



Graduate  
Management  
Admission  
Council®

# MBA PATHFINDER® Data Warehouse Workbook

*Creating Access to Graduate Business Education®*

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# MBA PATHFINDER® DATA WAREHOUSE WORKBOOK INTRODUCTION



## WHAT IS THE MBA PATHFINDER® DATA WAREHOUSE?

The MBA Pathfinder® Data Warehouse is just that — a warehouse full of business school data that schools themselves submit and control. The information ranges from aggregate student admission and enrollment data to graduates' employment data. The data is intended to provide prospective students, business school professionals and the media with objective, consistent and comparable information on schools. The data can be viewed in its user-friendly format on the mba.com Web site as part of the mba.com school search service.

The Graduate Management Admission Council® houses the MBA Pathfinder® Data Warehouse on its Web site, [www.gmac.com](http://www.gmac.com). There are specific definitions for the data (contained in a document called the MBA Reporting Criteria) along with a verification process through Agreed-Upon-Procedures (AUP). To get the most up-to-date information, visit [www.gmac.com/pathfinder](http://www.gmac.com/pathfinder).

In October 2006, the MBA Pathfinder® Data Warehouse was redesigned to include more information and to provide greater ease for the school user in entering data. The data is also shown in a more attractive and at-a-glance method on mba.com. As part of the redesign, we developed this Workbook.



## WHO SHOULD USE THIS WORKBOOK?

This Workbook was designed for any school professional entering data into the MBA Pathfinder® Data Warehouse. Experienced users will find that new data elements have been added to the tool and some definitions have been modified. If you are a new user, we hope that you will find the step-by-step format of the Workbook and the replication of the tool itself on paper helpful when you use the MBA Pathfinder® tool to enter your school's data.



## HOW TO USE THE MBA PATHFINDER® WORKBOOK

This Workbook is a page-by-page overview of each of the data sections of the MBA Pathfinder® Data Warehouse. There are several uses for this Workbook. As you gather your information, we encourage you to —

- Look ahead in the Workbook for any changes or additions of information;
- Fill in the data as you gather it;
- Share the Workbook with others at your school who may need to fill in some of the data; and
- Make your own notes in the Workbook that might be helpful to you in the future.



## SO, WHAT IS NEW TO THE MBA PATHFINDER® DATA WAREHOUSE?

Some of the enhancements to the MBA Pathfinder® Data Warehouse include the following:

- Sections and data within each section that can be entered in any order (except when data is linked to a previous data point)
- Helpful tips, including guidance about reporting definitions
- A legend that identifies which items are searchable by prospective candidates on mba.com (S), which will be displayed on mba.com (D), which will be confirmed through the Agreed-Upon-Procedures (AUP) engagement process (A), and which are typically requested by media outlets to use in survey publications (M)
- Space for uploading a school logo to be displayed on the mba.com school search service
- Error messages that appear if an item is incorrectly entered
- New buttons at the bottom of each page for easy navigation of each section and the ability to save or skip items and return later

**SO, WHAT IS NEW TO THE MBA PATHFINDER® DATA WAREHOUSE? CON'T**

- Helpful summary pages at the end of each section for your review
- Quick preview, prior to submitting, of how each section's data will be displayed in the mba.com school search service

**GETTING STARTED WITH THE MBA PATHFINDER® DATA WAREHOUSE**

- If your school is already a participant in the MBA Pathfinder® Data Warehouse —
  - STEP 1.** Register on [www.gmac.com](http://www.gmac.com) as a school professional.
  - STEP 2.** Submit a request to the existing MBA Pathfinder® Primary Contact, indicating the sections for which you would like to be authorized.
  - STEP 3.** Once the MBA Pathfinder® Primary Contact has completed the authorization process, you will receive an e-mail informing you how to access the MBA Pathfinder® Data Warehouse.
  - STEP 4.** You must agree to the Terms of Use before you can access the MBA Pathfinder® Data Warehouse.
- If your school is *not* a GMAC® member school and does *not* yet participate in the MBA Pathfinder® Data Warehouse —

These are the six easy steps to becoming part of the MBA Pathfinder® Data Warehouse:

- STEP 1.** Register on [www.gmac.com](http://www.gmac.com) as a school professional.
- STEP 2.** Submit a form that includes your Dean's contact information so that s/he can authorize you as the MBA Pathfinder® Primary Contact. If you wish to enter Class Profile or Career data, your Dean must first adopt the MBA Reporting Criteria, which can be done at the same time. Once the Dean has completed the authorization process, you will be sent a notification e-mail.

**GETTING STARTED WITH THE MBA PATHFINDER® DATA WAREHOUSE, CON'T**

- STEP 3.** Enter the MBA Pathfinder® Data Warehouse through [www.gmac.com](http://www.gmac.com) and accept the Terms of Use.
- STEP 4.** Start entering your data!
- STEP 5.** Submit your data.
- STEP 6.** View your program profile in the mba.com school search service.

→ If your school *is* a GMAC® member school but is *not* yet a participant in the MBA Pathfinder® Data Warehouse —

These are the six easy steps to becoming part of the MBA Pathfinder® Data Warehouse:

- STEP 1.** Register on [www.gmac.com](http://www.gmac.com) as a school professional.
- STEP 2.** Submit a form that includes your GMAC® Primary Representative's contact information so that s/he can authorize you as the MBA Pathfinder® Primary Contact. Once the GMAC Primary® Representative has completed the authorization process, you will be sent a notification e-mail.
- STEP 3.** Enter the MBA Pathfinder® Data Warehouse through [www.gmac.com](http://www.gmac.com) and accept the Terms of Use.
- STEP 4.** Start entering your data!
- STEP 5.** Submit your data.
- STEP 6.** View your program profile in the mba.com school search service. If you will be entering Class Profile or Career data, your Dean must adopt the MBA Reporting Criteria.



## GETTING STARTED WITH THIS WORKBOOK

There are several things to keep in mind as you get started with this Workbook. The process, from collecting and recording your data in this Workbook to entering the data in the MBA Pathfinder® Data Warehouse, is easy. This Workbook includes the screens that are in the tool itself, so you won't be caught off guard. You may want to peruse the book and familiarize yourself with the type of information you will need for each data point. The data is now organized into five sections:

- A. School Data:** general information about the school, like location(s), faculty, and alumni information
- B. Program Offerings:** program-specific information like the length, fees, and number of core/required courses
- C. Admissions Data:** application deadlines, requirements, other admission criteria and financial aid information for each program included
- D. Class Profile Data:** GPA and GMAT® scores, along with age, work experience, and other information specific to the entering class for a program
- E. Career Data:** number of graduates, timing of first offers and acceptance, as well as base salary and signing bonus (employment data must be reported in accordance with the MBA Career Services Council's Standards for Reporting MBA Employment Statistics)

This Workbook is also available online! If one of the data sections will need to be filled out by someone else, you can simply go to the MBA Pathfinder® Web site, download that section of the Workbook, and print it out. That way, you can keep this Workbook whole as your "master copy."

When you are ready to enter the data, remember that anyone entering data into the MBA Pathfinder® Data Warehouse must have registered as a user on gmac.com and have proper authorization to enter the data by their school's Primary Contact.

**GETTING STARTED WITH THIS WORKBOOK, CON'T**

Please refer to the MBA Pathfinder® Data Warehouse Web site (www.gmac.com/pathfinder) often, as it will contain the most up-to-date information.

 **RESOURCES****DOWNLOADS**

The documents listed below can be downloaded from the MBA Pathfinder® Data Warehouse. You may access them by clicking the *Administration Home* link in the lower left navigation and then clicking the *View MBA Pathfinder® downloads* link near the bottom of the page. This list is current as of October 30, 2006; check the Web site for additions made after that date.

- **Getting Started**
- **MBA Pathfinder® Terms of Use Agreement**
- **MBA Reporting Criteria**
- **Workbook**

Workbook, Complete

Section A: School

Section B: Program Offerings

Section C: Admissions

Section D: Class Profile

Section E: Career

***RESOURCES, CON'T*****USEFUL LINKS**

- GMAC® Home Page:  
[www.gmac.com](http://www.gmac.com)
- MBA Pathfinder® Welcome Page:  
[www.gmac.com/gmac/service/mbapathfinder](http://www.gmac.com/gmac/service/mbapathfinder)

**CUSTOMER SERVICE**

If you have any questions about the MBA Pathfinder® Data Warehouse, please contact us.

- [pathfinder@gmac.com](mailto:pathfinder@gmac.com)  
1-866-505-6559  
1-703-245-4222

# 2

## MBA PATHFINDER® DATA WAREHOUSE DATA SECTIONS

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This Workbook, the MBA PATHFINDER® DATA WAREHOUSE, the MBA Reporting Criteria and other associated documents are subject to change. Please visit the MBA PATHFINDER® DATA WAREHOUSE Web site for the most up-to-date versions:

<http://www.gmac.com/gmac/SchoolServices/RecruitingTools/MBAPathfinder.htm>

**SCHOOL**

**GMAC School**

Introduction >

Location & Accreditation

Faculty Information

Alumni Information

Year Founded

Private or Public

Summary

**Legend**

- S** Searchable on mba.com
- D** Displayed on mba.com
- A** Auditable data
- M** Media uses in surveys

# SCHOOL DATA

- Information in this section can be entered in one session or over a number of sessions.
- Partial data is saved in the system until submitted to the MBA Pathfinder® Data Warehouse.
- Once submitted, data may be displayed immediately in the mba.com school search service.
- Submitted information in this section can be updated at any time.
- Under the Last Activity heading, you can see when your School data was last saved and last submitted. Saved data is not displayed on mba.com until it is submitted.

TO:

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FROM:

DUE DATE:

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INSTRUCTIONS:

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## 1. NAME, LOCATION, ACCREDITATION

CONTINUES

## STEP

## 1

**In Step 1,** Informal School Name is a searchable field. Use the most common name that candidates might use to search for your school.

1. Informal School Name **S D A M**

If your institution or school is also known by its initials, abbreviated name, or other informal name, enter that name below.

## STEP

## 2

**In Step 2,** if your school has multiple locations, enter the city and country where the Dean's office is located.

2. Location **S D A M**

Please provide your school's location.

- \* City
- \* Country  ▼
- \* State/Province (Required if U.S. or Canada)  ▼



## DEFINITIONS

For schools with multiple sites, **School Location** is defined as the Dean's primary office location.

## STEP

## 3

**In Step 3,** please provide your Web Site Address. The address must begin with "http://www."

3. Web Site Address **S D A M**

Please provide your Web site address in the box below. The address must begin with "http://".

- \* Web Site Address

## 1. NAME, LOCATION, ACCREDITATION

END

## STEP

4

**In Step 4,** if your school is accredited, check the box(es) next to the applicable accrediting organizations. If your school is accredited by an organization not listed here, please check the "Other" box and provide the organization's name in the space provided.

4. Accreditation **S D A M**

If your school is accredited, please select the applicable accrediting organization(s) list below.

- AACSB International (Association to Advance Collegiate Schools of Business, International)
- AMBA (Association of MBAs)
- EFMD (European Foundation for Management Development)
- Other

## 2. FACULTY INFORMATION

CONTINUES

## STEP

1

**In Step 1,** enter the total number of faculty currently employed at your business or management school. Include those from all programs, both undergraduate and graduate. This number will be displayed in the mba.com school search service, even if you do not complete the rest of the page.

1. Total Number of Faculty **S D A M**

Enter the total number of faculty currently employed at your business or management school. Include those from all programs, both undergraduate and graduate.



## DEFINITIONS

**Total Faculty** includes all full-time and adjunct/visiting faculty employed at both the undergraduate and graduate business or management school.

## 2. FACULTY INFORMATION

END

STEP  
2

In Step 2, if you choose to enter Category values, the total of all four must equal the Total Number of Faculty entered in Step 1.

## 2. Faculty Categories and Sub-categories

Enter the number of faculty employed at your business or management school in each of these categories.

Categories	Tenured	Non-Tenured
Full-Time <small>SDAM</small>	<input type="text"/>	<input type="text"/>
Adjunct / Visiting <small>SDAM</small>	<input type="text"/>	<input type="text"/>
Total <small>SDAM</small>		

## DEFINITIONS

**Faculty** is defined as all full-time and adjunct/visiting faculty that are currently employed at both the undergraduate and graduate business or management school.

**Tenured Faculty** is defined as faculty who are not subject to dismissal without cause.

**Non-Tenured Faculty** is defined as faculty subject to dismissal at will.

**Full-Time Faculty** is defined as faculty employed on a full-time basis, including those with released time for research.

**Adjunct/Visiting Faculty** is defined as faculty employed on a part-time basis.

STEP  
3

In Step 3, sub-categories are not mutually exclusive; an individual faculty member may be counted in more than one sub-category. For example, if a tenured female faculty member has a PhD and holds a passport from another country, she should be counted in the Tenured column in each of these sub-categories: International, Female, and With PhDs.

## Sub-categories

Minority <small>SDAM</small>	<input type="text"/>	<input type="text"/>
International <small>SDAM</small>	<input type="text"/>	<input type="text"/>
Female <small>SDAM</small>	<input type="text"/>	<input type="text"/>
With PhDs <small>SDAM</small>	<input type="text"/>	<input type="text"/>

## DEFINITIONS

**Minority Faculty** is defined as faculty who designate themselves as:

- African American
- Asian American
- Hispanic or Latino American
- Multiethnic/Multiracial
- Native American (including Alaskan Native, Native Hawaiian or Other Pacific Islander)

**International Faculty** is defined as faculty who do not have citizenship of the country in which the school is located.

**Faculty with PhDs** is defined as faculty with a doctoral degree or another terminal degree (the highest degree awarded in a field).

## 3. ALUMNI INFORMATION

CONTINUES

## STEP

1

In Step 1, enter the number of All Alumni.

1. All Alumni SDAM

Enter the number of all graduate alumni (living and deceased) of your school.



