MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE, FULL-TIME PROGRAM, AND A MAJOR CONCENTRATION IN ENERGY

Program Learning Outcomes for the MBA Degree Programs

Upon completing the MBA degree programs, students will be able to:

1. Demonstrate an understanding and application of the foundational frameworks and tools of all business disciplines, including accounting, finance, marketing, organizational behavior, and strategic management.
2. Develop, evaluate, and implement complex business strategies and operational solutions holistically, integrating management principles across the functional areas.
3. Function effectively in a team setting both as a leader and a contributor.

Requirements for the MBA Degree Programs

The MBA degree is a non-thesis master’s degree. For general university requirements, please see Non-Thesis Master’s Degrees (ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-non-thesis-masters-degrees).

Students who register for a standard course load of 9-18 credit hours per semester are considered full-time students. All registration and elective selection via add/drop is completed online through ESTHER (https://esther.rice.edu). It is the responsibility of the student to monitor and maintain his or her schedule and academic record.

Waivers and Transfers of Credit

At its sole discretion, the school may allow students to transfer a maximum of 6 credit hours. Students must follow the prescribed curriculum of study and are not allowed to waive any core requirements.

Requirements for the Full-Time MBA Degree Program

Students pursuing the full-time MBA degree program must complete:

- A minimum of 60 credit hours to satisfy degree requirements taken over a two-year period.
- A minimum overall GPA of 3.0 in required coursework with a minimum grade of C (2.0 grade points) in each course.
- A maximum of 6 credit hours from graduate transfer credit. For additional program guidelines regarding transfer credit, see the Policies tab. Information regarding Exchange Program transfer credit can be found in the Student Handbook under Campus Groups.

Summary

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Credit Hours Required for the Full-Time MBA Degree Program</td>
<td>60</td>
</tr>
</tbody>
</table>

Degree Requirements

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Requirements 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 501</td>
<td>FINANCIAL ACCOUNTING</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 502</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 510</td>
<td>ORGANIZATIONAL BEHAVIOR</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 512</td>
<td>LEADING CHANGE</td>
<td>0.75</td>
</tr>
<tr>
<td>MGMT 540</td>
<td>MANAGERIAL ECONOMICS</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 543</td>
<td>FINANCE</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 560</td>
<td>CORPORATE RESPONSIBILITY</td>
<td>0.75</td>
</tr>
<tr>
<td>MGMT 570</td>
<td>COMPETITIVE AND INDUSTRY ANALYSIS</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 571</td>
<td>STRATEGY FORMULATION AND IMPLEMENTATION</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 574</td>
<td>OPERATIONS MANAGEMENT</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 580</td>
<td>MARKETING</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 594</td>
<td>STRATEGIC BUSINESS COMMUNICATION 4</td>
<td>0.75</td>
</tr>
<tr>
<td>MGMT 595</td>
<td>DATA ANALYSIS I</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 596</td>
<td>STRATEGIC BUSINESS COMMUNICATIONS II 4</td>
<td>0.75</td>
</tr>
<tr>
<td>MGMT 597</td>
<td>DATA ANALYSIS II</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 710</td>
<td>LEADERSHIP ILE 4</td>
<td>0.75</td>
</tr>
<tr>
<td>MGMT 711</td>
<td>NEGOTIATIONS ILE 4</td>
<td>0.75</td>
</tr>
<tr>
<td>Custom Core Courses: 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select 2 from the following:</td>
<td>3-6</td>
<td></td>
</tr>
</tbody>
</table>

Elective Requirements

Select an additional 28.5-31.5 credit hours from departmental (MGMP, MGMT, or MICO) course offerings at the 500-level or above to reach 60 total credit hours 3

Total Credit Hours 60

Footnotes and Additional Information

1 The first year of the program is primarily dedicated to core courses in the basic functional areas of business.
2 The custom core courses are taken during the second semester of the first year.
To fulfill the remaining requirements for the full-time MBA degree program, students must complete an additional 28.5-31.5 credit hours from departmental (MGMP, MGMT, or MICO) course offerings at the 500-level or above to reach 60 total credit hours. Students take two elective courses during the spring semester of the first year. The second year of the program is dedicated entirely to elective course work. Although the Jones Graduate School of Business offers a variety of courses for students to take as electives, students may wish to take courses from other departments at Rice University. If students wish to apply courses that are offered outside of the Jones Graduate School of Business (MGMP, MGMT, or MICO course offerings), the student must obtain permission from the Jones Graduate School Associate Registrar. Electives are offered on the daytime schedule, the evening schedule, and the weekend schedule.

