MBA Steps to Graduation

The Master’s of Business Administration (MBA) degree is granted by Sacramento State’s College of Business Administration (CBA) which is fully accredited by the AACSB International - the Association to Advance Collegiate Schools of Business.

As a current MBA student these “Steps to Graduation” should be followed in order to meet all the necessary requirements set by the University and the CBA. They were designed to make your graduate degree experience effortless. You should also use the resources available on the current MBA students section of our website at www.cba.csus.edu/graduate/mba/current.

If, after reading through the steps, you have questions about how to fill out forms or upcoming events, feel free to contact any of the Graduate Student Ambassadors during the regular Fall and Spring Semesters at (916) 278-5767 Monday through Friday 8am to 5pm (this line will not be attended in the summer or during the lunch hour, 12:00 noon to 1:00pm). If you have any other questions or concerns you may contact the College of Business Administration Graduate Business Advising Center (GBAC) at 916-278-6772 or via email at cba-gbac@saclink.csus.edu.

Be advised that the College of Business Administration Graduate Business Advising Center (GBAC) has its own deadlines, specific to MBA students, which are ALWAYS earlier than the dates printed on the university forms. Please see your “Dates to Remember” for GBAC deadlines for all MBA forms. Missed deadlines will result in a delay in registration and/or graduation.

FINAL DEGREE TRANSCRIPT REQUIRED
All students who were admitted and have not submitted their final official transcript with their baccalaureate degree posted must do so immediately. If your transcript has not been received by the University Office of Graduate Studies (OGS), you will receive a REGISTRATION HOLD, preventing you from registering for summer and fall classes.

Please check your MySacState “to do list” to determine if you have outstanding transcripts. If you do then ensure that the official transcripts are immediately submitted to the Office of Graduate Studies.

If you have any questions, please email Jose Martinez, OGS Admissions Supervisor, at jose.l.martinez@csus.edu.
STEP 1: Completion of Prerequisites and Foundation Coursework

Prerequisites
Prior to enrolling in program courses, the graduate faculty will assume that students are proficient in mathematics, statistics and computer usage. It is strongly recommended that before entering the MBA program, students should complete or attain the following:

- Introductory coursework in probability and statistics
- One semester of calculus or some college level math
- Ability to use common personal computing hardware and software, including word processing and spreadsheet programs

The above skills should be attained independently by the student through prior coursework, review classes, self-study or work experience. These proficiency requirements do not count toward program requirements and will not be offered as part of the MBA degree program. This is a “proceed at your own risk” warning given at the beginning of your degree program. As a graduate student you are responsible for ensuring that you have the necessary proficiencies – we will not mention the prerequisites again and you will not need to provide proof of completion.

Foundation Courses
The Foundation courses provide an academic background in the various disciplines of business. The Business Master’s degree programs build upon this common background. Foundation courses should be taken after the student has attained the required entry proficiencies (prerequisites) and must be completed prior to taking Program Requirement (core) courses.

For students without a current undergraduate business minor or degree from an AACSB accredited institution, the following foundation courses are required for the program:

1. ECON 204 Business Economics
2. MBA 201 Accounting
3. *MBA 202 Business Communication
4. MBA 203 Legal Environment of Management
5. MBA 206 Managerial Statistical Analysis

*This requirement will be waived for students who achieve a score of 4.5 or higher on the Analytical Writing Assessment (AWA) section of the GMAT exam. There is no undergraduate equivalent for this course. Students must achieve a 4.5 or higher on the AWA portion of the GMAT Exam to waive out of the class. There is no other way to waive out of the MBA 202 class.

** These three courses ECON 204, MBA 201 and MBA 203 have lower division course equivalencies. We will accept courses from non-AACSB accredited universities as well as from Community Colleges to waive these three specific courses. If you are admitted for the Fall semester you have time take one or more of these courses at your local
community college over the summer to get a jump start on your foundation course requirements. This can be a time and cost saving choice. The courses that are considered equivalent for waiver are as follows:

- **ECON 204** Business Economics can be waived by taking both a Microeconomics and a Macroeconomics course.
- **MBA 201** Accounting can be waived by taking a Financial Accounting course.
- **MBA 203** Legal Environment of Management can be waived by taking a Business Law or Legal Environment of Business course.

The courses required for each individual student based on their undergraduate transcripts will be noted on their Qualification Record which is emailed with each student’s admission. These foundation courses do not count toward program requirements of the MBA degree. These courses must be completed before Full Classification into the MBA Program Requirements can be approved. At the time you have two or fewer of these courses remaining you must apply for Full Classification (see step #2 below).

**STEP 2: Application for Classification**

At the time of application for admission to the University, the student indicates his or her proposed degree and concentration and is evaluated against the admission requirements for that program. If the student meets all of the program’s admission requirements, he/she is admitted as a fully classified graduate student in the designated program and to the University. If the student is deficient in two or more requirements the student may be admitted to conditionally classified status.

A conditionally classified student must apply for Full Classification if they are in their last semester of Foundation Coursework: To move from Conditionally Classified MBA to Fully Classified MBA.

It is the responsibility of the student to keep track of their classification status in the MySacState system student portal and to submit classification form(s) as required until the student is fully classified in their chosen concentration.

A student must submit the Application for Classification form the semester **BEFORE** they would like to be fully classified. As students complete the last of the Foundation courses they should file an Application for Classification form with the Graduate Business Advising Center (GBAC) to change to Fully Classified Graduate status. This will enable them to enroll in Program Requirement (core) and Concentration/Elective courses in the upcoming semester.

