The University reserves the right to change its admission and completion requirements as necessary. The offerings and requirements of the University of Notre Dame are continually under examination and revisions are expected. This Bulletin of Information is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will remain the same. Every effort will be made to provide advance information of any changes.
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**Academic Calendar 2020-2021**

**Fall Semester 2020**

**August**
- 2: EMBA classes begin
- 14: MSF Chicago classes begin (in South Bend)
- 17: MBA, MSA, MSM, MSBR, MNAR and EMNA classes begin
- 18: Last day to add M/W mod 1 course
- 19: Last day to add a T/TH mod 1 course
- 21: MSBA Chicago classes begin

**September**
- 1: Priority application deadline for EMBA (Chicago)
- 4: Last day to drop a mod 1 course
- 4: Last day to add a full-semester course
- 7: Labor day - classes in session
- 15: Early decision application deadline for MBA and MBA/MSBR
- 16: Early decision application deadline for MSA
- 22: Early decision application deadline for MSM and MSBR
- 28: M/W classes end
- 29: T/R classes end
- 30: Study day

**October**
- 1: M/W final exams
- 2: T/R final exams
- 5: Interterm begins
- 12: M/W classes begin
- 13: T/R classes begin
- 13: Last day to add M/W courses for mod 2
- 13: Round 1 MBA and MSBR application deadline
- 14: Last day to add T/R courses for mod 2
- 15: EMBA and MSBA application deadline
- 18: MSF Fall Immersion begins
- 20: Round 1 MSM application deadline
- 23: Last day to drop a full-semester course
- 28: MSA application deadline and spring start final deadline
- 30: Last day to drop mod 2 courses

**November**
- 1: MSF priority application deadline
- 17: Round 1 EMNA and MNAR application deadline
- 18: M/W classes end
- 19: T/R classes end
- 20: Study day

- 23: M/W final exams
- 24: T/R final exams
- 25: Thanksgiving holiday begins

**December**
- 15: Round 2 EMNA and MNAR application deadline

**Spring Semester 2021 (Tentative)**

**January**
- 3: MSBA Chicago classes begin
- 8: MSF Chicago classes begin
- 10: EMBA classes begin
- 11: Spring classes begin
- 12: Round 2 MBA, MSM, MSBR application deadline
- 18: EMBA General Studies Immersion begins

**February**
- 3: Round 2 MSA application deadline
- 7: MSF Spring Immersion begins
- 9: Round 3 MSM application deadline
- 23: Round 3 MBA application deadline
- 28: International immersions begin

**March**
- 1: MSF final application deadline
- 1: MBA, MSA, and MSM Interterm classes begin
- 5: MBA, MSA, and MSM mid-term break begins
- 17: MNA and EMNA application deadline
- 17: St. Pat’s MSM application deadline
- 20: Last day to drop a full-semester course
- 23: Round 3 MSBR application deadline

**April**
- 1: Priority application deadline for EMBA (South Bend)
- 2: Easter holiday begins
- 5: Classes resume
- 6: Round 4 MBA application deadline
- 15: Registration for fall semester 2020 begins
- 20: Final MSM application deadline
- 28: Last class day
- 29: Study day begins

**May**
- 4: Round 5 EMNA and MNAR application deadline
- 5: MSA application deadline for August enrollment
- 15: Mendoza Graduate Diploma Ceremony
# Mendoza Graduate Degree Programs Directory

## Dean’s Office
Martijn Cremers, Ph.D.
Dean and Bernard J. Hank Professor of Finance
(574) 631-1691

**Walter Clements**
Associate Dean of Executive Education, and Teaching Professor
Department of Finance
(574) 631-5265; wclement@nd.edu

**Kristen Collett-Schmitt, Ph.D.**
Associate Dean for Specialized Masters Programs, and Associate Teaching Professor
Department of Finance
(574) 631-9372; kcollett@nd.edu

**Mike Mannor, Ph.D.**
Associate Dean for the MBA Program, and John F. O’Shaughnessy Associate Professor of Family Enterprise
Department of Management & Organization
(574) 631-3298; mikemannor@nd.edu

## Academic and Program Directors

**Angela Logan, Ph.D.**
St. Andre Bessette Director, Nonprofit Professional Development
(574) 631-7793; alogan2@nd.edu

**Jim Seida, Ph.D**
Academic Director; MSA
(574) 631-9496, jseida@nd.edu

**Kris Muir, Ed.D.**
Academic Director; MSM
(574) 631-3886, kmuir2@nd.edu

**Scott Nestler Ph.D.**
Academic Director; MSBA-R
(574) 631-8117, snestler@nd.edu

**Mike Chapple Ph.D.**
Academic Director; MSBA
(574) 631-5863, mchapple@nd.edu

**Gianna Bern, Ph.D.**
Academic Director, MSF
(574) 631-0434; gbernd@nd.edu

**Kelli Kilpatrick, MEd**
Program Director, MBA
(574) 631-8671; kkilpatr@nd.edu

**Mike Brach, MBA**
Program Director, EMBA
(574) 631-2717; mbrach@nd.edu

**Robin Kistler, MBA**
Program Director, Non Degree Programs
(574) 631-4404; robin.kistler@nd.edu

## Graduate Business Programs Staff

### Experiential Learning and Leadership Development

**Alice Obermiller, MS**
Director of Experiential Learning and Leadership Development
(574) 631-0985; aobermil@nd.edu

**Joe Sweeney, MBA**
Associate Director, Experiential Learning and Leadership Development
(574) 631-6844; jsweeney1@nd.edu

**Joan McClendon, MM, MTS**
Associate Director Specialized Masters Experiential Learning
(574) 631-5320; jmcclen1@nd.edu

### Student Services

**Tracy Freymuth, MBA**
Director of Student Services
(574) 631-4337; tfreymu1@nd.edu

**Rita Udvardy, MNA**
Assistant Director, Student Services
(574) 631-3280; rudvardy@nd.edu
Teresa True  
Associate Director, Specialized Masters Student Services  
(574) 631-3164; ttrue@nd.edu

Cassandra Klein  
Associate Director, EMBA Student Services  
(574) 631-1894; ckline3@nd.edu

Kim Brumbaugh  
Assistant Director, MNA Student Services  
(574) 631-6073; Kim.A.Brumbaugh.3@nd.edu

Student Services, Exec Ed (Chicago)

Christine Gramhofer,  
Director of Student Services, Exec Ed  
(312) 763-2338; cgramhof@nd.edu

Brooke Shannon  
Assistant Director, Exec Ed Student Services  
(312) 763-3609; bshanno5@nd.edu

Priscilla Rodriguez  
Classroom Coordinator, MSF & MSBA  
(312) 888-9404; prodrig6@nd.edu

Suzanne Witt  
Classroom Coordinator, EMBA  
(312) 888-9404; switt4@nd.edu

Tracy Brennan  
Classroom Coordinator, EMBA  
Tbrenna3@nd.edu

Student Services Operations

Morgan McCoy  
Director, Student Services Operations  
(574) 631-7148; mschlarb@nd.edu

Joseph Torma  
Program Manager, Specialized Masters  
574-631-5286; jtorma1@nd.edu

Jennifer Ransbottom  
Program Manager, MBA  
574-631-3962; jransbot@nd.edu

Samantha Crisp  
Lead Operations Coordinator  
(574) 631-1555; scrisp@nd.edu

Christopher Hillak  
Operations Coordinator, EMBA Programs  
(574) 631-3622; chillak@nd.edu

Carmen Quinn  
Operations Coordinator, MSF and MSBA  
(312) 763-3605; cquinn23@nd.edu

Wendy Winovich  
Program Manager, Non Degree Operations  
(574) 631- 2326; wwinovic@nd.edu

Kalynda Hamilton  
Operations Coordinator, Non Degree Operations  
(574) 631-6859; khamilt5@nd.edu

Graduate Business Career Services

John Rooney, MBA  
Director, Graduate Business Career Services  
(574) 631-1812; jrooney@nd.edu

James Sullivan, MBA  
Associate Director, EMBA & MSF Career Services  
(574) 631-8717; jsulli26@nd.edu

James Cunningham, MBA  
Assistant Director, Corporate Recruiting  
(574) 631-8337; jcunni10@nd.edu

Mindy Evans  
Associate Director, MSBA Career Services  
(574) 631-0896; lmcmnty1@nd.edu

Megan Gallagher, MS  
Associate Director, MBA Career Services  
(574) 631-1722; mgallagher@nd.edu

Lisa Michaels, MBA  
Associate Director, MSM and MSA Career Services  
(574) 631-4056; lmichael@nd.edu

