1. **Who is Suffolk University?**

   Founded in 1906, Suffolk University is a four-year private university located in downtown Boston. The University offers more than 50 graduate programs and more than 70 undergraduate programs through its College of Arts & Sciences, Sawyer Business School, and Law School.

   The *Executive MBA Program* was founded in 1975. It is the flagship graduate business program of the Sawyer Business School.

   For more than 100 years, the University has inspired academic excellence and emphasized learning in a community rich in cultural diversity. The University’s mission is to provide a challenging yet supportive environment, an excellent education at a reasonable cost, and an experience to last a lifetime.

   Suffolk University is fully accredited by AACSB International – the Association to Advance Collegiate Schools of Business, the National Association of Schools of Public Affairs and Administration (NASPAA), the New England Association of Schools and Colleges (NEASC), is certified to operate in Virginia by the State Council for Higher Education in Virginia, and is a member of the Executive MBA Council.

   Suffolk University has been included in the 2011 list of “Military Friendly Schools” by *G.I. Jobs* magazine. This publication recognizes those colleges and universities that are doing the most to welcome military personnel and veterans.

2. **What’s the difference between an Executive MBA and a traditional MBA?**

   Please see the navigation button that appears elsewhere in the Capital Region Cohort menu on this page that specifically addresses this question.

3. **How long is the program; when will I finish?**

   The program is approximately 21 months from start to finish. The cohort starting the program in January, 2011 will finish in August, 2012.

4. **Is the GMAT or another admissions test required?**

   Neither the GMAT nor any other admissions test is required.

5. **What are the admissions requirements?**

   Executive MBAs applicants for the Capital Region Cohort will be admitted in January. The application deadline is December 17th, but may be extended if conditions warrant. Classes start January 22, 2011.

   Applicants to the Executive MBA Program must have demonstrated leadership or professional experience and exhibit achievement both academically and professionally. Applicants to the program should hold a bachelor’s degree from an accredited college or university.
Admission to the Executive MBA Program is competitive. Suffolk admits 15-25 students per incoming cohort to ensure classes are kept to a moderate size, resulting in a personalized learning experience. Applications are evaluated by the Graduate Admissions Committee which relies on a variety of factors to determine a candidate’s potential for success in the program. The committee devotes extensive and individualized attention to every application, and each candidate is viewed within the context of what he or she has to gain from and offer to the program.

6. What is the application process?

The following documentation is required:

- Completed application form with a $50 non-refundable application fee. To apply online or to download an application, click here
- Detailed resume describing employment history; listing dates, responsibilities, and duties of all positions held, as well as academic institutions attended, and any pertinent leadership or professional recognition awards.
- Official transcripts from all undergraduate and graduate schools attended
- Two letters of recommendation: letters from past and present business and professional colleagues are most appropriate
- Statement of professional goals and how pursuing an Executive MBA Program will help achieve those goals
- After submitting the materials listed above, candidates for admission will be contacted to schedule an interview

On Campus Interview
A one-hour interview with the Executive MBA Selection Committee is required for each candidate. The Executive MBA Selection Committee consists of the Director of the Executive MBA Program, a Faculty member, and an Executive MBA alumnus or alumna. You will be contacted to set up an on-site interview in Arlington once your application and corresponding credentials are received.

Admissions Decision
Once the interview process is completed, the Executive MBA Selection Committee will make its decision. Upon acceptance, each participant is required to submit a non-refundable tuition deposit of $1,500 in order to secure a place in the entering class. This deposit will be credited toward your tuition.

7. What is the tuition and what does it include?

Current tuition is $1,551 per credit and includes all books and other course materials, meals and break refreshments during class sessions, as well as the cost of transportation to offsite seminars and business class hotel accommodations.

Suffolk participates in the Post 9/11 GI Bill Yellow Ribbon Program and will contribute up to $25,000 per year, to be matched by Federal funds, towards your education, depending on your eligibility for this supplement. Please see your base education services office or counselor for all options regarding graduate program tuition payment.
In addition, the Suffolk Executive MBA Program also offers Great Leaders Professional Recognition Awards to qualified applicants. These awards range from $4,500 to $18,000 for the 21 months of the program. Please contact us at 1-888-544-8648 about eligibility for these awards.

Financial aid through Suffolk University is also available to qualified applicants. Please contact the university financial aid office at 617-573-8470 for further information.