## DEFINITIONS

The number of **All Alumni** (living and deceased) should include anyone who has been granted a graduate degree from the business or management school, plus anyone else considered an alumnus.

## STEP

2

In Step 2, enter the number of Living Alumni.

2. Living Alumni SDAM

Enter the number of living graduate alumni of your school.



## NEW

As of October 2006, there are two questions about the number of alumni: All Alumni and Living Alumni.

## STEP

3

In Step 3, indicate whether career services are offered to graduate business alumni of your school.

3. Career Services for Alumni SDAM

Are career services offered to graduate business alumni?

Yes  No

## 3. ALUMNI INFORMATION

END

STEP  
4

In **Step 4**, indicate whether current students are given access to the graduate business alumni database.

4. Student Access to Alumni S D A M

Are current students given access to the graduate business alumni database?

Yes  No

## 4. YEAR FOUNDED

END

STEP  
1

In **Step 1**, enter the year in which your school was founded.

Enter the year your school was founded.



NEW

This question is new in October 2006.

## 5. PRIVATE OR PUBLIC

END

STEP  
1

In **Step 1**, indicate whether your school is private or public.

Is your school private or public?

Private  Public



## DEFINITIONS

A **Public School** is defined as a school that is governed by a government, state, agency of the state or by publicly elected or appointed officials.

A **Private School** is defined as a school that is not governed by a local or national government or government entity.



NEW

This question is new in October 2006.

## SCHOOL DATA SUMMARY

END

## STEP

1

**In Step 1**, review the data in each section on the Summary page. Errors, displayed in **red**, must be fixed before you can submit your data. Warnings, displayed in **gold**, are not required to be fixed before you can submit your data. Warnings are typically displayed when fields on a page have been left empty.



## NEW

Displaying errors and warnings on the summary page is new in October 2006.

## School Location &amp; Accreditation

Edit

## School Location

Alternate School Name: Example School  
McLean, Virginia, United States  
<http://www.example.com>

## Accreditation

Other

## SUBMIT SCHOOL DATA

END

## STEP

1

**In Step 1**, click Submit Now to display school data in the mba.com school search service.



## TIPS

You may edit your School data at any time.

You must submit Program Offerings data for at least one program in order for your School data to be displayed.

By clicking **Submit Now** below, I am certifying that I am the user whose name is logged in and that the data I have entered is true, accurate, and complete to the best of my knowledge. I also certify that I have the authority to enter the data that I have entered into the MBA Pathfinder® data warehouse, and I understand that such data may be immediately and automatically publicly displayed in the mba.com school search service. In addition, by clicking **Submit Now**, I am agreeing to the gmac.com privacy policy and I acknowledge my obligations under the MBA Pathfinder® Terms of Use Agreement.

Submit Later

Submit Now



**PROGRAMS**

**Sample Program**

**Program Offerings**

**Introduction** >

Name and Address

Degree, Type, Format

Length, Tuition, Fees

Program Overview

Languages/Int'l Exp.

Academics

Areas of Elective Study

Joint Degrees

Core/Elective  
Course Size

Summary

**Admissions**

**Class Profile**

**Career**

**Legend**

- Searchable on mba.com
- Displayed on mba.com
- Auditable data
- Media uses in surveys

# PROGRAMS OFFERINGS

- Information in this section can be entered at one time or over a period of sessions.
- Partial data will be saved in the system until submitted to the MBA Pathfinder® Data Warehouse.
- Once submitted, data will be displayed immediately in the mba.com school search service.
- Submitted information in this section can be updated at any time.
- Under the Last Activity heading you can see when your data was last saved and submitted. Saved data is not displayed on mba.com until it is submitted.

TO:

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FROM:

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DUE DATE:

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INSTRUCTIONS:

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## ADD NEW PROGRAM

END

STEP

1

In Step 1, Enter the Program Name in the box and click Add Program.

## Add New Program

Enter the Program Name in the box below and click **Add Program**.

\* Program Name:

Exit

Add Program

NEW

Only the MBA Pathfinder® Primary Contact can add a program to the MBA Pathfinder® Data Warehouse.

TIPS

Each program must have a unique name.

## 1. PROGRAM NAME AND ADDRESS

CONTINUES

STEP

1

In Step 1, you may edit the name of your program.

## 1. Program Name

\* Program Name:

## 1. PROGRAM NAME AND ADDRESS

CONTINUES

STEP  
2

**In Step 2,** enter the physical address, not the mailing address.

## 2. Program Address

Please provide program location information in the boxes below.

- \* Street Address: **S D A M**
- Street Address:
- \* City: **S D A M**
- \* ZIP/Postal Code: **S D A M**
- \* Country: **S D A M**
- \* State: **S D A M**

STEP  
3

**In Step 3,** enter the e-mail address that you want prospective candidates to use.

3. E-mail Address **S D A M**

- \* Enter the e-mail address that prospective candidates should use when inquiring about admission to this program:

STEP  
4

**In Step 4,** enter the Web site address that takes prospective candidates to the home page of either your school or this specific program.

4. Web Site Address **S D A M**

Please provide your Web site address in the box below. The address must begin with "http://".

- \* Web Site Address:

## 1. PROGRAM NAME AND ADDRESS

END

STEP  
5

**In Step 5**, enter the phone number you want prospective candidates to use when inquiring about admission to this program.

5. Phone Number **S D A M**

\* Enter the phone number that prospective candidates should use when inquiring about admission to this program:

Country  
Code

City or Area Code and Number

Extension

## 2. DEGREE, TYPE, DELIVERY FORMAT

CONTINUES

STEP  
1

**In Step 1**, select the degree that will be granted upon completion of this program.

1. Program Degree **S D A M**

\* Select the program degree:



## NEW

These are new classifications. We have separated degree, type, and delivery formats to allow schools greater flexibility in presenting their offerings. Length of the program is captured on the next page.



## TIPS

The values of the **Degree** field are:

- Master of Business Administration (MBA)
- Other Master's
- Doctoral

## 2. DEGREE, TYPE, DELIVERY FORMAT

END

## STEP

## 2

In Step 2, select the program type.

2. Program Type S D A M

\* Select the program type:



## NEW

"EMBA" is listed as a Program Type, along with Full-time and other types.



## TIPS

The values of the **Program Type** field are:

- Full-time
- Working Professional (Part-time)
- Executive Master of Business Administration (EMBA)
- Combination of Full-time and Working Professional
- Other

## STEP

## 3

In Step 3, select the delivery format.

3. Delivery Format S D A M

\* Select the delivery format of this program:



## TIPS

The values of the **Delivery Format** field are:

- Classroom Setting
- Distance/Online
- Combination

## 3. LENGTH, TUITION, FEES

CONTINUES

STEP  
1

**In Step 1**, enter the amount of time typically needed to be awarded a degree from this program. You must provide a value in at least one field, or you may express time in multiple ways (i.e. 2 years, 68 credit hours).

## 1. Program Length

Indicate below the amount of time typically required to be awarded a degree from this program. This information will be used to calculate total program costs.

\*You must provide a value in at least one field.

Academic Years **S D A M**

Semesters/Quarters **S D A M**

Credit Hours **S D A M**

Enrollment Months **S D A M**



## DEFINITIONS

**Program Length** is defined as the amount of time typically required to be awarded a degree from the program.

STEP  
2

**In Step 2**, select the currency in which your tuition and fees are charged.

2. Currency **S D A M**

Select the currency in which your tuition and fees are calculated:

## 3. LENGTH, TUITION, FEES

CONTINUES

STEP  
3

In **Step 3**, you must select the unit that is used to calculate your program's tuition.

3. Tuition Unit **S D A M**

Select the unit that will be used in the calculation of program tuition.

- Academic Years
- Credit Hours
- Semesters/Quarters
- Program

STEP  
4

In **Step 4**, using current tuition, enter the amount per unit (as selected in the previous step). Do not include separate required fees, pre-program fees, or optional expenses. Total program costs will be calculated automatically.

4. Tuition Amount per Unit **S D A M**

Enter the tuition per unit selected above, based on current tuition. Do not include separate required fees, pre-program fees, or optional expenses. Total program costs will be calculated automatically.

	Resident	Non-Resident	International
Tuition per unit	<input type="text"/>	<input type="text"/>	<input type="text"/>



## DEFINITIONS

**Program Tuition** is defined as all required program costs, but not optional pre-program fees or cost-of-living expenses.



## TIPS

Most schools do not have three different tuition and fees for residents, non-residents, and international students. You can enter the same tuition and fees under each category.

## 3. LENGTH, TUITION, FEES

CONTINUES

STEP  
5

**In Step 5**, you must select the unit that is used to calculate any required fees associated with this program.

5. Required Fees Unit SDAM

Select the unit that will be used in the calculation of program required fees.

- Academic Years
- Credit Hours
- Semesters/Quarters
- Program

## i DEFINITIONS

**Required Fees** are defined as all required student activity, health insurance, or pre-program charges.

STEP  
6

**In Step 6**, using current required fees, enter the amount per unit (as selected in the previous step). Do not include any optional expenses. A zero is an acceptable value if there are no required fees. Total program costs will be calculated automatically.

6. Required Fees per Unit SDAM

Enter the required fees per unit selected above, based on current fees. A zero is an acceptable value if there are no required fees. Total program costs will be calculated automatically.

	Resident	Non-Resident	International
Required Fees per unit	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 3. LENGTH, TUITION, FEES

CONTINUES

STEP  
7

**In Step 7**, click **Calculate Now** to automatically calculate and display your program's total costs (based on this year's costs).

NEW

The calculation of tuition and fees is based on length of program and current costs.

7. Total Program Cost S D A M

Total Program Costs (based on the current year's costs):

	Resident	Non-Resident	International
Tuition			
Required Fees			
<b>Total Program Cost</b>			

## 4. PROGRAM OVERVIEW

END

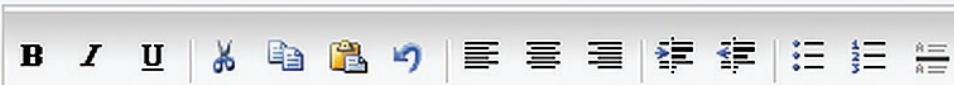
STEP  
1

**In Step 1**, you may write a brief introduction to your school or to this specific program and may format the text using the tool bar provided.

1. Program Overview S D A M

Please provide, in the box below, a brief introduction to your program. The content is limited to approximately 2,000 characters. You may format the text using the buttons below.

It is recommended that you either enter text directly or paste plain text into the box below. Text previously formatted in another program is difficult to format here.



## TIPS

It is recommended that you either paste plain text or enter the text here. Text previously formatted in another program is difficult to work with here.

STEP  
2

**In Step 2**, you may include a picture or logo that will be displayed with your overview. The file must be a .gif file smaller than 5KB.

## NEW

You may now include a logo or picture in addition to descriptive text.

2. Program Picture or Logo S D A M

You may submit a picture or logo to be displayed with your overview. The file must be a .gif file smaller than 5K.

## 5. LANGUAGES AND INTERNATIONAL EXPERIENCE

CONTINUES

## STEP

1

**In Step 1,** select the language of instruction for this program.

1. Primary Language of Instruction S D A M

Select the primary language of instruction for this program.

## STEP

2

**In Step 2,** select all other languages in which courses may be taught. Do not include language courses that students may take while enrolled in this program.

2. Other Language(s) of Instruction S D A M

Select other languages of program instruction by clicking on the language, then clicking the **Add** button.

Languages

Afrikaans	▲
Albanian	□
Arabic	□
Armenian	□
Belorussian	□
Bulgarian	□
Chinese	□
Croatian	▼

Add &gt;

&lt; Remove

Selected Languages



## DEFINITIONS

**Other Languages** are defined as course work offered in a different language other than the primary language of instruction.

## 5. LANGUAGES AND INTERNATIONAL EXPERIENCE

END

STEP  
3

In **Step 3**, indicate curricular offerings and/or requirements by clicking the appropriate boxes.

## 3. International Experience

Check the appropriate boxes to indicate the curricular offerings and/or requirements for this program. Multiple options may be selected.

		Required for Graduation	Offered for Program Credit	Offered Not for Credit
Other Languages	S D A M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International/Study Abroad Experience	S D A M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-Country (Domestic) Exchange Programs	S D A M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
International Exchange Programs	S D A M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intern/Practical Experience	S D A M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## i DEFINITIONS

**International/Study Abroad Experience**

is defined as school-sponsored travel outside the country where the school is located (i.e. a week-long trip to visit companies to learn about regional economies).

**In-Country (Domestic) Exchange Programs**

are defined as course work offered at another institution within the country where the school is located.

**International Exchange Programs**

are defined as course work offered at another institution outside of the country where the school is located.

**Intern/Practical Experience**

is defined as company internships outside the country where the school is located.

## 6. ACADEMICS

CONTINUES

STEP  
1

In **Step 1**, indicate whether core courses are required for graduation.

## 1. Core Course Requirement S D A M

Are core courses required for graduation from this program?

Yes  No

## 6. ACADEMICS

CONTINUES

STEP  
2

**In Step 2,** indicate whether students are required to select a concentration, specialization, or major in order to graduate.

2. Concentration Requirement **S D A M**

Are students required to select a concentration, specialization or major in an area of elective study in order to be awarded a degree from this program?

Yes  No

STEP  
3

**In Step 3,** indicate whether students are permitted to take classes within your institution, but outside your school, and have those credits count toward graduation.

3. Non-Business School Classes **S D A M**

Are students permitted to take non-business school classes within the institution and have those credits be counted toward degree requirements?

Yes  No

STEP  
4

**In Step 4,** indicate all the teaching methods used in your program.

4. Teaching Methods **S D A M**

Check the appropriate boxes to indicate the teaching methods used in this program.

- Case Study
- Experiential
- Lecture
- Simulation
- Team Project
- Other

**NEW**

The **Academics** page contains several new questions, including ones about teaching method and graduation requirements.

## 6. ACADEMICS

END

STEP  
5

**In Step 5**, if your program allows prospective candidates to view a course catalog online, enter the Web address where the course catalog may be found.