Patrick Farran, Ph.D.  
Associate Director, MBA Career Services  
(574) 631-4564; pfarran@nd.edu

Tahra Taylor, MBA  
Associate Director, MBA Career Services  
(574) 631-2082; ttaylo23@nd.edu
**Martin Johnson, MBA**  
Associate Director, MBA Career Services  
(574) 631-4759; mjohns69@nd.edu

**Lindsey McIntyre, MNA**  
Associate Director, MSBA Career Services  
(574) 631-0896; lm McIntyre1@nd.edu

**Jessica Stookey**  
Assistant Director, MNA Career Services  
(574) 631-1547; j green5@nd.edu

**Elizabeth Ganger**  
Staff Assistant, Career Services  
(574) 631-3315; eganger1@nd.edu

**Graduate Alumni Relations**

**Deborah Coch**  
Administrative Assistant  
(574) 631-4499; deborah.m.coche@nd.edu

**Marketing and Graduate Enrollment Recruitment**

**Timothy Bohling, Ph.D.**  
Chief Marketing and Graduate Enrollment Officer, and Teaching Professor Marketing  
(574) 631-0641; t bohling@nd.edu

**Shane McCoy, MA**  
Associate Director, Admissions  
(574) 631-8976; smccoy2@nd.edu

**Stephanie Brown**  
Assistant Director, Admissions  
(574) 631-6499

**Debby Herczeg, M.Ed.**  
Assistant Director, MBA Admissions  
(574) 631-8413; herczeg3@nd.edu

**Cassandra Smith**  
Associate Director, MBA Admissions  
(574) 631-9444; cs smith56@nd.edu

**Nicholas Farmer, MSIMC**  
Senior Associate Director, EMBA Admissions  
(574) 631-8351; nfamer@nd.edu

**Michael Fletcher, MSA**  
Associate Director, Admissions  
(312) 763-2339; mfletcher2@nd.edu

**Cathie Kennedy**  
Associate Director, Admissions & Recruiting  
(574) 631-4948; c kennedy7@nd.edu

**Phil Drendall, MS**  
Assistant Director, MSM Admissions  
(574) 631-1769; pdrendal@nd.edu

**J. Christopher Ditmar, MBA**  
Assistant Director, MNA Admissions  
(574) 631-7302; jditmar@nd.edu

**Cynthia Proffitt**  
Assistant Director, EMNA  
(574) 631-3639; Cindy.M.Proffitt.1@nd.edu

**Marketing and Graduate Enrollment Operations**

**Brian Connelly, MBA**  
Director, Marketing & Graduate Admissions Center of Excellence (574) 631-1394; b connel2@nd.edu

**Helen High, CPA**  
Associate Director, Admissions Pipeline and Operations  
(574) 631-7537; hhigh@nd.edu

**Janel Zakrzewski-Kuntz, MAC**  
EMBA Admissions Coordinator  
(574) 631-3188; jzakrze2@nd.edu

**Annette Tysver**  
MBA Admissions Coordinator  
(574) 631-2864; atysver@nd.edu

**Heather Decourval**  
Operations Manager, Admissions  
(574) 631-7691; h decourv@nd.edu

**Angela Wesley**  
Senior Office Assistant  
(574) 631-0294; awesleyc@nd.edu

**Natashia Thornton**  
Admissions Assistant  
(574) 631-4821; nthornt2@nd.edu

**Amy Dame**  
Admissions Assistant  
adame@nd.edu
Kellie Rzepka  
Admissions Assistant  
(574) 631-9344; krzepka2@nd.edu

Jodie Signorino  
Admissions Assistant  
jsignori@nd.edu

Colleen Cota  
Operations Coordinator, Admissions & Recruiting  
(574) 631-8830; ccota@nd.edu

Marketing and Graduate Enrollment Portfolio and Data

David Grundy  
Associate Director, Marketing Technology and Ops  
(574) 631-7017; Dave.Grundy.6@nd.edu

Lucas Eggers  
Associate Director, Content Marketing  
(574) 631-3473; leggers@nd.edu

Santhosh Lakkraju  
Associate Director, Marketing and Analytics  
(574) 631-9470; slakkar2@nd.edu

Christina Grenert  
Paid Media Marketing Manager  
(574) 631-0595

Amanda Jacobson  
Assistant Director, Content Marketing  
(574) 631-5595; ajacobs7@nd.edu

Ashlee Hoogenboom  
Program Manager, Social Media Marketing  
(574) 631-9465; ahoogenb@nd.edu

Marcus Dittmer  
Associate Director, Portfolio Marketing, MBA  
(574) 631-7518; mdittmer@nd.edu

Angela Sienko  
Associate Director, Portfolio Marketing, Exec Ed  
(574) 631-1174; asienko@nd.edu

JR Nemelka  
Associate Director, Portfolio Marketing, Specialized Masters  
jnemelka@nd.edu
Mendoza College of Business

Notre Dame is the world’s preeminent Catholic research university, an institution with a superb faculty, top graduate programs and a commitment to meaningful research, teaching and service — all of which combine to offer our graduate business students the resources to develop as servant leaders. Students are supported on their path to success by a strong academic environment, a thriving community of student peers, an integrated career and professional development program, and an engaged alumni network committed to mutual advancement and serving the greater good.

Mendoza History
Located north of the city of South Bend, Indiana, the University of Notre Dame was founded in 1842 by the Rev. Edward F. Sorin, a priest of the Congregation of Holy Cross. The state of Indiana chartered the University by a special act of the legislature. Combining the style of the French “college” and the seminary where Father Sorin and his congregational fellows studied for the priesthood, Notre Dame began as both a secondary school and a four-year college offering the baccalaureate degree in the liberal arts. It soon adapted to the style and structure of the typical nineteenth-century American university, introducing a science curriculum in 1865, the first American Catholic law school in 1869, an engineering college in 1873, the beginnings of a distinctive graduate program in the early 1900s.

The College of Business was initially established in 1917 as a four-year study in foreign commerce. Four years later, the University founded the College of Foreign and Domestic Commerce with Father John Cardinal O’Hara, C.S.C., as the first dean. For both fathers Sorin and O’Hara, the purpose of Notre Dame and all its academic enterprises was to provide an education of the mind and of the heart, and to prepare students to become forces for good. This basic tenet informs what we do today and guides our vision to be the standard bearer for business scholarship that contributes to human flourishing, cooperates with solidarity and competes toward becoming the best version of themselves, with the help of God and others.

To this end, the Mendoza College’s scholarship in ethical leadership and social impact as well as the corresponding support structures and faculty engagement are broad and deep. With the imperative to “Grow the Good in Business,” the College focuses on providing integral leadership development, experiential learning on the front lines and a community of mutual advancement. Graduate studies, which are designed to fulfill a range of professional backgrounds and career goals, fall into three programs:

Executive Education, which includes Executive MBA-South Bend, Executive MBA-Chicago, Master of Science in Finance-Chicago and Master of Science in Business Analytics-Chicago; MBA, which includes One-Year and Two-Year formats, as well as a residential dual degree MBA/MS in Business Analytics; and Specialized Master’s Programs, which includes MS in Accountancy, MS in Management, MS in Business Analytics-Residential, Executive Master of Nonprofit Administration and the Master of Nonprofit Administration-Residential.

The graduate programs are supported by five academic departments: Accountancy; Finance; IT, Analytics, and Operations; Marketing; and Management & Organization. Collectively, the programs enroll more than 800 graduate business students from across the United States and 20-plus nations.

Graduate Programs
Mendoza College of Business awards a variety of master’s degrees in business administration, nonprofit administration, and specialized business disciplines.

Master of Business Administration (MBA)
The MBA is offered in four formats: the residential program is offered in either a traditional two-year format or in an accelerated one-year format. The executive MBA is offered in a two-year format in South Bend or in an 18-month format in Chicago.

Executive Master of Nonprofit Administration (EMNA)
Master of Nonprofit Administration (MNAR)
Master of Science in Accountancy (MSA)
Master of Science in Business Analytics - Residential (MSBR)
Master of Science in Business Analytics - Chicago (MSBA)
Master of Science in Finance (MSF)
Master of Science in Management (MSM)

Dual Degree Programs
Master of Business Administration/Master of Science in Business Analytics (MBA/MSBA)
Master of Business Administration/Juris Doctorate (MBA/JD)
Master of Business Administration/Engineering
Master of Business Administration/Science

Academic Regulations

Please note:
The following academic code contains the policies and regulations governing the attainment of academic credit and graduate degrees from the Mendoza College of Business at the University of Notre Dame.

The Academic Code of the Graduate Business Programs (the “Code”) is amended periodically.

