

## GRADE REPORTS

At the end of each semester and each summer term, grade reports are made available to students. Study of reports is encouraged, and inquiry concerning them is invited.

Faculty members must give students an opportunity to make an informed decision on their academic performance prior to the last date to withdraw without academic penalty. Faculty will receive a class roll prior to the last date for withdrawal to verify those enrolled in and attending the class.

## TRANSCRIPTS

Official transcripts, those bearing the University seal, will only be issued with the written consent of the student. A transcript will not be released if the student is indebted to the University. Forms for requesting transcripts may be obtained from the Office of the Registrar or through the University's website. A fee of \$6.00 must accompany each individual transcript request. The request must be returned to the Office of the Registrar after fee payment is made.

## STUDENT'S EVALUATION OF COURSE & INSTRUCTOR

Every semester students are provided the opportunity to evaluate each course and its instructor so that educational quality may be maintained and enhanced. All students are encouraged to respond to the evaluation with honesty, sincerity, and a sense of confidentiality.

The evaluation is administered during class with the instructor leaving the room while a designated student hands out forms, collects forms, and then delivers the completed forms to the appropriate administrative assistant. These evaluations are completely anonymous, and faculty members do not receive any feedback until grades have been turned in to the Registrar.

Upon noting that these procedures of evaluation have not been followed, a student may contact the Office of the Provost in order to confidentially inform the administration of such failure to follow procedures.

## GRADUATE BUSINESS PROGRAM

### MASTER OF BUSINESS ADMINISTRATION

Director: Dr. Kay Lawrimore Belanger

The Master of Business Administration (M.B.A.) degree program is designed to prepare students for careers in business, non-profit, and government institutions. Students with diverse undergraduate degrees including nursing, biology, history, sociology, engineering, and business are eligible. Francis Marion University's School of Business M.B.A. program is nationally accredited by the Association to Advance Collegiate Schools of Business (AACSB), which further proves that the program is taught by faculty committed to excellence in teaching and research. Students may start the program in the spring, fall, or summer semesters.

The Master of Business Administration degree program offers a Concentration in Healthcare Executive Management. This program has the same admissions requirements as the regular Master of Business Administration program. The 18 required M.B.A. hours cover a variety of business areas and are taught by graduate school faculty members of the FMU School of Business. The 12 hours of healthcare courses are taught by the graduate school faculty members of the FMU Master of Science in Nursing. The Master of Business Administration degree with a Concentration in Healthcare Executive Management program is designed both for individuals who are currently working in the healthcare field as

well as those who would like to acquire the background necessary for them to enter the healthcare field.

## ADMISSION REQUIREMENTS

To be considered for admission, the applicant must submit the following materials to the M.B.A. School of Business:

1. The Graduate Application for Admission and non-refundable graduate application fee.
2. Official transcript(s) of all undergraduate and graduate work from accredited institutions which indicates the candidate has earned a baccalaureate degree from a regionally-accredited institution.
3. An official Graduate Management Admissions Test (GMAT) or Graduate Records Examination (GRE) score. At the discretion of the M.B.A. Admission Committee, the GMAT/GRE requirement may be waived for applicants with advanced degrees and/or professional qualifications.
4. At least one, but preferably two or more, letter(s) of recommendation.
5. A 500 to 700 word personal statement indicating one's career goals and reasons for seeking admission to the M.B.A. program.
6. Resume.
7. A Test on English as a Foreign Language (TOEFL) score for all international applicants for whom English is not their native language.

All application materials must be submitted to:

M.B.A. School of Business  
Francis Marion University  
PO Box 100547  
Florence, SC 29502-0547

It is the applicant's responsibility to gather all materials to complete his/her application. Only completed applications (with all materials) will be reviewed by the School of Business M.B.A. Committee. The M.B.A. Admission Committee reviews all application material for evidence of preparation for graduate education in business and for promise of success as a graduate student. The M.B.A. Admission Committee will review each applicant's admission material for evidence of competency in the areas of foundational accounting, applied statistics, finance, and business software applications. Competency is typically demonstrated by academic course(s) or professional certificates. Upon review of the student's admission material, the M.B.A. Admission Committee may require the graduate foundation course, Business 605, or appropriate undergraduate course(s) to be completed. Personal interviews with the Director and/or the M.B.A. Admission Committee may also be required.

To obtain an application or for more information, please visit [www.fmarion.edu/academics/mba/](http://www.fmarion.edu/academics/mba/) or phone the School of Business at 843-661-1419. To discuss the waiver option for the GMAT/GRE score, please contact the M.B.A. Director.

## REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION DEGREE

To receive a Master of Business Administration Degree from FMU, a student must fulfill the following requirements:

1. Complete the foundation course, Business 605, or appropriate undergraduate course(s) with a grade of C or better. This requirement may be waived at the discretion of the M.B.A. Admission Committee.