

Marquette University

Trinity Fellows Program

To: Trinity Fellows Program –MBA applicants

From: Carole Ferrara, Trinity Fellows Program Coordinator

Subject: Important Notice
MBA Foundation Courses - issues for Trinity Fellows Program candidates

Thank you for your interest in the Trinity Fellows Program. Our program has a two-step application process; you must apply to both the Marquette University Graduate School – MBA program, and to the Trinity Fellows Program. If admitted to the MBA program, you may be notified that you are required to take one or more **foundation course**. Foundation courses are fully described in the Graduate School of Management - Business Administration section of the Marquette University Graduate Bulletin. Please note the following issues and options regarding MBA foundation courses for Trinity Fellows Program applicants:

MBA Foundation Course Issues

- The Trinity Fellows Program tuition scholarship covers 9 credits per semester (full-time graduate study), but **does not cover** MBA foundation courses.
- Trinity Fellows are required to complete their Master's program in two academic years. **If you need to take more than two foundation courses**, it is unlikely that you will complete your MBA-Trinity program requirements in two years. For this reason, MBA applicants who are required to take more than 2 foundation courses will not be considered for a fellowship.

Options:

- Pre-evaluation: Prior to applying, you may contact Cheryl Nelson, graduate student advisor for the College of Business Administration, to get pre-evaluated. Ms. Nelson will advise you regarding the foundation courses you'll probably be required to take, should you be admitted to the MBA program. She can be reached at cheryl.nelson@marquette.edu.
- Plan ahead – complete foundation courses prior to applying to Trinity. Consider completing foundation courses prior to applying to the Trinity Fellows Program. If you apply and are admitted to the Marquette University MBA program, you'll be notified immediately regarding foundation course requirements. You may defer enrollment for one year, complete the foundation courses, and apply the following year for a Trinity fellowship. Enrolling in one's hometown institution offers convenience and affordability. **Cheryl Nelson must review the course description(s)** and approve this option.
- If planning one year ahead is not a viable option: Should you be admitted to the College of Business Administration and required to take more than 2 foundation courses, you must be prepared to complete the number of foundation courses exceeding the limit prior to the beginning of the fellowship. After consulting with Cheryl Nelson, you must submit your intention to the Trinity Fellows Program in writing. Contact carole.ferrara@marquette.edu for further guidance on this option.
- Waiver Exam: You may opt to take a waiver exam in order to test out of a foundation course requirement. Contact Cheryl Nelson for more information.
- If you wish to contest any of the MBA foundation courses that you are required to take, contact Cheryl Nelson.

I'd like to have the opportunity to discuss these issues and options with you. Feel free to contact me at carole.ferrara@marquette.edu or 414-288-5861.