**Application for Classification Filing Deadlines for all MBA students:**

- January 5th for Classification beginning in the upcoming Fall semester
- September 5th for Classification beginning in the upcoming Spring semester

**STEP BY STEP INSTRUCTIONS FOR COMPLETING THE CLASSIFICATION FORM**

This form is a fillable Pdf form and **must be typed** not handwritten. It must be submitted by the deadlines set by the College of Business Administration Graduate Business Advising Center (listed above) **NOT** the deadlines listed on the form.
A. Type in your contact information including your Sac State Student ID#. Please also include your email at the end of the telephone number line.

B. The semester is “Fall or Spring” and the year is for the future semester in which you will be classified (not the current semester).

C. Section 1 – Current MBA Students: Complete this section only if you are changing your MBA concentration. Otherwise leave this section blank. EXAMPLE of changing concentration:
   i. Current: MBA (Finance)
   ii. New: MBA (General)

D. Section 2 – Complete this section to change your classification from Conditionally Classified MBA to Fully Classified MBA. Please check in your MySacState student center to check your current classification and concentration. Check the appropriate box: conditionally classified and write in your major/concentration.
   a. Question #5 you can ignore this as you are not a new applicant to the CBA
   b. Question #6 you can ignore this as you are not a new applicant to the CBA
   c. Question #7 You do not need your signature if you want to email the document we will use your email as your “signature”. Unless you have access to a scanner then you can print, sign, scan and email the classification the GBAC.

E. Department Recommendations Section– Leave this section blank this is for office use only. The GBAC will get the Faculty Advisor and Graduate Coordinator Signatures for you.

F. FOR GRADUATE CENTER USE ONLY Section – Leave this section blank. It is for office use only.

G. Submit the completed form to the GBAC for review and processing. Please submit the form electronically by emailing it to our office. No signature is required. Please email the Classification form to CBA-GBAC@saclink.csus.edu. Incomplete forms will be returned to you and will cause a delay in your Classification process.

Even though you are required to submit the classification form early the GBAC will hold your form until all foundation courses are complete and grades have been posted. At the time you meet all the requirements for Full Classification your application will be processed by the GBAC, usually within 15 business days, and then sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process a Classification form after the GBAC submits it to their office. You may check your Application for Classification status in the student portal under “Academic Requirements” in MySacState but keep in mind that the classification will not appear until the beginning of the semester after your final foundation grades have posted.

This is also the form you must submit if you want to change your MBA concentration (for example MBA Finance to MBA General). If you want to use this form to change your concentration then complete SECTION 1 only.

STEP 3: Graduation Writing Assessment Requirement (GWAR)

The Writing Proficiency Exam (WPG) is required for every Sac State student to satisfy the Graduate Writing Assessment Requirement (GWAR) before graduation. Graduate students are required to meet this requirement in their first semester and before Advancing to Candidacy. No exceptions will be made to this policy.
Graduate students will follow a two-step process to meet the GWAR: in the first step, your writing will be assessed to determine your readiness for graduate-level writing tasks. The second step is the completion of the culminating experience (MBA 501 Advanced Strategic Management course, MBA 500A Thesis, or MBA 500B Project).

1. **MBA Students with a 4.5 on the AWA Section of the GMAT can waive out of the WPG and fulfill the first step of the GWAR by:**
   a. Submitting a WPG waiver form. The form can be found on the CBA website under [MBA Current Student Forms](#).
      i. A 4.5 or higher on the AWA section of the GMAT is one of the waiver criteria on the form. *However waiver is not automatic.* You must still submit the form with a copy of your GMAT scores to be waived out of the exam. Once you have submitted the WPG waiver form with your GMAT scores you will have fulfilled the first step of the university GWAR requirement.

2. **MBA students who do not have a 4.5 or higher on the AWA section of the GMAT have two options to waive the WPG:**
   a. Take MBA 202 in their first semester and achieve a grade of 3.0 (B) or higher. This will automatically fulfill the WPG/GWAR requirement. No paperwork is required. **OR**
   b. Retake the AWA section of the GMAT to try to achieve the required 4.5. The GMAT must be retaken at least 30 days before the start semester in which you were admitted. If you achieve the 4.5 you can submit the WPG waiver form as mentioned above. If you do not get the 4.5 you must take MBA 202 in your first semester—no exceptions will be made to this policy.

All graduate students must complete one of these options before they may advance to candidacy. Then, the Graduate GWAR requirement ultimately is met through completion of your graduate program culminating experience (MBA 501 Advanced Strategic Management course, MBA 500A Thesis, or MBA 500B Project).

You can check whether or not you have fulfilled the GWAR requirement by checking your “Academic Requirements” section of your MySacState Student Center page. *Graduate students are required to meet this requirement in their first semester and before Advancing to Candidacy. No exceptions will be made to this policy.*

**STEP 4: Advancement to Candidacy**

Advancement to Candidacy is required of all Master’s students. **You must submit the application for Advancement to Candidacy at least one semester before you intend to enroll in your Culminating Experience (MBA 500A Thesis, MBA 500B Project, or MBA 501 Advanced Strategic Management).**
A student must submit the Advancement to Candidacy form when they have completed 12 units of Program Requirement and/or elective courses (beyond foundation courses) or by the deadlines listed below – whichever comes first:

**January 5th for Advancement in the upcoming Fall/Winter**

**September 5th for Advancement in the upcoming Spring/Summer**

If this deadline is missed there can be no guarantee that a student will be advanced in the semester requested. This will cause a restriction to be placed on your registration to prevent enrollment in a Culminating Experience (graduation will be delayed). **Initiation of the Advancement to Candidacy is the responsibility of the student.**

**Eligibility for Advancement to Candidacy is based upon the following requirements (1-4):**

1. Scholarship in graduate work taken prior to advancement as follows:
   a. Completion of any Foundation course work with a minimum overall grade point average of 3.0.
   b. A minimum overall grade point average of 3.0 in your Program Requirements.
   c. No grade of less than “C” can be counted toward the minimum number of units needed to advance to Candidacy.
   d. No more than two (2) courses with a grade of "C" will be counted for satisfaction of graduate Program Requirements (these are the 33 units of your degree program not including Foundation course work).

