A. Program Admission (see URL http://catalog.oregonstate.edu/ChapterDetail.aspx?key=36)

1. University minimum entrance requirements for graduate students including international students (degree recognition, minimum GPA, TOEFL for international students).
   a) The TOEFL requirements for the MBA are higher than the university minimums, plus the COB has established minimums in each area that are higher than university minimums.
   b) The current process requires that the college evaluate the candidates and accept them on the Departmental Action Form (DAF) before the graduate school initiates an evaluation of the candidate. Thus there is complete duplication of effort in this area.
   c) We would use the same procedures as Pharmacy and Vet-Med in coordinating with Admissions and the Registrar regarding admission of students to the MBA program.

2. COB MBA Program minimum entrance requirements (GPA, GMAT, TOEFL, resume, letters of recommendation, etc.) As mentioned above, these criteria are evaluated before the candidate is accepted on the DAF and sent to the graduate school for review.

3. Proof of finances/financial certification requirements for international applicants.

B. Graduate Program policies (see URL http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38)

1. Policies relating to graduate majors, minors, areas of concentration and graduate certificates. The COB will only administer students seeking the MBA degree. Students pursing the MAIS with an option in business, or pursuing a minor in business, will continue to be administrated through the major department and the graduate school.

2. Policies relating to reserving credits for graduate courses and transfer credit. All of these policies are currently coordinated with the Registrar’s office.

3. Policies relating to registration requirements:
   a) full time status, including GTA/GRA requirements and international student registration requirements
   b) maximum load – which is currently enforced by the Registrar
   c) continuous enrollment policies (minimum registration, leave of absence, unauthorized break in registration). Note that the MBA program is very structured and only allows one elective course. We will request a waiver of the continuous enrollment policy from the Graduate Council since it is intended for thesis and dissertation-based programs.

4. Policies relating to grade requirements, course numbers (including restrictions on use and repetition of courses) and courses graded on a non standard basis.
a) The COB currently monitors the performance of every MBA student and has a set policy defining academic policies and satisfactory progress requirements in the MBA handbook (see URL http://www.bus.oregonstate.edu/services/graduate/mba_handbook_2009-10.pdf, page 11)
b) The COB currently uses our internal Status Report system to monitor the academic progress of all students enrolled in business-managed programs, including the MBA. The college intends to transition to Degree Works once it is implemented within the university. Both of these systems monitor the use of slash and blanket coursework within the program, and will provide notification when students deviate from the satisfactory progress requirements.

5. Petitions for students wishing to deviate from graduate program regulations and procedures. The COB currently uses our Graduate Program Committee to review all petitions regarding the policies and procedures for the MBA.

6. Policies and procedures relating to award of degrees and diplomas. Students would apply directly to the Registrar for graduation, similar to the process used in undergraduate programs.

7. Policies governing graduate work by faculty members, graduate student teaching and graduate appointments. The COB will continue to comply with policies established by the Graduate Council in these areas.

8. Policies relating to dismissal from the graduate program.
   a) All academic policies and satisfactory progress requirements are defined in the MBA Handbook (see URL http://www.bus.oregonstate.edu/services/graduate/mba_handbook_2009-10.pdf, pp 11-14).
   b) Note that dismissal from the MBA program does not necessarily mean that a student will be dismissed from the Graduate School. We have two examples of students who were dismissed from the MBA program yet remained as a non-degree graduate student within the university.

9. Participation in enforcing Student Conduct Regulations.
   a) The COB currently works with Student Conduct for all undergraduate student conduct issues. We would work directly with Student Conduct rather than go through the Graduate School.
   b) The COB has additional Academic and Professional Standards that were approved by the University Legal Counsel (see URL http://www.bus.oregonstate.edu/about/professionalstandards.htm)


C. Master’s Degree Program policies (See URL http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39)

1. General requirements (minimum graduate credits for masters programs including thesis or research in lieu of thesis credits, graduate stand alone course requirements, slash course (400/500) limitations).
The COB currently performs audits on all MBA candidates to ensure they have met requirements for graduation. We expect this task will be performed in Degree Works in a manner similar to undergraduate degree audits.

2. Residence Requirements.
   All degree requirements should be encoded in Degree Works and monitored by the COB during the graduation audit.

3. Graduate Study Program (approval, approval of any changes to program).
   a) The current MBA program consists of 42 hours of required coursework and a minimum of 3 hours of elective. The required coursework is all stand-alone graduate credit, thus all programs will exceed the minimum requirement of at least 50% graduate stand-alone courses.
   b) The “Program of Study” will be maintained in Degree Works. Again, 14 of the 15 courses are dictated by the degree program. The structured nature of the MBA program reduces the necessity for filing and amending a program plan of study.
   c) If an MBA student decides to pursue a minor in another discipline, then the MBA program will coordinate with the graduate school to ensure completion of all appropriate requirements for the minor.

4. Time limits for master’s degrees.
   The COB monitors the progress of each MBA candidate. We do not anticipate anyone taking longer than 5 years to complete the degree, but will petition the Graduate Council if a special situation occurs where a student will take longer than 7 years to complete the degree (consistent with current Graduate School policies).

5. Thesis requirements for master’s degrees.
   The MBA program completes projects, many of which have restricted dissemination due to confidentiality and non-disclosure agreements. We currently do not send copies of the completed projects to the library or to the graduate school.

6. Final Examination requirements.
   We currently comply with all policies regarding final examinations for non-thesis programs.