

## Graduate Business Bulletin of Information

# University of Notre Dame Mendoza College of Business

*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.*



UNIVERSITY OF  
NOTRE DAME

MENDOZA COLLEGE OF BUSINESS

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# MCOB Graduate Programs Academic Calendar 2023-2024

## Fall Semester 2023

### August

8/2	Wednesday	Application Deadline: Round 1, MSBA-C program
8/5	Saturday	Classes begin: MSBA-C program
8/6-13	Sunday	EMBA Class of 2025 Immersion #1
8/21	Monday	Full semester and Mod 1 classes begin: MBA, MSA, MSM, MSBA-R, MSFR, EMNA, and MNAR
8/22	Tuesday	Classes begin: MSBA-SA program
8/22	Tuesday	Last day to add M/W Mod 1 courses
8/23	Wednesday	Last day to add T/TH Mod 1 courses

### September

9/4	Monday	Labor Day - Classes are in session
9/8	Friday	Last day to drop Mod 1 courses
9/13	Wednesday	Early decision application deadline for MBA, EMBA, EMNA, MNAR, MSA, MSBA-R, MSBA-SA, MSFR, and MSM programs

### October

10/2	Monday	M/W Mod 1 classes end
10/3	Tuesday	T/R Mod 1 classes end
10/4	Wednesday	Application Deadline: Round 2, MSBA-C program
10/4-6	Wed-Fri	Mod 1 Final exams
10/9-12	Mon-Fri	Grow Irish week
10/14-22	Sat-Sun	Fall Break
10/23	Monday	M/W Mod 2 classes begin
10/24	Tuesday	T/R Mod 2 classes begin
10/24	Tuesday	Last day to add M/W courses for Mod 2
10/25	Wednesday	Last day to add T/R courses for Mod 2

### November

11/1	Wednesday	Application Deadline: Round 1, MBA, EMBA, EMNA, MNA, MSA, MSBA-R, MSBA-SA, MSF-R, and MSM
11/3	Friday	Last day to drop a Full-semester course
11/10	Friday	Last day to drop Mod 2 courses
11/15	Wednesday	Application Deadline: Round 3, MSBA-C program
11/22-26	Wed-Sun	Thanksgiving Holiday for students

### December

12/6	Wednesday	M/W Classes end
12/7	Thursday	T/R Classes end
12/8-10	Fri-Sun	MSBA-C Fall immersion
12/10	Sunday	MSBA-C classes end
12/11-13	Mon-Wed	Final exams
12/16	Saturday	EMBA classes end

# MCOB Graduate Programs Academic Calendar 2023-2024

## Spring Semester 2024

### January

1/8	Monday	MSBA-C classes begin
1/10	Wednesday	Application Deadline: Round 2 MBA, EMBA, EMNA, MNA, MSA, MSBA-R, MSBA-SA, MSF-R, and MSM
1/11	Thursday	EMBA classes begin
1/15	Monday	MLK, Jr. Day. No Classes.
1/16	Tuesday	Spring Semester Classes begin for MBA, MSA, MSM, MSBA-R, MSBA-SA, MSF-R, and MNAR
1/17	Wednesday	Last day to add T/TH Mod 3 course 18: Last day to add a M/W Mod 3 course
1/18	Thursday	Last day to add a M/W Mod 3 course

### February

2/2	Friday	Last day to drop a Mod 3 course
2/26	Monday	M/W Mod 3 classes end
2/27	Tuesday	T/R Mod 3 classes end
2/28-Mar 1	Wed-Fri	Mod 3 Final exams

### March

3/1	Friday	Mod 3 Final exams
3/4-8	Mon-Fri	Grow Irish Week
3/9-17	Sat-Sun	Spring Break
3/14	Thursday	Application Deadline: Round 3 MBA, EMBA, EMNA, MNA, MSA, MSBA-R, MSBA-SA, MSF-R, and MSM
3/18	Monday	M/W Mod 4 classes begin
3/19	Tuesday	T/R Mod 4 classes begin
3/19	Tuesday	Last day to add M/W courses for Mod 4
3/20	Wednesday	Last day to add T/R courses for Mod 4
3/22	Friday	Last day to drop Full-semester courses

### April

4/5	Friday	Last day to drop Mod 4 courses
4/5-8	Fri-Mon	Easter Holiday, no classes