2. Evidence of a Plan of Graduate Study acceptable to the institution and the College. This is considered your final contract with the university and will list all of your completed and planned Program Requirements (Core and Elective courses and Culminating Experience).

3. Completion of a minimum of 12 units of Program Requirement coursework.

4. Fulfilled The Graduation Writing Assessment Requirement (GWAR).

If you meet the above requirements then you may apply for Advancement to Candidacy by completing the Advancement to Candidacy Form.

**STEP BY STEP INSTRUCTIONS FOR COMPLETING THE ADVANCEMENT FORM**

*Please fill in answers to item numbers 1 through 11.* You must have waived out of or passed the WPG to be eligible to Advance to Candidacy. You need to have an approved Advancement to Candidacy to be able to register in a Culminating Experience (MBA 501 or MBA 500A or MBA 500B). **You must obtain your concentration faculty advisors’ signature on the form BEFORE submission (except for MBA General).** Please scan and email the SIGNED form to cba-gbac@saclink.csus.edu by the deadlines mentioned above.

1. The MBA Advancement to Candidacy Form was designed specifically for the MBA degree. It is a fillable Pdf form and **must be typed** not handwritten. Obtain the form from...
the CBA website at http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html as other versions of this form are not accepted.

2. Don’t forget to choose your concentration from the drop down box at the top of the form. The MBA concentrations for students admitted prior to Fall 2012 are General, Finance, Marketing, Human Resource Management, or Urban Land Development. For students admitted after Fall 2012 the current concentrations are Finance and General.

3. Fill in your contact information (numbers 1-5) Do not leave any sections blank.

4. Number 6 is your catalog. This is the catalog under which you took your first Program Requirement or Elective/Concentration course. Catalogs are for academic years (Fall thru Spring) and go in two year increments. For example: Fall 2008-Spring 2010, Fall 2010- Spring 2012, Fall 2012-Spring 2014 etc.

5. For all sections: If your classes are In Progress or in the future just leave the “grade” column blank but do list the semester you plan to be taking the course. The GBAC office will enter your current semester grades for you if the advancement deadline comes before grades are posted. Listing the instructor is optional so if you can’t remember or don’t know the instructor you can leave it blank.

6. Complete number 7 “Core Courses” by listing the semester and year, units, and grade for all of your completed and planned Program Requirement (Core) courses. Students without a concentration (MBA General) are required to take all seven (21 units) of Program Requirement Courses. Students with a concentration are required to take five of the seven Program Requirement courses except MBA 260 and MBA 270. However they can also choose (without any permission needed) to take MBA 260 and/or MBA 270 as electives within any concentration. NOTE: If you have received prior approval to substitute a course from another institution or some other replacement course be sure to list the course being used to replace the required course. AND attach a Course Evaluation and/or Action Sheet that have the substitutions approved by the appropriate faculty to your Advancement to Candidacy when you submit it.

7. Complete number 8 “Elective Courses” by listing the semester and year, units, and grade for all of your completed and planned Elective/Concentration courses. MBA general students will have three electives courses whereas MBA students with a concentration can have up to five elective/concentration courses. NOTE: If you are substituting a course from another institution or some other replacement course be sure to list the course being used to replace the required concentration course AND attach a Course Evaluation and/or Action Sheet that have the substitutions approved by the appropriate faculty to your Advancement to Candidacy when you submit it.

8. Complete number 9 “Culminating Experience” by checking your choice of Culminating Experience (MBA 500A Thesis, MBA 500B Project, or MBA 501 Advanced Strategic Management course). Make sure to check the two boxes for which Culminating Experience that you are planning to do and write in the semester you plan to take it. Please see Step 6 in the “MBA Steps to Graduation” on the MBA current student website for details about Culminating Experience options http://www.cba.csus.edu/graduate/currentmba.html.

9. Keep in mind that students must have completed the minimum 12 units by the end of the Fall semester in order to be eligible to advance to candidacy for Spring.

10. Number 10 “Applicant’s Signature”. This is your signature (student signature).

11. Number 11 “Faculty Advisor’s Signature” Have your faculty concentration advisor sign the form. Remember your faculty advisor also needs to sign off on any course substitutions or other deviations from the degree requirements listed in the university catalog via an Action Sheet or Course Evaluation form get those signatures as well. If you do not know who your advisor is visit the GBAC website for a current list of advisors by degree program http://www.cba.csus.edu/graduate/currentmba.html.
a. **NOTE:** MBA General students (no concentration) do not need a faculty advisor signature just sign the form yourself, scan it and email it to the GBAC.

12. Submit the completed, signed form to the GBAC for review and processing. You may submit the form electronically by scanning it and emailing it to our office, but please be sure you have your faculty concentration advisor's signature **before** submission. Please email the signed and scanned Advancement to [cba-gbac@saclink.csus.edu](mailto:cba-gbac@saclink.csus.edu). Incomplete forms will be returned to you and will cause a delay in your Advancement process.

