



Truett McConnell

U N I V E R S I T Y

THE HANS HUT SCHOOL *of* BUSINESS

Application for Master of Business Administration



Truett McConnell University equips students to fulfill the Great Commission by fostering a Christian worldview through a biblically centered education in a family friendly environment

100 Alumni Drive, Cleveland, GA 30528

Phone: (706) 865-2134, ext. 2131

(800) 226-8621

Fax: (706) 865-3110

Email: gradadmissions@truett.edu

www.truett.edu

International Student Admissions, please contact the Admissions Office for the appropriate application.

Thank you for your interest in the Master of Business Administration (MBA) program at Truett McConnell University (TMU). Its design focuses on both current business content and ethical foundations. Literature indicates that organizations are seeking individuals that exhibit technical skills and socially responsible behaviors. The MBA program will prepare students for employment in a variety of organizational types.

Please review the graduate admission requirements and complete the required forms and application below. The information you include in your application will assist the Admissions Committee in evaluating your potential for success in graduate studies, and as a business leader.

Contact the Office of Graduate Admissions at 706-865-2134, ext. 2131 or gradadmissions@truett.edu if we can assist you in any way.

General Graduate Admission Requirements

Applicants should meet the following minimum requirements for full admission to the graduate program:

1. Bachelor's Degree from an accredited institution.
2. Have a minimum cumulative GPA of 2.75 on a 4.0 scale. However, students with a 2.5 to 2.74 grade point average may be allowed entrance to the program on a probationary basis. Those who are admitted on a probationary basis must maintain a GPA of 3.0 or higher in their first semester of attendance. A minimum cumulative GPA of 3.0 is required to graduate.

For incoming non-business majors, the following prerequisites may be required before beginning the core MBA courses:

1. Financial Accounting I or comparable course.
2. Financial Accounting II or comparable course.
3. Principles of Marketing or comparable course.
4. Principles of Management or comparable course.
5. Macroeconomics or comparable course.

Applicants must submit the following as a part of the general admission requirements:

1. Official application for admission form.
2. Official transcripts for all undergraduate and graduate coursework. The transcript from the institution granting the bachelor's degree is necessary for all applicants. If the degree program is incomplete when the application is filed, a transcript of work to that date must be submitted, and after graduation, a final official transcript must be furnished indicating the degree received.

Admission Requirements for the Master of Business Administration

Full admission to the Master of Business Administration may be granted to applicants who meet the University's minimum graduate admission criteria and the following qualifications:

1. **Personal Recommendation Forms.** Two personal references are required from persons other than relatives who have known the applicant personally for at least two years. The references should communicate the applicants' qualifications and professional attributes.
2. Any additional information as requested by the Admissions Committee.

Transfer Requirements

For transfer requirements, the Business Faculty will review possible candidate transfers on a case by case basis. Should a transfer be granted, admission requirements must be met but only a maximum of 12 credit hours will be accepted as transfer credit.

**Please send application form and requested items to:
Truett McConnell University, 100 Alumni Drive, Cleveland, GA 30528
Attn: Graduate Admissions**

Please PRINT or type:

First Name: _____

Middle Name: _____

Last Name: _____

Preferred Name: _____

Social Security #: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

What year do you plan to enroll at Truett McConnell University? _____

PRESENT MAILING ADDRESS

Street: _____

City: _____ State: _____ Zip: _____

PERMANENT HOME ADDRESS

If different from above, specify dates mail should go to this address: ____/____/____ to ____/____/____

Street: _____

City: _____ State: _____ Zip: _____

PERSONAL BACKGROUND

Date of Birth: _____ / _____ / _____
Month Day Year

Sex: Male Female

Citizenship: USA Permanent Resident Other Country _____
(If you selected "Other Country," please request an International Student Application.)

Have you been convicted of a felony within the last seven years? Yes No

If you wish to identify an ethnic group, please indicate to which group you belong:

Native American Asian/Pacific Islander Latino/Chicano/Hispanic African American
 White (Caucasian) Other

Religious Affiliation:

Georgia Baptist Other _____

Church Name: _____ Pastor's Name: _____

Church Address:

City: _____ State: _____ Zip: _____ Phone: (____) _____

PREVIOUS EDUCATION

1. College/University Name: _____

City: _____ State: _____

Dates Attended: _____ Units completed at the time of application: _____

Degree and Date Received: _____

Cumulative GPA (based on a 4.0 scale): _____

2. College/University Name: _____

City: _____ State: _____

Dates Attended: _____ Units completed at the time of application: _____

Degree and Date Received: _____

Cumulative GPA (based on a 4.0 scale): _____

3. College/University Name: _____
City: _____ State: _____
Dates Attended: _____ Units completed at the time of application: _____
Degree and Date Received: _____
Cumulative GPA (based on a 4.0 scale): _____

4. College/University Name: _____
City: _____ State: _____
Dates Attended: _____ Units completed at the time of application: _____
Degree and Date Received: _____
Cumulative GPA (based on a 4.0 scale): _____

(List additional schools attended on a separate sheet.)