5. Course Catalog **S D A M**

Enter the URL of the course catalog, if applicable. The address must begin with "http://":

STEP  
6

**In Step 6**, from the following list, check which items are required to graduate from this program.

6. Graduation Requirements **S D A M**

Check the appropriate boxes to indicate the graduation requirements of this program.

- Business Plan
- Comprehensive Project or Exam
- Fluency in more than one language
- International Experience
- Minimum number of classes or credits
- Minimum Grade Point Average (GPA)
- Other

## NEW

The **Academics** page contains several new questions, including ones about teaching method and graduation requirements.

## 7. AREAS OF ELECTIVE STUDY

CONTINUES

## STEP

1

In Step 1, select all functional areas of elective study available to students.

Select the areas of elective study available to students.

1. Functional Area SDAM

- Accounting
- Banking
- Decision Science
- Economics
- Entrepreneurship
- Ethics / Social Responsibility
- Finance
- General Management
- Human Resource Management / Organizational Behavior
- Information Systems
- International Management
- Leadership
- Marketing
- Operations Management
- Product Management
- Project Management
- Risk Management / Assurance
- Strategy
- Supply Chain Management
- Other Functional Area



## DEFINITIONS

**Areas of Elective Study** are defined as those in which more than one non-required course is offered. Students may be required to select an area of elective study, concentration, specialization, or major to be awarded a degree from the program.

## 7. AREAS OF ELECTIVE STUDY

END

STEP  
2

**In Step 2**, select all industry areas of elective study available to students.

## ! NEW

Additional industries have been added to areas of elective study.

2. Industry S D A M

- Biological Pharmaceuticals
- Consulting
- E-Commerce
- Energy
- Environment
- Health Care Administration
- Investment Management
- Non-Profit
- Public Administration / Public Policy/ Government
- Real Estate
- Other Industry

STEP  
3

**In Step 3**, indicate whether students are allowed to self-design their area of elective study.

3. Other S D A M

- Self-designed Study

## 8. JOINT DEGREES

END

## STEP

1

**In Step 1,** indicate all disciplines with which your program offers a joint or dual degree.

1. Joint or Dual Degrees **S D A M**

Check the box(es) below to indicate the disciplines with which your program offers a joint or dual degree.

- Architecture
- Arts
- Biotechnology
- Computer Science / Information Systems
- Divinity
- Education
- Engineering
- Health Care, Management
- Health Care, Medicine
- International Studies
- Law
- Library Science
- Pharmacology
- Public Policy / Administration
- Social Work
- Other Joint Degree



## DEFINITIONS

**A joint or dual program** is defined as a degree offered by your school in conjunction with a degree offered at another school within your institution or a separate institution.



## NEW

We now ask for disciplines with which your program offers joint or dual degrees. This allows schools to give a full sense of offerings without listing a multitude of different degrees.

## STEP

2

**In Step 2,** indicate whether your program offers a joint or dual degree program with another academic institution.

2. Other Institutions **S D A M**

Does this program offer a joint or dual degree with another academic institution?

- Yes  No

## 9. CORE AND ELECTIVE COURSE SIZE

END

## STEP

1

**In Step 1,** enter the average size of core courses, based on last year's averages.

1. Core/Required Courses S D A M



## DEFINITIONS

**Core course size** is defined as the average number of students in each section of a required course offering (i.e., students sitting in a classroom) during the last reporting period.

## STEP

2

**In Step 2,** enter the average size of elective courses, based on last year's averages.

2. Elective Courses S D A M



## DEFINITIONS

**Elective course size** is defined as the average number of students in each section of a non-required course offering (i.e., students sitting in a classroom) during the last reporting period.



## NEW

These are no longer audited fields.



## TIPS

Refer to calculation examples in Appendix D.

## PROGRAM OFFERINGS SUMMARY

END

## STEP

1

**In Step 1**, review the data in each section on the Summary page. Errors, displayed in **red**, must be fixed before you can submit your data. Warnings, displayed in **gold**, are not required to be fixed before you can submit your data. Warnings are typically displayed when fields on a page have been left empty.



## NEW

Displaying errors and warnings on the summary page is new in October 2006.

 Program Offerings Summary [Preview mba.com display](#)


## NEW

You can see how your data will look on mba.com by clicking [Preview mba.com display](#) at the top of the page. The preview reflects data which has been saved, but not necessarily submitted. If you have submitted the data and made no changes, the preview will reflect what is currently displayed on mba.com.

## Name and Address

Sample Program  
 Sample Address  
 City, Virginia 00000  
 United States  
[info@sample.com](mailto:info@sample.com)

## SUBMIT PROGRAM OFFERINGS

END

## STEP

1

**In Step 1**, click **Submit Now** to display Program data in the mba.com school search service.



## TIPS

You may edit your Program Offerings data at any time.

By clicking **Submit Now** below, I am certifying that I am the user whose name is logged in and that the data I have entered is true, accurate, and complete to the best of my knowledge. I also certify that I have the authority to enter the data that I have entered into the MBA Pathfinder® data warehouse, and I understand that such data may be immediately and automatically publicly displayed in the mba.com school search service. In addition, by clicking **Submit Now**, I am agreeing to the gmac.com privacy policy and I acknowledge my obligations under the MBA Pathfinder® Terms of Use Agreement.



**PROGRAMS**

**Sample Program**

Program Offerings

Admissions

**Introduction** >

Start Dates

Application Deadlines

Application Requirements

Other Admission Criteria

Financial Aid

Summary

**Class Profile**

**Career**

**Legend**

Searchable on mba.com

Displayed on mba.com

Auditable data

Media uses in surveys

# ADMISSIONS DATA

- Information in this section can be entered in one session or over a number of sessions.
- Partial data is saved in the system until submitted to the MBA Pathfinder® Data Warehouse.
- Once submitted, data may be displayed immediately in the mba.com school search service.
- Submitted information in this section can be updated at any time.
- Under the Last Activity heading, you can see when your Admissions data was last saved and last submitted. Saved data is not displayed on mba.com until it is submitted.

TO:

---

FROM:

---

DUE DATE:

---

INSTRUCTIONS:

---



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## 1. START DATES

END

STEP  
1

**In Step 1**, for prospective student information, enter up to four start dates for this program occurring within the next year. In the next step you will enter the admissions deadlines associated with each start date.

Enter the start date(s) of your program within the next year (up to four). In the next step, you will enter the deadlines corresponding to each start date.

Start Date



**DEFINITIONS**

**Start Date** is defined as the date on which an incoming student is required to begin the program with his or her cohort.


**TIPS**

Application Deadlines should match those listed in your application, Web Site, and/or catalog. If you are willing to accept applications after the posted application deadline(s), provide information in **Program Overview** of the **Program Offerings** section.

## 2. APPLICATION DEADLINES

END

## STEP

## 1

**In Step 1**, for each start date, indicate if there are fixed application deadlines or if a rolling admissions process is used. If rolling admissions is used, indicate the first date you will accept applications and the last date you will accept applications. If there is a fixed number of application deadlines, first indicate the number of application deadlines, then indicate the final deadline for domestic applicants and the final deadline for international applicants.

## For the start date:

 Rolling Admissions

 Period Begin S D A M


 Period End S D A M

 Fixed Application Deadlines

 Number of Application Deadlines S D A M


 Final Deadline, Domestic S D A M


 Final Deadline, International S D A M


## TIPS

For fixed application deadlines, follow this process:

1. Click the appropriate radio button.
2. Enter the number of deadlines. You will view a data entry field for each deadline.
3. Enter or select the date of each deadline.
4. Enter or select the appropriate Final deadlines. Each Final deadline should match one of the dates entered previously.



## DEFINITIONS

**Application Deadline** is defined as the final date on which a candidate can submit an application to be considered for admission for a defined start date.

**Rolling Admissions** is defined as an admissions process in which candidates can submit an application for consideration anytime during a set of dates and the admissions committee will release admissions decisions on an on-going basis.

**Period Begin** is defined as the first date on which a candidate can submit an application to be considered for admission for a defined start date.

**Period End** is defined as the last date on which a candidate can submit an application to be considered for admission for a defined start date.

**Fixed Applications Deadlines** is defined as an admissions process by which an admissions committee reviews applications during one or more periods (or rounds) for a defined start date.

**Final Deadline, Domestic** is defined as the last date by which candidates who live in the country in which the program is located can submit an application for admission.

**Final Deadline, International** is defined as the last date by which candidates who do not live in the same country in which the program is located can submit an application for admission.

## 3. APPLICATION REQUIREMENTS

CONTINUES

## STEP

1

**In Step 1,** indicate all elements that you require an applicant to provide in order to admit them to your program. These elements will be displayed as required on mba.com. NOTE: This data is eligible for audit and, therefore, cannot be altered once the Class Profile data has been submitted for this reporting period.

1. Required Application Elements **S D A M**

\* Check elements required in the completed application of an admitted candidate. These elements will display as "required" on mba.com.

**NOTE:** This data is eligible for audit and, therefore, cannot be altered once the Class Profile data has been submitted for this reporting period.

- Application Data Form
- Application Fee
- English Language Test(s) for non-native English speakers
- Essay(s)
- GMAT® Scores
- Interview
- Recommendation(s)
- Resume / Work Experience History
- Transcript(s)
- Other



## DEFINITIONS

**Application Requirements** are defined as elements that are required in a completed application of an admitted candidate. If candidates can apply and be admitted, using a transcript template(s) in place of an Official Transcript(s), Unofficial GMAT® scores in place of Official GMAT® scores, and/or any other substitutions for required application elements of matriculating students, programs should clearly articulate these exceptions.

An interview must be formally scheduled and completed with an authorized school representative in order to comply with the MBA Reporting Criteria.



## TIPS

You may edit Required Application Elements until you submit the Class Profile data. Once Class Profile data is submitted, Required Application Elements cannot be edited until the next reporting period.



## NEW

The ability to specify the currency of your application fee is new in October 2006.



## TIPS

If your program does not require a fee, enter "0" (zero).

## STEP

2

**In Step 2,** indicate the application fee and the currency in which it must be provided.

2. Application Fee **S D A M**

Application Fee Amount

Currency



### 3. APPLICATION REQUIREMENTS

END

STEP  
3

**In Step 3**, indicate if you have more than one application fee. For example, if an international applicant is required to pay a different application fee than a domestic applicant, check 'Yes'.

#### 3. Multiple Application Fees SDAM

Is there more than one application fee amount?

Yes  No

STEP  
4

**In Step 4**, indicate if paper and/or online applications are accepted. If your program's application is available online, provide the URL where materials may be found.

#### 4. Application Submission Options SDAM

Select all application submission options available to prospective candidates. If applicable, enter the URL where application materials can be found. The URL must begin with "http://".

Paper Application

Online Application

URL:

## 4. OTHER ADMISSION CRITERIA

CONTINUES

STEP  
1

**In Step 1,** check all descriptors that apply to your interview policy.

1. Interviews **S D A M**

Interviews are (check all that apply):

- Required
- Recommended
- By Invitation Only
- Not Required
- Not Offered

STEP  
2

**In Step 2,** indicate if proficiency in English is required for admission to this program.

2. English Language Requirement **S D A M**

Is proficiency in English required for admission to this program?

- Yes  No

STEP  
3

**In Step 3,** indicate if you require a minimum score on an English proficiency test.

3. Minimum English Proficiency **S D A M**

Is a minimum score on an English language proficiency test required for admission to this program?

- Yes  No

## 4. OTHER ADMISSION CRITERIA

CONTINUES

STEP  
4

**In Step 4,** check all English language tests that you accept as part of the application process.

4. English Proficiency Test **SDAM**

The following English language tests are accepted (check all that apply):

- International English Language Testing System (IELTS®)
- TOEFL® Computer-based Test
- TOEFL® Internet-based Test (TOEFL® iBT)
- TOEFL® Paper-based Test
- University of Michigan Language Test
- Other

STEP  
5

**In Step 5,** select any other languages that are required for admission to your program.

5. Other Languages **SDAM**

Select other language(s) required for admission to this program:

Languages

Afrikaans	▲
Albanian	■
Arabic	
Armenian	
Belorussian	
Bulgarian	
Chinese	
Croatian	▼

Add &gt;

&lt; Remove

Selected Languages

--

## 4. OTHER ADMISSION CRITERIA

END

## STEP

## 6

**In Step 6**, indicate if any undergraduate or first degree is required for admission to this program.

6. Undergraduate/First Degree **S D A M**

Is an undergraduate or first degree required for admission to this program?

Yes  No

## STEP

## 7

**In Step 7**, indicate your policy on full-time work and/or military experience.

7. Work Experience **S D A M**

For admission to the program, full-time work and/or military experience is (select one):

- Required
- Strongly Recommended
- Not Required

## 5. FINANCIAL AID

CONTINUES

## STEP

## 1

**In Step 1**, enter the URL where financial aid information may be found for this program.

1. URL **S D A M**

Enter the URL of the program Financial Aid Web site. The URL must begin with "http://".



## DEFINITIONS

**Financial aid** is defined as funding options administered by the program, school, or institution that are available to current students to cover tuition and required fees of the program. Funding options include loan programs, scholarships, grants, and assistantships.

## 5. FINANCIAL AID

CONTINUES

STEP  
2

**In Step 2,** indicate whether loans or other school-awarded funds are available for domestic and/or international students.

2. Availability **S D A M**

Indicate the availability of the following items for Domestic and International students:

	Domestic Students	International Students
Loans	<input type="checkbox"/>	<input type="checkbox"/>
Other School-awarded Funds	<input type="checkbox"/>	<input type="checkbox"/>

## DEFINITIONS

**Domestic Students** are defined as students who live in the same country in which the program is located.

**International Students** are defined as students who do not live in the same country in which the program is located.

STEP  
3

**In Step 3,** indicate whether loans provided require a co-signer for domestic and/or international students.

3. Co-Signer for Loans **S D A M**

Do loans require a co-signer?

