MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE, FULL-TIME PROGRAM

Program Learning Outcomes for the MBA Degree

Upon completing the MBA degree, 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, operations management, 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, Full-Time Program

The MBA degree is a non-thesis master's degree. For general university requirements, please see Non-Thesis Master's Degrees (https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-non-thesis-masters-degrees/). For additional requirements, regulations, and procedures for all graduate programs, please see All Graduate Students (https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/). Students pursuing the full-time MBA degree program must complete:

- A minimum of 60 credit hours to satisfy degree requirements.
- A minimum of 30 credit hours of graduate-level study (graduate semester credit hours, coursework at the 500-level or above).
- A minimum of 24 graduate semester credit hours must be taken at Rice University.
- A minimum of 24 graduate semester credit hours must be taken in standard or traditional courses (with a course type of lecture, seminar, laboratory, lecture/laboratory).
- A minimum residency enrollment of four fall or spring semesters of full-time graduate study at Rice University. For additional departmental guidelines regarding students in the MBA / Doctor of Medicine (MD) program, see the Policies (p. 3) tab or the MBA/MD dual degree program Requirements (https://ga.rice.edu/programs-study/departments-programs/business/business/business-administration-mba-md/#requirementstext).
- No courses from transfer credit. For additional departmental guidelines regarding transfer credit, see the. For additional departmental guidelines regarding transfer credit, see the Policies (p. 3) tab. The MBA program does not accept any external transfer credit except for students on an approved MBA exchange. Students on an approved exchange may transfer up to 12 semester credit hours.
- A Global Field Experience (MGMT 789) during the first year of enrollment in the degree program.
- A minimum overall GPA of 3.00 or higher in all Rice coursework.
- A minimum program GPA of 3.00 or higher in all Rice coursework that satisfies requirements for the non-thesis master's degree with a minimum grade of C (2.00 grade points) in each course.

Students who register for a standard course load of 9-19 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 students to monitor and maintain their schedule and academic record.

The courses listed below satisfy the requirements for this degree program. In certain instances, courses not on this official list may be substituted upon approval of the program's academic advisor or, where applicable, the department or program's Director of Graduate Studies. Course substitutions must be formally applied and entered into Degree Works by the department or program's Official Certifier (https://registrar.rice.edu/facstaff/degreeworks/officialcertifier/). Additionally, these course substitutions must be approved by the Office of Graduate and Postdoctoral Studies. Students and their academic advisors should identify and clearly document the courses to be taken.

Summary

Code	Title	Credit Hours
Total Credit Hours Required for the MBA Degree, Full-Time Program		60

Degree Requirements

Code	Title	Credit Hours
Core Requirements [1]		
MGMT 501	FINANCIAL ACCOUNTING	3
MGMT 502	MANAGERIAL ACCOUNTING	1.5
MGMT 504	CAREER STRATEGY AND RECRUITING SKILLS FOR MBAS	0.5
MGMT 510	ORGANIZATIONAL BEHAVIOR	1.5
MGMT 512	LEADING CHANGE	0.75
MGMT 540	MANAGERIAL ECONOMICS	1.5
MGMT 543	FINANCE	3
MGMT 560	CORPORATE SOCIAL RESPONSIBILITY	0.75
MGMT 570	COMPETITIVE AND INDUSTRY ANALYSIS	1.5
MGMT 571	STRATEGY FORMULATION AND IMPLEMENTATION	1.5
MGMT 574	OPERATIONS MANAGEMENT	1.5
MGMT 580	MARKETING	3
MGMT 594	STRATEGIC BUSINESS COMMUNICATION I [2]	0.75
MGMT 595	DATA ANALYSIS	3
MGMT 596	STRATEGIC BUSINESS COMMUNICATION II [2]	0.75
MGMT 710	LEADERSHIP ILE [2]	0.75
MGMT 711	NEGOTIATIONS ILE [2]	0.75
Global Field Experience Requirement		
MGMT 789	GLOBAL FIELD EXPERIENCE [3]	1.5
Custom Core Courses [4]		

Select 2 courses from the following:		*3-4.5*
MGMT 503	MANAGEMENT CONTROL	
MGMT 541	ECONOMIC ENVIRONMENT OF BUSINESS	
MGMT 561	BUSINESS-GOVERNMENT RELATIONS	
MGMT 621	NEW ENTERPRISES	
MGMT 721	BUSINESS LAW	
MGMT 821	LEADING ACROSS DIFFERENCES	
Elective Requirements		
Select an additional 28-29.5 credit hours from departmental (MGMP or MGMT) course offerings at the 500-level or above to reach 60 total credit hours [5, 6]		*28-29.5*
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 MGMT 594, MGMT 596, MGMT 710, and MGMT 711 are taken for a Satisfactory/Unsatisfactory grade and must be completed with a Satisfactory grade. As S/U courses, they do not apply to the requirement of a minimum grade of C (2.00 grade points) in each required course.

