

University Policies Governing Graduate Students

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. It remains the student's responsibility however to be familiar with all policies which affect them and they are strongly encouraged to review the policy source documents on a regular basis to maintain their currency of knowledge in that regard.

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.

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 Student Code of Conduct available at www.uakron.edu/student/aff/osd, or by calling Student Judicial Affairs at 330-972-7021.

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- Failure to appropriately cite references from published or unpublished works or print/non-print materials, including work found on the World Wide Web.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.

A student who has been accused of academic dishonesty will be asked to meet with the course instructor. The matter can be resolved informally at the College level and/or an academic sanction can be imposed. If the student opposes the decision, he/she may appeal to the College Dean.

A further discussion of these procedures and avenues for recourse can be found in the Grievance Procedures for Graduate Students, Available at the Graduate School, The Polsky Building 469, and included in the Appendix of the Graduate Bulletin.

Academic Standards

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.

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 and department chair.

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. 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”).

W – 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 in writing 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.

Course Load

A full load of coursework at the graduate level is normally 9-15 semester credits including audit. 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. Grades of “D+,” “D,” and “D-” are treated as “F” grades.

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.

Admissions

Full Admission

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

Provisional Admission may be granted to a person who has not met all of the requirements for full admission (2.74-2.5 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.

Non-Degree Admission

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.

NOTE: The College of Business Administration limits non-degree students to 12 credits of 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.

Joint Degree Admission

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. If the student is not admitted to the School of Law or an active joint degree student is dismissed from the School of Law, the student must take the GMAT exam to maintain graduate status. The use of the LSAT applies only to students active in the following joint degree programs: Juris Doctorate/MBA, Juris Doctorate/MTax and Juris Doctorate/MSM-HR. Students must complete at least one course, from each program, prior to graduation from a program for their joint degree status to continue.

Transient status

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 their status changed from provisional to full after they have completed 12-15 credits and if they are in good academic standing. Note: the College of Business requires that a student who wishes to convert from provisional to full admission must also have met the requirements of their initial checklist.

International Students

Costs, Financial Aid, and Medical Insurance

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). This form also indicates additional costs for an F-1/J-1 student's dependents; should they accompany or join the student here. Graduate students may request financial aid through fellowships and graduate assistantships. A graduate student interested in applying for this aid should request the necessary forms when requesting the admission application. The University of Akron requires that all international students carry major medical insurance that meets minimum established requirements. Such coverage must be effective throughout the students' studies at The University of Akron. International students will not be permitted to register without proof of such coverage.

International Transfer Credits

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.

International Student Orientation (Mandatory)

The required International Student Orientation takes place about one to two weeks before classes begin and costs \$60 (cost subject to change). The orientation dates will be mailed to students with their orientation letter and immigration documents.

Curricular Practical Training (CPT) (Internship)

F-1 students may participate in a CPT program if it is an integral part of an established curriculum. CPT is defined to be alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. CPT may be full-time or part-time. Students doing part-time CPT must still enroll in classes full-time. Students doing full-time CPT are required to register for an internship or coop class.

Students must enroll for at least one semester after completion of CPT. Students who are finished with all coursework may not apply for curricular practical training, rather they must apply for OPT.

Optional Practical Training (OPT) (Post-Graduation Job Training)

F-1 students may apply for OPT authorization for temporary employment directly related to the student's major area of study.

USCIS regulations state that:

Students may apply for 12 months of OPT after completion of their course of study and may become eligible for another 12 months when he/she changes to a higher educational level;

Students in English language training are not eligible for OPT;

Students may apply for OPT up to 120 days prior to completion of studies, but MAY NO LONGER apply for OPT after completion of studies; and

Authorization to engage in OPT is automatically terminated when the student transfers to another school or begins study at another educational level.

F-1 and J-1 Student Employment

On-campus: F-1 and J-1 students may work on-campus up to 20 hours per week while school is in session. J-1 students should receive permission from the Office of International

Programs prior to working.

