



UNIVERSITY OF  
NOTRE DAME

MENDOZA COLLEGE OF BUSINESS

ACADEMIC CODE OF THE  
MENDOZA COLLEGE OF BUSINESS  
GRADUATE PROGRAMS

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## CONTENTS

1. INTRODUCTION.....	4
2. ADMISSION TO GRADUATE BUSINESS PROGRAMS.....	4
2.1 Degree Applicants.....	4
2.2 Admission to Dual Degree Programs.....	5
2.3 Readmission.....	5
2.3.1 Readmission Following Withdrawal .....	5
2.3.2 Readmission Following Dismissal .....	6
2.4 Acceptance .....	6
3. REGISTRATION .....	7
3.1 Enrollment in the University.....	7
3.2 Assignment of Credit in Mendoza Graduate Programs.....	7
3.3 Full-time Status.....	7
3.4 Continuous Registration .....	7
3.5 Semester of Graduation .....	8
3.6 Maximal Registration.....	8
4. COURSES .....	8
4.1 Course Numbers .....	8
4.2 Add/Drop Policy.....	8
4.2.1 Master of Business Administration .....	8
4.2.2 Executive Master of Business Administration .....	9
4.3 Grades.....	9
4.4 Auditing Courses.....	10
4.5 Incomplete Coursework .....	11
4.6 Grade Point Average.....	11
4.7 Transfer Credits .....	11
4.8 Course Waivers.....	12
5. GRADUATE STUDENT STATUS.....	12
5.1 Leave of Absence .....	12
5.2 Withdrawal from the Program .....	12
5.3 Graduate Student Status Designations .....	13
5.3.1 In Good Standing.....	13
5.3.2 On Probation.....	15

5.4 Dismissal of a Student .....	14
5.4.1 Academic Dismissal.....	14
5.4.1.1 Notification .....	15
5.4.1.2 Right of Appeal.....	15
5.4.1.3 Decision on Appeal .....	15
5.4.2 Other Dismissals.....	15
5.5 Academic Integrity.....	16
5.6 Falsification of Academic Credentials.....	16
5.7 Appeal Procedure .....	16
6. DEGREE REQUIREMENTS .....	17
6.1 Credit Hours.....	17
6.2 Residency.....	17
6.3 Time Limits.....	17

## 1. INTRODUCTION

The following academic code contains the policies and regulations governing the attainment of academic credit and degrees from the graduate 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 regulations.

No exceptions to the following policies and procedures will be valid without the formal written approval of Mendoza's Senior Associate Dean for Graduate Programs. Further elaboration and clarification of these policies may be found in the *Graduate Business Bulletin of Information* published each academic year.

## 2. ADMISSION TO BUSINESS GRADUATE PROGRAMS

### 2.1 Degree Applicants

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Applicants for admission to the graduate programs in the Mendoza College of Business normally 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 that time an admitted applicant does not hold a bachelor's degree, the business graduate program admission is void.

Applicants to all Mendoza graduate programs who do not already hold a graduate degree from an accredited institution 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. Exceptions to this GPA guideline remain at the discretion of each program's admissions committee.

The Executive Master of Business Administration Program will review outstanding candidates who have not earned a bachelor's degree as possible exceptions, on a case-by-case basis, following submission of a GMAT score.

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

## 2.2 Admission to Dual Degree Programs

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An applicant who seeks admission to a dual degree program must submit a separate and complete application for each program and be accepted by each. Admission to one program does not guarantee admission to another 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.

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.

## 2.3 Readmission

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Individuals who wish to return to a business graduate program after a voluntary withdrawal (Section 5.2) or a non-permanent dismissal (Section 5.4) must apply for readmission to the relevant program. Readmission and reinstatement of fellowships and other forms of financial aid are not guaranteed. A decision by the program to readmit requires approval of the dean (or the dean's designee), in consultation with other appropriate University departments.

Readmitted students are subject to those academic policies in effect at the time of readmission. If degree requirements have changed since the student last attended, the new requirements ordinarily apply. Any modification of the requirements can only be made by the dean (or the dean's designee).

### 2.3.1 *Readmission following Withdrawal*

In the case of a student who voluntarily withdrew (Section 5.2), the program will evaluate the readmission application under the conditions established at the time of withdrawal. The time that must elapse before the student is eligible to apply for readmission varies with the circumstances of the voluntary withdrawal.

A student who is readmitted to a cohort-based program (e.g., the Executive Master of Business Administration) following a voluntary withdrawal, and who was in good standing at the time of the withdrawal, would join a new cohort in progress. Such a student would not be required to retake courses already completed but would instead complete the required courses with the new cohort.

