



Southwest Baptist UNIVERSITY

Master of Business Administration

BUSINESS ADMINISTRATION EARLY ACCEPTANCE PROGRAM (EAP)

High school senior students with a minimum 25 ACT (or equivalent SAT) score and 3.5 GPA are eligible to apply on a competitive basis for early conditional acceptance into the Master of Business Administration (MBA) program. High school students and SBU freshmen should contact the MBA department for an application for early conditional acceptance consideration.

Applications should be submitted to the department **on or before January 15th if you are participating in Scholars Day or April 15th prior to fall freshman enrollment at SBU**. Notifications will be sent by March 15th for Scholars Day applicants or May 15th for April applications. A maximum of **six awards** will be given during any one academic year. If the six slots are not filled during the spring selection cycle, a late cycle pool will be considered during February of one's freshman year. If slots are not filled for any one academic year, they will not roll over or be extended.

Once a student is accepted into the EAP, the student is expected to enroll immediately and begin taking a full-time course load at SBU. All MBA prerequisite and major courses must be taken at SBU. EAP students must confirm their intent to matriculate into and pay the appropriate deposit for the professional phase of the program by March 1st in their intended enrollment year.

Students earning this conditional acceptance **must meet the following standards** to enter the professional phase of the program:

- Submit a current overall graduate program application
- Earn an overall GPA of 3.00 and a prerequisite GPA of 3.25
- Complete an internship or approved position related to selected undergraduate major
- Become a member of a COBACS club/organization for a minimum of one year
- Complete all prerequisite courses with a minimum of a "B" first time without repeating prior to enrollment

BUSINESS ADMINISTRATION EARLY ACCEPTANCE PROGRAM (EAP)

Application Checklist

YOUR COMPLETED APPLICATION PACKET WILL CONTAIN THE FOLLOWING ITEMS:

1. Application Instructions
2. Application Form
3. Letter of Reference Forms

PLEASE MAIL YOUR COMPLETED APPLICATION PACKET, INCLUDING THIS FORM, IN ONE ENVELOPE TO:

**SOUTHWEST BAPTIST UNIVERSITY
MBA DEPARTMENT
ATTN: EAP APPLICATION
1600 UNIVERSITY AVE.
BOLIVAR, MO 65613**

BEFORE SUBMITTING YOUR APPLICATION, MAKE SURE YOU HAVE COMPLETED THE FOLLOWING MATERIALS:

1. Signed Application
2. Essay Questions
3. 2 Letter of Reference Forms

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE MBA DEPARTMENT AT 417-328-1758.

Application Instructions

PLEASE READ ALL INFORMATION CAREFULLY AND REVIEW THE REQUIREMENTS TO MAKE SURE YOU ARE ELIGIBLE TO APPLY AT THIS TIME. PLEASE SUBMIT YOUR APPLICATION AND ALL REQUIRED APPLICATION MATERIALS TOGETHER.

TO APPLY FOR ADMISSION, COMPLETE AND SUBMIT THE FOLLOWING DOCUMENTS:

1. TRANSCRIPTS

You must submit one official transcript of your academic record from each high school, college and/or university that you have attended to the Office of Admissions as is required for your application to SBU. A minimum 3.50 GPA is required for EAP eligibility. The MBA program does not need a separate copy of your high school or college transcript that you submitted to the Office of Admissions.

2. ACT SCORES

ACT (or SAT) scores should be sent directly to the Office of Admissions as part of your application to the University. A minimum of a 25 on the ACT (or SAT equivalent) is required for EAP eligibility. Program selection is on a competitive basis and achieving a minimum score of 25 does not guarantee your acceptance to the program.

3. LETTER OF REFERENCE

Submit three letters of reference. The letters of reference should be submitted to the following address:

**SOUTHWEST BAPTIST UNIVERSITY
MBA DEPARTMENT
ATTN: EAP REFERENCE LETTER
1600 UNIVERSITY AVE
BOLIVAR, MO 65613**

4. ESSAY QUESTIONS

Please type and submit your responses to the two essay questions on a separate document. Your responses need to be 350-450 words in length for each essay.

1. What do you ultimately hope to accomplish professionally?
2. How do faith, entrepreneurship, and leadership correlate in business?

Final Instructions

- A. The completed application packet should be submitted together on or before April 15th prior to fall freshman enrollment at SBU to ensure consideration. It can be mailed to:

**SOUTHWEST BAPTIST UNIVERSITY
MBA DEPARTMENT
ATTN: EAP APPLICATION
1600 UNIVERSITY AVE
BOLIVAR, MO 65613**

- B. A maximum of six awards will be given during any one academic year. If the six slots are not filled during the first selection cycle, a late cycle pool will be considered during February of the academic year just prior to the selection cycle for the next academic year. If slots are not filled for any one academic year, they will not roll over or be extended.
- C. If for any reason your application is deemed ineligible, application forms and supporting materials will not be processed further.
- D. You will be advised by an undergraduate advisor who will be knowledgeable on how to schedule your undergraduate courses so you can fit three to nine graduate credits during your senior year to keep you on track to complete your undergraduate and graduate degree in five years.
- E. Before you begin taking MBA courses during your senior year, the EAP student must confirm their intentions to enroll in the MBA program by 1) submitting a current MBA program application and 2) paying the non-refundable application processing fee.
- F. If you have any questions about the program or the application, please contact us by calling 417.328.1758 or email lbridge@SBUuniv.edu.