3 Students participate in a required global field experience during the first year of enrollment in the degree program. Additional costs apply towards this global experience.

4 The custom core courses are taken during the second semester of the first year.

5 To fulfill the remaining requirements for the full-time MBA degree program, students must complete an additional 28-29.5 credit hours from departmental (MGMP or MGMT) course offerings at the 500-level or above to reach 60 total credit hours. (MGMT 703, MGMT 704, and MGMT 705 are ***not*** accepted as electives.) Students take two elective courses during the spring semester of the first year. The second year of the program is dedicated entirely to elective coursework. 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. Most courses offered outside of the Jones Graduate School of Business (MGMP or MGMT course offerings), will not count toward earned MBA hours, but students may petition for special permission if they believe the courses are applicable to their MBA. The petition process can be found by visiting the student program page at https://jones.campusgroups.com/jgsbreg/about/. Electives are offered on the daytime schedule, the evening schedule, and the weekend schedule. Students who choose to complete an optional Area of Specialization can count those credit hours toward Elective Requirements.

6 Students in the coordinated MBA/Master of Science degree from the PSM (professional science master's) program must complete the Core Requirements, Global Field Experience, and Custom Core Requirements as listed above for the full-time MBA degree program. For students in those coordinated programs, the Elective Requirements are 12.75-14.25 credit hours from departmental (MGMP or MGMT) course offerings at the 500-level or above to reach a total of 45 credit hours. (MGMT 703, MGMT 704, and MGMT 705 are ***not*** accepted as electives.) The second year of the program is dedicated entirely to MBA elective coursework. 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. MBA electives are offered on the daytime schedule, the evening schedule, the hybrid schedule, and the weekend schedule.

Areas of Specialization: MBA Degree, Full-Time Program

The Rice MBA program at the Jones Graduate School of Business offers ten areas of specialization to students enrolled in the full-time MBA program, but require significant scheduling flexibility. Students interested in completing areas of specialization must be able to complete recommended courses across the day, evening, and weekend schedules. Depending on a student's interest and desired area of specialization, students should consult Rice Business Academic Advising for assistance with elective course selection.

Completing an area of specialization is not required to complete the requirements for the MBA degree; it is optional. The MBA areas of specialization are provided below:

Area of Specialization: Accounting

This area of specialization focuses on a broad understanding of the use and importance of accounting information to decision makers within the firm and to external users of financial statements. It will provide a basic understanding of accounting principles and will serve to reinforce the fundamental concepts for the core, to provide additional insight into accounting processes and principles, and to enhance the ability to analyze and interpret accounting reports.

Area of Specialization: Energy

This area of specialization 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.

Area of Specialization: Entrepreneurship

This area of specialization provides students a framework for being an entrepreneur. Courses will equip students with the tools and processes for starting a business and allow students to select specific entrepreneurial topics suited to their objectives.

Area of Specialization: Finance

This area of specialization provides students with a broad foundation in financial management principles and an opportunity for further specialization.

Area of Specialization: Healthcare

This area of specialization will provide students with an understanding of how management principles are interpreted and applied in the different inter-locking sectors (providers, hospitals/small practices, payers, pharmaceutical, biotechnology) of the healthcare industry, and how the different dynamics in these sectors make it uniquely healthcare.

Area of Specialization: Leadership

This area of specialization provides students with a broad understanding of leadership essential for all functional areas in companies, for companies of all sizes, in different industries, and at different developmental stages. It reinforces the fundamental concepts and frameworks from the core and provides the students with the opportunity to gain not only new insights, but also engage in thoughtful practices of leadership principles and processes in a wide variety of contexts that are complex and dynamic in terms of tasks performed and people involved.

