

## ESPM BS/MBA Fact Sheet for Enrolled Students

Please review and maintain a copy of this fact sheet as you move through the dual-degree program.

### Admittance into Program and Precepting

1. Once accepted into the dual-degree program, a change of preceptor and major (noting dual degree and concentration) form must be completed. The dual-degree advisor becomes the new preceptor. The dual-degree advisor for the ESPM BS/MBA program is the ESPM program chair.
2. It is imperative that you attend precepting meetings **every** semester. You are responsible for reading and understanding Degree Works and ensuring that you meet both the course and credit requirements for your respective dual-degree program.

### Degree and Curriculum Requirements

1. All dual-degree students must meet the course and credit requirements for both their undergraduate and MBA degrees. Additionally, all other undergraduate curriculum requirements (general studies, at some distance, historical consciousness, arts, values/ethics, international/ multicultural, writing, quantitative reasoning) must be met. Such requirements **cannot** be satisfied through MBA courses.
  - a. ESPM BS/MBA students will need to take 1 course with a V (you will not take HTMS 3110 class at the undergraduate level that carries this attribute) and 1 course with a W1 or W2 (you will not take the HTMS 4112 class at the undergraduate level that carries a W2).
2. Dual-degree students take 4 MBA courses in lieu of 3 undergraduate courses their senior year. So, minimally, a student is required to satisfy 12 MBA credits or 4 courses.

<b>ESPM Undergraduate Courses to be Replaced by Graduate Courses</b>	<b>ESPM Graduate Courses</b>
PLAW or HTMS 3110 Legal Social Ethical Environments of Business (4)	BSNS 5250 Employment Law and Ethics (3)
HTMS 4112 Business Policy and Strategy (4)	BSNS 5310 Management Issues in the Hospitality Industry (3)
ESMP 4970 ESPM Internship (4)	ESPM 5950 Internship (3)
	MBA Graduate Elective (3)

3. If more than 4 MBA courses are completed as an undergraduate student, only 4 will be visible on the undergraduate degree audit because that is the requirement for graduation. All MBA courses will be visible on the transcript and the MBA DegreeWorks audit. **So a discrepancy between the undergraduate DegreeWorks audit and transcript is not reason for alarm.**
4. An internship is a requirement. It will be completed at the graduate level and supervised by the dual-degree advisor. Internships are offered year-round. It is the responsibility of the student to secure an internship. Sources for identifying internship opportunities include an internal list of past employers and Handshake.

An internship is a 3-graduate credit course, listed on the transcript as ESPM 5950 Internship. Paperwork needs to be completed and submitted in order to register for this course.

5. BSNS 5505: Business Strategy & Policy is the capstone course and should be taken the last semester as an MBA student.
6. A minimum cumulative GPA of 3.5 must be maintained to ensure eligibility in the dual-degree program.
7. **If you opt out of the dual-degree, please inform the dual-degree advisor as soon as possible.** You will need to submit a change of major and change of preceptor form.

### **Enrolling in MBA Courses Senior Year**

1. In order for a dual-degree student to enroll in MBA courses their senior year, a permit must be issued. The dual-degree advisor, the assistant dean or Donna Hauer will issue the permit which will then enable a student to register. **If permits need to be issued outside scheduled precepting days, e-mail the dual-degree advisor and include your Z number as well as course titles, numbers and CRNs.**
2. MBA courses are included in the undergraduate flat rate tuition. The additional investment is \$100/MBA credit or \$300/MBA course. If there's a mistake on your bill (e.g., charged full graduate tuition), please contact the Bursar's Office.
3. Once a dual-degree student has earned a minimum of 128 credits and satisfied all course requirements, they are eligible for their baccalaureate degree. Once the baccalaureate degree is conferred, students move to graduate student status and pay full graduate tuition.

### Applying for the Baccalaureate Degree and Registering for MBA Courses

1. You will be able to and should apply for your undergraduate degree when you complete 128 credits which can include up to a maximum **of 12 graduate credits**.
2. Dual-degree students should apply for graduation and plan to participate in the baccalaureate ceremony. **If you receive notification that you are denied for graduation, you must e-mail the dual-degree advisor immediately.** Provided all course and credit requirements (minimum 128) have been met, the necessary degree adjustment(s) will be made.
3. **When applying for graduation, you need to specify that you are a dual-degree student (specify BS) and, if applicable, your concentration.** Otherwise, graduation will be denied.
4. **When a senior is on schedule to graduate, they are not able to enroll in MBA courses because they are temporarily reclassified as traditional undergraduate business students.** Seats will be saved in MBA courses for the subsequent summer term and/or semester and registration can occur immediately following graduation. **It is the responsibility of the student to inform the dual-degree advisor during precepting to save seats.** Otherwise, there may not be availability in MBA courses following graduation. The student should also follow up with an e-mail to Donna Hauer subsequent to graduation to ensure registration in MBA courses.

### Transition into the MBA Program

1. You are encouraged to attend graduate orientation and precepting events your senior year.
2. Every student is required to complete a total of 12 MBA courses (or 36 credits) to earn a graduate degree.
3. The MBA director becomes the official preceptor once a dual-degree student earns their undergraduate degree and has transitioned into the MBA program.
4. Be aware that the cost of MBA courses is higher than the cost of undergraduate courses and you will move from flat-rate tuition to per-credit tuition. Additionally, any loans and scholarships that you have may be affected by your transition into graduate school. Before you begin the MBA program, you should visit the Office of Financial Aid to discuss financing your MBA course work.