If you have met all of the requirements for Advancement (including waiving out of or passing the WPG exam) then your application will be processed by the GBAC, usually within 15 business days, and sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process an Advancement form after the GBAC submits it to their office. You will **not** be able to enroll in your Culminating Experience until this form has been entered into your electronic record so pay attention to deadlines. **You may check your Advancement to Candidacy status in the student portal under “Academic Requirements” in MySacState.**

**Please Note:** If, after a student has been approved to Advance to Candidacy, he/she makes any change to the 33 units of coursework listed on their Advancement to Candidacy Form (MBA Program Requirements, Elective/Concentration courses and Culminating Experience) they must submit a **Petition for Exception Form**. Detailed instructions on who should complete a Petition for Exception form and how to complete it are at the bottom of this Steps to Graduation under the section titled “Other good information to keep in mind as you move through the steps to graduation”.

**STEP 5 : Application For Graduation**

Students must file for Graduation at least one semester before they plan on enrolling in their Culminating Experience (Thesis, Project, or MBA 501 Advanced Strategic Management). It is easiest to complete and submit the Application for Graduation form at the same time you are applying for Advancement to Candidacy. Initiation of application for graduation is the responsibility of the student.

A student must submit the Application for Graduation by the deadlines listed below:

- **January 5th for Graduation in the upcoming Fall semester**
- **September 5th for Graduation in the upcoming Spring Semester**

You can obtain the form from [at http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html](http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html).

**Please be aware that this is a university form and the instructions and deadlines that are on the form are not correct for MBA Students. Please disregard the instructions on the form and instead follow the steps below. It is a fillable Pdf form and must be typed not handwritten.**

**STEP BY STEP INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR GRADUATION:**

1. Fill out the form by completing answers for each question numbers 1-11. It is a fillable Pdf form and must be typed not handwritten. Pay your diploma fee in The Student Financial Services Office in Lassen Hall. Submit the form to the GBAC – by scanning and emailing the **paid** document to the GBAC at [cba-gbac@saclink.csus.edu](mailto:cba-gbac@saclink.csus.edu).
Number 1: Check the box indicating the MBA degree: ☑ MBA
Number 2: Enter the appropriate authorized major which is Master of Business Administration.
Number 3: List one of the approved MBA concentrations (General or Finance). If you have more than one concentration list both here.
Number 4: Select the appropriate prefix and your full legal name
Number 5: Enter your most permanent mailing address. Make sure your address is correct as this is the address where your diploma will be mailed. Diplomas are mailed by the university six to ten months after the end of your final semester. If your address changes after your submit the Application for Graduation form you should update it in the MySacState system and contact the Office of Graduate Studies at 916-278-6470 to have your address updated on this form.
Number 6: Sign the form and date it
Number 7: check the semester and list the year you are planning to graduate. If you have applied to graduate, and will need another semester or more to complete your Culminating Experience or any other required coursework, you will need to move your graduation date. You will need to submit a “Graduation Date Change Form” (see below).
Number 8: Check the box next to the Culminating Experience you are choosing. Note: The university does not list MBA 501 Advanced Strategic Management as an option so you will have to either add a box yourself or use number 9 “Title of Dissertation/Thesis/project to type in “☑ MBA 501 Advanced Strategic Management”
Number 9: If you are doing an MBA 500A Thesis or MBA 500B Project type the title of your Thesis/Project on this line. If do not know what the title is yet you can just leave it blank. If you are doing the MBA 501 Advanced Strategic Management course as your Culminating Experience you should type in “☑ MBA 501 Advanced Strategic Management” just above this line.
Number 10: No signature other than yours is required to submit the form to the GBAC. The GBAC will get the Faculty Advisor and Graduate Coordinator Signatures for you.
Number 11: On right side of form (don’t skip this step) enter your Sac State Student ID number, first name, middle initial and last name.

2. Take the Form to the Student Financial Services Center in Lassen Hall 1001 to pay your diploma fee (currently $63.50). They will give you a receipt and they will also print a receipt directly onto the top right corner or on the backside of the Application for Graduation Form. If the receipt is printed on the back of the form be sure to scan the back of the form as well.

3. Submit the form electronically by scanning it and emailing it to our office, but please be sure you have the paid receipt visible on the form before emailing it. Please email the completed, signed by you, paid and scanned Application for Graduation to cba-gbac@saclink.csus.edu by the semester deadlines listed above. No signature other than yours is required to submit it to the GBAC. You may also bring the paid form to the GBAC office Tahoe Hall 1037 and submit it for processing.

4. The GBAC will process your application for graduation as long as your Advancement to Candidacy is approved. Incomplete forms will be returned to you and will cause a delay in your Application for Graduation process.
I APPLIED TO GRADUATE, BUT WILL NOT COMPLETE MY CULMINATING EXPERIENCE OR REQUIRED COURSES THIS SEMESTER, WHAT DO I DO?

If you have applied to graduate, and will need another semester or more to complete your Culminating Experience or any other required coursework, you will need to move your graduation date. Failure to move your graduation date will prevent you from registering for classes for the following semester (because the system will have closed you out at the end of the term since you had filed to graduate). If you do not graduate in the semester you listed on your Application for Graduation you will need to submit a Graduation Date Change Form. There is a fee associated with this form that you must pay in the Student Financial Services Office in Lassen Hall. You can download the form from our website at http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html.

