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1. INTRODUCTION

The following academic code contains the policies and regulations governing the attainment of academic credit and degrees from the Graduate Business Programs of the Mendoza College of Business at the University of Notre Dame. These policies and regulations do not apply to the Graduate School or the Schools of Law and Architecture or the ESTEEM program. The responsibility to abide by this code resides with graduate business students, faculty and administrators who are required to know and observe its stipulated regulations.

The following information represents the minimum standards established by the Graduate Business Programs of the Mendoza College of Business. Individual programs may require higher standards. Students are expected to be aware of and to be in compliance with their program’s requirements.

No exceptions to the following policies and procedures will be valid without the formal written approval of the Associate Dean of Graduate Business Programs.

2. ADMISSION TO THE GRADUATE BUSINESS PROGRAMS OF THE MENDOZA COLLEGE OF BUSINESS

2.1 Degree Applicants

Applicants for admission to the Graduate Business Programs of the Mendoza College of Business must hold a bachelor’s degree or its equivalent from an accredited American college or university, or from a foreign institution of acceptable standing by the time of graduate business school matriculation. If at the time of admittance the Graduate Business Programs applicant does not hold a bachelor’s degree, the Graduate Business School admission is voidable.

The Executive Master of Business Administration Program will review outstanding candidates as possible exceptions, on a case by case basis, following submission of a GMAT score. The applicant should have earned at least a B average (3.0 on a 4.0 grade point average scale) in his or her
undergraduate major courses and should meet the level of academic achievement that implies a developed ability for advanced study and independent scholarship.

Applicants for the Master of Business Administration/Science or Master of Business Administration/Engineering degrees are not required to hold a bachelor’s degree prior to acceptance and matriculation.

### 2.2 Admission to Joint Degree Programs

An applicant who seeks admission to the Master of Business Administration/Juris Doctorate Program must submit a separate and complete application for each program. The applicant must also be accepted to each program.

An applicant who seeks admission to the Master of Business Administration/Engineering Program must have both the College of Engineering and the Master of Business Administration Program approve academic plans as part of the admissions process and be accepted by the Master of Business Administration Program.

An applicant who seeks admission to the Master of Business Administration/Science Program must have both the College of Science and the Master of Business Administration Program approve academic plans as part of the admissions process and be accepted by the Master of Business Administration Program.

### 2.3 Non-Degree Applicants

Individuals who have not matriculated into the Master of Nonprofit Administration Program may register for Master of Nonprofit Administration coursework as non-degree seeking students. Following an evaluation of transcripts and verification of bachelor’s degree completion, students may take two (2) specified courses with permission from the Master of Nonprofit Administration Program. They must pay for each course, complete it, and earn a grade of C- or better.
A visiting student in the Master of Business Administration Program is normally a degree-seeking student at another academic institution who enrolls for credit in selected courses at Notre Dame. Unless otherwise arranged by the home university and Notre Dame prior to enrollment, the visiting student is considered a graduate business non-degree seeking student at Notre Dame.

2.4 Acceptance

Official acceptance to Graduate Business Programs in the Mendoza College of Business is granted by the individual graduate program. Applicants will be informed officially of the results of their application by the program to which they apply.

3. REGISTRATION

3.1 Enrollment in the University

All degree-seeking graduate business students must both register and complete ND Roll Call each academic term on the dates and times announced by the University Registrar.

Any admitted student who fails to register and complete the ND Roll Call process for one (1) academic term must apply for readmission. (See “Continuous Registration,” below.)

3.2 Full-time and Part-time Status

A full-time student in the One-Year Master of Business Administration Program, Two-Year Master of Business Administration Program, Master of Science in Management Program, Master of Science in Accountancy Program and Executive Master of Business Administration Program is one who is enrolled in at least nine (9) credit hours per academic term.

A full-time student in the Master of Nonprofit Administration Program is one who is enrolled in at least three (3) credit hours per academic term.
A full-time student in the Master of Science in Business Analytics and Master of Science in Finance is one who is enrolled in at least seven (7) credit hours per academic term.

