

JD-MBA Dual Degree Program

The dual degree program shares credit hours between the MBA and JD programs (School of Business and School of Law) to reduce the overall number of credit hours required to obtain both degrees together. Separately, the JD program requires 90 credit hours and the MBA program requires 10 courses/30 credit hours. Students enrolled in the dual program are able to apply six credit hours of upper-level (600 series) MBA courses toward the JD and six credit hours of business-related law courses toward the MBA; both the JD and MBA can be obtained with a total of 108 credit hours. Law School courses that transfer to the Business School are those that are business-related (as determined by the Business School); Business School courses that transfer to the Law School are upper-level required courses in which the student earns at least a “B.” (Grades will not transfer between schools; for the transferee school, the courses will be treated as credit/no-credit.) No credits for Business School courses will transfer to the Law School until the student has obtained 12 credits of upper-level MBA (600 series) Business School courses.

Students may choose to begin either their legal studies or their business studies first. When they start the Law School program first, students must take the full first-year curriculum, all of which consists of required courses, without interruption. Students will not be permitted to take Business School courses during the first year of Law School. After the 1L year, semesters consisting of JD and MBA courses taken simultaneously must remain within the parameters required by the ABA, Washburn School of Law and Washburn School of Business.

Students must apply separately to and be accepted by both schools. Students will indicate to each school, at the time of application that they are applying to the dual degree program. Students will pay tuition for Law School courses at the normal rate for that school and will pay tuition for Business School courses at the normal rate for that school.

JD-MBA Degree Completion Requirements

- Completion of 8 courses/24 credit hours from the upper-level MBA program curriculum.
- Students without a BBA degree: Completion of up to nine hours/three foundation-level courses, in addition to the 10-course/30 credit hour upper-level MBA program curriculum. Evaluated on a case-by-case basis.
- A cumulative grade point average of at least 3.0 in the 8-course/24 credit hour upper-level MBA curriculum and a cumulative grade point average of at least 2.0 in the foundational-level course curriculum (if applicable).
- All MBA course work must be completed within six (6) calendar years from the date of admission.

MBA Program Requirements

The MBA Program is composed of three distinct parts: an orientation, a curriculum, and a closure experience. Each of these three parts is explained in detail below.

MBA Program Orientation Experience

All admitted MBA students, including dual degree students, are required to attend an MBA orientation session prior to beginning their first semester in the program. The MBA Orientation event for Summer and Fall-start students will be held in-person on a Saturday 1-2 weeks prior to the beginning of the Fall semester. Spring-start students will attend orientation separately in January. The MBA office will reach out to admitted students with further information in advance of the orientation session. A Zoom attendance option will be available for long-distance-students (defined as living 75+ miles from campus based on your permanent address on file with the University).

The purpose of orientation is to set the expectations of students and faculty regarding the student’s MBA experience. This is accomplished through the presentation of the MBA Vision Statement, the MBA Program Values Statement, and a set of exercises designed to promote interaction and networking among new MBA students, current MBA students, School of Business faculty and alumni.

MBA Program Curriculum

The Washburn MBA curriculum combines opportunities to develop one's skills in communication, quantitative analysis, computer technology, teamwork and leadership through study of accounting, economics, finance, information systems, management, marketing, legal and ethical issues, and production and operations in the context of domestic and global environments of business. **MA116 College Algebra or equivalent is a prerequisite to the program required prior to entry for all students.**

For students without a prior business degree (BBA) or related course work, up to 33 total semester hours (11 courses) could be required, divided between the foundation-level (9 credit hours/3 courses) and the upper level (24 credit hours/8 courses). Students are expected to acquire basic competence in the business use of spreadsheets and databases either by previous coursework, previous work experience or through foundation-level course requirements. The MBA Director will assess a student's past coursework through transcript analysis and past/current work experience evaluation to determine which foundation-level courses, if any, are needed. Each applicant is evaluated on an individual basis to determine any foundational course needs.

I. The Foundation-Level Program

All students must show proficiency, normally through course work, in quantitative methods, accounting, finance and the core areas of business, including financial analysis and markets, domestic and global economic environments, and the creation and distribution of goods and services. Students with baccalaureate degrees in business (BBA) from schools following the national pattern will not be required to complete any foundational level course work and will advance directly to the core 8 course/24 credit hour MBA program. Students in many other non-business majors often can receive partial or full foundation-level credit from previously completed undergraduate applicable coursework. The MBA-level courses numbered 522 to 526 meet the foundation-level requirements. Depending on a student's specific circumstance and academic background, none, some or all foundation-level courses could be required.

