The College of Westchester

Master of Business Administration

2026/2027 Catalog Addendum
Effective November 10, 2026

THE COLLEGE
OF WESTCHESTER®

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Master of Business Administration Program

The College of Westchester is pleased to announce the addition of the Master of Business Administration (MBA) degree program to its academic offerings. The program has been approved by the New York State Education Department (NYSED) and by the Middle States Commission on Higher Education (MSCHE). The addition of the MBA represents an important expansion of the College's academic portfolio and reflects its continuing commitment to providing career-focused educational opportunities that respond to the evolving needs of students, employers, and the communities it serves.

The MBA further extends the College's educational pathways by providing qualified students and graduates with an opportunity to pursue advanced study within an institution grounded in career preparation and student support. The program is designed to serve individuals seeking to enhance their existing professional knowledge, prepare for expanded leadership responsibilities, or strengthen their qualifications for advancement in a variety of business and organizational settings.

The addition of the MBA program reflects the College's ongoing commitment to academic growth, institutional development, and responsiveness to the changing demands of the workforce. Through this program, The College of Westchester continues its tradition of providing accessible, career-relevant education while expanding opportunities for students to pursue advanced academic and professional goals.

This College Catalog Addendum contains important information about the MBA program. Please also refer to College Catalog for other relevant information.

The Inaugural MBA Cohort of students is expected to be offered in the Online Division beginning January 4, 2027.

Contact:

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This catalog addendum, together with the college catalog, serves as official college publications and are subject to revision at any time. The College reserves the right to make changes as deemed necessary: add, delete or revise any course, program of study, book charges, calendar, class schedule, education delivery, tuition or requirements as described within. It is expected that students will carefully read the catalog and any addenda to understand rules, regulations, standards and policies. This catalog is not intended to include all policies applicable to students. Additional student policies, rights, and responsibilities are published separately in the Student Handbook.

Curriculum

MBA - Business Administration - Online

Master of Business Administration Degree (MBA)
HEGIS Code 0506

The Master of Business Administration (MBA) program is designed to equip students with the advanced knowledge, strategic thinking, and practical skills necessary for success in leadership roles across a broad spectrum of industries. The curriculum emphasizes both the theoretical core principles of business and their real-world applications, enabling students to analyze complex challenges, make data-driven decisions, and lead with integrity in dynamic organizational settings. Through a multidisciplinary approach, the program integrates core areas such as finance, marketing, operations, management, and organizational behavior while offering opportunities for specialization in high-demand fields. Emphasis is placed on cultivating critical thinking, ethical leadership, and effective communication essential for navigating global markets and fostering innovation. Graduates of the MBA program are prepared to assume senior-level positions, contribute meaningfully to organizational growth, and adapt to the evolving demands of the global business landscape.

Program Learning Objectives

- Develop Strategic Leadership and Management Skills
- Master Financial Analysis and Decision-Making
- Enhance Marketing and Consumer Behavior Insights
- Optimize Operations and Supply Chain Management
- Utilize Data-Driven Decision Making

Course No.	Major-Related Courses	Credits
BUS500	Strategic Leadership and Management	3
BUS501	Marketing Dynamics	3
BUS520	Operations Excellence and Supply Chain Management	3
BUS550	Financial Mastery and Analysis	3
BUS605	Ethics and Corporate Social Responsibility	3
BUS650	Data-Driven Decision Making	3
BUS680	MBA Capstone Project	3
Total Major-Related Credits		21

This program requires 3 electives; Students may choose from any of the courses below:

Course No.	Elective Courses	Credits
BUS530	Innovation & Entrepreneurship	3
BUS545	Global Business Strategies	3
BUS560	Leadership & Organizational Transformation	3
BUS580	Information Systems Strategy	3
BUS630	Human Capital Management	3
BUS640	Digital Transformation & Technology Management	3
BUS645	Business Intelligence & Data Analytics	3
BUS660	Investment Strategies & Portfolio Management	3
BUS670	Project Leadership & Management	3
BUS675	IT Project Management	3
Total Elective Credits		9

30 CREDITS REQUIRED FOR GRADUATION

Students entering the MBA program must choose either the General Business Administration track or one of the four concentrations below:

Concentrations

Students will need to complete 3 electives in this program. If you are choosing a concentration from the list below, a total of 3 electives will be applied. A total of 9 elective credits will be needed to complete the program.