These policies and regulations do not apply to the Graduate School or the Schools of Law and Architecture or the ESTEEM program. The responsibility to abide by the Code resides with business graduate students, faculty and administrators who are required to know and observe its stipulated regulations.

No exceptions to the policies and procedures articulated in the Code will be valid without the formal written approval of Mendoza’s associate dean for graduate programs.

Admission to Mendoza Graduate Programs

Degree Applicants
Applicants for admission to the graduate programs in the Mendoza College of Business normally must hold a bachelor’s degree or its equivalent from an accredited American college or university, or from a foreign institution of acceptable standing by the time of graduate business school matriculation. If at that time an admitted applicant does not hold a bachelor’s degree, the business graduate program admission is void.

The applicant should have earned at least a B average (3.0 on a 4.0 grade point average scale) in his or her undergraduate major courses and should meet the level of academic achievement that implies a developed ability for advanced study and independent scholarship.

The Executive Master of Business Administration program will review outstanding candidates as possible exceptions, on a case-by-case basis, following submission of a GMAT score.

The Executive Master of Nonprofit Administration program will review outstanding candidates as possible exceptions, on a case-by-case basis, following submission of a GRE score.

Application Requirements
An applicant for admission to a business graduate degree program must complete all of the following:

1. Complete and electronically submit the online application
2. Submit a statement of intent through the online application system
3. Submit a curriculum vitae or résumé through the online application system
4. Arrange for two (2) letters of recommendation to be submitted through the online recommendation system associated with the online application
5. Submit unofficial transcripts from each post-secondary institution through the online application
6. Submit the application fee by credit card, check, or money order using the payment system associated with the online application system
7. Arrange for the submission of official GMAT or GRE test scores if required by the program
8. Arrange for submission of official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores if the applicant’s
Students seeking admission to more than one program must submit separate applications for each program.

The application fee must accompany the application. This fee is nonrefundable, and may be paid by check, money order, or credit card (see online application for the current application fee).

Application deadlines occur throughout the calendar year, depending on the specific program. Applicants may visit the Mendoza website at http://mendoza.nd.edu to determine the deadline for individual programs.

Beyond these admission requirements for all business graduate programs, particular programs may require personal interviews and/or submission of special materials. Applicants should consult the individual program to learn about additional requirements and submission procedures.

The Graduate Management Admission Test (GMAT) is offered at sites in the United States and abroad. The annual schedules and other information about the GMAT can be obtained online at http://www.gmac.org or from the Graduate Management Admission Council (GMAC), PO Box 2969, Reston, VA 20205, USA. If you need to call about the GMAT, telephone the Graduate Management Admission Council at (703) 668-9600.

The Graduate Record Examination (GRE) is offered at sites in the United States and abroad. The annual schedules and other information about the GRE can be obtained online at http://www.gre.org or from Educational Testing Service (ETS), Graduate Record Examination, Box 6000, Princeton, NJ 08541-6000, USA. If you need to call about the GRE, telephone the Educational Testing Service at (609) 771-7670.

The Test of English as a Foreign Language (TOEFL) and the International English Language Testing System (IELTS) are offered several times each year at sites in the United States and abroad. International students, except those whose native language or language of college instruction is English, must submit TOEFL or IELTS scores as part of their application to demonstrate a sufficient command of English to meet the requirements of their field. If not available locally, the annual schedules and other information about the TOEFL can be obtained online at http://www.toefl.org or from Educational Testing Service (ETS), TOEFL, Box 6151, Princeton, NJ 08541-6151, USA. If you need to call about the TOEFL, telephone the Educational Testing Service at (609) 771-7100. Information on the IELTS can be obtained online at http://ielts.org.

Readmission

Individuals who wish to return to a business graduate program after a voluntary withdrawal or a non-permanent dismissal must apply for readmission to the relevant program. Readmission and reinstatement of fellowships and other forms of financial aid are not guaranteed. A decision by the program to readmit requires approval of the dean (or the dean’s designee), in consultation with other appropriate University departments.

Readmitted students are subject to those academic policies in effect at the time of readmission. If degree requirements have changed since the student last attended, the new requirements ordinarily apply. Any modification of the requirements can only be made by the dean (or the dean’s designee).

Readmission following Withdrawal

In the case of a student who voluntarily withdrew, the program will evaluate the readmission application under the conditions established at the time of withdrawal. The time that must elapse before the student is eligible to apply for readmission varies with the circumstances of the voluntary withdrawal.

A student who is readmitted to a cohort-based program (e.g., the Executive Master of Business Administration, Master of Science in Business Analytics, Master of Science in Finance, or Master of Science in Management) following a voluntary withdrawal, and who was in good standing at the time of the withdrawal, would join a new cohort in progress. Such a student would not be required to retake courses already completed, but would instead complete the required courses with the new cohort.

Readmission following Dismissal

In the case of a student who was dismissed but remains eligible to apply for readmission, the program will evaluate the readmission application under the conditions established at the time of the dismissal. The time that must elapse before the student is eligible to apply for readmission varies with the circumstances of, and conditions imposed at, dismissal, but in any case, a student shall not be eligible to return until at least one full academic term has elapsed. In evaluating the readmission application, the program will consider, among other things: the student’s recognition of the reason for dismissal and any corrective actions he/she has taken; specification of how the time spent away from the University was used, including any courses taken and grades achieved during that time; and the strategies for success the student intends to implement if readmitted.

A student who is readmitted to a cohort-based program (e.g., the Executive Master of Business Administration, Master of...
Science in Business Analytics, Master of Science in Finance, or Master of Science in Management) following a dismissal would be required to join a new cohort at the start of that cohort’s program of study. Such a student would be required to retake any courses already completed as a member of a prior cohort, even though fellowships and other forms of financial aid are not guaranteed for repeated courses. While the original grades for repeated courses will remain on the student’s transcript and be included in the G.P.A. calculation, Mendoza College of Business internally will consider only the grades received following readmission in the determination of student standing, graduation requirements, and Latin honors.

Admission of Non-Degree Applicants

Individuals who have not matriculated into the Executive Master of Nonprofit Administration Program may register for specific EMNA courses as non-degree seeking students. Following an evaluation of transcripts and verification of bachelor’s degree completion, students may take two (2) specified courses with permission from the Executive Master of Nonprofit Administration Program. They must pay for each course, complete it, and earn a grade of B or better.

A visiting student is normally a degree-seeking student at another academic institution who enrolls for credit in selected courses at Notre Dame. Unless otherwise arranged by the home university and Notre Dame prior to enrollment, the visit visiting student is considered a graduate business non-degree seeking student at Notre Dame.

Acceptance

Official acceptance to one of the graduate programs in the Mendoza College of Business is granted by the individual program. Applicants will be informed officially of the results of their application by the program to which they apply.

Applicants who intend to accept offers of admission are required to confirm their acceptance by completing the acceptance/declination of offer form through the online application system.

Registration

Enrollment in the University

All degree-seeking business graduate students must both register for courses and complete the ND Roll Call process each academic semester during the dates and times announced by the University Registrar. Any admitted student who fails to register for courses and complete the ND Roll Call process for a designated enrollment period will be considered as having withdrawn from the University and must apply for admission. (See “Continuous Registration,” below.)

Assignment of Credit in Mendoza Graduate Programs

A student may receive credit only for classes for which the student is duly registered.

Credits for all courses are reported in “credit hours.” A credit hour represents approximately 600-700 minutes of classroom instruction plus a minimum of two hours of out of class student work per hour of classroom instruction.

Full-Time Status

Full-time students in the two-year Master of Business Administration (MBA), MBA/MSBA dual degree, Master of Science in Business Analytics - Residential (MSBA-R), the Master of Science in Accountancy (MSA), and/or the Master of Nonprofit Administration program must be enrolled in at least four (4) credit hours per module and at least nine (9) credit hours per academic semester.

Full-time students in the one-year Master of Business Administration, the Master of Science in Management, and/or the Executive Master of Business Administration (EMBA) program must be enrolled in at least nine (9) credit hours per academic term, including the summer session.

Full-time students in the Master of Nonprofit Administration (EMNA) program must be enrolled in at least three (3) credit hours per academic term, including the summer session.

Full-time students in the Master of Science in Business Analytics (MSBA) and Master of Science in Finance (MSF) program in Chicago must be enrolled in at least seven (7) credit hours per academic term, including the summer session.

Continuous Registration

To maintain their student status, all students must satisfy the continuous registration requirement by both registering for a graduate-level course relevant to the student’s program and completing the ND Roll Call process. Any exception to this rule, including a leave of absence, must be approved by the student’s program.

Semester of Graduation

Degree-seeking business graduate students must be registered and enrolled during the semester in which they plan to graduate. This requirement can be waived by the dean of the Mendoza College of Business (or the dean’s designee).