Foundation-Level Courses - Non-Business-Background Students (BBA degree or equivalent)

Total Required: Foundation-Level Hours = 9

- BU522 Business Analysis Tools (3)
- EC525 Economic Environment (3)
- BU526 Accounting and Finance for Managers (3)

The MBA Director will determine the suitability of undergraduate or past graduate coursework via transcript analysis to satisfy these foundation-level (pre-MBA) course requirements. Initial determination as to whether or not past courses taken meet foundation-level requirements will be made and relayed to the student during the admission process to the JD/ MBA dual program. Students planning to take additional foundational coursework prior to application to the JD/ MBA program should consult with the MBA Director to determine which courses at Washburn University or elsewhere meet these requirements. Approved foundation-level courses taken outside of Washburn University do not need to be formally transferred to the university; review by the MBA Director of an updated official transcript will suffice.

II. The Upper-Level Program

Twenty-one credit hours of core upper-level MBA courses must be completed by all students. This is in addition to any foundation-level courses that could be required of non-business background or provisionally admitted students.

Required Upper-Level Non-Elective Courses

Total Required: Upper-Level Non-Elective Hours = 21

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| EC652 Managerial Economics (3) | AC654 Management Accounting Analysis (3) |
| BU655 Financial Strategies (3) | BU656 Computer-Based Information Systems (3) |
| BU657 Strategic Marketing Management (3) | BU658 Managerial Skills and Professional Experiences (3) |
| BU659 Strategic Analysis (3) | |

One Upper-Level Elective Course in Global Business Perspectives chosen from:

Total Required: Global Business Perspective Hours = 3

- BU674 International Business (3)
- BU678 International Marketing (3)

Two Upper-Level General Elective Courses (chosen from the courses below) are Waived* for Dual Program Students:

Total Required: Upper-Level MBA Program Credit Hours = 24

- BU616 Commercial Transactions (3)
- BU630 Entrepreneurship and Creativity (3)
- BU674 International Business (3)
- BU678 International Marketing (3)
- BU679 Investments (3)
- BU685 Business Intelligence Systems (3)
- BU696 Research Project in Business (3)
- BU698 Special Topics in Business/International Experience Travel (3)
- AC630 Accounting Information Systems (3)

**Dual JD/MBA students are not required to complete the two general elective courses described above.*

III. MBA Program Closure Experience

The closure experience will take place in the final capstone course, BU659 Strategic Analysis, which focuses on strategic decision making in a simulated business environment. The course requires students to produce both written and oral presentations requiring them to utilize the content of their prior MBA coursework to explain the strategic decisions they made in the simulated business environment.

In addition to the written and oral presentations, students in BU659 Strategic Analysis are required to take the Major Field Test for Master of Business Administration (MFT-MBA). The computerized exam contains 124 multiple-choice questions, half of which are based on short case-study scenarios. Most of the questions require knowledge of specific information drawn from four content areas: marketing, management, finance and managerial accounting. Some questions require strategic integration skills – the ability to integrate knowledge of two or more content areas. The test also includes questions that focus on international business, information technology, the legal and regulatory environment, business ethics and social responsibility, quantitative analysis and managerial economics. The exam is a standardized exam taken by students across more than 300 schools that offer the MBA degree.

A unique feature of MFT-MBA design is the capability of measuring critical thinking ability – that is, the test assesses the ability to analyze and interpret data, apply concepts and ideas, and analyze theories and relationships deductively and inductively. The MFT-MBA exam is used to provide information to both the MBA faculty and students on their level of academic achievement relative to the other MBA degree granting schools that participate in the MFT-MBA exam.

Reflective Essay

In addition to the capstone course, BU659 Strategic Analysis and the MFT-MBA exam, each student is required to write a reflective essay during the final weeks of the student's graduation semester. This essay is a response to a series of questions in which the student evaluates MBA program goals. For each question, the student is required to write a paragraph to explain their response. The purpose of the reflective essay is to help the student recognize that their work fits into a coherent whole. It helps the student appreciate that upper-level courses had an overall purpose and were not simply random selections. The reflective essay also allows the student to evaluate how well the Washburn MBA experience met their expectations.

Career Services Employment Survey

A short online survey administered through the Washburn University Career Services Office is the final item required prior to a student's graduation from the MBA program. Printed confirmation of completion of the survey will be turned in to the MBA Office with the reflective essay during the final weeks of the student's graduation semester. Data received from this survey is vital in gauging the effectiveness of the MBA program and the career successes of our graduates.