MGMT 594, MGMT 596, MGMT 710, and MGMT 711 are taken for a Satisfactory/Unsatisfactory grade and must be completed with a Satisfactory grade, however, these courses do not apply to the requirement of a minimum grade of C (2.0 grade points) in each required course.

### Major Concentration: Energy

The major concentration in Energy provides commercial acumen and leadership perspective to students with a technical background and develops their capability for taking additional responsibilities and higher-level management roles at companies in the energy sector. This is accomplished by engaging students in a curriculum that addresses three distinct, but inter-related, career paths which are widely regarded as conduits to leadership positions in energy industry midstream and upstream organizations: finance, operations, and product/customer focus.

Students pursuing the major concentration in Energy must complete:

- A minimum of 9-10.5 credit hours as listed below to satisfy major concentration requirements*

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block A - Foundational Courses 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 610</td>
<td>FUNDAMENTALS OF THE ENERGY INDUSTRY</td>
<td>1.5</td>
</tr>
<tr>
<td>MGMT 611</td>
<td>GEOPOLITICS OF ENERGY</td>
<td>1.5</td>
</tr>
<tr>
<td>Block B - Environmental Courses 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGMT 541</td>
<td>ECONOMIC ENVIRONMENT OF BUSINESS</td>
<td>1.5</td>
</tr>
<tr>
<td>or MGMT 561</td>
<td>BUSINESS-GOVERNMENT RELATIONS</td>
<td></td>
</tr>
</tbody>
</table>

**Block C - Application and Context Courses 1**

Select 3 from the following: 4.5-6

- MGMT 609 MANAGING ENERGY TRANSITIONS
- MGMT 616 ENERGY MARKET ORGANIZATION
- MGMT 656 ENERGY DERIVATIVES
- MGMT 708 PRICING STRATEGIES: OIL & GAS INDUSTRY
- MGMT 739 CAPITAL FORMATION IN THE ENERGY INDUSTRY
- MGMT 743 MANAGING INNOVATION IN ENERGY TECHNOLOGIES
- MGMT 745 INTERNATIONAL ENERGY DEVELOPMENT

Total Credit Hours 9-10.5

### Footnotes and Additional Information

* The courses listed are approved to satisfy the requirements for the Energy concentration for the current academic year only. Courses not on this official list may be substituted upon approval of the Jones Graduate School of Business Associate Registrar. Students and their academic advisors should identify and clearly document the courses to be taken with the Jones Graduate School of Business Associate Registrar.

1. Students may complete Integrative Course Offerings as substitutes for the credit hours required in Blocks A, B, and/or C. These courses include: MGMT 604, MICO 602, MICO 603, or MICO 605.

2. MGMT 541 or MGMT 561 can be applied if the course is not used to satisfy the Custom Core requirement.

### Policies for the MBA Degree Programs

#### MBA Admission Requirements

Applicants to the MBA programs must submit scores on the Graduate Management Admission Test (GMAT) or the Graduate Record Examination (GRE). International applicants, who did not earn an undergraduate degree from an institution where the primary language of instruction was English must submit a valid score report from either TOEFL, PTE, or IELTS. Admission to the MBA programs is open to students regardless of their undergraduate major, but it is highly selective and limited to those who have performed with distinction in their previous academic work and on the GMAT or GRE.

#### Academic and Professional Standards

Students must meet both academic and professional standards to continue academic work and to graduate. In accepting admission to the MBA program, all students agree to be governed by the standards and procedures for dismissal or disciplinary action stated below.

#### Academic Standards

A minimum cumulative grade point average of 3.00 (B) is required for graduation. All courses taken towards the MBA degree (including approved courses taken at the university but outside of the Jones Graduate School of Business) are counted in the cumulative grade point average calculation.

Students with a cumulative grade point average lower than 3.00 at the end of any semester will be notified of standing. A student who has been notified may appeal to the Academic Standards Committee of the Jones Graduate School of Business requesting to be placed on academic probation. The committee will decide, based on the circumstances of the appeal, whether the student:

1. may resume studies on academic probation,
2. is to be academically suspended for one semester or an academic year, or
3. is to be dismissed from the MBA program.