Maximal Registration

During each semester of the academic year, a business graduate student should not register for more than the maximum number of credit hours of graduate courses, i.e., 60000 through 90000-level courses, except with special permission of the program director (or the director’s designee).

The maximum number of credit hours varies by program. The maximum for MBA students is 9 credit hours per module and 19 credit hours per semester. The maximum for MSM students is 17 credits per semester or 5 courses per module. The maximum for MSBR students is 18 credits per semester.
or 5 courses per module. The maximum for MSA students is 18 credits per semester or 6 courses per module. The maximum for MNA students is 21 credits per semester or 5 courses per module. The maximum for EMNA students is 15 credits per semester. The maximum for EMBA (South Bend) students is 19.5 credit hours per semester and for EMBA (Chicago) students, it is 21.5 credit hours. The maximum for MSBA and MSF students is 20.5 credit hours per semester.

Audited courses not taken for credit (available for Master of Business Administration and Master of Nonprofit Administration students only) do not count toward the credit hour limit.

Courses

Course Numbers
Courses numbered 60000 and above are typically taken by graduate students. Courses numbered 70000 and above are advanced graduate courses open only to students who have completed the prerequisites.

It is the expectation of the business graduate programs that all full-time graduate students enroll in graduate-level coursework.

Add/Drop Policy: MBA, MBA/MSBA, MSBA-R, MSA, MSM and MNAR
Each program has required core courses. There is no add/drop process for these required courses.

Full-semester courses
A student may add or drop a full-semester course within the first seven (7) days of the start of the course using a Graduate Business Add/Drop e-Form. A student who wishes to drop a course after this period and up to the last day for course discontinuance published by the University Registrar must receive written approval from the program director (or director’s designee).

A course may be dropped after the last day for course discontinuance only with the approval of the dean (or dean’s designee), and such approval will only be granted where exceptions circumstances are present (typically, documented physical or mental illness) that demonstrate the need to make an exception to avoid inherent inequity. Courses dropped after this period will be posted on the student’s permanent record with the grade of W.

Module Courses
A student may add a Monday/Wednesday class no later than the second class day of each module, and a Tuesday/Thursday course no later than the third class day of each module, using a Graduate Business Add/Drop e-Form. A course may be added after this point only if the student has been attending the class and has written permission from both the course instructor and the program director (or director’s designee).

A student may drop courses using a Graduate Business Add/Drop e-Form through the first three weeks of any module. Such dropped courses will not be reflected on the student’s transcript. A course may be dropped after this point only with the approval of the dean (or dean’s designee), and such approval will only be granted where exceptional circumstances are present (typically, documented physical or mental illness) that demonstrate the need to make an exception to avoid inherent inequity. Courses dropped after this period will be posted on the student’s permanent record with the grade of W.

Add/Drop Policy: EMNA
During the fall and spring semesters, a student may add a class within the first seven (7) calendar days of the start of the course. During the summer session, a student may drop a 1.5 credit hour course through the Registrar’s office no later than the first day of class and a three credit hour class no later than the second day of class.

Add/Drop Policy: EMBA, MSBA, and MSF
All courses are required. There is no add/drop process.

Grades
The policy for all business graduate programs is that the mean grade in a course must lie between 3.3 and 3.6 (on a 4.0 scale). When a faculty member teaches multiple sections of the same course in a given term, those sections are combined for the purposes of the mean grade calculation under this policy. Exceptions require permission of the dean (or dean’s designee).

Listed below are graduate business grades and the corresponding number of quality points per credit hour.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>F</td>
<td>0.000</td>
</tr>
<tr>
<td>I</td>
<td>0.000 (until Incomplete is removed)</td>
</tr>
<tr>
<td>S</td>
<td>0.000 Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>0.000 Unsatisfactory</td>
</tr>
<tr>
<td>V</td>
<td>1.0 Auditor (MBA and Executive MNA students only)</td>
</tr>
</tbody>
</table>
The grade of D is not awarded in business graduate programs. If a student earns a grade of F or U in a required course, that course must be repeated.

A student receives the temporary grade of Incomplete (I) when, for reasons determined acceptable by the instructor of record, and as set forth in the section “Incomplete Coursework” below, the student has not completed the requirements for a 60000- or higher-level graduate business course within the applicable term.

The grades of S and U (Satisfactory and Unsatisfactory) are used in experiential learning courses and other atypical courses as determined by the programs. These courses, if given the grade of S, do add to a student’s credit-hour total but do not affect G.P.A. No credit is given for a grade of U.

The grade of V (Auditor) does not have quality-points attached to it, so it does not count toward a student’s credit-hour total or G.P.A. It is the only grade available to the registered auditor. The grade of V cannot be changed to a credit-earning grade.

The grade of W (discontinued with permission) is given for a course that a student is allowed to drop after the last day for that course’s discontinuance as set forth above.

Auditing Courses
During the academic year, students may audit courses without charge. Students are limited to a maximum of one audited course per module and a maximum of three audited courses in total.

A student who wishes to audit a course must receive written permission from both the course instructor and the program director (or director’s designee) no later than the first class day of the course.

A course that is initially enrolled as an audited course can be changed to a graded course no later than the day after the first class day of the course.

Students who are auditing a course will be automatically dropped from that course if they are not regularly attending the course and participating as stipulated by the instructor.

Incomplete Coursework
Students should complete the work of graduate courses at the 60000-90000 level during the regular academic semester in which they are taken.

A grade of “Incomplete” (I) should be given only in exceptional circumstances when there are compelling reasons. When a student receives a grade of “I,” he or she will be given additional time by the instructor (not to exceed 30 days after the beginning of the next term or module, as applicable) to complete any outstanding coursework. If the grade is not resolved by the instructor’s deadline, the grade of “I” will be changed permanently to a grade of “F.” Extensions for Incompletes require written approval from the dean (or dean’s designee).

Grade Point Average
Quality point values are used to compute the student’s grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to accumulated earned semester credit hours. Grade point average computation takes into account only those grades earned in Mendoza College of Business graduate courses.

If a student fails a required course, that course must be repeated, and both grades are included in the G.P.A.

If a student is dismissed from a cohort-based program (the Executive Master of Business Administration, Master of Science in Business Analytics, Master of Science in Finance or Master of Science in Management) and subsequently applies and is readmitted to the same program, courses previously completed must be repeated with the new cohort. In this case, the original grades will remain on the student’s transcript and are included in the G.P.A. calculation even though the Mendoza College of Business will consider only the grades received following readmission in the determination of student standing, graduation requirements, and Latin honors.

Students must achieve at least a 3.000 cumulative G.P.A. to graduate.

Transfer Credits
The Master of Nonprofit Administration (EMNA) is the only Mendoza graduate business degree program that accepts coursework completed at another university toward meeting its degree requirements. Students may transfer a maximum of 9.0 credit hours toward elective courses. Transfer credit is not allowed for required courses. Courses must be approved in advance. Students submit the course syllabus for the proposed transfer course and the EMNA program determines whether to approve the course prior to the student’s enrollment. Credit is only granted for approved courses for which the student has received a grade of B or higher.

Course Waivers
Not all programs allow course waivers. For those which do, students may apply for waiver of a particular required course if they have completed comparable prior coursework or have sufficient professional credentials such as a C.P.A. (Certified Public Accountant) or C.F.A. (Certified Financial Analyst) to substitute for the required course. Course waiver requests must be completed no later than the first day of the course in
question. Waiver of a course requirement does not alter the minimum total credit hours required for graduation.

Graduate Student Status

Leave of Absence

For exceptional reasons and on the recommendation of the program, a student in good academic standing may request a leave of absence for a maximum of three consecutive terms, including the summer session. A request for a leave of absence must be made before the semester in which the leave is taken, and the associate dean (or dean’s designee) must approve all leaves of absence. If, for some urgent reason, a student is allowed to leave the University after the beginning of the semester, the student’s separation will be deemed a withdrawal, and the withdrawal procedure described below should be followed.

If the student does not return at the end of the leave of absence period, he or she will be considered as withdrawn from the program and must apply for readmission.

In the case of a leave of absence taken for medical reasons, clearance from the University Health Center or University Counseling Center is required prior to readmission.

Withdrawal from the Program

It is expected that, once admitted, properly registered, and enrolled, a student will complete the term. However, a student may request a voluntary withdrawal during a term for appropriate reasons by informing the program director and completing the Registrar’s Separation from the University e-Form. A voluntary withdrawal during a term is contingent upon review and approval by the associate dean (or dean’s designee), which includes the gathering of counsel from other appropriate University officials.