Area of Specialization: Marketing

This area of specialization prepares students for careers in strategic marketing across a wide range of organizations, markets and industries. It provides critical knowledge for understanding and analyzing customers and emphasizes the development of requisite quantitative and conceptual skills to contribute to the firm's overall success. Among the career trajectories for which students will be prepared are product management, customer analytics and customer insights, and management consulting.

Area of Specialization: Operations Management

This area of specialization presents students with a framework for design, planning, control, coordination, and improvement of business processes, systems, and resources essential to meet consumers' needs. Instead of the technical engineering view of operations, the focus is on managing the business well.

Area of Specialization: Real Estate

This area of specialization prepares students for a career in the real estate industry. It introduces a series of basic business concepts commonly used in the real estate industry, and it covers in detail the application of the discounted cash flow model to real estate decisions. Additionally, it provides for both a depth and breadth of understanding of the industry.

Area of Specialization: Strategic Management

This area of specialization prepares students for careers in strategic planning, management consulting, and global business management across a variety of industries such as healthcare, energy, high technologies, consumer products, and professional services. It provides knowledge and analytic tools for students to understand why some companies are financially much more successful than others and to analyze how executives (at different levels) can devise a set of strategies and design processes that allow companies to achieve competitive advantage.

Policies for the MBA Degree Programs

Jones Graduate School of Business Student Handbook

The General Announcements (GA) is the official Rice curriculum. As an additional resource for students, the Jones Graduate School of Business publishes a graduate program handbook, which can be found here: https://gradhandbooks.rice.edu/2026_27/Jones_School_of_Business_Handbook.pdf.

MBA Admission Requirements

Admission to the MBA degree program is open to applicants regardless of their undergraduate major, but the program is highly selective and admission is limited to those who perform with distinction as reflected across all areas of the application. A bachelor's degree (or equivalent) from an accredited undergraduate institution is required. Applicants participate in an interview by invitation as part of their admission requirements.

All applicants to the MBA degree program must submit the following:

- an online application and application fee
- scores from the Graduate Management Admission Test (GMAT),* the Graduate Record Examination (GRE),* GMAT Focus exam, or the Executive Assessment (EA)
- transcripts (or marksheets) from all degree-granting institutions attended**
- professional resume with complete work history or Curriculum Vitae (CV)
- essays
- one professional letter of recommendation; candidates may choose to submit two letters

Notes:

*A GMAT/GRE test waiver request may be submitted to determine eligibility to apply without test scores. Resumes and transcripts are necessary to submit this form.

**If an applicant completed schooling outside the US, a copy of the diploma certificate showing degree earned is also required.

MBA Degree, Full-Time Program, Deferred Enrollment Program Admission Requirements

Admission to the MBA Deferred Enrollment program allows college seniors to secure a spot two to five years after graduation to the Full-Time MBA Program at Jones Graduate School of Business. International students and students pursuing all majors are welcome to apply during their final year of university studies. Eligible students must be employed during the interim years to hold onto their space. A bachelor's degree (or equivalent) from an accredited undergraduate institution is required. All applicants must conduct an interview as part of their admission requirements. The program is highly selective and access is limited to those who have performed with distinction across all areas of the application.

MBA/Professional Science Master's Program

To enter this coordinated degree program, applicants must apply separately and be accepted to the full-time MBA program and by a Weiss School of Natural Sciences Professional Science Master's (PSM) program. Applicants must adhere to all of the application requirements for the full-time MBA program.

MBA/Doctor of Medicine (MD) Program

To enter this dual degree program (https://ga.rice.edu/programs-study/departments-programs/business/business/business-administration-mba-md/#requirementstext), applicants must first be accepted by Baylor College of Medicine and apply separately to the full-time MBA program during the third year of medical school (MS3). Applicants must adhere to all of the application requirements for the full-time MBA program, but the MCAT is also accepted in place of a GMAT or GRE. Three years of

medical school are required before starting MBA classes. Students must be enrolled in the MBA program for a minimum residency of three fall or spring semesters at Rice University.

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 overall grade point average of 3.00 (B) is required for graduation, as well as a 3.00 GPA in all courses taken as an MBA student. This includes courses taken outside JGSB, as well as non-passing grades in courses that must be retaken to meet graduation requirements.

