

# **The University of Akron Policies Governing Graduate Students**

## **College of Business Administration Graduate Programs**



**Revised 12/17/15**

## Overview

University policies, which govern graduate students, appear in a number of official documents from a variety of University sources. The following is a summary of these policies and is as complete as possible. However, it remains the student's responsibility to be familiar with all policies that affect them. Students are strongly encouraged to review the policy source documents on a regular basis to maintain currency. The [Graduate School Bulletin](#) is a primary source as are resources on the Office of International Programs (OIP) website at [www.uakron.edu/oip](http://www.uakron.edu/oip).

## College of Business Administration Policies Governing Graduate Students

In addition to the University Policies, the College of Business Administration also has policies which are specific to graduate business students. These policies apply to all students, regardless of admission status, in all graduate business programs.

### Advisors

Each student is responsible for becoming sufficiently knowledgeable regarding degree curriculum requirements to enable effective planning, selecting, and scheduling of courses. Therefore, familiarity with the information contained in this guide is essential and should precede any request for counseling. When non-routine matters arise, however, CBA graduate advisors are available for guidance. Appointments with graduate advisors are scheduled by the CBA Graduate Programs Office at (330) 972-7043. Each student has an assigned advisor who is their primary contact within the Graduate Programs Office. You are encouraged to follow up with your assigned advisor regarding any questions or concerns. If your advisor is not available at the time, another advisor will assist you. If your assigned advisor is no longer available you will be assigned a new advisor.

### Course Numbering

The course number system is based upon a three number series: Department number, Course number, Section number. The CBA department numbers are Accounting (6200); Finance (6400); Management (6500); Marketing (6600); Professional (6700); and International Business (6800). Graduate courses are at the 600-level. An example of a graduate course designation is 6200:610-081, which refers to the Accounting department, course 610, and section 081. Some mixed undergraduate/graduate courses are available for graduate credit. They have 500-level course numbers. College of Business graduate students are limited to 6 credits of 500 level courses. An additional unique registration number is provided to those classes offered each semester.

### UANet ID (@zips.uakron.edu)

All students are required to have a valid UANet ID, which has the format @zips.uakron.edu. The original student ID is converted to a GMAIL account. It is important that each student set up a UANet ID before registering for classes. You may setup your UANet ID by calling the Computer Help Desk at (330)972-6888. The UANet ID can be used after graduation if you keep your account active by logging in several times per year.

### Required Springboard Course

Following admission to a Graduate Business Degree or Certificate Program, each student is required to complete the mandatory online Welcome/New Student course in Springboard which is described in your

admission materials. Online registration is available prior to the start of the semester and students may enroll in classes based on their program checklist provided upon admission.

### **Change in Concentration or Degree Program**

A change in the student's program of study or concentration is accomplished through the use of a Program Change Form. This form is available online or in Springboard. Once completed, it should be submitted to an academic advisor for processing and approval by the Director. In either case, a new curriculum checklist will be issued to the student. When changing programs or concentrations, it is possible that not all courses the student has taken will apply to the student's new program of study.

### **Second Degrees**

For individuals interested in pursuing a second degree, nine credits from your first degree may be used toward the second degree upon the approval of the Director of Graduate Programs. Second degrees may be pursued concurrent with, or after you have completed, your first degree. A six year time limit for completion of all requirements also applies to second degrees. Students interested in pursuing a second degree must submit a Graduate School online application for the second degree. An MBA student may not pursue a second MBA.

### **Petitions**

A student, who wishes to request a change in degree requirements or any deviation from existing policies, must submit a detailed written petition to the Director of CBA Graduate Programs. The petition must be submitted using an online Petition Form available at [mba.uakron.edu](http://mba.uakron.edu) under "academic advising." Petitions are only available to students admitted to a CBA Graduate Program and are not open to non-degree students or engineering management students.

Requests to waive Gateway/Foundation courses should be submitted on a special Petition for Waiver of Gateway or Foundation Course form also available online available at [mba.uakron.edu](http://mba.uakron.edu) under "academic advising."