### *2.3.2 Readmission following Dismissal*

In the case of a student who was dismissed (Section 5.4) but remains eligible to apply for readmission, the program will evaluate the readmission application under the conditions established at the time of dismissal. The time that must elapse before the student is eligible to apply for readmission varies with the circumstances of, and conditions imposed at, dismissal, but in any case, a student shall not be eligible to return until at least one full academic term has elapsed. In evaluating the readmission application, the program will consider, among other things: the student's recognition of the reason for dismissal and any corrective actions he/she has taken; specification of how the time spent away from the University was used, including any courses taken and grades achieved during that time; and the strategies for success the student intends to implement if readmitted.

A student who is readmitted to a cohort-based program (e.g., the Executive Master of Business Administration) following a dismissal would be required to join a new cohort at the start of that cohort's program of study. Such a student would be required to retake any courses already completed as a member of a prior cohort, even though fellowships and other forms of financial aid are not guaranteed for repeated courses. While the original grades for repeated courses will remain on the student's transcript and be included in the G.P.A. calculation, Mendoza College of Business internally will consider only the grades received following readmission in the determination of student standing, graduation requirements, and Latin honors.

Students permanently dismissed from the University are ineligible for readmission.

## **2.4 Acceptance**

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Official acceptance to one of the graduate programs in the Mendoza College of Business is granted by the individual 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**

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All degree-seeking business graduate students must both register for courses and complete the ND Roll Call process each academic semester during the dates and times announced by the University Registrar. Any admitted student who fails to register for courses and complete the ND Roll Call process for a designated enrollment period will be considered as having withdrawn from the University per section 5.2 and must apply for readmission. (See section 3.4 Continuous Registration.) For programs that manually register students in their courses, students must still complete the ND Roll Call process.

#### **3.2 Assignment of Credit in Mendoza Graduate Programs**

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A student may receive credit only for classes for which the student is duly registered.

Credits for all courses are reported in “credit hours.” A credit hour represents approximately 600-700 minutes of classroom instruction plus a minimum of two hours of out of class student work per hour of classroom instruction.

#### **3.3 Full-time Status**

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Full-time students in the two-year Master of Business Administration (MBA) program must be enrolled in at least four (4) credit hours per module and at least nine (9) credit hours per academic semester.

Full-time students in the one-year Master of Business Administration, or the Executive Master of Business Administration (EMBA) program must be enrolled in at least nine (9) credit hours per academic term, including the summer session.

#### **3.4 Continuous Registration**

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To maintain their student status, all students must satisfy the continuous registration requirement by both registering for a graduate-level course relevant to the student’s program and completing the ND Roll Call process. Any exception to this rule, including a leave of absence, must be approved in writing by the student’s program.

### 3.5 Semester of Graduation

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Degree-seeking business graduate students must be registered and enrolled during the semester in which they plan to graduate. This requirement can be waived by the dean of the Mendoza College of Business (or the dean's designee).

### 3.6 Maximal Registration

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During each semester of the academic year, a business graduate student should not register for more than the maximum number of credit hours of graduate courses, i.e., 60000 through 90000-level courses, except with special permission of the program director (or the director's designee). The maximum number of credit hours varies by program. The maximum for MBA students is 9 credit hours per module and 19 credit hours per semester. The maximum for EMBA (South Bend) students is 19.5 credit hours per semester and for EMBA (Chicago) students, it is 19.5 credit hours.

Audited courses not taken for credit (available for Master of Business Administration program only) do not count toward the credit hour limit.

## 4. COURSES

### 4.1 Course Numbers

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Courses numbered 60000 and above are typically taken by graduate students. Courses numbered 70000 and above are advanced graduate courses open only to students who have completed the prerequisites. It is the expectation of the business graduate programs that all full-time graduate students enroll in graduate-level coursework.

### 4.2 Add/Drop Policy

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#### *4.2.1 Master of Business Administration*

##### Full-semester courses

A student may add or drop a full-semester course within the first seven (7) calendar days of the start of the course using a Graduate Business Add/Drop eForm. A student who wishes to drop a course after this period and up to the last day for course discontinuance published by the University Registrar must receive written approval from the program director (or director's designee).



A course may be dropped after the last day for course discontinuance only with the approval of the dean (or dean's designee), and such approval will only be granted where exceptional circumstances are present (typically, documented physical or mental illness) that demonstrate the need to make an exception to avoid inherent inequity. Courses dropped after this period will be posted on the student's permanent record with the grade of W.