Students with an overall or MBA grade point average lower than 3.00 at the end of any semester will be notified of academic standing. Students not meeting the 3.00 requirement will be provided specific instruction and guidance on any needed action specific to their academic situation. In some cases, students may be required to submit an appeal to the JGSB Academic Standards Committee, requesting to be placed on academic probation. The committee reviews all academic cases, and may consult the dean's office for counsel and/or suggestions on proposed handling of the case. The committee will decide, based on the circumstances of the appeal, whether the student may resume studies on academic probation; is to be academically suspended for one semester or an academic year; or is to be recommended for dismissal to the Office of Graduate and Postdoctoral Studies.

A student may be placed on conditional academic probation with conditions determined by the dean's office and approved by the chair of the Academic Standards Committee. Students on conditional academic probation must receive special approval to 1) seek association or club officer roles, 2) serve as a teaching assistant, 3) apply for learning experiences off-campus, including global and experiential learning, 4) hold a fall or spring internship, 5) apply for co-curricular opportunities including Leader as Coach or Rice Alliance treks.

Students are removed from academic probation only upon achieving an overall and MBA grade point average of at least 3.00.

Students on leave who are not in good academic standing who wish to return must submit an appeal to the Academic Standards Committee and be approved to resume studies. If permitted to return, the student will pay the current rate of tuition based upon the class of student they are joining.

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

Only courses in which a grade of C or above is earned are counted for credit toward graduation. If students receive a grade below C in a course required for graduation, they must repeat the course. If students receive a grade lower than C in an elective course, they will not repeat the specific course, but they must make up the credit hours. 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 coursework is completed. Students may not take any course for which the failed course is a prerequisite until they pass the prerequisite course. Students who fail a course twice will be recommended for dismissal to the Office of Graduate and Postdoctoral Studies.

JGSB students may not take courses pass/fail to count toward their degree requirements. JGSB students may audit courses with departmental and professor approval. The courses do not count toward the MBA, but will appear on the transcript.

Students who have completed the required number of hours for the MBA degree, the coordinated MBA/Professional Science Master's (PSM) degree program, or the MBA/MD dual degree program, but who have an overall grade point average below 3.00, are recommended for dismissal to the Office of Graduate and Postdoctoral Studies. If, in an appeal to the Academic Standards Committee, a student can substantiate a claim of extenuating circumstances, i.e., those beyond the student's control, the student can take additional coursework at the university within the next year to raise his or her grade point average to 3.00. Coursework completed outside of a semester when full tuition is paid is billed at the current pro-rated rate for the program in which the additional coursework is completed.

Guidelines for Appealing Academic Dismissal

Students may appeal a dismissal decision according to the guidelines published in the General Announcements (https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#text).

Confidentiality

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

Professional Standards

MBA students are held to the highest 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 (https://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.

Scholarship continuation or reinstatement is not guaranteed for students who do not maintain continuous active status - and good academic and professional standing - at the Jones Graduate School of Business and Rice University. In cases where a student does not maintain active status, and/or does not maintain continuous good standing, students may need to request reinstatement of their scholarship. Scholarships may be discontinued for students who are on academic probation, on dean's disciplinary probation, or receive university conduct sanctions (including suspension).

Student Alcohol Policy

The Jones Graduate School of Business Alcohol Policy (https://alcoholpolicy.rice.edu/jones-school-business/) and Rice University Alcohol Policy (https://policy.rice.edu/848/) apply to all faculty, staff, students, visitors, and alumni participating in any event that involves alcohol and is paid for with Rice University funds, occurs on Rice University property, or that is sponsored by a Rice University organization or club. The Jones School's Events and Venue Management team provides consultation on, and approval related to, the alcohol policy. No alcohol may be consumed by a student in a classroom (during a class)

without the explicit advance permission of the instructor and without the instructor seeking appropriate advance approval from MBA program leadership.

Please note: The possession of open containers of alcoholic beverages and/or the consumption of alcoholic beverages is specifically prohibited in or near classrooms without advance approval.

Leave of Absence (LOA) Policy

Continuous enrollment between admission and the completion of the degree is the norm. In some cases, however, circumstances may compel a student to interrupt their studies temporarily. The Jones Graduate School of Business may grant students in the MBA Degree, Executive Program, Professional Hybrid Program, Professional Program (Evening, Evening Extended, or Weekend), Full-Time Program a leave of absence for up to two semesters (one year); or for students in the MBA Degree, Online Program, for up to four quadmesters (one year). Leaves of absence may only be requested twice during the program. A leave of absence does not suspend or alter the 5-year time limit during which a student must earn the MBA.