*You may select only one each for Domestic and International*

- |                                 |                                 |
|---------------------------------|---------------------------------|
| <input type="radio"/> Always    | <input type="radio"/> Always    |
| <input type="radio"/> Sometimes | <input type="radio"/> Sometimes |
| <input type="radio"/> Never     | <input type="radio"/> Never     |

## DEFINITIONS

A **Co-Signer for Loans** is defined as a person who signs a loan agreement along with the borrower and assumes equal responsibility for repayment.

STEP  
4

**In Step 4,** indicate how domestic and/or international candidates apply for school-awarded aid.

4. Application Process **S D A M**

Indicate the process(es) by which a candidate applies for school-awarded aid:

Part of Admissions Process	<input type="checkbox"/>	<input type="checkbox"/>
Unique Application Process	<input type="checkbox"/>	<input type="checkbox"/>
All Candidates Considered	<input type="checkbox"/>	<input type="checkbox"/>

## DEFINITIONS

**Part of the Admissions Process** is defined as determining the amount and type of financial aid during the review of the admissions application.

**Unique Application Process** is defined as determining the amount and type of financial aid based on a separate application from the admissions application.

## 5. FINANCIAL AID

END

STEP  
5

In Step 5, indicate the criteria you use to award school-based aid to domestic and/or international candidates.

5. Basis of Award **S D A M**

Indicate the criteria on which school-awarded aid is based:

Academic or other Merit	<input type="checkbox"/>	<input type="checkbox"/>
Financial Need	<input type="checkbox"/>	<input type="checkbox"/>
Combination of Need and Merit	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

## i DEFINITIONS

**Merit** is defined as determining a candidate's financial aid based on a candidate's academic, professional, or personal achievements.

**Financial Need** is defined as determining a candidate's financial aid based on a candidate's ability to contribute financially to his or her own program expenses.

## ADMISSIONS SUMMARY

END

## STEP

1

**In Step 1**, review the data in each section on the Summary page. Errors, displayed in **red**, must be fixed before you can submit your data. Warnings, displayed in **gold**, are not required to be fixed before you can submit your data. Warnings are typically displayed when fields on a page have been left empty.

## NEW

Displaying errors and warnings on the summary page is new in October 2006.

## Admissions Summary

[Preview mba.com display](#)

## NEW

You can see how your data will look on mba.com by clicking [Preview mba.com display](#) at the top of the page. The preview reflects data which has been saved, but not necessarily submitted. If you have submitted the data and made no changes, the preview will reflect what is currently displayed on mba.com.

Start Date(s)

Edit

September 3, 2007

## SUBMIT ADMISSIONS DATA

END

## STEP

1

**In Step 1**, click **Submit Now** to display Admissions data in the mba.com school search service.

## TIPS

You may edit almost all your Admissions data at any time.

By clicking **Submit Now** below, I am certifying that I am the user whose name is logged in and that the data I have entered is true, accurate, and complete to the best of my knowledge. I also certify that I have the authority to enter the data that I have entered into the MBA Pathfinder® data warehouse, and I understand that such data may be immediately and automatically publicly displayed in the mba.com school search service. In addition, by clicking **Submit Now**, I am agreeing to the gmac.com privacy policy and I acknowledge my obligations under the MBA Pathfinder® Terms of Use Agreement.

Submit Later

Submit Now



**PROGRAMS**

**Sample Program**

- Program Offerings
- Admissions
- Class Profile
- Career

**Introduction** >

- Number of Graduates
- Employment Summary
- Timing of First Offers
- Timing of Acceptance
- Primary Source of Job Acceptances
- Base Salary
- Signing Bonus
- Other Guaranteed Compensation
- Acceptance by Functional Area
- Acceptance by Industry
- Acceptance by Region
- Acceptance by First Degree Major
- Acceptance by Professional Experience
- Summary

**Legend**

- Searchable on mba.com
- Displayed on mba.com
- Auditable data
- Media uses in surveys

# CLASS PROFILE

- Information in this section can be entered in one session or over a number of sessions.
- Partial data is saved in the system until submitted to the MBA Pathfinder® Data Warehouse.
- Once submitted, data may be displayed immediately in the mba.com school search service.
- Once submitted, Class Profile data may not be updated until after the close of the next reporting period.
- Class Profile information can be submitted only if the school has adopted the MBA Reporting Criteria. If these data standards have not been adopted, please download the Adoption/Process Statement in the resources section.

TO:

FROM:

DUE DATE:

INSTRUCTIONS:

## 1. REPORTING PERIOD

END

## STEP

1

**In Step 1**, enter the End Date that represents the last 12 months for which data is being submitted.

1. Reporting Period S D A M

The Reporting Period represents a 12-month period for which data has been collected on entering students to be used for reporting purposes. Select a date after the program data has been "frozen" to use as the end date of the 12-month reporting period for this program.

\* End Date

## DEFINITIONS

**Reporting Period** is defined as a 12-month period for which data has been collected to be used for reporting purposes. The Reporting Period End Date falls after the program data has been "frozen" for school reporting purposes.

## TIPS

Class Profile data will be displayed on mba.com for one year and 30 days from the End Date.

## STEP

2

**In Step 2**, enter the Start Date(s) for this program. If there is only one start date, enter it in the Main start date box. If you have more than one start date, enter all of them (up to four). You must indicate whether you are reporting Class Profile information for the Main start date, or only the aggregation of all start dates.

2. Start Date(s) S D A M

Enter the start date(s) of this program:

\* Main start date

Other start date 1

Other start date 2

Other start date 3

\* Indicate the start date type for which you are reporting class profile information:

- Main start date only
- Aggregation of all start dates

## DEFINITIONS

You must choose whether to report Class Profile program data for all **Start Dates** or only the **Main Start Date**. All subsequent data is based on this choice.

## 2. APPLICATIONS, OFFERS, MATRICULANTS

CONTINUES

## STEP

1

In Step 1, enter the number of applications received.

1. Applications Received S D A M

Applications received:



## NEW

The number of applications received is no longer a required field.

The definition of what constitutes an application has changed. Refer to the MBA Reporting Criteria to ensure data is reported in accordance with these new standards.



## DEFINITIONS

An **Application** is defined as one that contains sufficient information to render a decision about admittance and for which an offer or denial of admission was sent. The reporting entity should have its own policy regarding "sufficient information" as the basis for declaring an application received for full-time, part-time, executive, and other types of programs.

At a minimum, an application is defined as an application data form, a fee (or documented fee waiver) and one other credential on which an offer or denial of admission can be made. A record of communication (electronic or paper) must exist with the candidate regarding the status or disposition of his/her application. The files (electronic or paper) of the candidates with offers of admission must contain all elements identified by the school as required for a completed application. A candidate whose matriculation is deferred may be counted in one of two ways and must remain consistent each reporting period:

Option 1: As an applicant, as an offer of admission, and as a matriculant in the year in which he/she matriculates, or

Option 2: As an applicant and as an offer of admission in the current year and as a matriculant in the year in which he/she matriculates.

## 2. APPLICATIONS, OFFERS, MATRICULANTS

CONTINUES

## STEP

## 2

In Step 2, enter the number of admission offers extended.

2. Offers of Admission **S D A M**Offers of admission extended: 

## STEP

## 3

In Step 3, enter the number of new matriculants.

3. New Matriculants **S D A M**\* New matriculants: 

## NEW

Deferred matriculants can be counted in one of two ways. Refer to the MBA Reporting Criteria to learn about these two options.



## DEFINITIONS

An **Offer of Admission** is defined as one in which a candidate has been offered admission to the program and an admission notice has been sent, including those who were offered conditional admission and allowed to enroll. A record of communication (electronic or paper) must exist with the candidate regarding the status or disposition of his/her application. The files (electronic or paper) of the candidates with offers of admission must contain all elements identified by the school as required for a completed application. A candidate whose matriculation is deferred may be counted in one of two ways and must remain consistent each reporting period:

Option 1: As an applicant, as an offer of admission and as a matriculant in the year in which he/she matriculates, or

Option 2: As an applicant and as an offer of admission in the current year and as a matriculant in the year in which he/she matriculates.

A **Matriculant** is defined as a candidate who, in addition to receiving an offer of admission, has enrolled in and has attended classes.

A candidate whose matriculation is deferred may be counted in one of two ways and must remain consistent each reporting period:

Option 1: As an applicant, as an offer of admission, and as a matriculant in the year in which he/she matriculates, or

Option 2: As an applicant and as an offer of admission in the current year and as a matriculant in the year in which he/she matriculates.

## 2. APPLICATIONS, OFFERS, MATRICULANTS

END

### STEP 4

**In Step 4**, review the required application elements from the Application Requirements page in Section C: Admissions. You must make any changes to this information on the Application Requirements page itself. Required Application Elements is "locked down" when the Class Profile data is submitted. No changes can be made until after the next reporting period.

**Required Application Elements**, presented below for your review, is Step 1 of the Application Requirements page in the Admissions section. Any changes must be made on that page.

**Note:** Required Application Elements is "locked down" when the Class Profile data is submitted. No changes can be made until after the next reporting period.

#### Required Application Elements S D A M

\* Check elements required in the completed application of an admitted candidate. These elements will be displayed as "required" on mba.com.

- Application Data Form
- Application Fee
- English Language Test(s) for non-native English speakers
- Essay(s)
- GMAT® Scores
- Interview
- Recommendation(s)
- Resume / Work Experience History
- Transcript(s)
- Other

#### TIPS

Once you submit Class Profile data you will not be able to edit the Required Application Elements step on the Application Requirements page in the Admissions section.

## 3. INTERVIEWS

END

STEP

1

In Step 1, enter the number of applicants interviewed.

1. Applicants Interviewed S D A M

Number of applicants interviewed:



NEW

The number of applicants interviewed is new.



DEFINITIONS

An **Interview** must be formally scheduled and completed with an authorized school representative in order to comply with the MBA Reporting Criteria.

STEP

2

In Step 2, enter the number of matriculants interviewed.

2. Matriculants Interviewed S D A M

Number of matriculants interviewed:

## 4. REAPPLICANT STATISTICS

END

STEP

1

In Step 1, enter the number of reapplicants and the number of reapplicants to whom you extended an offer of admission.

Number of reapplicants:

Number of reapplicants admitted:



DEFINITIONS

A **Reapplicant** is defined as an applicant who applied for admission in a previous reporting period but did not attend and who was required to reactivate or reapply in the current reporting period.

## 5. MATRICULANT GPA

END

## STEP

1

**In Step 1,** enter the number of matriculants reporting a GPA. Enter the mean of the reported GPAs. Enter the median of the reported GPAs. Enter the middle 80% range of the reported GPAs. GPAs can only be reported for those students who attended a U.S. institution and whose GPAs were calculated on a 4.0 scale and appear on their transcript.

1. Number of matriculants with GPA:
2. Mean GPA:
3. Median GPA:
4. Middle 80% GPA range From:  To:

## DEFINITIONS

**Grade Point Average (GPA)** is defined as being reportable only for those who attended a U.S. institution where GPA is calculated by the institution on a four-point scale (no conversions) and appears on the transcript.

## TIPS

Refer to calculation examples in Appendix D.

## 6. MATRICULANT GMAT® SCORE

END

## STEP

1

**In Step 1,** enter the mean, median, and middle 80% range of GMAT® scores for matriculating students.

1. Mean GMAT® score:
2. Median GMAT® score:
3. Middle 80% range From:  To:

## DEFINITIONS

**GMAT® Score** is defined as the highest GMAT® score for each candidate.

## TIPS

Refer to calculation examples in Appendix D.

## 7. ENGLISH LANGUAGE TEST

CONTINUES

## STEP

## 1

**In Step 1**, select the English language test that was most frequently reported by your matriculants.

## NEW

You may identify the test most frequently submitted by your matriculants.

1. English Language Test S D A M

Select the English language test most frequently reported by matriculants of your program.

- International English Language Testing System (IELTS®)
- TOEFL® Computer-based Test
- TOEFL® Internet-based Test (TOEFL® iBT)
- TOEFL® Paper-based Test
- University of Michigan Language Test
- Other

## STEP

## 2

**In Step 2**, enter the number of matriculants who submitted a score for the test identified in Step 1.

2. Number of Test Takers S D A M

Enter the number of matriculants submitting a score for the test selected above.

Number reporting:

## 7. ENGLISH LANGUAGE TEST

END

STEP  
3

**In Step 3**, enter the mean, median, and middle 80% range of the test identified in Step 1.

3. English Language Test Scores **S D A M**

For the test selected above, enter the mean, median, and middle 80% score range in the spaces below.

Mean:

Median:

Middle 80% Range From:  To:

## TIPS

Refer to calculation examples in Appendix D.

## 8. CITIZENSHIP

CONTINUES

STEP  
1

**In Step 1**, create a list of all countries where matriculants have citizenship by clicking on the country name and then clicking the Add button. After all countries have been added, click Create Country List.

## 1. Country Selection

Create a list of all countries where matriculants have citizenship by clicking on the country name and then clicking the **Add** button. After all countries have been added, click **Create Country List**. In Step 2, the number of citizens for each country will be entered.

## All Countries

Antigua and Barbud

Argentina

Armenia

Aruba

Ascension Island

Australia

Austria

Azerbaijan

Add &gt;

&lt; Remove

## Selected Countries

Add to Country List



## DEFINITIONS

The **Citizenship** of a candidate is defined as that which is stated on his or her passport. If a candidate has dual citizenship, the school should make a reasonable and consistent determination of a single citizenship to report.



## NEW

The process of selecting and indicating matriculant's citizenship is new.



## TIPS

Remember to select the country in which your program is located.

