Print Options

Business Administration, MBA
2019-2020 Graduate Program Change Form

General Catalog Information

** Read before you begin**

1. TURN ON help text before starting this proposal by clicking ⓘ in the top right corner of the heading.

2. IMPORT curriculum data from the Catalog by clicking ↓ in the top left corner.

3. FILL IN all fields required marked with an * after importing data. You will not be able to launch the proposal without completing required fields.

4.DO NOT type any changes before launching the proposal. If changes will occur in a required field, launch the proposal with existing attributes.

5. LAUNCH proposal by clicking ▶ in the top left corner. DO NOT make proposed changes before launching proposal. Changes will only be tracked after proposal is launched.

6. GO TO discussion 💬 in the right panel, and change "Show current" to "Show current with markup" to track changes.

For a new degree program, in addition to EPC program and course forms you must complete all procedures and forms found in the "SCHEV Proposal Guidelines."

**Catalog Year of Implementation ** *	2019-2020 2019-2020
If retroactive, specify catalog year:	2018-2019
Hierarchy Owner *	College of Business and Economics Department of Management and Marketing College of Business and Economics Department of Management and Marketing
Type of Program *	⦿ Major . ◯ Endorsement ◯ Certificate .

○ Concentration

Does this program lead to teaching licensure, or will it affect an existing program's licensure?*	○ Yes ● No

PROPOSED PROGRAM CHANGE INFORMATION

Title*	Business Administration, MBA

Below, the Total Credits are for the entire program. If this program change is for a major, please list Total Credits as the credits for the entire degree, not just for the major.

Total Credits*	31

Are Total credits changing*	● Yes ○ No

If total credits are changing, provide a justification

Enter a justification for the change in credit hours.	Bringing simulation into the capstone course and removing separate field experience course to provide applied experiece. Dropping 3 credits of electives to bring total credit hours more in line with other school's MBA program credit hour requirements. Removing residency requirement to make the program fully online to compete with other programs. Removing foundation courses as an admission requirement for those who do not have a major/minor in business. Foundation knowledge will be dealt with in each course.

Delete program from Catalog*	○ Yes ● No

Submit program to storage*	○ Yes ● No

RATIONALE FOR PROGRAM CHANGES

Enter the rationale for program changes*	Bringing simulation into the capstone course and removing separate field experience course to provide applied experiece. Dropping 3 credits of electives to bring total credit hours more in line with other school's MBA program credit hour requirements. Removing residency requirement to make the program fully online to compete with other programs.

Removing foundation courses as an admission requirement for those who do not have a major/minor in business. Foundation knowledge will be dealt with in each course.

PROPOSED REVISION IN CATALOG DESCRIPTION OF PROGRAM

Program Catalog Description*

Dr. Cheryl Adkins, Chair

Department of Management and Marketing

434.395.2381, adkinscl@longwood.edu

Dr. David L. Lehr, Interim Chair

Department of Accounting, Economics, Finance, Real Estate, and ISCS

434.395.4952, lehrdl@longwood.edu

Dr. Charles D. White, MBA Program Director

434.395.2832, whitecd@longwood.edu

The Master of Business Administration degree provides a comprehensive business education. This program furthers the mission of the Longwood University College of Business and Economics:

- To prepare effective and successful business leaders by guiding students to develop their full potential.

This will be accomplished by recruiting, educating, and graduating master's level students who:

- Develop knowledge and skills necessary for administrative level business management.
- Integrate academic knowledge into practical applied experiences.
- Demonstrate application of ethical business practices.

Students can pursue their own business interests by choosing between three online concentrations: General Business, Real Estate, and Retail Management.

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Admission Criteria

- Bachelor's degree from a regionally accredited university, and
- Undergraduate GPA of at least 2.75 (4.0 scale) OR a GPA of 3.5 or higher on six hours of Longwood MBA degree program courses taken within the last 12 months, and
- GMAT or a GMAT waiver, or GRE (test scores must be no more than 5 years old) and
- Minimum score of 570 (paper test) or 80 (Internet test) on the

TOEFL or a minimum 6.5 on the IELTS for individuals whose first language is not English.

MBA applications are evaluated on the undergraduate GPA, GPA for any completed graduate course work, GMAT score or GMAT waiver request or GRE score, personal essay, recommendations, and other materials submitted as part of the MBA application packet. Up to 9 Longwood non-degree graduate hours may be counted towards a degree or professional endorsement program. Students shall apply to a Longwood graduate program prior to enrolling in additional hours.

Follow these steps to propose changes to the program curriculum:

Step 1 Add all courses to be used in program.

If you are removing courses, proceed to Step 2.

Start in ☰ "View Curriculum Courses." There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2 Set up program requirements.

Click on ☰ "View Curriculum Schema." and select the core header of the program where you would like to add/remove courses to expand the section. Click on "Add Courses" to bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the ✖ and proceed.

Step 3 Review full program structure.

Click on 🗒 to view the full program.

Step 4 Track changes made

Go to discussion 💬 in the right panel and select "Show current with markup". Click the core header of the program to expand the section and track changes.

Program Curriculum*	
Course(s) to be added:*	No courses are being added. We are changing MANG 697 from 3 credits to 4.

Course(s) to be removed: *	Removing all discipline-specific field experience courses ACCT 693, FINA 693, MANG 693, MARK 693.
Course(s) to be changed: *	MANG 697 is changing from 3 to 4 credits.
Other Changes	

RESOURCE ASSESSMENT

Estimate additional staff requirements for the program change. *	n/a

Estimate the amount and cost of any extra equipment, library resources, computer hardware or software, or other resources that would be required to carry out the program change.*	n/a

AFFECTED DEPARTMENTS OR PROGRAMS

Run an Impact Report by clicking ▤ **in the top left corner and answer below according to the results.**

If the proposed program changes could have an impact on other departments or programs, the appropriate affected chairs or program directors should be notified of the proposed changes. Where teaching licensure may be affected, the licensure officer should also be notified.

To notify the appropriate department chairs, request a custom route, navigate to the Proposal Toolbox and select Custom Route under the Decisions icon (✓). Once you make your decision the system will allow you to set up the requested ad-hoc step for each section: participants, rules, decisions, and deadlines/reminders.

A System Administrator will need to review and approve your request before it takes place.

List other departments / programs that might be affected.*	n/a
List individuals contacted and date contacted.*	n/a

ATTACHMENT LIST

Please attach any required files by navigating to the Proposal Toolbox and clicking **in the top right corner.**

Attach	☐ Fee Recommendation Worksheet

All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:

- **February 1 to the College Curriculum Committee**
- **March 1 to the Educational Policy Committee (EPC)**

Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

For the Curriculum Development Handbook and all forms, see http://blogs.longwood.edu/curriculum/.

REGISTRAR ONLY

Program OID	914

Program Type	Major
	Major

Degree Type	Master of Business Administration
	Master of Business Administration

Status	⦿ Active-Visible ◯ Inactive-Hidden