programs based on the applicant's outstanding academic record as evidence of the ability to succeed in the program.

Pre-MBA:

No applicant will be admitted to the MBA program without a satisfactory score on the GMAT. Applicants are encouraged to take the GMAT early in the order to be admitted to the program. An applicant without the GMAT may take the foundation courses and/or a maximum of six hours of regular graduate MBA courses as a Pre-MBA (non-degree) student. Foundation courses do not apply toward the MBA. International students are not permitted to enroll as pre-MBAs and cannot take courses or be admitted to the MBA without submitting the required GMAT and TOEFL scores.

GENERAL INFORMATION

Application Form

All sections of the application form should be completed. This form should be typewritten (or printed clearly) and filled out completely. If the space provided is inadequate, please attach additional pages.

Required Tests

All applicants are required to take the Graduate Management Admission Test[®] (GMAT[®]) administered by the Educational Testing Service (ETS[®]). Test scores more than 5 years old will not be accepted. Please arrange for your GMAT[®] scores to be reported directly to Arkansas State University by ETS[®]. The Arkansas State University code number is 6011.

All applicants whose native language is not English must submit a score for the Test of English as a Foreign Language (TOEFL[®]). Please arrange for your TEFL[®] scores to be reported to Arkansas State University.

Each applicant is responsible for having his/her official GMAT and TOEFL scores sent directly to the Graduate School under separate cover.

Affidavit of Financial Resources of International Applicants/Visa Status

The completion of the affidavit included in this packet to the satisfaction of Arkansas State University is one of the requirements that must be met before a Form I-20 can be issued. Return the completed form with the statement and signature from an official of your financial institution, to the Graduate School, P.O. Box 60, State University, AR 72467 U.S.A.

International applicants are required to certify that they will have available the amount of funds in United States of America currency indicated on the financial affidavit for their own expenses during each nine-month academic year of study at Arkansas State University and for each ten-week summer session. International applicants will need this financial documentation when they seek a visa from consular officials of the United States.

International applicants need to indicate on the affidavit the amount of funds in United States currency that will be available to them during each year that they plan to be in the United States. Funds must be verified by a certified statement from an official of the financial institution and/or government agency.

To expedite processing, applicants are encouraged to submit this information with their applications.

Transcripts

An official transcript is required from every college and university you have attended since graduating from high school. All prior course work including summer sessions, night school and any graduate study should be included. All international transcripts must be translated into English. The translations should be notarized or officially validated.

Assistantships, Scholarships and Financial Aid

A limited number of graduate assistantships are available and open to all domestic and international students. Each individual applying for a graduate assistantship must be interviewed as part of the selection process and competition is very intense. All applicants should be aware that assistantships do not cover all of the expenses associated with completion of the MBA program. All MBA applicants are expected to provide substantial funding from their own resources or from an appropriate sponsor.

The Financial Aid Office at Arkansas State University is responsible for loan and student employment opportunities for MBA applicants.

Application Fee

A non-refundable check or money order made payable to Arkansas State University in the amount of \$ 15 (\$ 25 U.S. for international applicants) must accompany the application or it will not be processed. Please identify the applicant's name and U.S. Social Security Number (if applicable) on the check or money order and attach it to the front of the application form.

Re-Applying for Admission

The Graduate School retains applications for one year. Applicants who wish to re-apply should update their application, but are not required to submit an additional application fee. Any new GMAT[®] or TOEFL[®] test score results should be reported at this time as well.

GENERAL INFORMATION

Application Deadlines

Completed applications should be submitted as follows:

- Fall Enrollment:
 - International Applicants - May 1
 - Resident Applicants - July 15
- Spring Enrollment
 - International Applicants - October 15
 - Resident Applicants - December 1
- Summer Enrollment
 - International Applicants - March 1
 - Resident Applicants - May 1

Applications which are received after the deadline will be reviewed pending available space. Applications are considered complete and ready for review when all materials are on file in the Graduate School.

Tuition

Out of State students residing within a 75 - mile radius of the campus where the degree is offered, have out - of - state tuition waived and pay Arkansas resident tuition.

Proof of Immunization

If your date of birth is January, 1957 or later, you are required to present written documentation of proof of measles and rubella immunization. This immunization must have been received after the first birthday and after January 1, 1968.

Selective Service Registration

Arkansas law requires that in order to be eligible for enrollment at a public institution of higher learning an applicant who is a U.S. citizen must be registered or exempt from registration with the Selective Service System.

Questions

If you have any questions regarding the application forms or the admission process, please contact the Graduate School (870.972.3029) or the Office of Director of Graduate Business Programs (870.972.3035).

All materials and documents must be submitted to the Dean of the Graduate School, Arkansas State University, Box 60, State University, AR 72464.