Academic training: J-1 students remain eligible for academic training work authorization as before. However, the Office of International Programs must electronically report the authorized period of academic training in SEVIS prior to the first date of employment.

Graduate Assistantships

The University awards a number of graduate assistantships to qualified students. These assistantships provide stipends of \$6,000 to \$18,000 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. Applications for graduate assistant positions for College of Business Administration students are available at the Graduate Advising office, room 412 CBA.

The Graduate Assistants Handbook <http://www.uakron.edu/gradsch/docs/gaHandbook.pdf> is the primary resource and policy document for all graduate assistants on campus.

Graduate Assistant Orientation (Mandatory for new GAs)

The Graduate School sponsors an annual graduate assistant orientation. Many departments also offer orientations programs of their own for students entering their programs; these are designed to provide specific information about programs and graduate assistantship assignments. All graduate assistants must be available to attend any orientations required by the college, department/school, Graduate School, Institute for Teaching and Learning, or International Programs. Orientations are generally held two weeks prior to the start of fall semester.

Minimum and Maximum Credit Hour Enrollment Requirements

Graduate assistants and tuition scholarship recipients must enroll in a full-time program of graduate study at the University during each semester of appointment and retain that minimum for the entire semester/session. Full-time study is defined as nine graduate credit hours during fall and spring and 6 graduate credit hours during the combined summer sessions. The appointment may be rescinded if registration drops below these minimums. Graduate assistants holding partial assistantships must also maintain full time student status (9 graduate credit hours) and are financially responsible for any additional credit hours. Departments may establish a higher minimum, up to a maximum of 15 hours.

Students holding 12-month, 10-week, 8-week, or 5-week summer session appointments must maintain a total minimum registration of six graduate credit hours over the combined summer sessions.

Students with a full graduate assistantship (20 hours of work per week) will receive up to 15 graduate credit hours of tuition remission during each semester of the award and over the combined summer sessions. Students on a half assistantship (10 hours of work per week) will receive 8 graduate credit hours of tuition remission during each semester of the award and over the combined summer sessions. Students should meet with their advisor to determine a plan of registration. Students must pay for any graduate credit hours over the above stated maximums.

Offers and Acceptances

April 15th is the traditional deadline for the extending of and the accepting of offers of financial aid. The University of Akron adheres to the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants which, in brief, states:

1. If a student accepts an offer before April 15th but subsequently wishes to withdraw, the student may submit a written resignation any time through April 15th.
2. If a student has an acceptance in force after April 15th, the student is committed to obtaining a written release before accepting an offer at another institution.
3. An offer extended by an institution after April 15th is contingent upon submission by the student of written evidence of release from any previously accepted offer. The responsibility for compliance with this resolution rests with the academic departments making the awards and the students accepting them.

Eligibility

To be eligible to receive a graduate assistantship award, a student must satisfy all the requirements listed below. Individual departments may impose more stringent requirements at their discretion. A student is not eligible to hold an assistantship in an academic department to which they have been denied. To be minimally eligible for consideration, a graduate student must:

1. Gain admission to a graduate degree program.
2. Maintain graduate enrollment as a full-time student.
3. Maintain a minimum cumulative graduate grade point average of 3.00.
4. Show satisfactory progress toward completing degree objectives, as defined by the department.
5. Perform graduate assistantship duties satisfactorily, as defined by the immediate supervisor or department.
6. Maintain appropriate standards of academic conduct.
7. Honor the terms of the contract agreement.
8. Teaching Assistants must also meet oral English proficiency requirements. These requirements apply to all teaching assistants who have classroom, recitation, lab instruction or tutorial responsibilities, regardless of whether or not English is the teaching assistant's native language.

Completed contracts

Completed contracts must be submitted to the Graduate School by the deadline, which is generally two weeks before classes begin in a semester or session. If contracts are not submitted to the Graduate School by this deadline, the contract will not be processed and will be forfeited. For students to be paid by the first date of their contract, the completed contract must be in the Graduate School three weeks prior to the start date of the contract.

Graduation

General Requirements

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.

Graduation Forms

Two semesters before anticipated graduation, the student must:(1) apply for "Advancement to Candidacy (ATC) & Graduation Application form" in the CBA Graduate Office. Forms are also available online at the Graduate School, Registrar and CBA web pages, respectively.

Graduation Deadlines

If the degree requirements are expected to be completed by the end of fall semester (i.e.; December) then forms must be submitted by the previous May. If the degree requirements are expected to be completed by the end of spring semester (i.e., May) then forms must be submitted by the previous September. A student completing degree requirements at the

end of summer should apply for the summer semester graduation clearance by the previous February.

Course Policies

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, class location and registration procedures is obtainable from the registrar.

Withdrawal

A student may withdraw from a course without an adviser's or course instructor's signature through the 15th day of a semester or comparable dates during summer session, intersession, etc. After the 15th day of a semester, and up to the midpoint of a semester, a student may withdraw from a course with the signature of the student's adviser. Check with the Registrar for specific dates: <http://www.uakron.edu/registrar/Dates.php>.

After the midpoint of a semester, a student must have the signature of both the course instructor and the student's adviser. Such authorization must be dated and processed through the Registrar's Offices, located in the lobby of Hezzleton E. Simmons Hall, no later than the close of business of the last day of the 12th week of classes or comparable dates during summer session, intersession, etc.

If the instructor or the adviser refuses to sign the withdrawal form, the student may appeal to the dean of the student's college, who shall make the final decision after consultation with the instructor or adviser who declined to approve the withdrawal.

It is the student's responsibility to obtain all necessary signatures and process the withdrawal through the Registrar's Office. No member of the CBA faculty or staff has authority to process a withdrawal on behalf of a student. (Including but not limited to faxing, emailing and telephone calls regarding withdrawals)

An approved withdrawal will be indicated on the University's official academic record and student's transcript by a "WD". A student who leaves a course without going through the withdrawal procedure, or who fails to withdraw before the last day of the 12th week of classes, will be assigned a grade of "F".

A practice of excessive withdrawals may be considered "lack of progress" for completing the degree and, therefore, grounds for academic dismissal.

Prerequisites

Students must complete all prerequisites prior to enrolling in a course. Students can access course prerequisites through several sources. The Graduate Bulletin provides a list courses and their prerequisites: <http://www.uakron.edu/gradsch/docs/Gradbulletin.pdf>.

Prerequisites are also available by logging into Zipline and accessing either the Course Catalog or when registering for a course in the Academic Section.

Students may take corequisites concurrently. If these courses are taken separately, the standard prerequisite rules apply.

Zipline cannot recognize the waiver of a foundation course. Students attempting to enroll in a course with a prerequisite that has been waived must contact the Graduate Advising Office for registration assistance at gradcba@uakron.edu. Before emailing the advisors, please verify that the registration error is due to a waived prerequisite and that the required prerequisite(s) has/have been satisfied.

Students will not be permitted to take a course if these requirements are not satisfied. If a student enrolls in a course but has not satisfied the prerequisites or obtained special permission, the student will be dropped from the course.

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.

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.

Center for Career Management

Internships

The Career Advantage Network (CAN) is one of the advantages students have to gain relevant work experience through various experiential learning opportunities. The program benefits students who gain firsthand knowledge of their future careers, as well as employers, who state that they are looking for students with career-related experiences in their field of study.

Students who meet specified academic requirements are eligible for work assignments through the Center for Career Management (CCM).

Participating students are recognized as full-time students at The University of Akron when working on an approved internship field assignment and when complying with the rules and regulations of the cooperative education programs.

Like any other decision affecting your academic career, the decision to participate in an internship assignment requires thorough research, preparation, and planning on the part of the student.

Before participating in the Career Advantage Network, you should be familiar with the benefits of the program, including defining your personal and professional goals and what you hope to gain from an assignment. In addition, you must prepare by meeting the academic eligibility requirements and by drafting a resume. Most importantly, however, you must plan far enough in advance to allow time to attend an orientation and meet with a staff member prior to the semester you intend to participate in an internship.

Internship Eligibility Requirements

Students must meet the following criteria to participate in an assignment:

Be a graduate student who has been accepted into one of the degree-granting colleges at The University of Akron

Completion of selected coursework (as determined by the department)

International students must meet the requirements as established by OIP and the academic department

Transitioning to Job Search

This stage of career development transitions you from a student to an employee, or to the next step of your career preparations. Effective preparation will allow you to close in on the position and employer of your dreams, or close in on your other career goals and life

aspirations. You will want to put your best foot forward with appropriate and professional marketing materials, quality interviewing and negotiation skills, and the support of campus services to help you prepare for an effective job search campaign.

The Center for Career Management sponsors numerous programs and workshops about resumes/cover letters, interviewing skills, job search strategies, and ways to connect with employers.

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.

General Information

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 Graduate Programs in Business 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 with questions and concerns. If your advisor is not available another advisor may assist you. If your advisor leaves 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); Entrepreneurship (6300); 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 with the exception of MBA Accounting students who are limited to 3 credits.

UAnet ID

All students are required to have a valid UAnet ID. It will be issued to you when you come to The University of Akron as a new student.

Admissions

GMAT

The College of Business Administration requires the GMAT for all graduate programs except in special circumstances. The minimum score the college accepts is 460 with a minimum achievement of at least the 30th percentile on both the quantitative and verbal parts of the test. A minimum of 4.0 is required for the analytical writing portion of the exam. If a student fails to meet these minimum requirements but is otherwise a highly qualified candidate for graduate school, additional coursework or workshop attendance may be required to make up for the test score deficiency.

GMAT Substitutions

A student seeking to pursue a joint degree program as established in the Graduate Bulletin may be granted exemption from the GMAT. Those students pursuing a joint degree

program with the Law School is be able to use their LSAT score in place of the GMAT so long as they are students in good standing in the Law School.

GMAT Exceptions

In rare instances the GMAT may be waived based on the applicant's prior academic training and academic record. In no case will the GMAT be waived for individuals possessing less than a Master's degree which required the use of internationally recognized standardized exams for admission.

Provisional Admission

Students admitted provisionally are to follow the recommended course sequence which they obtain at the time of their entry appointment. Upon completion of this sequence and with a GPA of at least 3.00, each student who was granted Provisional admission shall be responsible for contacting the CBA Graduate Programs Office for recommended advancement to Full graduate status. If a 3.00 GPA has not been attained after the students complete the recommended sequence, then the Provisional student may be dismissed from the Graduate Program.

Students who are admitted provisionally due to the admission committee's concerns about their GMAT score must achieve an index of at least 1150 when the index is computed as $\text{Index} = 200 \times \text{GPA (recommended sequence)} + \text{GMAT}$. Not achieving an index value greater than this minimum can result in dismissal from the program.

Program of Study

Entry appointment

Following admission to a Graduate Business Degree or Certificate Program, each student is required to attend a mandatory new-student entry appointment. This entry appointment should be scheduled within two weeks from the date of admission by calling the Graduate Advising Office at 330-972-7043. It is important that each student sets up their UAnet ID before attending the entry appointment. You may setup your UAnet ID by calling the Computer Help Desk at 330-972-6888.

Each entry appointment will last for approximately 30 minutes - 1 hour. Topics covered during the entry appointment include:

- Online registration
- Viewing course offerings
- Information technology tutorials
- Web based classes and Springboard
- Plagiarism and Academic Dishonesty
- Waiver Exams
- Graduation Forms
- Internships
- Long-term planning schedules
- Cbainfo.uakron.edu

The student will also be given the opportunity to review their official course checklist and ask questions relating to their graduate program.

Change in Concentration or Degree Program

A change in the student's track within the program of study is accomplished through the use of a concentration change form. This form is available at the graduate programs office and once completed needs to be turned in to the student's academic advisor. A Program Change Request is the appropriate form for a change of degree program. This form is available at the graduate programs office and once filled out needs to be submitted to the

student's advisor. In both cases a new curriculum checklist will be issued to the student. When changing program tracks or programs, it may be possible that not all courses the student has taken will apply to the student's new program of study.

Second Concentration

Second concentrations are available in the MBA program. A second concentration must be completed while pursuing the initial degree and consist of 12 additional credits of coursework beyond the total length of the student's program of study. A second concentration in Taxation is not available. Second concentrations do not appear on transcripts or diplomas. An official certificate from the CBA Graduate Programs Office, stating that the student has completed a second concentration and specifying the area of concentration, will be provided to the student. Upon completion of the second concentration, the student must contact their advisor for the preparation of the second concentration certificate.

Students wishing to pursue a second concentration should fill out a petition requesting a second concentration and submit it to the CBA Graduate Programs Office. Checklists for second degrees and second concentrations will be sent to students after their approval by the Director.

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 Graduate Programs Director. Second degrees may be pursued concurrent with, or after you have completed, your first degree. The six year time limit for completion of all requirements also applies to second degrees. Students interested in pursuing a second degree must fill out a graduate school application, indicating that it is a reapplication for a 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 written petition to the Director of Graduate Programs in Business. The petition may take the form of a letter or may be submitted on a "Petition Form" available from the Graduate Programs Office (CBA, Room 412). Petitions are only available to students admitted to a graduate program in business and are not open to non-degree students or engineering management students. If a petition results in modifying the student's checklist, a copy of the updated checklist will be mailed to the student.

Electives

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

1. 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. Permission may be granted when, prior to enrollment in the course, the student files a written petition identifying the course and demonstrating the substantive relationship of the course to the student's degree program.

If a program includes a Free Elective, the student must select three (3) credits of free electives outside the area of concentration of the program provided that the course(s) selected meet the elective course criteria. Students are encouraged to discuss their free elective choice with their advisor prior to registering for the course.

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., 6200:430/530 Taxation I).

Transfer of Courses – Other Business Schools

Up to nine graduate credits may be transferred from an AACSB accredited college or university for non-foundation coursework excluding the required capstone course 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 must fall within the 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 will 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 Graduate Programs in Business, to take equivalent courses elsewhere.

A maximum of 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.

Transfer of Courses – Law School

A maximum of nine credits of School of Law courses may be applied toward the MBA and MSM-HR programs. Each MBA concentration has specific Law courses which may be transferred into that concentration. Required concentration courses must be taken from the College of Business unless the department chair of the department which houses the concentration and the Director of graduate programs agree to substitute an appropriate Law course for the required business course. When required concentration courses are not specified, up to six credits may of transfer Law courses may be applied toward the concentration and up to three credits of Law courses may be applied as free elective credits. Law courses which are eligible to be used as free electives as restricted to those which are approved for transfer in any business – law joint degree program. A maximum of nine credits of School of Law courses may be applied toward the Master of Taxation program, three (3) credits of which must be in Taxation core courses and six (6) in tax electives that satisfy MTax curriculum 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 , MSM, or MTax degree programs, School of Law courses selected for transfer must be:

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

Waiver of Courses

Criteria

Only courses in the foundation portion of a program are eligible to be waived based on prior academic coursework and under no circumstances will waivers be applied toward non-foundation courses. Course waivers are considered on a case by case basis. For a foundation 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 at the University of Akron
2. grades obtained in the equivalent coursework must be at the level of “C” or higher
3. the equivalent coursework must have been applied toward the graduation requirements of the student’s undergraduate degree or taken as the post baccalaureate level at the University of Akron.

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.

International Equivalencies

All international students are required to take 6400:655 Government and Business, 6400:601 Managerial Finance and 6500:600 Management and Organizational Behavior. International students who have graduated with a three year degree can expect to be required to take all remaining foundation level courses for their program. Students with a three year degree plus one year of a master’s level degree can expect to be waived from the remaining foundation courses provided that the criteria for those waivers are met.

The following foundation courses will not be waived for international students in the MSA program.

- 6400:623 Legal Aspects of Business Transactions
- 6200:621 Corporate Accounting and Financial Reporting I
- 6200:622 Corporate Accounting and Financial Reporting II
- 6200:610 Process Analysis and Cost Management
- 6200:540 Auditing

The remaining foundation courses for International MSA students may be waived provided that the equivalent course criteria are met.

Waiver Exams

Eligibility

Waiver exams are available to students who are admitted to either the MBA or MSM programs in the College of Business and must be taken within one calendar year of the student’s first term of enrollment. They are not open to students who are admitted as Non-degree, Certificate or Engineering Management students. Students must be in good academic standing to sit for waiver exams. Students who take a waiver exam and achieve

a score of less than 50% will be required to take the course and will not be eligible to retake the waiver exam for that course. Provisionally admitted students may take waiver exams but will not be permitted to take non-foundation coursework until all foundation coursework is completed.

Availability

Waiver exams are offered at least twice each semester. The exact schedule can be found on the web or by calling the graduate programs in business office.

Fees

Since each exam corresponds to a three credit graduate level course, there is a fee for waiver exams. The fee can be found in the current Graduate Bulletin or by contacting the Graduate Programs in Business office.

Registration

Students must register for the waiver exam(s) at least two weeks prior to taking the exam(s). Registration requires a telephone call to the Graduate Programs in Business Office, a visit to the office or on-line on the web page. Registration is for a specific exam at a specific time on a specific date. A fee is required for your registration to be official. Registration is not official until payment is received.

Taking the Waiver Exam

Students may only take one waiver exam per session
Two forms of picture identification are be provided
Cell phones and pagers are prohibited in exam area
Electronic devices are prohibited in exam area
Writing on the Exam will disqualify student from the exam
Talking to others during the exam will disqualify student from the exam
All exams and retakes must be completed within the first calendar year of initial enrollment

Notification and Adjustment of Checklist

Examinees will be notified within one week of the exam date as to their results. Results are communicated as being in one of three categories: passing, not passing with the option of a retake, and, not passing with the course required. Exams are not available for review. An updated checklist will be mailed to the student, if an exam is passed, within one week of the exam date.

Graduate Assistants**Eligibility**

Graduate Assistantship recipients are expected to have GMAT total scores of 500 or greater. Selections are made by the chairs of each department in consultation with the faculty based on the needs of the department. Awards are approved by the Director of Graduate Programs. Graduate assistants under contract must maintain a grade point average of 3.0 or better. Graduate assistants who have their GPA drop below a 3.0 will have their assistantship contract cancelled. There is no guarantee that an award will be made when the student achieves the required 3.0 GPA.

Application

The Graduate Assistantship application can be found on the web at <http://www.uakron.edu/colleges/cba/graduate/docs/finaidawardapp.pdf>. Once completed, the application needs to be submitted to the Graduate Programs office at 412 CBA. In addition to the application, two reference letters are required which may be the same as the ones used for application to the program.

Duties

The duties of a graduate assistant vary by the nature of the assistantship. Some assistants aid faculty in their research efforts, others with class activities and others with instructional support as lab assistants. The particular assignment an assistant has should be determined in conjunction with the department chair prior to signing an assistantship contract.

Orientation

All graduate assistants must be available to attend any orientations required by the college, department/school, Graduate School, Institute for Teaching and Learning, or International Programs. Orientations are generally held two weeks prior to the start of fall semester. The Graduate School annually sponsors a mandatory, new graduate assistant orientation. Sexual Harassment training is required for all graduate assistants and is covered during this orientation. The Institute for Teaching and Learning also provides orientation for teaching assistants and graduate assistants performing instructional support duties. Typically the department to which the graduate assistant is assigned will also have an orientation. It is the responsibility of the graduate assistant to contact the department secretary at least two weeks prior to the start of the assistantship to learn when and where that orientation will be.

Review

Graduate Assistants undergo an annual performance review. This review involves the supervisor(s) to whom the student is assigned. The graduate assistant will also have an opportunity to evaluate the position for which they have been assigned. If a student disagrees with an assessment in a performance review, they should discuss the issues with their supervisor.

Renewal

GA awards may be renewed for a second year is not automatic and is based on such factors as performance, availability of funds and departmental needs. Students are limited to four semesters of assistantship (excluding summers). Extensions beyond two years/four semesters are rare and need to receive special approval from the department chair and the Director of Graduate Programs in Business.

Industrial Assistantships

Industrial GA awards are available to students who receive opportunities to work in the community while continuing their full-time studies. The sponsoring corporation provides funds for the stipend to The University of Akron, and UA provides a matching scholarship. The student receives a UA paycheck for working 20 hour per week. Students with possible Industrial GA opportunities should contact the Director or Assistant Director of Graduate Programs in Business for direction.

International students may not hold an Industrial GA during the last semester of enrollment.

Graduation

All graduating students must conform to University policy in order to graduate. Additionally, there are specific College of Business Administration requirements which a graduating student needs to complete which are summarized as a four step process.

1. Acquiring, completing and submitting the Advancement to Candidacy (ATC) / Graduation form to the Graduate Programs in Business office. It is the student's responsibility to make sure the form is correctly filled out and received by graduate programs.

The forms can be obtained at:
<http://www.uakron.edu/gradsch/forms.php>

2. Completion of the exit Leadership Survey
3. Having an Exit Interview with the Director to Graduate Programs. Students should schedule this interview at the time they submit their ATC.
4. The student is also required to do an EBI survey (MBA graduates) or similar survey (MSM, MSA, MTAX)

Internships

Eligibility

Students are eligible to undertake an internship provided that they:

1. have completed 12-15 credits of additional study beyond the foundation part of their program
2. have completed their first year of study
3. are fully admitted into their program of study
4. are in good academic standing.

Authorization

MBA and MSM students must receive permission from the Director of Graduate Programs in Business to pursue an internship before the student begins the process of contacting firms. MSA and M. Tax students must receive approval from the Chair of the George W. Daverio School of Accountancy. Accounting students will be registered in 6200:695.

The forms authorizing an internship may be picked up in the Center for Career Management. They should be filled out and delivered to the Graduate Programs Office for the Director's review. In most instances the Internship credits (1-3) will be used to fulfill the Free Elective requirement. If a student has completed the free elective, then the internship may be used to fulfill a concentration requirement with the Director's approval. Once the approval is given, a student may begin to make arrangements to participate in an internship. The final corporation and work agreement must also be approved by the Director. At the time of approval an advisor will add you to the course 6700:695 or 6200:695 for MSA students.

Curricular Practical training

International students may pursue an internship as a Curricular Practical Training, arranged jointly through the Office of International Programs (OIP) and the Center for Career Management. Once all of the steps above are completed, the Graduate Programs Office will provide a letter to the Office of International Programs (OIP), approving the Curricular Practical Training and outlining the stipulations of the work agreement. If a student is in the process of completing their last required courses, they are ineligible to pursue an internship/Curricular Practical Training and must pursue an Optional Practical Training instead.

Optional Practical training

Upon completion of degree requirements, International students are permitted one year of employment by the INS. During the last semester of enrollment, students should stop by OIP to determine what steps they must take to be eligible for an Optional Practical Training and to pick up the required paperwork. The CBA Graduate Programs Office can then fill out the paperwork indicating the degree completion date and the date of graduation. This form must be presented to the OIP immigration specialists for processing before the last course has been completed. Internships may not be pursued during the period of Optional Practical Training because a student has completed all degree

requirements. International students should discuss employment options with the immigration specialists the Office of International Programs, to gain a better understanding of the opportunities which they are permitted to pursue.