### **Electives**

Electives for each degree program may be selected at the discretion of the student within the following guidelines:

1. Gateway/Foundation courses cannot be taken as electives.
2. Workshop credits will not be accepted for elective credit.
3. Elective credit cannot be obtained for a graduate course that duplicates a course that was taken for undergraduate or post-baccalaureate credit at The University of Akron or elsewhere
4. No more than six (6) credits of electives may be at the 500 level.
5. Course prerequisite requirements must be satisfied.

Special permission to enroll in courses offered by another college within The University of Akron may be obtained prior to enrollment in the course. Permission may be granted when the student files a written petition identifying the course and demonstrating the substantive relationship of the course to the student's degree program.

### **Duplication of Credit**

A student who has completed a particular course for undergraduate or post-baccalaureate credit at The University of Akron or elsewhere is not eligible to earn graduate credit for an equivalent graduate course (e.g., 6200:431/531 Business Entity Taxation).

## **Transfer of Courses – Other Business Schools**

A maximum of nine graduate credits may be transferred from an AACSB accredited college or university for non-Gateway or non-Foundation coursework in the MBA program. Accounting coursework to be transferred must be from an AACSB accredited accounting program. All transfer credits must be at the A or B grade level and must be relevant substitutes for the curriculum requirements of the degree program and fall within the Graduate School's six-year time limit. Generally, courses which are not exclusively for graduate students will not transfer. A student seeking to transfer graduate credits must have full graduate status and be in good standing at both The University of Akron and the school at which the credits were earned. Transfer credits will not be recorded until the student has completed twelve semester credits at The University of Akron with a grade point average of 3.0 or better. In general, coursework from Law Schools may not transfer as graduate credit.

Transfer credits from other institutions shall not be computed as part of a student's University of Akron grade point average. In addition to these stipulations, a student who begins a CBA graduate degree at The University of Akron must formally petition, and receive permission in advance from the Director of CBA Graduate Programs to take equivalent courses elsewhere.

## **Transfer of Courses – UA School of Law**

A maximum of nine credits of UA School of Law courses may be applied toward the JD/MBA, JD/MTax or JD/MSA programs. An MBA Interdisciplinary concentration is available which could allow a student to transfer any nine law credits to the CBA after approval of the Director. For the JD/MTax program, three credits must be in taxation core courses and six in taxation electives that satisfy MTax curriculum requirements.

Nine credits may be transferred in total and may consist of any valid combination of courses from other AACSB accredited business schools or approved law school courses. Therefore, additional graduate credits may not be transferred if nine law credits have been used to satisfy degree requirements. Requests for transfer of School of Law credits to the CBA will not be considered until the student has completed at least 12 CBA credits with a cumulative graduate GPA of 3.00.

In order to apply toward the MBA, M. Tax or MSA program requirements, and School of Law courses selected for transfer must be:

1. related to the student's field of study;
2. approved in advance by the Director of CBA Graduate Programs;
3. graded at the A or B grade level;
4. completed within the six-year time limit.

## **Waiver of Courses**

Only courses in the Gateway/Foundation portion of a program are eligible for waiver based on prior academic coursework. Waivers will NOT be applied toward non-Gateway/Foundation courses. Course waivers are considered on a case by case basis. For a course to be waived the following criteria must be met.

1. The equivalent undergraduate coursework must have been taken within six years of the initial semester of graduate enrollment;
2. Grades obtained in the equivalent coursework must be at the level of B- or higher;

In cases where the equivalent undergraduate coursework was taken over six years prior to the student's first semester of graduate enrollment at The University of Akron and the student completed advanced

undergraduate study in that area, the waiver will be based on that advanced coursework.

Waiver exams are available for MBA Gateway courses. Admitted students may take the exams to show proficiency. Visit [mba.uakron.edu](http://mba.uakron.edu) and select “Waiver Exams” for more information.

### **International Equivalencies**

All international students are required to take 6400:655 Government and Business and 6400:602 Managerial Finance. International students who have graduated with a three-year degree can expect to be required to take all remaining Gateway/Foundation level courses for their program. Students with a three year degree plus one year of a master’s level degree may be waived from the remaining Gateway/Foundation courses provided that the criteria for those waivers is met.

Most Foundation courses will not be waived for international students in the MS Accountancy program. MSA students will need to consult with the Chair of the School of Accountancy to determine which waivers may be approved.

