

### **Transfer Credit**

A student who has, prior to entering the Neeley School, completed a course that is the equivalent of a core course in the Neeley School MBA or MAc degree plans may substitute an elective in the same functional area, with the permission of the associate dean of graduate programs (MBA students) or the Director of Professional Program in Accounting (MAc students). In order for such substitution to be approved, the course has to have been taken within three years of entering TCU and must have been completed at a graduate business school accredited by the AACSB. The substitution of a core course will not reduce the number of hours required to complete the MBA or MAc degree. It is the student's responsibility to notify the MBA Program office or PPA director prior to the first semester in the program.

A student who has completed, prior to enrollment at the Neeley School, graduate-level business courses that would qualify as electives at TCU may seek the approval of the associate dean of graduate programs or PPA director to transfer a maximum of six hours of such coursework. Such approval will only be granted if the courses were taken at an AACSB-accredited program no more than three years before entering TCU. These transfer credits (when approved by the director or chair) will reduce the number of hours required to complete the MBA or MAc degree on a one-to-one basis. When a course is taken outside the Neeley School for which elective credit is sought, the course must be equivalent to a 60000-level course or higher.

A student currently seeking the TCU MBA or MAc degree may, under extraordinary circumstances, request approval from the associate dean of graduate programs or PPA director to take a maximum of six hours outside the University.

### **Grading Procedures**

The grading policy followed for all graduate business courses is based on the following scale:

<b>Letter Grade</b>	<b>Grade Point Weight</b>
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
F	0.0

### **Academic Standards**

All graduate students are required to meet the academic standards of the Neeley School faculty. Failure to do so will result in academic probation or academic suspension.

Graduate students must achieve a grade index of at least 2.75 each semester and on a cumulative basis throughout their program. A student seeking the MBA or MAc degree who does not meet this standard will be placed on probation for the subsequent semester (excluding summer, for full-time students). During this time, the student must achieve the minimum grade index (2.75) on both a semester and cumulative basis to be removed from probation. Failure to do so will result in dismissal from TCU (with the right of appeal to the associate dean for graduate programs in the Neeley School).

A student placed on academic probation for one semester may be dismissed if his/her semester or cumulative grade index falls below a 2.75 in *any* subsequent semester.

If a student in any of the Neeley School's graduate programs receives six hours of a grade of C+ or lower, the associate dean for graduate programs may dismiss him/her from the program because of a failure to make satisfactory academic progress.

### **Dismissal, Suspension or Expulsion for Lack of Academic Progress or Honor Code Violations**

MBA students in the Neeley School must abide by the Honor Code. Students violating the Honor Code may be dismissed from individual courses with a grade of "F" for lack of academic progress or for conduct deemed to be contrary to the professional or ethical standards of a field.

At such times as the student fails to meet acceptable standards of academic performance or has engaged in professional misconduct, the student may be dismissed, suspended or expelled from the University at the discretion of the Neeley School dean.

If a student is dismissed, suspended or expelled from the University, a grade of "F" or a designation of "Q" is recorded for each course in progress as determined by the appropriate academic dean.

### **Miscellaneous Academic Policies**

Academic probation describes the status of a graduate student who is experiencing academic difficulties; this status must change during the next semester of enrollment at TCU subject to the discretion of the associate dean of graduate programs. Academic dismissal describes the action taken by the Neeley School in the case where a student has failed to meet the

minimum academic standards of the faculty. Dismissal from a Neeley School graduate program is permanent; a dismissed student is not permitted to enroll for graduate credit at a later date.

Other academic policies pertaining to graduate student:

1. In computing a graduate student's grade index, only the most recent grade is counted for courses that are repeated for credit.
2. Grades for non-TCU transfer courses are *not* included in computing a graduate student's grade index.
3. No 50000-level course may be taken for credit at TCU by an MBA student unless approved on an exception basis by the associate dean of graduate programs.
4. All MBA and MIM students are required to complete the MBA START Workshop prior to commencing graduate studies. MAc students are required to complete the accounting orientation prior to their graduate studies. Professional MBA students are also required to complete the PMBA START Workshop.
5. An MBA student may enroll for a maximum of three hours of independent study credit in one department. (Typically, these courses carry the 70970 number.) No more than a total of six hours can be taken in independent study courses. MAc students may enroll for a maximum of three hours of credit (in total) in independent study courses. Graduate students on academic probation are not permitted to enroll in independent study courses.

### **Graduation Requirements**

At the beginning of the semester in which the student plans to graduate, he/she must submit an Intent to Graduate form to the Neeley School Graduate Programs Office. Graduation requires a minimum of 2.75 cumulative GPA. Students who do not have a 2.75 average after completing the program have a maximum of two semesters to raise their average to this standard.

MBA students are expected to complete all requirements within five years. MAc students are expected to complete all requirements within two years. Extension of time must be applied for in writing to the associate dean of graduate programs or PPA program director. Additional courses may be assigned to students who do not complete the degree within the time limit.

---