

# MBA Roadmap

## PROGRAM REQUIREMENTS

### 1 MBA Core Courses

Enroll in core courses that were not waived:

- BA 650.– Financial Reporting and Analysis I
- BA 651 – Organizational Behavior
- BA 652 – Statistical Analysis
- BA 653 – Managerial Economics
- BA 655 – Marketing
- BA 662 – Operations Management
- BA 665 – Financial Management I

### 2 Themes

Enroll in ONE of the following courses to satisfy the Corporate Responsibilities theme requirement:

- ACCTG 681 – Sem in Regulatory and Mgt Controls
- FIN 604 – Legal Environment for Executives
- IDS 755 – Information Systems Security Management
- MGT 722 – Sem in Business Ethics & Social Institutions
- MGT 746 – Sem in Corporate Governance

Enroll in ONE of the following courses to satisfy the Management of Technology theme requirement:

- IDS 688 – Information Systems in Organizations
- IDS 691 – Decision Support Systems

### 3 Electives

Complete 6 elective classes (7 electives if all core course requirements were waived)

### 4 BA 795 – Integrative Business Analysis or Thesis

## PROCEDURAL STEPS

→ After being notified that you are admitted to the MBA program at SDSU, notify SDSU that you intend to attend and complete the online waiver request form to indicate which core course you believe should be waived.

→ Take MBA core course challenge exams (optional)

→ Attend advising workshop for advice on selecting courses to satisfy the theme course requirements, selecting electives, and drafting a Program of Study.

→ If you plan to select an MBA specialization, review the appropriate advising worksheet, available on the College of Business Administration's web site.

→ Attend an advising workshop on selecting electives, pursuing a specialization, and updating the draft of your Program of Study

→ File an Official Program of Study at least one semester in advance of when you plan to graduate. This process begins by forwarding a draft of your Program of Study to the Graduate Business Programs Office. The process is completed after you are advanced to candidacy by the Division of Graduate Affairs.

→ File a Request to Enroll in BA 795 one semester in advance.

→ Apply to graduate by the application deadline which is approximately the second week of the semester in which you plan to graduate.

→ Commencement

## Details

### **Waiving Core Course Requirements**

The MBA degree requires students without a background in business to complete a 48-unit (16 classes) program of study, consisting of 21 units in core courses and 27 units in advanced courses. However, the Graduate Business Programs Office may waive the requirement to complete one or more core courses if you have completed an equivalent course within the past 5 years at an institution accredited by the Association to Advance Collegiate Schools of Business (AACSB) and you earned a grade of B or higher in that course. If a core course requirement was not waived because an equivalent course was taken more than 5 years ago, it was taken at a non-AACSB institution, or you received a grade lower than 'B', you may demonstrate competency in the area by passing a challenge exam. Challenge exams must be completed no later than your first semester in the MBA program.

### **Advising Workshops**

The Director of Graduate Business Programs conducts advising workshops a few weeks prior to class registration periods. Two workshops are conducted. The first focuses on theme course requirements, selecting a specialization, and drafting a preliminary program of study. You should attend this workshop in the semester in which you are completing the core courses. The second workshop focuses on developing the official program of study and should be attended in your next-to-last semester.

### **Program of Study**

All graduate students must file an official program of study (POS). This is your contract with the university and specifies the courses you need to complete for the graduate degree. Worksheets to help you develop a POS are available on the College of Business Administration web site. You can also seek advice from faculty advisors and Graduate Business Programs staff. Drafting a POS as early as possible will help you align coursework to career goals. When you are ready to file your POS with the university, forward your POS draft to the Graduate Business Programs office. We will review the POS to ensure that it satisfies all the degree requirements, then file it with the university. The POS becomes 'official' once the Division of Graduate Affairs grants its approval. You cannot enroll

in BA 795 nor apply to graduate unless you have an approved POS on file. You have seven years to complete your program of study.

### **BA 795 Reservation**

A thesis or BA 795, Integrative Business Analysis, is required to satisfy the MBA culminating experience requirement. Since BA 795 involves student teams performing consulting projects for actual clients, significant advance planning is required. We ask that you make a reservation for BA 795 one semester in advance (by approximately the 5<sup>th</sup> week of that semester). Reminders to send the Graduate Business Programs Office a completed reservation form are sent to students we believe are ready to enroll in BA 795. The reservation form will be attached to these messages and is also available on our web site.

### **Applying to Graduate**

You must file an application to graduate. See the university calendar for the deadline, which is approximately the second week of the semester in which you plan to graduate. The application form is available at Graduate Affairs (SSE 1410).

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