### May

5/1	Wednesday	M/W Classes end
5/2	Thursday	T/R Classes end
5/2	Thursday	Application deadline: Round 4 for MBA, EMBA, EMNA, MNA, MSA, MSBA-R, MSBA-SA, MSF-R, and MSM
5/4	Saturday	MSBA-C classes end
5/6-8	Mon-Wed	Final exams
5/11	Saturday	EMBA classes end
5/17-19	Fri-Sun	Class of 2024 Commencement Weekend
5/18-19	Saturday-Sunday	Graduation, Class of 2024
5/29	Monday	Memorial Day

# MCOB Graduate Programs Academic Calendar 2023-2024

## Summer Sessions 2024

### General Summer Dates

6/17	Monday	First Day of Class, Summer
7/26	Friday	Last Day of Class, Summer
8/4	Sunday	August Graduation
8/5-16	Monday-Friday	Early Fall Dates

### Now Irish

Now Irish orientation is the catalyst of the graduate business student experience and is required for every program. Now Irish are generally scheduled immediately prior to the start of academic sessions for all graduate business programs.

### Summer Sessions

All academic programs indicated below have summer sessions built into the curriculum, with the exception of the MSA AIP program, which is a summer immersion designed to fulfill MSA prerequisites.

- OY MBA: Seven Weeks plus Early Fall (required), Core Curriculum
- MSM: 4-5 Weeks, 8 credits (required)
- EMNA: Choice, 6-12 credits
- MSA AIP: 8 Weeks, prerequisite program
- MSBA-SA: 7 Weeks, 4 credits
- MSFR: Seven Weeks plus Early Fall, 10 credits
- EMBA: Electives Immersion Week (June)
- MSBA-C: Summer Residencies

### Final Exams Schedule

Fall and spring semester final exams are facilitated through Academic Operations of the Student Experience Team for the following programs: MBA, MSF-R, MSBA-R, MSBA-SA, MSM, MNA, MSA, and EMNA. Specific exam time information will go out at the beginning of each term.

#### Fall 2023:

Final exams for Mod 1 courses will be scheduled October 5-6, 2023

Final exams for Mod 2 courses will be scheduled for December 11-13, 2023

Final exams for full term courses will be scheduled for December 11-13, 2023

#### Spring 2024:

Final exams for Mod 3 courses will be scheduled for February 28-March 1, 2024

Final exams for Mod 4 courses will be scheduled for May 6-8, 2024

Final exams for full term courses will be scheduled for May 6-8, 2024

#### EMBA and MSBA-C Final Exams:

Final exams and/or final deliverables for the EMBA and executive MSBA-C are given either at the last scheduled in-class session or as a take-home exam/deliverable generally due 7-10 days after the last in-class session. These dates will be reflected in the syllabus for each course and are subject to change by the professor.



# Mendoza College of Business

**N**otre Dame is the world's preeminent Catholic research university, an institution with a renowned 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.

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.

## Mendoza History

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 education that develops servant leaders who contribute to human flourishing, cooperate with solidarity and compete toward becoming the best version of themselves, with the help of God and others.

## Grow the Good in Business

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.

## Mission

As a leading business school guided by the University’s Catholic identity, the Mendoza College of Business seeks to grow the good in business to improve the human condition in an ever-changing society. Through impactful research and educational programs, we contribute to the formation of ethical business leaders who integrate the mind and the heart, and have the competence to see and the courage to act.

## Vision

The Mendoza College of Business will be a premier global business school widely recognized for innovative research, rigorous educational programs and formative student experiences, all informed by our Catholic character. Mendoza will be the business school of choice for talented students, faculty and staff who are called to serve and have a desire to advance the human community through business as a force for good.

## Academic Profile

### Graduate Degrees Granted

Mendoza College of Business is organized into five academic departments: Accountancy; Finance; IT, Analytics, and Operations; Marketing; and Management & Organization.

Mendoza College of Business awards a variety of masters degrees in business administration, nonprofit administration, and specialized business disciplines. Collectively the programs enroll more than 800 graduate students from across the United States and 20-plus nations and awards a variety of masters degrees in business administration, nonprofit administration, and specialized business disciplines.

### Master of Business Administration (MBA)

The Master of Business Administration is offered in two formats: the residential program is offered in either a traditional two-year format or in an accelerated one-year format. The Executive MBA (EMBA) is offered in a 22-month residency format with one cohort in South Bend and one in Chicago (no major is required for the EMBA).