#### Module courses

A student may add a Monday/Wednesday course no later than the second class day of each module, and a Tuesday/Thursday course no later than the third class day of each module, using a Graduate Business Add/Drop eForm. A course may be added after this point only if the student has been attending the class and has written permission from both the course instructor and the program director (or director's designee).

A student may drop courses using a Graduate Business Add/Drop eForm through the first three weeks of any module. Such dropped courses will not be reflected on the student's transcript. A course may be dropped after this point only with the approval of the dean (or dean's designee), and such approval will only be granted where exceptional circumstances are present (typically, documented physical or mental illness) that demonstrate the need to make an exception to avoid inherent inequity. Courses dropped after this period will be posted on the student's permanent record with the grade of W.

#### *4.2.2 Executive Master of Business Administration*

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

### **4.3 Grades**

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The policy for all business graduate programs is that the mean grade in a course must lie between 3.3 and 3.6 (on a 4.0 scale). When a faculty member teaches multiple sections of the same course in a given term, those sections are combined for the purposes of the mean grade calculation under this policy. Exceptions require permission of the dean (or dean's designee).

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

A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667

F	0.000	
I	0.000	(Until Incomplete is removed)
S	0.000	Satisfactory
U	0.000	Unsatisfactory
V	0.000	Auditor (Master of Business Administration students only)
W	0.000	Discontinued with permission

The grade of D is not awarded in business graduate programs. If a student earns a grade of F or U in a required course, that course must be repeated.

A student receives the temporary grade of Incomplete (I) when, for reasons determined acceptable by the instructor of record, and as set forth in section 4.5, the student has not completed the requirements for a 60000- or higher-level graduate business course within the applicable term.

The grades of S and U (Satisfactory/Unsatisfactory) are used in experiential learning and other atypical courses as determined by the programs. These courses, if given the grade of S, do add to a student's credit-hour total but do not affect G.P.A. No credit is given for a grade of U. The grade of V (Auditor) does not have quality-points attached to it, so it does not count towards a student's credit-hour total or G.P.A. It is the only grade available to the registered auditor. 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 last day for that course's discontinuance, as set forth in section 4.2.

#### **4.4 Auditing Courses**

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During the academic year, students may audit courses without charge. Students are limited to a maximum of one audited course per module and a maximum of three audited courses in total.

A student who wishes to audit a course must receive written permission from both the course instructor and the program director (or director's designee) no later than the first day that the course meets.

A course that is initially enrolled as an audited course can be changed to a graded course no later than the day after the first class day of the course.

Students who are auditing a course will be automatically dropped from that course if they are not regularly attending the course and participating as stipulated by the instructor.

#### **4.5 Incomplete Coursework**

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Students should complete the work of graduate courses at the 60000-90000 level during the regular academic term in which they are taken.

A grade of "Incomplete" (I) should be given only in exceptional circumstances when there are compelling reasons. When a student receives a grade of "I," he or she will be given additional time by the instructor (not to exceed 30 days after the beginning of the next term or module, as applicable) to complete any outstanding coursework. If the grade is not resolved by the instructor's deadline, the grade of "I" will be changed permanently to a grade of "F." Extensions for Incompletes require written approval from the dean (or dean's designee).

#### **4.6 Grade Point Average**

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Quality point values are used to compute the student's grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to accumulated earned semester credit hours. Grade point average computation takes into account only those grades earned in Mendoza College of Business graduate courses.

If a student fails a required course, that course must be repeated, and both grades are included in the G.P.A.

If a student is dismissed from a cohort-based program (the Executive Master of Business Administration and subsequently applies and is readmitted to the same program, courses previously completed must be repeated with the new cohort. In this case, the original grades will remain on the student's transcript and are included in the G.P.A. calculation even though the Mendoza College of Business will consider only the grades received following readmission in the determination of student standing, graduation requirements, and Latin honors.

Students must achieve at least a 3.000 cumulative G.P.A. to graduate.

#### **4.7 Transfer Credits**

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The Executive Master of Nonprofit Administration (EMNA) is the only Mendoza graduate business degree program that accepts coursework completed at another university toward meeting its degree requirements.

## **4.8 Course Waivers**

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Not all programs allow course waivers. For those which do, students may apply for waiver of a particular required course if they have completed comparable prior coursework or have sufficient professional credentials such as a C.P.A. (Certified Public Accountant) or C.F.A. (Certified Financial Analyst) to substitute for the required course. Course waiver requests must be completed and submitted to the program director (or director's designee) no later than the first day of the course in question. Waiver of a course requirement does not alter the minimum total credit hours required for graduation.

## **5. GRADUATE STUDENT STATUS**

### **5.1 Leave of Absence**

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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 three consecutive terms, including the summer session. A request for a leave of absence must be made before the semester in which the leave is taken, and the associate dean (or dean's designee) must approve all leaves of absence. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the student's separation will be deemed a withdrawal, and the withdrawal procedure set forth in section 5.2 should be followed.

If the student does not return at the end of the leave of absence period, he or she will be considered as withdrawn from the program and must apply for readmission.

In the case of a leave of absence taken for medical reasons, clearance from the University Health Center or University Counseling Center is required prior to readmission.

### **5.2 Withdrawal from the Program**

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It is expected that, once admitted, properly registered, and enrolled, a student will complete the term. However, a student may request a voluntary withdrawal during a term for appropriate reasons by informing the program director and completing the Registrar's Separation from the University e-Form. A voluntary withdrawal during a term is contingent upon review and approval by the associate dean (or dean's designee), which includes the gathering of counsel from other appropriate University officials.

If a student is approved for voluntary withdrawal during a term before the end of the last day for course discontinuance for semester-long courses, before the end of the third week of class for module courses, or before the mid-way point for courses that meet on non-standard schedules, no courses or grades will be listed on the student's record. Student-requested voluntary withdrawals during a term initiated after the last date for course discontinuance for

semester-long courses, after the first three weeks of the module for module courses, or after the mid-way point for courses that meet on non-standard schedules will be assigned a grade of “W” in each class. A request for a voluntary withdrawal during the final ten class days of a term or module, or during the final one-fourth of the class meeting times for courses that meet on a non-standard schedule, will not be accepted unless, in the sole judgment of the associate dean (or dean’s designee), exceptional circumstances (normally, documented mental or physical illness) are present that demonstrate the need to make an exception to avoid inherent inequity. The University reserves the right to seek appropriate documentation from a treating health care provider when a request for a voluntary withdrawal during a term is made for medical reasons.

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 complete the reapplication process. Credits earned for any courses or examinations will be forfeited if the student interrupts his or her program of study for two years or more.

In the case of a health-related withdrawal, the program may require a recommendation from the University Health Center or University Counseling Center regarding the student’s readiness to resume academic work prior to readmission.

The University reserves the right to require the withdrawal of any student when academic performance, 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.

### **5.3 Graduate Student Status Designations**

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There are two status designations available to graduate students: in good standing and on probation. A graduate student can only have one designation, per program, at any given time. Determination of academic standing will be based on grade point average. In calculations for standing, graduation requirements, and Latin honors, only Mendoza College of Business graduate course grades and credit hours are considered. Other University of Notre Dame grades and credit hours, as well as transfer credits, do not factor into the calculation.

#### *5.3.1 In Good Standing*

To maintain academic good standing, a business graduate student must achieve a cumulative G.P.A. of at least 3.000 in every term, including the summer session.

If a student is in good standing at the conclusion of a term in which an “I” grade is entered, subsequent replacement of the “I” with a final letter grade will result in an immediate change of status from in good standing to on probation if the grade resolution results in a

cumulative G.P.A. below 3.000. In that case, the student will receive an official letter from their degree program that informs them of their status change. The program director (or director's designee) will provide the Registrar with official notification of the probation at the time of the "I" grade resolution.

### *5.3.2 On Probation*

Failure to maintain academic good standing (as defined in section 5.3.1) will result in academic probation or academic dismissal. Should a student fail to maintain academic good standing, but maintain a semester G.P.A. above 2.500, the student will be placed on academic probation and will lose fellowship support and other forms of financial aid from the University.

Students placed on probation will receive an official letter from their degree program that informs them of their status change. The program director (or director's designee) will provide the Registrar with official notification of the probation.

If a student is placed on probation at the conclusion of a term in which an "I" grade is entered, subsequent replacement of the "I" with a final letter grade will result in an immediate change of status from on probation to in good standing if the grade resolution results in a cumulative G.P.A. of at least 3.000. If the grade resolution results in a term G.P.A. below 2.500, the student's status will immediately change from on probation to subject to academic dismissal. In either case, the student will receive an official letter from their degree program that informs them of their status change. The program director (or director's designee) will provide the Registrar with official notification of the status change at the time of the "I" grade resolution.

