

KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **18-Dec-19** Curriculum Bulletin _____

Effective Date **Fall 2020** Approved by EPC _____

Department **Management and Information Systems**
 College **BU - Business Administration**
 Degree **BBA - Bachelor of Business Administration**
 Program Name **Combined BBA/MBA** Program Banner Code _____
 Concentration(s) _____ Concentration(s) Banner Code(s) _____
 Proposal **Revise program**

Description of proposal:

Combined degree bachelor's/master's request. Current undergraduate business programs have 120 hours and the Master's of Business Administration program is 37 hours; together they are 157.

Does proposed revision change program's total credit hours? Yes No

Current total credit hours: **157** Proposed total credit hours **157**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need; audience; prerequisites; teacher education licensure):

There is no impact on other programs.

Units consulted (other departments, programs or campuses affected by this proposal):

The MBA Subcommittee and the COBA Graduate Council have approved this combined program.

REQUIRED ENDORSEMENTS

Felix Offordie (CD) 12.18.19
 Department Chair / School Director

 Campus Dean (for Regional Campuses proposals) / /

Cathy L. QuBar 12.18.19
 College Dean (or designee)

 Dean of Graduate Studies (for graduate proposals) / /

 Provost (or designee) / /



**Department of
Higher Education**

Mike DeWine, Governor
Randy Gardner, Chancellor

Combined Bachelor's/Master's Degree Program Request Form

Date of submission: 12/18/2019

Name of institution: Kent State University

Primary institutional contact for the request

Name: Therese E. Tillett

Title: Associate Vice President, Curriculum Planning and Administration
Office of the Provost

Phone: 330-672-8558

E-mail: ttillet1@kent.edu

Name of bachelor's degree program: BBA in Business Administration

Name of master's degree program: MBA in Business Administration

Proposed implementation date: Fall 2020

1. Identify the total number of credit hours in the undergraduate and master's programs combined.

The BBA requires 120 credit hours and the MBA program requires 37 credit hours.

The total credit hours are 157 for the two programs combined.

2. Describe how the university will ensure that students meet the expected baccalaureate program outcomes before the bachelor's degree is awarded.

The students will only begin taking graduate classes when they have successfully completed the core requirements for the BBA. Students will take 2-credit 60000 level courses that will be used as business electives in the undergraduate program.

3. Describe how students are informed of this combined degree program. Include in the answer how students are advised regarding opportunities and challenges associated with the option.

The students will be informed by several means: discussions during undergraduate advising, and graduate office outreach by email to eligible candidates.

4. Describe the options available for students who wish to leave the program with a bachelor's degree before finishing the graduate-level work.

Students can stop taking courses after the BBA is completed but have six years to complete the MBA. Those who stop out will be contacted by the Graduate Programs Office to advise them to submit a Leave of Absence form for one year if they plan to continue after taking a break for work or personal reasons.

5. Describe how the institution ensures that students will pay undergraduate tuition throughout the completion of the undergraduate degree.

Per [Kent State policy](#), students in a combined bachelor's/master's degree program are classified as undergraduate until the bachelor's degree is awarded. Kent State's tuition rate is assigned to the student's level, and not at the course level. Therefore, undergraduate students taking graduate courses will be charged the undergraduate tuition rate.

Attach to this document a listing of the graduate courses in the master's degree program that will apply toward the bachelor's degree program and explain the requirements they will satisfy in the bachelor's degree.

Kent State University agrees to monitor the success of the program and will submit an annual report to Ohio Department of Higher Education on the scope of the program and student success.

Kent State University verifies that the information in this request is truthful and accurate.

Respectfully,

Signed after the request goes to EPC

Melody J. Tankersley, Ph.D.
Senior Vice President for Academic Affairs and Provost (Interim)
Kent State University

FULL-TIME MBA PROGRAM REQUIREMENTS

FOR: _____

ID #: _____

I. Background Information

a. Student's prior college/university experience(s):

Undergraduate degree & major: _____ College/University: _____

Graduate degree & field: _____ College/University: _____

b. If a business undergraduate major, is program AACSB-accredited? Yes No

c. Webinar areas:

Accounting Spreadsheets Finance

Statistics/Probability Economics

II. Required Courses

	Hours	Waived	Grade	Term
Accounting:				
ACCT 63037 Financial Accounting for Decision Making	2	_____	_____	_____
ACCT 63038 Managerial Accounting for Decision Making	2	_____	_____	_____
Computer Systems:				
MIS 64042 Global Technology Strategy	2	_____	_____	_____
Economics:				
ECON 62021 Global Conditions and Macroeconomics Policy	2	_____	_____	_____
ECON 62022 Managerial Economics	2	_____	_____	_____
Finance:				
FIN 66060 Managerial Finance	2	_____	_____	_____
Human Resources Management:				
MIS 64271 Human Resources Management	2	_____	_____	_____
Leadership:				
MIS 64158 Leadership and Managerial Assessment	2	_____	_____	_____
Marketing:				
MKTG 65051 Marketing Management	2	_____	_____	_____
Operations:				
MIS 64041 Operations, Services, and Supply Chain Management	2	_____	_____	_____
Statistics:				
MIS 64005 Analytics for Decision Making	2	_____	_____	_____
Law:				
FIN 66050 Law and Ethics	2	_____	_____	_____
Subtotal, Required Classes				24

III. Capstone Course

	Hours	Term Taken	Grade
MIS 64185 Business Strategy	3		

IV. Professional Development

	Hours	Term Taken	Grade
BAD 68051 Professional Development	1		

V. Electives

Students may pursue an optional concentration. A concentration will consist of a minimum of 9 credit hours in a particular area.

Course #	Course Title	Hours	Term Taken	Grade
		3		
		3		
		3		

FULL-TIME MBA PROGRAM SUMMARY

Total Program: 37 Credit Hours
With Waivers: 30 Credit Hour minimum

Required Courses (24 hours)	<u>24</u>	Course waivers are permitted
Capstone Course (3 hours)	<u>3</u>	
Professional Development (1 hour)	<u>1</u>	9 credit hours must be in one area for a concentration
Other Electives	<u>9</u>	
TOTAL MBA PROGRAM	<u>37</u>	

Signature:

GPO Advisor: _____

Date: _____

Student: _____ Banner: _____

TILLET, THERESE

From: DECHENAUX, EMMANUEL
Sent: Tuesday, January 21, 2020 12:44 PM
To: TILLET, THERESE
Cc: Dubois, Cathy
Subject: FW: combined BBA/MBA - double-counting credits

Hi Therese,

I write on behalf of Cathy Dubois. Please see Louise Ditchey's email below. It should be 9 hours, not 6 hours.

Thank you,
Emmanuel

Emmanuel Dechenaux
Interim Associate Dean
College of Business Administration
Kent State University
Kent, OH 44242
Phone: 330-672-1106
Website: <http://www.personal.kent.edu/~edeचना/>

From: DITCHEY, LOUISE <lditchey@kent.edu>
Sent: Tuesday, January 21, 2020 12:31 PM
To: DECHENAUX, EMMANUEL <edeचना@kent.edu>
Cc: Dubois, Cathy <cdubois@kent.edu>
Subject: RE: combined BBA/MBA - double-counting credits

Emmanuel,
I may have had a typo on the application. It should be 9 hours.
Louise

-

From: DECHENAUX, EMMANUEL <edeचना@kent.edu>
Sent: Tuesday, January 21, 2020 9:12 AM
To: DITCHEY, LOUISE <lditchey@kent.edu>
Cc: Dubois, Cathy <cdubois@kent.edu>
Subject: FW: combined BBA/MBA - double-counting credits

Hi Louise:

Please see below. Let me know what to tell Therese.

Thank you,

Emmanuel

From: Offodile, Felix <foffodil@kent.edu>
Sent: Tuesday, January 21, 2020 9:09 AM
To: DECHENAUX, EMMANUEL <edechedna@kent.edu>
Subject: FW: combined BBA/MBA - double-counting credits

fYe.

From: TILLET, THERESE <ttillet1@kent.edu>
Sent: Friday, January 17, 2020 5:02 PM
To: Offodile, Felix <foffodil@kent.edu>
Cc: Dubois, Cathy <cdubois@kent.edu>
Subject: combined BBA/MBA - double-counting credits

Hello, Felix,

I received the proposal to seek state approval for a combined B.B.A./M.B.A. degree that double counts 6 graduate credit hours toward both degrees.

Since we are allowed to double count a maximum 9 credit hours, I just wanted to confirm that you want to want to double count a maximum 6 credit hours, correct?

Thanks!
Therese

Therese E. Tillett
Associate Vice President for Curriculum Planning and Administration
Office of the Provost
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