### Master of Business Administration and Degree Majors

A total of six courses are required per major. MBA students are required to declare one major.

- Strategy
- Finance (STEM)
- Digital Marketing and Marketing Analytics (STEM)
- Marketing
- Business Analytics (STEM)

## Graduate Business minors for the MBA

A total of four courses are required for each minor.

- Brand Management
- Digital Product Management
- Digital Marketing and Marketing Analytics
- Finance
- Innovation & Entrepreneurship
- International Business
- Investments
- Leadership
- Marketing
- Operations & Supply Chain Management
- Real Estate
- Social Impact
- Strategy

## Specialized Masters Programs

The Mendoza College of Business awards masters degrees in the following disciplines in both South Bend and Chicago.

Executive Master of Nonprofit Administration (EMNA)

Master of Nonprofit Administration (MNA)

Master of Science in Accountancy (MSA) with the following concentrations and major:

- Assurance and Advisory Services (Concentration)
- Tax Services (Concentration)
- Data Analytics (Major)

Master of Science in Business Analytics Residential (MSBA-R)

Sports Analytics Concentration (MSBA-SA)

Master of Science in Business Analytics - Chicago (MSBA-C)

Master of Science in Finance - Residential (MSFR) with the following concentrations:

- Corporate Finance
- Investments

Master of Science in Management (MSM) with the following concentrations:

- Finance
- Marketing

## Doctor of Philosophy

The Mendoza College of Business awards doctor of philosophy degrees in the following fields.

- Analytics
- Management

## Dual Degree Programs

Master of Business Administration/Juris Doctorate (MBA/JD)

Master of Business Administration/Master of Global Affairs (MBA/MGA)

Master of Business Administration/Engineering

Master of Business Administration/Science

## Academic Regulations

### Academic Code

The Academic Codes for the Mendoza College of Business contains the policies and regulations governing admissions to graduate business programs and the attainment of academic credit and graduate degrees from the Mendoza College of Business at the University of Notre Dame.

The Academic Codes are amended periodically. The current versions of the Academic Code are available at the following links:

[MBA Academic Code](#)

[Specialized Masters Academic Code](#)

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 College of Business Graduate Programs

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 and required prerequisite coursework for the program to which they are applying, 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.

Applicants to Mendoza graduate programs who do not already hold a graduate degree from an accredited institution 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. Exceptions to this GPA guideline remain at the discretion of each program's admissions committee.

### Application Deadlines for 2023-2024

Early Decision: September 12, 2023

Round 1: October 25, 2023

Round 2: January 10, 2024

Round 3: March 19, 2024

International applicants are strongly encouraged to apply by January 10, 2024 to accommodate visa processing.

## Interview Dates:

Early Decision: October 10-12, 2023; October 17-19, 2023  
Round 1: November 14-16, 2023; November 28-30, 2023  
Round 2: February 13-15; February 20-22, 2024  
Round 3: April 9-11; April 16-18, 2024

## Decision Dates

Early Decision: November 3, 2023  
Round 1: December 15, 2023  
Round 2: March 15, 2023  
Round 3: May 10, 2024

## Degree Applicants and Requirements

Program-specific admission requirements are listed under each program. Prompts and instructions are included within the online application. Beyond the completed application components, each program may require additional requirements such as interviews, additional essays, and personal information. Please see below for a general list.

- Applicants to all graduate business programs must complete and submit the online program-specific application.
- Resume
- Transcripts, program-specific
- Letters of Recommendation (program-specific requirements)
- If required, Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT).
- Personal Essays and Activities, when required.
- Statement of Purpose, when required.
- Slide Presentation, when required.
- Official TOEFL®, PTE®, or IELTS® Academic score report, if the applicant's native language or language of college instruction is not English.
- Application fee, when required.

## Admission to MBA Programs

### One-Year MBA Program Admission

#### Application Requirements

Prerequisites: Financial Accounting and Statistics, either in progress or completed by the time of application submission.

