

GRADUATE & PROFESSIONAL STUDIES

Office of Admission
PO Box 5051
Greeneville, TN 37743
(423) 636-7300
(800) 729-0256
(423) 636-5087 FAX
admission@tusculum.edu

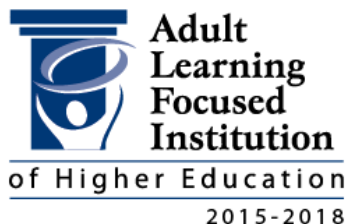
Welcome!

Thank you for your interest in Tusculum College. We are excited to have the opportunity to help you as you pursue the next steps in achieving your career goals. This e-packet contains the information you will need to apply, as well as details regarding the program. Listed below are the steps to complete the application process.

- ☐ Submit your online application on our website. Click [HERE](#) to apply.
- ☐ Submit Official Transcripts from ALL accredited institutions attended. Attached you will find a Transcript Request Form to use in requesting transcripts from previously attended institutions.
- ☐ Complete the required Free Application for Federal Student Aid (FAFSA). You can complete and submit your FAFSA by visiting <https://fafsa.ed.gov/>. Attached you will find a Financial Aid Step-by-Step Guide to use as you complete your FAFSA.

STUDENT RIGHT TO KNOW

The Offices of Enrollment Management and Campus Safety facilitate the sharing of this information with students and invite you to learn these facts and more about Tusculum. [Student Right to Know](#)



MASTER OF BUSINESS ADMINISTRATION

The Bachelor of Science in Management (BSM) degree at Tusculum College is a 30 credit hour program for non-traditional students. The MBA program is designed to assist young professionals achieve their career objectives, as an MBA degree is becoming an increasingly beneficial asset for professionals in today's competitive employment market. Our MBA program curriculum includes a deeper and broader study of core areas of business, while emphasizing the application of the principles of accounting, finance, economics, management, marketing and business ethics within today's contemporary global business environment. The program is specifically designed for students to select a minimum of two electives in areas of interest, or areas that increase the value of the degree for your career.

The program is designed to allow students to proceed at the pace that fits their lifestyle and responsibilities. The Tusculum College Business Faculty are highly qualified academically, but also bring their experience from the real world into the classroom to provide an engaging learning environment.

Program Outline

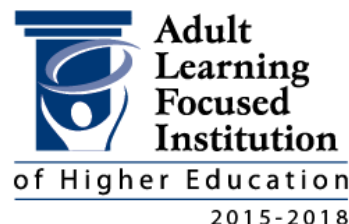
The MBA program at Tusculum College includes an eight-course (24 hours) core and allows students to select courses of interest through their concentration courses. It also allows students to earn a specific concentration by completing two additional concentration courses (36 total hours).

Concentrations

General Management
Human Resources
Nonprofit Management
Healthcare Administration

MBA Core Courses

MBA 510 Organizational Behavior and Management
MBA 513 Economics for Managers
MBA 522 Managerial Finance
MBA 506 Applied Marketing Management
MBA 511 Managerial Accounting
MBA 518 Law and Ethics in Business
MBA 520 Decision Making for Innovative Managers
MBA 530 Integrative Business Strategies



Admission Requirements Graduate and Professional Studies

Common Admission Requirements

All applicants to graduate programs shall satisfy these common admission requirements:

1. Hold a minimum of a bachelor's degree from a regionally accredited college or university.
2. Possess a minimum G.P.A. as defined by each program and satisfy the admissions requirements that are specific to each program. See individual program descriptions for other admissions requirements.

Application Procedures

Each of the following items must be completed for review by the Enrollment staff for an admission decision.

1. Complete and submit a [Tusculum College application](#).
2. Request an official transcript from each institution attended be sent directly to Tusculum College Office of Enrollment Management, P.O. Box 5051, Greeneville, TN 37743. Form is attached.
3. Submit a resume that reflects professional experience in accordance with the requirements of each program.
4. Complete any program-specific application procedure.
5. Applicants for whom English is a second language must furnish a score of 540-543 (paper), 207 (computer-based), 76 (Internet based) or greater on the TOEFL examination taken within the last five years.
6. Phone or in-person interviews may be considered as part of the Admissions process.

