



Jack N. Averitt

College of Graduate Studies

# Graduate Student Policy and Procedures

It is the responsibility of each graduate student to be knowledgeable about policies and procedures in the College of Business Administration and the College of Graduate Studies. The policies and procedures are found in the university catalog which can be purchased from the Bookstore or viewed on-line through the Registrar's website: <http://students.georgiasouthern.edu/registrar/>



Georgia Southern University  
Marching Band

The information in the document should only be used as a supplement to the university catalog.

## Prerequisite and Required Courses

Prerequisite Requirements are defined as foundational courses that must be taken before enrollment in courses that meet the degree requirements. A student in this category *can not* take 7000-level courses or higher. Prerequisite requirements are identified through transcript evaluation. A student must present evidence of satisfactory completion (a grade of "C" or better) in all prerequisite coursework.

## Required Academic Standing

Graduate students must have a cumulative graduate GPA of 3.0 or higher on all graduate work in the program of study to be eligible to graduate. Graduate students are ineligible to graduate with grades of "I" or "IP" on their graduate academic record.

A student whose cumulative grade point average falls below 3.0 upon will be placed on probation. If the cumulative GPA remains below 3.0 after the completion of three additional courses or 9 semester hours, the student will be ineligible to continue graduate work. The excluded student can receive reinstatement through the appeals process.

## Grade Point Average

A course that is repeated results in the last earned grade as the official grade. However, all hours attempted are counted in computing the grade point average.

### Course Load

During the Fall and Spring semesters, 9 credit hours is considered a full load and 12 credit hours is the maximum course load. The summer semester requires 6 credit hours for a full load and 9 credit hours as the maximum load. Our online programs consider 6 credit hours as a full load.

A student can obtain written permission from the College of Graduate Studies to earn credit for more than the maximum. International students on a student visa are required to carry a full course of study by U.S. Immigration Law.

### Time of Completion of Graduate Degree

All work credited towards the degree must be completed within seven years unless otherwise stated for a specific degree program. Extension of time may be granted only on conditions beyond the control of the student.

### How do I get advised?

You should first view the class offerings and your program of study. Registration occurs in our office by you e-mailing, calling, or face-to-face. Call our office at 912-681-5767 and/or view the class offering schedule and program of study form at: <http://coba.georgiasouthern.edu/mba>

### How do I drop, add, or withdraw from a class?

Drop/Add: E-mail our office during the scheduled drop/add period.

Withdraw: Contact the Registrar's Office at (912) 681-0862 to drop all registered classes.

### Credit By Transfer

A graduate student may transfer graduate credit from an AACSB accredited institution. A maximum of six credit hours may be transferred. A student must complete a Graduate Student Transient Permission Form, which must be approved by the Director of Graduate Studies and College of Graduate Studies prior to enrolling in transient course(s). View more specific information at: <http://coba.georgiasouthern.edu/mba/students.htm>

### Requirements for Graduation

A student is responsible for completing the following as subject to limitations and qualifications stated elsewhere, for an advanced degree: 1) A minimum of three semesters in residence, 2) Satisfactory completion of course work and other requirements appropriate for advanced degree, 3) Graduate Application for Graduation must be filed in the Office of the Registrar by the deadline listed in official academic calendar, 4) Program of Study form signed by the advisor, 5) The graduation fee must be paid and all other financial obligations or "holds" must be satisfied before a student is cleared for graduation. View detailed information at: <http://coba.georgiasouthern.edu/mba/graduation.htm>

### Academic Dishonesty

All graduate students of Georgia Southern University are required to comply with the standards of conduct published in the Student Conduct Code. The Student Conduct Code is available from the Division of Student Affairs.



**Earn your MBA or MAcc in Statesboro, Savannah or Brunswick.**

**Online programs consist of the Georgia WebMBA™ and Master of Science in Applied Economics (MSAE)**



**Your hard work will result in educational success and life success.**



**Savannah classes are held in the Historic District at the Coastal Georgia Center.**

Visit our website:

<http://coba.georgiasouthern.edu/mba>