If a student is approved for voluntary withdrawal during a term before the end of the last day for course discontinuance for semester-long courses, before the end of the third week of class for module courses, or before the mid-way point for courses that meet on non-standard schedules, no courses or grades will be listed on the student’s record. Student-requested voluntary withdrawals during a term initiated after the last date for course discontinuance for semester-long courses, after the first three weeks of the module for module courses, or after the mid-way point for courses that meet on a non-standard schedules will be assigned a grade of “W” in each class. A request for voluntary withdrawal during the final ten class days of a term or module, or during the final one-fourth of the class meeting times for courses that meet on a non-standard schedule, will not be accepted unless, in the sole judgment of the associate dean (or dean’s designee), exceptional circumstances (normally, documented physical or mental illness) are present that demonstrate the need to make an exception to avoid inherent inequity. The University reserves the right to seek appropriate documentation from a treating health care provider when a request for a voluntary withdrawal during a term is made for medical reasons.

If a student drops out of the University without following the procedure described above, a grade of F is recorded for each course.

To re-enter a program, the student must complete the reapplication process. Credits for any courses or examinations will be forfeited if the student interrupts his or her program of study for two years or more.

In the case of a health-related withdrawal, the program may require a recommendation from the University Health Center or University Counseling Center regarding the student’s readiness to resume academic work prior to readmission.

The University reserves the right to require the withdrawal of any student when academic performance, health status, or general conduct may be judged, in the sole discretion of the University, as clearly detrimental to the best interests of either the student or the University community.

Graduate Student Status Designations

There are two status designations available to graduate students: in good standing and on probation. A graduate student can only have one designation, per program, at any given time. Determination of academic standing will be based on grade point average. In calculations for standing, graduation requirements, and Latin honors, only Mendoza College of Business graduate course grades and credit hours are considered. Other University of Notre Dame grades and credit hours, as well as transfer credits, do not factor into the calculation.

In Good Standing

To maintain academic good standing, a business graduate student must achieve a cumulative G.P.A. of at least 3.000 in every term, including the summer session.

If a student is in good standing at the conclusion of a term in which an “I” grade is entered, subsequent replacement of the “I” with a final letter grade will result in an immediate change of status from in good standing to on probation if the grade resolution results in a cumulative G.P.A. below 3.000. In that case, the student will receive an official letter from their degree program that informs them of their status change. The program director (or director’s designee) will provide the Registrar with official notification of the probation at the time of the “I” grade resolution.

On Probation

Failure to maintain academic good standing will result in academic probation or academic dismissal. Should a student fail to maintain academic good standing, but maintain a semester G.P.A. above 2.500, the student will be placed on
academic probation and will lose financial fellowship support from the University.

Students placed on probation will receive an official letter from their degree program that informs them of their status change. The program director (or director’s designee) will provide the Registrar with official notification of the probation.

If a student is placed on probation at the conclusion of a term in which an “I” grade is entered, subsequent replacement of the “I” with a final letter grade will result in an immediate change of status from on probation to in good standing if the grade resolution results in a cumulative G.P.A. of at least 3.000. If the grade resolution results in a term G.P.A. below 2.500, the student’s status will immediately change from on probation to subject to academic dismissal. In either case, the student will receive an official letter from their degree program that informs them of their status change. The program director (or director’s designee) will provide the Registrar with official notification of the status change at the time of the “I” grade resolution.

**Dismissal of a Student**

**Academic Dismissal**

Dismissal will result from: (i) two consecutive terms on probation; (ii) a term G.P.A. below 2.500; or (iii) a term G.P.A. below 3.000 for two consecutive terms.

For students in the Master of Nonprofit Administration program who have voluntarily separated from the University between terms, the word “consecutive” in the above conditions will apply to semesters in which the student is enrolled and grades are earned, even if one or more intervening terms have elapsed during which the student was not enrolled.

A student’s second effective dismissal is deemed permanent and the student may not apply for readmission.

**Notification**

A student is deemed notified that he or she is subject to academic dismissal when final grades are posted by the Office of the Registrar on the student’s academic record. Students who are dismissed will receive an official letter from their degree program that informs them of their status change. The program director (or director’s designee) will provide the Registrar with official notification of the dismissal.

**Right of Appeal**

A student subject to academic dismissal may appeal the pending dismissal in writing to Mendoza’s associate dean for graduate programs (or dean’s designee). The University will not accept appeals made on behalf of the student by third parties. The deadline for appealing a pending dismissal shall be as follows: For a dismissal triggered by the posting of final grades for the fall semester, January 3. For a dismissal triggered by the posting of final grades for the spring semester or summer term, the seventh calendar day following the date on which final grades are posted by the Office of the Registrar. These deadlines may be extended only by the dean (or the dean’s designee) at his or her sole discretion and only in extraordinary circumstances. The request for such extension must be made before the deadline for the submission of the appeal has elapsed.

If a student does not appeal within the relevant timeframe, and has not been granted an extension by the dean (or dean’s designee), then the dismissal becomes effective on the seventh calendar day following the deadline for submission of the appeal. In the case that the dismissal is affirmed, it will be effective on the seventh calendar day following the deadline for submission of the appeal.

The decision of the associate dean (or designee) is final.

**Other Dismissals**

The University may dismiss any student whose health status or general conduct may be judged, in the sole discretion of the University, as clearly detrimental to the best interests of either the student or the University community.

The University may also dismiss students for disciplinary reasons as set forth in du Lac: A Guide to Student Life at http://dlac.nd.edu, and for violations of the Mendoza College of Business Graduate Academic Code of Honor. Academic, financial, or other consequences depend upon the stipulated effective date of dismissal.

**Academic Integrity**

Integrity in scholarship is an essential characteristic of the academic life and social structure of the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmires the intellectual effort and may undermine confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students by course instructors and academic leaders.

Students in all of Mendoza’s graduate business programs are subject to the Graduate Academic Code of Honor, which prohibits both academic dishonesty of any type and
tolerating such behavior by others. Possible penalties for Honor Code violations include immediate dismissal.

For the full text of the academic integrity policies and procedures, see the “Graduate Academic Code of Honor.”

**Falsification of Academic Credentials**

A student who has been admitted to a graduate degree program based in part upon a previously earned academic degree and is found to have intentionally misrepresented this information, will have his or her offer of admission rescinded. If already matriculated into the program, the student will be subject to immediate dismissal and any existing grades earned in the program will be nullified. In either case, the student will be barred from future graduate work at the University.

A current student or a student who has recently left the University without completing a degree who then claims to have earned said degree will be immediately dismissed from the program of study (if applicable) and barred from future graduate work at the University.

**Appeal Procedure**

The appeal procedure detailed above applies only in cases of academic dismissal. This procedure is not available to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), disability-related grievances (see grievance procedure available through the Office of Disability Services), academic fraud, or issues of academic integrity (see appeals procedure in the Mendoza College of Business Graduate Academic Code of Honor).

**Degree Requirements**

The goal of the University master’s programs is to address all aspects of a student’s development as he or she transitions from a student to a professional. To this end, the Mendoza College of Business expects that the student will become knowledgeable of the broad scope of the discipline. The student should also have the capacity to think through ethical issues and to weigh important implications within value systems. Finally, students should be professionally prepared so that when they assume their careers, they can do so with confidence. These goals should be reflected in the requirements for the degree.

In addition to the following Mendoza Graduate Business requirements, individual programs may have higher standards. Students are expected to know their program requirements.

**Credit Hours**

At least thirty (30) credit hours are required for the master’s degree. Some programs may require more.

**Residency**

The minimum residency requirement for the master’s degree is registration in full-time status for one semester during the academic year, or for one summer session.

**Time Limits**

All requirements for the master’s degree must be completed within five years of matriculation into the program.

**Program Learning Goals and Curriculum**

**Master of Business Administration Residential Program Learning Goals: MBA**

1. Competence to analyze and evaluate business opportunities and challenges.
2. Ability to integrate ethics in decision making.
3. Competence to work collaboratively.
4. Exposure to global economic and business perspectives.
5. Ability to communicate effectively.

**Curriculum: Traditional MBA**

The minimum number of total credit hours for the traditional MBA degree is 64.0. There are twelve (12) required courses of 2.0 credits each:

- Foundations of Ethical Business Conduct
- Ethics elective
- Finance
- Financial Accounting I
- Financial Accounting II
- Introduction to Business Analytics
- Leading People and Teams
- Management Communications elective
- Managerial Economics
- Marketing Management
- Process Analytics
- Strategic Decision Making

There are six (6) additional required courses of 1.0 credit each:

- Career Leadership
- Interterm (4 courses) – Students have the option to travel abroad in the spring semester for one week and earn 1.0 of the 2.0 annual Interterm credits while immersed in the business practices and culture of a relevant international market. Locations are announced early in the spring semester.

**MBA Internship**

Additional program requirements include a minimum of 34.0 elective credits with at least one completed concentration track, the pre-orientation program Integral Leadership Development and MBA Orientation.
Off Campus / Study Abroad Programs (optional): MBA

Business on the Frontlines (Frontlines) - Students have the opportunity to travel domestically (fall semester) or abroad (spring semester) for two weeks and earn 6.0 credits as part of a program called Business on the Frontlines. Frontlines leverage the power of business to solve problems in post conflict and high poverty societies. The course gives students the opportunity to partner with NGOs, humanitarian agencies, and for-profit businesses on live projects with major impact in the local communities. Locations are announced each semester.

Chile Immersion Program - Students have the opportunity to travel to Chile in the second mod of the fall semester for seven weeks, taking up to four elective courses in a partnership with Universidad Catholica.

Curriculum: Accelerated MBA

The minimum number of total credit hours for the accelerated MBA is 46.0. There are ten (10) required courses. Each course is 2.0 credits:

- Foundations of Ethical Business Conduct
- Ethics elective
- Finance
- Financial Accounting
- Introduction to Business Analytics
- Leading People and Teams
- Management Communications elective
- Managerial Economics
- Marketing Management
- Strategic Decision Making

There are three (3) additional required courses of 1.0 credit each:

- Career Leadership

Interterm (2 courses) – Students have the option to travel abroad in the spring semester for one week and earn 1.0 of the 2.0 Interterm credits while immersed in the business practices and culture of a relevant international market. Locations are announced early in the spring semester. Additional program requirements include a minimum of 23.0 elective credits with at least one completed concentration track, the pre-orientation program Integral Leadership Development, and Accelerated MBA Orientation.

Off Campus / Study Abroad Programs (optional): MBA

Business on the Frontlines (Frontlines) - Students have the opportunity to travel domestically (fall semester) or abroad (spring semester) for two weeks and earn 6.0 credits as part of a program called Business on the Frontlines. Frontlines leverage the power of business to solve problems in post conflict and high poverty societies. The course gives students the opportunity to partner with NGOs, humanitarian agencies, and for-profit businesses on live projects with major impact in the local communities. Locations are announced each semester.

Chile Immersion Program - Students have the opportunity to travel to Chile in the second mod of the fall semester for seven weeks, taking up to four elective courses in a partnership with Universidad Catholica.

Master of Business Administration Executive Programs

Learning Goals: EMBA

1. Competence to analyze and evaluate business opportunities and challenges.
2. Ability to integrate ethics in decision making.
3. Competence to work collaboratively.
4. Exposure to global economic and business perspectives.

Curriculum: EMBA

The minimum number of total credit hours for the Executive MBA is 50.0. There are twenty-four (24) required core courses of variable credits as indicated:

- Executive Integral Leadership (3.0)
- Strategic Thinking (1.0)
- Evaluating Financial Performance (2.5)
- Introduction to Business Analytics (2.0)
- Introduction to Marketing (2.0)
- Economics of the Firm (2.0)
- Foundations of Ethical Business Conduct (2.0)
- Corporate Finance (3.0)
- Strategic Cost Management (2.0)
- U.S. and Global Economy (2.0)
- Operations Strategy and Supply Chain Management (2.5)
- Business Law (2.0)
- Strategic Marketing (2.0)
- Strategic Foresight (1.5)
- Leadership and Decision Making (2.0)
- Financial Statement Analysis and Valuation (3.0)
- International Management (1.5)
- Negotiations (1.5)
- International Systems Thinking (3.0)
- Strategic Planning for Growth (2.5)
- Design Thinking and Innovation (1.5)
- Global Finance (2.0)
- Executive Integral Leadership Applied Learning (0.5)

Additional program requirements include 3.0 elective credits and EMBA Orientation.

Executive Master of Nonprofit Administration

Learning Goals: EMNA

1. Understanding of the unique demand, expectations, challenges, and opportunities of the nonprofit sector.
2. Competence with foundations of business disciplines.
3. Competence in making sound business decisions.
4. Ability to integrate ethics in decision making.

Curriculum: EMNA
The minimum number of total credit hours for the Master of Nonprofit Administration is 42.0. There are fourteen (14) required core courses of 3.0 credits unless otherwise indicated:

Accounting in a Nonprofit Organization
Board Relations and Management (1.5 cr)
Decision Analysis and Statistics
Economics of NFP Enterprises
Ethics in Nonprofit Organizations (1.5 cr)
Field Project
Financial Management
Fund Development
Human Resource Management
Legal Environment
Management Communication (1.5 cr)
Marketing for Nonprofits
Nonprofit Management: Leading with Social Impact (1.5 cr)
Planning and Policy

Additional program requirements include a minimum of six (6.0) elective credits and EMNA Orientation.

Master of Nonprofit Administration

Learning Goals: MNAR
1. Understanding of the unique demand, expectations, challenges, and opportunities of the nonprofit sector.
2. Competence with foundations of business disciplines.
3. Competence in making sound business decisions.
4. Interpersonal and communication skills.
5. Ability to integrate ethics in decision making.
6. Competence to work collaboratively.

Curriculum: MNAR
The total number of credit hours for the Master of Nonprofit Administration is 36.0. There are sixteen (16) required core courses of 2.0 credits unless otherwise indicated:

Accounting for the NFP
Catholic Social Teaching
Decision Analysis and Statistics
Economics of NFP Enterprises
Ethics in Nonprofit Organizations
Financial Management
Fund Development
Human Resource Management
Innovation in the Nonprofit Sector
Legal Environment
Management Communication
Marketing for Nonprofits
Nonprofit Management
Practicum (4.0 cr)
Synthesis (4.0 cr)
Strategic Management

Additional program requirements include MNA Orientation.

Off Campus / Study Abroad Programs: MNAR
The semester-long Practicum course places students with local, regional, and/or national nonprofit organizations in order to provide real-world, practical experience. Students spend at least five hours per week working on mutually agreed upon projects with their nonprofit partner, along with meeting twice a week in class to discuss their experiences in light of leadership theory. Most placements will be conducted virtually, with some off-campus engagement if appropriate.

(Optional) Students have the opportunity to travel abroad in the spring semester for one week and earn 1.0 credits while immersed in the business practices and culture of a relevant international market. Locations are announced early in the spring semester.

Master of Science in Business Analytics - Residential

Learning Goals: MSBR
1. Competence in the acquisition and analysis of data for business decision making.
2. Ability to recognize and structure business problems for quantitative analysis.
3. Competence to work collaboratively.
4. Ability to identify and confront ethical dilemmas in business analytics.
5. Ability to communicate effectively.

Curriculum: MSBR
The minimum number of total credit hours for the Master of Science in Business Analytics-Residential is 31.0. There are thirteen (13) required courses and one (1) elective of 2.0 credits unless otherwise indicated:

Required
Introduction to Business Analytics
Data Management
Data Visualization
Predictive Analytics
Data Wrangling with R (1.0 cr.)
Unstructured Data Analytics
Time Series Analytics
Ethics and Big Data Analytics
Advanced Statistical Inference
Python for Data Analytics
Machine Learning
Data Storytelling
Analytics Capstone and Consultation
Integrated Analytics Deep Dive (1.0 cr.)
Spreadsheet Decision Modeling
Bridge to Success (1.0 cr.)

**Electives**
Sports Analytics
Data Analytics with Excel VBA
Social Media Analytics
Strategic Business Technology
Marketing Analytics

Additional program requirements include MSBR Orientation.

**Off Campus / Study Abroad Programs: MSBR**
While most students collaborate virtually with companies involved in the Analytics Capstone and Consultation course, students working with local companies (South Bend/Elkhart) may choose to travel off campus to visit those companies in person.

**Master of Science in Accountancy**

**Learning Goals: MSA**
Our students develop and analyze information to solve a variety of complex problems that (i) promote efficient and effective business decision making, and (ii) satisfy the global demand for accountability from those who have been entrusted resources. In fostering this learning, the MSA program focuses on refining and deepening students’ research, analysis, ethical, communication, and teamwork skills in an integrative fashion.

1. **Problem Solving** - Students identify and clarify accounting problems, gather, evaluate, and analyze accounting information, search and interpret the appropriate authoritative literature, and justify the best alternative.
2. **Ethics/Professionalism** - Students recognize and evaluate ethical and professional aspects of business and accounting decisions.
3. **Communication** - Students effectively and professionally communicate orally and in writing.
4. **Global Awareness** - Students incorporate cross-border information, regulation, risks, and opportunities into business and accounting decisions.