8. Do you have staff that can assist me in determining my tuition or VA benefits?

Suffolk University does not have a Veteran’s Agent on site. We suggest contacting your base education office, or the Veteran’s Administration, for answers to questions relating to tuition and Veteran’s benefits.

9. What are the “Seminars” that I see on your Academic Calendar?

Our Executive MBA experiential seminars advance your learning within our executive framework. These experiences are an invaluable part of our rigorous curriculum designed to promote experiential learning, integrated thinking, and global leadership.

- **Executive Management Seminar**: This introductory seminar focuses on ethics and social responsibility. An engaging simulation emphasizes interpersonal dynamics related to departmental interdependencies, power relationships, and judgment.

- **Leadership and Teambuilding Seminar**: This five-day seminar develops organizational leadership skills at multiple levels through classroom activities and a physical challenge. The experience illuminates how you function in a group dynamic, meet challenges, handle risk, and adapt to change.

- **Washington Policy Seminar**: Conducted in Washington, DC, this seminar provides firsthand exposure to public and economic policy and their impact on business strategy. You will meet and learn from key members of Congress, the Administration, federal agencies, lobbyists, and the media.

- **Global Business Seminar**: In this weeklong seminar conducted abroad, you will explore economic, political, and cultural perspectives of international business. You will meet with leaders of local, national, and multinational companies and complete a dynamic group project that explores both business and cultural issues.

10. Does Suffolk grant course waivers?

Course waivers are offered and requests will be considered on a case-by-case basis.

11. Can I receive credit for courses taken at another university or at military schools?

This is possible and depends on a number of factors, such as the accreditation status of your previous school. Requests for prior academic credit will be considered on a case-by-case basis.
12. Can I concentrate my courses in a particular area, like finance or marketing?

The Suffolk Executive MBA Program does not offer any concentrations. Our curriculum is designed to place emphasis on the integrated, horizontal perspective of global business leadership, rather than the vertical (i.e., concentration) model so prevalent in traditional MBA programs. We recruit top-notch functional managers and professionals – leaders in their own disciplines - and help them to take a broader, more strategic perspective of an organization and organizational leadership. In effect, we want them to get their heads out of the functional “foxholes” and look “across the battlefield,” recognizing the need to integrate all the functions of a business to achieve desired outcomes.

13. What is the difference between the Suffolk EMBA Program in Boston and the one offered in the Capital Region?

It is the same program, completed in the same amount of time and with the same faculty from Boston (who will fly down for your classes.) The only difference between the cohorts is that Capital Region classes are held on Saturday and Sunday, whereas in Boston they are held on Saturday only. The Capital Region schedule was designed to provide greater flexibility and be more responsive to the uncertainties of military life.

14. Where/When are classes held?

Initially, classes will be held at the Sheraton National Hotel, 900 S. Orme Street, Arlington, VA, adjacent to Joint Base Ft. Meyer-Henderson Hall, pending a move to a nearby military facility.

15. What happens if I receive change of duty station, deployment orders or a temporary assignment away from my current duty station?

If you receive Permanent Change of Station, deployment, or Temporary Assignment to Duty orders, we will make every effort to continue your education with us on-line (providing connectivity exists in your new location) or by some other mutually acceptable method. You may also take a leave of absence pending your return to a location which allows you to resume your studies in person or on-line.

16. What happens if I have to miss a class because of work obligations?

This does happen on occasion. You are responsible for making arrangements with your instructor to stay up on class assignments and other requirements of the course. While your instructor will do his/her best to accommodate your situation, with the exception of PCS/TAD/deployment interruptions, it is our expectation that you will be in class.

17. What happens if I have to withdraw from a course?

If you voluntarily withdraw from a course, because our curriculum is progressive and cyclical, you may not be able to return to the program until the courses you have missed are once again offered. Course withdrawals with be addressed on a case-by-case basis.
Withdrawing from a course also has financial and academic implications. Depending on when you withdraw, you may forfeit tuition payments and receive an “Incomplete” grade on your official transcript.

18. What happens if I have to withdraw from the program for a semester or more?

You may take a one-time voluntary leave of absence. However, because our curriculum is progressive and cyclical, if you do take a leave you may not return to the program until the courses you have missed are once again offered.

19. If I wanted to take some classes in Boston, could I?

Yes, provided they coincide with the Capital Region schedule. In fact, it is anticipated you will work across cohorts on certain projects and seminars, so you will get to interact and develop networks with your colleagues in the Boston Cohort.