Students proposing to return after a period of academic suspension must apply to the Academic Standards Committee and receive permission to be readmitted. If permitted to return, the student will pay the current rate of tuition, based upon the class of students s/he is joining.

Only grades of C and above are counted for credit toward graduation. If students receive a grade below a C in a course required for graduation, they must repeat the course. If students receive a grade below a C in an elective course, they need not repeat the specific course, but they must make up the credits. If the required course is not offered again prior to
graduation, the student will be permitted to take the course the following academic year, but will be charged the current pro-rated tuition for the program in which the additional course work is completed.

Students may retake a failed course only once and then only if their cumulative grade point average is 3.00 or higher or if they have received the permission of the Sr. Associate Dean of Degree Programs to do so. Students who fail a course twice will be notified of dismissal. (Students may not take any course for which the failed course is a prerequisite until they pass the prerequisite course.)

Students on academic probation cannot be candidates for student offices and must complete all future courses with a grade of C or above. Students are removed from probation only upon achieving a cumulative grade point average of at least 3.00 must appeal to the Academic Standards Committee.

Students who have completed the required number of hours for the MBA degree, the coordinated MBA/Master of Engineering degrees, the coordinated MBA/Master of Science Professional Science Masters degrees, or the coordinated MBA/MD dual degree, but who have a cumulative grade point average lower than 3.00, are dismissed without graduation.

Jones Graduate School of Business students may not take courses pass/fail to count toward their degree requirements. Jones Graduate School of Business students may audit courses with professor approval. The Audited courses do not count toward the MBA, but do appear on the transcript.

**Professional Standards**

MBA students are held to the high standards of professional conduct expected of managers—standards substantially exceeding those expected of them simply as students. Students may be dismissed or suspended for failure to meet professional standards, as defined in the University Code of Conduct (ga.rice.edu/graduate-students/rights-responsibilities/code-student-conduct). The dean may place a student on disciplinary probation for unacceptable conduct, giving oral and written notice that future misconduct will lead to filing specific charges. (This probationary notice, however, is not required as a precondition for filing specific charges.)

**Guidelines for Appealing Academic Dismissal**

**The Process**

A student who wishes to appeal a dismissal should address the following issues in a letter to the Academic Standards Committee. The student must send the letter to the chair of the Academic Standards Committee. These questions should be answered in the appeal letter:

1. **What circumstances led to your academic performance last semester and to what degree were those circumstances beyond your control?**
2. **If your performance in a particular course(s) last semester was below par, describe any circumstances specific to that course that explain your performance.**
3. **Do you expect the circumstances that created the problems for you last semester to change next semester? If so, how?**

Students may include any additional information they deem relevant in the appeal letter.

**Timing**

If the student intends to appeal the letter to the committee must be filed within two weeks after receiving a dismissal letter. If a student plans to appeal, he/she should continue to attend classes. It is important to keep up in with studies during the appeal process. If the appeal is accepted, the student may continue progress towards the completion of their degree.

**Appeals**

Appeals beyond the Academic Standards Committee must go to the dean of the Jones Graduate School of Business, who may seek guidance from other constituents of the school. All decisions rendered by the dean are final.

**Confidentiality**

The Family Educational Rights and Privacy Act of 1974 and amendments govern the records of actions related to appeals.

**Grade Appeal Process**

Once a course grade has been assigned by an instructor, it is generally considered final and is rarely changed for any reason other than calculation or transcription errors. The procedure below outlines the process by which a student may appeal a course grade.

1. The student should first pursue any grading question with the instructor following the formal or informal process the instructor has outlined for the course.
2. If the matter is not resolved in step 1 above, the student must file a written appeal to the instructor and send a copy to the senior associate dean of degree programs. This written appeal must be filed no later than two weeks after the final grade for a course was assigned.
3. The instructor must schedule a meeting with the student within two weeks of receiving the written appeal to further discuss the appeal with the student. Notice of the appeal time and date will be provided by the instructor to the senior associate dean of degree programs.
4. If step 3 does not resolve the issue to the satisfaction of both parties, the student may appeal to the Academic Standards Committee by sending a written notice describing the grounds for the appeal within two weeks of the date of the scheduled meeting in step 3.
5. The Academic Standards Committee will seek out information on the appeal from the instructor and the student and, at its discretion, hold a hearing to further consider the matter. The decision of the Academic Standards Committee will be rendered within 4 weeks of receiving a written notice of appeal (step 4).
6. Appeals beyond the Academic Standards Committee must go to the dean of the Jones Graduate School of Business, who may seek guidance from other constituents of the school. All decisions rendered by the dean are final.
7. In the event that the protested grade is necessary for the student to graduate, an accelerated schedule will be followed.
8. The Family Educational Rights and Privacy Act of 1974 and amendments govern records of these actions.