“FAST-TRACK” ~ FOUNDATION COURSES

“Fast - Track” Foundation Courses

Non - business undergraduate majors typically have to take foundation or leveling courses in business prior to taking the graduate core and elective courses. In the past, this included 30 semester hours of courses. At ASU we have developed what we call “Fast - Track” Foundation Courses. Each of the five “Fast - Track” courses covers only material needed to take the graduate core and elective courses in the MBA Program. The courses are presented in a modular format at an accelerated pace. This allows non-business undergraduates to get through the foundation requirements much quicker, thus reducing the length of time necessary to get the MBA degree. These courses are as follows:

<u>“Fast Track” Foundation Courses</u>	<u>ASU Equivalent * Undergraduate Courses</u>
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MBA 5003 -- Survey of Accounting & Finance ACCT 2003 and 2013, FIN 3713

MBA 5013 -- Survey of Economics ECON 2313 and 2323

MBA 5023 -- Survey of Management & Information Systems MGMT 3123 or 3153, MIS 3013

MBA 5033 -- Survey of Marketing and Law MKTG 3013 and Law 2023

MBA 5043 -- Survey of Statistics and Operations Management QM 2113 and 3523

* Students who have taken the equivalent undergraduate courses, as determined by evaluation of their transcripts, will have the graduate foundation courses waived. The graduate foundation courses do not count for credit towards the MBA degree.

PROGRAM OF STUDY

Program of Study for the Master of Business Administration Program

The program consists of a core curriculum of 28 hours. This common body of knowledge is aimed at developing competency for overall management and leadership. In addition, students may select electives in their field of choice to develop emphasis areas to meet their needs. The core courses plus the electives result in a 34-hour program.

Students with a non-business undergraduate degree typically must take up to 15 hours of the Fast-Track foundation courses, or their equivalent, resulting in as much as a 49-hour program for such students.

A maximum of 12 semester hours of course work in any one area may count toward the degree. All courses must be taken at the 6000 level. However, those students seeking to sit for the CPA exam may take one 5000 level course in accounting to help prepare them for the exam while meeting the 150-hour rule for the exam. Management 6423, Strategic Management, must be taken after all core courses have been taken or during the student's last semester of course work.

Students may take an internship course which can count for a three-hour elective. All internships must be taken after a student has completed 15 hours of course work.

Core Courses required of all students:

ACCT 6003, Accounting for Planning and Control
ECON 6313, Managerial Economics
FIN 6723, Advanced Management of Finance
MIS 6413, Management Information Systems
MBA 6593, Global Competitiveness
MGMT 6001, Adventures in Leadership and Team Building
MGMT 6403, Seminar in Organizational Behavior and Leadership
MGMT 6423, Strategic Management
MKTG 6223, Strategic Marketing Management
QM 6433, Management Science

Elective Courses:

Six hours of electives may be selected in business or economics, as approved by the director of graduate business programs, to provide a desired emphasis or to have a flexible MBA.

CREATING YOUR FUTURE

Congratulations on making the decision to pursue an MBA. By making this choice you are helping to create your future, as the MBA will make you more marketable and build confidence from the expanded knowledge you gain in your field. Investing in an MBA will yield dividends throughout your life-whatever your chosen career or field of endeavor.

We are delighted that you are considering Arkansas State University's MBA Program as the pathway to your future.

Arkansas State University's MBA Program is built on challenging programs of excellence with emphasis on leadership/values, global business, technology, and entrepreneurship. Our graduate faculty are highly qualified in their respective disciplines. Through on-going research and publishing, they bring to the classroom the latest in developing trends and technologies for a fast-paced world of change. They engage students in action-based learning to develop analytical, problem solving and communication skills essential for succeeding in a variety of managerial and leadership roles.

We invite you to contact us or visit us. Once you have had an opportunity to experience our personal attention, we believe you will feel confident in selecting Arkansas State University's MBA Program to help you create your future.

A handwritten signature in black ink that reads "C. William Roe". The signature is written in a cursive style with a large initial "C" and a stylized "Roe".

C. William Roe, Associate Dean
Director, Graduate Business Programs

MISSION STATEMENT

The mission of the MBA Program is to provide high-quality professional graduate management education for students with varied academic and professional backgrounds. The graduate faculty strives to build comprehensive and challenging programs of excellence to meet the needs of a dynamic, global business environment through a leading-edge curriculum emphasizing leadership/values, international business, technology, entrepreneurship and economic development facilitated by action-based learning.

The MBA Program fosters analytical thinking and problem solving as it serves to stimulate intellectual activity in the college. To maintain graduate faculty status, faculty must provide quality teaching and engage in ongoing scholarly and professional involvement through applied research, professional activities, service and consulting.

