MBA Frequently Asked Questions

1. **Is Carson-Newman College accredited?** Yes, Carson-Newman and its graduate programs are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS).

2. **How many credit hours are required for the program?** The MBA degree program requires 30 graduate credit hours. Graduate work for the MBA degree must be completed within five years of full acceptance into the program.

3. **What are the admissions requirements for the program?** The MBA program at Carson-Newman College has a competitive admissions policy. Selection of candidates is based on several criteria evaluated by the MBA program director.

   *Applicants must also submit the following documentation in compliance with the common admissions requirements for all Carson-Newman graduate programs:*
   
   1. Completed application
   2. Application fee: $50.00
   3. A letter of recommendation from each of the following areas: academic, employment, and character
   4. Official transcript(s) of all undergraduate study and graduate coursework, if applicable
   5. Written statement of purpose
   6. Test scores

   *In addition, applicants to the MBA program must meet the following minimum qualifications to be considered for unconditional admission to the program:*
   
   1. Hold a bachelor’s degree from a regionally accredited university and have a minimum overall undergraduate grade point average of 2.5 (or 2.75 on the last 60 hours of the baccalaureate program)
   2. For students required to take GMAT, a minimum score of 400 must be earned. Students must have a total of at least 1000 points based on the formula: 200 times the overall GPA plus the GMAT score; or have at least 1,050 points based on the formula: 200 times the upper division UGPA plus the GMAT score.  *See information below on GMAT requirements.*
   3. Professional resume
   4. Interview with the MBA Director

When the director of the MBA program has evaluated an applicant’s application form, references, test scores, transcripts, interview results, and other listed criteria, an admission decision will be made by the director and/or the program admissions committee. When a decision is reached, the applicant will be notified of his/her admissions status in writing.

4. **What are the prerequisites for the program?** As mentioned above, students must hold a bachelor’s degree from a regionally accredited university and have a minimum overall undergraduate grade point average of 2.5 (or 2.75 on the last 60 hours of the baccalaureate program). While students are not required to have an undergraduate degree specifically in business, he/she will be required to complete undergraduate coursework or online preparatory
modules in business principle areas of accounting, economics, finance, management, marketing, and statistics, before beginning the MBA program. Contact Brandy Lester, Academic Coordinator, for more information.

5. **How do I apply to the on-ground MBA program?** You can download and complete the admissions application by visiting [http://www.cn.edu/academics/graduate/master-of-business-administration/admission-requirements-and-application-process-mba](http://www.cn.edu/academics/graduate/master-of-business-administration/admission-requirements-and-application-process-mba) You must also request official transcripts be sent to the Graduate Admissions office at C-N; pay the $50 application fee; submit your resume; submit GMAT scores (if applicable); and contact the Academic Coordinator (blester@cn.edu) to schedule an interview. Our online admission application is currently being reformatted and should be available soon.

6. **How is the on-ground program structured?** The on-ground, in-class MBA has classes that meet one night per week (per class). The classes usually begin by 6:00pm and end by 8:45pm. These classes (as well as the online classes) meet for the 15-week semester. Spring classes will begin January 12.

7. **How do I apply to the online MBA program?** Our online admission application is currently being reformatted and should be available soon. We apologize for any inconvenience and encourage you to complete the paper application at this time. It can be downloaded by visiting [http://www.cn.edu/academics/graduate/master-of-business-administration/admission-requirements-and-application-process-mba](http://www.cn.edu/academics/graduate/master-of-business-administration/admission-requirements-and-application-process-mba). You must also request official transcripts be sent to the Graduate Admissions office at C-N; pay the $50 application fee; submit your resume; submit GMAT scores (if applicable); and contact the Academic Coordinator (blester@cn.edu) to schedule an interview.

8. **Am I required to take the GMAT to be accepted?** The GMAT policy for the MBA program is as follows:

   **No GMAT score required**

   - **For working professionals** – If a working professional has at least 2 years of professional work experience and earned a 3.0 minimum GPA in their undergraduate coursework—no GMAT score is required. If a working professional has at least 4 years of professional work experience, no GMAT score is required. Exceptions to this policy are at the discretion of the MBA director.

   Professional work experience is defined as a business level position. Examples include, but are not limited to, staff accountant, lawyer, budget analyst, store manager, marketing analyst, sales professional, economist, programmer, business owner, etc. Decision on “professional work experience” is made by the MBA program director.

   - **For continuing students** - If a student decides to go on to graduate school directly after completing their undergraduate business degree and earned a GPA of 3.25 (or higher) in their undergraduate coursework – no GMAT score is required.
**GMAT score required**

For individuals seeking to earn an MBA from Carson-Newman for which #1 or #2 does not apply, a GMAT exam must be taken.

9. **How much does the program cost?** Tuition is currently $397 per credit hour; each course is 3 credit hours. Students should also factor in around $200 for books and materials for each course.

10. **Am I eligible for financial assistance?** Graduate students may qualify for federal student loan assistance. The Financial Assistance Office at Carson-Newman College is available to assist students in completing the necessary steps for financial assistance application. Students must first apply and be accepted for admission to C-N before consideration for financial assistance will be given. More information is available in the graduate catalog and through the Financial Assistance Office.

11. **Can I transfer credits from another graduate school?** Up to nine semester hours of graduate credit from a regionally accredited college or university may be transferred to C-N to be used toward the MBA degree. Transfer hours must have been earned within the immediate five years prior to enrollment in the MBA program. Grades transferred must be A or B. Transfer course(s) must be comparable to that offered at C-N, and credit will be awarded based on an assessment by the Office of the Registrar.

12. **How long will it take me to complete the program?** The School of Business offers different completion track options for students, whether they want to attend full-time or part-time. Students can complete the MBA in as little as 12-16 months by attending full-time. Part-time students can complete the MBA in 20-24 months. Please visit http://www.cn.edu/mba and click on “MBA Course Track Options” for more information.

13. **Is someone available to answer my questions and assist me with the application process?** Yes, our Academic Coordinator Brandy Lester is available to assist with any advising and enrollment questions you might have. She can be reached at (865) 471-3427 or by email at blester@cn.edu

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