

UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE  
REQUEST FOR DECISION

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**PRESENTED BY:** Terry Wotherspoon; Chair, Academic Programs Committee

**DATE OF MEETING:** March 15, 2018

**SUBJECT:** **Changes to Admissions Requirements for the Master of Business Administration (M.B.A.) program**

**DECISION REQUESTED:** *It is recommended:*

*That Council approve the proposed changes to the admissions qualifications for the Master of Business Administration (M.B.A.) program, effective September 2018*

**PURPOSE:**  
Changes to admissions qualifications require approval by University Council.

**CONTEXT AND BACKGROUND:**

Changes are being requested to the admission qualifications for the MBA program. Currently the admissions qualifications outline a minimum IELTS score, but the academic unit would rather rely on the minimum language proficiency requirements detailed by the College of Graduate and Postdoctoral Studies in the English Proficiency Policy, which are an acceptable standard for the MBA program. Additional changes include the removal of the requirement that an applicant's undergraduate training be in an academic discipline relevant to the proposed field of study, as the MBA is a general business degree that is designed to allow students from all academic backgrounds to develop business skills. There is also a change to the number of academic reference letters required by an applicant.

**FURTHER ACTION REQUIRED:**

University Senate will be asked to confirm this decision at their April 2018 meeting.

**ATTACHMENTS:**

1. Request for Change to Admission Requirements for the MBA program

# Memorandum

**To:** Terry Wotherspoon, Chair, Academic Programs Committee of University Council

**CC:** Noreen Mahoney, Associate Dean, Edwards School of Business

**From:** Office of the Associate Dean, College of Graduate and Postdoctoral Studies (CGPS)

**Date:** February 21, 2018

**Re:** Amendments to the Master of Business Administration (M.B.A.) admission requirements

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In the fall of 2017, CGPS discovered anomalies with the approved M.B.A. admission requirements in comparison to the requirements posted in the Course and Program Catalogue. While it is not clear how the error occurred, such an error could not occur with current governance processes. The error correction was posted in the October 2017, University Course Challenge.

When the error was found, the M.B.A. Program Committee in the Edwards School of Business conducted a review of the admission requirements, and subsequently determined that the English proficiency scores should be in alignment with the CGPS standards. Additional minor changes have been proposed as well.

The correct, approved admission requirements will be published in the Course and Program Catalogue when it is released in March 2018.

We are seeking to have the proposed admission requirements being presented now to be approved to be published in the 2019-2020 Course and Program Catalogue.

Please note that consultation with the registrar was not required as the change would not impact the student information system.

Attached please find:

- A copy of the memo from the Executive Committee of CGPS recommending the proposal
- A copy of the memo from the Graduate Programs Committee of CGPS recommending the proposal
- The recommendation from the Edwards School of Business including a marked up catalogue description identifying the proposed changes

If you have any questions, please contact [Kelly.clement@usask.ca](mailto:Kelly.clement@usask.ca) (306-966-2229).

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## Memorandum

**To:** Dr. Terry Wotherspoon, Chair, APC (of University Council)

**Copies:** Dr. Noreen Mahoney, Assoc. Dean, Students and Degree Programs, ESB  
Dr. B. Eglington, Chair, GPC, CGPS

**From:** Trever Crowe, Chair, Executive Committee CGPS

**Date:** February 21, 2018

**Re:** MBA Program Changes

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On February 21, 2018, the Executive Committee of CGPS (EC) reviewed the following from the Graduate Programs Committee of CGPS:

At the February 13, 2018, meeting of the Graduate Programs Committee (GPC), the committee considered an updated and clarified proposal to revise the admission requirements to the Master of Business Administration program. The current requirements listed in the online Catalog do not include revisions that were approved through Course Challenge last fall. Thus, the current requirements, as they are listed in the submission to the Executive Committee, will not match the online version. Effectively, the Executive Committee is being asked to consider revisions to the revised version. This includes alignment of the English proficiency with CGPS standards, along with some other minor amendments.

*The GPC passed the following motion: "To recommend approval of the revised admission requirements for the Master of Business Administration program". Simonson/Green*

**A member of the CGPS Executive Committee (EC) asked why removal of the work experience piece was removed.** *The general discussion within the Graduate Programs Committee was that there is a degree of experience required; but no real relevance to the MBA is necessary, and the change provides some additional flexibility.*

***Eglington/McIntyre moved to recommend approval of the revised admission requirements for the Master of Business Administration program. – ALL IN FAVOUR; CARRIED***

If you have any questions or concerns regarding the recommended please contact [lori.lisitza@usask.ca](mailto:lori.lisitza@usask.ca) on behalf of the Executive Committee.

/lal

**Memorandum**

**To:** Executive Committee of CGPS

**From:** Graduate Programs Committee of CGPS

**Date:** February 14, 2018

**Re:** Revise Master of Business Administration (MBA) admission requirements

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At the February 13, 2018, meeting of the Graduate Programs Committee (GPC), the committee considered an updated and clarified proposal to revise the admission requirements to the Master of Business Administration program. The revised proposal included language to clarify that a correction had gone through University Course Challenge in October 2017. As the course and program catalogue is published only once per year (in March), the approved requirements are not reflected in the catalogue at the time of this writing. (The requirements indicated in the proposal are correct.)

The MBA committee in the Edwards School of Business reviewed the admission requirements, and they determined that they would like to align the English proficiency requirement with CGPS standards, along with some other minor amendments. The GPC recommends that the Executive Committee support the revised admission requirements for the MBA program, and the following motion was passed unanimously:

*To recommend approval of the revised admission requirements for the Master of Business Administration program. Simonson/Green CARRIED*

If you have any questions, please contact Kelly Clement at [kelly.clement@usask.ca](mailto:kelly.clement@usask.ca) or 306-966-2229.

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**EDWARDS**  
SCHOOL OF BUSINESS  
UNIVERSITY OF SASKATCHEWAN

The Edwards School of Business develops business professionals to build nations.

## MEMORANDUM

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**TO:** Graduate programs Committee

**FROM:** Noreen Mahoney,  
Associate Dean, Students and Degree Programs  
Edwards School of Business

**DATE:** February 7, 2018

**RE:** MBA Program Changes

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In the fall of 2017, the College of Graduate and Postdoctoral Studies found anomalies in the posted admission requirements for the MBA program in comparison to the admission requirements that had been duly approved. In consultation with the University Registrar's Office and the University Secretary's Office, a correction was posted to University Course Challenge to correct errors. In addition to correcting the errors, the common equivalent standardized English proficiency test scores were introduced.

The Edwards MBA Committee conducted a review of the admission requirements, and requests the Graduate Programs Committee approve the following changes:

### **Minimum admission requirements for the Edwards MBA**

#### **Current Admission Requirements (per the correction approved in the October 2017 University Course Challenge) :**

- minimum score of 500 Graduate Management Admission Test (GMAT)
- minimum 600 TOEFL score paper-based; 250 computer-based; 100 internet-based test; IELTS – score of 7.0 required
- a four-year degree, or equivalent, from a recognized college or university in an academic discipline relevant to the proposed field of study
- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)
- three confidential letters of recommendation (two academic and one professional)
- current resume detailing positions held and a description of responsibilities demonstrating 3 years work experience
- applicants will participate in an interview with the M.B.A. selection committee

### **Proposed Admission Requirements**

- minimum score of 500 Graduate Management Admission Test (GMAT)
- ~~minimum 600 TOEFL score paper-based; 250 computer-based; 100 internet-based test; IELTS—score of 7.0 required~~
- Language Proficiency Requirements: Proof of English proficiency may be required for international applicants and for applicants whose first language is not English. See the College of Graduate and Postdoctoral Studies Academic Information and Policies in this Catalogue for more information.
- a four-year degree, or equivalent, from a recognized college or university ~~in an academic discipline relevant to the proposed field of study~~
- a cumulative weighted average of at least a 70% (U of S grade system equivalent) in the last two years of study (i.e. 60 credit units)
- three confidential letters of recommendation ~~(two academic and one professional)~~ (minimum one academic)
- current resume detailing positions held and a description of responsibilities ~~demonstrating 3 years work experience~~
- applicants will participate in an interview with the M.B.A. selection committee

#### Rationale:

- The minimum language proficiency requirements as detailed by the CGPS are an acceptable standard for the MBA program.
- There is no need to specify “academic discipline relevant to the proposed field of study”. The MBA is a general business degree designed to allow students from all academic backgrounds to develop business skills. This statement does not apply and has not been a factor in admission decisions.
- For a professional master program, requiring professional references is as valid as an academic reference. The requirement for two academic references can sometimes be a barrier for students who have been away from the academic environment for several years.