	Organizational Leadership & Human Resources Management	
BUS560	Leadership & Organizational Transformation	3
BUS630	Human Capital Management	3
BUS670	Project Leadership & Management	3

Information Systems

BUS580	Information Systems Strategy	3
BUS645	Business Intelligence & Data Analytics	3
BUS675	IT Project Management	3

Students will need to complete 3 electives in this program. If you are choosing a concentration from the list below, a total of 2 electives will be applied. A total of 9 elective credits will be needed to complete the program.

Finance & Investment

BUS545	Global Business Strategies	3
BUS660	Investment Strategies & Portfolio Management	3

Students will need to complete 3 electives in this program. If you are choosing a concentration from the list below, a total of 1 elective will be applied. A total of 9 elective credits will be needed to complete the program.

Digital Strategy

BUS640	Digital Transformation & Technology Management	3

Admissions

The College of Westchester seeks to enroll students in its graduate degree program who demonstrate the academic preparation, professional potential, motivation, and commitment necessary for successful graduate-level study. Consistent with the College's career-focused mission, the Master of Business Administration (MBA) program is designed for individuals seeking to advance their knowledge and skills in business, assume greater professional responsibility, and pursue leadership and management opportunities across a broad range of industries and organizational settings.

Admission to the MBA program is based on an evaluation of the applicant's academic preparation, professional background, career objectives, and demonstrated readiness for graduate-level study. Applicants are expected to provide complete and accurate information and all required documentation as part of the admissions process.

The basic requirements for consideration for admission to the Master of Business Administration program are:

- Completed Application for Admission
- Personal Admission Interview with the Dean of Graduate Studies
- Bachelor's Degree from an accredited institution with a minimum cumulative undergraduate GPA of 2.75
- Official College Transcripts from all post-secondary institutions attended
- Statement of Purpose describing the applicant's educational and professional goals and interest in pursuing an MBA
- Two Letters of Recommendation from individuals who can address the applicant's academic, professional, or leadership potential
- Current Resume or Curriculum Vitae (CV) reflecting the applicant's educational and professional experience

The College may consider the applicant's academic record, professional experience, career objectives, leadership potential, and other information submitted as part of the application when evaluating readiness for graduate study. Meeting the minimum admission requirements does not, in itself, guarantee admission to the program.

Applicants are responsible for ensuring that all required application materials and credentials are submitted to The College of Westchester. Official transcripts and other documentation, when required, must be submitted in accordance with College procedures and applicable admissions requirements. The College reserves the right to request additional documentation when necessary to complete an admissions review.

For information concerning transfer of graduate credits into the MBA or credit for College Level Learning assessment, please contact the Dean of Graduate Studies.

2026-2027 Average Annual Student Cost of Attendance Budget

The Cost of Attendance is an estimate of expenses to attend college for one academic year which is typically 24 credits. The Graduate MBA degree is 30 credits, below represents one academic year/24 credits.

Graduate Student Expense Budget
(24 credits/4 terms)

Tuition	$23,520
Books, Course Materials, Supplies, and Equipment	$800
General Student Services Fees	$1,560
Food and Housing/Living Expenses	$8,462
Miscellaneous and Personal	$3,233
TOTAL ESTIMATED COST for 24 credits	$37,575

Graduate Other Fee Charges

Graduation Fee	$250

Graduate Degree Federal Financial Aid Information

Students enrolled in the Master of Business Administration (MBA) program may be eligible to participate in federal student financial aid programs, subject to applicable federal eligibility requirements.

Federal Direct Unsubsidized Loans: Eligible graduate students may borrow up to $20,500 per academic year (24 credits) in Federal Direct Unsubsidized Loan funds. The amount a student is eligible to receive may be less than the annual maximum based on the student's cost of attendance, other financial assistance, prior federal student loan borrowing, enrollment status, credit load, and other applicable federal requirements.

Beginning July 1, 2026, graduate students are subject to a $100,000 aggregate federal student loan limit, subject to applicable federal rules regarding prior borrowing and exceptions.