**Curriculum: MSA**
There are two tracks available in the Master of Science in Accountancy: Tax Services (Tax) and Assurance & Advisory Services (ASAS). Each track requires a minimum of 30.0 total credit hours, which includes 12.0 credits of track-specific required courses, a 2.0 credit management communications elective, and a 2.0 credit Finance and Analytics elective. The ASAS track also requires a 2.0 credit track-specific elective. The remaining hours are selected from approved elective courses.

Students may add an optional Data Analytics concentration that requires 4.0 credits of concentration-specific courses and 4.0 hours of concentration-specific electives, all of which are part of the 30.0 total credit hour minimum.

Additional program requirements include MSA Orientation.

**Off Campus / Study Abroad Programs: MSA**
(Optional): Students have the opportunity to travel abroad in the spring semester for one week and earn 1.0 credits while immersed in the business practices and culture of a relevant international market. Locations are announced early in the spring semester.

**Master of Science in Business Analytics - Chicago**

**Learning Goals: MSBA (Chicago)**
1. Competence in the acquisition and analysis of data for business decision making.
2. Ability to recognize and structure business problems for quantitative analysis.
3. Competence to work collaboratively.
4. Ability to identify and confront ethical dilemmas in business analytics.
5. Ability to communicate effectively.

**Curriculum: MSBA (Chicago)**
The minimum number of total credit hours for the Master of Science in Business Analytics is 30.0. There are fifteen (15) required core courses of 2.0 credits each unless otherwise indicated:

- Introduction to Business Analytics (1.5)
- Data Management Tools and Techniques
- Data Exploration and Visualization Statistics for Managerial Decision I
- Statistics for Managerial Decision II
- Machine Learning
- Predictive Analytics
- Unstructured Data Analytics
- Decision and Risk Analysis
- Ethics and Big Data Analytics (1.5)
- Integrative Practices
- Marketing and Customer Analytics
- Time Series Analysis
- Emerging Issues in Analytics
- Advanced R for Analytics (1.0)
- Analytics Capstone Project (3.0)

Additional program requirements include MSBA (Chicago) Orientation.
Master of Science in Finance

Learning Goals: MSF
1. Mastery of fundamental terminology, tools, technologies, and analytical frameworks.
2. Ability to integrate financial analyses into the context of an overall business strategy.
3. Ability to integrate ethics into decision making.
4. Competency to work collaboratively.
5. Ability to communicate effectively.

Curriculum: MSF
The minimum number of total credit hours for the Master of Science in Finance is 35.5. There are eleven (11) required core courses of 3.0 credits each unless otherwise indicated:

- Financial Statement Analysis I
- Financial Statement Analysis II
- Financial Statement Forecasting (1.5)
- Corporate Finance (4.0)
- Investments (4.0)
- Equity Valuation
- Derivatives
- Fixed Income
- Risk Management
- Ethics (1.0)
- Strategic Finance Capstone

Additional program requirements include 4.0 elective credits and MSF Orientation.

Master of Science in Management

Learning Goals: MSM
1. Competence to analyze and evaluate business opportunities and challenges.
2. Ability to integrate ethics in decision making.
3. Competence to work collaboratively.
4. Exposure to global economic and business perspectives.
5. Ability to communicate effectively.

Curriculum: MSM
The minimum number of total credit hours for the Master of Science in Management is 38.0. There are eighteen (18) required core courses of 3.0 credits unless otherwise indicated:

- Quantitative Business Analysis (2.0 cr)
- Principles of Management
- Statistics in Business
- Financial Accounting
- Managerial Accounting
- Finance Principles
- Economic Analysis
- Management Speaking (1.5 cr)
- Management Writing (1.5 cr)
- Foundations of Ethical Business Conduct (1.5 cr)
- Marketing Principles
- Strategic Decision Making (1.5 cr)
- Process Analytics (1.5 cr)
- Corporate Finance
- International Management (1.5 cr)
- Bridge to Success (1.0 cr)
- Interterm (2.0 cr)

Additional program requirements include MSM Orientation.

Off Campus / Study Abroad Programs: MSM
(Optional): Students have the opportunity to travel abroad in the spring semester for one week and earn 1.0 of the Interterm credits while immersed in the business practices and culture of a relevant international market. Locations are announced early in the spring semester.

Financial Information

Tuition and Expenses
The following rates are for the academic year 2020-2021, including summer 2020. Exceptions to these dates are listed in parentheses. Annual increases should be anticipated. Where fees are listed, the definitions of these fees are provided at the end of this section.

Accelerated MBA
- Summer 2020 tuition is $23,212.
- Academic year tuition is $58,030.
- Technology Fee* is $250.
- Health Center Access Fee** is $150.
- MBA Student Association Fee*** is $250.

Traditional MBA
- Tuition is $58,030.
- Technology Fee* is $250.
- Health Center Access Fee** is $150.
- MBA Student Association Fee*** is $250.

MBA/MSBA Dual Degree
- Tuition is $53,300.
- Technology Fee* is $250.
- Health Center Access Fee** is $150.
- MBA Student Association Fee*** is $250***.

EMBA South Bend (Class of 2021)
- Tuition is $62,752.
- Tuition for the Summer Session is $8,011.

EMBA South Bend (Class of 2022)
- Tuition is $65,200.
**EMBA Chicago (Class of 2022)**
Tuition is $43,466 for progression #1 and $86,932 for progressions #2-3.
Tuition for the Summer Session is $8,326.

**MS-Business Analytics - Residential**
Tuition is $53,510.
Technology Fee* is $250.
Health Center Access Fee** is $150.
MSA Student Association Fee**** is $150.

**MS-Accountancy**
Tuition is $44,900.
Technology Fee* is $250.
Health Center Access Fee** is $150.
MSA Student Association Fee**** is $150.

**MS-Business Analytics - Chicago (matriculating Spring 2021)**
Spring 2021 tuition is $23,925.
Summer 2021 – Fall 2021 tuition is $39,875.

**MS-Finance (matriculating May 2020)**
Tuition is $63,800.

**MS-Management**
Summer 2021 tuition is $14,966.
Academic year tuition is $29,934.
Technology Fee* is $250.
Health Center Access Fee** is $150.
MSM Student Association Fee**** is $150.

**Master of Nonprofit Administration**
Tuition is $37,404.
Technology Fee* is $250.
Health Center Access Fee** is $150.
MNA Student Association Fee**** is $150.

**Executive Master of Nonprofit Administration**
Tuition is $3,117 per 3 credits.

* The technology fee provides partial funding for the University’s enterprise-wide technology infrastructure, which provides all students access to the Internet, e-mail, ecourseware, campus clusters, and a wide array of the latest software. This fee also provides for the growth in student services, such as course and degree requirements, web registration, and value-added Internet-related capabilities.

** The health center access fee provides students access to all services at the University Health Center and University Counseling Center, including 24-hour medical assistance and counseling/mental health assistance, and alcohol and drug education programs, as well as health education and wellness programs. It also provides partial funding to address increasing student health and wellness needs, along with funding to maintain health facilities.

*** The MBA Association fee, charged in the fall semester to all MBA students, covers the cost of various club and committee activities including but not limited to career-related panels and excursions, an annual MBA retreat, and student events during graduation week. The fee also helps to cover student meeting expenses and MBAA-sponsored activities and social events.

**** The MSA, MSM, MSBA, and MNA Association fees, charged in the fall semester to all students in enrolled in these programs, covers the cost of various student social events and activities, including but not limited to an annual dance and events held during graduation week. The fee also helps to cover student meeting expenses.

**Student Accounts**
Confirmation deposits are processed via the student’s program and forwarded to the Office of Student Accounts as the initial payment on the account. Tuition and fees are payable in advance at the beginning of each semester.
Students should log into IRISHPAY, the University's online student account statement and payment system available to both students and their authorized payers, to view account activity. Payments may be made through IRISHPAY via electronic check (e-check). Please note that Notre Dame does not accept credit cards for payment of tuition and fees. Tuition and/or fees not covered by fellowship are the responsibility of the student. A student may not register for a new semester or receive transcripts, certificates, diploma, or any information regarding his or her academic record until the account has been paid in full.

For questions regarding student accounts, contact the Office of Student Accounts at:

Telephone: (574) 631-7113
E-mail: stdacct@nd.edu
Web: https://studentaccounts.nd.edu/

**Separation from the University**
Any graduate business student who, at any time within the school year, wishes to separate from the university must contact the Office of the Registrar to complete the “Separation from the University eForm.” The student is responsible for initiating the form when they are seeking to separate from the University.

