

---

## **Academic Policies and Procedures**

### **❖ Admission Requirements**

Students who do not hold a baccalaureate degree cannot be admitted to graduate programs. No exceptions are made to this rule.

A student must have an overall undergraduate GPA of 2.7 (or 3.0 in the last 60 hours) to receive regular admission to the program. Students with an undergraduate GPA between 2.3 and 2.7 may be considered for conditional admission. Such students should submit a resume outlining their employment history (including scope of responsibility), education, training experiences and any leadership roles in community or professional groups. Criteria used in evaluating whether or not to grant the student conditional admission include: undergraduate GPA, number of years since the student completed the baccalaureate degree and the kinds of work and non-work responsibilities the student has had since then. Students who are granted conditional admission may not take more than nine credit hours unless they have met the conditions. Financial aid students may be granted twelve hours of conditional admission.

Applicants with an overall GPA of 2.7 automatically receive Regular admission status. Applicants with an overall GPA less than 2.3 are automatically denied admission and are not reviewed by the MSA director.

### **❖ Admission Denials**

Applicants with an overall GPA less than 2.3 are automatically denied admission and are not reviewed by the MSA director. In some cases, especially where the student graduated 10+ years ago and has an extensive work history, it may be appropriate for students to appeal that decision and provide a resume and letter of appeal. If the applicant recently graduated and has little or no work experience, an appeal is not likely to succeed.

---

---

Some applications reviewed by the Director may still be denied, but contain a notation that conditional admission **may** be considered if the following criteria is met. Those criteria may include successful completion (C or better) of prerequisite course, successful completion of a competency exam, or additional upper level undergraduate course work. If the criterion is the successful completion of an undergraduate prerequisite course, the applicant should not take the competency exam.

Appeals should be routed through the appropriate Center Services personnel so that all admission materials will be sent to the Director.

❖ **Transcripts**

Only official transcripts will be accepted for the evaluation of admission status. Official transcripts cannot be accepted directly from the students. Instead, two copies from each institution the student attended should be sent directly to the program administrator or directly to Center Services by the registrar of the particular institution. Students may take up to six credits of classes as a non-degree student while their application materials are being evaluated.

❖ **Prerequisites**

Several MSA core courses have undergraduate courses as prerequisites. These prerequisite courses are Accounting 201 or Accounting 203 and Statistics 282. They can be satisfied by:

- 1) Successfully completing the course (C or better) or its equivalent within three years prior to admission to the MSA program;
- 2) Passing a competency assessment exam **only** offered if the student has previously taken the course; **or**
- 3) Taking the class or its equivalent at CMU or another accredited institution.

---

*(algebra)*

*Note:* MTH 105 prerequisite eliminated starting with Spring I, 2005 registration.

*(macro economics)*

*Note:* ECO 600 prerequisite eliminated starting with Spring I, 2005 registration.

The prerequisite requirement establishes the student's readiness to perform the quantitative work required in MSA 600, 634 or 635, and 640 as well as BIS 630 and BIS 634. Competency assessments in accounting, and statistics will determine a student's mathematical and statistical skills, and will point out any areas which need strengthening before enrollment in a particular course.

*Note:* HSC 544, Biostatistics, may be used to meet the statistics prerequisite.

Advisors do not have the authority to waive competency assessments unless the student has had the appropriate course within the past three years. If a student claims he/she has the knowledge because of her/his work assignments, then the student must take the CA to demonstrate that knowledge. If the student is a CPA, her/his MSA 634 requirement can be waived by submitting the appropriate form and documentation to the MSA director.

Competency assessments are administered at the student's program center, and each takes about one to two hours to complete. Students may improve their skills through CMU-sponsored refresher workshops at program centers or online, through independent study using study guides prepared by CMU available through MBS Direct, or through enrollment in an undergraduate level course at a local college.

---

---

Competency Assessments are not intended to be learning activities for students who have never completed course work in the respective required competency areas. Rather they are assessments to determine if students possess the knowledge expected from having completed the competency area courses in the past.