Federal Work-Study: Eligible graduate students may participate in the Federal Work-Study Program funds are available. Federal Work-Study provides part-time employment opportunities to eligible students with demonstrated financial need.

Students seeking federal financial aid must complete the Free Application for Federal Student Aid (FAFSA®) and meet all applicable federal, institutional, and enrollment requirements. Financial aid eligibility is determined annually and is subject to federal regulations and available funding.

(Note: Refer to 2026-27 College Catalog for federal eligibility requirements, current loan interest rates and other important information.)

MBA Scholarship Programs

Presidential Graduate Degree Scholarship
The Presidential Graduate Degree Scholarship recognizes outstanding academic achievement and leadership potential among incoming graduate students. Scholarship awards range up to $10,000 and are applied toward tuition in The College's 30-credit Master's Degree program. To be considered, applicants must hold a bachelor's degree from an accredited institution with a minimum cumulative GPA of 2.75. Recipients are selected based on prior academic performance and the strength of their admissions application. Scholarship awards are determined at the time of admission acceptance and do not require a separate application.

MBA Community Impact Scholarship
The MBA Community Impact Scholarship recognizes students who have demonstrated commitment to community engagement, volunteer service, or meaningful social impact through their professional, civic, or personal activities. Scholarship awards of up to $10,000 may be granted and applied toward tuition in The College's 30-credit MBA program. To be considered, applicants must hold a bachelor's degree from an accredited institution with a minimum cumulative GPA of 2.75 and provide evidence of significant community involvement or service. Recipients are selected based on their prior academic achievement, demonstrated impact in their communities, and the overall strength of their admissions application. Financial need may also be considered. Scholarship awards are determined at the time of admission and may require submission of supporting documentation describing the applicant's service and contributions.

CW Alumni Pathway Scholarship

The CW Alumni Pathway Scholarship is designed to support graduates of The College of Westchester as they continue their educational journey in The College's graduate program. $2,000 will be granted and applied toward tuition in the 30-credit program and may be used with other scholarships/awards. To be eligible, applicants must have earned a bachelor's degree from The College of Westchester and be admitted to the Graduate Degree program. Eligible students are automatically considered and awarded the scholarship upon admission; no separate scholarship application is required. This scholarship reflects The College's commitment to helping its graduates advance their careers through continued academic and professional development.

MBA Corporate Partners Award
The MBA Corporate Partners Award supports employees of participating corporate partner organizations who are seeking to advance their careers through graduate business education. Eligible students receive a award equal to 30% of the tuition for The College's 30-credit MBA program. To qualify, applicants must be employed full time by a corporate partner organization at the time of admission and meet all MBA program admission requirements. This award reflects the College's commitment to developing talent within its employer partner network and supporting workforce advancement. Eligible students are automatically considered for the award upon admission and verification of employment; no separate scholarship application is required. May not be combined with other CW Scholarships/Awards.

NOTE:

- All scholarships are based on 30-credits and are disbursed each term on a per credit basis.
- MBA Corporate Partners Award may not be combined with other CW scholarship awards.

- Students must maintain a 2.75 cumulative GPA at the end of each academic term in order to receive subsequent awards.

MBA PROGRAM – STANDARDS OF ACADEMIC PROGRESS (SAP)

Evaluation of Academic Progress for Federal Title IV Recipients:
To assess continued Federal Title IV financial aid eligibility, MBA students' academic records are reviewed at the conclusion of each term. Standards of Academic Progress (SAP) are evaluated using both qualitative (cumulative GPA) and quantitative (pace of completion) measures. Students must also complete the program within the maximum timeframe established by institutional policy.
The chart below outlines the Standards of Academic Progress required to maintain Federal Title IV eligibility and academic good standing.