### **Graduate Assistantships**

Information on the Graduate Assistantship and Community and Industry Graduate Assistantship application process and eligibility can be found online at [mba.uakron.edu](http://mba.uakron.edu) under Paying for Graduate School.”

### **Graduation**

All students must conform to University policy in order to graduate. Additionally, there are specific CBA requirements which are summarized below. Details are available on [mba.uakron.edu](http://mba.uakron.edu) under “Academic Advising,” select “Graduating.”

- Complete and submit the online Graduation Application available in My Akron
- Submit an online CBA Exit Survey. Students may also participate in an optional In-Person Exit Interview with the Director to Graduate Programs AFTER completion of the online survey.
- Submit a statement related to your program experiences.
- The student may also be required to do an EBI survey (MBA graduates) or similar survey (MSM, MSA MTAX).
- Deadlines for the Graduation Application can be found online in My Akron.

### **CBA Graduate Programs Internships and Work Authorization**

An internship will allow you to apply the skills and knowledge acquired in the classroom while gaining real-world experience. Internships are optional in most graduate programs. Students enrolled in a full-time course of study are strongly encouraged to pursue an internship. Details on the Internship process are available online at [mba.uakron.edu](http://mba.uakron.edu) under “Internships.”

## **Graduate School Policies Governing Graduate Students**

The Graduate School Bulletin <http://www.uakron.edu/gradsch/docs/Gradbulletin.pdf> is the principle University document which enumerates the academic standards for graduate students, graduate program requirements, course requirements etc. These policies apply to all graduate students on campus. The information provided below is only a partial listing of requirements. Students should review the Graduate Bulletin completely.

## Academic Dishonesty

Students at The University of Akron are an essential part of the academic community, and enjoy substantial freedom within the framework of the educational objectives of the institution. The freedom necessary for learning in a community so rich in diversity and achieving success toward our educational objectives requires high standards of academic integrity. Academic dishonesty has no place in an institution of advanced learning. The University community is governed by the policies and regulations contained within the Code of Student Conduct available at [www.uakron.edu/sja](http://www.uakron.edu/sja), in Student Union 216, or by contacting Student Conduct and Community Standards at 330-972-6380 or [sja@uakron.edu](mailto:sja@uakron.edu).

The University of Akron considers academic integrity an essential part of each student's personal and intellectual growth. Instances of academic dishonesty are addressed consistently. All members of the community contribute actively to building a strong reputation of academic excellence and integrity at The University of Akron.

It is each student's responsibility to know what constitutes academic dishonesty and to seek clarification directly from the instructor if necessary. Examples of academic dishonesty include, but are not limited to:

- Submission of an assignment as the student's original work that is entirely or partly the work of another person.
- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.
- Unauthorized copying of an assignment in computer programming, or the unauthorized examination or view of the computer, specifically during examinations.
- Possession and/or unauthorized use of tests, notes, books, calculators or formulas stored in calculators not authorized by the instructor during an examination.
- Providing and/or receiving information from another student other than the instructor, by any verbal or written means.
- Observing or assisting another student's work.
- Violation of the procedures prescribed by the professor to protect the integrity of the examination.
- Cooperation with a person involved in academic misconduct.

An incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and student. If the student and faculty member agree on the facts of the incident and the proposed sanction, the matter can be resolved informally. Prior to an informal resolution the faculty member shall confer with Student Conduct and Community Standards to determine whether any prior academic misconduct has occurred. If the student and faculty member disagree about the facts of the incident or the proposed sanction, then the matter shall be referred to Student Conduct and Community Standards. When the matter is referred to Student Conduct and Community Standards a meeting will occur, and if the evidence indicates it is more likely than not that an academic misconduct violation has occurred the department will follow procedures that can be found in the Code of Student Conduct at [www.uakron.edu/sja](http://www.uakron.edu/sja).

*CBA Note:* A student who has been accused of academic dishonesty will be asked to meet with the course instructor. In some instances, the matter can be resolved informally at the College level and/or an academic sanction can be imposed.