**Please use the following guidelines for prerequisites and competency assessments:**

- 1) When students meet with their advisor for the first time, the advisor determines which prerequisites have been met and how they have been met. That is, if the student has taken the appropriate course within the past three years prior to the date when the advisor makes this decision, the student will not have to take the CA, no matter when he/she eventually ends up taking the course for which the prerequisite is required.
- 2) If, at this initial meeting, the advisor determines that the student does not have the appropriate course and, therefore, must take the CA, once the student has passed the CA, it is good no matter when the student takes the course. *Exception:* If the course is too old and has to be repeated, then the CA will also have to be repeated (see number 3).
- 3) Students must finish their degrees within seven years. If MSA 630, for example, is too old and the student has to repeat it by taking MSA 634 or MSA 635, he/she will have to retake the CA.
- 4) A student may take the competency assessment for any one area **no more than two times**, each time using a different version of the assessment. If a student fails the CA two times within a specific competency area, he/she will be required to enroll in the appropriate prerequisite course and earn a grade of “C” or better in order to meet the competency requirement (effective Fall 2004).

- 
- 5) When a student fails a CA he/she may review the assessment questions and answer sheet, but only in the presence of the test monitor and may take no notes or make any copies. Also, he/she must wait at least 24 hours before retaking the assessment (effective Fall 2004).

**Procedures for satisfying competency areas** (effective Fall term, 2004)

Minimum scores needed to pass all competencies are at the 70% level:

Algebra	=	<del>21 of 30 (70%)</del>	(eliminated Spring I, 2005)
Statistics	–	21 of 30 (70%)	
Accounting	–	35 of 50 (70%)	
Economics	–	<del>28 of 40 (70%)</del>	(eliminated Spring I, 2005)

❖ **International Students**

Academic advisors are a key link in screening international students. Applicants who have a baccalaureate or equivalent degree from an institution outside of the United States cannot take courses until regular or conditional admission has been granted.

If the student's native language is not English, he or she will have to demonstrate her or his English language competence by one of the following methods:

- a. Achieving a satisfactory score (minimum of 550 on the paper-based test, 213 on the computer-based test, or 79 on the internet-based test) on the Test of English as a Foreign Language (TOEFL). CMU also accepts IELTS scores of 6.5 or above.

- 
- 
- b. Successfully completing (GPA of 3.0 on a 4.0 scale, or its equivalent) a course of study (e.g., high school or baccalaureate degree or graduate degree) where the language of instruction is English.

If on-campus review of the student's transcripts does not result in a definitive decision, the credentials will require external evaluation. Consult your associate director of operations for information on the external evaluation process. After credentials are received on campus, external evaluation takes about four to six weeks to complete.

❖ **Student Visas (I-20s)**

CMU's Off-Campus Programs does not issue I-20s which are necessary for student visas. Should an off-campus student inquire about an I-20, advise her or him that only on-campus international students can receive an I-20. If the student has additional questions about it, advise her or him to talk with the centers' program administrator (The Office of International Education is currently issuing temporary I-20s for Metro Detroit students only. Students must be Canadian citizens. OIE issues a commuter I-20 on a semester by semester basis. See the F-3 request form under student forms on the Off-Campus Programs Web site, [www.cel.cmich.edu/student/forms](http://www.cel.cmich.edu/student/forms).) If the student has questions about on-campus admission, have her or him contact the College of Graduate Studies, (989) 774-4723.

❖ **CMU Cohorts**

In addition to open enrollment programs, CMU offers students the opportunity to pursue a degree in the group, or cohort, format. Students, either self-selected or organization-designated begin and end the degree programs as a unit, proceeding through the courses as a group.

Students in a cohort follow the same basic program plan, and the courses are set for the entire cohort at its inception.

However, your role as an academic advisor is still important in answering questions, providing academic guidance,

---

recommending courses for transfer credit and advising students on the potential for prior learning credit.

❖ **Seven Year Rule**

Students have seven years to complete degree requirements. For example, a student starting the program in Fall 2002 must complete all degree requirements, including IRB and applying for graduation, no later than December 2009.

Requests for exceptions beyond seven years are considered on a case-by-case basis and are rarely granted.

Requests for an extension will only be considered with the submission of the appropriate paperwork. The *Graduate Extension of Time to Complete a Degree Program* form ([www.cel.cmich.edu/forms/7\(fillable\).pdf](http://www.cel.cmich.edu/forms/7(fillable).pdf)) must be completed in full and signed by the student and the advisor. Carefully review the criteria listed on the form. Military deployment may be considered as an extenuating circumstance and should be documented by a copy of military orders.