To view our entire catalog please go to <http://www.tusculum.edu/catalog/>.



As a Military Friendly School, Tusculum is honored to have the opportunity to partner with students who have served in the United States Armed Forces as they work to achieve their dreams. Tusculum is a Yellow Ribbon program participant.

For more Admission Requirement information please contact your
Tusculum College Admission Representative

admission@tusculum.edu or

888.488.7285

Master of Business Administration Admission Requirements

Program Admission Requirements:

1. Hold a Bachelor's degree from a regionally accredited college or university
2. Have at least three years of professional work experience
3. Meet one of the following:
 - A. minimum 3.20 cumulative undergraduate G.P.A. — meeting this requirement allows for automatic admissions to the program, if other admissions requirements are satisfied.
 - B. minimum 3.30 G.P.A. for the last 60 of college coursework. — meeting this requirement allows for automatic admissions to the program, if other admissions requirements are satisfied.
 - C. minimum 3.0 cumulative undergraduate G.P.A. and:
 - i. a minimum GMAT score of 500 or
 - ii. a GRE with a minimum quantitative reasoning GRE score of 590 if taken before August 1, 2011, and 148 if taken after August 1, 2011, and a minimum verbal GRE score of 480 if taken before August 1, 2011, and 152 if taken after August 1, 2011, or
 - iii. program score requirement for core entrance components on the Tusculum College MBA entrance exam, (From Peregrine Academic Services).
4. Satisfy the required prerequisites:

Students must have 3 credit hours of prior coursework (at the 200 level or higher) in the following areas:

Financial Accounting	Statistics
Managerial Accounting	Management
Economics	Marketing and Finance

If a student does not meet all prerequisite requirements, they may satisfy one or more by taking coursework in the appropriate areas, or by achieving the program score requirement for the designated CLEP or DSST test for that subject area.

An alternative option for non-business undergraduates or students not meeting all prerequisites is the **MBA Bridge** offered through Peregrine Academic Services. These are business pre-requisite courses offered as simple online study modules. The Peregrine online study modules are designed to prepare you for success in your MBA program at Tusculum College. Each module offers a pre-test to help you understand your baseline subject knowledge. Then the module covers the foundational aspects of the core business topic, provides interactive review questions and a 20-question post-test to indicate successful completion of the module. Each module costs \$35.00, which is paid online directly to Peregrine Academic Services.

To learn more about Peregrine's online study modules you can visit
<http://micro.peregrineacademics.com/services/academic-leveling-courses.php>.

5. Provide upon request, provide a cold writing sample
6. Current Resume

Master of Business Administration

Admission Requirements Continued

7. Completed Application for Admission

8. Submit application fee

Provisional Admission:

Only for applicants who do not meet the 3 years of Professional Work Experience requirement.

Master of Business Administration applicants, who meet all MBA admission requirements but lack the three years of professional work experience, may be considered for provisional admission. To be considered for provisional admission, applicants must arrange for the following additional documentation:

1. At least one professional reference from supervisors with knowledge of the applicant's work performance.
2. Two academic references from instructors with knowledge of the applicant's academic capability and performance.
3. A cold writing sample

The MBA program provisional admissions are limited. Applicants for provisional admission shall provide all needed and requested materials for review a minimum of 4 weeks prior to program start date. Applications will be reviewed by School of Business Applicant Review Committee who will make a recommendation to the Graduate Committee for their determination. All decisions of the Graduate Committee are final.

Applicants granted admission under provisional admission will have no additional requirements other than all College, School, and program requirements.

Conditional Admission:

Only for Applicants who do not meet the minimum GPA requirement, but have a GPA that exceeds 2.75 or do not meet the standardized test score requirement specified in section 3.c. i. and ii. on previous page.