STANDARDS OF ACADEMIC PROGRESS (SAP)

Credits Attempted	Minimum Cumulative GPA Required	Minimum Pace (Quantitative Component)
0 – 6	2.75	67%
7 – 15	2.75	67%
16 – 24	2.75	67%
25 – 45	2.75	67%

Maximum Timeframe Requirement

MBA Program Credits Required	Maximum Attempted Credits Allowed
30 credits	45 credits (150%)

ADDITIONAL SAP REQUIREMENTS

• Students must maintain a cumulative GPA of 2.75 or higher throughout the MBA program.
• Students must successfully complete at least 67% of all attempted credits.
• All previously attempted credits will be counted, including transfer credits, whether or not financial aid was received for the credits. Attempted credits include all courses remaining after the add/drop period, including withdrawals (W), incompletes (I), repeated coursework, and failed grades.
• SAP will be evaluated at the conclusion of each 8 week term through Spring 2027. Beginning with the Fall 2027 term, SAP will be evaluated at the conclusion of each semester.
• Students who fail to meet SAP standards may be placed on Financial Aid Warning, Financial Aid Probation, Academic Probation, Academic Suspension, or Academic Dismissal, as applicable under College policy.
• Students must complete the MBA program within 45 attempted credits (150% of the published program length) and within five (5) calendar years from initial matriculation. Once the allowed maximum number of credits has been attempted, further aid is denied.
• Failure to maintain a cumulative GPA of 2.75 for two consecutive terms may result in academic dismissal in accordance with the MBA Academic Standing Policy.

NOTE

The standards above apply to all MBA students regardless of enrollment status (full-time or part-time) and are used to determine both academic standing and continued eligibility for Federal Title IV financial aid.

Graduate Degree Grading Scale

The following grading scale applies to all MBA courses. Students must maintain a cumulative GPA of 2.75 or higher to remain in good academic standing and to graduate. A minimum grade of "C" is required to fulfill individual course requirements. Grades below "C" (i.e., C–, D, or F) are considered failing and must be repeated.

Letter Grade	Numerical Range	Quality Points	Remarks
A	93–100	4.00	Excellent
A–	90–92	3.67	Very Good
B+	87–89	3.33	Good
B	83–86	3.00	Satisfactory – Above Minimum GPA Requirement
B–	80–82	2.67	Below Minimum GPA Requirement – Academic Risk
C+	77–79	2.33	Below Minimum GPA Requirement – Academic Risk
C	73–76	2.00	Minimum Acceptable Grade for Graduation Credit
C–	70–72	1.67	Failing – Must Be Repeated
D	65–69	1.00	Failing – Must Be Repeated
F	Below 65	0.00	Failing – No Credit Earned
W	N/A	N/A	Withdrawal – No GPA Impact; counts as attempted credit
I	N/A	N/A	Incomplete – Must be resolved within 14 days or converts to "F"
DP	N/A	N/A	Drop Course – No Credits Earned; No GPA Impact
TR	N/A	N/A	Transfer Credits – Credits Earned; No GPA Impact
CLL	N/A	N/A	College Level Learning – Credits Earned; No GPA Impact

Incomplete Grade Policy
A temporary grade of "I" (Incomplete) may be issued in cases of documented extenuating circumstances. The student and instructor must agree on completion terms. All Incomplete grades must be resolved within six weeks (6) of the term end date or will convert to an "F."

MBA Academic Standing Policy: Dismissal, Suspension, and Reinstatement

1. Purpose and Scope

This policy outlines the standards and procedures for academic dismissal, suspension, and reinstatement for students enrolled in the MBA program. It supports the College's commitment to academic excellence, student success, and compliance with institutional and regulatory standards. Please note, this policy is separate from the regulatory requirements to maintain aid. A separate appeal for retaining federal aid must be filed with the Financial Aid Office.

2. Academic Dismissal

A student may be academically dismissed from the MBA program for any of the following reasons:

- Failure to maintain a cumulative GPA of 2.75 for two consecutive terms.
- Accumulation of more than six (6) credits with grades below "C" (i.e., "C-", "D" or "F").
- Failure to achieve a 2.75 GPA while on Financial Aid Probation.
- Inability to maintain a 67% course completion rate across multiple terms.
- Exceeding the 150% maximum timeframe for degree completion (i.e., 45 credits or 5 calendar years).

3. Academic Suspension

Academic Suspension is a temporary status applied when a student has not met minimum academic standards but does not yet meet dismissal criteria. Suspension prohibits enrollment in MBA courses for at least one full 8-week term and allows time to address academic or personal challenges.
Grounds for suspension may include:

- Failure to meet the terms of Academic Probation.
- Failure to submit a required SAP Appeal.
- Multiple unresolved incomplete grades.
- Academic or student conduct concerns under investigation.