This is the only form in your whole program that can be submitted directly to the Office of Graduate Studies in the River Front Center room 215. However, we request that you submit a copy of the form to the GBAC in person or via email so that we can keep a copy in your file.

STEP 6: Culminating Experience

All MBA students have three choices for fulfilling their Culminating Experience requirement:

1. MBA 500A Thesis
2. MBA 500B Project
3. MBA 501 Advanced Strategic Management Course

Students are eligible to enroll for their Culminating Experience the semester after being Advanced to Candidacy, subject to approval by their faculty advisors. Credit is granted upon completion.

NOTE: The Prerequisite of MBA 244 for MBA 500A and MBA 500B is not currently being enforced.

500 A: Thesis

A Thesis requires two faculty advisors/readers to approve the final product. Each student must identify two full-time faculty members that are willing to work with them on their thesis. The student and the faculty will then choose a topic that is agreeable to all parties.

A thesis is the written product of the systematic study of a significant problem. It clearly identifies the problem; states the major assumptions; explains the significance of the undertaking; sets forth the sources for, and methods of gathering, information; analyzes the data; and offers a conclusion or recommendation. The finished product must evidence originality, critical and independent thinking, appropriate organization and format, clarity of purpose, and accurate and thorough documentation. An oral defense of the thesis may be required. The fulfillment of any of the above culminating requirement must conform to the appropriate requirements of the Sacramento State Thesis and Project Format Requirement Guides which can be found on the Office of Graduate Studies website forms page http://www.csus.edu/gradstudies/thesis_templates.htm.
**500 B: Project**

A Project requires one faculty advisor/reader to approve the final product. Each student must identify a full-time faculty member that is willing to work with them on their project. The student and the faculty will then choose a topic that is agreeable both parties.

A project is a significant undertaking of a pursuit appropriate to professional fields. It must evidence originality and independent thinking, appropriate form and organization, and a rationale. It must be described and summarized in a written abstract that includes the project’s significance, objectives, methodology, and a conclusion or recommendation. An oral defense of the project may be required. A sample of types of projects is outlined below: A Research Project: a project which contributes to the physical sciences, natural sciences, social sciences, humanities, or the professions, by adding to technical/professional knowledge in the professional field. Examples include building a device; designing an experiment; a field study; a case study; a documentary report; a professional article of publishable quality. The fulfillment of any of the above culminating requirement must conform to the appropriate requirements of the Sacramento State Thesis and Project Format Requirement Guides which can be found on the Office of Graduate Studies website forms page [http://www.csus.edu/gradstudies/thesis_templates.htm](http://www.csus.edu/gradstudies/thesis_templates.htm).

To enroll in a 500A Thesis or 500B Project you must submit an Add Permit signed by the faculty advisor/reader by the end of the second week of classes to the GBAC. You cannot add a Thesis or Project via your MySacState registration. You may submit the form electronically by scanning it and emailing it to our office. Please email the signed and scanned Add Permit to cba-gbac@saclink.csus.edu. Add Permits for the first two weeks of the semester can be found on the GBAC website at: [http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html](http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html).

**MBA 501: Advanced Strategic Management.**

This full semester MBA capstone course covers the principles and practices of strategic management from analysis and recommendation through implementation, evaluation and control. Students will analyze and present solutions to case studies. Successful completion of this course will be one of the ways to satisfy the culminating experience for the MBA degree. **NOTE:** A grade of B- or better is required for successful completion. **Prerequisite:** Completion of all MBA core classes (some exceptions exist check with GBAC); Advanced to Candidacy; final term of program enrollment.

To enroll in MBA 501 you must submit an Add Permit to the GBAC - no signature is required. You cannot add this class via your MySacState registration. You may submit the form electronically by scanning it and emailing it to our office at cba-gbac@saclink.csus.edu. The GBAC will review your eligibility to enroll (i.e. GWAR met and Advanced to Candidacy) and add the class to your schedule. Add Permits for the first two weeks of the semester can be found on the GBAC website at: [http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html](http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html).
Continuous Enrollment:
If you are working on or plan to enroll in a MBA Thesis 500A or Project 500B please make note of the deadlines, late fees and final deadline for registering in a 599 Continuous Enrollment. The Continuous Enrollment is essentially a way for a student, who doesn’t have any courses left to take but is still working on their Thesis or Project, to remain continuously enrolled in the MBA program. It is required until a student has completed their Thesis or Project.

The Continuous Enrollment Form does require a “graduate coordinator” signature which for the CBA is the Associate Dean so you will need to allow 4 working days to submit the form to the GBAC (please fill out the form and email it to CBA-GBAC@saclink.csus.edu). GBAC will get the required Associate Dean’s signature on your behalf. We will call you when the form is signed for you to pick it up and deliver it with payment to the Office of Graduate Studies.

Once a student enrolls in his/her Culminating Experience units and the student does not complete the degree requirement in the term of initial enrollment in the culminating experience and receives an RP grade, the student cannot break enrollment. The student must maintain continuous enrollment by enrolling in Continuous Enrollment (599).

Continuous Enrollment is allowed for up to a maximum of three semesters until graduation. Once the fourth semester has lapsed, and the student is still not completed with his/her culminating experience (Thesis/Project), the student must re-enroll in the culminating experience (Thesis/Project) for 3 units (including paying 0-6 unit tuition and Graduate Business Professional fees) and repeat the continuous enrollment process, if not completed during the term of enrollment in the culminating units. The first culminating experience (Thesis/Project) will become a No Credit (NC) grade.