The MBA Program actively seeks opportunities to provide support for businesses and communities through research, economic development activities, consultative service and student projects.

The mission is strengthened through ongoing review and continuous improvement in all programs and activities.

CONTACT INFORMATION

GENERAL CORRESPONDENCE SHOULD BE DIRECTED TO:

Graduate School
Dean of the Graduate School
Arkansas State University
Box 60
State University, AR 72467

Overnight Deliveries
Dean of the Graduate School
Arkansas State University
120 Cooley Drive
Dean B. Ellis Library
Room 143
Jonesboro, AR 72401

Telephone
870.972.3029

Facsimile
870.972.3857

E-Mail
gradsch@astate.edu

World Wide Web
graduateschool.astate.edu

Office Hours
8:00 a.m. to 5:00 p.m.
Monday through Friday

MBA
Director of Graduate Business Programs
Arkansas State University
Box 970
State University, AR 72467

Overnight Deliveries
Director of Graduate Business Programs
Arkansas State University
103 Cooley Drive
Business Building
Suite 103
Jonesboro, AR 72401

Telephone
870.972.3648

E-Mail
broe@astate.edu

World Wide Web
Business.astate.edu/main.htm

Office Hours
8:00 a.m. to 5:00 p.m.
Monday through Friday

SPECIFIC INFORMATION MAY BE OBTAINED FROM THE LIST BELOW:

Financial Aid
301 Chickasaw Building
870.972.2310
870.972.2794
finaid@mail.astate.edu

Residence Life
401 Chickasaw Building
870.972.2042
870.972.2561
reslife@astate.edu

International Student Services
217 Carl R. Reng Center
870.972.2329
870.972.8030
oips@astate.edu

Career Services Center
303 Chickasaw Building
870.972.3025
870.972.2783
nvickers@astate.edu

Disability Services
410 Chickasaw Building
870.972.3965
870.910.8048
jrmason@chickasaw.astate.edu

Testing Center
403 Chickasaw Building
870.972.2038
870.972.2009
rfreer@chickasaw.astate.edu

Registrar
201 Chickasaw Building
870.972.2031
870.972.3843
registrar@astate.edu

Health Center
Wilson Student Health Center
870.972.2054
870.972.2131
lfarris@astate.edu

University Police
University Police Office
870.972.2093
870.972.3866
kcooper@astate.edu

OTHER USEFUL CONTACTS:

GMAT[®]
Telephone: 800.462.8669 or 609.771.7330
gmat@ets.org
www.gmat.org

TOEFL[®]
Telephone: 609.771.7100
etsinfo@ets.org
www.toefl.org

BRANCH LOCATION

THE MBA PROGRAM IS ALSO OFFERED AT THE FOLLOWING BRANCH CAMPUSES:

Mid-South Community College
2000 West Broadway
West Memphis, AR 72303
Contact: Joel Garrison, Coordinator
Phone: 870.733.6899
Fax: 870.733.6799
jgarrison@mscc.cc.ar.us

Arkansas State University, Mountain Home
1600 South College Street
Mountain Home, AR 72653
Contact: Karen Hopper, Director
Center for Advanced Studies
Phone: 870.508.6110
Fax: 870.508.6287
khopper@brook.asumh.edu

Arkansas State University – Beebe
P.O. Box 1000
Beebe, AR 72012
Contact: Barry Farris, Vice – Chancellor
ASTI Applied Arts
Phone: 501.882.8291
Fax: 501.882.4403
bnfarris@asub.edu

**THE GRADUATE SCHOOL
APPLICATION FOR ADMISSION
ARKANSAS STATE UNIVERSITY**

A \$15 application fee (**the international application fee is \$25**) must accompany the application for admission. This fee is not refundable. A student whose date of birth is January 1957 or later is required to present written documentation of measles and rubella immunization. This immunization must have been received after the first birthday and after January 1, 1968. The applicant must request an **official** transcript from the college/university awarding the bachelor's degree and from all colleges/universities attended since receiving the bachelor's degree to be mailed directly to the Graduate School. Return this application form to The Graduate School, Arkansas State University, P.O. Box 60, State University, AR 72467.

EQUAL OPPORTUNITY-AFFIRMATIVE ACTION Arkansas State University policy and practice strongly support the goals of equal opportunity and affirmative action in its educational programs and activities. ASU does not discriminate on the basis of race, color, religion, age, disability, sex, or national origin in employment of faculty and staff or admission and treatment of students, and both in terms of staff and programs we are moving ahead to comply with the goals and objectives of Title VI of the Civil Rights Act of 1954, Title IX of the Educational Amendments Act of 1972, and Executive Order 11246.

Any questions regarding this should be addressed to Coordinator of Equal Opportunity and Affirmative Action at Arkansas State University, Room 205, Administration Building, telephone 870-972-3454.

