

## For Domestic Students

### Application for Admission

To be considered for MBA admission, a domestic student must:

- Arrange for one letter of reference to be submitted by academicians, employers or other persons who can attest to the applicant's potential for success in graduate study in Business.
- Submit a completed application to the Washburn MBA Program. This application also satisfies university admission and is completed online at: [www.washburn.edu/mba](http://www.washburn.edu/mba) (The application form will provide for the submission of the unofficial academic transcript and letter of reference.)
- **Note:** JD/MBA applicants are not required to re-submit official transcripts to the School of Business if previously submitted to the University during School of Law admission, however unofficial copies could be requested.

### Program Entry Competency

Students are expected to enter the program with competency in College Algebra or an equivalent course. If no such competency exists, the student will be required to successfully complete a College Algebra or an equivalent course prior to entrance into the MBA program.

### Application Schedule

Applications are processed on a continuous basis. Priority for acceptance will be given to applicants whose file is complete by December 1 (for spring enrollment), May 1 (for summer enrollment), and July 31 (for fall enrollment). Files are considered complete when the application and all supporting documents, including reference letters, have been received by the MBA director.

### Transfer Credit

A maximum of nine hours of graduate credit in business-related disciplines from AACSB-accredited business schools may be transferred to Washburn University.

### Law School Courses

- Up to six hours of credit from an ABA-accredited law school may be applied towards the 30-hour upper-level MBA requirement, and up to six credit hours of upper-level (600 series) MBA courses may be applied toward the JD at the Washburn School of Law. The Law School credit must be in business-related, non-required Law School courses approved by the School of Business. Washburn University offers a dual JD-MBA degree. A statement of that degree is provided at the following link: [www.washburn.edu/academics/college-schools/business/MBA/Dual-MBA-Degrees.html](http://www.washburn.edu/academics/college-schools/business/MBA/Dual-MBA-Degrees.html)
- No credits for School of Business courses will transfer to the School of Law until the student has obtained 12 credit hours of upper-level MBA (600 series) School of Business courses.
  - If a student is nearing the end of the JD program and will not meet the 12-credit hour threshold, although MBA courses will not apply toward the JD, JD courses will still apply toward the MBA program. The student will have the opportunity to complete the reduced MBA program with 8 courses/24 credit hours.
- Completion of the MBA program is not required to coincide with completion of JD requirements.

### MBA Program Admission

Admission will be granted to students showing high promise of success in graduate business study. Professional work experience, managerial experience and professional certifications will be taken into consideration in the admissions decision at the discretion of the School of Business/MBA director. Professional work experience is defined as business-relevant and typically consists of full-time, salaried work.

- **Note:** School of Law applicants must have completed the 1L year prior to beginning MBA courses, but may apply prior to completing the 1L year.

To be admitted, a domestic student must:

- Hold a baccalaureate or graduate degree from an accredited institution of higher education with a minimum 3.0 GPA (2.8 GPA for Washburn graduates/AACSB accredited business school graduates) on a 4.0 scale.

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- **Note:** The GMAT or GRE will be waived for students that meet or exceed a 3.0 GPA (2.8 GPA for Washburn graduates/AACSB accredited business school graduates). Significant professional/managerial experience and/or prior graduate degrees earned may also be considered for a GMAT waiver decision. Students who do not meet the above GPA requirement could be eligible to apply for provisional admission. See below for provisional admission criteria due to GPA.

**For students with a BBA degree:**

- Foundational-level courses are not required of students with a BBA degree who also meet or exceed the requirements for full admission listed above. These students will advance directly into the 8-course/24-credit hour upper-level core MBA program. MBA program general academic performance, probation, and dismissal policies for admitted students regarding 600-level courses apply.

