



## The Master of Business Administration (MBA) Detail Sheet/Plan of Study

The College of Professional & Continuing Education (CPCE) at Rowan University will be offering an online MBA program. The courses are developed by and offered through the AACSB-accredited Rohrer College of Business at Rowan University. It will prepare graduate students to assume managerial positions in commercial, not-for-profit, and governmental organizations/agencies. Classes are accelerated and online offering the fastest and most convenient route to your MBA degree.

### Overview of the Coursework

- 36 graduate credit hours (12 courses) in 6 consecutive semesters
- This is a part-time program.
- The Master of Business Administration (MBA) courses are accelerated and online.
- Complete listings of all courses, as well as course descriptions, are included in the MBA Course Description Sheet, which is available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) (Click on “Academic Services” and then the appropriate program.)

### Program Entry Points

- Students may start the program in the following upcoming modules:
  - Fall 2009, Online Module 1 (the first 8 weeks)
  - Spring 2010, Online Module 3 (the first 8 weeks)
    - (providing students have already completed the foundation course: Operations Management)
  - Summer 2010, Online Module 6 (the second 8 weeks)
  - Fall 2010, Online Module 1 (the first 8 weeks)

**NOTE:** Other entry points may be possible providing prerequisites and foundation courses have been met. Contact your CPCE Administrative Advisor for further information.

### Course Sequence and Degree Timeline

The Master of Business Administration (MBA) program is offered in an accelerated and online format. Every module will be 8 weeks, with each week of work starting every Tuesday at 8 AM and ending every Monday at midnight Eastern Time. Including summer terms and depending upon when you begin, the degree (12 courses) can usually be completed within 6 consecutive semesters (2 years). (Only 2 courses in the program have course prerequisites as shown in italics in the chart below.) If you begin your Master of Business Administration (MBA) program in the first part of Fall 2009, you may finish by the second part of Summer 2011!

**Sample Course Sequence for Students Beginning the Program Fall 2009, Module 1 (the first eight weeks)**

	Fall 2009	Spring 2010	Summer 2010	Fall 2010	Spring 2011	Summer 2011
<i>1<sup>st</sup> 8 Weeks</i>	MIS 02.515: Electronic Commerce (3 s.h.)	MGT 07-500: Managerial Decision Making Tools (3 s.h.) (F)	FIN 04.500: Financial Decision Making (3 s.h.)(Pre-reqs: <i>MGT 07-500 &amp; ACC 03-500</i> ) (F-7)	MGT 06-502: International Business & Society (3 s.h.)	HRM 06.605: Strategic Human Resource Management (3 s.h.)	MGT 06.500: Designing, Developing, Leading High Performance Organizations (3 s.h.)
<i>2<sup>nd</sup> 8 Weeks</i>	MKT 09.500: Marketing Management (3 s.h.)(F)	ACC 03.500: Managerial Accounting (3 s.h.)(F)	MGT 01.510: Professional, Legal, and Managerial Responsibilities (3 s.h.)	MGT 06.629: Managing Organizational Strategy (3 s.h.) (Pre-reqs: <i>FIN 04-500 &amp; MKT 09-500 &amp; MGT 06-502</i> )	MIS 02.500: Issues in MIS (3 s.h.)	ENT 06.599: Special Topics: New Venture Creation (3 s.h.)

**NOTE:** All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours) (F-#) requires completion of specific foundation crs. (See “How to Apply” section of this document for more details.)

Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a “missed class” may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.

## Benefits of the Master of Business Administration (MBA)

- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their degree.
- The program is designed to provide the maximum amount of flexibility. Students may start any term providing individual course pre-requisites and/or foundation course requirements are met.
- The sequence is set for the entire length of the program and therefore, students will always know their schedule well in advance.
- The schedule allows students to take 2 courses and earn 6 credits each term, while still only focusing on one course at a time.
- If the outlined schedule is followed each term, students will meet the minimum credit hours required (with one exception) in order to be eligible for federal aid money.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The online schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks that run from Tuesday to Monday. This gives online students the luxury of the weekend to complete additional course requirements/assignments.
- The online program provides tech support 24/7.
- The interactive online program also provides students with ample opportunity for vital professional networking and ongoing support.
- To promote a community and build networking relationships, all MBA students have the option of joining the web-based MBA Virtual Community/Job posting system.
- All MBA students are also invited to attend alumni/networking events.
- The MBA program at Rowan is fully accredited by the international accrediting body, AACSB.
- The MBA program does not require a thesis.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their Academic Advisor but also a special CPCE Administrative Advisor.

