

## **MASTER OF BUSINESS ADMINISTRATION (MBA)**

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### **Master of Business Administration Mission Statement**

In concert with the University mission to educate each student for a life of productive work, enlightened living, and community involvement the mission of the Master of Business Administration program at the University of Charleston is to develop students to be successful and ethical business leaders capable of making valuable contributions to organizations in the U.S. and around the world.

### **Program Description**

The University of Charleston's innovative MBA Program is designed for current and emerging professionals from diverse backgrounds who want to advance their careers. The MBA curriculum focuses on the practical application of theory to provide students with the business and problem-solving skills they need for decision making in a constantly changing economic world.

The MBA program has earned specialized business accreditation from the Accreditation Council for Business Schools & Programs (ACBSP). The program is offered fully online and in a hybrid format with class meetings in Charleston, WV. Each modality features six starts per year and rapid completion pathways. Our program is 33 credit hours and is divided into eleven seven-week courses designed to accommodate the following groups of students:

Working and emerging professionals, and military members, with professional work experience

Recent undergraduates and emerging professionals from all undergraduate majors

UC PharmD or Physician Assistant (PA) students who are enrolled in the pharmacy or PA program take MBA coursework as a PharmD or PA student and complete their PharmD (or PA) and MBA degrees simultaneously.

Medical students enrolled at the WV School of Osteopathic Medicine (WVSOM) may pursue the Master of Business Administration (MBA) degree in conjunction with the WVSOM's Doctor of Osteopathic Medicine (D.O.) degree through a partnership and memorandum of understanding.

The MBA program is designed to increase the analytical, decision-making and managerial business skills of students. Instruction involves cross-functional, cross-industry and boundary-spanning perspectives on management. Students are exposed to problems and solutions in human resource management, business law, managerial accounting and finance, applied marketing, forecasting, international business and trade, financial management, ethics, strategic management, and a concentration area.

Complex business cases are also utilized in MBA courses to provide students with additional experience in assuming the roles and responsibilities of organization leaders and managers. Students work in teams as they encounter organizational issues, problems, and opportunities in a simulated business environment. The challenges and tasks confronting students are modeled on those faced daily by managers in real-world situations.

Our MBA program is strategically designed to provide the flexible learning environment and quality learning experience adult learners need to balance life/work needs and compete in today's business environment. Flexibility is provided with a rapid admissions process; six starts per year; 7-week terms; an asynchronous delivery; and possible degree completion in one year for highly motivated students. The high quality of our program is evidenced by a technology and media-rich learning environment; world-class industry expert instructors and faculty; an applied learning environment; opportunities for engaging learning experiences with faculty, industry leaders, and classmates; and highly-valued concentrations.

### **MBA Program Learning Outcomes**

At the conclusion of the MBA program, the graduate will:

1. Evaluate business problems by utilizing modeling and systems thinking to make informed decisions across functional areas.
2. Demonstrate effective written and verbal communication skills, including interpersonal interaction and team behavior.
3. Evaluate and apply principles of executive leadership and managerial development, including an understanding of legal and ethical decision making in a professional environment.
4. Evaluate the impact of contemporary business trends on business decision making.
5. Evaluate, select and apply principles of strategic planning to improve long-term business viability.
6. Appraise and select the various forms of economic systems and models used by world-class organizations in the global marketplace.

### **Program Structure**

The MBA program is available fully online and in a hybrid format with weekly class meetings on the Charleston, WV campus. The online program also offers, but does not require, weekly check-ins to engage with instructors and classmates. The eight core courses in the program are in 7-week sessions and are three-credit hours each. The capstone experience of the MBA program is the Strategic Decision-Making course, which should be taken during the student's last semester. The program is designed to be completed in 12-16 months and students may choose from available concentrations. Highly motivated students interested in a fast-track may be able to complete our MBA in as little as one year.

Regional students, athletes, and graduate assistants should enroll in the hybrid sections of the MBA program. Students enrolled in the hybrid MBA program without 2+ years of relevant professional work experience will also enroll in six credit hours of MBA Professional Experience coursework that includes additional weekly meetings and professional practice in the Greater Regional Charleston community; these professional experience courses are three credit hours each for two semesters.

Professional experience coursework meets the needs of emerging business professionals in the central Appalachian region seeking to earn their MBA. Students will be paired with regional mentors, introduced to regional business networking opportunities, and

have two required internships. At least one of these internships is required to be off campus. All these activities enhance our students' ties to the region, opening professional opportunities during the program and after graduation.

Graduation from the MBA Program requires a minimum cumulative GPA of 3.0 in MBA coursework, calculated using the final grade for each course. Students should always maintain a minimum cumulative GPA of 3.0 in the program. Students falling below this level at the end of a course may be placed on academic probation and may be required to repeat a course(s) and/or do remedial work under the supervision of faculty members.

Students should achieve a cumulative GPA of 3.0 by the end of the academic term following the one in which the probation period was established, or they may be dismissed from the MBA Program. Should the student wish to appeal his/her dismissal, he/she must do so within fourteen calendar days from the date of receipt of the dismissal letter, unless the Program Director grants a delay due to extenuating circumstances.

### **MBA graduation requirement**

Students must have an overall MBA program GPA of 3.0 in the 33 credit hours {MBA core plus concentration courses) with no D or F grades in courses.

