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**Master of Business Administration (MBA) Program  
Handbook  
2023 - 2024**

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## **PROGRAM INTRODUCTION**

The Master of Business Administration (MBA) program prepares students for professional careers in business. The goals of the program are to help students develop critical thinking skills and to provide them with an expanded awareness of the complex political, social and economic environments within which all organizations and individuals must function. Excellent written and oral presentation skills are stressed in this program. The program is oriented both to persons with business backgrounds and to those seeking career changes. An accelerated dual-degree program leading to a B.A. or B.S. and an MBA is also offered and provides students an opportunity to complete an undergraduate and graduate degree in as few as five years.

In addition to students having the opportunity to enroll in the general MBA program, they can choose to enroll in one of the MBA concentrations to build upon the skills that are offered in the core of the general MBA degree. Concentrations are offered in Financial Forensic Investigations, Business Analytics, Marketing, Hospitality Tourism and Event Management Studies, and Finance. The concentrations are focused areas of study designed to give students greater depth of expertise in a specific field of business studies.

Business is constantly changing and the Master of Business Administration (MBA) program at Stockton is designed to focus on our students mastering today the skills and knowledge that they can use immediately and in the future.

Stockton University's School of Business has earned accreditation by the Association to Advance Collegiate Schools of Business (AACSB), an international body whose accreditation has been earned by less than 5 percent of the world's business programs.

## **ABOUT STOCKTON UNIVERSITY**

Stockton University is a coeducational, undergraduate and graduate university of arts, sciences, and professional studies. Stockton is the southernmost and the youngest member in New Jersey's statewide, state-supported system of higher education. Administratively, there are seven major academic units (Schools): Arts and Humanities (ARHU), Business (BUSN), Education (EDUC), Health Sciences (HLTH), Natural Sciences and Mathematics (NAMS), Social and Behavioral Sciences (SOBL), and General Studies (GENS).

Stockton University offers an MBA program that is rigorous, marketable, affordable, and close to home. Our small classes (usually no more than 20-25 students) meet once a week in the evening, at our Atlantic City Campus.

The program is designed to prepare you for professional careers in management of businesses whether you are an individual with previous experience or someone who seeks a career change.

## **CONTACT INFORMATION**

registration which means you may have more options for monthly installments of a payment plan, as well as greater options for class selection.

### **Priority Deadlines**

Fall: July 1

Spring: December 1

### **Prerequisite Requirements**

Successful completion of prerequisite courses

Minimum undergraduate GPA of 3.0

To be considered for admission to the MBA program, applicants must submit the following by the deadline:

1. [Click here to start your application.](#)
  - a. If you are a recent Stockton graduate, check to see if you qualify for the [Direct Entry Option](#)
2. Application fee: \$50 (non-refundable), submitted with your online application
3. Graduate application essay
4. Three current letters of recommendation sent electronically via the online application.
5. Testing requirement (waived for students with a GPA of 3.0 or higher)
  - a. [Graduate Management Admission Test \(GMAT\)](#). School code: 2889. GMAT waivers may be granted upon request.
  - b. [Graduate Entrance Exam](#) (GRE). School code 2889
6. Resume
7. Official transcripts from all colleges/universities attended (including Stockton) mailed or dropped off directly to the Office of Graduate Admissions.

## **NON-MATRICULATED ENROLLMENT**

Students have the option to enroll for a maximum of two courses on a non-matriculated basis prior to formal admission into the program. Successful performance as a non-matriculated student does not guarantee admission to the program. Contact the Graduate Admissions Office for the forms to complete to be considered for enrollment as a non-matriculated student. For more information see <https://stockton.edu/admissions/non-matriculated-registration.html>

## **DIRECT ENTRY**

Within a year of their undergraduate graduation, Stockton graduates in Business Studies or Hospitality, Tourism and Event Management Studies may obtain Direct Entry into the MBA program provided they meet all of the MBA foundation requirements through their undergraduate coursework and have a cumulative GPA of 3.5 or higher. As part of the Direct Entry process, students will not need to complete a traditional graduate application for admission to the MBA program and the Office of Graduate Admissions will also waive the graduate application fee. Direct Entry applicants must complete the electronic Direct Entry Request form and must submit an application essay and a detailed resume. For

more information on Direct Entry refer to <https://stockton.edu/graduate/direct-entry.html>. Students whose undergraduate degree was awarded more than a year prior to applying to the MBA program, should apply to the MBA program through the general MBA admissions process above.

## **PROGRAM ORGANIZATION & GRADUATION REQUIREMENTS**



**BSNS 5225: Applied Financial Analysis**

Utilizing the case study approach, students examine relevant financial issues and derive solutions. Students will use financial tools and techniques to interpret real world financial events, solve financial problems and make optimum decisions under conditions of uncertainty.

**BSNS 5230: Business Decision Analysis**

This course provides students with in-depth knowledge and skills for applying analytical models for decision making in various business situations. Emphasis of this course is on critical thinking through case study, using modeling software for business analytics, and real





grades, and before the student is formally dismissed from the program. If the appeal is successful, the course and the conditions under which the course can be completed will be decided at the discretion of the MBA

option can only be granted once throughout matriculation in the MBA program.

If there is a procedural error in terminating a student from the MBA program for academic reasons, the student may appeal in writing to the Dean of the School of Business with a copy to the Provost. The appeal must be accompanied by evidence in support of the appeal and must be submitted no later than two weeks following notice of academic termination from the Program.