Master of Business Administration applicants, who meet all MBA admission requirements but lack the required minimum GPA, but exceed 2.75, or standardized test score specified in section 3.c. i. and ii. above. above may be considered for conditional admission. To be considered for conditional admission, applicants must arrange for the following additional documentation:

1. At least one professional reference from supervisors with knowledge of the applicant's work performance.
2. Two academic references from instructors with knowledge of the applicant's academic capability and performance.
3. A cold writing sample

The MBA program conditional admissions are limited. Applicants for conditional admission shall provide all needed and requested materials for review a minimum of 4 weeks prior to program start date. Applications will be reviewed by School of Business Applicant Review Committee who will make a recommendation to the Graduate Committee for their determination. All decisions of the Graduate Committee are final.

Applicants granted admission under a conditional admission will be required to achieve a minimum 3.1 GPA and earn no grade lower than a B- during the initial three courses in the MBA sequence. Failure to meet these conditions will result in immediate dismissal from the program.

Tuition & Fees

Tusculum offers one of the most affordable MBA's in the region. Tusculum has been helping working adults Pioneer Their Path to Success for over thirty years.

Our Financial Aid team will work with you to secure the financial aid package that best fits your needs. Students who prefer to pay educational expenses in monthly installments may want to consider Tusculum College's Installment Plan. A description of that plan will be provided to each student with their billing statement. For more information or questions about the Installment Plan, please contact the Business Office.

Tuition and fee charges are due at the beginning of each semester as part of registration and as a condition for enrollment. A student who is awarded financial aid assistance of any kind may provide documentation of their award as a condition for registration. Additional information regarding Tusculum's tuition and fees and financial aid options can be found in the Tusculum College Catalog.

Gateway Courses and Associate Degree	
Tuition	\$240 per semester hour
Audit Fee	\$100 per course
Bachelor Degree Programs	
Tuition	\$350 per semester hour
Audit Fee	\$100 per course
Graduation Fee	\$100
Master Degree Programs	
Education, MBA Tuition	\$365 per semester hour
Accountancy Tuition	\$425 per semester hour
Nursing Tuition	\$600 per semester hour
Audit Fee	\$100 per course
Graduation Fee	\$100
Other Charges	
Enrollment Deposit (required for all programs)	\$50
Late Payment Fee	\$25
Assessment Fee for Experiential Learning & Life Experiences Essay	\$200
Fee for Requested Portfolio Credit	\$50 per semester hour

(Fees subject to change without notice. Updated: 1/25/17)

STEP ONE: Apply for admission as a regular degree-seeking student by completing an online application at tusculum.edu. We have campuses in Greeneville, Knoxville, and Morristown. Contact an enrollment representative at 1.800.729.0256 or 888.488.7285 to discuss the available programs and when classes start.

STEP TWO: Apply for your FAFSA FSA ID at studentaid.ed.gov. Your FSA ID should be kept private and should not be shared with anyone. You can use this ID to electronically sign your FAFSA, which greatly reduces the time it takes to process your application for financial aid. (If you are a dependent student, your parent will also need to apply for a FSA ID.)

STEP THREE: Apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) at fafsa.gov. The FAFSA is used to determine your eligibility for financial aid including: Federal Pell Grants, Federal Stafford Loans, the Tennessee Student Assistance Award, and the Tennessee Hope Scholarship for non-traditional students.

You will need to complete a FAFSA for each year in which you would like to apply for aid. For example, if you are starting in the spring 2017 semester, you will need to fill out a 2016-2017 FAFSA for the spring 2017 semester AND a 2017-2018 FAFSA for the fall and spring semesters of the following year. The FAFSA for upcoming academic years can be accessed beginning on October 1 of each year using prior tax year information.

It is highly recommended that you complete your FAFSA before January to increase the likelihood of receiving certain types of need-based financial aid, such as the Tennessee Student Assistance Award. The 2017-2018 FAFSA allows the tax information to be retrieved from the IRS for the 2015 tax year. By making these changes, the government is allowing schools to award a students financial aid early.

