

MBA PROGRAM STAGES OF COMPLETION

A. Admission to the Department with:

1. Conditionally Classified Graduate (GRAD) Status

Students must complete all foundation courses and meet all admission conditions in order to file for Classified status. You must file for Classification *before* completing more than 12 units (four 600 level courses) of “formal program”. Course work completed beyond 12 units will be considered to have been taken for personal enrichment and will not count toward your formal program.

How? If not Classified on admission, student submits Classification request in writing (JH 3109).

When? Immediately upon completion of admission requirements.

2. Classified Graduate (CLGR) Status

Student has met MBA Program requirements for admission. It is expected that the CLGR student will proceed with her/his formal program with a minimum deviation from the program printed in the catalog for the degree objective in which she/he is enrolled.

B. Advancement to Candidacy

Preparation of Formal Program

How? Student submits Formal Program request in writing (JH 3109).

When? After classification and no later than at the beginning of the third term prior to expected graduation.

C. Application for the Degree/Graduation

How? Student files application for graduation at Admissions and Records (\$45.00 fee). Your Formal Program Request must be processed before your application to graduate is submitted.

When? By the semester prior to graduation.

Please refer to p. 62 of the Catalog for more detailed information on any of the above topics.