## Graduate Student Grievance

Specific procedures are set forth that provide graduate students with a formal channel of appeal and redress of grievances arising out of their academic and/or employment relationship with the University. Discussion of these procedures can be found in the Graduate Bulletin's Appendix.

## Admissions Terminology

**Full Admission** may be given to any applicant who desires to pursue a graduate degree and has a baccalaureate degree from an accredited college or university with an overall grade-point average of 2.75 or better or 3.00 for the last two years (64 semester credits or equivalent); or holds an advanced degree from an accredited college or university in or appropriate to the intended field; or holds a baccalaureate or master's degree from a foreign college or university with first-class standing or its equivalent, plus satisfactory evidence of competence in English. Full admission may also be granted to applicants to the College of Business Administration who meet the college's admission requirements.

**Provisional Admission** may be granted to a person who has not met all of the requirements for full admission (2.5 overall GPA or 2.75 over the last two years). This admission status permits a student to take up to 15 semester credits of graduate coursework. Graduate courses taken under this admission status may be applied to a graduate degree program, but only when all requirements for full admission have been met.

*CBA Note:* Students with low GMAT or GRE scores may be required to retake the test in the first semester of enrollment.

**Conditional Admission** may be granted to a person who has not yet attained the required proficiency in English. This proficiency can be demonstrated by an official TOEFL score of at least 550 on the paper-based TOEFL or 213 on the computer-based TOEFL, or 79 on the internet-based TOEFL, or by the successful completion of courses offered by the University's English Language Institute (ELI). Students may not enroll in graduate courses until the English proficiency requirement has been satisfied. Note: Some academic departments require higher TOEFL scores.

**Non-Degree Admission** may be granted to a person who wishes to take particular courses but who is not working toward a graduate degree. This admission status permits a student to take unlimited credits of graduate coursework. Graduate courses taken under this admission status may be applied later to a graduate degree program, but only when all requirements for full admission have been met.

*CBA Note:* The College of Business Administration limits non-degree students to 9 credits of Gateway/Foundation level coursework. Non-Degree students seeking admission to a program must take the Graduate Management Admissions Test and re-apply for admission to a degree granting program. Students holding a Master's degree in business may be permitted to enroll in more than nine credits with approval.

**Transient status** may be given to a person who is a regularly enrolled graduate student in good standing in a degree program at another accredited university and has written permission to enroll at The University of Akron. Such permission is valid only for the courses and semester specified, with a maximum of 10 semester credits allowable, and is subject to the approval of the instructor, department chair and Graduate School. A transient student is subject to the same rules and regulations as a regularly enrolled student of the University.

**Change in Status** - A student may petition to have his or her status changed from provisional to full after they have completed 12-15 credits and if they are in good academic standing.

## Joint Degree Admission

The School of Law and the College of Business Administration (CBA) offer a joint program in legal and administrative studies (J.D./M.B.A.), a joint program in legal and taxation studies (J.D./MTax), and a joint

program in legal and accounting financial forensics (J.D./M.S.A.). These combinations are open to the student preparing for a career in such areas as corporate law, tax accounting, or legal practice in government. The amount of time required to complete a joint degree program is shorter than the time required to complete both programs independently. To pursue either one of these cooperative programs, the student must apply to and be accepted by both the School of Law and the Graduate School. The student should contact each school independently for information covering admission criteria and procedures (for further information on School of Law admissions, write: Director of Admissions, School of Law, The University of Akron, Akron, OH 44325-2901). A baccalaureate degree is required.

*CBA NOTE:* Students pursuing a joint degree program between the School of Law and the College of Business Administration must be accepted and be active in the School of Law and the College of Business Administration. For these students, the College of Business Administration will accept the LSAT in place of the GMAT. Students must complete at least one course from each program, prior to graduation from a program for joint degree status to continue. Only courses pre-approved for transfer and taken while enrolled in BOTH (Juris Doctor and Graduate Business) programs may be applied toward the Juris Doctor and/or the Graduate Business degree program.

### Grade Point Average

A student admitted to graduate study under any status at the University is expected to maintain a minimum 3.00 grade-point average (4.00="A") at all times. A minimum grade-point average of 3.00 is required for graduation. No more than six semester credits of "C," "C+," and "C-" may be counted toward the degree. Grades of "D+," "D," and "D-" are treated as "F" grades. No grades below "C-" may be counted toward a degree.