### **Definition of a Passing Grade**

A letter grade C or above is a passing grade. Students must, however, maintain a grade point average of 3.0 or above. Students must have a 3.0 or above to graduate from the MBA program.

## **PROGRAM DISTINCTION**

### For Students Matriculating Prior to Fall 2022:

Graduates with a GPA of 3.9 or better are eligible for Program Distinction, which is awarded in the spring. Application materials are due to the MBA Program Chair by March 15th (thus post-graduation for Summer and December graduates and pre-graduation for May graduates). These application materials should include:

1. A portfolio of at least two, but no more than three, written projects completed by the applicant for any of the MBA courses taken at Stockton University. The writings can include, but are not limited to, essay examinations or course term papers.
2. An application essay. The application essay should be between 200-400 words setting forth the context for the portfolio of writings. Applicants may also include in the essay a discussion of any other relevant activities undertaken pursuant to completion of course work for the MBA.

Successful applicants, as determined by the faculty of the program, will be awarded an MBA with Program Distinction. The GPA must be 3.9 or above at graduation to be awarded program distinction.

### For Students Matriculating Fall 2022 or Later:

those courses correspond to courses at Stockton University provided the student earned a grade of B or better in the course(s). Students must formally apply to the MBA Program Chair writing to request transfer credit, preferably at the time of the admission application, but no later than the first semester of matriculated study. At a minimum, the student requesting transfer credit must complete the Graduate Transfer Equivalency Form and provide a catalog description of the course, a course syllabus, a description of course content and the textbook used in order to have the course evaluated for acceptability as transfer credits.

## **TIME LIMITS**

The time limit for transfer of graduate credits from other institutions, or graduate courses taken at Stockton, is 6 years from the time the final grade was awarded (excluding the time of leave of absence). If students wish to extend this time limit, they must submit a written request for an extension to the Graduate Admissions Office and to the MBA Program Chair.

## **GRADUATE ASSISTANTSHIP**

Graduate assistants, or GAs, have a unique dual role: they are both graduate students and research, administrative, or teaching assistants who contribute to the academic mission of the university. Graduate students awarded these competitive positions receive a tuition waiver for their work in the classrooms, laboratories, simulation suites, academic units, and offices of the university.

All students who are in good academic standing and are enrolled in a degree seeking program are eligible to apply for a graduate assistantship.

Graduate assistant responsibilities are generally of a professional or quasi-professional nature. These academic assistantships further assist the professional and/or academic development of the graduate student. Assignments are diverse and encompass a wide variety of responsibilities. To the extent possible, graduate assistants are provided assignments that complement their areas of academic study. While the meaningful learning experience.

For example, a graduate assistant may work collaboratively with faculty and/or staff members:

- Conducting a literature review or library research;
  - Refining their skills as a researcher;
  - Collecting, coding, and/or analyzing data;
  - Creating content, updating and designing a website, a research instrument, or scholarly project.
  - Proofreading a research study or field testing an instrument;
  - Creating or editing a scholarly presentation or report;
- program, as they relate to
- research, practical experience, or scholarly work;
  - research, practical experience, or scholarly work;
  - Assisting with a project relate







## **GRADUATE SCHOLARSHIPS**

The Stockton Foundation Scholarship awards up to \$2500 in funds to both incoming and current graduate level students. Students who were in the Educational Opportunity Fund (EOF) program as undergraduates are also eligible for EOF Graduate Grants. Once graduate students are enrolled at Stockton, they can also apply for other Foundation scholarships as continuing graduate students.

## **GRADUATE COORDINATOR OPPORTUNITIES**

Graduate Coordinator positions are an important form of financial support for degree-seeking graduate students and are offered by various offices throughout Stockton University. Graduate Coordinators (GCs) are first and foremost, graduate students pursuing an education. Graduate students who hold graduate coordinator positions benefit educationally and professionally. They gain experience in leadership, interpersonal effectiveness, and performance evaluation; acquire administrative experience; and several transferable skills.

### **Eligibility**

- Candidates must be enrolled at Stockton University as a matriculated Graduate student during the time of employment
- Bachelor's degree with prior experience that demonstrates an understanding of leadership and student development
- Strong oral and written communication skills
- Graduate Coordinator Benefits

Each job has its own respective set of benefits. Job descriptions must be carefully analyzed for a specific set of benefits/rewards/etc.

## **BETA GAMMA SIGMA BUSINESS HONOR SOCIETY**

Founded in 1913, Beta Gamma Sigma is the international business honor society for AACSB-accredited schools, which are approximately 5% of business school programs around the world. Inducted as students, BGS members go on to serve in critical leadership roles in corporate, entrepreneurial, government, non-profit, and academic sectors. Members currently reside in all 50 U. S. states and more than 190 countries. Notable members include Nobel Prize winners, Olympians, inventors, CEOs of major global companies and nonprofit organizations, deans of the top business schools, and others who are making the world a better place at all levels of contribution through social enterprise, service, and leadership. Beta Gamma Sigma is a proud member of the Association of College Honor Societies (ACHS).

### **Eligibility**

Colleges or universities can extend an invitation to eligible BGS members. Some schools have more restrictive criteria for membership in Beta Gamma Sigma. [Click Here for Webpage](#)

Invites are sent to:

