

Online Executive MBA

Graduate Student Handbook

University of Nevada, Reno

[EMBA Website](#)¹

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¹ <https://www.unr.edu/business/degree-programs/business-administration/emba>

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Online Executive MBA

The Executive MBA (EMBA) program provides an opportunity for mid-career executives and experienced professionals to obtain a master's degree in Business Administration on a schedule that minimizes disruption of work and personal obligations.

The program offers an integrated blend of theory and practice and provides a general management emphasis suited to the needs of mid-career executives and experienced professionals. It integrates professional experiences with graduate-level academic management curriculum. It familiarizes students with cutting-edge issues of disciplines in business that encompass management science for managerial decision making. It crystallizes the philosophy and capabilities of experienced professionals and, thus, fosters their professional growth. The courses of the program are sequenced to assure continuity in learning. The functionally integrated curriculum provides opportunity for gaining cross-functional skills and knowledge.

The program includes a cohort online class structure that offers a lockstep, planned curriculum for mid-career executives. The students of each cohort begin the program at the same point, move through the curriculum together, and complete the degree requirements for graduation at the same time. Executive MBA students are required to complete their degrees in two years. During that period, they gain a wide range of new skills and sharpen their analytical abilities by combining coursework with day-to-day professional experience. A unique aspect of the proposed EMBA program is the collective professional experience of its participants, which greatly enriches the educational environment. EMBA students possess several years of significant, post-baccalaureate professional experience. Most students continue to work full-time while enrolled in the program.

Student Learning Outcomes

The EMBA program will teach executive leadership by integration of knowledge, skills, and experience. The EMBA program is oriented towards managerial skills in problem identification and analysis, and application of managerial skills to discovery of alternative solutions. The program encourages application of theoretical solutions to real world business problems. The objectives of the program are for the graduates to lead organizations; apply knowledge in new and unfamiliar circumstances through a conceptual understanding of relevant disciplines; and to adapt and innovate, solve problems, cope with unforeseen events, and manage in unpredictable environments.

Specifically, the learning objectives and outcomes of the program are the following:

- The ability to use evidence-based reasoning to understand, manage, and lead complex organizations.
- Development of skills that facilitate problem solving in a complex and dynamic environment.
- The ability to integrate qualitative and quantitative information into the decision making process.

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[Department website](#)²
[Program website](#)³

Admission Requirements

The EMBA program is open to those who hold a bachelor's degree from an accredited four-year institution. Any undergraduate major is acceptable. In addition the following are the minimum standards required for admission to the EMBA in the College of Business:

1. The applicant must have an overall grade-point average (GPA) of at least 2.75 on a 4.0 scale.
2. The applicant must have five or more years of professional work experience beyond undergraduate studies.
3. Applicants must submit results for the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE). Exceptions to this are only granted if the applicant has completed an accredited graduate degree (Master's, Ph.D.) or professional degree (JD, MD, DVM, etc.).
4. International students must have a minimum TOEFL score of 550 or above (paper-based test) or 79 or above (internet based TOEFL). For IELTS, you must have a score of 6.5 or above. The TOEFL is waived for students who have completed degree programs conducted in English in the U.S., Canada, the U.K., Australia or New Zealand.

The primary concern for admission is a candidate's fitness for graduate study and promise of effective business performance. A judgment of these qualities is made from the following information:

- Undergraduate record
- Results of the GMAT or GRE
- Letters of recommendation
- Written personal statement indicating the candidate's educational and career objectives
- Applicant's resume detailing professional experience

Applicants will be expected to demonstrate proficiency in oral and written communication in English. To fulfill the written communication requirement, applicants must submit a written statement indicating their educational and career objectives, along with other writing samples the applicant may wish to have considered.

Information Technology Requirements

Given the importance of information technology in delivery of courses of the online EMBA program, successful applicants should:

- Be proficient operating in a conversant online environment (e.g. a current and active LinkedIn profile).
- Have access to computer technologies that will allow them to interact with others online (e.g. webcam and microphone).
- Be proficient with MS Excel, PowerPoint, and other MS Office or related business productivity software packages.

² <https://www.unr.edu/business>

³ <https://www.unr.edu/business/degree-programs/business-administration/emba>

Application Process

To apply to the EMBA program, submit the following to the UNR Graduate School through the application portal:

1. A completed online Application for Admission
2. Official transcripts from each college or university where work has been completed
3. The official report of the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE)
4. A current detailed resume
5. A two-page personal statement indicating the applicant's educational and career objectives, and
6. Two letters of recommendation on company or department letterhead

Application Period

All admission applications and credentials must be received on or before June 1 to be considered for the fall semester. Applications received earlier than June 1 may be reviewed and accepted before the deadline. The EMBA Admissions Committee reviews all applications and makes admissions decisions.

Degree Requirements

The program includes a cohort of 12 online courses in a lockstep, planned curriculum for a total of 36 units. The students of each cohort begin the program at the same point, move through the curriculum together, and complete the degree requirements for graduation at the same time in 2 years.

Core Courses (21 units)

- BADM 700 - Statistics for Decision Making (3 units)
- BADM 701 - Production / Operations Management (3 units)
- BADM 710 - Financial Reporting and Analysis (3 units)
- BADM 720 - Management and Organizational Science (3 units)
- BADM 730 - Economics of the Firm (3 units)
- BADM 741 - Financial Management (3 units)
- BADM 760 - Marketing Management (3 units)

Breadth Courses (15 units)

- BADM 711 - Seminar in Managerial Accounting (3 units)
- BADM 726 - Personal Branding (3 units)
- BADM 728 - Managing Organizations in a Global Economy (3 units)
- BADM 750 - Information and Communications Technology in Organizations (3 units)
- BADM 781 - Strategic Management for Executives (3 units)

Graduate School Academic Requirements

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0, they are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

Probation: students whose cumulative graduate GPA falls between 2.31 and 2.99 are automatically placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from their graduate program. These, dissertation, S/U graded credits, and transfer credits have no impact on a student's GPA.

