

## 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 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

Before the start of the fall semester, all students admitted for the previous spring, summer and current fall semester are required to attend the MBA Program Orientation. The purpose of this 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 among students and faculty. In addition, the students are encouraged to form a cohort group through participation in the Washburn MBA Student Association (WMBAA).

### MBA Program Curriculum

The Washburn MBA program 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. MA 116 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 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 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.

### 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. The MBA-level courses numbered 522 to 526 meet the foundation-level requirements.

#### Foundation-Level Courses:

- BU 522 Business Analysis Tools (3)
- EC 525 Economic Environment (3)
- BU 526 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.

### Required Upper-Level Non-Elective Courses

- EC 652 Managerial Economics (3)
  - AC 654 Management Accounting Analysis (3)
  - BU 655 Financial Strategies (3)
  - BU 656 Computer-based Information Systems (3)
  - BU 657 Strategic Marketing Management (3)
  - BU 658 Managerial Skills and Professional Experiences (3)
  - BU 659 Strategic Analysis (3)
- Total Required Upper-Level Non-Elective Hours = 21**

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

- BU 674 International Business (3)
  - BU 678 International Marketing (3)
- Total Required Global Business Perspective Hours = 3**

### Two Upper-Level Elective Courses chosen from:

- BU 616 Commercial Transactions (3)
- BU 630 Entrepreneurship and Creativity (3)
- BU 674 International Business (3)
- BU 678 International Marketing (3)
- BU 679 Investments (3)
- BU 685 Business Intelligence Systems (3)
- BU 696 Research Project in Business (3)
- BU 698 Special Topics in Business/International Experience Travel (3)
- AC 630 Accounting Information Systems (3)

**Total Required Elective Course Hours = 6**

\*Students should consult with the MBA Director as to the availability of these electives.

**Total Required Upper-Level MBA Program Credit Hours = 30**

## III. MBA Program Closure Experience

The closure experience will take place in the final capstone course, BU 659 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 BU 659 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
- Analyze theories and relationships deductively and inductively

The 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, BU 659 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.

## Career Services Employment Survey

A short online survey administered through the Washburn 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 academic advising for MBA students is done by the MBA Director. MBA students are required to consult with the MBA Director every semester to decide the student's class schedule for the coming semester, in part to ensure that courses are taken when available, as well 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.

## Academic Status: Full-Time and Part-Time 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 5 or more hours to be eligible for financial aid. 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 determinations and award maintenance processes are handled by the Washburn 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 (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 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. 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 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.