

**The University of Mississippi**  
**School of Business Administration**  
**Statement of MBA Program Policies and Student Responsibilities**  
**January, 2020**

*The following items do not represent any changes from the policies and responsibilities that have been in place for at least six years. They are simply restatements and clarifications of those policies and requirements.*

**Policies:**

1. MBA students are bound by the policies of the Graduate School of the University of Mississippi as stated in the Graduate School Academic Catalog at <http://catalog.olemiss.edu/graduate-school/academics>. The policies listed below are in addition to, or restatements of, Graduate School policies.
2. Communications sent to the email or surface mail address that is listed as the student's primary email or surface address in the UM system are deemed to be official and legally binding communications regardless of whether they are read or not. It is the student's responsibility to ensure that a current and correct email and surface address are on file with the University and with the MBA office at all times, and to monitor both addresses with regularity.
3. MBA students must obtain a UM photo ID card with a current photo, and must update that photo as needed to provide an accurate representation of the student's current appearance. That photo is used by faculty and administrators to confirm your identity and it must be current. To update your photo and other official information, go to <http://idcenter.olemiss.edu/getting-one-card/>, click on the PDF icon under "form" to create an account, and follow the instructions to upload your photo or change other information.
4. MBA students must maintain at least a 3.00 grade point average (GPA) in degree coursework (including any transfer credit) with no grade lower than "C" at all times.
5. Any student whose MBA Program GPA falls below 3.00 will be placed on probation for the subsequent enrollment period in which the next 9 credit hours of MBA coursework are completed. The student must rectify all deficiencies during the probationary period to be retained in the program. Grades of "I" (incomplete) during the probation period will not be included in the calculation of the student's GPA at the end of the probationary period; the conditions of the probation must be satisfied based on the other grades earned during the probationary period.
6. Students who are admitted in conditional standing are admitted on probation and must attain at least a 3.0 GPA by the end of the first enrollment period in which they have completed 9 credit hours of MBA coursework to be retained in the program and advanced to full standing.
7. Any student who or who earns a grade lower than "C" or who earns more than one "C" grade in any enrollment period may be immediately dismissed from the program or placed on probation. The decision for dismissal versus probation will be made based on the overall performance of the student to date.
8. Graduation with an MBA degree requires a minimum 3.00 overall GPA on all coursework applied to the degree. There are no circumstances under which a student with less than a 3.00 GPA can receive the degree. GPAs are not "rounded up" in any way.
9. If a grade lower than "C" (including C-) is earned in any required course, that course must be repeated and a grade of at least "C" must be earned in order for the course to be applied to the degree requirements. A grade higher than "C" may be required in some cases in order to meet the 3.00 minimum program GPA requirement for graduation. Only the grade for the repeated course is included in the overall program GPA for degree certification purposes. The original grade in the repeated course will appear on the student's transcript and in the stated GPA listed on the transcript, but it will not be included in the calculation of the GPA required for degree certification.
10. It is the student's responsibility to immediately inform the Ms. Ashley McGee, Director of MBA Administration if a grade lower than "C" is earned in any MBA course, and to consult with her in a timely manner to be advised of the available options for continuing in the program and rectifying the deficiency.
11. MBA students may repeat only one course during the program, and that course may be repeated only one time. A student can elect to repeat any course (not just one with a grade lower than "C") during the program.

12. It is the student's responsibility to inform instructors and the MBA Office of any special medical or other life events or circumstances that occur during a semester that could affect the student's academic performance and to seek accommodation for such circumstances immediately. Retroactive accommodation after a class has ended and a grade has been awarded is usually not possible. Accommodations will be granted only if they conform to official University policies and guidelines and may require medical or other documentation for approval.

13. MBA students have the right to appeal any administrative action, including academic dismissal. Appeals of academic dismissal should be made in writing, addressed to the MBA Office, and presented to the MBA Faculty Director as soon as possible following formal notification of the action. All appeals will be reviewed thoroughly, and the student will be notified of the decision as soon as possible.

14. MBA students have the right to appeal the grade received in any course. Grade appeals must follow the official grade appeal policy at <http://catalog.olemiss.edu/graduate-school/academics/grade-appeal>.

**Note well: Under the policies stated above, it is possible for an MBA student to take and complete 13 courses (the 12 required courses and one repeated course) and not be granted an MBA degree and have no remaining options through which to obtain that degree.**

**Important notes and reminders:**

1. It is the student's responsibility to read the Notice of Admission to the Graduate School carefully and completely. Students will be held to all of the conditions that are listed on that notice.

2. All financial aid provided by the University of Mississippi requires full-time non-probationary standing to remain in effect. It is the responsibility of the student to understand all conditions of his/her financial aid relating to minimum acceptable academic performance and enrollment requirements. In most cases, any tuition reduction that is associated with an assistantship applies only to fall and spring semester courses.

3. Students with graduate assistantships that have a 20-hour workload on the University campus may not enroll in more than 9 hours per semester without prior approval.

4. If a student withdraws from all classes in a semester, the student must withdraw online at MyOleMiss under the "drop to zero hours" link and complete all steps on that page. The withdrawing student must contact all instructors to let them know the student is withdrawing from a course. After the withdrawal date listed in the academic calendar, students may not withdraw except in case of emergency and must obtain approval from the MBA office and the instructors. The grade appeal procedures documented at <http://www.olemiss.edu/depts/registrar/withdrawal.html> must be followed.

5. Should a student withdraw or be dismissed from the Ole Miss MBA Program, it is very likely that no more than two courses could be transferred for credit to another graduate program at the University of Mississippi or any other accredited institution.