

GRADUATION ACADEMIC POLICY AND REQUIREMENTS POLICY

Graduation Policy

To graduate is to be granted an academic degree or diploma and Austin University graduates those students who are in good standing upon the satisfactory completion of all degree requirements.

The following are the academic degree requirements for an Austin University student to graduate in the Master of Business Administration (MBA).

MASTER OF BUSINESS ADMINISTRATION PROGRAM (MBA)

Students must meet the following requirements for their MBA degree:

- Successful completion of 36 credit hours of program coursework and a capstone project within 4 years of the start of study
- Minimum overall cumulative grade point average of 3.0
- A grade of C or higher for all courses in the program
- A “Pass” (70%) grade in the Capstone Course, which will include a cumulative project and paper offered in the last semester of the program

NOTES

- 1.) A grade of C- or lower is not considered a passing grade for any course.
- 2.) If the student receives a grade of C- or lower for any course, this failed course must be repeated in order for the student to graduate.
- 3.) If the student receives less than 70% in the Capstone Course, this failed course must be repeated in order for the student to graduate.
- 4.) Only the grade of the repeated course will be used to calculate the student’s cumulative grade point average for graduation but both the original and repeated courses grades will appear on the student’s official transcript.
- 5.) A student may not repeat a failed course more than two times. If a student fails a course three times, he/she will be dismissed from the program.
- 6.) A student whose cumulative grade point average drops below 3.0 after a module will be placed on academic probation for the following module. If a student does not raise his/her cumulative grade point average to a 3.0 or higher after the next module, he/she will be subject to academic dismissal.



Graduation Procedures:

1. All students desiring to graduate must file a “Graduation Application” with the Registrar's Office by December 1 for spring or summer graduation and September 15 for fall graduation.
2. The Registrar's Office obtains approval of the Graduation Application from each student's dean.
3. Students who are not approved to graduate in the semester stated on the Graduation Application must file another Application in a subsequent semester.
4. The Registrar's Office issues diplomas and posts degrees on transcripts only when the registrar and the dean have certified that all graduation requirements have been met and after payment of graduation fee and all university financial obligations.
5. Students on academic or disciplinary probation will not be allowed to graduate.



APPLICATION FOR GRADUATION

This form and the Academic Approval for Graduation Form are due in the Registrar’s Office two months before student’s last class starts.

Last four digits of Student social security number

X	X	X	-	X	X	-				
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NAME (Please **PRINT**)

_____ Please PRINT your name exactly as it should appear on your diploma.

PERMANENT ADDRESS

_____ NUMBER AND STREET

_____ CITY

_____ STATE

_____ ZIP

_____ ()

_____ (AREA CODE) TELEPHONE NUMBER

DEGREE FOR WHICH YOU ARE APPLYING:

Have you applied for graduation before? YES NO. If yes, please indicate when: _____

_____ Student Name

_____ Student Signature

_____ Date

_____ School Dean’s Name

_____ School Dean’s Signature

_____ Date

_____ Provost’s Name

_____ Provost Signature

_____ Date