❖ **Limits on Course Loads**

A graduate student may not be enrolled in more than 15 credits of classes that meet during each of the following periods:

January 1 – May 15;  
May 16 – August 15;  
August 16 – December 31.

Where appropriate you should remind students of the following:

- Personal and professional commitments accompanied by the demands of a compressed format course can make successful completion of more than one course at a time difficult.
- A student who is employed full-time should not take more than one course at a time.
- Students cannot register for two courses if at any point both courses will be meeting at the same time.

- 
- 
- With planning, the MSA 685 project can be completed in one semester, for example, May 19 - August 8. However, IRB applications that fall into the “expedited” or “full board” categories may take 4 - 6 weeks for approval.

❖ **Time Limit on MSA 685 Removal of Incomplete Grade**

Effective with Spring 2002 MSA 685 classes: exceptions to the one year rule for removal of incompletes for MSA 685 will be rare and granted only with documentation of extenuating circumstances. Please note that MSA 685 monitors may set an earlier deadline for project completion. Students must comply with the deadline set by the MSA 685 monitor.

❖ **IRB**

While the advisor may or may not also teach MSA 685, some knowledge of the terminology and requirements may be useful. All MSA students, without exception, are required to take MSA 685. Also, without exception, all MSA students must file some form of the IRB (Institutional Review Board) application. Whether a full application is needed is initially the decision of the MSA 685 instructor. Completion of the IRB process, which may include an end of data collection report, is a graduation requirement. Students will not be cleared for graduation until all IRB requirements have been met.

❖ **Grade Changes**

Grade changes are usually not possible once the instructor has turned in the grade sheet. If the instructor has made a clerical or computational error, it can be rectified by sending in a *Change of Grade Request* card. If the instructor wishes to change a student’s grade for any other reason, he/she must write a memo of explanation to the College of Graduate Studies Change of Grade Committee and send it to the grades clerk in Center Services.

---

---

❖ **Grade Grievances**

Do not encourage students to initiate grade grievances where it would appear that the criteria for grievance described in the bulletin are not present. Grade grievances may be filed only where it is alleged, with supporting evidence, that the grade was assigned capriciously. If the student decides to pursue the grievance, remind them to follow the policy and timeline found in the *CMU's Off-Campus Programs Bulletin*.

❖ **Refunds**

Fees are not refundable; tuition may be partially refundable. The schedule for tuition refunds is in the bulletin. Exceptions will be made to the refund schedule only under extraordinary circumstances.

❖ **Academic Dishonesty and/or Disruptive Student Behavior**

Section 3, "Responsibilities of Students," of the university's "Code of Student Rights, Responsibilities and Disciplinary Procedures" listed as Appendix 1 in the *Off-Campus Programs Bulletin*, provides specific information on these issues.

Where academic dishonesty is suspected, contact the MSA director immediately.

❖ **Satisfactory Academic Progress**

All graduate students must maintain a GPA of 3.0 or above. Transfer credit is not used for calculating the student's GPA. Graduate student academic records are reviewed for satisfactory academic progress after each course is completed. If a student has regular admission and her or his GPA falls below 3.0, he or she is placed on probation, will be notified of that status, and told he or she is subject to dismissal. Students who are placed on probation have an opportunity to raise their GPA to 3.0 by completing two additional courses. If they are not successful they will be dematriculated and must wait at least one year before applying for re-admission.

---

---

❖ **Dematriculation**

There are three basic problems that make students subject to probation and dematriculation:

- A GPA below 3.0.
- A debt to the university for which no payment arrangements have been made.
- A violation of the university's "Code of Student Rights, Responsibilities and Disciplinary Procedures."

❖ **On-Campus Courses for CMU's Off-Campus Programs Students**

CMU's Off-Campus Programs students may take both on and off-campus courses; off-campus students who want to earn an MSA degree through the on campus program should write to the Graduate Studies Office, Foust Hall 100, indicating a desire to become an on-campus student and requesting transfer of their records to campus.

❖ **Graduation Requirements**

Students may not use a course for which they received a C-toward their MSA degree.