**MBA Elective Course Add/Drop Policy and Procedures**

Due to the unique term schedule followed by the Jones Graduate School of Business MBA programs, MBA students have special procedures they must follow to make schedule changes. The Jones Graduate School of Business Associate Registrar administers an add/drop policy which allows students to add/drop elective courses at various times throughout the semester. For all elective courses, student may not add/drop a course after the deadline for the appropriate term.
MBA Course Registration Policy for non-Jones Graduate School of Business Rice University Students
Graduate students from outside the Jones Graduate School of Business may register for elective courses in the full-time MBA program and the MBA for Professionals program. To be eligible for a specific course, a student must be in good academic standing in their program, have permission from the student’s department advisor, and have satisfied the specified course prerequisites. In order to register for the course, the student should verify eligibility with the Jones Graduate School of Business associate registrar and then request approval from the course instructor.

Non-Jones Graduate School of Business students may not register for elective courses in the MBA for Executives program or core (required) courses in any of the school's MBA programs.

Rice undergraduate students are not allowed to register for any MBA-level courses (MGMT, MGMP, or MGMW) offered at the Jones Graduate School of Business.

Class Attendance Policy
Students are expected to be in class on the first day of each term. The instructor reserves the right to exclude a student from their course who is absent on the first day. Students should refer to the specific attendance policy for each program. This information can be found in the Jones Graduate School of Business Student Handbook, which is referenced below. For special circumstances, students should see the instructor.

Withdrawal Policy
A Jones Graduate School of Business student, participating in any offered program, may voluntarily withdraw from school at any time. Upon withdrawal, Rice University applies a sliding scale to tuition, which is noted in the university’s Academic Calendar posted on the Rice Office of the Registrar website (https://registrar.rice.edu/calendars).

Jones Graduate School of Business Student Handbook
Generally, the Jones Graduate School of Business adheres to the academic regulations of Rice University. However, the Jones Graduate School of Business MBA program has unique policies and procedures that vary from the Office of Graduate and Postdoctoral Studies regarding, but not limited to, leave of absence, withdrawals and readmission, add/drop, academic discipline, dismissal, procedures for resolution of problems, and appeal of academic regulations. A copy of the handbook is available on Campus Groups.

Financial Aid
Jones Graduate School of Business scholarships are awarded at the point of admission and are based on the merit of the application. Financial assistance is generally awarded one academic year at a time. Continuation of assistance depends on Satisfactory Academic Progress (SAP) in accordance with Academic and Professional Standards of performance, professional behavior, and is subject to the availability of funds. Academic or disciplinary probation, suspension, or general failure to maintain academic pace will result in the removal of all forms of financial assistance (i.e. scholarship, employment, Federal/State student loans, etc.). Students have the right to appeal the suspension. All appeals will be reviewed by a committee.

For additional information, please see the Business website: https://business.rice.edu/
relatively equal workloads per unit of independent study credit and some common requirements across independent study projects, students and/or sponsoring faculty should:

1. Prepare and submit to the Jones Graduate School of Business associate registrar an overview of the independent study project with number of project credits, anticipated final results, and a broad timeline of anticipated project milestones.

2. Meet to discuss the project, after the initial agreement on the project scope, at least once every two to three weeks.

3. Prepare a final paper (in the case of directed reading and research projects) or complete a concrete deliverable (for example, computer program, survey results, empirical analyses, etc.) together with an executive summary of the project (in the case of experiential projects).

4. File a copy of each student's final paper, or executive summary, with the Jones Graduate School of Business associate registrar.

Applications
Independent study applications are available for interested students on Campus Groups. Completed independent study applications must be approved by the senior associate dean of academic affairs. Completed and approved applications are due to the Jones Graduate School of Business associate registrar by the first week of the term in which the project will be completed. The student will be registered for MGMT 700/MGMT 800 independent study for the appropriate credit amount, only when the appropriate permissions have been obtained.

For additional information, please see the Business website: https://business.rice.edu/