## 8. CITIZENSHIP

END

STEP  
2

**In Step 2,** enter the number of citizens matriculating per country.

## 2. Citizens per Country

Country 1	<input type="text"/>	<a href="#">remove</a>
Country 2	<input type="text"/>	<a href="#">remove</a>
Country 3	<input type="text"/>	<a href="#">remove</a>
Country 4	<input type="text"/>	<a href="#">remove</a>
Country 5	<input type="text"/>	<a href="#">remove</a>
Country 6	<input type="text"/>	<a href="#">remove</a>
Country 7	<input type="text"/>	<a href="#">remove</a>
Country 8	<input type="text"/>	<a href="#">remove</a>
Country 9	<input type="text"/>	<a href="#">remove</a>
Country 10	<input type="text"/>	<a href="#">remove</a>

STEP  
3

**In Step 3,** the number and percentage of in-country citizens and other country citizens will be calculated automatically.

3. Number of In-Country Citizens:

4. Number of Other Country Citizens:

5. TOTAL:

## 9. U.S. STATE RESIDENCY

CONTINUES

## STEP

## 1

**In Step 1,** if the number of U.S. citizens has not been carried forward from the previous step, you may enter the number here. Also indicate the number of U.S. citizens living outside of the U.S. and the number of U.S. citizens living in U.S. Possessions and Territories. The number of U.S. citizens living in the 50 states and the District of Columbia will then be automatically calculated.

## 1. Total U.S. Citizens

The number of U.S. citizens has been carried forward from page 8.

Number of U.S. Citizens:  (if entered previously)

Number living outside the U.S.:

Number living in U.S. Possessions and Territories:

Number living in the 50 states and the District of Columbia:



## DEFINITIONS

The **U.S. State Residency** of a candidate who is a U.S. Citizen (not including U.S. Permanent Residents) is defined as that which is stated on his or her application or some other reliable source.

## STEP

## 2

**In Step 2,** create a list of all states where matriculants have residency by clicking on the state name and then clicking the Add button. After all states have been added, click Create State List.

## 2. U.S. Citizens per state and the District of Columbia

Create a list of all states where your entering class has residency by clicking on the state name and then clicking **Add**. When you have added all the states, click **Create State List**. In Step 3, you will enter the number of residents for each state.

## All States

Alabama	▲
Alaska	▼
Arizona	
Arkansas	
California	
Colorado	
Connecticut	
Delaware	▼



## Selected States

--

## 9. U.S. STATE RESIDENCY

END

STEP  
3

**In Step 3**, enter the number of matriculants who are residents of each state. The total and the percentages will be calculated automatically.

## 3. Residency per U.S. State

Enter the number of new matriculants who are residents of each state in the list. The percentages and total will be calculated automatically.

	U.S. State Residency (per State)	
State 1	<input type="text"/>	<a href="#">remove</a>
State 2	<input type="text"/>	<a href="#">remove</a>
State 3	<input type="text"/>	<a href="#">remove</a>
State 4	<input type="text"/>	<a href="#">remove</a>
State 5	<input type="text"/>	<a href="#">remove</a>
Total		

## 10. U.S. SUBGROUPS

CONTINUES

STEP  
1

**In Step 1**, if you have completed the Citizenship page, the number of U.S. citizens will be pre-populated. Enter the number of U.S. Permanent Residents. The total will be automatically calculated.

1. U.S. Citizens and Permanent Residents S D A M

U.S. Citizens	<input type="text"/>
U.S. Permanent Residents	<input type="text"/>
Total	

**DEFINITIONS**

These questions are for programs in the United States, only.

**NEW**

U.S. Permanent Residents may be counted in U.S. Subgroup totals.

## 10. U.S. SUBGROUPS

END

STEP  
2

**In Step 2,** allocate U.S. citizens and U.S. Permanent Residents among the U.S. subgroups listed below. The percentages will be automatically calculated.

2. Number per U.S. Subgroup S D A M

Allocate the new matriculants among the U.S. subgroups listed below. When you are finished, the total below must equal the total above.

African American	<input type="text"/>
Asian American	<input type="text"/>
Hispanic or Latino American	<input type="text"/>
Multiethnic/Multiracial	<input type="text"/>
Native American	<input type="text"/>
White (Non-Hispanic)	<input type="text"/>
Chose Not to Report	<input type="text"/>
Other	<input type="text"/>
Total:	<input type="text"/>

Other, please specify:

## DEFINITIONS

**U.S. Subgroups** are defined as U.S. Citizens and U.S. Permanent Residents who designate themselves as:

- African American
- Asian American
- Hispanic or Latino American
- Multiethnic/Multiracial
- Native American (including Alaskan Native, Native Hawaiian or Other Pacific Islander)
- White (Non-Hispanic)
- Chose Not to Report
- Other

## 11. MATRICULANT AGE

END

## STEP

1

**In Step 1**, enter the mean, median, and middle 80% age range of the new matriculants.

1. Mean Age:
2. Median Age:
3. Middle 80% Age Range From:  To:



## DEFINITIONS

**Age** is defined as the candidate's age on the program's Start Date. Age should be based on information recorded on the candidate's application or from some other reliable source.



## TIPS

Refer to calculation examples in Appendix D.

## 12. WORK EXPERIENCE

END

## STEP

1

**In Step 1,** enter the mean, median, range, and middle 80% range of work experience for new matriculants. Include post-baccalaureate, full-time work experience and post-baccalaureate military experience.

Mean Work Experience:     Months

Median Work Experience:     Months

Full Range Work Experience From:     Months

Full Range Work Experience To:     Months

Middle 80% Work Experience Range From:     Months

Middle 80% Work Experience Range To:     Months



## DEFINITIONS

**Work Experience** is defined as the amount of work experience (post-baccalaureate, full-time work experience and post-baccalaureate military experience) on the program's Start Date. Work Experience should be calculated in terms of months, based on information recorded on the candidate's application or from some other reliable source.



## NEW

Reporting on the full range of work experience is new in October 2006.



## TIPS

Refer to calculation examples in Appendix D.

## 13. FEMALE MATRICULANTS

END

## STEP

1

**In Step 1,** enter the number of female matriculants in the entering class. The percentage will be calculated automatically.

Number of Female Matriculants:

## 14. FIRST OR UNDERGRADUATE DEGREE

END

## STEP

1

**In Step 1**, enter the number of matriculants by first degree or undergraduate major. The total must equal the total number of new matriculants entered earlier.

Business	<input type="text"/>
Economics	<input type="text"/>
Engineering	<input type="text"/>
Humanities/Social Science	<input type="text"/>
Information Systems / Computer Science	<input type="text"/>
Math / Physical Science	<input type="text"/>
Other First Degree	<input type="text"/>
Total:	<input type="text"/>

Other, please specify:

## NEW

The list of first or undergraduate degree areas of study has been updated.

## TIPS

Refer to the MBA Reporting Criteria for a discussion of which majors belong in the listed categories.

## DEFINITIONS

**First or Undergraduate Degree** is defined as the minimum level of academic qualification for entry into the job market. Listed below are areas of study to be used when reporting first or undergraduate degree information. If an area of study is not listed, programs should use generally accepted guidelines at your school.

- Business
  - o Accounting
  - o Commerce
  - o Finance
  - o Hotel Administration
  - o Industrial Relations
  - o International Business
  - o Management
  - o Marketing
  - o Operations Management
  - o Other Business
- Economics
- Engineering
- Humanities/Social Science
  - o Anthropology
  - o Education
  - o English
  - o Fine Arts
  - o Foreign Languages
  - o Government
  - o History
  - o Law
  - o Philosophy
  - o Political Science
  - o Psychology
  - o Other Humanities
- Information Systems/Computer Science
- Mathematics/Physical Science
  - o Architecture
  - o Biological Sciences
  - o Chemistry
  - o Physics
  - o Statistics
  - o Other Science
- Other First or Undergraduate Degree

## CLASS PROFILE SUMMARY

END

STEP  
1

**In Step 1**, review the data in each section on the Summary page. Errors, displayed in **red**, must be fixed before you can submit your data. Warnings, displayed in **gold**, are not required to be fixed before you can submit your data. Warnings are typically displayed when fields on a page have been left empty.



NEW

Displaying errors and warnings on the summary page is new in October 2006.

## Class Profile Summary

[Preview mba.com display](#)

## Reporting Period

Reporting Period End Date: September 01, 2006  
Data is reported for the main start date only: September 01, 2006



NEW

You can see how your data will look on mba.com by clicking [Preview mba.com display](#) at the top of the page. The preview reflects data which has been saved, but not necessarily submitted. If you have submitted the data and made no changes, the preview will reflect what is currently displayed on mba.com.

## SUBMIT CLASS PROFILE

END

STEP  
1

**In Step 1**, click **Submit Now** to display Class Profile data in the mba.com school search service.

By clicking **Submit Now** below, I am certifying that I am the user whose name is logged in and that the data I have entered is true, accurate, and complete to the best of my knowledge. I also certify that I have the authority to enter the data that I have entered into the MBA Pathfinder® data warehouse, and I understand that such data may be immediately and automatically publicly displayed in the mba.com school search service. I understand that the Class Profile data I am submitting cannot be altered until the the close of the next reporting period and that this data is subject to appraisal (audit) to verify compliance with the MBA Reporting Criteria. In addition, by clicking **Submit Now**, I am agreeing to the gmac.com privacy policy and I acknowledge my obligations under the MBA Pathfinder® Terms of Use Agreement.



TIPS

Once submitted, Class Profile data cannot be edited until after the end of the next reporting period.

Submitting Class Profile data also "locks down" Required Application Elements on the Application Requirements page of Section C: Admissions.



# CAREER DATA

**PROGRAMS**

**Sample Program**

- Program Offerings
- Admissions
- Class Profile
- Career

**Introduction** >

- Number of Graduates
- Employment Summary
- Timing of First Offers
- Timing of Acceptance
- Primary Source of Job Acceptances
- Base Salary
- Signing Bonus
- Other Guaranteed Compensation
- Acceptance by Functional Area
- Acceptance by Industry
- Acceptance by Region
- Acceptance by First Degree Major
- Acceptance by Professional Experience
- Summary

**Legend**

- Searchable on mba.com
- Displayed on mba.com
- Auditable data
- Media uses in surveys

- Employment data may be entered in the MBA Pathfinder® data warehouse and transferred to the MBA Career Services Council, or it may be entered on the MBA CSC Web site ([www.mbacsc.org](http://www.mbacsc.org)) and transferred to the MBA Pathfinder® data warehouse.
- Employment data must be reported in accordance with MBA Career Services Council’s Standards for Reporting MBA Employment Statistics. The MBA CSC minimum target for the percentage of graduates for whom you have usable information is 85%. To obtain MBA CSC definitions of each element, visit [www.mbacsc.org](http://www.mbacsc.org) for more information.
- Career information can be submitted only if your school has adopted the MBA Reporting Criteria. These reporting standards can be downloaded from the Pathfinder Administration section of the MBA Pathfinder® data warehouse. They are also included in Appendix B of this document.

TO: \_\_\_\_\_

FROM: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 1. NUMBER OF GRADUATES

END

## STEP

## 1

In **Step 1**, enter the total number of graduates below. You may have more than one graduation point.

1. Number of Graduates S D A M

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the total number of graduates below. You may have more than one graduation point.

**Class year:** 2006

	<b>Total Number of Graduates</b>
July 2005	<input type="text"/>
August 2005	<input type="text"/>
September 2005	<input type="text"/>
October 2005	<input type="text"/>
November 2005	<input type="text"/>
December 2005	<input type="text"/>
January 2006	<input type="text"/>
February 2006	<input type="text"/>
March 2006	<input type="text"/>
April 2006	<input type="text"/>
May 2006	<input type="text"/>
June 2006	<input type="text"/>

**TOTALS:**

## 2. EMPLOYMENT SUMMARY

END

STEP

1

In Step 1, enter employment data.



NEW

You may not submit Career data unless 85% of your graduating class has a known employment status.

### 2. Employment Summary S D A M

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Seeking Employment	<input type="text"/>
Not Seeking Employment	
Company-Sponsored or Already Employed	<input type="text"/>
Continuing Education	<input type="text"/>
Postponing Job Search	<input type="text"/>
Starting Own Business	<input type="text"/>
Not Seeking for Other Reasons	<input type="text"/>
Total Not Seeking Employment	
Total Number with Known Employment Status	
Total Percent with Known Employment Status	
No Employment Information Available	

### 3. TIMING OF FIRST OFFERS

END

## STEP

## 1

In **Step 1**, enter the number of graduates receiving first offers in the following time periods.

#### 3. Timing of First Offers SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the number of graduates receiving first offers in the following time periods:

	Number	Percent
By Graduation	<input type="text"/>	
After Graduation and By Three Months after Graduation	<input type="text"/>	
Reported Receiving an Offer by Three Months after Graduation	<input type="text"/>	
<b>Total:</b>		

## 4. TIMING OF ACCEPTANCE

END

## STEP

## 1

In **Step 1**, enter the number of graduates accepting jobs in the following time periods.

4. Timing of Acceptance **S D A M**

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the number of graduates accepting jobs in the following time periods:

	Number	Percent
By Graduation	<input type="text"/>	
After Graduation and By Three Months after Graduation	<input type="text"/>	
Reported Accepting an Offer by Three Months after Graduation	<input type="text"/>	
<b>Total:</b>		

## 5. PRIMARY SOURCE OF JOB ACCEPTANCES

END

## STEP

## 1

**In Step 1,** enter the number of graduates who accepted offers as a result of the following types of recruiting activities.

### 5. Primary Source of Job Acceptances SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the number of graduates who accepted offers as a result of the following types of recruiting activities:

	Number	Percent
School-Facilitated Activities	<input type="text"/>	
Student-Facilitated Activities	<input type="text"/>	
No Response Provided	<input type="text"/>	

## 6. BASE SALARY

END

## STEP

## 1

**In Step 1,** enter the mean, median, low, and high base salary compensation of graduates accepting offers.



## NEW

You may not submit salary information unless you are submitting **Base Salary** information for at least 80% of accepted offers.

6. Base Salary SODAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the mean, median, low and high base salary compensation of graduates accepting offers.