*CBA Note:* Refer to the Graduate School Bulletin for more information on the grading scale.

### Grade Point System

Official academic records for graduate students are maintained with a grade-point system as follows:

Grade	Points	Key
A	4.0	
A-	3.7	
B+	3.3	
B	3.0	
B-	2.7	
C+	2.3	
C	2	
C-	1.7	
D+	0	Failure
D	0	Failure
D-	0	Failure
F	0	Failure
CR	0	Credit
NCR	0	No Credit

The following grades may also appear on the term grade reports or on the official academic record. There are no grade points associated with these grades.

- I Incomplete: Indicates that the student has done passing work in the course but that some part of the work is, for good and acceptable reason, not complete at the end of the term.
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- Failure to make up the omitted work satisfactorily by the end of the following term, not



including summer sessions, converts the I to an F. When the work is satisfactorily completed within the allotted time the I is converted to whatever grade the student has earned.\*

- IP In Progress: Indicates that the student has not completed the scheduled course work during the term because the nature of the course does not permit completion within a single term, such as work toward a thesis.
- PI Permanent Incomplete: Indicates that the student's instructor and the instructor's dean have for special reason authorized the change of an incomplete (I) or an in progress (IP) to a permanent incomplete (PI).
- WD Withdraw: Indicates that the student registered for the course but withdrew officially sometime after the second week of the term.
- NGR No Grade Reported: Indicates that, at the time grades were processed for the present issue of the record, no grade had been reported by the instructor.
- INV – Invalid: Indicates the grade reported by the instructor for the course was improperly noted and thus unacceptable for proper processing.

If instructors wish to extend the I grade beyond the following term for which the student is registered, prior to the end of the term they must notify the Office of the Registrar of the extension and indicate the date of its termination. It is the responsibility of the student to make arrangements to make up the incomplete work. The faculty member should submit the new grade to the Office of the Registrar in writing.

### **Academic Reassessment**

A student who meets all the criteria described below may petition the Vice President for Research and Dean of the Graduate School to remove from his/her graduate cumulative grade point average all those grades earned under the student's prior enrollment at The University of Akron.

- Degree seeking graduate student
- Previous graduate enrollment at The University of Akron
- Not enrolled at The University of Akron for at least five years prior to current enrollment
- Maintain a current graduate grade point average of at least 3.00 or better for the first 15 hours of re-enrollment credit.

If the student's petition is granted, the following will apply to the reassessment policy:

- This policy only applies to the student's graduate grade point average.
- All University of Akron grades will remain on the student's official, permanent academic record (transcript); this process will affect the cumulative graduate grade point average only. It will not remove evidence/documentation of the student's overall academic history at the university.
- No grades/credits from the student's prior graduate enrollment at the university may be counted toward the subsequent degree program requirements. Degree requirements may only be met by courses included in the calculation of the student's cumulative graduate grade point average at The University of Akron. Thus, the student who successfully petitions for cumulative graduate grade point average recalculation under this policy automatically forfeits the right to use any of the excluded course work toward the current degree requirements.

A student may exercise this graduate reassessment option only once, regardless of the number of times the student enters/attends a graduate degree program at The University of Akron.

### **Time Limit-“Six Year Rule”**

All requirements must be completed within six years after beginning graduate-level coursework at The

University of Akron or elsewhere. An extension of up to one year may be granted in unusual circumstances by the Graduate School upon written request by the student and recommendation by the advisor, department chair and college dean.

### **Course Load**

A full load of coursework at the graduate level is normally 9-15 semester credits including audit.

*CBA Note:* Full-time status is defined as a minimum of 9 semester credits; or as defined by the Internal Revenue Service for those students with graduate assistantships.

### **Probation and Dismissal**

Any student whose cumulative graduate grade-point average falls below 3.00 will be placed on probation and is no longer in good standing. In consultation with the college or department, as appropriate, the dean of the Graduate School will dismiss full-time students who do not return to good academic standing within two consecutive semesters (excluding summers) and part-time students who do not return to good academic standing within the attempting of 15 additional credits.

