

MBA 3+2 Option

This option is available to qualified, currently-enrolled students meeting certain criteria and pursuing an undergraduate BBA degree/BA Economics degree within the School of Business, to begin taking graduate-level MBA courses in their undergraduate senior year. Students with a declared major within the School of Business may apply and be accepted to the MBA program during their junior year at Washburn. After completion of 90 undergraduate credit hours and achieving senior status, students may begin taking graduate courses in the MBA program, along with their final 30 hours of undergraduate coursework. The Bachelor of Business Administration degree and the Master of Business Administration degree will be granted upon completion of each program's respective requirements. Please see MBA 3+2 option requirements for admission below.

MBA 3+2 Program Requirements:

- Undergraduate course/BBA program requirements are prioritized before MBA program requirements.
- Completion of 10 courses/30 credit hours from the upper-level MBA program curriculum
- Admission to the Washburn School of Business with a declared undergraduate major
- Completion of 90 undergraduate credit hours earned by the semester the student is beginning the MBA 3+2 option
- Completion of MA116 College Algebra or equivalent, MA140 Statistics, EC200 Principles of Microeconomics, EC211 Statistics for Business and Economics, AC224 Financial Accounting, AC225 Managerial Accounting, BU250 Management Information Systems, BU342 Organization and Management, BU360 Principles of Marketing and BU381 Business Finance all prior to beginning the MBA 3+2 program
- 3.0 or higher cumulative undergraduate grade point average at the point of applying for the MBA 3+2 program
- Cumulative GPA of at least 3.0 in the 10-course/30-credit-hour upper-level MBA curriculum is required to graduate with the MBA degree.
- All MBA course work must be completed within six (6) calendar years from the date of 3+2 admission.

How To Apply:

- Notify the MBA Program Director, Mr. Danny Funk (danny.funk@washburn.edu), of your intent to apply as a 3+2 MBA student. Your eligibility to apply as a 3+2 student will be verified and communicated to you after a review of your undergraduate record.
- After your 3+2 option eligibility is confirmed, submit a completed online MBA program general application for the term in which you intend to begin the MBA 3+2 option.
- As part of the online application process, arrange for two letters of reference to be submitted by academicians, employers, or other individuals who can attest to your potential for success in graduate study in business
- After all parts of the application are received, including both reference letters, your complete application file will be submitted for committee review; an admissions decision will be sent via e-mail within two weeks.
- * MBA 3+2 option applicants automatically qualify for a Graduate Management Admission Test (GMAT) waiver.
- * MBA 3+2 option applicants are not required to submit an unofficial or official undergraduate transcript as part of the application process.
- * MBA 3+2 option applicants are not required to pay an MBA program application fee.

MBA Program Components

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 3+2 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. 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 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 a set of exercises designed to promote interaction and networking among new MBA students, current MBA students, faculty and School of Business 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.

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.

Upper-Level MBA Program

Thirty credit hours of core upper-level MBA courses must be completed by all students.

Required Upper-Level Non-Elective Courses

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

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 the courses below):

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):

Total Required: Upper-Level General Elective Course Hours = 6

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 Research Project in Business (3)	BU697 Internship Experience (3)
BU698 Special Topics in Business: Intl. Exp. Travel (3)	AC630 Accounting Information Systems (3)

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 graduate-level academic advising for 3+2 MBA students is done by the MBA Director. Prior to enrollment opening for each upcoming semester, MBA 3+2 option students must consult with the MBA Director to determine their MBA course selection, in part to ensure that courses are taken when available, as well as ensure a timely graduation. Undergraduate course/BBA program requirements are prioritized before MBA program requirements. All necessary undergraduate courses must first be confirmed with the undergraduate advisor prior to enrolling in MBA courses. Prior to the upcoming semester's enrollment, MBA course selection and allowable number of 600-level credit hours is at the discretion of and requires the approval of the MBA Program Director. Students cannot deviate from the course plan without prior approval from the MBA Program Director. Permission for enrollment in any class for which the instructor/MBA Director feels the student's background and preparation are inadequate will be withdrawn.

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 their 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 and Implications for 3+2 Students

- 3+2 students must be enrolled in 6+ undergraduate hours in order to receive any undergraduate-specific federal aid or loans. Students must be enrolled in 12+ undergraduate hours to receive any general university academic scholarships awarded through the Financial Aid Office. If the student is enrolled in 6-11 undergraduate hours only, regardless of the number of graduate hours enrolled, the undergraduate federal aid and loans will be reduced to a pro-rated amount, based on a less than full-time undergraduate course load. General university academic scholarships cannot be pro-rated based on fewer than 12 enrolled undergraduate hours, unless the student is in their final undergraduate semester.
- School of Business undergraduate departmental scholarship award amounts will not be based solely on enrolled undergraduate hours. (Note: School of Business departmental scholarships will be pro-rated to a reduced amount only if a student is enrolled in fewer than 12 undergraduate and graduate hours combined.)

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 30 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.

Students admitted to the MBA 3+2 option must maintain a cumulative undergraduate Washburn grade point average of 3.0 or higher for remaining undergraduate coursework taken simultaneously with graduate-level MBA courses to be considered in good standing. Additionally, a cumulative 3.0 or higher graduate-level cumulative GPA must also be maintained in all 600-level MBA courses taken to be considered in good standing.

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

If a student’s cumulative undergraduate grade point average after admission to the MBA 3+2 option falls below the 3.0 minimum, the student is placed on academic probation and given a specified amount of time, usually one semester, to return to good standing. In certain cases, the MBA Program Director may grant additional probationary semesters. A student who fails to return to good standing/meet the terms of academic probation is subject to dismissal from the program.

In addition to the undergraduate cumulative GPA requirements listed above, students are placed on academic probation whenever the upper-level (600-level MBA course) GPA falls below 3.0, or whenever a grade below ‘C’ is earned in an upper-level 600-level MBA course. Only two ‘C’ grades are permissible in the entire upper-level program (600-level MBA 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.

- A course withdrawal or grade of ‘D’ or ‘F’ in any course, including undergraduate-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 upper-level MBA program course (600-level), can be retaken only once.
- MBA 3+2 program 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 600-level and the undergraduate-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 approved, 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 admitted to the MBA program. The student may choose any subsequent catalog in effect within six years of the date of graduation. All coursework must be completed within six (6) calendar years from the date of program admission. The Bachelor of Business Administration degree and the Master of Business Administration degree will be granted upon completion of each program's respective requirements. Completion and graduation from the BBA program will be prioritized before any graduate MBA requirements. However, simultaneous attainment of both degrees in the same semester is also possible.