Mean	US \$	<input type="text"/>
Median	US \$	<input type="text"/>
Low	US \$	<input type="text"/>
High	US \$	<input type="text"/>
Number Reporting Base Salary		<input type="text"/>
Percent Reporting Base Salary		<input type="text"/>

## 7. SIGNING BONUS

END

## STEP

## 1

**In Step 1,** enter the mean, median, low, and high signing bonus compensation of graduates accepting offers.

7. Signing Bonus S D A M

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the mean, median, low and high signing bonus compensation of graduates accepting offers.

Mean	US \$	<input type="text"/>
Median	US \$	<input type="text"/>
Low	US \$	<input type="text"/>
High	US \$	<input type="text"/>
Number Reporting Signing Bonus		<input type="text"/>
Percent Reporting Signing Bonus		<input type="text"/>

## 8. OTHER GUARANTEED COMPENSATION

END

## STEP

## 1

**In Step 1,** enter the mean, median, low, and high other guaranteed compensation of graduates accepting offers.

### 8. Other Guaranteed Compensation SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the mean, median, low and high other guaranteed compensation of graduates accepting offers.

Mean US \$

Median US \$

Low US \$

High US \$

Number Reporting Other Compensation

Percent Reporting Other Compensation

## 9. ACCEPTANCE BY FUNCTIONAL AREA

END

STEP  
1

In Step 1, enter the percentage of graduates accepting jobs and their corresponding base salary information in the following functional areas.

9. Acceptance by Functional Area SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the percent of graduates accepting jobs and their corresponding base salary information in the following functional areas:

	Percent Accepting	Mean	Median	Low	High
Consulting	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Finance/Accounting	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
General Management	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Human Resources	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Management Information Systems	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Marketing/Sales	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Operations/ Production	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Other	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>

TOTAL

## 10. ACCEPTANCE BY INDUSTRY

END

## STEP

## 1

In Step 1, enter the percentage of graduates accepting jobs and their corresponding base salary information in the following industries.

10. Acceptance by Industry SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the percent of graduates accepting jobs and their corresponding base salary information in the following industries:

	Percent Accepting	Mean US \$	Median US \$	Low US \$	High US \$
Consulting Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Financial Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Government	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Consumer Products	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Media Entertainment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Petroleum Energy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pharma/BioT/HealthcareProducts	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Real Estate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technology	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Profit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Services	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TOTAL

## 11. ACCEPTANCE BY REGION

END

STEP  
1

**In Step 1,** enter the percentage of graduates accepting jobs and their corresponding base salary information in the following geographic regions.

11. Acceptance by Region SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the percent of graduates accepting jobs and their corresponding base salary information in the following United States regions:

	Percent Accepting	Mean	Median	Low	High
Mid-Atlantic U.S.	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Midwest U.S.	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Northeast U.S.	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
South U.S.	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Southwest U.S.	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
West U.S.	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
U.S. Possessions & Territories	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>

**TOTAL**

Enter the percent of graduates accepting jobs and their corresponding base salary information outside of the United States regions. You may enter aggregated international statistics or disaggregated world region statistics or both.

	Percent Accepting	Mean	Median	Low	High
International Total	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>

**TOTAL**

	Percent Accepting	Mean	Median	Low	High
Africa	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Asia	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Oceania	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Europe	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
North America (except United States)	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Latin America & the Caribbean	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>

**TOTAL**

## 12. ACCEPTANCE BY FIRST DEGREE MAJOR

END

## STEP

## 1

**In Step 1,** enter the percentage of graduates accepting jobs and their corresponding base salary information with first degrees in the following majors.

12. Acceptance by First Degree Major SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the percent of graduates accepting jobs and their corresponding base salary information with undergraduate or first degrees in the following majors:

	Percent Accepting	Mean	Median	Low	High
Business	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Technical	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
Other	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
<b>TOTAL</b>					

## 13. ACCEPTANCE BY PROFESSIONAL EXPERIENCE

END

## STEP

## 1

**In Step 1,** enter the percentage of graduates accepting jobs and their corresponding base salary information with the following professional experience.

13. Acceptance by Professional Experience SDAM

Employment statistics reported here for graduates should reflect all information received as of September 30, 2006 for the 12-month period ending June 30, 2006.

Enter the percent of graduates accepting jobs and their corresponding base salary information with the following professional experience:

	Percent Accepting	Mean	Median	Low	High
One Year or Less	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
More than One Year, Up to Three Years	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
More than Three Years, Up to Five Years	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>
More than Five Years	<input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>	US \$ <input type="text"/>

**TOTAL**

## CAREER SUMMARY

END

## STEP

## 1

**In Step 1,** review the data in each section on the Summary page.

## Career Summary

[Preview mba.com display](#)

## Number of Graduates

July 2005

August 2005

September 2005

October 2005

November 2005

December 2005

January 2006

February 2006

March 2006

April 2006

May 2006

## 15. CAREER MBA.COM APPEARANCE

END

## STEP

## 1

**In Step 1**, select the organization(s) to which to submit the data and how to display the data.

### Career mba.com Appearance

**\* Share with MBA Career Services Council (MBA CSC)**

GMAC® and MBA CSC recommend that you submit your career data to both organizations. If you elect to submit your data to both organizations, the data you have entered here will be transferred to MBA CSC ([www.mbacsc.org](http://www.mbacsc.org)).

Select one of the two options below:

- Submit to GMAC® and MBA CSC
- Submit to GMAC® only

**\* How to display on mba.com School Search Service**

You may choose to have employment statics displayed for only this program or for all programs with the following attributes:

Degree Offered: **Masters of Business Administration (MBA)**

Program Type: **Full-time**

The programs listed below have the above attributes:

scksample (current program)

If you elect to display the data for all programs, the data will also be displayed for any program that has the same attributes but which is created after the submission of this data.

Select one of the two options below:

- Display only for scksample
- Display for all programs listed above

## 16. SUBMIT CAREER DATA

END

## STEP

## 1

**In Step 1,** click Submit Now to display Career data.

By clicking "Submit Now" below, I am certifying that I am the user whose name is logged in and that the data I have entered is true, accurate and complete to the best of my knowledge. I also certify that I have the authority to enter the data that I have entered into the MBA Pathfinder® data warehouse, and I understand that such data will be immediately and automatically publicly displayed in the mba.com school search service. In addition, by clicking Submit Now, I am agreeing to the gmac.com privacy policy and I acknowledge my obligations under the MBA Pathfinder® Terms of Use Agreement.



# 3

## APPENDIX A: MBA PATHFINDER® ADMINISTRATION



### MBA PATHFINDER® ADMINISTRATION

The MBA Pathfinder® Administration section is where you can access information and perform activities not directly related to data entry. Each function is described below, along with any user restrictions.

#### → **Manage Other Users**

Only the MBA Pathfinder® Primary Contact may authorize (or remove authorization from) other users from the same school.

[Manage other users](#)

#### → **Download Data**

You may download in Excel format, data submitted about your program(s) or school. The reports range in scope from all data to those elements used by a specific media outlet.

[Download data](#)

#### → **View mba.com School Search Service Statistics**

You may view how many times each of your programs has been listed in the results of an mba.com school search service search. The search statistics include the types of searches, the number of times your mba.com profile was viewed, and the number of clickthroughs to your Web site.

[View Search Statistics](#)

#### → **Send MBA Reporting Criteria Adoption Statement**

If your dean has not yet adopted the MBA Reporting Criteria and your school would like to submit Class Profile or Career data, you may send the Dean a link to the Adoption Statement. When the Dean adopts the agreement, you will be able to submit Class Profile and Career Data.

[Go to MBA Reporting Criteria Adoption Statement](#)

**→ Membership Compliance**

If your school is a GMAC® governing member school and you choose not to participate in MBA Pathfinder® and to submit only the four required data elements, which will NOT be displayed on [www.mba.com](http://www.mba.com), the GMAC® Primary Representative may do so on the Membership Compliance page.

[Go to Membership Compliance](#)

**→ MBA Pathfinder® Downloads**

From the Download page, you may access all of the MBA Pathfinder® downloadable documents.

[View MBA Pathfinder® Downloads](#)

# 4

## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS



### MBA Reporting Criteria

*Updated:*  
**October 2006**

*Creating Access to Graduate Business Education®*

# 4

## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS

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MBA Career Services Council Standards for Reporting MBA Employment Statistics can be downloaded by visiting <http://www.mbacsc.org/standards.asp>

### Background

In November 1998, the Graduate Management Admission Council® (GMAC®) established an Industry Information Task Force charged with proposing reporting criteria for business schools regarding MBA admission, enrollment, and program information. The Industry Information Task Force released a draft in August 1999 and received more than 380 comments from approximately 85 schools. The comments addressed a variety of issues, but generally conveyed overwhelming support for the initiative, particularly the agreed-upon procedures component. In February 2000, the task force reconvened to consider the comments received in order to finalize the reporting criteria and in April 2000 issued the first publication of the MBA Reporting Criteria. In later years, the Industry Information Task Force was renamed the MBA Reporting Criteria Advisory Group and they updated the MBA Reporting Criteria in 2002, 2004, and 2006. As of August, 2006 nearly 200 schools have adopted the MBA Reporting Criteria.

The MBA Reporting Criteria helps ensure that information disseminated about MBA programs is accurate, consistent, and comparable for prospective students. It also serves to reduce the burden to schools in completing surveys for media outlets. Prospective students can research and compare school programs on mba.com after schools enter their program information into the MBA Pathfinder® data warehouse available through gmac.com. All schools that enter Class Profile and/or Career Data into the MBA Pathfinder® data warehouse must adopt the MBA Reporting Criteria and are subject to an agreed-upon procedures (AUP) engagement.

Reporting standards for MBA employment statistics can be found by visiting the MBA Career Services Council Web site at [www.mbacsc.org](http://www.mbacsc.org) and by downloading the MBA Career Services Council Standards for Reporting MBA Employment Statistics [www.mbacsc.org/standards.asp](http://www.mbacsc.org/standards.asp).

*Special thanks to the 2004-2006 MBA Reporting Criteria Advisory Group:*

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## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS

### Section A: School Information

#### Location

For schools with multiple sites, location is defined as the Dean's primary office location.

#### Faculty

Faculty is defined as all full-time and adjunct/visiting faculty that are currently employed at both the undergraduate and graduate business or management school.

##### Tenured Faculty

Tenured Faculty is defined as faculty who are not subject to dismissal without cause.

##### Non-Tenured Faculty

Non-Tenured Faculty is defined as faculty subject to dismissal at will.

##### Full-Time Faculty

Full-Time Faculty is defined as faculty employed on a full-time basis, including those with released time for research.

##### Adjunct/Visiting Faculty

Adjunct/Visiting Faculty is defined as faculty employed on a part-time basis.

##### Minority Faculty (*for U.S. schools, only*)

Minority Faculty is defined as faculty who designate themselves as:

- African American
- Asian American
- Hispanic or Latino American
- Multiethnic/Multiracial
- Native American (including Alaskan Native, Native Hawaiian or Other Pacific Islander)

##### International Faculty

International Faculty is defined as faculty who do not have citizenship of the country in which the school is located.

##### Faculty with PhDs

Faculty with PhDs is defined as faculty with a doctoral degree or another terminal degree (the highest degree awarded in a field).

#### Alumni

Alumni are defined as anyone living or deceased who has been granted a graduate degree from your business or management school, plus anyone else you consider an alumnus.

#### Private/Public

A public school is defined as a school that is governed by a government, state, agency of the state or by publicly elected or appointed officials. A private school is defined as a school that is not governed by a local or national government or government entity.

**Section B: Program Offerings****Program Degree**

Program Degree is defined as one of the following:

- Masters of Business Administration (MBA)
- Other Masters
- Doctoral

**Program Type**

Program Type is defined as one of the following:

- Full Time
- Working Professional (Part-time)
- Executive Masters of Business Administration (EMBA)
- Combination of Full-time and Working Professional
- Other

**Program Delivery Format**

Program Delivery Format is defined as one of the following:

- Classroom Setting
- Distance/Online
- Combination

**Program Length**

Program length is defined as the amount of time typically required to be awarded a degree from the program.

**Program Tuition and Required Fees**

Program Tuition and Required Fees are defined as all required program costs, but not optional pre-program fees or cost-of-living expenses. Required fees are defined as all required student activity, health insurance, or pre-program charges.

**Tuition Unit and/or Required Fees Unit**

Tuition Unit and/or Required Fees Unit are defined as the most common unit by which tuition and/or fees are expressed:

- Academic Years
- Semesters/Quarters
- Credit Hours
- Enrollment Months

**Resident Costs**

Resident costs are defined as costs paid by students who live in the same state or province in which the school is located.

**Non-Resident Costs**

Non-Resident costs are defined as costs paid by students who do not live in the same state or province in which the school is located.

**International Costs**

International Costs are defined as costs paid by students who do not live in the same country in which the school is located.

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## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS

### **International Experience**

#### **Other Languages**

Other Languages is defined as coursework offered in a different language other than the primary language of instruction.

#### **International/Study Abroad Experience**

International/Study Abroad Experience is defined as school-sponsored travel outside the country where the school is located (i.e. a week-long trip to visit companies to learn about regional economies).

#### **In-Country (Domestic) Exchange Programs**

In-Country (Domestic) Exchange Programs are defined as coursework offered at another institution within the country where the school is located.

#### **International Exchange Programs**

International Exchange Programs are defined as coursework offered at another institution outside of the country where the school is located.

#### **Intern/Practical Experience**

Intern/Practical Experience is defined as company internships outside the country where the school is located.

### **Areas of Elective Study**

Areas of elective study are defined as those in which more than one non-required course is offered. Students may be required to select an area of elective study, concentration, specialization, or major to be awarded a degree from the program.

### **Joint or Dual Programs**

A joint or dual program is defined as a degree offered by your school in conjunction with a degree offered at another school within your institution or a separate institution.

### **Core Course Size**

Core course size is defined as the average number of students in each section of a required course offering (i.e. students sitting in a classroom) during the last reporting period.

