

SAINT LEO DEGREE MAP MASTER OF BUSINESS ADMINISTRATION

DEGREE OBJECTIVE — Occupational						
ACADEMIC RESIDENCY – 30sh in Saint Leo University Classes are required.						
POINT OF CONTACT JOHN CAIN, ASSISTANT VICE PRESIDENT OF DISTANCE LEARNING PROGRAM 352-397-5829 or 1-866-SLUDLP1 john.cain@saintleo.edu						
Degree Requirements Summary						
Requirement	SH	SOC NAV	NAVY RATING	NAVY SCHOOL	TESTS	NCPACE DL
MBA-525 Professional Development	3					X
MBA-530 Organizational Behavior	3					X
MBA-533 Human Resource for Managers	3					X
MBA-535 Legal Environment of Business	3					X
MBA-540 Managerial Economics	3					X
MBA-550 Decision Support Systems	3					X
MBA-560 Financial & Managerial Accounting	3					X
MBA-565 Marketing	3					X
MBA-570 Corporate Finance	3					X
MBA-575 Global Business Management	3					X
MBA-557 Entrepreneurship or	3					X
MBA-595 Current Issues in Leadership						X
MBA-599 Strategic Management	3					X
						X

MBA 565, MBA 595 & MBA 599 Requires independent research using the resources of the Saint Leo University Library. If you do not have access to the library please email john.cain@saintleo.edu for access to the library. These courses require Internet access if you do not have access to the Internet do not sign up for these courses.

Initial enrollment into MBA courses through NCPACE requires the student to:

1. Submit a completed application form.
*Students are allowed to take a **maximum** of 2 courses prior to submission of the application package and full admission into the MBA program*

Full Admissions into MBA program requires:

1. Completed application form
2. Current resume
3. Two professional recommendations from work associates completed on the forms provided in the application package they are also available at the NCPACE web site. Work associates include current and former supervisors and co-workers.
4. Applicants must provide a statement of professional goals outlining how your educational and career goals match Saint Leo University's program (250 words or more).
5. Official transcripts from all post-secondary institutions previously attend sent directly from the former institution to the Office of Graduate Admission.

Saint Leo University
Graduate Admissions
MC2248 University Campus
PO Box 6665
Saint Leo, FL 33574-6665

A United States equivalency evaluation must accompany transcripts from foreign institutions certified by an approved evaluation service. Graduates or former students of Saint Leo University do not need to submit transcripts if they have previously submitted them and are on file at the University.

6. Official Graduate Management Admissions Test (GMAT) scores are required for applicants with less than a 3.0 G.P.A. in the last 60 hours of their bachelor's degree and less than five (5) or more years of progressively responsible professional work experience. An applicant who does not meet this standard must submit an official GMAT scores. In some instances, an applicant meeting the five year standard, may be required to submit official GMAT scores and/or demonstrate his or her command of basic quantitative (i.e., mathematical) and verbal skills by the faculty admissions committee. Official score on the Graduate Management Admissions Test are to be sent directly from the Educational Testing Service to the Director of Graduate Admissions. Test scores more than five years old are not accepted.
7. Application fee is waived for NCPACE students



Graduate Program Application

Application Requirements:

- Complete and sign your application
- Request official transcript from postsecondary institutions where last 60 credit hours were completed.
- Must have a Bachelors degree conferred from regionally Accredited College or University.
- Request two letters of recommendation and a Statement of professional goals 250 words or more.

Master of Business Administration - NCPACE Program

Please complete application in full. Incomplete applications may result in processing delays.

Name: _____
Last First Middle

Maiden name or other name that may appear on documents

Mailing Address: _____
Street Apartment # City

State Zip Non U.S. State/Providence/Country

Home Telephone Work Telephone E-mail address

Permanent Address (if different than above) _____
Street Apartment #

City State Zip Non U.S. State/Providence/Country

Social Security Number: ____ - ____ - ____ Date of Birth: ____/____/____ Gender: Male Female
Month Day Year

Citizenship:
 Yes, I am a citizen of the United States No, I presently have a U.S. Visa. If no, Country of Citizenship: _____ Visa Type: _____

Military Information

U. S. NAVY: _____ Officer: _____ Enlisted: _____

Education: List all postsecondary institutions attended, with most recent listed first

Institution Name	Major	Dates Attended	Degree

Test Taken:

Graduate Management Admission Test (GMAT) Date Taken: _____

I certify that the information given on this application is complete and correct to the best of my knowledge, and that I have attended no postsecondary institutions other than those listed.

Signature: _____ Date: _____

Please mail/fax to: Saint Leo University
Dr. John Cain
MC2070
14433 5th Street
Dade City, FL 33523
Toll free: (866)758-3571 Direct: (352) 588-7580 Fax (352) 588-8196



Professional Recommendation Form

Programs of Study

Master of Business Administration - NCPACE Program

To be Completed by Applicant: I do ___ do not ___ waive my right to read this confidential recommendation

Name of Applicant: Last First Middle

Signature Date

Last four digits of Social Security Number# XXX - XX - _ _ _ _

To be Completed by Recommender: Professional Capacity in which you know this applicant: _____

How long have you known this applicant? _____

Please rate the applicant in each of the following characteristics by circling the appropriate point on the scale shown.

	No Basis	Low		Average		High
1. Motivation for graduate work	0	1	2	3	4	5
2. Intellectual ability	0	1	2	3	4	5
3. Creativity	0	1	2	3	4	5
4. Breadth of knowledge	0	1	2	3	4	5
5. Oral communication	0	1	2	3	4	5
6. Written Communication	0	1	2	3	4	5
7. Initiative	0	1	2	3	4	5
8. Resourcefulness	0	1	2	3	4	5
9. Emotional maturity	0	1	2	3	4	5
10. Cooperation	0	1	2	3	4	5
11. Promise as a manager/leader	0	1	2	3	4	5
12. Overall Recommendation	0	1	2	3	4	5

Additional Comments: _____

Name of Recommender Signature of Recommender Date

Address of Recommender Phone

Please mail/fax to: Saint Leo University
Dr. John Cain
MC2070
14433 5th Street
Dade City, FL 33523

Toll free: (866)758-3571 - Direct: (352) 588-7580 - Fax (352) 588-8196