Academic Advising

All School of Business academic advising for JD/MBA students is done by the MBA Director. JD/MBA students are required to consult with the MBA Director every semester to decide the student's MBA class schedule for the coming semester, in part to ensure that courses are taken when available, as well as ensure a timely graduation. An enrollment PIN provided by the MBA Director is required to enroll in MBA courses each semester. Students should also consult with their School of Law advisor regarding simultaneous JD and MBA courses. Permission for enrollment in any class for which the instructor/MBA Director feels the student's background and preparation are inadequate will be withdrawn.

Foundation-level courses should be completed before upper-level courses are taken in most cases, unless special permission is granted. Students are expected to inform Washburn University and the MBA Director of any changes to their permanent and current address and contact information. Additionally, International students must inform the International Programs Office of these changes. Students are expected to check their Washburn University e-mail regularly, as official communications, including all enrollment information, will be sent to the Washburn University e-mail address.

Academic Status: Full-Time and Part-Time School of Business Graduate Student

Full-time and part-time status of graduate students during the fall and spring semesters are calculated as follows:

- 9 or more semester hours = full time
- 8 semester hours = three-quarter time
- 5 to 7 semester hours = one-half time
- 1 to 4 semester hours = one-quarter time

Financial Aid Eligibility

Please note that a student must be enrolled in five or more hours to be eligible for financial aid. Financial Aid for graduate students is much more limited than for undergraduate students. Enrollment in 5-8 credit hours (less than full-time status) can result in a lower amount of financial aid (loan) eligibility than a student enrolled full-time would receive. All student aid applications, determinations and award maintenance processes are handled by the Washburn University Financial Aid Office.

Grades

The symbols used in grading are as follows: A = excellent; B = well above average; C = average; D = below average; F = failure. In computing grade point averages: A = 4; B = 3; C = 2; D = 1; F = 0. No grade below "C" is acceptable for graduate credit in the MBA program, either foundation-level or upper-level. To graduate, JD/MBA students are required to have at least a 3.0 School of Business grade point average in all graded upper-level MBA courses (courses numbered 600 and above). At least 24 upper-level hours must be taken on a graded basis, including all required upper-level courses. Except in the case of provisionally admitted students, for all upper-level courses (600-level), a student will be allowed to have a maximum of two courses with a grade of 'C' included in their MBA program. A student receiving a grade of 'C' or below in an upper-level MBA course may retake the course, but only one time.

Incompletes

In accordance with Washburn University policy, incomplete grades ('I') may be given when most of the work for the course has been completed (approximately 75%). In order for a grade of incomplete ('I') to be turned into a letter grade, all the required course work must be turned in by the end of the regularly scheduled classes within one year of the date the incomplete was given. Otherwise, the incomplete grade will be converted to a grade of 'F'. Students must complete all 'I' grades in order to graduate from the University.

Academic Policy: Probation and Dismissal

Students are placed on academic probation within the MBA program whenever the School of Business upper-level grade point average falls below 3.0, or whenever a grade below 'C' is earned in a foundation-level or upper-level course. Only two 'C' grades are permissible in the entire upper-level program (600-level courses). Students on academic probation must work with the MBA Director to develop a plan of study to be restored to good standing in the next semester(s), subject

to course availability. Different, stricter academic standards exist for provisionally-admitted students during the required provisional semester(s). These specific standards will be communicated to the student in the admissions award letter.

- A course withdrawal or grade of 'D' or 'F' in any course, including foundation-level, results in automatic academic probation and the course(s) must be retaken the following semester or the immediate next semester the course is offered. If a course withdrawal or grade of 'D' or 'F' is earned the second time during a course repeat, the student will be dismissed from the program.
- Each course, including foundation-level and upper-level MBA program (600-level courses), can be retaken only once.
- Any foundation-level course (below 600-level) must be completed with the grade of 'C' or better. There is no limit to the number of 'C' grades a student can earn in foundation-level courses.
- JD/MBA students are allowed no more than two 'C' grades in the entire eight-course upper-level MBA program (600-level courses). In addition, the School of Business overall upper-level GPA cannot fall below 3.0, otherwise a student will be placed on academic probation with the possibility of dismissal. Significant improvement must be demonstrated and the corrective steps outlined to the student by the MBA Director must be successfully completed to be removed from academic probation.
- Students who continue on academic probation for more than one semester, unless otherwise planned, may be dismissed from the program at the discretion of the MBA Director.

Program Time Limits

A student may be awarded a Master of Business Administration degree after completing the requirements for the degree in effect when the student was fully or provisionally admitted to the MBA program. The student may choose any subsequent catalog in effect within six years of the date of graduation. All course work must be completed within six (6) calendar years from the date of MBA program admission, full or provisional. Completion of the MBA program is *not required* to coincide with completion of JD requirements.