**For students without a BBA degree:**

- Students in this category who otherwise meet or exceed a 3.0 GPA (2.8 GPA for Washburn graduates/AACSB accredited business school graduates) will be considered “admitted” on contingency of satisfactory completion of any assigned foundational-level courses.
- The student must complete up to 9 credit hours/3 foundational-level pre-MBA courses with a grade of ‘C’ or better prior to taking 600-level courses in the core MBA program. Foundational-level course requirements will be determined by the MBA director through transcript analysis. Foundational-level courses (or equivalents) previously taken and successfully completed with a grade of ‘C’ or better will be waived. Under limited circumstances at the discretion of the MBA director, 600-level courses may be taken simultaneously with any needed foundational courses. These simultaneous 600-level courses will be determined and assigned by the MBA director. MBA program general academic performance, probation, and dismissal policies for admitted students regarding foundational-level and 600-level courses apply.

**Provisional Admission: Domestic Students**

Applicants of outstanding promise, but whose applications are incomplete or whose GPA is marginally below the minimum for full admission, could be granted provisional admission to the MBA program based upon successful completion of certain conditions communicated upon the offer of provisional admission. Upon successful completion of all conditions of provisional admission, the provisional student will be granted full admission to the MBA program. Definite statements as to the length of the applicant’s MBA program, including final determination on waivers and transfer courses, cannot be made until after the applicant has been granted full admission to the MBA program. Professional work experience, managerial experience, and professional certifications may be taken into consideration in a provisional admissions decision at the discretion of the School of Business/MBA director. Professional work experience is defined as business-relevant and typically consists of full-time, salaried work.

**Provisional Admission Due to GPA**

Students with a minimum 2.0 – 2.99 GPA (2.0 – 2.79 for Washburn Graduates/AACSB accredited business school graduates) on a 4.0 scale may obtain provisional admission based on the following:

- GMAT minimum score of 450 OR GRE minimum score of 300
- **Note:** Significant professional/managerial experience, prior graduate degrees earned, or School of Law admitted status may be considered in a GMAT waiver decision for provisionally admitted students at the discretion of the MBA director.

**For students with a BBA degree:**

- The student must complete up to three foundational-level pre-MBA courses in which a grade below a ‘B’ was earned during undergraduate/graduate coursework. These courses will be determined via transcript analysis and assigned at the discretion of the MBA director. Assigned foundational-level courses must be satisfactorily completed with a grade of ‘B’ or better prior to taking 600-level courses in the core MBA program.
- Under limited circumstances at the discretion of the MBA director, 600-level courses may be taken simultaneously

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with any needed foundational courses. These simultaneous 600-level courses will be determined and assigned by the MBA director. In this case, a grade of 'B' or better must be earned in any 600-level course.

- A GPA of 3.0 or greater must be attained during the provisional semester(s) and in the first 18 hours of coursework, with no grade below 'B' permitted.

### For students without a BBA degree:

- The student must complete up to (3) foundational-level pre-MBA courses with a grade of 'B' or better prior to taking 600-level courses in the core MBA program. Foundational-level course requirements will be determined by the MBA director through transcript analysis. Foundational-level courses (or equivalents) previously taken and successfully completed with a grade of 'B' or better will be waived.
- Under limited circumstances at the discretion of the MBA director, 600-level courses may be taken simultaneously with any needed foundational courses. These simultaneous 600-level courses will be determined and assigned by the MBA director.
- In this case, a grade of 'B' or better must be earned in any 600-level course. A 3.0 or greater GPA must be attained during the provisional semester(s) and in the first 18 hours of coursework, with no grade below 'B' permitted.

**Note:** Significant professional/managerial experience, prior to graduate degrees earned or School of Law admitted status, may be considered in a GMAT waiver decision for provisionally-admitted students.

### Program Dismissal

Provisionally-admitted students who do not meet the above academic performance requirements during the first provisional semester will be dismissed from the MBA program at the end of that semester. Provisionally-admitted students will not have the option to re-take any course assigned during the provisional semester(s). In the case that a second provisional semester is necessary, after satisfactorily completing the first, then the original academic performance standards must again be met during the second semester; otherwise the student will be dismissed from the MBA program at the end of the second semester. Upon successful completion with a 'B' or better in any assigned foundational courses, a 'B' or better in any 600-level courses taken simultaneously (if applicable) during the provisional semester(s), and a 3.0 or greater GPA in the first 18 hours of coursework, the student will then be fully admitted and eligible to continue into further 600-level MBA courses.