Separation requires the approval of Mendoza’s associate dean for graduate programs.

For the purposes of financial aid determinations, a student’s separation date is the date the University determines either that the student began the University’s separation process or that the student otherwise provided the University official notification (in writing or orally) of his or her intention to separate from the University. Calculations related to the
Services.
be removed from the student’s account by University Health
coverage, the charge for the University
insurance coverage. If U
opportunity is provided to show proof of comparable health
academic year. At the beginning of each academic year, the
placed on the student's account prior to the start of the
sponsored plan, and the charge for the premium will be
The student will be automatically enrolled in the University
Health Insurance
year.

Housing
On-Campus Housing
University housing for married, families and single students is
available on campus in Fischer Graduate Residences. All
apartments are 2 bedrooms with one full bath, kitchen and living room, and are available to students who are single with
a roommate, or students who are married and/or parenting.
Fischer Graduate Residences is managed by Bradley
Company, and interested students can contact them directly
at (574) 631-8607 or at http://fog.bradleyco.com.

Off-Campus Housing
Overlook at Notre Dame*

Overlook at Notre Dame is a university-related community
specifically designed for graduate and professional students
and members of the university’s research community.
Located directly adjacent to the eastern edge of campus, the
Overlook at Notre Dame offers studio and one-bedroom
apartments. Find details at overlooknd.com or contact (574)
243-1700.

*The Overlook at Notre Dame is university related, and
privately owned and operated by LP Overlook, LLC.
offcampus.nd.edu

A new resource is now available at offcampus.nd.edu for
students or prospective students to view, filter, and compare
listings of available properties for rent, complete with
photographs, floor plans, maps with proximity to campus,
links to applications/leases, lists of amenities, and more. It
also includes a roommate search tool and discussion boards
available only to undergraduate and graduate students, as
well as educational resources designed to help students
navigate the many dimensions of life off-campus.

Summer Session
EMNA students may apply for campus housing, requesting
single or double accommodations; the group hall varies each
year.

Health Insurance
The student will be automatically enrolled in the University-
sponsored plan, and the charge for the premium will be
placed on the student’s account prior to the start of the
academic year. At the beginning of each academic year, the
opportunity is provided to show proof of comparable health
insurance coverage. If University Health Services accepts this
coverage, the charge for the University-sponsored-plan will
be removed from the student’s account by University Health
Services.

Students enrolled in the University-sponsored plan are
covered while traveling abroad as well as traveling
domestically more than 100 miles from campus through On
Call.

Information regarding the University-sponsored plan is
included in an email sent to the student. Additional
information is available from University Health Services by
contacting the Office of Insurance and Accounts at (574) 631-
6114 or referring to the UHS website: http://uhs.nd.edu/
insurance-billing/.

The cost of the premium for new students for the 2020-2021
academic year (effective August 1, 2020 to August 14, 2021)
is $2,899. The insurer for the student health insurance policy
is Aetna.

Premium information for dependent coverage may be found
on the University Health Services website.

Travel Accident Insurance
Students injured while traveling on University business which
has been approved by the student’s degree program are
covered by Notre Dame travel accident insurance.
Compensation in set amounts is available for death or loss of
arms or legs. Medical expenses in excess of other insurance
are paid up to a maximum dollar amount.

For questions regarding health insurance, contact University
Health Services at:

Phone: (574) 631-6114
Web: http://uhs.nd.edu

Travel Reimbursement
Reimbursement is subject to University travel policy, which
can be found on the Controller’s website, under Policies and
Procedures: http://controller.nd.edu

Applications for reimbursement of travel expenses are made
directly to the student’s program of study.

Summer Employment
Students in course-based master’s programs have no
University-imposed limitations on paid employment when
classes are not in session. The requirement (based on current
United States immigration regulations) that international
students studying on an F-1 or J-1 visa seeking off-campus
employment obtain written authorization through the
appropriate staff member within Notre Dame International
applies during academic-year breaks and in the summer
months as well.

Fellowships and Financial Aid
Exact amounts for the following aid will vary with the type of
support and the program. Exact figures can be obtained from
the particular program to which the student has been
admitted.
Only full-time, degree-seeking students are eligible for support. Initiation and continuation of financial support depends on the student’s maintaining academic good standing.

Fellowships
Fellowships are awarded to assist a student in the pursuit of a degree. No obligation for teaching or research is expected in return. Students who have been awarded fellowships are expected to devote themselves fully to the completion of their degree.

Veterans’ Educational Benefits
Veterans’ benefits are approved by the Indiana State Approving Agency and the Illinois State Approving Agency. Students who qualify to use educational benefits can find information on the certification process on the Office of the Registrar’s website, http://registrar.nd.edu/students/veteran_affairs.php. Please note that due to the recent passage of the Harry W. Colmery Veterans Educational Assistance Act (Forever GI Bill®), the monthly housing allowance will now be determined based on the physical location (zip code) where students attend the majority of their courses. This is particularly relevant for students who participate in internships, externships, student teaching, and practicums. Students participating in a Notre Dame study abroad program will receive the standard housing rate for a foreign institution. For specific information on how this will affect your VA education benefits or housing rates, please contact the Primary School Certifying Official in the Office of the Registrar, 300 Grace Hall.

Financial Aid
In addition to fellowships described above, the Office of Financial Aid, located in 115 Main Building, administers federal and private financial aid programs to assist in the financing of your Notre Dame education.

Applying for Federal Student Aid
In order to be eligible for federal student assistance, a student must be a U.S. citizen, permanent resident, or eligible noncitizen. In general, students must be classified as degree seeking to participate in the federal aid programs and enrolled at least half-time. The Free Application for Federal Student Aid (FAFSA) is the annual application required for consideration for all federal student assistance. Complete the application online, listing Notre Dame (Federal School Code 001840) in the appropriate section. Priority processing consideration will be given for those applicants submitting the FAFSA by February 28. If eligible, students are strongly encouraged to use the IRS Data Retrieval Tool option when completing the FAFSA. Choosing to use this option will streamline completion of federal verification requirements and expedite the review of your financial aid application.

Academic Standing and Satisfactory Progress
The U.S. Department of Education requires students to maintain satisfactory progress toward completing their degree in order to receive financial aid. Satisfactory academic progress requirements for financial aid recipients may not be the same as the University’s requirements for academic good standing. Students are required to maintain a minimum cumulative grade point average, be on pace to graduate, and complete their degree within a maximum time frame. All semesters of enrollment are reviewed regardless of whether aid was received. Additional details may be obtained from the Office of Financial Aid website.

Federal Direct Loan
The terms of the non-need-based Unsubsidized Federal Direct Loan Program require that the borrower repay, with interest, this source of financial assistance. This program is referred to as “unsubsidized” because the federal government is not paying the in-school interest to the lender while the student is enrolled in school. Interest on the Unsubsidized Direct Loan begins to accrue after disbursement of the loan funds; however, the student may choose to have the payment of the interest deferred during enrollment and later capitalized (added to the principal) at the time repayment begins. For a list of additional terms of the Unsubsidized Direct Loan, visit the Office of Financial Aid website.

The amount a student may borrow from the Direct Loan Program may be limited by other financial assistance received by the student. Financial assistance includes, but is not limited to, the following: fellowships, assistantships, University scholarships, tuition remissions, all types of grants, residence hall appointments, need-based employment, and any loan received under the auspices of the Higher Education Act as amended. Should a student’s eligibility be impacted at any time during the loan period, the Direct Loan will be subject to adjustment. All eligibility changes will be reported to the student’s lender.

Federal Direct PLUS Loan
The Federal Direct PLUS Loan provides a borrowing option for graduate/professional students. Based upon the borrower’s credit history, a student may borrow through this federally guaranteed, non-need-based loan program. Direct PLUS Loan applications are subject to Department of Education credit review. The maximum PLUS loan amount is the full cost of attendance minus all other financial aid. Repayment begins after the loan is fully disbursed or may be deferred while the student is enrolled in school. For a list of additional terms of the Direct PLUS Loan, visit the Office of Financial Aid website.

Private Student Loans
After exhausting the opportunities available from the federal aid programs, many students will consider private loan programs as a source of funding.
The terms and conditions of these credit-based loan programs vary, and as such, students are encouraged to review the details of the programs before selecting a private loan program. Private loans are not eligible for loan consolidation programs made available for federal student loans. Interest rates, fees (both at the time of borrowing and at repayment), credit checks, and annual and aggregate loan limits require careful evaluation by the student as a consumer.

For questions regarding financial aid, contact the Office of Financial Aid at:

   Telephone: (574) 631-6436
   E-mail: finaidgr@nd.edu
   Web: http://financialaid.nd.edu

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.