## How to Apply

CPCE MBA applicants will apply using the CPCE Graduate & Post- Bac Application Form. Forms are available from CPCE or to download from [www.rowan.edu/cpce](http://www.rowan.edu/cpce). When you submit your application, be sure to mark "CPCE MBA" and your term/module of entry in the upper right-hand corner of any materials you submit.

### Admission Requirements for the MBA Program:

- ✓ Bachelor's degree from an accredited institution of higher learning
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post-Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ Statement of Professional Objectives
- ✓ Two Letters of Recommendation
- ✓ A resume
- ✓ CPCE Foundation Course Completion Form (Be sure to attach all supporting materials including transcripts and syllabi, if possible).
- ✓ Recommended cumulative GPA of 2.5
- ✓ Student must submit an official copy of the GRE or GMAT

*\*Note about submitting standardized tests: If your program's Detail Sheet requires you to submit standardized test scores as a part of your application packet, please note that some agencies (like GRE) may not have an automated submission address for CPCE. In these cases, please select the Graduate School Office for Rowan University but be sure to include a letter in your application packet letting us know so we can retrieve the scores on your behalf.*

Plus:

- ✓ Eligible students should have completed the following set of 7 undergraduate foundation courses: Statistics I, Calculus Techniques & Applications, Foundations of Accounting, Principles of Economics: Global Perspectives, Principles of Marketing, Principles of Finance, and Operations Management
  - During the admissions process, the MBA Director will determine foundation course equivalencies and how any unfinished undergraduate foundation courses can be scheduled concurrently with graduate enrollment.\* (Be sure to include within your MBA application package, the CPCE Foundation Course Completion Form that addresses how you have met the foundation course requirements.)
  - If applicable, official notification of any unfinished foundation courses will be included in the student's official decision letter from Rowan University.
  - Listed below are a few additional details regarding foundation courses:
    - The order in which these foundation courses are completed is important. Please follow up with the CPCE Administrative Advisor if you have any questions.
    - The Principles of Finance and Operations Management courses must be taken at a 4-year school to be eligible.
      - The following 4 foundation courses also serve as pre-requisites for the Principles of Finance foundation course; Statistics I, Calculus: Techniques & Applications, Foundations of Accounting, and Principles of Economics: Global Perspectives.
      - The following 2 foundation courses serve as pre-requisites for the Operations Management foundation course; Statistics I and Calculus Techniques & Applications

## How to Apply Continued:

- However, the remaining foundation courses may be taken at a junior college (such as a community college.)
  - The Foundations of Accounting class must be completed before taking the MBA program's ACC 03-500 Managerial Accounting class.
  - The Operations Management class must be completed before taking the MBA program's MGT 07-500 Managerial Decision Making Tools class.
  - The Principles of Marketing class must be completed before taking the MBA program's MKT 09-500 Marketing Management class.
  - All of the foundation courses must be completed before taking the MBA program's FIN 04-500 Financial Decision Making class.
- It is the student's responsibility to continue to coordinate with the MBA Director/Advisor regarding the successful and timely completion of all foundation courses.

*\* Please note, foundation courses may not be available in an online format through Rowan.*

### Application Deadlines

Due to the complicated nature of the admissions evaluation process, (including the review of foundation courses) students are strongly encouraged to apply at least one full month before their desired entry point. However, applications are accepted and reviewed on a rolling basis up until 14 business days prior to the start of the next entry module. Applications must be complete by this deadline in order to receive a decision before the module begins. (In some special cases where the MBA Director determines a student is admissible, but the official evaluation is still pending, permission *may* be granted for a student to begin a course while the official admissions process completes.)

### Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School/**MBA Office** as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or [cpceacademicervices@rowan.edu](mailto:cpceacademicervices@rowan.edu).

## Health Immunization Requirements

At this time students matriculated in a degree program that is offered fully online are not required to comply with the Health Immunization Requirements of Rowan University.

## Transfer Credit Policy

- The CPCE Master of Business Administration (MBA) program allows incoming matriculated students to transfer up to 9 graduate credits into the program providing a grade of B or better was earned and the course/credits are deemed equivalent to required course-credits in the sequence and that the coursework was taken within the past 10 years.
- To request transfer credit, please complete and submit *with* your application the CPCE Graduate & Post Bac Transfer Credit Evaluation Form, which is available on the CPCE website at [www.rowan.edu/colleges/cpce/apply/forms.cfm](http://www.rowan.edu/colleges/cpce/apply/forms.cfm) (Evidence supporting this request (transcripts, syllabi and course descriptions) should also be included with the application package.)
- While the admissions process for this program is coordinated by CPCE, the graduate & post bac transfer credit evaluation process is coordinated by the Academic Advisor in the Academic Department for which the program is housed. Ideally, transfer credit is requested at the time of admissions and submitted with the application as outlined above. That request is forwarded to the Academic Advisor who then performs the evaluation and obtains appropriate approvals from the Academic Department and Dean. Once the form is fully signed, the form is sent back to CPCE so a copy can be made by the CPCE Administrative Advisor who will use it to create/update your Personalized Course Sequence. CPCE then sends the official copy to the Registrar. Transfer credit is not official until it is approved by all parties listed on the form and entered into the system by the Registrar.
- At Rowan, official notification of graduate & post bac transfer credit is only via the credits being applied to and appearing on your academic transcript. Your Personalized Course Sequence that you receive from CPCE at the end of the admissions process will reflect any and all officially awarded transfer credit of which CPCE is made aware.
- All discussion or questions about the graduate & post bac transfer evaluation process should be directed to the Academic Advisor.

## CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at [www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch).
  - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit [www.rowan.edu/coursesearch](http://www.rowan.edu/coursesearch).
  - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
  - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
  - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)
- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
  - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5<sup>th</sup> column appearing in the Section Tally ([www.rowan.edu/cpcecoursesearch](http://www.rowan.edu/cpcecoursesearch)) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
  - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
  - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation email sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
  - **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under “Forms.”
    - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu).

## CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at [www.rowan.edu/colleges/cpce/forms/cfm](http://www.rowan.edu/colleges/cpce/forms/cfm)

## A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet and your Personalized Course Sequence

(PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) right away. Rowan's code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, [financialaid@rowan.edu](mailto:financialaid@rowan.edu) to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at [www.rowan.edu/cpce](http://www.rowan.edu/cpce) under "Forms."

#### **INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?**

Since the online MBA program is accredited by the AACSB, MBA course enrollments are usually limited to accepted MBA students only. However, in certain circumstances, special permission may be given to others who wish to enroll in a particular MBA class. All such requests should be made to the MBA Director. There are also many non-MBA course options available to non-matriculated students\*. You may browse and register for some of Rowan's many other course offerings\*\* by visiting our Tally at <http://banner.rowan.edu/reports/reports.pl?Section=Tally>. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.\*\*\*

\*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

\*\* Provided necessary pre-requisites and/or restrictions are met.

\*\*\* No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

### **Master of Business Administration (MBA) Contact Information**

#### **Tiffany Fortunato**

CPCE Administrative Advisor

(Provides assistance from initial inquiry to initial matriculation)

Phone: 856-256-4742 Email: [fortunato@rowan.edu](mailto:fortunato@rowan.edu)

#### **Robert Lynch**

Online MBA Academic Advisor

(Provides academic assistance after initial registration to graduation clearance)

Phone: 856-256-5220 Email: [lynch@rowan.edu](mailto:lynch@rowan.edu)

*The information in this document was updated 09/09/09*