- GMAT or GRE General Test Score: The One-Year MBA is offering a GMAT/GRE test waiver for the 2023-2024 recruiting cycle.
- Transcripts
- Two recommendations
- One slide presentation (up to four slides)
- Statement of Purpose (100 words or less)
- Essay (500 words or less)
- Video Assessment
- International Applicants: TOEFL®, PTE®, or IELTS® Academic Score report

### Two-Year MBA Program Admission

#### Application Requirements

- GMAT or GRE General Test Score: The Two-Year MBA is offering a GMAT/GRE test waiver for the 2023-2024 recruiting cycle.
- Transcripts: Academic transcripts from all previous undergraduate or graduate education prior to matriculation.
- Two recommendations (required)
- One slide presentation (up to four slides)
- Statement of Purpose (100 words or less)
- Essay (500 words or less)
- Video Assessment
- International Applicants: TOEFL®, PTE®, or IELTS® Academic Score report

Applicants who already hold an MBA degree are ineligible to apply for the MBA programs.

Please note regarding test scores and merit-based scholarships: MBA program applicants who submit a competitive test score are more eligible for merit-based scholarships. The Meyer Fellowship selects recipients based on several factors, including academic performance, prior work experience, demonstrated leadership, and commitment to the mission of Notre Dame. Please note that the Meyer Fellowship is solely for two-year MBA candidates with a GMAT score. The GRE is not eligible.

### Executive MBA Program Admission

#### Eligibility

- Active employment
- Demonstrated employer support
- An undergraduate degree from an accredited college or university, or GMAT or Executive Assessment (EA) score and professional experience acceptable to the Admissions Committee
- English as a native language or TOEFL®, PTE®, or IELTS® Academic Score report

#### Application Requirements

- Two recommendations, including one from a current supervisor
- If one recommendation is not from a current supervisor, a separate statement of support from your employer is required.
- Personal Essays
- Application fee

#### Test Scores for EMBA

The University of Notre Dame Executive MBA Program does not require GMAT scores for most applicants. However, Admissions may ask some applicants to take the GMAT or Executive Assessment to help assess applicant academic readiness.

The EMBA South Bend and EMBA Chicago programs will review outstanding candidates who have not earned a bachelor's degree as possible exceptions, on a case-by-case basis, following submission of a GMAT score.



## Executive Assessment (EA)

The Executive Assessment (EA) is specifically designed to evaluate the business school readiness of seasoned professionals. The assessment focuses on skills that are critical both at work and in programs for experienced professionals: higher order reasoning, critical thinking, analysis, and problem-solving. Because it was designed specifically for experienced professionals, it requires modest preparation, takes only 90 minutes to complete, and includes flexible rescheduling options. The test is administered by the Graduate Management Admission Council (GMAC), creators of the GMAT® exam.

To learn more about the Executive Assessment and testing arrangements, visit [gmac.com/ea](http://gmac.com/ea).

## Admission to Specialized Masters Programs

### Executive Master of Nonprofit Administration Admission

The Notre Dame EMNA Program offers qualified applicants the opportunity to apply for a GRE waiver if they fully satisfy any of the following waiver conditions:

- A minimum of eight years of nonprofit executive level experience in management of people, budgets and overall business unit.
- A minimum of five years nonprofit managerial or supervisory experience and successful completion of an approved quantitative MNA graduate course with a final grade of “B” or better.
- A minimum of two years nonprofit work experience, and an acceptable GPA (3.0 minimum) earned in conjunction with a conferred graduate degree that involved some business coursework.

### EMNA Application Requirements

- Bachelor’s degree
- Official transcript(s)
- Official scores from the TOEFL®, PTE®, or IELTS® required of all non-U.S. citizen applicants (and U.S. citizen applicants, who have lived/studied extensively in other countries)
- Resume
- Two recommendations (requested by e-form within the application)
- Complete online application
- At least two years full-time, post-baccalaureate nonprofit experience in the management of people, projects or budget units
- Official scores from the GMAT® or GRE®; waiver option available within the application
- Interview dependent upon qualifications
- Application fee of \$50

### Master of Nonprofit Administration Admission

#### MNA Application Requirements

- Commitment to a nonprofit service career
- Bachelor’s degree
- Official transcript(s)
- Official scores from the TOEFL®, PTE®, or IELTS® required of all non-U.S. citizen applicants (and U.S. citizen applicants, who have lived/studied extensively in other countries).

- Statement of Purpose (100 words or less)
- One essay (prompt and length requirements available inside the application)
- One slide presentation (up to four slides)
- Resume
- Two recommendations (requested by e-form within the application)
- Video Assessment
- Interview dependent upon qualifications
- Application fee

A GRE General Test Score is not required for admission to the MNA. Candidates may voluntarily submit a GRE score. Please note that MNA Admissions may request a GRE score after application review.