Continuous Enrollment forms (with required Signatures from GBAC) and payments ($281) are due to the Office of Graduate Studies on or before on September 10 (for the Fall term) and February 10 (for the Spring term). After the deadline, a $25 late fee will be assessed. The Office of Graduate will not accept late continuous after October 30 (for the Fall term) and March 30 (for the Spring term). Please contact the Office of Graduate Studies at 278-6470 for instructions on how to register for the SUBJ 599. Usually the cost to register for the 599 is currently two hundred and eighty dollars.

Continuous Enrollment Eligibility varies for International Students. International Students should check with Global Education regarding eligibility of Continuous Enrollment prior to submitting the Continuous Enrollment form to OGS.

Details Regarding Continuous Enrollment from the University Catalog:
Classified graduate students normally retain rights to the catalog and/or degree program requirement under which they were classified providing they maintain continuous enrollment as defined by the University. Post-baccalaureate students pursuing a credential or certificate shall
maintain continuous enrollment to remain eligible for continuation in the program. Students not maintaining continuous enrollment lose classified graduate standing or post-baccalaureate standing and will be required to apply for readmission. Such students may be required to fulfill additional program or degree requirements that are current at the time of readmission. Graduate students who have been advanced to candidacy and who have completed all coursework can maintain the required active degree program status without additional University registration by enrolling in “Continuous Enrollment” 599. There are no units associated with this enrollment, but a College of Continuing Education fee equal to one unit is required (Spring 2012 Fee = $281). Such enrollment is valid as long as the student is within the time period allowed for the completion of the culminating experience requirement (seven years from start of degree requirement courses). Students completing a thesis or project are allowed a maximum of three semesters past the semester of first registration to complete the thesis or project. If not otherwise actively registered, the student must enroll in “Continuous Enrollment” 599 each of the three semesters beyond the initial University enrollment for thesis project or comprehensive examination units.

Students who do not finish the thesis or project within the semester of original enrollment will receive a grade of “RP” provided satisfactory progress has been made toward completion of the culminating experience. The “RP” grade will remain as long as progress is made toward completion and “continuous enrollment” is maintained the following three semesters.

If the student does not complete the culminating experience within a total of four semesters, she/he will receive a No Credit (“NC”) grade for the original units. The "NC" remains as part of the academic record. If the seven-year deadline for the Master's degree program has not expired, the student must re-enroll in culminating experience units within the next semester and pay University fees before continuing her/his program.

*Failure to maintain continuous enrollment will result in the need to file an admission application and all related fees during the next available open admission cycle and will result in the loss of catalog rights.*

Please contact the Office of Graduate Studies at 278-6470 for instructions on how to register for the SUBJ 599. **REMEMBER:** The Continuous Enrollment Form does require a “graduate coordinator” signature which for the CBA is the Associate Dean so you will need to allow 4 working days to submit the form to the GBAC (please fill out the form and email it to CBA-GBAC@saclink.csus.edu). GBAC will get the required Associate Dean’s signature on your behalf. We will call you when the form is signed for you to pick it up and deliver it with payment to the Office of Graduate Studies.

**STEP 7: Commencement Ceremony, Caps and Gowns**

Commencement is not mandatory and is an informal ceremony, meaning that you do not get your diploma or any official documentation at the actual ceremony. You must have submitted
an Application for Graduation by the required deadline to get your diploma and to have your name appear in the commencement program for the semester you plan to graduate (see step #4 above.)

To sign up to walk, find out where you can purchase your cap and gown, announcements and other important information about your graduation, please visit our website at: http://www.cba.csus.edu/biz/commencement.html

Follow the link to "Sign Me Up" to put your name in to walk at the ceremony. Please read all information carefully!

Would you like the opportunity to be the Student Speaker at your graduation? If you are interested in knowing more, please click here for the information, application and guidelines for speech submissions: http://www.cba.csus.edu/biz/commencement.html#StudentSpeaker

Thanks and congratulations on your upcoming Graduation from Sacramento State!

**Other good information to keep in mind as you move through the steps to graduation:**

**MBA CURRENT STUDENT WEBSITE**

We have developed resources to guide you through your program. The information contained in the current student section of the website is essential for you to be able to successfully navigate your degree program. Please begin with the website when you have questions about deadline information or forms.

- Curriculum
- Dates to Remember
- Steps to Graduation
- Registration and Scheduling
- Student Forms

- Academic Advisors
- Academic Policies and Procedures
- Frequently Asked Questions
- Business Student Services
- Contact Us

**HOW TO USE THE PETITION FOR EXCEPTION FORM**

If, after a student has submitted their Advancement to Candidacy form, he/she makes any change to the 33 units of coursework listed on their Advancement to Candidacy form (MBA Program (core) Requirements, Elective/Concentration courses and/or Culminating Experience) they must submit a Petition for Exception Form.

The **deadline** for the Petition for Exception form is in the current semester:

- January 5th for current Spring Graduation
- September 5th for current Fall Graduation
Be advised that the College of Business Administration Graduate Business Advising Center (GBAC) has its own deadlines, specific to MBA students, which are ALWAYS earlier than the dates printed on the university forms. Please see your "Steps to Graduation" and/or "Dates to Remember" for GBAC deadlines for all MBA forms. Missed deadlines will result in a delay in registration and/or graduation.