To fill out a FAFSA you will need:

- Your prior year's Federal income tax return
- Your prior year's W-2 Form (or schedule C if self employed)
- Your most current bank statement
- Statements detailing non-taxable earnings/other income sources
- Driver's License (if applicable)
- Your Federal FSA ID
- Tusculum's Federal School Code: 003527

STEP FOUR: If your FAFSA is selected by the Department of Education for a process called verification, you will need to either link your FAFSA to the IRS or you may order an official IRS tax return transcript and have it sent directly to Tusculum. If your application is selected, please submit any and all requested documents to the Office of Financial Aid, as soon as possible. A financial aid package may not be processed until all documentation has been turned in. *Note: Verification must be completed before federal and state financial aid can be applied to your student account.



OFFICE OF FINANCIAL AID STEP-BY-STEP GUIDE

(423)636-7377

800-729-0256 ext. 5377

financialaid@tusculum.edu

What is typically needed for verification is the school verification worksheet, which will be provided to you, along with tax transcript(s). Various other documents may be needed and will be requested on a case-by-case basis.

Please remember to include your name on any document that you submit to the Office of Financial Aid. We accept documents via email, fax, in person, and through the postal service.

STEP FIVE: If you intend to utilize Federal Stafford Loans, you will need to complete entrance loan counseling at studentloans.gov. Entrance loan counseling explains the rights and obligations of a student loan borrower.

STEP SIX: After you have completed entrance loan counseling, you will then have to complete a Master Promissory Note (MPN), which is your promise to pay back the Department of Education at studentloans.gov.

What happens next?

When our office has received your FAFSA and you have been accepted to the college your estimated award package letter will be sent in the mail or to your email account. This letter details the financial aid that you are eligible for in the upcoming school year. After your award letter arrives, you have seven days from the date on the letter to let the Office of Financial Aid know if there is any part of the award (such as loans) that you wish to decline or your award will be processed in full. (Remember that you must complete entrance loan counseling and a master promissory note before we can process your student loans. Verification must also be completed before federal and state financial aid can be applied to your student account.)

If your total financial aid award is more than what you need for the cost of tuition, the Business Office will apply the amount of aid that you need to cover the charges that you have incurred and the remainder of the funds will be sent to you according to the Business Office's refund policy. If you prefer not to use loans to help pay your bill, you may contact the Business Office for payment plan options.

Contact the Business Office
with refund questions at
business@tusculum.edu or
1.800.729.0256 ext. 5060

Helpful scholarship and
financial aid information

- Fastweb.com
- Scholarships.com
- Collegefortn.org
- TN.gov/collegepays
- Studentaid.ed.gov
- Finaid.org

Students with disabilities should contact their state Vocational
Rehabilitation Counselor at:

tn.gov/humanservices/topic/vocational-rehabilitation

Veterans and Veterans' dependent benefit information is available at: vba.va.gov

Tusculum College VA Representative:

Jerry Sullivan

Enrollment Representative- Military Liaison

jsullivan@tusculum.edu

CONTACT

Office of Financial Aid

P.O. Box 5049, 60 Shiloh Road, Greeneville, TN 37743

Phone: (423)636-7377 or 800-729-0256 ext. 5377 Fax: (615)250-4968

Email: financialaid@tusculum.edu

Revised 1/17



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admission@tusculum.edu

Transcript Request Form

Please request a transcript from each school attended. Photocopies may be made for this purpose.

Personal Information

Name _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

Permanent or home address _____
NUMBER, STREET, OR BOX CITY STATE/ZIPCODE

COUNTY/COUNTRY HOME PHONE BUSINESS PHONE

EMAIL _____

School Information

Name of institution attended _____

Address _____
STREET/ROUTE AND/OR BOX CITY STATE ZIP

Date of Attendance _____

Phone Number _____

I authorize release of my official transcript with
my signature below.
Please forward it to the following address.

Tusculum College
Office of Admissions
Post Office Box 5051
Greeneville, Tennessee 37743

Signature _____

Date _____

If there is a charge, please contact me at this
address:

