

# MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE, ONLINE PROGRAM

## Program Learning Outcomes for the MBA Degree

Upon completing the MBA degree, students will be able to:

1. Demonstrate an understanding and application of the foundational frameworks and tools of all business disciplines, including accounting, finance, marketing, operations management, organizational behavior, and strategic management.
2. Develop, evaluate, and implement complex business strategies and operational solutions holistically, integrating management principles across the functional areas.
3. Function effectively in a team setting both as a leader and a contributor.

## Requirements for the MBA Degree, Online Program

The MBA degree is a non-thesis master's degree. For general university requirements, please see [Non-Thesis Master's Degrees \(https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-non-thesis-masters-degrees/\)](https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-non-thesis-masters-degrees/). For additional requirements, regulations, and procedures for all graduate programs, please see [All Graduate Students \(https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/\)](https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/). Students pursuing the MBA@Rice degree must complete:

- A minimum of 54 credit hours to satisfy degree requirements.
- A minimum of 30 credit hours of graduate-level study (graduate semester credit hours, coursework at the 500-level or above).
- A minimum of 24 graduate semester credit hours must be taken at Rice University.
- A minimum of 24 graduate semester credit hours must be taken in standard or traditional courses (with a course type of lecture, seminar, laboratory, lecture/laboratory).
- A maximum of 2 courses (6 graduate semester credit hours) from transfer credit. For additional departmental guidelines regarding transfer credit, see the [Policies](#) (p. 2) tab.
- A minimum overall GPA of 3.00 or higher in all Rice coursework.
- A minimum program GPA of 3.00 or higher in all Rice coursework that satisfies requirements for the non-thesis master's degree with a minimum grade of C (2.00 grade points) in each course.

### MBA@Rice Program

The MBA@Rice program consists of a 24-month curriculum generally earned over eight consecutive terms (3-month quadesters) over a two-year period.

The courses listed below satisfy the requirements for this degree program. In certain instances, courses not on this official list may be substituted upon approval of the program's academic advisor, or where applicable, the department or program's Director of Graduate Studies. Course substitutions must be formally applied and entered into Degree Works by the department or program's [Official Certifier \(https://](#)

[registrar.rice.edu/facstaff/degreeworks/officialcertifier/](https://registrar.rice.edu/facstaff/degreeworks/officialcertifier/)). Additionally, these must be approved by the Office of Graduate and Postdoctoral Studies. Students and their academic advisors should identify and clearly document the courses to be taken.

### Summary

| Code  | Title | Credit Hours |
|---|-------|--------------|
| Total Credit Hours Required for the MBA Degree, Online Program (MBA@Rice) |       | 54           |

### Degree Requirements

| Code   | Title                                   | Credit Hours |
|--|---|--------------|
| <b>Core Requirements</b>   |   |              |
| MGMT 501   | FINANCIAL ACCOUNTING                    | 3            |
| MGMT 502   | MANAGERIAL ACCOUNTING                   | 1.5          |
| MGMT 510   | ORGANIZATIONAL BEHAVIOR                 | 1.5          |
| MGMT 511   | LEADERSHIP                              | 1.5          |
| MGMT 521   | BUSINESS LAW                            | 1.5          |
| MGMT 531   | NEW ENTERPRISES                         | 1.5          |
| MGMT 540   | MANAGERIAL ECONOMICS                    | 1.5          |
| MGMT 541   | ECONOMIC ENVIRONMENT OF BUSINESS        | 1.5          |
| MGMT 543   | FINANCE                                 | 3            |
| MGMT 561   | BUSINESS-GOVERNMENT RELATIONS           | 1.5          |
| MGMT 562   | CORPORATE SOCIAL RESPONSIBILITY         | 1.5          |
| MGMT 570   | COMPETITIVE AND INDUSTRY ANALYSIS       | 1.5          |
| MGMT 571   | STRATEGY FORMULATION AND IMPLEMENTATION | 1.5          |
| MGMT 574   | OPERATIONS MANAGEMENT                   | 1.5          |
| MGMT 580   | MARKETING                               | 3            |
| MGMT 592   | STRATEGIC BUSINESS COMMUNICATIONS       | 1.5          |
| MGMT 593   | DATA ANALYSIS                           | 3            |
| MGMT 627   | ENTERPRISE ACQUISITION                  | 1.5          |
| <b>Residential Intensive Learning Experiences</b>                                  |   |              |
| MGMT 513   | NEGOTIATIONS ILE <sup>1</sup>           | 1.5          |
| MGMT 514   | ORGANIZATIONAL CHANGE ILE <sup>1</sup>  | 1.5          |
| <b>Global Field Experience</b>   |   |              |
| MGMT 515   | GLOBAL FIELD EXPERIENCE                 | 1.5          |
| <b>Capstone</b>  |   |              |
| MGMT 598   | CAPSTONE CONSULTING PROJECT             | 3            |
| <b>Elective Requirements</b>   |   |              |
| Select an additional 13.5 credit hours from elective course offerings <sup>2</sup> |   | 13.5         |
| <b>Total Credit Hours</b>  |   | <b>54</b>    |

### Footnotes and Additional Information

- <sup>1</sup> MGMT 513 and MGMT 514 are taken for a Satisfactory/Unsatisfactory grade and must be completed with a Satisfactory grade. As S/U courses, they do not apply to the requirement of a minimum grade of C (2.00 grade points) in each required course.

<sup>2</sup> To fulfill the remaining requirements for the Online MBA degree program, students must complete an additional 13.5 credit hours from departmental (MGMT) course offerings at the 500-level or above to reach 54 total credit hours. (MGMT 703, MGMT 704, and MGMT 705 are **not** accepted as electives.)

## Proposed Plan-of-Study

The following plan-of-study represents the lockstep two-year sequence in which students pursuing the MBA@Rice degree complete the required coursework. In some instances students may follow a three-year or a four-year program. In those instances, students must agree to follow a specific course sequence as outlined by the Student Success Advisor.

| Course                | Title                                   | Credit Hours |
|-----------------------|---|--------------|
| <b>First Year</b>     |   |              |
| <b>1st Quadmester</b> |   |              |
| MGMT 501              | FINANCIAL ACCOUNTING                    | 3            |
| MGMT 510              | ORGANIZATIONAL BEHAVIOR                 | 1.5          |
| MGMT 570              | COMPETITIVE AND INDUSTRY ANALYSIS       | 1.5          |
| MGMT 513              | NEGOTIATIONS ILE <sup>1</sup>           | 1.5          |
| MGMT 514              | ORGANIZATIONAL CHANGE ILE <sup>1</sup>  | 1.5          |
| <b>Credit Hours</b>   |   | <b>9</b>     |
| <b>2nd Quadmester</b> |   |              |
| MGMT 540              | MANAGERIAL ECONOMICS                    | 1.5          |
| MGMT 592              | STRATEGIC BUSINESS COMMUNICATIONS       | 1.5          |
| MGMT 593              | DATA ANALYSIS                           | 3            |
| <b>Credit Hours</b>   |   | <b>6</b>     |
| <b>3rd Quadmester</b> |   |              |
| MGMT 502              | MANAGERIAL ACCOUNTING                   | 1.5          |
| MGMT 574              | OPERATIONS MANAGEMENT                   | 1.5          |
| MGMT 580              | MARKETING                               | 3            |
| <b>Credit Hours</b>   |   | <b>6</b>     |
| <b>4th Quadmester</b> |   |              |
| MGMT 511              | LEADERSHIP                              | 1.5          |
| MGMT 515              | GLOBAL FIELD EXPERIENCE <sup>1</sup>    | 1.5          |
| MGMT 543              | FINANCE                                 | 3            |
| MGMT 571              | STRATEGY FORMULATION AND IMPLEMENTATION | 1.5          |
| <b>Credit Hours</b>   |   | <b>7.5</b>   |
| <b>Second Year</b>    |   |              |
| <b>5th Quadmester</b> |   |              |
| MGMT 541              | ECONOMIC ENVIRONMENT OF BUSINESS        | 1.5          |
| MGMT 561              | BUSINESS-GOVERNMENT RELATIONS           | 1.5          |
| Elective one          | Elective one <sup>2</sup>               | 1.5          |
| Elective two          | Elective two <sup>2</sup>               | 1.5          |
| <b>Credit Hours</b>   |   | <b>6</b>     |
| <b>6th Quadmester</b> |   |              |
| MGMT 521              | BUSINESS LAW                            | 1.5          |
| MGMT 562              | CORPORATE SOCIAL RESPONSIBILITY         | 1.5          |
| Elective three        | Elective three <sup>2</sup>             | 1.5          |
| Elective four         | Elective four <sup>2</sup>              | 1.5          |
| <b>Credit Hours</b>   |   | <b>6</b>     |

## 7th Quadmester

|                     |                             |            |
|---------------------|-----------------------------|------------|
| MGMT 531            | NEW ENTERPRISES             | 1.5        |
| MGMT 627            | ENTERPRISE ACQUISITION      | 1.5        |
| Elective five       | Elective five <sup>2</sup>  | 1.5        |
| Elective six        | Elective six <sup>2</sup>   | 1.5        |
| Elective seven      | Elective seven <sup>2</sup> | 1.5        |
| <b>Credit Hours</b> |                             | <b>7.5</b> |

## 8th Quadmester

|                           |                             |           |
|---------------------------|-----------------------------|-----------|
| MGMT 598                  | CAPSTONE CONSULTING PROJECT | 3         |
| Elective eight            | Elective eight <sup>2</sup> | 1.5       |
| Elective nine             | Elective nine <sup>2</sup>  | 1.5       |
| <b>Credit Hours</b>       |                             | <b>6</b>  |
| <b>Total Credit Hours</b> |                             | <b>54</b> |

## Footnotes and Additional Information

<sup>1</sup> MGMT 513, MGMT 514, and MGMT 515 together comprise the Residential Intensive Learning Experiences (ILE) and Global Field Experience requirements for this degree program. It is highly encouraged that these courses are taken in the first year of the program (or as early in the program as possible). Students should consult their Student Success Advisor for more information regarding enrollment in these courses.

<sup>2</sup> To fulfill the remaining requirements for the Online MBA degree program, students must complete an additional 13.5 credit hours from departmental (MGMT) course offerings at the 500-level or above to reach 54 total credit hours.

# Policies for the MBA Degree, Online Program

## MBA Admission Requirements

Admission to the MBA degree program is open to students regardless of their undergraduate major, but the program is highly selective and access is limited to those who have performed with distinction across all areas of the application. A bachelor's degree (or equivalent) from an accredited undergraduate institution is required. Applicants participate in an interview by invitation as part of their admission requirements.

All applicants to the MBA degree program must submit the following:

- an online application and application fee
- scores from the Graduate Management Admission Test (GMAT),\* the Graduate Record Examination (GRE),\* or the Executive Assessment (EA)
- transcripts (or marksheets) from all degree-granting institutions\*\*
- professional resume with complete work history or Curriculum Vitae (CV)
- essays
- two professional letters of recommendation\*\*\*

## Notes:

\*A GMAT/GRE test waiver request may be submitted to determine eligibility to apply without test scores. Resumes and transcripts are necessary to submit this form.

\*\*If an applicant completed schooling outside the US, a copy of the diploma certificate showing degree earned is also required.

\*\*\*For applicants to the MBA Degree, Full-Time Program or applicants to the MBA degree, Professional Program (Evening, Evening Extended, or Weekend), only one letter of recommendation is needed if the letter is from a current or previous direct supervisor.

## MBA Degree, Online Program (MBA@Rice)

Applicants to the MBA Degree, Online Program (MBA@Rice) must also submit the following to be considered for admission:

- a resume pre-assessment
- transcripts (or marksheets) from any institution at which the applicant completed 15 or more credit hours
- a score from the TOEFL, PTE, Duolingo, or IELTS is also required for international applicants, whose undergraduate degree was from an institution where the primary language of instruction was not English.

The MBA Degree, Online Program (MBA@Rice) does not have specific prerequisite courses required for admission. For additional information regarding admission into the MBA Degree, Online Program (MBA@Rice), please see the Jones Graduate School of Business website: <https://business.rice.edu/online-mba-rice-business> (<https://business.rice.edu/online-mba-rice-business/>)

## Academic and Professional Standards

Students must meet both academic and professional standards to continue academic work and to graduate. In accepting admission to the MBA program, all students agree to be governed by the standards and procedures for dismissal or disciplinary action stated below.

### Academic Standards

A minimum overall grade point average of 3.00 (B) is required for graduation. All courses taken for the MBA degree (including approved courses taken at the university, but outside the JGSB) are counted in the overall grade point average calculation.

Students with an overall grade point average lower than 3.00 at the end of any semester will be notified of academic standing. Students not meeting the 3.00 requirement will be provided specific instruction and guidance on the next steps specific to their academic situation. In some cases, students may submit an appeal to the JGSB Academic Standards Committee, requesting to be placed on academic probation. The committee reviews all academic cases, and may consult the dean's office for counsel and/or suggestions on proposed handling of the case. The committee will decide, based on the circumstances of the appeal, whether the student may resume studies on academic probation; is to be academically suspended for one semester or an academic year; or is to be dismissed from the MBA program.

A student may be placed on conditional academic probation with conditions determined by the dean's office and approved by the chair of the Academic Standards Committee. Students on conditional academic probation must receive special approval to 1) seek association or club officer roles, 2) serve as a teaching assistant, 3) apply for learning experiences off-campus, including global and experiential learning, 4) hold a fall or spring internship, 5) apply for co-curricular opportunities including Leader as Coach or Rice Alliance treks.

Students are removed from academic probation only upon achieving an overall grade point average of at least 3.00.

Students on leave who are not in good academic standing who wish to return must submit an appeal to the Academic Standards Committee and be approved to resume studies. If permitted to return, the student will

pay the current rate of tuition based upon the class of student they are joining.

Students proposing to return after a period of academic suspension must apply to the Academic Standards Committee and receive permission to be readmitted. If permitted to return, the student pays the current rate of tuition, based upon the cohort s/he is joining.

Only courses in which a grade of C or above is earned are counted for credit toward graduation. If students receive a grade below C in a course required for graduation, they must repeat the course. If students receive a grade lower than C in an elective course, they need not repeat the specific course, but they must make up the credit hours. If the required course is not offered again prior to graduation, the student will be permitted to take the course the following academic year, but will be charged the current pro-rated tuition for the program in which the additional coursework is completed. Students may not take any course for which the failed course is a prerequisite until they pass the prerequisite course. Students who fail a course twice will be notified of dismissal.

JGSB students may not take courses pass/fail to count toward their degree requirements. JGSB students may audit courses with departmental and professor approval. The courses do not count toward the MBA, but will appear on the transcript.

Students who have completed the required number of hours for the MBA degree, the coordinated MBA/Professional Science Master's (PSM) degree program, or the MBA/MD dual degree program, but who have an overall grade point average below 3.00, are dismissed without graduation. If, in an appeal to the Academic Standards Committee, a student can substantiate a claim of extenuating circumstances, i.e., those beyond the student's control, the student can take additional coursework at the university within the next year to raise his or her grade point average to 3.00. Coursework completed outside of a semester when full tuition is paid is billed at the current pro-rated rate for the program in which the additional coursework is completed.

### Professional Standards

MBA students are held to the highest standards of professional conduct expected of managers—standards substantially exceeding those expected of them simply as students. Students may be dismissed or suspended for failure to meet professional standards, as defined in the [University Code of Conduct](https://ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct/) (<https://ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct/>). The dean may place a student on disciplinary probation for unacceptable conduct, giving oral and written notice that future misconduct will lead to filing specific charges. This probationary notice, however, is not required as a precondition for filing specific charges.

Scholarship continuation or reinstatement is not guaranteed for students who do not maintain continuous active status - and good academic and professional standing - at the Jones Graduate School of Business and Rice University. In cases where a student does not maintain active status, and/or does not maintain continuous good standing, students may need to request reinstatement of their scholarship. Scholarships may be discontinued for students who are on academic probation or receive university conduct sanctions (including suspension).

### Student Alcohol Policy

The Jones Graduate School of Business Alcohol Policy (<https://alcoholpolicy.rice.edu/jones-school-business/>) and Rice University Alcohol Policy (<https://policy.rice.edu/848/>) applies to all faculty, staff, students, visitors, and alumni participating in any event that involves alcohol and is paid for with Rice University funds, occurs on Rice

University property, or that is sponsored by a Rice University organization or club. The Jones School's Events and Venue Management team provides consultation on, and approval related to, the alcohol policy. No alcohol may be consumed by a student in a classroom (during a class) without the explicit advance permission of the instructor and without the instructor seeking appropriate advance approval from MBA program leadership.

**NOTE:** The possession of open containers of alcoholic beverages and/or the consumption of alcoholic beverages is specifically prohibited in or near classrooms without advance approval.

## Leave of Absence (LOA) Policy

Continuous enrollment between admission and the completion of degree work is the norm. In some cases, however, circumstances may compel a student to interrupt their studies temporarily. The Jones Graduate School of Business may grant students in the MBA Degree, Executive Program, Hybrid Program, Professional Program (Evening, Evening Extended, or Weekend), Full-Time Program a leave of absence for up to one year; or for students in the MBA Degree, Online Program (MBA@Rice), for up to four quadesters (one year). Leaves of absence may only be requested twice during the program. A leave of absence does not suspend or alter the 5-year time limit during which a student must earn the MBA.

Students should request to be approved for leave of absence (LOA) prior to the first day of class for the semester (or prior to the first day of class for the quadester, for students in the MBA Degree, Online Program (MBA@Rice)). Requests are reviewed by the MBA program and the student is notified of approval or non-approval. Students who are not in good academic standing (i.e., students whose GPA is below 3.00) are considered to be on "provisional LOA" and must petition the Academic Standards Committee to return to the program, prior to resuming their enrollment. Students who do not return from LOA within one year must petition the Academic Standards Committee to return.

A leave of absence requested after the first day of class ("late LOA") is only considered in verified extreme or exceptional personal circumstances. Late LOAs result in W on the transcript and are subject to the tuition refund schedule on the [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>) as of the request date. A student requesting a late LOA should expect to be on leave the following semester as well (or for students in the MBA Degree, Online Program (MBA@Rice) the following quadester). Students requiring a leave of absence for medical reasons should review the [Medical Leave of Absence](https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#medical-leave-of-absence) (<https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#medical-leave-of-absence>) policy for all graduate students.

A student who does not qualify for a late LOA may withdraw from the university at any point (subject to the tuition refund schedule on the [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>)).

## Returning from a Leave of Absence (LOA)

**MBA Degree, Executive Program, Hybrid Program, Professional Program (Evening, Evening Extended, or Weekend), Full-Time Program**

Students must pay any unpaid balance prior to requesting to return from a leave of absence. Students who are requesting to return from a leave of absence must submit return requests no later than:

- **July 1** for Fall semester reinstatement
- **November 1** for Spring semester reinstatement
- **March 1** for Summer semester reinstatement

Students in the MBA Degree, Executive Program, Hybrid Program, Professional Program (Evening, Evening Extended, or Weekend), and Full-Time Program should contact [mbaadvising@rice.edu](mailto:mbaadvising@rice.edu) to be advised of steps to return (including petition to return from provisional LOA or a leave of absence longer than one year).

### MBA Degree, Online Program (MBA@Rice)

Students must pay any unpaid balance prior to requesting to return from a leave of absence. Students who are requesting to return from a leave of absence must submit return requests no later than:

- **May 15** for Summer Quadester reinstatement
- **August 15** for Fall Quadester reinstatement
- **November 15** for Winter Quadester reinstatement
- **February 15** for Spring Quadester reinstatement

Students in the MBA Degree, Online Program (MBA@Rice) should contact [studentsuccess@onlinebusiness.rice.edu](mailto:studentsuccess@onlinebusiness.rice.edu) to be advised of steps to return (including petition to return from provisional LOA or leave of absence longer than one year).

**Please note:** International students should request to return from a leave of absence earlier than the dates listed above to ensure enough time to secure a new visa.

## Guidelines for Appealing Academic Dismissal

### The Process

A student who wishes to appeal a dismissal should address the following issues in a letter to the Academic Standards Committee. The student must address the letter to the chair of the Academic Standards Committee and submit it to [mbaadvising@rice.edu](mailto:mbaadvising@rice.edu). The following questions should be answered in the appeal letter. Students may also include any additional information that they deem relevant in the appeal letter.

1. What circumstances led to your academic performance last semester and to what degree were those circumstances beyond your control?
2. If your performance in a particular course(s) last semester was below par, describe any circumstances specific to that course that explain your performance.
3. Do you expect the circumstances that created the problems for you last semester to change next semester? If so, how? If not, why?

### Timing

The student must inform [mbaadvising@rice.edu](mailto:mbaadvising@rice.edu) immediately of the intention to appeal. The appeal letter to the committee must be filed no later than the date stated in the dismissal letter (typically within one week of notification). If a student plans to appeal, he/she should attend classes while the appeal is pending. It is important to keep up with courses during the appeal process.

### Appeals

Appeals beyond the Academic Standards Committee must go to the dean of the Jones Graduate School of Business, who may seek guidance from other constituents of the school. All decisions rendered by the dean are final.



## Confidentiality

The Family Educational Rights and Privacy Act of 1974 and amendments govern the records of actions related to appeals.

## Grade Appeal Process

Once a course grade has been assigned by an instructor, it is generally considered final and is rarely changed for any reason. Student appeals shall be limited to calculation errors or an alleged failure of the instructor to follow the grading norms set forth in the course syllabus. The procedure below outlines the process by which a student may appeal a course grade. Appeals to the Academic Standards Committee cannot be made until a course grade is assigned; grading questions concerning a particular assessment within the term should be addressed following whatever formal or informal process the instructor has outlined for the course (see step 1).

1. The student should first pursue any grading question with the instructor following whatever formal or informal process the instructor has outlined for the course.
2. If the matter is not resolved in step 1 above, the student must file (via email) a written appeal to the instructor, copying the senior associate dean of degree programs. This written appeal must be filed no later than 30 days after the last day of finals for the term (mini-term) in which the course was offered. If the instructor feels further discussion is warranted based on the written appeal, the instructor may discuss the appeal with the student directly. Within two weeks of receiving the written appeal, the instructor should notify (via email) both the student and the senior associate dean of their opinion regarding the appeal.
3. If the issue is not resolved to the satisfaction of both the student and the instructor within two weeks of the student's written appeal in step 2, the student may appeal to the Academic Standards Committee by emailing a written notice to [jgs-academic-standards@rice.edu](mailto:jgs-academic-standards@rice.edu) describing the grounds for the appeal, copying the instructor and the senior associate dean. This appeal must be sent within four weeks of the student's initial written appeal in step 2.
4. The Academic Standards Committee will consider the appeal based on information provided by the instructor and the student. At its discretion, the Committee may hold a hearing to further consider the matter. The decision of the Academic Standards Committee will be rendered within four weeks of receiving a written notice of appeal (step 3).
5. The decision rendered by the Academic Standards Committee is generally final, except for extraordinary cases in which there was a procedural error or major information omission in the steps above. Appeals beyond the Academic Standards Committee must go to the dean of the JGSB, who may seek guidance from other constituents of the school. All decisions rendered by the dean are final.
6. In the event that the protested grade is necessary for the student to graduate, an accelerated schedule will be followed.

More information can be found in the in the [Dispute Resolution](https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/) (<https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/>) section for graduate students, including guidelines set forth by the Office of Graduate and Postdoctoral Studies (GPS). The Committee on Examinations and Standing (EX&S) has established faculty guidelines on grading. Additional information can be found in the [Faculty Grading Guidelines](https://ga.rice.edu/faculty/grading-guidelines/) (<https://ga.rice.edu/faculty/grading-guidelines/>) section.

The Family Educational Rights and Privacy Act of 1974 and amendments govern records of these actions.

## MBA Elective Course Add/Drop Policy and Procedures

Due to the unique term schedule followed by the Jones Graduate School of Business MBA programs, MBA students have special procedures they must follow to make schedule changes. The Jones Graduate School of Business Registrar Department administers an add/drop policy which allows students to add or drop elective courses at various times throughout the semester. For all elective courses, student may not add or drop a course after the deadline for the appropriate term.

## Withdrawal Policy

A Jones Graduate School of Business student, participating in any offered program, may voluntarily withdraw from school at any time. Upon withdrawal, Rice University applies a sliding scale to tuition, which is noted in the university's [Academic Calendar](https://registrar.rice.edu/calendars/) (<https://registrar.rice.edu/calendars/>).

## Jones Graduate School of Business Student Handbook

Generally, the Jones Graduate School of Business adheres to the academic regulations of Rice University. However, the Jones Graduate School of Business MBA program has unique policies and procedures that vary from the Office of Graduate and Postdoctoral Studies regarding, but not limited to, leave of absence, withdrawals and readmission, add/drop, and academic dismissal. A copy of the handbook is available on Campus Groups (for all programs **except** the MBA Degree, Online Program, MBA@Rice).

## Financial Aid

Jones Graduate School of Business scholarships are awarded at the point of admission and are based on the merit of the application. Financial assistance is generally awarded for one academic year at a time. Continuation of assistance depends on maintaining Satisfactory Academic Progress (SAP) in accordance with Academic and Professional Standards of performance, professional behavior, and is subject to the availability of funds. Academic or disciplinary probation, suspension, or general failure to maintain academic pace may result in the removal of all forms of financial assistance (i.e. scholarships, Federal/State student loans, etc.). Students have the right to appeal the suspension of financial aid, and all appeals will be reviewed by a committee.

## Transfer Credit

For Rice University's policy regarding transfer credit, see [Transfer Credit](https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#transfer) (<https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#transfer>). Some departments and programs have additional restrictions on transfer credit. Students are encouraged to meet with their academic program's advisor when considering transfer credit possibilities.

## Program Transfer Credit Guidelines

Students pursuing the MBA degree should be aware of the following program-specific transfer credit guidelines:

- No more than 2 courses (6 credit hours) of transfer credit from U.S. or international universities of similar standing as Rice may apply towards the degree.
- Requests for transfer credit will be considered by the program director on an individual case-by-case basis.

## Additional Information

For additional information, please see the Jones Graduate School of Business website: <https://business.rice.edu/>

## **Opportunities for the MBA Degree, Online Program**

### **Additional Information**

For additional information, please see the Jones Graduate School of Business website: <https://business.rice.edu/>