

COLLEGE OF BUSINESS

Introductory Information

Admissions/Full Admission

Students seeking Admission to the Master of Arts in Organizational Leadership see Organizational Leadership MA (<https://catalog.lewisu.edu/graduate/business/graduate-management/organizational-leadership-master-arts/#additionaladmissionrequirements>)

For all other GSM programs see Admissions requirements below.

Degree Candidates must:

1. Hold a bachelor's degree from a regionally-accredited college or university.
2. Complete an application for graduate admission, including a non-refundable application fee. Apply online by visiting lewisu.edu/apply (<http://lewisu.edu/apply/>).
3. Submit official transcripts from each college or university attended. (Not required for Alumni.)
4. Have an undergraduate GPA ≥ 3.0 or GMAT ≥ 550 .
5. Submit a professional resume.
6. Complete the orientation checklist with a member of the Graduate School of Management.

Degree Seeking Candidate

A degree-seeking candidate is a student who has an undergraduate GPA of ≥ 3.0 or GMAT ≥ 550 ; OR has a post-graduate degree from an accredited university; **and** has submitted all appropriate admission documents, and has received official documentation of acceptance.

Provisional

A student whose cumulative undergraduate GPA is less than 3.0 will be required to obtain a cumulative 3.0 GPA after completion of their first three courses. MBA and MSF students are required to take specified foundation courses. Students must meet this requirement on their first attempt. No further courses will be allowed if the GPA requirement is not met.

For MBA or MSF students: If a student has already taken a required foundation course as an undergraduate and earned a grade of B or higher, they will choose from the following courses to complete the Provisional Admission requirement: ACCT 55000 Managerial Accounting; ECON 55400 Managerial Economics; and FINA 57200 Managerial Finance.

Visiting Student

An applicant with an undergraduate bachelor's degree may enroll in GSM courses and seminars as a visiting student with the approval of the GSM program director.

A visiting student may take a maximum of 6 graduate credit hours and must have:

1. A bachelor's degree from a regionally-accredited college or university.
2. Submitted a completed application form with the appropriate non-refundable application fee. Apply online by visiting lewisu.edu/apply (<http://lewisu.edu/apply/>).

3. Submitted an official transcript from each college/university attended sent directly to the MBA Admissions Committee of the Graduate School of Management.
4. Completed the orientation checklist with a member of the Graduate School of Management.
5. Earned an undergraduate GPA ≥ 3.0 or GMAT ≥ 550 .

International Students

International students include anyone who requires the F-1 Student visa to study in the United States, regardless of the location of their prior education. In addition to the online Graduate Student Application for Admission and College related admission requirements, international students will need to submit the following documents to the Office of International Admission. No admission decision can be made until all documents have been received.

Travel Document Copies

- Passport copy which includes biographic page
- Proof of Financial Ability, required for SEVIS I-20 visa eligibility form
- If student is currently in the United States, a copy of the visa and I-20 form are also required

Academic Transcripts

International students who have any educational experience from an institution outside of the United States, should obtain an official Transcript Evaluation to demonstrate their US equivalent of a Bachelor Degree. Students should request an evaluation report from any NACES or AICE member company. Students should request a "course by course" transcript evaluation service. In limited cases a Transcript Evaluation can be completed internally through the Office of International Admission.

English Proficiency, Minimum Requirement

Only one score is required:

English Proficiency	Score
TOEFL-iBT	79
IELTS Acad.	6.5
PTE-A	52
Duolingo	105

All English Proficiency exam scores should be submitted electronically, or with means for electronic verification.

Lewis has also partnered with a number of ESL institutions located within the United States who offer academic based intensive English programs. Students who complete these programs can use their results to meet the University English Proficiency requirements. Please refer to the International Admission webpage for a list of partnered institutions.

Waiver of English requirement – Please refer to the International Admission webpage for additional information on waiver options; including students who completed prior education in an English-speaking country

Good Academic Standing

See Good Academic Standing (<https://catalog.lewisu.edu/graduate/general-information/academic-policies/>)

Academic Probation and Dismissal

See Academic Probation and Dismissal. (<https://catalog.lewisu.edu/graduate/general-information/academic-policies/>)

Transfer of Graduate Credit

A student entering any Lewis GSM program with appropriate prior graduate coursework may have credit hours beyond the foundation level applied to Lewis course requirements. A maximum of 9 credit hours is allowed for the MBA. A maximum of 6 credit hours is allowed for all other GSM Programs.