### **Elective Course Size**

Elective course size is defined as the average number of students in each section of a non-required course offering (i.e. students sitting in a classroom) during the last reporting period.

**Section C: Admissions****Start Date**

Start Date is defined as the date in which an incoming student is required to begin the program with their cohort.

**Application Deadline**

Application Deadline is defined as the final date in which a candidate can submit an application to be considered for admission for a defined start date.

**Rolling Admissions**

Rolling Admissions is defined as an admissions process in which candidates can submit an application for consideration anytime during a set of dates and the admissions committee will release admissions decisions on an on-going basis.

**Period Begin**

Period Begin is defined as the first date in which a candidate can submit an application to be considered for admission for a defined start date.

**Period End**

Period End is defined as the last date in which a candidate can submit an application to be considered for admission for a defined start date.

**Fixed Application Deadlines**

Fixed Applications Deadlines is defined as an admissions process by which an admissions committee reviews applications during one or more periods (or rounds) for a defined start date.

**Final Deadline, Domestic**

Final Deadline, Domestic is defined as the last date by which candidates who live in the country in which the program is located can submit an application for admission.

**Final Deadline, International**

Final Deadline, International is defined as the last date by which candidates who do not live in the same country in which the program is located can submit an application for admission.

**Required Application Elements**

Application Requirements is defined as elements that are required in a completed application of an admitted candidate. If candidates can apply and be admitted, using a transcript template(s) in place of an Official Transcript(s), Unofficial GMAT® scores in place of Official GMAT® scores, and/or any other substitutions for required application elements of matriculating students, programs should clearly articulate these exceptions.

**Interviews**

An interview must be formally scheduled and completed with an authorized school representative in order to comply with the MBA Reporting Criteria.

**Financial Aid**

Financial aid is defined as funding options administered by the program, school, or institution that are available to current students to cover tuition and required fees of the program. Funding options include loan programs, scholarships, grants, and assistantships.

**Domestic Students**

Domestic Students is defined as students who live in the same country in which the program is located.

**International Students**

International Students is defined as students who do not live in the same country in which the program is located.

**Co-Signer for Loans**

A Co-Signer for Loans is defined as a person who signs a loan agreement along with the borrower and assumes equal responsibility for repayment.

**Part of Admissions Process**

Part of the Admissions Process is defined as determining the amount and type of financial aid during the review of the admissions application.

**Unique Application Process**

Unique Application Process is defined as determining the amount and type of financial aid based on a separate application from the admissions application.

**Merit**

Merit is defined as determining a candidate's financial aid based on a candidate's academic, professional, or personal achievements.

**Financial Need**

Financial Need is defined as determining a candidate's financial aid based on a candidate's ability to contribute financially to his or her own program expenses.

**Section D: Class Profile****Reporting Period**

Reporting Period is defined as a 12 month period for which data has been collected on entering students to be used for reporting purposes. The Reporting Period End Date is a date after the program data has been "frozen" for school reporting purposes.

You must choose whether to report Class Profile program data for all Start Dates or only the Main Start Date. All subsequent data is based on this choice.

**Application**

An application is defined as one that contains sufficient information to render a decision about admittance and for which an offer or denial of admission was sent. The reporting entity should have its own policy regarding "sufficient information" as the basis for declaring an application received for full-time, part-time, executive, and other types of programs.

At a minimum, an application is defined as an application data form, a fee (or documented fee waiver) and one other credential on which a denial of admission can be made. A record of communication (electronic or paper) must exist with the candidate regarding the status or disposition of his/her application. The files (electronic or paper) of the candidates with offers of admission must contain all elements identified by the school as required for a completed application.

A candidate whose matriculation is deferred may be counted in one of two ways and must remain consistent each reporting period:

**Option 1:**

As an applicant, as an offer of admission and as a matriculant in the year in which he/she matriculates, or

**Option 2:**

As an applicant and as an offer of admission in the current year and as a matriculant in the year in which he/she matriculates

**Offer of Admission**

An Offer of Admission is defined as one in which a candidate has been offered admission to the program and an admission notice has been sent, including those who were offered conditional admission and allowed to enroll. A record of communication (electronic or paper) must exist with the candidate regarding the status or disposition of his/her application. The files (electronic or paper) of the candidates with offers of admission must contain all elements identified by the school as required for a completed application.

A candidate whose matriculation is deferred may be counted in one of two ways and must remain consistent each reporting period:

**Option 1:**

As an applicant, as an offer of admission and as a matriculant in the year in which he/she matriculates, or

**Option 2:**

As an applicant and as an offer of admission in the current year and as a matriculant in the year in which he/she matriculates

# 4

## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS

### **Matriculant**

A matriculant is defined as a candidate who has, in addition to receiving an offer of admission, he/she has enrolled in and has attended classes.

A candidate whose matriculation is deferred may be counted in one of two ways and must remain consistent each reporting period:

#### **Option 1:**

As an applicant, as an offer of admission and as a matriculant in the year in which he/she matriculates, or

#### **Option 2:**

As an applicant and as an offer of admission in the current year and as a matriculant in the year in which he/she matriculates

### **Interview**

An interview must be formally scheduled and completed with an authorized school representative in order to comply with the MBA Reporting Criteria.

### **Reapplicant**

A reapplicant is defined as an applicant who applied for admission in a previous reporting period but did not attend and who was required to reactivate or reapply in the current reporting period.

### **Grade Point Average (GPA)**

Grade Point Average (GPA) is defined as being reportable only for those who attended a U.S. institution where GPA is calculated by the institution on a four-point scale (no conversions) and appears on the transcript.

**Mean GPA** is the sum of all GPAs divided by the number of GPAs.

**Median GPA** is the middle of a distribution: half the GPAs are above the median and half of the GPAs are below the median.

**Middle 80% GPA Range From** is the GPA that represents the beginning of the bottom 10% of GPAs.

**Middle 80% GPA Range To** is the GPA that represents the beginning of the top 10% of GPAs.

### **GMAT® Score**

Graduate Management Admission Test® (GMAT®) Score is defined as the highest GMAT® score for each candidate.

**Mean GMAT® Score** is the sum of all GMAT® scores divided by the number of GMAT® scores.

**Median GMAT® Score** is the middle of a distribution: half the GMAT® scores are above the median and half of the GMAT® scores are below the median.

**Middle 80% GMAT® Score Range From** is the GMAT® score that represents the beginning of the bottom 10% of GMAT® scores.

**Middle 80% GMAT® Score Range To** is the GMAT® score that represents the beginning of the top 10% of GMAT® scores.

### **Citizenship**

The citizenship of a candidate is defined as that which is stated on his or her passport. If a candidate has dual citizenship, the school should make a reasonable and consistent determination of a single citizenship to report.

**U.S. State Residency**

The U.S. State Residency of a candidate who is a U.S. Citizen (not including U.S. Permanent Residents) is defined as that which is stated on his or application or some other reliable source.

**U.S. Possessions and Territories**

U.S. Possessions and Territories include:

American Samoa	Johnston Atoll	Palmyra Atoll
Baker Island	Kingman Reef	Puerto Rico
Guam	Midway Island	Virgin Islands
Howland Island	Northern Mariana Islands	Wake Island
Jarvis Island		

**U.S. Subgroups**

U.S. Subgroups are defined as U.S. Citizens and U.S. Permanent Residents that who designate themselves as:

- African American
- Asian American
- Hispanic or Latino American
- Multiethnic/Multiracial
- Native American (including Alaskan Native, Native Hawaiian or Other Pacific Islander)
- White (Non-Hispanic)
- Chose Not to Report
- Other

**Age**

Age is defined as the candidate's age on the program's Start Date. Age should be based on information recorded on the candidate's application or from some other reliable source.

**Mean Age** is the sum of all Ages divided by the number of Ages.

**Median Age** is the middle of a distribution: half the Ages are above the median and half of the Ages are below the median.

**Middle 80% Age Range From** is the Age that represents the beginning of the bottom 10% of Ages.

**Middle 80% Age Range To** is the Age that represents the beginning of the top 10% of Ages.

**Work Experience**

Work Experience is defined as the amount of work experience (post-baccalaureate, full-time work experience and post-baccalaureate military experience) on the program's Start Date. Work Experience should be calculated in terms of months, based on information recorded on the candidate's application or from some other reliable source.

**Mean Work Experience** is the sum of all work experience divided by the number of candidates with work experience.

**Median Work Experience** is the middle of a distribution: half of the amount of work experience is above the median and half of the amount of work experience is below the median.

**Middle 80% Work Experience Range From** is the amount of Work Experience that represents the beginning of the bottom 10% of work experience amounts.

**Middle 80% Work Experience Range To** is the amount of work experience that represents the beginning of the top 10% of work experience amounts.

**First or Undergraduate Degree**

First or Undergraduate Degree is defined as the minimum level of academic qualification for entry into the job market. Listed below are areas of study to be used when reporting first or undergraduate degree information. If an area of study is not listed, programs should use generally accepted guidelines at your school.

- **Business**
  - Accounting
  - Commerce
  - Finance
  - Hotel Administration
  - Industrial Relations
  - International Business
  - Management
  - Marketing
  - Operations Management
  - Other Business
  
- **Economics**
  
- **Engineering**
  
- **Humanities/Social Science**
  - Anthropology
  - Education
  - English
  - Fine Arts
  - Foreign Languages
  - Government
  - History
  - Law
  - Philosophy
  - Political Science
  - Psychology
  - Other Humanities
  - Other Social Science
  
- **Information Systems/Computer Science**
  
- **Mathematics/Physical Science**
  - Architecture
  - Biological Sciences
  - Chemistry
  - Physics
  - Statistics
  - Other Science
  
- **Other First or Undergraduate Degree**

**Graduate Management Admission Council®**
**MBA PATHFINDER® ADOPTION STATEMENT**

On behalf of the MBA program at \_\_\_\_\_, I agree to adopt the MBA Reporting Criteria, issued by the Graduate Management Admission Council® (GMAC®), and the Standards for Reporting MBA Employment Statistics, issued by the MBA Career Services Council. I recognize that by adopting these, I have agreed to do the following:

- Report to GMAC® annual MBA program information prepared in accordance with the MBA Reporting Criteria.
- Report to GMAC® annual MBA employment-related data prepared in accordance with the MBA Career Services Council Standards for Reporting MBA Employment Statistics.
- Submit to agreed-upon procedures for appraisal (audit) of the annual data submitted to GMAC® to verify compliance with the above-mentioned criteria and standards.
- Recognize that the agreed-upon procedures will be performed randomly at least once every five years—and possibly more frequently.
- Apply the MBA Reporting Criteria and the MBA Career Services Council Standards for Reporting MBA Employment Statistics to the fullest extent possible when providing information about our MBA program to media outlets and for publications (including my school's Web site).
- Agree to the MBA Pathfinder® [Terms of Use Agreement](#) and the principles and handling of information described in the [www.gmac.com/privacy\\_policy](http://www.gmac.com/privacy_policy).

If you do not agree to the Adoption Statement above, your school will not be able to display Class Profile or Career data on the mba.com School Search Service. The other three sets of data—School, Program Offerings, and Admissions—do not require adoption.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of School or University

\_\_\_\_\_  
Date



KPMG LLP  
 2001 M Street, NW  
 Washington, DC 20036

**Current Date**

Dear \_\_\_\_\_:

This letter is to confirm arrangements for KPMG LLP's visit to audit \_\_\_\_\_ MBA Pathfinder® submission for \_\_\_\_\_. We plan to perform our site visit on \_\_\_\_\_. We recently discussed this visit with \_\_\_\_\_, who will be our principal point of contact for these procedures.

The nature and scope of our work has been determined by the Graduate Management Admission Council (GMAC®). The procedures have been designed to provide assurance that \_\_\_\_\_ MBA Pathfinder® submission has been compiled in accordance with the MBA Reporting Criteria. In order to facilitate our work, we will need to obtain and review supporting documentation for each of the assertions in your school's MBA Pathfinder® profile.

Specifically, we ask that \_\_\_\_\_ make the following information available to us:

- A list of all the completed applicants, identified by name or number, with indication of status of the application (denial, offer, withdrawal, deferred) for each of the programs;
- A list of all the new entrants with their citizenship (and for US citizens – domestic origin), gender, age, work experience, GMAT® exam, and undergraduate degrees;
- A list of students transferring into the MBA program during the year.

If possible, please provide us with electronic copies of these listings in advance of our audit, since this will enable us to perform certain planning procedures prior to our visit. In order to protect data privacy, please ensure the information we are requesting includes an identifying number, such as the student ID or the last 4 digits of the social security number, but does not include the applicant's full social security number. The electronic copies can be sent to the KPMG Senior Associate, \_\_\_\_\_, at \_\_\_\_\_. This will help us use our time on campus more efficiently and reduce to a minimum the disruption caused by our visit.

In accordance with our agreement with GMAC®, we plan to perform the following procedures for your MBA program:

- Review the total number of students listed on the 'completed applications', 'offers of admission', and 'admitted students' listings, and agree them to the numbers reported by the school in MBA Pathfinder® database;
- Compare the information on the listings with that reported about citizenship, gender, age, and GMAT® exam;
- Randomly select 30 applicants from the 'completed applications' list for detailed testing (for programs with fewer than 600 completed applications, we will select 5% of completed applications). We will review the applicant file of each to confirm that all elements of a completed application are present. If our testing highlights any missing documentation or other exceptions, we will extend our sample by ten items for each exception noted, up to a maximum of double the original sample;

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## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS



- For students in the sample who were offered admission, we will confirm that an offer letter is held on file;
- For admitted students, we will confirm that an official GMAT® Score Report is present, and that the score agrees to the score used in the calculation of average GMAT® exam;
- For admitted students, we will agree gender, citizenship, GPA (grade point average), age, and work experience reported in the detailed lists to appropriate documentation in the applicant file.
- Recompute mean, median, and middle 80 range statistics for GMAT® exam, GPA (grade point average), age, and the median and mean for work experience, and compare to the amounts reported in MBA Pathfinder® database;
- Recompute average required class size, based on course rosters provided, and agree the results to MBA Pathfinder® database.

