

# POLICIES

## Admission Requirements

### MBA, MAcc, and Online MAcc

No decision is made on an application for admission to the graduate programs of business administration until all required documents have been submitted. These include a completed application form, the \$50 application fee, official notification by GMAC as to the score achieved on the Graduate Management Admissions Test (GMAT), your resume, statement of aims and objectives, and an official transcript from every institution of higher learning attended. To be admitted to the programs, an applicant must show evidence that he or she has earned a bachelor's degree or equivalent from an accredited institution of higher learning and has the potential to perform satisfactorily at the graduate level. The primary criteria used in making admission decisions are the undergraduate grade point average, the score achieved on the GMAT, professional experience, and graduate level GPA (if applicable). The Graduate Record Examination (GRE) is acceptable as an admissions examination in place of the GMAT.

#### MBA Applicant GMAT/GRE Waiver Guidelines

MBA applicants who meet one of the following criteria established by the Rider University College of Business Administration would qualify for a waiver for the standardized test requirement (GMAT or GRE):

1. Has graduated from an AACSB accredited business program AND has one of the following:
  - a. a minimum cumulative undergraduate GPA of 3.3;
  - b. a minimum cumulative undergraduate GPA of 3.0 with 3 years of professional experience;
  - c. 5 or more years of professional experience.

NOTE: Graduate Admissions and the Associate Dean of Graduate Programs of the College of Business Administration will evaluate an applicant's professional experience.
2. Has been inducted into Beta Gamma Sigma.
3. Has passed the CPA certifying exam.
4. Has earned a master's degree or higher with a cumulative GPA of 3.0 or higher from a program that is accredited in its discipline (e.g., NCATE for education, ABET for engineering.)
5. Has earned a graduate certificate in a business-related discipline from an accredited institution with a minimum GPA of 3.3.
6. Has earned a Ph.D. from an accredited university in the United States.
7. Has been admitted as a non-matriculated student (see below for description of this academic standing) into a Rider University graduate business program and has completed 12 credit hours of graduate business coursework with a cumulative GPA of 3.3 with no grades below a B.
8. Has completed a minimum of 90 credits at an AACSB accredited institution with a minimum cumulative GPA of 3.3. Such applicants will be granted conditional acceptance into the MBA program. The conditions of admission are to complete their undergraduate program and maintain a minimum GPA of 3.3. After these conditions are met, applicants will be fully admitted into the MBA program.
9. Is a student in Rider's 3+1 or 4+1 program in business administration with the benefit of fixed tuition and has a GPA of 3.3 overall.

#### MAcc Applicant GMAT/GRE Waiver Guidelines

MAcc applicants who meet one of the following criteria established by the Rider University College of Business Administration would qualify for a waiver for the standardized test requirement (GMAT or GRE):

1. Passed the CPA certifying exam
2. Hold a Ph.D. from an accredited university in the United States.
3. Passed the CMA exam.
4. Have completed at least 90 undergraduate credits in an accounting program from a U.S. AACSB-accredited university in the last five years AND at the time of application, have an overall GPA of at least 3.3 and a 3.3 GPA in accounting. Students who meet the criteria will be accepted conditionally into the MAcc program. The conditions of admission will be to maintain the minimum GPA requirement throughout the remainder of the undergraduate program and successfully complete the undergraduate program. After the conditions are met, students will be formally admitted into the MAcc. Accounting graduates, who meet the above criteria, will be directly admitted to the MAcc program.
5. Is a student in Rider's 3+1 or 4+1 program in accounting with the benefit of fixed tuition and has a GPA of 3.3 overall.
6. Is an accounting student at Rider, not in the formal 4+1 or 3+1 program, with a GPA of 3.0 overall and in accounting.

International students are required to present evidence of completion of a university degree equivalent to, or higher than, a bachelor's degree in the United States. A program equivalency evaluation by a recognized evaluation service is required. World Education Services (<http://www.wes.org>) in New York City is suggested for this service. International applicants must also provide a notarized financial resource statement or notarized bank statement demonstrating their ability to pay the total cost of program attendance at Rider.

If a student is conditionally admitted, (i.e., not satisfying one of the requirements above), he/she has no more than four months to satisfy the conditions. An exception to satisfying the conditions can only be approved by the Associate Dean of Graduate Programs.

#### EMBA

To qualify for the program, you must demonstrate the following:

##### Academic Background

- Bachelor's degree from an accredited university;
- Minimum 3.0 GPA (if the student's GPA is less than 3.0, the GMAT may be required.)

##### Business-Related Background

- Full-time employment;
- Minimum five years of work experience;
- Three years managerial/supervisory experience;
- Two work-related recommendations (employer or another business-related source.)

##### Interview

- Students will also have a personal interview with the EMBA Program Director to assess their academic and professional qualifications and readiness for the program.

## Admission Classifications

Each student admitted to the MBA or MAcc program is assigned to one of the following classifications:

**Full Standing**

Students who have full standing are permitted to register for any pre-program courses that have not been waived or for certain breadth courses, if those courses are needed by the student.

**Special**

Special student status is granted to those students enrolled in a graduate program at another institution who have been granted permission to take graduate business courses at Rider.