The purpose for the Petition for Exception Form is to amend any changes to your Advancement to Candidacy Contract. When you submit your Advancement to Candidacy you list all the core and elective courses you are planning to take and choose your Culminating Experience. If, after submitting the Advancement, you take a course different than what you listed (maybe the class you wanted was not offered or you changed your mind, etc..) you must notify the university of that change via a Petition for Exception form.

Examples of why you would need to use the Petition for Exception Form:

1. If you listed MBA 222 as an elective on your Advancement to Candidacy form and then took MBA 241 instead you will need to fill out the “Course Substitution” section of the Petition for Exception form. Listing MBA 222 on the “Previous Course/Units” line and the MBA 241 on the “New course/Units” line.

2. If you listed an MBA 500B Project as your culminating experience on your Advancement form and now you plan to take MBA 501 Advanced Strategic Management you will need to fill out the “Change From (check one)” culminating experience section of the Petition for Exception form. You then check the option that applies to you or write in your own as the form does not list “Project to MBA 501” as an option.

3. If you change your faculty advisor for your Thesis or Project from on faculty to a different faculty. You would fill out the “Change in Dissertation/Thesis/Project Advisor” section. Both your old and new faculty advisors must sign the form.

Obtain a Petition for Exception Form from the CBA Graduate Business Advising Center’s website at [http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html](http://www.cba.csus.edu/graduate/MBACurrentStudentForms.html). Step by step instructions on how to complete the Petition for Exception form are below. After you complete the required sections, sign and email the form to the GBAC office for processing at cba-gbac@saclink.csus.edu. We will obtain the faculty and graduate coordinator signatures on your behalf.

**STEP BY STEP INSTRUCTIONS FOR COMPLETING THE PETITION FOR EXCEPTION FORM**

This form is a fillable Pdf form and **must be typed** not handwritten. It must be submitted by the deadlines set by the College of Business Administration Graduate Business Advising Center (listed above) NOT the deadlines listed on the form.

A. **Type** in your contact information including your Sac State Student ID#. **Please also include your email at the end of the telephone number line.**

B. **“Class Level”** list your Expected Graduation Date (Spring, Summer or Fall and year). Check the Graduate box and write in your degree program with concentration (MBA Finance, MBA General etc..)
C. “Advisor” is your MBA concentration faculty advisor listed on the GBAC website: http://www.cba.csus.edu/graduate/MBAAdvisors.html

D. “Committee Members” you can leave this blank

E. “Course Substitutions:” Use this section only if, after submitting the Advancement, you take a course different than what you listed on your advancement (maybe the class you wanted was not offered or you changed your mind, etc.) For Example: If you listed MBA 222 as an elective on your Advancement to Candidacy form and then took MBA 241 instead you will need to fill out the “Course Substitution” section by listing MBA 222 on the “Previous Course/Units” line and the MBA 241 on the “New course/Units” line.

F. “Change From (check one):” Use this section only if you have decided to change the culminating experience that you listed on your advancement to candidacy form. For example of you listed an MBA 500B Project as your culminating experience on your Advancement form and now you plan to take MBA 501 Advanced Strategic Management you will need to fill out the “Change From (check one)” culminating experience section. You then check the option that applies to you. If there is no option for your change then you will need to write in your own as the form does not list “Project to MBA 501” or “Thesis to MBA 501” (or vice versa) as a options.

G. “Change In Special Major Adviser or Committee” You can leave this section blank.

H. “Change in Dissertation/Thesis/Project Advisor:” Use this section only if you change your faculty advisor for your Thesis or Project from one faculty to a different faculty. Both your previous and new faculty advisors must sign in this section of the form and date their signatures.

I. “Student Signature” You do not need your signature if you want to email the document we will use your email as your “signature”. Unless you have access to a scanner then you can print, sign, scan and email the signed petition for exception the GBAC.

J. “For Department/Office of Graduate Studies approval”– Leave this section blank this is for office use only. The GBAC will get the Graduate Coordinator Signatures for you.

K. Submit the completed form to the GBAC for review and processing. Please submit the form electronically by emailing it to our office no signature is required. Please email the Petition for Exception form to CBA-GBAC@saclink.csus.edu. Incomplete forms will be returned to you and will cause a delay in your graduation process. Remember to put your email at the end of the Telephone line on the form. Thanks!

Once submitted your Petition for Exception form will be processed by the GBAC, usually within 15 business days, and sent to the Sacramento State Office of Graduate Studies (OGS) for approval and posting to your electronic record. The OGS usually takes 10-12 weeks to process a Petition for Exception form after the GBAC submits it to their office. You may check your status in the student portal under “Academic Requirements” in MySacState.

MYSACSTATE
My Sac State is designed as a home base on the web for students, faculty, and staff to conduct their university business, a single point of entry to an array of academic and business services. To access My Sac State users need only thier SacLink username and password.
My Sac State is accessible through the University's main website (http://www.csus.edu/) or it can be accessed easily by going to https://my.csus.edu. All you need is an active SacLink username and password in order to log in.

BIZLIST
The BizList [which utilizes Sac State's ListProc technology] is a form of electronic communication with Business students. Business Student Services offices send out email notifications on a regular basis, regarding internships, important dates for applications, job announcements for both on and off campus opportunities, scholarships, etc. The GBAC [Graduate Business Advising Center] sends out notices about courses, important registration dates, and changes in the class schedule.

The Graduate Business Advising Center (GBAC) utilizes Sac State's ListProc technology to communicate electronically with CBA Graduate Students. The name of the Graduate Bizlist is MBA-L it is for all MBA Graduate Students. This Bizlist is for all MBA students and includes important notices about deadlines, course, important registration dates and changes in the class schedule. The GBAC will register you onto the MBA-L using your SacLink email address.

