

## Eastern Oregon University MBA Policies & Standards

### ***Program Overview***

Our online 45-credit hour MBA Program at Eastern Oregon University provides a valuable and career-ready package of professional education and training to update and increase a student's professional knowledge and skills in areas such as business strategy, management and organizational behavior; marketing strategy; managerial communications; information systems; managerial economics; diversity, equity and inclusion; operations management, and financial management. The MBA Program is accredited by the International Accreditation Council for Business Education (IACBE).

### ***Application and Admission Decisions***

Admissions decisions are holistic and based on a review of the entire set of admissions criteria and an evaluation of the candidate's potential for success. See our [MBA Program Webpage](#) for criteria and deadlines. Applications are only good for the academic year for which you apply (fall to summer). A new application must be submitted for any subsequent academic years after the initial application year. The minimum GPA requirement for an application to be considered for admission is a cumulative 3.0/4.0 GPA or 3.25/4.0 in the last 90 quarter credits or 60 semester credit hours. No GMAT or GRE examinations are required for consideration for admission. Peregrine leveling courses are required for any applicant without transcribed coursework in specific content areas.

*Petition of Admission Denial:* Should admission be denied, an individual may within five days of the denial notification, may clearly and succinctly appeal the decision in writing to the Dean of the College of Business. The decision of the Dean is final and no further appeal exists.

|  |
|--|
| MBA <b>Minimum</b> Admission Requirements (effective 6-1-21)   |
| A 3.0/4.0 cumulative or higher<br>OR<br>If a student does not have a cumulative GPA of 3.0/4.0, a 3.25 or higher in last 90 quarter credit hours or 60 semester hours  |
| No GMAT or GRE required  |
| For any applicant without an undergraduate degree in business or closely related field, they must demonstrate transcribed course work in the following areas. If coursework is not successfully completed, an applicant must complete the Peregrine leveling courses with a score of 80 or above.<br>1. Accounting<br>2. Marketing<br>3. Finance<br>4. Operations Management<br>5. Quantitative Methods/Statistics<br><br>Other Peregrine subjects may be required if a deficiency exists based on the transcript evaluation of an individual student. |
| Cover Letter & Essay Required  |
| Two Professional References Required   |
| Follow current university protocol and policies on official transcripts  |

## ***International Student Admission***

All international students must complete the international admissions requirements (<https://www.eou.edu/international/admissions/>) before being considered for acceptance into the MBA program.

## ***Provisional Admission***

Applicants admitted under Provisional Admission status must fulfill the conditions of this status as identified by the MBA Admission Committee in order to continue in the program. Under Provisional Admission, an applicant may be limited to 1 class per term while fulfilling provisional admission conditions as determined by the MBA Admission Committee. Applicants admitted under Provisional Admission must maintain a 3.0 GPA and receive no grades below "B" during their provisional status. Applicants admitted under Provisional Admission will be granted Full Admission upon successful completion of the conditions of their admission.

## ***Program Course Requirements***

The MBA Program at Eastern Oregon University provides a quality package of professional training to update and increase students' professional knowledge in areas such as business strategy, innovative management, marketing, information systems, project design, and modern financial management. The MBA Program is accredited by the International Accreditation Council for Business Education (IACBE).

## ***Transfer Credits***

The MBA Program may accept up to 15 graduate transfer credits from other institutions on an individual basis. It is the student's responsibility to request a transcript review by the MBA Coordinator.

## ***Time-to-Degree Completion***

***All requirements for the MBA degree must be completed within three consecutive calendar years of initial registration in the MBA Program or the student must reapply and begin a new MBA program.*** Leave of absence does not apply to the three-year maximum time frame. The purpose of this policy is to ensure that graduates are representing mastery of current knowledge in the field of study.

## ***Attendance Policy***

Learning requires active participation and the involvement of all students. Students are expected to attend all on-site classes (if applicable) and to be participating in the course shell every week by contributing to classroom discussions, assignments, assessments, and group activities. The on-site hybrid courses will hold five classroom sessions. In order to pass the class, on-site students may not miss more than one class period (excused or unexcused). All students regardless of their modality may not be inactive in the course shell for more than one week. This circumstance is grounds for an administrative withdrawal from the course at any point in the term. In order to meet attendance requirements, students involved in athletics are highly encouraged to enroll in the on-line sections during their athletic season.