Following the completion of our agreed-upon procedures, we will meet with \_\_\_\_ to report our results and inform you of any comments and recommendations which have arisen from our work. After this discussion, we will submit a written report to you and to GMAC® detailing the results of our visit. This report will not be circulated to other schools or any other third parties.

Following the completion of our work, we will ask you to sign a representation letter confirming that you understand the purpose and content of the work we have performed, and confirming that \_\_\_\_ is responsible for the accuracy of the data that we have reviewed. I have attached a sample of the wording of this letter for your information, and I would be happy to answer any questions that you might have.

GMAC® plans to produce an annual report summarizing the results of all the school visits performed in the preceding year. Although the results of our work at \_\_\_\_ will feed into this report, \_\_\_\_ will not be referred to by name, and any findings will not be identifiable with \_\_\_\_.

Our report is intended solely for the use of the GMAC® MBA Reporting Criteria Manager and the selected School, and is not intended for use by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.

\_\_\_\_, a KPMG Senior Associate, will arrive in the admissions office at 8:30 am on \_\_\_\_\_. He will contact \_\_\_\_\_ prior to that date in order to finalize the arrangements. In the meantime, please do not hesitate to contact me at \_\_\_\_\_.

Very truly yours,

\_\_\_\_\_  
Partner

**(To be printed on School Letterhead)**

**Current DATE**

KPMG LLP  
2001 M Street NW  
Washington DC  
20036-3389

Attn: \_\_\_\_\_

Ladies and Gentlemen:

In connection with your engagement to apply agreed-upon procedures, which were agreed to by the Graduate Management Admission Council (GMAC®) and management of the **University** (the University), solely to assist us in evaluating the content of the "Reports of Program Information" (the Report) in MBA Pathfinder® database, we confirm:

1. Our understanding that you were not engaged to, and did not perform an examination, the result of which would be the expression of an opinion on the Report referred to above. Accordingly, you did not express such an opinion. Had additional procedures been performed, other matters might have come to your attention that would have been reported to us.
2. Further, we confirm that, to the best of our knowledge and belief, the following representations made to you during your agreed-upon procedures engagement:
3. We are responsible for the data included in the Report.
4. We are responsible for the fair presentation of the subject matter prepared in conformity with the GMAC® Reporting Criteria for the \_\_\_\_\_ reporting period.
5. We have made available to you all related records and data.
6. We have reviewed a draft of your report of findings, and we are not aware of any significant errors or misstatements contained in that report, and the procedures referred to in the draft report are those we requested and were agreed to by GMAC®.
7. Your procedures were limited to those which we and GMAC® determined would best meet our informational needs and may not necessarily disclose all significant errors, irregularities, including fraud or defalcation, or illegal acts that may exist.
8. Your report is intended solely for use by GMAC® and the University, and is not intended for use by those who have not agreed to the procedures and have not taken responsibility for the sufficiency of the procedures for their purposes. It is our understanding that your report will only be provided to GMAC® and the University.
9. We have responded fully to all inquiries made to us by you during your engagement.
10. We have communicated to you all known matters contradicting the accuracy of the data contained in the Report.
11. No procedures have been performed since the date of your report and you have no responsibility to update your procedures.

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## APPENDIX B: MBA REPORTING CRITERIA AND DEFINITIONS

12. There have been no communications from regulatory agencies that would affect the subject matter of the Report.
13. We have complied with all aspects of contractual agreements that would have a material effect on the Report in the event of noncompliance.
14. There is no material information that has not been properly reported as part of the Report.
15. GMAC<sup>®</sup> and the respective Universities have agreed to the following definitions of an exception:
  - a. An exception for all Report procedures other than procedures 1a, 2a, 3b, and 3d is defined as a difference of more than 5% between the statistic reported by the School in MBA Pathfinder<sup>®</sup> database and the underlying data provided to and recalculation made by KPMG LLP.
  - b. An exception for Report procedure 3d is defined as a difference of more than 3% between the statistic reported by the School in MBA Pathfinder<sup>®</sup> database and the underlying data provided to and recalculation made by KPMG LLP.
  - c. An exception for the samples selected in 1a, 2a, and 3b is defined as missing documentation for greater than 5% of the samples items selected.

Very truly yours,

**Dean  
University**



## APPENDIX C: TERMS OF USE

### GRADUATE MANAGEMENT ADMISSION COUNCIL® MBA PATHFINDER® TERMS OF USE AGREEMENT OCTOBER, 2006

In order to enter data concerning your business school in the MBA Pathfinder® data warehouse (“**MBA Pathfinder® service**”) owned and administered by the Graduate Management Admission Council® (“**GMAC®**”) and have your business school program data accessible by prospective students and others on the [mba.com](http://mba.com) student search service, you, on behalf of your institution, must agree and adhere to the following terms and conditions contained in this Terms of Use Agreement (hereinafter the “**Terms of Use**” or “**TOU**”). If you have questions concerning this TOU or the MBA Pathfinder® service please contact the GMAC® MBA Pathfinder® department by phone at 703-245-4222 or by e-mail at [pathfinder@gmac.com](mailto:pathfinder@gmac.com).

#### MBA Pathfinder® Terms of Use Agreement

I am a representative of the graduate management institution named in my Profile on [www.gmac.com](http://www.gmac.com) (“**Institution**”) and I am either the “**Primary Contact**” for my Institution (authorized by my Dean or a GMAC® governing member school Primary Representative), or I am an “**Authorized User**” (authorized by my Institution’s Primary Contact to access, enter, and edit data in the MBA Pathfinder® service). If I am the Primary Contact, I have the authority to contractually bind the Institution to this Terms of Use Agreement; on behalf of the Institution I represent, I agree that the Institution and its users’ access to and use of the MBA Pathfinder® service is subject to the following terms and conditions, and I agree to fully comply with such terms and conditions. If I am an Authorized User, I agree that any use of the MBA Pathfinder® service is subject to the following terms and conditions, and I agree to fully comply with such terms and conditions:

1. The Primary Contact and any Authorized Users shall be authorized by the Institution to access, enter, edit, and submit data into the MBA Pathfinder® service, including data related to the Institution’s school, program offerings, admissions, class profile, and career data (collectively, “**Program Data**”). This Program Data will only be submitted to GMAC® in an anonymous aggregated form that does not identify any particular individual.
2. The Institution agrees that its entry, transmission, and/or use by GMAC® of any Program Data entered into the MBA Pathfinder® service and/or the Institution’s use of any “**mba.com school search service statistics**” available from the administration pages of the MBA Pathfinder® service does not and will not violate any applicable laws or regulations concerning privacy, research, data security, other applicable laws or regulations or any applicable GMAC® MBA Reporting Criteria or MBA Career Services Council Standards for Reporting MBA Employment Statistics (“**MBA CSC Standards**”). The Institution shall submit the Program Data to GMAC® via online data entry forms located at [www.gmac.com](http://www.gmac.com). This shall be the only means of submission, unless otherwise notified by GMAC®.
3. GMAC® is granting the Institution a nonexclusive, limited license to the MBA Pathfinder® service and to the [mba.com](http://mba.com) school search service statistics only by the Primary Contact and Authorized Users and the Institutions’ admissions, administrative, and career services employees for purposes of tracking and reporting internally and to third-party sources its own aggregated Program Data. The Institution grants GMAC® a nonexclusive, fully paid-up, royalty-free, limited license to use the Program Data in the MBA Pathfinder® service and as displayed in the [mba.com](http://mba.com) school search service for the purposes of maintaining the [mba.com](http://mba.com) school search service, compiling the [mba.com](http://mba.com) school search service statistics, and for aggregated, anonymous GMAC® research. GMAC® governing member schools further agree that their use of MBA Pathfinder® service and submission of Program Data may be used for the purpose of evaluating compliance with GMAC® governing standards and policies.
4. The Institution shall retain all copyright, trademark, service mark, and other proprietary notices contained in the data and information it submits in the MBA Pathfinder® service. The Institution is the owner of, and shall retain the entire rights to, any copyright, trademark, trade secret, and other proprietary

rights in the Program Data. The Institution shall not transmit any Program Data that contains viruses, worms, Trojan horses, or other disabling devices, or use spamming, flooding, or other means to interfere with the MBA Pathfinder® service or any GMAC® user, host, or network. GMAC® is the sole owner of, and shall retain the entire rights to, any copyrights, trademark, trade secret, and any other proprietary rights in the MBA Pathfinder® service.

5. As stated on the MBA Pathfinder® data entry pages, certain Program Data submitted will be publicly displayed in the mba.com school search service automatically, almost immediately upon submission; certain other Program Data, such as that data submitted solely for governing member school compliance on the “Membership Compliance” pages, shall not be displayed on mba.com and shall be retained by GMAC® as confidential information (“**Confidential Program Data**”). For the Confidential Program Data, GMAC® agrees that only those GMAC® staff, service providers, and consultants with a need to know will have access to such information, although such data may be disclosed by GMAC® pursuant to an order of any court or like entity or other valid official government legal process. GMAC® agrees to promptly notify the Primary Contact in writing of any unauthorized disclosure of any Confidential Program Data.

6. The Institution agrees that any use not authorized herein or any otherwise inappropriate use of the MBA Pathfinder® service is prohibited, and that any violation of this Terms of Use, at the discretion of GMAC®, may prevent the Institution from further participation in the MBA Pathfinder® service and mba.com school search service. The Institution assumes liability for all costs, expenses, and damages arising out of its data submission and use of the MBA Pathfinder® service and/or any material breach of this Terms of Use. GMAC® makes no representations or warranties that use or operation of the MBA Pathfinder® service or the mba.com school search service will be uninterrupted or error-free. GMAC® disclaims all warranties, express or implied, including the implied warranties of merchantability, fitness for a particular purpose, and noninfringement. GMAC® shall not be liable to the Institution for special, incidental, consequential, or punitive damages of any nature for any reason, whether such liability is asserted on the basis of contract, tort, or otherwise, even if GMAC® has been warned of the possibility of such damages.

7. I understand that GMAC® will protect the personal data that I provide as the Primary Contact or Authorized User and will only use that data for the purposes of administering the MBA Pathfinder® service and for the purposes expressly described in the privacy policy posted on [www.gmac.com](http://www.gmac.com). By participating in the MBA Pathfinder® service, I am agreeing to that privacy policy. If I am located outside the United States, I am also consenting to the transmission into the United States of my personal data, which is the primary processing location of GMAC® and its service providers.

8. GMAC® reserves the right to revise the Terms of Use at any time without advance notice, including any license terms. The Institution shall be notified of any revisions by a notice posted on this page. This Terms of Use takes precedence over any previous or conflicting Terms of Use for the MBA Pathfinder® Service. If my role as the Primary Contact or an Authorized User changes, I will promptly notify GMAC® of such change by contacting [pathfinder@gmac.com](mailto:pathfinder@gmac.com).

**On behalf of the Institution, I agree to and accept this MBA Pathfinder® Terms of Use Agreement and I consent to the Privacy Policy and Terms and Conditions on [www.gmac.com](http://www.gmac.com).**

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## APPENDIX D: CALCULATION EXAMPLES



### CALCULATION EXAMPLES

#### → AVERAGE OR MEAN

- The average is the arithmetic mean of a group of numbers.
- Calculate the average of a group of numbers by adding up all the values and dividing by the total number in the group.

#### Example:

**Values:** 2, 3, 3, 4, 4, 5, 6, 7, 7, 8, 8, 9, 10

**Average or Mean:**  $2+3+3+4+4+5+6+7+7+8+8+9+10$  equals 76 divided by 13 values equals 5.8 (or, rounded up, 6)

**Microsoft® Excel Formula:** =AVERAGE(value1, value2,...)

#### → MEDIAN

- The median is the middle value of a group of ordered numbers.
- Calculate the median of a group by ordering the values from lowest to highest and then locating the middle value in the group.

#### Example:

**Values:** 2, 3, 3, 4, 4, 5, 6, 7, 7, 8, 8, 9, 10

**Median:** Since there are 13 values, the middle number would be ranked 7th on the list, which equals 6

**Microsoft® Excel Formula:** =MEDIAN(value1, value2,...)



#### TIP

Microsoft® Excel will interpolate a median value if the group contains an even number of values and, when ordered, the two middle values are not equal. For example, =MEDIAN(1,2,3,4) returns a value of 2.5. You may need to round the interpolated value to the nearest value in your group.

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## APPENDIX D: CALCULATION EXAMPLES

### → MIDDLE 80% RANGE

- The middle 80% range of a group of ordered numbers contains those values from the 20th percentile through the 80th percentile, inclusive.
- Calculate end points of the range by arranging the values in the group from lowest to highest, then locating the value that represents the top of the bottom 10% of the group and the value that represents the bottom of the top 10% of the group.

#### Example:

**Values:** 2, 3, 3, 4, 4, 5, 6, 7, 7, 8, 8, 9, 10

**Middle 80% Range:** Since there are 13 values, the top of the bottom 10% equals 3 and the bottom of the top 10% equals 9

#### Microsoft® Excel Formula:


=PERCENTILE (number1, number2,..., K),  
where K = the percentile value.

For the top value in the bottom 10% of values,  
the formula is

=PERCENTILE(number1, number 2,..., 0.1).

For the bottom value in the top 10% of values,  
the formula is

=PERCENTILE(number1, number 2,..., 0.9).

 **TIP**

Microsoft® Excel will interpolate a percentile value if the group of numbers is not exactly divisible by 10. For example, =PERCENTILE(1,2,3,4, 0.1) returns a value of 1.3. You may need to round the interpolated value to the nearest value in your group.

### → FULL RANGE

- Calculate by arranging the values in a group from lowest to highest then locating the first value and the last value in the group.

#### Example:

**Values:** 2, 3, 3, 4, 4, 5, 6, 7, 7, 8, 8, 9, 10

**Range:** The lowest value equals 2 and the highest value equals 10

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