For the purpose of administration of the full-time and part-time provisions of this policy, full-time and part-time status is determined by the semester in which the student goes on probation. Full-time enrollment constitutes nine or more graduate credits; part-time is less than nine graduate credits.

The dean of the Graduate School, with the approval of the relevant department chair, may also dismiss anyone who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of C+ or below. The accumulation of six semester credits of F will result in mandatory dismissal.

A student dismissed from the Graduate School for academic reasons may not be readmitted for one calendar year and then only if evidence for expecting satisfactory performance is submitted and found to be acceptable. *Note:* Grades of D+, D, and D- are treated as F grades. (See previous section on grades.)

### **International Students:**

Information on estimated expenses for international graduate students on F-1/J-1 visas can be found on the form "Declaration and Certification of Finances" (DCF), which can be downloaded at <http://www.uakron.edu/oip/immigration/forms.dot>. Annual tuition and living expenses for the 2015-2016 academic year will be approximately \$30,000. Tuition is subject to change.

Graduate students may request financial aid through fellowships and graduate assistantships. More detailed information can be found on the Graduate School website.

The University of Akron requires that all international students and visiting scholars and researchers who are taking classes purchase **major medical health insurance**. J visa holders are also required to purchase catastrophic insurance for themselves and each dependent and/or spouse living with them in the United States. Students are required to purchase The University of Akron Student Health Plan unless they have an alternate health plan that meets the requirement for a waiver: government-sponsored, scholarship, or parental employer coverage.

**Transfer credit from foreign institutions** is awarded at the discretion of the academic department with the final approval from the Graduate School. Transfer course work is only accepted from institutions that are recognized by the institution's governing academic body (i.e. Ministry of Education). The student must have earned a minimum of a B (or its equivalent) to be eligible for transfer credit.

**The required International Student Orientation** takes place one week before Fall classes begin, one week before Spring classes begin, and the Friday before each summer session. Students beginning academic studies during the Summer semesters must attend Fall orientation. The cost is \$100 (cost subject to change). The fee will be automatically assessed to student's account during the first semester of enrollment.

## **Graduate Assistantships**

The University awards a number of graduate assistantships to qualified students. These assistantships provide stipends plus remission of tuition and some fees and are available in all departments with graduate degree programs. A graduate assistant renders service to the University through teaching and/or research. For information and applications, contact the department chair or school Director. Tuition scholarships are also available in some departments on a limited basis.

A number of fellowships sponsored by industry and government agencies are available in some departments. For information, contact the chair of the department.

Information about student loans can be obtained from the Office of Student Financial Aid.

Additional information concerning financial aid policies is available in the Graduate Assistant Handbook which can be obtained online at <http://www.uakron.edu/gradsch/current-students/>.

## **Graduation**

To be cleared for graduation, a candidate must have completed coursework with a minimum cumulative graduate grade-point average of at least 3.00; submitted an online application for graduation with the University Registrar; paid all applicable fees; and met any other applicable department and University requirements.

*CBA Note:* Completion of all courses designated on the curriculum checklist and a 3.00 graduate grade point average in all graduate courses are required for graduation. Such coursework must be completed within the six-year period.

## **Registration**

The responsibility for being properly registered lies with the student, who should consult with the assigned advisor in preparing a program of courses and/or research. A schedule of courses, hours, and class location and registration procedures is obtainable online through the Registrar (in My Akron).

## **Repeating Courses**

Any graduate course may be repeated once for credit; however, the degree requirements shall be increased by the credit hour value of each course repeated. The hours and grades of both the original and the repeated section shall be used in computing the grade-point average. Required courses in which a D or F was received must be repeated.

## **Audit Policy**

A student choosing to audit a course must be admitted and indicate audit at the time of registration. The student pays the enrollment fee and may be expected to do all the work prescribed for students taking the course for credit, except that of taking the examination. Any faculty member may initiate withdrawal for a student not meeting these expectations.

*CBA Note:* CBA students may not use audit courses to complete degree requirements and Graduate Assistants who audit courses will not receive tuition remission for the courses.

A student must enroll in the course and then contact the Registrar to convert to audit status prior to the start of the class.