Dismissal: students whose cumulative graduate GPA is 2.30 or lower are dismissed. Dismissed students are no longer enrolled in their graduate program but may take graduate-level courses as a Grad Special. Dismissed students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0, and then re-apply to their graduate program. Any courses taken in an effort to raise their GPA will be included in the graduate special/transfer limitation (9 credits for master's degrees).

Please refer to Nevada System of Higher Education CODE on Student Program Dismissal Procedures (SPDP) and review conference policies: (NSHE CODE, Chapter 11, Sections 1-3). If program dismissal is based upon failure to maintain required grades or a required GPA as described above, SPDP does not apply and the student may be summarily dismissed from the graduate program.

Transfer Credits

The online Executive MBA program is a lockstep program that does not allow transfer credits.

Timeframe

The online Executive MBA program is a lockstep program that is designed to be completed in 2 years. All coursework must be completed within six years preceding the awarding of the degree. (See Leave of Absence for more details.)

Recommended Schedule

First Year

Fall

- BADM 710 - Financial Reporting and Analysis (3 units)
- BADM 720 - Management and Organizational Science (3 units)

Spring

- BADM 700 - Statistics for Decision Making (3 units)
- BADM 760 - Marketing Management (3 units)

Summer

- BADM 730 - Economics of the Firm (3 units)
- BADM 741 - Financial Management (3 units)

Second Year

Fall

- BADM 701 - Production / Operations Management (3 units)
- BADM 728 - Managing Organizations in a Global Economy (3 units)

Spring

- BADM 750 - Information and Communications Technology in Organizations (3 units)
- BADM 781 - Strategic Management for Executives (3 units)

Summer

- BADM 711 - Seminar in Managerial Accounting (3 units)
- BADM 726 - Personal Branding (3 units)

Tuition

Tuition for the EMBA program is \$30,000, payable in installments of \$5,000 each semester. Tuition is the same for in-state and out-of-state residents. Due to the nature of the online program, Graduate Assistantships are not available for the EMBA program.

Health Insurance

Students enrolled in the EMBA program are ineligible for UNR student health insurance.

Leave of Absence

Continuous Enrollment

To maintain “good standing” all graduate students are required to enroll in a minimum of three (3) graduate credits each fall and spring semester until they graduate.

Leave of Absence

Students in good standing may request a leave of absence by completing a [Leave of Absence form](#)⁴ during which time they are not required to maintain continuous registration. Usually, a leave of absence is approved for one or two semesters. The leave of absence request may be extended by the student filing an additional leave of absence form. Students applying for a leave of absence should not have any “incomplete” grades which could be changed to “F” and have a detrimental impact on their cumulative GPA. Requests for leave of absences must be received by the Graduate School no later than the last day of enrollment for the semester the leave is to begin.

Reinstatement

When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the [Reinstatement Form](#)⁵. This form allowed the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Graduate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.

Students who take a leave of absence from the EMBA will resume coursework in sequence with a different cohort. Students who are reinstated will pay the current rate of tuition and not the rate of tuition that was paid when the program was started.

Graduate Student Association

The Graduate Student Association ([GSA Website](#)⁶) represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student Services and reports to the

⁴ https://www.unr.edu/Documents/graduate-school/leaveofabsencer_9.23-1.pdf

⁵ <https://www.unr.edu/Documents/graduate-school/Notice-of-Reinstatement-Graduate-Standing.pdf>

⁶ <https://www.unr.edu/gsa/>

President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees.

Graduate School Forms

The following forms are required to be submitted to the graduate school with deadlines specified. Note: all links are subject to change. Please refer to the [Graduate School Website](#)⁷ for up to date information.

The EMBA Coordinator will complete and submit the following forms on behalf of the student:

- [Program of Study Form](#)⁸
- [Master's Notice of Completion Form](#)⁹

Executive MBA students must complete the following forms:

- Graduation Application – Found by following the steps on the [MyNEVADA Graduation Help Website](#)¹⁰. Must be submitted to the graduate school several weeks in advance. Check website for exact dates.
- [Exit Survey Form](#)¹¹

The [Declaration of Advisor/Major Advisor/Committee Chair Form](#)¹² is not required by the Executive MBA program.

Please refer to the [Forms and Deadlines Website](#)¹³ for all forms available from The Graduate School.

The latest version of this handbook can be found at the [Executive MBA Website](#)¹⁴.

⁷ <https://www.unr.edu/grad/forms-and-deadlines>

⁸ <https://www.unr.edu/Documents/graduate-school/program-of-study.pdf>

⁹ <https://www.unr.edu/Documents/graduate-school/notice-of-completion-master-degree-updated.pdf>

¹⁰ <https://www.unr.edu/mynevadahelp/studentcenter/academicprogress/graduationapplication>

¹¹ <https://www.unr.edu/grad/forms-and-deadlines/exit-survey>

¹² <https://www.unr.edu/Documents/graduate-school/Declaration-of-Advisor.pdf>

¹³ <https://www.unr.edu/grad/forms-and-deadlines>

¹⁴ <https://www.unr.edu/degrees/emba>