## **5.4 Dismissal of a Student**

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### *5.4.1 Academic Dismissal*

Dismissal will result from:

- i) two consecutive terms on probation
- ii) a term G.P.A. below 2.500
- iii) a term G.P.A. below 3.000 for two consecutive terms

A student's second effective dismissal is deemed permanent and the student may not apply for readmission.

#### *5.4.1.1 Notification*

A student is deemed notified that he or she is subject to academic dismissal when final grades are posted by the Office of the Registrar on the student's academic record. Students who are dismissed will receive an official letter from their degree program that informs them of their status change. The program director (or director's designee) will provide the Registrar with official notification of the dismissal.

#### *5.4.1.2 Right of Appeal*

A student subject to academic dismissal may appeal the pending dismissal in writing to Mendoza's associate dean for graduate programs (or dean's designee). The University will not accept appeals made on behalf of the student by third parties.

The deadline for appealing a pending dismissal shall be as follows: For a dismissal triggered by the posting of final grades for the fall semester, January 3. For a dismissal triggered by the posting of final grades for the spring semester or summer term, the seventh calendar day following the date on which final grades are posted by the Office of the Registrar. These deadlines may be extended only by the dean (or the dean's designee) at his or her sole discretion and only in extraordinary circumstances. The request for such extension must be made before the deadline for the submission of the appeal has elapsed.

If a student does not appeal within the relevant timeframe and has not been granted an extension by the dean (or dean's designee), then the dismissal becomes effective on the seventh calendar day following the deadline for the submission of the appeal and the student is dismissed without further right of appeal.

#### *5.4.1.3 Decision on Appeal*

The associate dean (or associate dean's designee) who is deciding the appeal may reject the dismissal and continue the student on probation; or may affirm the dismissal. The dean's decision will be issued in writing and will be rendered on or before the seventh calendar day following the deadline for submission of the appeal. In the case that the dismissal is affirmed, it will be effective on the seventh calendar day following the deadline for submission of the appeal.

The decision of the associate dean (or designee) is final.

#### *5.4.2 Other Dismissals*

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: A Guide to Student Life* at <http://dulac.nd.edu>, and for violations of the *Mendoza College of Business Graduate Academic Code of Honor*. Academic, financial, or other consequences depend upon the stipulated effective date of dismissal.

## **5.5 Academic Integrity**

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Integrity in scholarship is an essential characteristic of the academic life and social structure of the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students by course instructors and academic leaders.

Students in all of Mendoza's graduate business programs are subject to the *Mendoza College of Business Graduate Academic Code of Honor*, which prohibits both academic dishonesty of any type and tolerating such behavior by others. Possible penalties for Honor Code violations include immediate dismissal.

For the full text of the academic integrity policies and procedures, see the "Mendoza College of Business Graduate Academic Code of Honor."

## **5.6 Falsification of Academic Credentials**

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A student who has been admitted to a graduate degree program based in part upon a previously earned academic degree, and is found to have intentionally misrepresented this information, will have his or her offer of admission rescinded. If already matriculated into the program, the student will be subject to immediate dismissal and any existing grades earned in the program will be nullified. In either case, the student will be barred from future graduate work at the University.

A current student or a student who has recently left the University without completing a degree who then claims to have earned said degree will be immediately dismissed from the program of study (if applicable) and barred from future graduate work at the University.

## **5.7 Appeal Procedure**

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The appeal procedure detailed in sections 5.4.1.2 and 5.4.1.3 applies only in cases of academic dismissal. This procedure is not available to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), disability-related grievances (see grievance procedure available through the Office of Disability Services), academic fraud, or issues of academic integrity (see appeals procedure in the *Mendoza College of Business Graduate Academic Code of Honor*).



## **6. DEGREE REQUIREMENTS**

The goal of the University master's programs is to address all aspects of a student's development as he or she transitions from a student to a professional. To this end, the Mendoza College of Business expects that the student will become knowledgeable of the broad scope of the discipline. The student should also have the capacity to think through ethical issues and to weigh important implications within value systems. Finally, students should be professionally prepared so that when they assume their careers, they can do so with confidence. These goals should be reflected in the requirements for the degree.

In addition to the following Mendoza Graduate Business requirements, individual programs may have higher standards. Students are expected to know their program requirements.

### **6.1 Credit Hours**

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At least thirty (30) credit hours are required for the master's degree. Some programs may require more.

### **6.2 Residency**

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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.

### **6.3 Time Limits**

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All requirements for the master's degree must be completed within five years of matriculation into the program.