Students should request to be approved for leave of absence (LOA) prior to the first day of class for the semester (or prior to the first day of class for the quadmester, for students in the MBA Degree, Online Program). Requests are reviewed and the student is notified of approval or non-approval. Students who are not in good academic standing (i.e., students whose GPA is below 3.00) are on "provisional LOA" and must petition the Academic Standards Committee to return to the program, prior to resuming their enrollment. Students who do not return from LOA within one year must petition the Sr. Associate Dean of Degree Programs to return.

A leave of absence requested after the first day of class ("late LOA") is only considered in verified extreme or exceptional personal circumstances. Late LOAs result in W's (Withdrawals) on the transcript and are subject to the tuition refund schedule on the Academic Calendar (https://registrar.rice.edu/calendars/) as of the request date. A student requesting a late LOA should expect to be on leave the following semester as well (or for students in the MBA Degree, Online Program, the following quadmester). Students requiring a leave of absence for medical reasons should review the Medical Leave of Absence (https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#medical-leave-of-absence) policy for all graduate students.

A student who does not qualify for a late LOA may withdraw from the university at any point (subject to the tuition refund schedule on the Academic Calendar (https://registrar.rice.edu/calendars/)).

Returning from a Leave of Absence (LOA)

MBA Degree, Executive Program, Professional Hybrid Program, Professional Program (Evening, Evening Extended, or Weekend), Full-Time Program

Students must pay any unpaid balance prior to requesting to return from a leave of absence. Students who are requesting to return from a leave of absence must submit return requests no later than:

- **June 1** for Fall semester reinstatement
- **October 1** for Spring semester reinstatement
- **February 1** for Summer semester reinstatement

Students in the MBA Degree, Executive Program, Professional Hybrid Program, Professional Program (Evening, Evening Extended, or Weekend), and Full-Time Program should contact mbaadvising@rice.edu to be advised of steps to return (including petition to return from provisional LOA or a leave of absence longer than one year).

MBA Degree, Online Program

Students must pay any unpaid balance prior to requesting to return from a leave of absence. Students who are requesting to return from a leave of absence must submit return requests no later than:

- **May 1**#for Summer Quadmester reinstatement
- **August 1** for Fall Quadmester reinstatement
- **November 1** for Winter Quadmester reinstatement
- **February 1** for Spring Quadmester reinstatement

Students in the MBA Degree, Online Program should contact studentsuccess@onlinebusiness.rice.edu to be advised of steps to return (including petition to return from provisional LOA or leave of absence longer than one year).

Please note: International students should request to return from a leave of absence earlier than the dates listed above to ensure enough time to secure a new visa.

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. Student appeals shall be limited to calculation errors or an alleged failure of the instructor to follow the grading norms set forth in the course syllabus. The procedure below outlines the process by which a student may appeal a course grade. Appeals to the Academic Standards Committee cannot be made until a course grade is assigned; grading questions concerning a particular assessment within the term should be addressed following whatever formal or informal process the instructor has outlined for the course (see step 1).

1. The student should first pursue any grading question with the instructor following whatever formal or informal process the instructor has outlined for the course.
2. If the matter is not resolved in step 1 above, the student may appeal to the Academic Standards Committee by emailing a written notice, describing the grounds for appeal, to jgs-academic-standards@rice.edu, copying the instructor and the senior associate dean. This written appeal must be filed no later than 30 days after the last day of finals for the term (mini-term) in which the course was offered. If the instructor feels further discussion is warranted based on the written appeal, the instructor may discuss it directly with the student.
3. The Academic Standards Committee will consider the appeal based on information provided by the instructor and the student. At its discretion, the Committee may hold a hearing to further consider the matter. The decision of the Academic Standards Committee will be rendered within four weeks of receiving a written notice of appeal (step 2).
4. The decision rendered by the Academic Standards Committee is generally final, except for extraordinary cases in which there was a procedural error or major information omission in the steps above. Appeals beyond the Academic Standards Committee must go to the dean of the JGSB, who may seek guidance from other constituents of the school. All decisions rendered by the dean are final.