### **MBA Core Courses (24 credit hours)**

1. MBA 671 Management..... 3 credits
2. MBA 672 Managerial Accounting..... 3 credits
3. MBA 673 Applied Marketing..... 3 credits
4. MBA 674 Quantitative Methods for Business & Economics 3 credits
5. MBA 675 International Business & Trade..... 3 credits
6. MBA 676 Managerial Economics..... 3 credits
7. MBA 677 Managerial Finance..... 3 credits
8. MBA 678 Strategic Decision Making..... 3 credits

### **MBA Concentrations (9 credit hours each)**

In addition to the MBA core courses, MBA students must choose one concentration (9 credits) from the following:

#### **Management Concentration:**

Demonstrate ability to apply management theories to improve performance of organizations.

1. MBA 711 Organizational Behavior ..... 3 credits
2. MBA 712 Operations Management ..... 3 credits
3. MBA 713 Leadership and Ethics ..... 3 credits

### Healthcare Management Concentration:

Develop solutions to operational issues in the management of healthcare systems.

1. MBA 721 Healthcare Informatics ..... 3 credits
2. MBA 722 Healthcare Economics ..... 3 credits
3. MBA 723 Healthcare Policy & Ethics ..... 3 credits

### Business Analytics Concentration:

Demonstrate ability to apply business analytics tools to find solutions to business problems.

1. MBA 731 Business Analytics for Managers..... 3 credits
2. MBA 732 Data Visualization & Data Mining ..... 3 credits
3. MBA 733 Data Science Applications & Technologies..... 3 credits

### Experiential Learning Track

Required for regional students, athletes, and GAs, enrolled in the hybrid program without two years of relevant professional work experience (defined as Exempt or Professional, e.g. nurse, by the Department of Labor).

1. MBA 591 Experiential Learning I - - 3 credits
2. MBA 592 Experiential Learning II - - 3 credits

### Transfer Credit

Students must take a minimum of twenty-four (24) total credit hours from the University of Charleston, three of which must be the MBA 678 capstone course.

Transfer credit up to a maximum of 9 credit hours from a regionally accredited university may be accepted (subject to approval by the MBA Program Director). Students must take the MBA 678 capstone course and at least eight other MBA courses at the University of Charleston to receive their MBA from the University of Charleston.

### Refunds

The weekly hybrid or online format may consist of weekly meetings in addition to required online work each week. Should an MBA student withdraw from the Program, the following policies and procedures pertain:

- **Death of the student, spouse, parent or child; job or position change, including job relocation:** Should any of these events transpire during a course, prorated tuition for that course will be reimbursed for each of the course lessons not yet completed.
- **Dissatisfaction with the Program or any personal reason beyond that listed above:** Should withdrawal of this nature transpire during a course the student will not be reimbursed for the unfinished course. If withdrawal occurs at the end of a course, the student will not be charged for the next course provided written notification is given to the Program Director in advance of registration for the next course. If the withdrawing student has

already participated in the International Practicum, he/she will be responsible for the remaining amount due for their prior participation.

- **Withdrawal Procedure:** Students withdrawing from the Program for any reason, must immediately provide the Program Director a written, signed and dated request with rationale. The student will be officially withdrawn when the required notification has been recorded in the Student Solutions Center. The student will be notified in writing once the withdrawal is official.
- **For Students Using DOD Tuition Assistance** Department of Defense Instruction (DoDI) 1322.25, "Voluntary Education Programs: The Department requires the return of unearned TA funds on a proportional basis through at least the 60 percent portion of the course regardless of the reason for withdrawal (service-related or otherwise). The return of any TA funds will be returned directly to the military service, not to the service member. The requirement to return unearned TA funds on a proportional basis applies to the TA portion only. Any calculation performed by the institution would consider only TA program funds. For example, the Service paid \$250.00 and the student paid \$30.00 out-of-pocket. In this scenario, if the student withdrew at the 60 percent point and the institution's return of unearned TA policy calls for a 10 percent return of TA funds at that point, the institution would return \$25 (10 percent of \$250) to the Service. The Department provided flexibility inherent in the use of the language "proportional" (vice pro-rated) to allow educational institutions to align their institutional refund policies with the return of unearned TA funds. The Department encourages educational institutions to particularly work with service members that stop attending due to a military service obligation in identifying solutions that will not result in a student debt for the returned portion. (Created: June 05, 2014)

Contact Information can be found at: <http://www.ucwv.edu/academics/master-of-business-administration/>

### Admission Requirements

(Visit: <https://www.ucwv.edu/academics/majors-degrees/master-of-business-administration-mba/>)

To be considered for admission to the MBA program, students must submit the following to the Office of Admissions:

Completed MBA application;

Official transcripts showing the student has earned a bachelor's degree from a regionally accredited institution (unofficial, in-progress transcripts may be considered for a conditional admission decision) with a cumulative GPA of at least 2.50<sup>1</sup>;

Undergraduate prerequisites in accounting, economics, and statistics<sup>2</sup>;

<sup>1</sup>May be waived for qualified PharmD and PA students

<sup>2</sup>May be met with short-courses from McGraw-Hill and/or equivalent

professional work experience

Applications are reviewed on a rolling basis for fall, spring, and summer terms, including mid-semester start points.