NON-DISCRIMINATION POLICY

Truett McConnell University does not discriminate on the basis of race, color, national and ethnic origin, sex, or disability in any of its policies, procedures or practices. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities. Inquiries regarding this policy may be directed to the Vice President of Student Services, 100 Alumni Drive, Cleveland, GA, 30528.

CERTIFICATION

I certify that to the best of my knowledge, the information furnished in this application is true and complete. I agree that if such information, or any information upon which my admission is based, is not true or complete, Truett McConnell University may rescind my degree. I further agree that if admitted, I will abide by the rules and regulations of Truett McConnell University including, but not limited to, those rules contained in the current Truett McConnell University catalog and student handbook. I acknowledge that all official transcripts which I forward to Truett McConnell University become the property of Truett McConnell University and will not be forwarded to any institution nor returned to me. I also understand that I am not eligible for financial aid unless I am accepted into a post-baccalaureate or graduate program. I am not eligible to receive financial aid for any courses taken prior to admission to the graduate program.

Signature

Date

Application for Master of Business Administration - Personal Recommendation Form

This portion is to be completed by the applicant.

Last name of Applicant (please print) First Middle

Applicant's Address

This recommendation is from a (please circle one): Pastor Professional Acquaintance Teacher/Professor
Employer Other (please specify) _____

Federal law grants students access to their educational records after enrollment. I voluntarily waive my right of access to the information contained in this recommendation and agree that it shall remain confidential.

Applicant's Signature: _____ Date: _____

NOTE: This form is to be completed by someone who is not a member of your immediate family and has known you for at least one year. Please complete the top portion of each recommendation form yourself. All recommendations should be sent directly by the persons who complete them as indicated below.

The individual named above is applying for admission to the Truett McConnell University Master of Business Administration program. Thank you for your part in this important phase of the applicant's life.

1. In view of your knowledge of the applicant, how do you assess his or her abilities and character in the following categories as compared to his or her peers?

	Not Observed	Weak	Fair	Average	Very Good	Outstanding
Commitment						
Decision Making Ability						
Maturity						
Self-Discipline						
Communication Skills						
Interpersonal Relationships						
Dependability						
Leadership Skills						

2. How long have you known the applicant? _____

3. How well do you know the applicant? Very well Rather well Casually Not well

4. Do you see this person as someone whom you would hire? Yes No Unsure (Please comment on extra sheet.)

5. I recommend this applicant for admission to Truett McConnell University Master of Business Administration program?

Highly recommend Recommend Recommend with reservations Do not recommend

Name: _____ Signature: _____

Phone: (_____) _____ E-mail: _____ Date: _____

Please send directly to: Office of Graduate Admissions, Truett McConnell University, 100 Alumni Drive, Cleveland, GA 30528
Questions? (706) 865-2134 ext. 2131, (800) 226-8621, (706) 865-3110 (Fax), Email: gradadmissions@truett.edu

Application for Master of Business Administration - Personal Recommendation Form

This portion is to be completed by the applicant.

 Last name of Applicant (please print) First Middle

 Applicant's Address

This recommendation is from a (please circle one): Pastor Professional Acquaintance Teacher/Professor
 Employer Other (please specify) _____

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6. In view of your knowledge of the applicant, how do you assess his or her abilities and character in the following categories as compared to his or her peers?

	Not Observed	Weak	Fair	Average	Very Good	Outstanding
Commitment						
Decision Making Ability						
Maturity						
Self-Discipline						
Communication Skills						
Interpersonal Relationships						
Dependability						
Leadership Skills						

7. How long have you known the applicant? _____

8. How well do you know the applicant? Very well Rather well Casually Not well

9. Do you see this person as someone whom you would hire? Yes No Unsure (Please comment on extra sheet.)

10. I recommend this applicant for admission to Truett McConnell University Master of Business Administration program?
 Highly recommend Recommend Recommend with reservations Do not recommend

Name: _____ Signature: _____

Phone: (_____) _____ E-mail: _____ Date: _____

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