5. In the event that the protested grade is necessary for the student to graduate, an accelerated schedule will be followed.

More information can be found in the Dispute Resolution (https://ga.rice.edu/graduate-students/rights-responsibilities/dispute-resolution/) section for graduate students, including guidelines set forth by the Office of Graduate and Postdoctoral Studies (GPS). The Committee on Examinations and Standing (EX&S) has established faculty guidelines on grading. Additional information can be found in the Faculty Grading Guidelines (https://ga.rice.edu/faculty/grading-guidelines/) section.

The Family Educational Rights and Privacy Act of 1974 and amendments govern records of these actions.

Class Attendance Policy

Students are expected to be in class on the first day of each term. In Elective coursework, the instructor reserves the right to exclude from their course a student who is absent from the first scheduled class meeting. 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 Director of Academic Success in the Office of Academic Programs and Student Experience and engage the instructor.

MBA Course Registration 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 Registrar Department administers an add/drop policy which allows students to add or drop elective courses at various times throughout the semester. For all elective courses, students may not add or drop a course after the deadline for the appropriate term.

MBA students are not allowed to retake the same elective more than once. If a student has received a C- or below in an elective and feels strongly about retaking in an attempt to pass, they may petition to retake. This petition would have to be approved by the instructor and the Senior Associate Dean of Degree Programs.

If a student receives a C or above in an elective, they are not eligible to retake the same course to improve their grade. (Please note that even when a retake is required for a core course, both attempts appear on the transcript. The retake grade does not replace the original grade.)

Students are not allowed to waive or substitute required courses, even in cases where their previous academic experience or professional training demonstrates competency in this area.

If a student has not earned a passing grade in a prerequisite course, it is at the discretion of the instructor whether they want to waive the prerequisite requirement for this student.

Core Course Registration

The Jones Graduate School of Business Registrar Department registers all MBA students for their required core courses. Students must clear holds before this can be processed, and occasionally take other action requested by the JGSB Registrar Department. Students who have not taken necessary action to be registered for core classes at least one month prior to the first class meeting date should request a leave of absence, as this is the deadline for students to successfully prepare and engage in pre-coursework. These students can return from their leave of absence in one year, where they will pick up with the next cohort.

Elective Add/Drop Policy

Students across all MBA programs are required to follow the policy for registering, dropping, or withdrawing from classes following the firm deadlines for each program. In rare circumstances, petitions to extend these deadlines may be reviewed by the relevant faculty in consultation with the Senior Associate Dean of Degree Programs if medical or emergency circumstances arise. Petitions based on academic constraints, professional opportunities, or personal preferences/logistics will not be considered.

Withdrawal Policy

A Jones Graduate School of Business student, participating in any offered program, may voluntarily withdraw from school at any time. (A withdrawal is a departure from the university so that the individual is no longer a Rice student and could not return without a formal petition to be readmitted to graduate school.) Upon withdrawal, Rice University applies a sliding scale to tuition refunds, which is noted in the university's Academic Calendar (https://registrar.rice.edu/calendars/).

MBA students who later wish to resume study after a voluntary or de facto withdrawal must obtain support from the MBA program for readmission. Note that support for the petition is not given in the following circumstances: lack of earned equity in the program (equity is defined as one semester or quadmester of full-time study), students not in good academic standing, or students with previous professional conduct concerns. Please note that the Office of Graduate and Postdoctoral Studies (GPS) petition to return process requires support from the Jones Graduate School of Business.

Those seeking Jones Graduate School of Business support for a petition to return should contact mbaadvising@rice.edu to learn about the official JGSB process. Requests should be made by:

- **May 1**#for Summer Quadmester reinstatement
- **June 1** for Fall Semester reinstatement
- **August 1** for Fall Quadmester reinstatement
- **October 1** for Spring Semester reinstatement
- **November 1** for Winter Quadmester reinstatement
- **February 1** for Summer Semester or Spring Quadmester reinstatement

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 for one academic year at a time. Continuation of assistance depends on maintaining 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 progress may result in the removal of all forms of financial assistance (i.e. scholarships, Federal/State student loans, etc.). Students have the right to appeal the suspension of financial aid; all appeals will be reviewed by a committee.