Please **PRINT** or **TYPE** all requested information

Social Security Number _____

Email Address _____

1. NAME (print) _____ 2. SEX Male Female
(Last) (First) (Middle)
3. LIST ANY OTHER NAMES USED ON EDUCATIONAL RECORDS _____
4. PERMANENT MAILING ADDRESS _____ Phone _____
(No. & St. or P.O. Box) (City) (County) (State) (Zip)
5. CURRENT ADDRESS _____ Phone _____
(No. & St. or P.O. Box) (City) (County) (State) (Zip)
6. DATE OF BIRTH _____ BIRTHPLACE _____
(Month)(Day)(Year) (City) (State)
7. RESIDENCE Resident of Arkansas Not a resident of Arkansas Country of Citizenship _____
8. RACIAL/ETHNIC INFORMATION (optional) Asian or Pacific Islander Black, Non-Hispanic Hispanic
 Native American or Alaskan Native White, Non-Hispanic Other (Specify) _____
9. HIGH SCHOOL _____ Date of Graduation _____
Name City and State
10. WHEN DO YOU PLAN TO ENROLL IN THE ASU GRADUATE SCHOOL?
 Fall, _____ (yr) Spring, _____ (yr) 1st Summer, _____ (yr) 2nd Summer, _____ (yr)
 REGISTRATION CLASSIFICATION REQUESTED ___ NON DEGREE ___ CERTIFICATION ___ DEGREE SEEKING
11. GRADUATE DEGREE YOU PLAN TO PURSUE Degree _____ Major _____
12. DO YOU POSSESS A FULL TEACHING CERTIFICATE? Yes No If yes, specify level and field. _____
Completed Praxis II Exam Yes No
13. HAVE YOU SERVED IN THE ARMED FORCES? Yes No
14. LIST ALL COLLEGES OR UNIVERSITIES ATTENDED SINCE LEAVING HIGH SCHOOL Semester Hours Attempted
 Name of School _____

Undergraduate Major _____ Minor _____ Graduate Major _____

15. CURRENT WORK POSITION Current Office Telephone _____ (Dates)
 Place _____ Position _____ From _____ to _____

I hereby affirm that all information supplied on these blanks is complete and accurate. It is my understanding that I shall not be considered for admission to Arkansas State University until I have submitted all credentials specified. Conditional admission may be given by the Dean of the Graduate School, but I understand that withholding information requested, giving false information, or not meeting all admission requirements, may result in an administrative withdrawal from the Graduate School.

Date _____, _____ (yr) Signed _____

RESIDENCE INFORMATION

To be classified as an "in-state" student for fee purposes, a student must be a bona fide domiciliary of Arkansas and must have resided in that status for at least six consecutive months prior to the beginning of the term or semester for which the fees are to be paid.

A student from outside Arkansas shall have the burden of establishing in-state status for fee purposes, and evidence to that effect must be presented in writing, verified under oath by the student. A student who knowingly gives erroneous information to evade payment of out-of-state fees shall be subject to dismissal from the University.

ADMISSION

PLEASE CONSULT THE GRADUATE BULLETIN FOR MORE SPECIFIC ADMISSION REQUIREMENTS FOR EACH MAJOR.

GENERAL DOCUMENTS NEEDED IN THE APPLICATION PROCESS:

A completed copy of this application form accompanied by the appropriate application fee. (There are separate application forms for the doctoral programs.)

Official transcripts from the college/university awarding the bachelor's degree and all colleges/universities attended since receiving the bachelor's degree. Transcripts must be mailed directly from the institutions previous attended.

If your date of birth is January 1957 or later, you are required to present written documentation of measles and rubella immunization. This immunization must have been received after the first birthday and after January 1, 1968.

Arkansas law requires that in order to be eligible for enrollment at a public institution of higher learning an applicant who is a U.S. citizen must be registered or be exempt from registration with the selective service system. A form affirming registration is also required for admission to Graduate School and is available at the Graduate School.

Application materials become the property of the university and may not be returned to the applicant or forwarded to other institutions.

If a standardized test is required for your major, you may contact the Testing Center at Arkansas State University to make the necessary arrangements for testing. The telephone number is 870-972-2038.

ALL MATERIALS AND DOCUMENTS MUST BE SUBMITTED TO THE DEAN OF THE GRADUATE SCHOOL, ARKANSAS STATE UNIVERSITY, P.O. BOX 60, STATE UNIVERSITY, AR 72467.

For more information:

Telephone: 870-972-3029

FAX: 870-972-3857

E-mail: gradsch@mail.astate.edu

Internet: <http://graduateschool.astate.edu/prospstu.htm>

To access the Graduate Bulletin website:

<http://www.cgf.org/catalogs/94496.pdf>