Students placed on suspension will be notified in writing by the Graduate Academic Standing Committee. To request reinstatement, students must submit an updated Academic Action Plan and supporting documentation. If approved, the student returns on Probation and must meet SAP standards by the end of the next 8-week term. Repeated suspensions or failure to meet reinstatement terms may result in dismissal.

4. Notification of Status

Students subject to dismissal or suspension will receive written notification via their official CW email. The notice will include:

- The reason for the action.
- A summary of the student's academic record.
- Instructions and timeline for appeal.

5. Appeal Process

Students may appeal dismissal or suspension by submitting a written appeal within seven (7) business days of notification. Appeals must include:

- A statement explaining the circumstances affecting academic performance.
- Supporting documentation (e.g., medical, legal).
- A proposed Academic Action Plan developed with a graduate advisor.

The Graduate Academic Standing Committee will review the appeal and respond in writing within ten (10) business days. All decisions are final.
In rare cases, students may request a procedural review by the Vice President of Academic Affairs within five (5) business days of the committee's decision. This review is limited to verifying adherence to institutional policy and due process and does not constitute a second-level appeal.

6. Reinstatement and Readmission

Students whose appeal is denied or who do not appeal may reapply to the MBA program after one full 8-week term. Re-admission is not guaranteed and requires:

- A formal reapplication to the College.
- A new Academic Success Plan developed with a graduate advisor.
- (Optional) Evidence of academic improvement (e.g., graduate-level coursework with a grade of B or better).

Reinstated students return on academic and financial aid probation and must meet SAP standards by the end of the next 8-week term. A second dismissal after reinstatement is final and not subject to appeal.

Master of Business Administration Course Descriptions

BUS500 Strategic Leadership and Management 3 Credit Hours
This course explores theories, frameworks, and practices of strategic leadership and management within complex, dynamic environments. Students will analyze how leaders formulate and implement strategy to achieve competitive advantage, foster innovation, and drive organizational success. The course integrates case analyses, simulations, and applied projects to bridge theory and practice.

BUS501 Marketing Dynamics 3 Credit Hours
This course explores the evolving landscape of Marketing strategies and practices in the digital age. It emphasizes the importance of understanding consumer behavior, leveraging data analytics, and implementing innovative marketing techniques to drive business success. Students will engage in case studies, group projects, and interactive discussions in order to develop a comprehensive understanding of dynamic Marketing environments.

BUS520 Operations Excellence and Supply Chain Management 3 Credit Hours
This course explores the principles and practices of operations management and supply chain strategies that drive organizational excellence. Students will learn how organizations achieve competitive advantage through process efficiency, lean systems, quality management, logistics, procurement, inventory control, and global supply chain integration.

BUS530 Innovation and Entrepreneurship 3 Credit Hours
This course explores the principles of innovation and entrepreneurship and their roles in economic development and corporate growth. Students will learn to identify opportunities, develop innovative solutions, create business models, and launch new ventures or drive innovation within existing organizations. Prerequisite: BUS501 Marketing Dynamics

BUS545 Global Business Strategies 3 Credit Hours
This course provides students with the knowledge and tools to formulate and implement effective strategies in the global business environment. It focuses on international markets, competitive dynamics, cross-border operations, and the impact of globalization on business strategy. Prerequisite: BUS500 Strategic Leadership and Management

BUS550 Financial Mastery and Analysis 3 Credit Hours
This course is designed to equip and enable MBA students with advanced financial knowledge and analytical skills essential for strategic decision-making in today's dynamic business environment. Combining theory with real-world application, the course explores advanced topics in corporate finance, investment strategies, and financial decision-making. Students will learn how to interpret financial statements, assess organizational performance using key ratios and KPIs, build forward-looking financial forecasts, and evaluate investment opportunities using modern valuation techniques. The course also explores advanced topics such as working capital optimization, risk and return analysis, cost of capital, and capital budgeting. Through hands-on exercises, performance dashboards, and scenario-based analysis, students will develop the analytical skills and strategic insight required to drive financial performance and value creation in today's competitive business environment.

BUS560 Leadership and Organizational Transformation 3 Credit Hours
This course explores the principles, theories, and practices of leadership and the processes that drive organizational change and transformation. The course emphasizes strategic leadership, change management, innovation, and the human dynamics that are essential for transforming organizations in today's complex, global business environment.