Please remember to check your saclink emails on a weekly basis so that you do not miss important deadlines and events.

DIPLOMA TIMELINES:
Diplomas are sent out by the Sacramento State Office of Graduate Studies once they have verified completion of your degree requirements. Degree verification begins when grades are posted at the end of each semester. Diplomas usually take 6-10 months from the point of Degree verification to arrive. When filling out your Application for Graduation form (see Number 5 above) be sure that your address is correct as this is the address where your diploma will be mailed. If your address changes make sure to contact the Office of Graduate Studies to give them the updated address. You may call the Office of Graduate Studies at (916) 278-6470 to find out about your estimated receipt date for your diploma.

Your transcripts will be updated long before your actual diploma is mailed, so you may order a copy to give to prospective employers. You can check your MySacState Degree Progress or Unofficial Transcripts or call the Office of Graduate Studies (916) 278-6470 to see if they have posted your degree to your transcripts. We do strongly recommend that you follow up with the Office of Graduate Studies if you do not receive your diploma within 10 months of graduation. Once your degree is posted you may call Admissions and Records at (916) 278-5507 or visit their website at http://www.csus.edu/registrar/transcripts/# to order an official set of transcripts. Congratulations!

OUT TWO SEMESTERS
Students must maintain enrollment to remain active as a Sacramento State student. Students may take one (1) semester off, but must reenroll the following semester to be considered an active student. For example: You were enrolled for Spring 2009, and did not enroll for Fall 2009, you must be enrolled for Spring 2010 to remain an active student. Students who have been out of enrollment for two (2) consecutive semesters will need to reapply and pay applicable
application fees. For example: You were enrolled Spring 2009, did not enroll for courses for Fall 2009, and did not enroll courses for Spring 2010, you will need to reapply to the university (you have been inactive for two consecutive semesters--Fall 2009 and Spring 2010). Please note: not enrolling in one or two semesters does not extend the 7 year deadline.

ACADEMIC STANDING: WHAT DOES IT MEAN?

Graduate Academic Action Categories

1. **Good Standing** — Graduate, credential, certificate and unclassified students whose Sacramento State and cumulative grade point average (GPA) is 3.0 or above are considered in good academic standing.

2. **Academic Probation** — Students whose cumulative Sacramento State grade point average or overall grade point average falls below 3.00 will be placed on academic probation. Students on probation are eligible to enroll in the subsequent semester.

3. **Continued Probation** — Students on probation will be placed on Continued Probation if they earn a 3.000 in the current semester, but have a Sacramento State GPA and/or overall GPA below 3.000. Students placed on Continued Probation will be limited to a maximum course load of 9 units per semester until they return to academic good standing.

4. **Academic Disqualification** — If a graduate, credential, certificate, or unclassified student is on academic probation and the Sacramento State or cumulative grade point average is below 3.0 for the active term, the student will be academically disqualified.

Students not on probation will be disqualified if the Sacramento State or cumulative GPA is 2.000 or less.

Disqualified students will not be allowed to register unless they are formally reinstated and/or readmitted to the University.

**Administrative Probation and Administrative Disqualification** — Graduate, credential, certificate, and unclassified students are subject to Administrative Probation for the following reasons:

- Withdrawal from all or a substantial portion of their courses in two successive terms or in any three terms.
- Repeated failure to progress toward a degree or other program objective, when such failure is due to circumstances within the control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation.

Students who do not meet the conditions for removal of administrative probation may be subject to further administrative actions, including Administrative Disqualification.
Notification — Students will be notified of their academic status (academic probation, continued probation, or academic disqualification or academic dismissal) by letter, and/or My Sac State message and/or email at the end of each semester. Graduate, credential, certificate and unclassified students on Probation or Continued Probation are required to meet with an advisor in their major department, the credential office or the Office of Graduate Studies. Academic departments and units may block registration of students who fail to meet advising appointments. Students receiving veterans’ educational benefits may be ruled ineligible for continued benefits if, after one semester of unsatisfactory achievement (probation or disqualification), they do not return to academic Good Standing at the completion of the next semester.

Reinstatement

Graduate students seeking reinstatement to the College must complete a Reinstatement Petition available on the College’s Graduate Business Advising Center (GBAC) website. Students must file the Petition via email with the GBAC, attaching an explanation, with relevant documentation, supporting their request for reinstatement.

The petition will be reviewed by the College’s Academic Standards Committee. Approval of a petition requires a majority vote of the Committee. Discretion will be used by the Committee in granting reinstatement, and it should be noted that the only basis for reinstatement is the expectation (supported by evidence provided by the student) that the student is now likely to progress towards the satisfactory completion of the College’s degree requirements in a timely manner.

Minimum Grade Requirements

The purpose of this requirement is to assure that all business administration students attain the minimum level of competency in all their coursework required for the business administration degree.

The minimum acceptable grade for any graduate business course is ‘C.’ No more than two (2) courses with the grade of ‘C’ will be counted for satisfaction of graduate program requirements. A grade point average of at least 3.0 (B) is required in each semester, in all foundation courses taken at California State University, Sacramento, and program requirements courses presented for the degree.

SUMMER MBA COURSES ARE NEVER GUARANTEED

Due to faculty, budgetary and other resource issues, summer courses are never guaranteed. The decision is made based on the CBA Graduate Program’s resources each year. You should not use summer as a semester when planning your schedule to graduation.