

Butler University  
College of Business Administration

Academic Policies and Standards

**Waivers for MBA Threshold and Foundation Core:**

- A grade of “C” or better must be achieved in a comparable undergraduate course to waive a *Threshold* course. (Alternative preparation method and validation are also possible.)
- A grade of “B” or better must be achieved in a comparable undergraduate course to waive *Foundation* course. A student who has received a grade of “C” in a comparable undergraduate course may petition to take a competency test to waive a Foundation course. A grade of “B” or better on this competency test would be needed to waive the Foundation course.
- The program director/admission committee will determine on an individual basis if undergraduate courses were completed within a reasonable time frame to serve as waivers. Application of “old” undergraduate material in the workplace, etc., will be taken into consideration in making waiver decisions.

**Grade Requirements for MBA Threshold and Foundation Core:**

- **Threshold Courses:** A student must receive a minimum grade of “C” to complete a Threshold course.
- **Foundation Core Courses:** A student must achieve a “B” average (3.0 grade point average) in Foundation Core courses. A minimum grade of “C” is needed to complete any given Foundation course.

*Note: The Threshold courses (M401-403) should be completed prior to beginning the Foundation Core, subject to availability of classes. The Foundation Core (M410-440) should be completed before beginning the Graduate Core, subject to availability of classes. The integrative nature of the Graduate Core(M510-545) is better appreciated if you first complete the Foundation Core.*

**Grade Requirements for Graduate Core and Concentration Courses (500 level courses):**

To continue in the program, a student must maintain a grade point average of 3.0. If a student fails to achieve a 3.0 average after completing eight hours, he/she will be placed on academic probation. If the student is on academic probation and does not achieve a 2.9 grade point average after completing 15 hours, he/she will be dismissed from the program. A student must achieve a 3.0 grade point average to graduate from the program.

No grade below “C-” is deemed to satisfy graduate degree requirements. Grades below “C-” are not counted toward the completion of degree requirements, but they are counted in determination of the student’s grade point average.

**Repeat Grade Policy:** A student, with the approval of his or her advisor, may repeat a course. Upon completion of subsequent attempts, only the most recent attempt will count in his or her grade point average. When repeating a course, a student may not withdraw from the course unless the student withdraws from the University that semester.

**Time Limit on Degree:** The time limit for completion of the MBA degree is five years from the date of the start of the first 500 level course counted for the degree.

**Credit Limits:** Students who are working full-time may take no more than eight credits during one semester, and may take no more than three credits during one summer term.

**For additional academic policies and standards, see the Butler University Student Handbook available from the Office of Registration and Records.**