BUS580 Information Systems Strategy 3 Credit Hours
This course explores how organizations use information systems to achieve competitive advantage, improve performance, and align technology initiatives with strategic goals. Students examine the role of enterprise systems, IT governance, digital transformation, and strategic IT planning in enabling organizational success.

BUS605 Ethics and Corporate Social Responsibility 3 Credit Hours
This course explores ethical issues in business and the growing role of corporate social responsibility (CSR) in global markets. Students will learn how to identify ethical dilemmas, apply moral reasoning, and evaluate CSR strategies. Topics include stakeholder theory, sustainability, corporate governance, and ethical leadership. Case-studies and real-world examples will be used to highlight and emphasize how ethics and CSR impact decision-making and long-term business success.

BUS630 Human Capital Management 3 Credit Hours
This course provides a strategic overview of human capital management, emphasizing how organizations, attract, develop, engage, and retain talent to achieve business success. Topics in this course include workforce planning, talent acquisition, learning and development, performance management, compensation and benefits, employee engagement, human resources analytics, and the role of technology in human capital acquisition, development, and retention.

BUS640 Digital Transformation and Technology Management 3 Credit Hours
This course explores the strategic and operational aspects of digital transformation and technology management. Students will learn how to leverage digital technologies to drive organizational change, improve business processes, and create value, by covering topics such as digital strategy, innovation, data analytics, cybersecurity, and the management of emerging technologies.

BUS645 Business Intelligence and Data Analytics 3 Credit Hours
This course covers the principles and practices of business intelligence (BI) and analytics, emphasizing data-driven decision-making. Students will learn to use BI tools and analytical methods to transform data into actionable insights for strategic business planning.
Prerequisite: BUS650 Data-Driven Decision Making

BUS650 Data-Driven Decision Making 3 Credit Hours
This course introduces the use of data analytics tools and techniques to support and improve decision-making in business contexts. Emphasis is placed on data literacy, analytical thinking, and the integration of big data insights into strategic and operational decisions. Students will gain hands-on experience with data analysis software and learn how to interpret and communicate findings in order to effectively guide action. Prerequisite: BUS550 Financial Mastery and Analysis

BUS660 Investment Strategies and Portfolio Management 3 Credit Hours
This course introduces students to the foundational principles of investment analysis and portfolio management. It equips students with the analytical tools needed to make sound investment decisions, construct diversified portfolios, and manage risk effectively. This course will cover the time value of money, asset classes, valuation techniques, risk-return tradeoffs, security market indices, and key investment theories, including the Efficient Market Hypothesis, CAPM, and behavioral finance. Students will also learn how to interpret financial statements, perform company valuations, and develop investment strategies tailored to changing market conditions and ethical considerations. Through a combination of theory, case analysis, and hands-on project work, students will gain the skills to make informed investment decisions in both personal and institutional finance contexts. Prerequisite: BUS550 Financial Mastery and Analysis

BUS670 Project Leadership and Management 3 Credit Hours
This course explores the intersection of leadership and project management in complex business environments. Students will learn how to lead projects strategically, manage cross-functional teams, and drive initiatives from inception to completion, while balancing time, cost, and scope. Emphasis is placed on leadership styles, stakeholder management, risk management, and effective communication. Prerequisite: BUS500 Strategic Leadership and Management

BUS675 IT Project Management 3 Credit Hours
This course introduces students to the tools, techniques, and best practices used in managing IT projects. Topics include project planning, risk management, budgeting, agile methodology, stakeholder communication, and quality assurance. Prerequisite: BUS500 Strategic Leadership and Management

BUS680 MBA Capstone Project* 3 Credit Hours
This capstone course provides MBA students with the opportunity to integrate and apply the knowledge and skills gained throughout the program in a real-world context. Through the development and execution of a

comprehensive business project, students will solve a complex organizational challenge or problem using strategic analysis, financial expertise, marketing insights, operational efficiency, data-driven approaches, and leadership principles. This course emphasizes collaboration, critical thinking, and professional communication and presentation skills.

*This course will typically be taken in the final term of the program, unless otherwise approved by the Dean of Graduate Studies.