APPLICATION FOR MBA EAP PROGRAM

CANDIDATE INFORMATION *(Please Print)*

Last Name _____ First Name _____ Middle Name _____

Social Security Number _____ Birthdate _____ Male Female

Religious preference _____ Email _____

Home phone (_____) _____ Cell phone (_____) _____

Mailing Address _____

Permanent Address _____

Are you a U.S. citizen? Yes No ACT (or SAT) Score _____

Race/Ethnicity: American Indian or Alaska Native Hispanic/Latino
 Black or African American Asian
 Native Hawaiian or Other Pacific Islander Multi or Bi-racial
 Caucasian Other _____

Education: List ALL high school, colleges, and/or universities attended in chronological order.

Previous high school/colleges/universities attended	Date attended	Degree(s)	Majors(s)	GPA

I certify that, to the best of my knowledge, all of the information given on this application and provided as support materials pertinent to the application materials (such as transcripts, letters of recommendation, etc.) is correct and complete, and I understand that any material omission or misinformation may void my admission or result in dismissal. I also understand that my application will not be processed or retained if deemed ineligible or not signed.

In seeking admission to the Master of Business Administration Early Acceptance Program at Southwest Baptist University, I voluntarily agree, if admitted as a student, to uphold the principles, standards, and regulations set forth by the University and to respect the traditions it upholds as a church-related institution of higher learning.

Signature of Applicant

Date

LETTER OF REFERENCE FORM

APPLICANT Last Name _____ First Name _____ Middle Name _____

TO THE APPLICANT: The Family Educational Rights and Privacy Act of 1974 extends to students the right to inspect their records, including letters of recommendation. While we shall consider all letters of recommendation carefully, we believe that in many instances letters written in confidence are of greater use in the assessment of a student's qualifications, abilities, and potential. Select only one of the following statements indicating waiver of right to inspect this letter of reference.

- I do waive my right to inspect the contents of the following recommendation and hereby inform referent that this letter will be kept strictly confidential.
- I do not waive my right to inspect the contents of the following recommendation after submission to SBU.

Signature

TO THE EVALUATOR: The above named individual is applying for admission to the Early Acceptance Program (EAP) for the Master of Business Administration program at Southwest Baptist University. Your assistance is requested to assist the EAP MBA Admissions Committee in the selection of applicants who are best qualified to continue their education in this field. You are asked to complete this form and supply any other helpful information regarding this individual based on your experience/history with him/her. Please feel free to comment on this individual's strengths and limitations. If you require additional space, please attach a separate comment sheet. Thank you for your assistance.

USING THE DEFINITIONS ON THE ATTACHED PAGE, PLEASE RATE THE APPLICANT ON THE FOLLOWING:

	Poor (0-20%)		Below Average (21-49%)		Average (50-84%)		Good (85-94%)		Outstanding (95-100%)		Unable to assess 0
	1	2	3	4	5	6	7	8	9	10	
Commitment to learning											
Interpersonal skills											
Communication skills <i>Written</i>											
<i>Oral</i>											
Effective use of time and resources											
Use of constructive feedback											
Problem-solving											
Responsibility											
Critical thinking											
Stress management											
Professionalism											

1. Do you believe this applicant is suitable for the academic rigors of an intense, comprehensive, and demanding graduate program?

- Absolutely yes Yes, with minimal reservation Potentially, with moderate reservation No

Please explain your answer.

2. What do you see as this applicant's greatest strengths? Weaknesses?

3. Overall estimate of success in the MBA program at Southwest Baptist University. Please comment on your selection in the space provided. (Attach a separate sheet if necessary)

- Excellent Above average Average May encounter some difficulty Poor

4. How long have you known this applicant? 0-3 months 3-6 months 6-12 months 1-2 years 2+ years

5. How do you know this applicant? (Check all that apply)

- Instructor Academic advisor Student in large class Student in small class Student in lab course
 As an advisee Engaged in independent study under my direction

COMMENTS:

Evaluator's name (please print or type) _____

Occupation or position _____

Address _____ Daytime phone number _____

EVALUATOR'S SIGNATURE _____ DATE _____

Please return this form and any attachments to the applicant in a sealed envelope with your signature over the seal and the student's name or mail to SBU, MBA, Attn: EAP Reference Letter, 1600 University Avenue, Bolivar, MO 65613.

LETTER OF REFERENCE FORM

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5. How do you know this applicant? (Check all that apply)

- Instructor Academic advisor Student in large class Student in small class Student in lab course
 As an advisee Engaged in independent study under my direction

COMMENTS:

Evaluator's name (please print or type) _____

Occupation or position _____

Address _____ Daytime phone number _____

EVALUATOR'S SIGNATURE _____ DATE _____

Please return this form and any attachments to the applicant in a sealed envelope with your signature over the seal and the student's name or mail to SBU, MBA, Attn: EAP Reference Letter, 1600 University Avenue, Bolivar, MO 65613.