Anything less than full-time, as articulated above, is considered part-time.

3.3 Academic Good Standing

Continuation in a Graduate Business Program requires maintenance of at least a 3.0 (B) cumulative grade point average, or GPA. Should a student fall below a 3.0 cumulative GPA, the student will be placed on academic probation and will lose financial fellowship support from the university. A student can be dismissed from the program if the cumulative GPA is below 3.0 for two consecutive semesters. A student can also be dismissed from the program if the GPA in any one semester is below 2.6.

Individual programs may require higher averages for continued enrollment.

3.4 Continuous Registration

All students must register for at least one (1) credit hour and complete the ND Roll Call process each semester in the academic year to maintain their student status. Continuous registration is met normally by both ND Roll Call participation and registration in a graduate business course relevant to the student’s program.

3.5 Graduation Requirements

Degree-seeking graduate business students must be registered and enrolled during the semester in which they plan to graduate. Students will not be permitted to graduate with a cumulative grade point average below 3.0.
4. REGISTRATION AND COURSES

4.1 Class Load

During each semester of the academic year, Master of Business Administration students should not register for more than seventeen (17) credit hours of graduate business courses, i.e., 60000 through 90000-level courses.

Executive Master of Business Administration students in the South Bend Program should not register for more than nineteen and a half (19.5) credit hours of graduate business courses, i.e., 60000 through 90000-level courses.

Executive Master of Business Administration students in the Chicago Program should not register for more than twenty and a half (20.5) credit hours of graduate business courses, i.e., 60000 through 90000-level courses.

Master of Science in Business Analytics and Master of Science in Finance students should not register for more than twenty and a half (20.5) credit hours of graduate business courses, i.e., 60000 through 90000-level courses.

Master of Science in Management students should not register for more than fifteen (15) credit hours of graduate business courses, i.e., 60000 through 90000-level courses.

Master of Science in Accountancy students should not register for more than sixteen (16) credit hours of graduate business courses, i.e., 60000 through 90000-level courses.

Master of Nonprofit Administration students should not register for more than fifteen (15) hours of graduate business courses, i.e., 60000 through 90000-level courses.

Program approval is required for any additional hours.
4.2 Course Numbers

Advanced graduate business courses are open only to students who have completed the prerequisites.

4.3 Schedule Modifications

4.3.1 Master of Business Administration

A student may add a Monday/Wednesday class no later than the second day of each module, and a Tuesday/Thursday class no later than the third day of each module. A course may be added after this point only if the student has been attending the class and has both instructor permission and program permission.

A student may drop courses through the Graduate Business Programs office through the first three weeks of any module. Such dropped courses will not be reflected on their transcript. A course may be dropped after this point only in cases of documented physical or mental illness, or at the discretion of the Senior Director of Graduate Business Programs with approval from the Dean. Courses dropped after this period will be posted on the student’s permanent record with the grade of “W.”

A student may request to audit a Monday/Wednesday class no later than the first day of each module, and a Tuesday/Thursday class no later than the second day of each module, pending both instructor and program permission.

4.3.2 Master of Science in Management

Most courses are required. There is no add/drop process for required courses.

A student may add or drop a full semester class through the Graduate Business Programs office within the first six (6) days of the start of class. After the first six (6) days, full semester classes may be dropped with program permission, up to the “Last Day for Course Discontinuance” date set by
the Registrar’s office. Courses dropped after the “Last Day for Course Discontinuance” date will be posted on the student’s permanent record with the grade of “W.”

4.3.3 Master of Science in Accountancy

Full semester courses:
A student may add or drop a full semester class through the Graduate Business Programs office within the first six (6) days of the start of class. After the first six (6) days, full semester classes may be dropped with permission from the faculty member, up to the “Last Day for Course Discontinuance” date set by the Registrar’s office. Courses dropped after the “Last Day for Course Discontinuance” date will be posted on the student’s permanent record with the grade of “W.”

Module courses:
A student may add a Monday/Wednesday class no later than the second day of each module, and a Tuesday/Thursday class no later than the third day of each module. A course may be added after this point only if the student has been attending the class and with instructor permission.

