

COLLEGE OF BUSINESS ADMINISTRATION

AUGUSTA STATE UNIVERSITY

Policies and Procedures for Master of Business Administration Program

1. Prerequisite Courses

Applicants for admission to the MBA who matriculated in non-business degree programs are usually required to take certain prerequisite courses which are designed to prepare them to meet the common body of knowledge which all graduate students in Business Administration are presumed to have. The Director, after reviewing an applicant's transcripts and in consultation with appropriate faculty within the College of Business Administration, shall make all decisions about the need for students to take specific prerequisite courses.

2. Course Load

The full-time course load for all graduate students is nine semester hours per term. All requests for overloads must have the written approval of the Director or the Dean of the College of Business Administration.

3. Academic Standing

A GPA of at least 3.00 is required for graduation and to remain in good academic standing in the MBA program. In addition, degree candidates may not have earned more than six semester hours (two courses) in 6000-level MBA required and elective courses with a grade of "C". Grades below "C" will not be accepted for MBA course work. If a course is repeated, only the most recent grade earned will be included in the institutional GPA calculation used to determine an MBA student's academic status and satisfaction of graduation requirements. While a B or better must be earned for all graduate course work transferred from another institution, it will not be included in a student's Augusta State University GPA.

4. Academic Probation/Suspension

At the end of any academic term in which an MBA student's institutional GPA (MBA core and elective courses only) falls below 3.00, the student will be placed on academic probation. A student on academic probation 1) may not enroll for more than two MBA required or elective courses per term and 2) must raise the institutional GPA to at least 3.00 within the next nine semester hours (three courses) of graduate course work to remain in the MBA program. An MBA student on academic probation who does not raise the institutional GPA to at least 3.00 within nine semester hours may not continue in the MBA program or register for additional MBA courses for a period of at least one calendar year. During that period, the student may not transfer credit for MBA courses from any other institution while on academic probation at Augusta State University.

5. Reinstatement

A student who wishes to apply for reinstatement after having been dismissed must write a letter to the MBA program director requesting reinstatement as an MBA student. The letter should describe the student's rationale and approach for improving academic performance if reinstated.

If accepted for reinstatement, the returning student may enroll for a maximum of two MBA required or elective courses per term until the student's institutional GPA has reached at least 3.00. If the

reinstated student has not achieved an institutional GPA of at least 3.00 within the first nine semester hours (three courses) of 6000-level MBA course work following reinstatement, the student will not be eligible to continue in the MBA program.

Upon being dismissed for the second time, a student would not be eligible to reapply for readmission to the MBA program for a period of at least six calendar years. At that time, the student would become a new applicant and would have to meet all admission requirements in effect at that time. No credit for any previous MBA course work at ASU and no transfer credit from other programs would be granted and the student would have to begin the MBA program as a “new” MBA student.

6. Transfer Credit

Not more than nine semester credit hours (3 courses) with grades of B or better may be transferred from another regionally accredited institution and counted toward the requirements of the MBA. Online courses may be accepted only from an AACSB accredited institution. Evaluation of all course work completed elsewhere will be made by the Director. Course work used to complete a degree requirement elsewhere cannot be counted toward the MBA degree.

7. Auditing

Students who have been admitted to the MBA program may be permitted to audit graduate creditable courses on a non-credit basis. In order to audit an MBA course, a student must meet the same eligibility requirements as students enrolled for credit.

8. Time Limit

All requirements for the MBA degree must be completed within a six-year period beginning with the student's first term of enrollment in a 6000 level course.

9. Withdrawal

Full refunds are given only if the student withdraws from all classes prior to the first class meeting. If a student withdraws from all classes after the first meeting partial refunds may be given. See the catalog for details. No refunds are given for partial withdrawals.