**Non-matriculated MBA and MAcc Students**

Students are allowed to take up to a total of 12 credit hours (a maximum of 6 credit hours in any one semester or summer session, a total of 12 in one and one-half years) as non-matriculated students if they meet the following criteria:

- They have had two or more years of work experience after the completion of their undergraduate studies;
- They have achieved a 3.0 GPA in their last 60 credits hours or a 3.0 overall GPA for their undergraduate degree at an accredited university;
- They meet the prerequisites for the specific class; and,
- The classes that they are taking as non-matriculated students are not classes that could be waived if they were admitted to the program.

At any point up to four years after successful course completion (defined as "B" or better), should the student decide to apply to the MBA or MAcc program and be accepted, these courses will be "transferred" and count towards the completion of the degree.

For any student who achieves a 3.3 or higher for the twelve (12) credit hours of CBA graduate course work completed as a non-matriculated student, with no grades below a B, we will waive the GMAT (or GRE) requirement, and evaluate their admission to our program based on their professional and academic record.

**Non-Degree Students**

Prospective students may take MBA classes as non-degree students under the following conditions:

- graduated with an undergraduate degree from an accredited university with a minimum 3.0 GPA OR has earned a graduate degree
- meets prerequisite requirements for desired course(s).

Non-degree students will only be allowed to take 9 credits in the graduate business program. If a non-degree student desires to take more than 9 credits in the graduate business program, he/she will need to fully apply to the program.

Executive MBA students are admitted as "full standing" only.

**Transfer of Courses**

A student may request the transfer of a graduate course taken at an AACSB-accredited institution. Such a request may be granted if the course was taken within the past three years, was passed with a grade of "B" or higher, and was taken before admission to the MBA program at Rider. Once a student has been admitted to the program, graduate courses taken at other AACSB-accredited institutions must have prior approval of the Associate Dean for Graduate Programs before transfer credit will be allowed. A maximum of six semester hours of transfer credit may be granted for application against the elective requirements. No

academic credit will be granted for corporately-sponsored management or professional development courses.

As the EMBA program is cohort-based, the transfer of courses does not apply.

**Advising**

The Academic Coordinator of Graduate Programs is the advisor to students in the MBA and MAcc programs and tracks program progress. The Director of the Executive MBA Program is the advisor to the EMBA students. Students are also encouraged to contact members of the faculty and the program's executives-in-residence for career and related advising.

Note: The most significant policies and procedures for the graduate business programs are covered in this catalog. Questions and issues not addressed here default to *The Source* and other University-wide policy statements.

**Course Repeat Policy**

With the written permission of the Associate Dean for Graduate Programs, MBA and MAcc students may repeat graduate courses for which they received grades of "C+" or lower. Both grades will appear on the student's transcript, but only the second grade will count in the GPA.

**Academic Integrity**

Students are expected to conduct themselves professionally and with the highest standards of academic integrity. See Rider's Code of Academic Integrity (<http://catalog.rider.edu/archives/2016-2017/policies/code-academic-integrity>) in this catalog for further information.

**Dismissal**

Rider University reserves the right to dismiss any student when, in the judgment of the faculty or officers of Rider, such action seems advisable. A student in a graduate business program will be subject to dismissal based on academic standing for any of the following reasons:

- Receiving more than two grades of "C+" or below in graduate-level work;
- Completing graduate course work with a cumulative grade point average of less than 3.0; or,
- Failure to complete the MAcc or MBA program in the required six years.

In all cases of dismissal, graduate business students have the right of appeal. Academic standing dismissal is a progressive process with student participation and advising designed to help students regain good academic standing. Students approaching the six-year time limit to complete the MBA or MAcc may request a time limit extension prior to actual dismissal. The request should be based on unique work requirements, personal, or other reasons. Time limit appeals will be reviewed and acted on by the Associate Dean for Graduate Business Programs.

**Honors Graduates**

Students who graduate with an overall grade point average of 3.85 or better are designated as graduating with distinction. This term appears on the student's official transcript, below the student's name in the commencement program and on the diploma.

## Graduation Requirements and Application

To graduate from the MAcc or MBA program, students must have completed all of the course requirements as described above, within the six-year time frame, and have a cumulative Grade Point Average (GPA) of 3.0 or above. In addition, a candidate for graduation:

- Cannot have received more than two grades of "C+" or below; or,
- Cannot have any grades below a "C."

A student who expects to graduate must complete and file a degree application form no later than the date indicated on the calendar for each semester, found at the front of this publication.

## Undergraduate Students Taking Graduate Business Courses

Seniors enrolled in any business major can take one or two graduate business courses (MBA or MAcc) in their senior spring (or equivalent) semester if the following conditions are met:

For taking an MBA course:

- Students must have at least a 3.5 GPA;
- Students may take an elective or MBA breadth course if all prerequisites have been met.

For taking a MAcc course:

- Students must have at least a 3.3 GPA or higher;
- Students may take either MACC 654 or a MAcc elective, if all prerequisites have been met.

A graduate business course taken as an undergraduate can fulfill the requirements of only one program, either graduate or undergraduate. There is no "double dipping" of coursework between graduate and undergraduate programs. Permission to take such courses will be granted by the Associate Dean for Graduate Business Programs based on a review of a student's academic record.