A student may drop courses through the Graduate Business Programs office through the first three weeks of any module. A course may be dropped after this point only in cases of documented physical or mental illness, or at the discretion of the Senior Director of Graduate Business Programs with approval from the Dean. Courses dropped after this period will be posted on the student’s permanent record with the grade of “W.”

4.3.4 Master of Nonprofit Administration

During the fall and spring semester for Master of Nonprofit Administration, a student may add or drop a class within the first six (6) days of the start of class. During the Master of Nonprofit Administration summer session, a student may drop a 1.5 credit hour class through the Registrar’s office no later than 5:00 pm the first day of class and a three credit hour class no later than 5:00 pm of the second day of class.
4.3.5 Executive Master of Business Administration, Master of Science in Business Analytics and Master of Science in Finance

All courses are required. There is no add/drop process.

4.4 Grades

Listed below are graduate business grades and the corresponding number of quality points per credit hour.

A  4.0
A-  3.667
B+  3.333
B  3.0
B-  2.667
C+  2.333
C  2.0
C-  1.667
F  0
I  0  (Until Incomplete is removed)
S  0  Satisfactory
U  0  Unsatisfactory
V  0  Auditor (Master of Business Administration students only)
W  0  Discontinued with permission

Quality point values are used to compute the student’s grade point average. The grade point average is the ratio of accumulated earned quality points to the accumulated earned semester credit hours. Grade point average computation takes into account only those grades earned in Notre Dame graduate business courses.

The grade of “D” is not awarded in the graduate business programs.
If a required course is failed, that course must be repeated, and both grades are included in the grade point average.

A student receives the temporary grade of “I” when, for acceptable reasons as determined in the sole discretion of the instructor of record, he or she has not completed the requirements for a 60000- or higher-level graduate business course within the mod/semester or summer session. A Master of Business Administration, Executive Master of Business Administration, Master of Science in Management, Master of Science in Accountancy, Master of Nonprofit Administration, Master of Science in Business Analytics or Master of Science in Finance student must complete the course work within thirty (30) days of the beginning of the next semester for semester-long classes or within thirty (30) days of the beginning of the next module for module-long classes. Failure to complete the work within this time period will result in earning a grade of “F” for that class.

The grades of “S” (Satisfactory) and “U” (Unsatisfactory) are used in certain courses determined by the program. These courses do figure in a student’s earned mod/semester credit-hour total but do not figure in the computation of the grade point average. A grade of “U” will not count toward the student’s earned mod/semester credit-hour total, nor will it figure in the computation of the grade point average. If a student earns a “U” in a required course, the course must be repeated.

The grade of “V” (audit) does not have quality-points attached to it. It is the only grade available to the registered auditor. The audited class is made part of the student’s permanent record. The grade of “V” cannot be changed to a credit-earning grade.

The grade of “W” (discontinued with permission) is given for a course that a student is allowed to drop after the drop period.

The policy for all graduate business programs is that the mean grade in a course must lie between 3.3 and 3.6 (on a 4.0 scale). For multiple sections of the same course, this policy applies across all sections. Exceptions to this policy can only be made by the Associate Dean for Graduate Business Programs.
5. ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students who believe they have disabilities that limit performance in classes should consult the Office of Disability Services. The University is required to provide reasonable accommodations for only the known limitations of otherwise qualified students with disabilities. Thus, students with disabilities must register with the Office of Disability Services to qualify for reasonable academic accommodations. Instructors are not allowed to provide academic accommodations for students who have not received authorization by the Office of Disability Services. Students with questions about this process should consult with their program’s Student Services Director or the University’s Coordinator of Disability Services:

Coordinator of Disability Services
Sara Bea Learning Center for Students with Disabilities
Phone: 574-631-7157
http://disabilityservices.nd.edu