## ***Inactivity in Program***

If a student is inactive for two terms or more (withdrawals, drops, or non-registration) without an approved Leave of Absence, the student will be withdrawn from the MBA program and will be required to reapply for admission into the program. See conditions for Course Withdrawals and Course Drops below.

## ***Leave of Absence***

Under special conditions, MBA students may be granted one leave of absence for a maximum of one year (four

academic quarters). A student must request in writing an official leave of absence with the length and rationale for the request to the MBA Coordinator and approved by the College of Business Dean. Leave of Absence Forms can be obtained from the College of Business Office. Military service and FMLA leave absences will not count against the one allowable leave of absence.

### ***International Students***

International students who wish to pursue their MBA degree online may start and finish their degree any term, as long as they meet the international admissions requirements.

### ***Course Registration and Withdrawal***

It is the student's responsibility to register for and withdraw from MBA courses as needed. Students can find the registration portal on Mountie Hub at <https://eou.onelogin.com/portal/>

***Academic Policies, Standards, and Procedures*** - <https://www.eou.edu/asc/academic-standing/>

### ***GPA Requirements***

The EOU MBA program requires a 3.0 cumulative GPA upon completion of all MBA course work in order to obtain one's degree. In addition, students must maintain a 3.0 GPA throughout the program to remain in good academic standing. If a student's term or cumulative GPA falls below 3.0, the student will be placed on academic probation. See the details below for the conditions of academic probation.

### ***Individual Course Grade Requirements***

A satisfactory grade in the MBA is a letter grade of "B-" or above. All courses in the MBA Program must be completed with a "B-" or above. Any student who receives a grade lower than a "B-" in any MBA course will be placed on academic probation and required to re-take the course for a satisfactory grade. Courses may only be re-taken once. If a satisfactory grade is not earned upon retaking the course, the student will be placed on academic suspension. A second grade below a "B-" in any two courses will result in academic suspension. See details below for conditions of academic suspension.

### ***Incomplete Grades***

A student making adequate academic progress during the term and needing to withdraw after the seventh week may request an incomplete from the instructor. An incomplete grade will be granted at the instructor's discretion. Students will have one term to finish an incomplete grade in any MBA course.

***Dropping or withdrawing from a Course*** - <https://www.eou.edu/registrar/add-drop-withdrawal/>

***Withdrawal from the University*** - <https://www.eou.edu/student-affairs/withdrawals/>

***Administrative Withdrawal*** - <https://www.eou.edu/registrar/files/2019/02/Administrative-Withdrawal-Form.pdf>

### ***Academic Probation***

After any term in which a student's cumulative GPA falls below a 3.0, the student will be placed on probation and will receive notification from the EOU MBA Office. The student has two terms to bring their cumulative GPA up to 3.0 or will be suspended from the program. If the term in which the student's cumulative GPA falls below 3.0 is the student's last term in the program, the student will not be cleared for graduation. A student may also be placed on academic

probation for a single course grade below a "B-". Students may remain on academic probation for two terms, before being suspended from the MBA program. See details below for conditions of academic suspension.

### ***Academic Suspension***

Students will be placed on academic suspension if they remain on academic probation for more than two terms or if they receive a course grade below a "B-" in any two courses (including re-takes). Any student suspended from the EOU MBA program must wait one year (four academic terms) before submitting an application for readmission to the program. Upon reapplying for the program, any courses with grades below a "B-" will not apply to program requirements. In the event the course is no longer available, alternate courses will be provided to the student. Suspension time is included in the statute of limitations.

*Suspension Appeal.* A student may appeal their Academic Suspension. The appeal should be sent to the Dean of the College of Business within ten days of the suspension notification. Appeals should address any special circumstances which occurred to hinder academic performance and additional steps or actions that will be taken to mitigate these issues in the future. A maximum of one suspension appeal will be awarded to a student.

***Academic Misconduct*** - <https://www.eou.edu/student-affairs/code-of-conduct/>