Course credits eligible for transfer consideration must meet the following criteria:

1. All transfer credit must have been earned within a seven-year period prior to matriculation in the Lewis GSM programs.
2. The coursework must have been completed at a historically regionally accredited graduate school.
3. A minimum grade of B must have been earned for the course.
4. The coursework must have an equivalent in the Lewis GSM curriculum.

Time Commitment

Graduate level study requires a significant commitment of time. Because of the concentrated, 8-week course schedule, it is crucial that students attend all class meetings. Students should expect 5 to 7 hours of additional work for every class hour. Thus, a three-credit-hour class may result in a substantial number of study hours.

Assignments must be submitted on time, or a course grade could be jeopardized. Although most instructors will try to make arrangements for a student whose work demands travel, this may not be possible in all cases. Students are responsible for informing instructors in advance of known absences and as soon as possible in the case of emergencies. Two or more unexcused absences in an 8-week session can result in a grade of F.

Course Load

The Graduate School of Management strongly recommends that students who are employed full-time enroll in no more than 1 course each 8-week session, for a total of 6 credit hours per semester.

A course load of 3 classes (9 credit hours) each semester is considered full-time, and is advised only for students who are not employed or only minimally employed.

Immunizations

Please see Immunization Policy (<https://catalog.lewisu.edu/graduate/general-information/student-consumer-information/>)

Outcomes Assessment

The program reserves the right to require students to participate in institutional testing programs as part of ongoing assessment of student outcomes. Currently, all MBA and MSF students must complete the Accreditation Assessment Exam during the last semester prior to graduation.

Course Meetings/Times

Classes usually meet once a week during weekday evenings or on Saturday mornings. Some courses are offered online.

Class Attendance

Students are expected to attend scheduled classes regularly. This expectation presumes a mature student's interest in maximizing the opportunity to profit from the instructor's expertise, planned class activities, and the interchange with peers. It also presumes the student's responsibility to contribute to the quality of intellectual interaction in the class. Each instructor specifies the class attendance policy in the course syllabus at the beginning of each course. A student registered for a Saturday course may not register for a weekend GSM seminar.

Time Frame for Completion of Degree Requirements

Attending classes part-time, a GSM student generally completes all degree requirements in 2 to 3 years (including summers). A full-time student should be able to complete all degree requirements in 1 to 2 years. The maximum time allowed to complete all degree requirements is 7 consecutive years from the date of matriculation.

Withdrawing from a Course

Students should consult with the GSM advisor and the course instructor when considering withdrawal from a course. Please see Withdrawal Policies (<https://catalog.lewisu.edu/graduate/general-information/academic-policies/#withdraw>).

Incomplete Grade

Please see Incomplete Grade (<https://catalog.lewisu.edu/graduate/general-information/academic-policies/>)

Programs

- Dual Graduate Degrees (<https://catalog.lewisu.edu/graduate/business/dual-graduate-degrees/>)
 - MSN/MBA (<https://catalog.lewisu.edu/graduate/business/dual-graduate-degrees/msn-mba/>)
- Graduate School of Management (<https://catalog.lewisu.edu/graduate/business/graduate-management/>)
 - Business Administration/Master of Business Administration (<https://catalog.lewisu.edu/graduate/business/graduate-management/mba/>)
 - Business Analytics / Master of Science (<https://catalog.lewisu.edu/graduate/business/graduate-management/business-analytics-master-science/>)
 - Finance / Master of Science (<https://catalog.lewisu.edu/graduate/business/graduate-management/finance-master-science/>)
 - Management Information Systems / Master of Science (<https://catalog.lewisu.edu/graduate/business/graduate-management/management-information-systems-master-science/>)
 - Organizational Leadership / Master of Arts (<https://catalog.lewisu.edu/graduate/business/graduate-management/organizational-leadership-master-arts/>)
- Post-Baccalaureate Graduate Certificate Programs (<https://catalog.lewisu.edu/graduate/business/graduate-management/post-baccalaureate-graduate-certificate-programs/>)
 - Organizational Leadership / Certificate (<https://catalog.lewisu.edu/graduate/business/graduate-management/post-baccalaureate-graduate-certificate-programs/organizational-leadership-certificate/>)

- Project Management / Master of Science (<https://catalog.lewisu.edu/graduate/business/graduate-management/project-management-master-science/>)