6. SEPARATION FROM THE UNIVERSITY

6.1 Leave of Absence

For exceptional reasons and on the recommendation of the program, a student in good academic standing may request a leave of absence for a maximum of two consecutive semesters for the Master of Business Administration, Master of Science in Management, Executive Master of Business Administration, Master of Science in Accountancy, Master of Science in Business Analytics and Master of Science in Finance Programs and two years for the Master of Nonprofit Administration Program. A request for a leave of absence must be made before the semester in which the leave is taken, and all leaves of absence must be approved by the Program Director of the respective degree program. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of the leave of absence period the student does not return, the student will be considered a voluntarily separated student and must apply for readmission.
6.2 Medical Separation from Academic Duties

Students enrolled as a graduate business student in the Mendoza College of Business who wish to temporarily interrupt their programs for medical reasons must apply to the Program Director of the respective degree program. Students are eligible under this policy if they have a “serious medical condition.” For purposes of this policy, “serious medical condition” means a medical condition that (1) requires hospitalization OR (2) renders the student unable to engage in coursework and all other related duties for a period of at least ten (10) calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Program Director of the respective program as soon as the need is foreseen (for emergency requests). Students may utilize this medical separation policy two non-consecutive times during their graduate business studies. Clearance from the University Health Center or licensed health professional is required prior to readmission. Retroactive withdrawals will not be considered.

6.3 Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the program and complete the notice of withdrawal.

Upon approval of the withdrawal, the University enters a grade of “W” for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of “F” is recorded for each course.

To re-enter a program, the student must re-apply for admission. Readmission is not guaranteed. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five (5) years or more. Readmitted students will be subject to current program requirements at time of re-entry.

Non-Academic Dismissal: The University may dismiss any student whose health status or general conduct may be judged, in the sole discretion of the University, as clearly detrimental to the best interests of either the student or the University community. The University may also dismiss
students for disciplinary reasons as set forth in *du Lac*, and for violations of the *Academic Code of Honor* as set forth in that document. Academic, financial, or other consequences depend upon the stipulated effective date of dismissal.

7. ACADEMIC INTEGRITY

Integrity in scholarship is an essential characteristic of our academic life and social structure in the University. A commitment to honesty is expected in all academic endeavors and is detailed in the Mendoza College of Business Graduate Code of Honor.

It is the responsibility of students to familiarize themselves with the Graduate Code of Honor.

8. GRIEVANCE AND APPEAL PROCEDURES

Students follow the grievance and appeal procedures of the program in which they are studying. Should a student have a question about the program procedures, the students should contact the Program Director of the respective degree program and/or the director of graduate studies. Appeals beyond the program are made directly to the Associate Dean of Graduate Business Programs.

Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the summer session, during the appeal process.

9. REQUIREMENTS FOR THE MASTER'S DEGREE

9.1 Credit Hours

At least thirty (30) credit hours are required for a master’s degree from the Mendoza College of Business. One-Year Master of Business Administration requires forty-six (46) credits, Two-Year Master of Business Administration requires sixty-four (64) credits, Master of Science in Management
requires thirty-eight (38) credits, Master of Science in Accountancy requires thirty (30) credits, Master of Nonprofit Administration requires forty-two (42) credits, Master of Science in Business Analytics requires thirty (30) credits, and Master of Science in Finance requires thirty-five (35) credits. As a "lock-step" program, the Executive Master of Business Administration requires all courses to be completed.

A credit hour in the MBA program is approximately 750 minutes of contact time. A credit hour in the MSM program is approximately 750 minutes of contact time. A credit hour in the MSA program is approximately 690-825 minutes of contact time. A credit hour in the MNA program is approximately 720-800 minutes of contact time. A credit hour in the Master of Science in Business Analytics is approximately 650 minutes of contact time. A credit hour in the Master of Science in Finance is approximately 640 minutes of contact time. A credit hour in the Executive MBA program is approximately 600 minutes of contact time.

9.2 Residency

The minimum residency requirement for the master’s degree is registration in full-time status for one semester during the academic year or for one summer session.

9.3 Degree Eligibility

Failure to complete all requirements for the master’s degree within five (5) years (48 months for the Master of Nonprofit Administration Program) results in forfeiture of degree eligibility.