Transfer Credit

For Rice University's policy regarding transfer credit, see Transfer Credit (https://ga.rice.edu/graduate-students/academic-policies-procedures/regulations-procedures-all-degrees/#transfer). Some departments and programs have additional restrictions on transfer credit. Requests for transfer credit must be approved for Rice equivalency by the appropriate academic department offering the Rice equivalent course (corresponding

to the subject code of the course content) and by the Office of Graduate and Postdoctoral Studies (GPS). Students are encouraged to meet with their academic program's advisor when considering transfer credit possibilities.

Program Transfer Credit Guidelines

Students pursuing the MBA degree should be aware of the following program-specific transfer credit guidelines:

- Transfer credit coursework cannot be applied to or used to meet any of the program's course requirements, except for students on an approved MBA exchange.

Recordings and Remote Attendance

Recording of classes and virtual attendance is not permitted for on-campus classes, unless specifically required for a documented disability. In rare circumstances, petitions to record class or attend remotely may be reviewed by the relevant faculty in consultations with the senior associate dean of degree programs if medical or emergency circumstances arise. Petitions based on academic constraints, professional opportunities, or personal preferences/logistics will not be considered.

Policy Prohibiting Change of MBA Program Format

Students enrolled at the Jones Graduate School of Business cannot switch between MBA programs. Students are expected to complete the program they are admitted to, and to make personal and professional decisions subject to the constraints of the program they chose. In rare circumstances, petitions to switch programs may be reviewed by the senior associate dean of degree programs if medical or emergency circumstances arise. Petitions to switch programs will not be considered if they are primarily based on academic constraints, professional opportunities, or personal logistics.

Second Degree Programs for MBA Students

The MBA program is a full-time commitment that requires significant engagement both in and outside of the classroom. During their MBA, students are not allowed to pursue a concurrent degree at Rice or an outside institution without written permission from the MBA program. (Additional permission is not needed for students in inter-institutional dual degree or coordinated programs explicitly identified in the General Announcements.)

Additional Information

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

Opportunities for the MBA Degree Programs

Independent Study

Minimum Hours Requirement

Each credit of independent study should contain approximately as much time content as a one-credit course at Jones Graduate School of Business, which is 12 hours of class time, plus an average of at least 24–36 outside-class hours, for a minimum total of 36–48 hours of work. Independent study projects can be accommodated in increments of 1.5 or 3.0 credit hours; 3.0 credit independent study projects are rarely approved. Occasionally, a group independent study project may arise, though most independent studies are undertaken by individual students.

The number of credits for an independent study must be determined at the beginning of a project. Increases to the number of project credit hours after the project overview has been filed with the Jones Graduate School of Business associate registrar must be approved by the Academic Standards Committee. The committee will rely on input from sponsoring faculty in making its decision about ex post credit increases. Requests to increase the number of project credit hours must be made before the end of the second week of classes in the term in which the project begins.

Restrictions

No student may take more than three credit hours of independent study during the course of the MBA program without the approval of the Academic Standards Committee. If an independent study is proposed that would cause a student to exceed the 3.0 credit limit, the Academic Standards Committee will select two faculty members, other than the faculty member who will supervise the project, within the area most closely related to the study's academic content to review and approve the study. Independent study exceeding 3.0 credits in total should consider current policies restricting use of independent study as well as the incremental value of additional independent study in light of past independent studies. If the study does not align with any of the Jones Graduate School of Business academic groups, the Academic Standards Committee will perform the review and make the final approval decision.

Independent study projects are for academic credit, not for hire. Students may not earn credit for paid work.

Faculty Sponsorship

Independent study projects normally are sponsored only by full-time Jones Graduate School of Business faculty; faculty typically sponsor projects only in their area of expertise. Students wanting sponsorship by a part-time faculty member must submit a project overview to the Academic Standards Committee and obtain the committee's approval before the term in which the project is to begin.

Common Requirements

The goal of independent study projects is to advance or deepen a student's knowledge or competency in a business discipline or activity.

To facilitate these goals, independent study projects generally fall into two broad categories:

1. directed reading and study resulting in a research paper, or
2. an experiential or hands-on project resulting in an outcome such as an empirical analysis with an executive summary of the "deliverable."

While the content of individual independent study projects are at the discretion of a student and the sponsoring faculty member, to ensure 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 independent study for the appropriate credit amount, only when the appropriate permissions have been obtained.

Additional Information

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