

MBA Degree Completion Requirements

- Completion of 10 courses/30 credit hours from the upper-level MBA program curriculum
- Students without a BBA degree: completion of up to 9 hours/3 foundation-level courses, in addition to the 10-course/30-credit hour upper-level MBA program curriculum
- A cumulative grade point average of at least 3.0 in the 10-course/30-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 coursework must be completed within six (6) calendar years from the date of admission.

MBA Program Components

The MBA Program is comprised of three distinct parts: an orientation, the curriculum and a closure experience.

MBA Program Orientation Experience

All admitted MBA students are required to attend an 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 date 1-2 weeks prior to the beginning of the Fall semester, usually on a Saturday. 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 and alternative distance assignments will be available for long-distance-students (defined as living 85+ 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 set of exercises designed to promote interaction and networking among new MBA students, current MBA students, faculty and alumni.

MBA Program Curriculum

The Washburn MBA program curriculum combines opportunities to develop 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 business environments. **MA116 College Algebra or equivalent is a program prerequisite, required prior to entry for all students.**

For students without a prior business degree (BBA) or related coursework, up to 39 semester hours (13 courses) could be required, divided between the foundation-level (9 credit hours/3 courses) and the upper-level (30 credit hours/10 courses). Students are expected to acquire basic competence in the business use of spreadsheets, either through previous coursework, work experience or foundation-level course requirements. The MBA director will assess a student's past coursework through transcript analysis and 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 coursework, 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 coursework and will advance directly to the core 10-course/30-credit-hour MBA program. Students in many other non-business majors can receive partial or full foundation-level credit. 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: Students with Non-Business Background (BBA degree or equivalent)	Credit Hours
BU522 Business Analysis Tools	3
EC525 Economic Environment	3
BU526 Accounting and Finance for Managers	3
Total Foundation-Level Hours	9

The MBA director will determine the suitability of undergraduate or past graduate coursework through 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 MBA program. Students planning to take additional coursework prior to application to the MBA program should consult with the MBA director to determine which courses at Washburn University or elsewhere will 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

Thirty 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.

MBA Upper-Level Required/Non-Elective Courses (30 credit hours required)	Credit Hours
EC652 Managerial Economics	3
AC627 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
Total Required Non-Elective Upper-Level Hours	21
Upper-Level Elective Course in Global Business Perspectives (choose one:)	Credit Hours
BU674 International Business	3
BU678 International Marketing	3
Total Upper-Level Global Business Perspective Hours (one course)	3
Upper-Level Elective Courses* (choose two:)	Credit Hours
BU616 Commercial Transactions	3
BU630 Entrepreneurship and Creativity	3
BU671 Legal and Ethical Issues	3
BU674 International Business	3
BU678 International Marketing	3
BU679 Investments	3
BU683 Venture Creation	3
BU685 Business Intelligence Systems	3
BU696 Independent Study Research Project in Business	3
BU697 Internship Experience (CPT for International Students)	3
BU698 Special Topics in Business/International Experience Travel	3
AC630 Accounting Information Systems	3
Total Upper-Level Elective Course Hours (two courses)	6
Total Required Upper-Level Program Hours	30

*Students should consult with the MBA director regarding the availability of these electives. Dual JD/MBA students are not required to complete the two general upper-level elective courses described above.

III. MBA Program Closure Experience

The closure experience will take place in the final capstone course, BU659 Strategic Analysis. This course is focused 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.

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 exam is a standardized exam taken by students across more than 300 schools that offer the MBA degree. 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 the 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.

Office of Career Engagement Career Status Survey

A short Online survey administered through the Washburn University Office of Career Engagement 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 academic advising for MBA students is done by the MBA director. Prior to enrollment opening for each upcoming semester, MBA students are required to consult with the MBA director to determine MBA course selection, in part to ensure that courses are taken when available, as well as to ensure a timely graduation. 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, 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. International students must additionally 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. **All degree plan change proposals and course adds/drops must be approved by the MBA director prior to making changes to ensure the correct courses are taken at the correct time to ensure a timely graduation.**

Academic Status: Full-Time and Part-Time Graduate Students

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

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

Financial Aid Eligibility

Please note that a student must be enrolled in 5 or more credit hours during a fall or spring semester to be eligible for financial aid. Financial aid for graduate students is much more limited than for undergraduate students. Taking 5-8 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 equals 4; B equals 3; C equals 2; D equals 1; F equals 0. No grade below "C" is acceptable for graduate credit in the MBA program, either foundation-level or upper-level. To graduate, MBA students are required to have at least a 3.0 grade point average in all graded upper-level courses (numbered 600 and above). At least 30 upper-level hours must be taken on a graded basis, including all required upper-level courses. For all upper-level courses, 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 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 re-taken 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.
- MBA students are allowed no more than two 'C' grades in the entire 10-course upper-level MBA program (600-level courses). In addition, the 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 program admission, full or provisional.

Academic/Tutoring Assistance

Students experiencing academic difficulty should initially reach out to their professor regarding outside of class assistance. All professors maintain regular “office hours,” either in-person on campus or via Zoom. Office hours will always be posted in the course syllabus. Students seeking assistance should begin with their professor and then if further assistance is needed, seek out the virtual academic tutoring program available through the university library system.

- www.washburn.edu/student-life/tutoring-writing-center
- Requests for tutoring information and availability must be e-mailed to: tutoring@washburn.edu

Washburn University Academic Misconduct Policy

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes, but is not limited to: giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University’s Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs.

- For guidelines regarding protection of copyright and plagiarism prevention: www.washburn.edu/copyright
- For the Academic Impropriety Policy: www.washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-7.html#VIII
- For the Student Conduct and Disciplinary Code: www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf

Expectations of MBA Students and Virtual Attendance Requirements

All requirements of students attending courses in-person are expected and required of students attending courses virtually via Zoom. Treat the virtual space as if you were physically in the classroom.

Key requirements include:

- **Dress Code:** Appropriate, professional attire is required.
- **Punctuality:** Be on time to class and ready to participate. Students who do not attend the virtual course or who do not participate in a satisfactory manner will be marked absent and face potential academic repercussions.
- **Preparation:** Prepare for class beforehand, just as you would if attending in-person.
- **Contribute:** Actively participate in group discussions and ask questions when needed.
- **Technology:** A reliable computer, camera, microphone, and Internet connection are required. The computer camera must always be “ON,” with the student in front of the screen, visible to the instructor and fellow students. If privacy is a concern, utilize a background screen filter. Mute the microphone, unless actively participating or interacting with students and the professor. Utilize the Zoom “raise hand” function when you want to speak or ask a question in class. The Zoom “chat” feature should also be utilized when appropriate.
- **Attention:** The student’s undivided attention during class-time is required. Eliminate distractions in your remote environment, such as electronics, food/drink and other people. A quiet, private, or semi-private study space is necessary when participating as a virtual student. Distractions not only prevent you from learning during class, but also could disrupt fellow students in both the virtual space and the physical classroom.
- **Academic Integrity:** Virtual students will not utilize unauthorized materials during classroom assignments, quizzes, tests or projects. All other Washburn University academic policy and student code of conduct terms also apply to the virtual space.