### Master of Science in Accountancy Admission

Prospective MSA students can start the program in either the Spring or Fall semester. Fall semester deadlines are consistent with the general admission deadlines.

#### MSA Spring start deadline: November 1, 2023

#### AIP (Accounting Immersion Program)

#### Deadline: March 19, 2024

The Accounting Immersion Program (AIP) is an eight-credit hour summer immersion designed for non-accounting majors to fulfill the prerequisite coursework needed for the MSA program.

#### Prerequisites

The following prerequisite coursework is required by applicants to the program:

- Accountancy I (Financial Accounting)
- Accountancy II (Managerial Accounting)
- Measurement and Disclosure I (Intermediate Accounting I)
- Measurement and Disclosure II (Intermediate Accounting II)
- Audit & Assurance Services
- Federal Taxation

#### MSA Application Requirements

- Transcripts
- GMAT score report: Notre Dame’s MSA program does not require the GMAT for students who have or are expected to have an undergraduate degree from a U.S. college or university prior to enrollment. Applicants from colleges and universities outside the U.S. are required to submit a valid GMAT® score or apply for a GMAT waiver. The GMAT waiver may be approved for students who have demonstrated quantitative and academic readiness. To be eligible for a test score waiver, you must first submit an application. An approved GMAT waiver is not an admission decision or an indication of an admission decision.
- International Applicants: TOEFL®, PTE®, or IELTS® Academic Score report (if applicable)
- Resume (limited to one page)
- Activities (Extracurricular and community service)
- Statement of Purpose (100 words or less)
- Written Essay
- Slide Presentation (four slides; detailed instructions on the application)

- Two Recommendations (At least one letter of recommendation must be from an academic source (professor, academic advisor, etc.)
- Optional: Supplemental Essay

## **Master of Science in Business Analytics Admission**

### **Prerequisites:**

- Statistics
- Two business courses in Accounting, Finance, Management or Marketing

### **MSBA-R Application Requirements**

- Official GMAT or GRE score report
- Eligibility for GRE/GMAT Waivers: MSBA-R Applicants who received an undergraduate GPA of 3.5 or higher, or those who will have their degree conferred from the University of Notre Dame (undergraduate or master's), including Notre Dame alumni, will have the GRE/GMAT requirement waived. MSBA applicants are still welcome to take the exam and submit an official score report with their application, but a lack of test scores will not have a negative impact on their admissibility.
- Official academic transcripts from all previous undergraduate or graduate education (unofficial copies are accepted for admission, but official copies must be submitted prior to starting the program)
- Two recommendations
- Resume
- Statement of Purpose (100 words or less)
- One slide presentation (four slides)
- One essay (prompt and length requirements available inside the application)
- Official TOEFL®, PTE®, or IELTS® academic score report (international applicants only)
- Video assessment
- Interview, upon invitation

## **MSBA-C Program Admission**

### **Eligibility**

- Active employment
- Demonstrated employer support
- An undergraduate degree from an accredited college or university
- Evidence of quantitative capabilities to complete a rigorous analytical curriculum
- US citizenship, permanent resident (green card) status, or holders of visas that allow for full-time employment in the United States

### **MSBC Application Requirements**

- Resume
- Academic transcripts from all previous undergraduate education, including transfer credits
- Activities
- Statement of Purpose
- Essay
- At least two recommendations, including one from a current supervisor. If one recommendation is not from a current supervisor, a separate statement of support from

your employer is required.

- Official TOEFL®, PTE®, or IELTS® Academic score report (non-U.S. students only)
- Application fee

## **Non-U.S. Applicants to the MSBA-C Program**

Application for admission is welcome from United States citizens, permanent residents (green card holders), and other visas that allow for full-time employment in the United States.

The Master of Science in Business Analytics program does not offer F-1 or J-1 student visa sponsorship. The program is held on alternating weekends (Friday-Saturday) to fit the schedules of working professionals. The program does not provide internships or employment for international students during or after the program. Therefore, candidates seeking an F-1 or J-1 student visa are not eligible for the program.

All eligible non-U.S. citizen applicants must submit an official score for one of the following\*\*:

- Test of English as a Foreign Language (TOEFL®)
- Pearson Test of English Academic (PTE®)
- International English Language Testing System (IELTS®)

## **MSBA-SA Concentration Admission**

Prerequisites: Most students have strong business or quantitative backgrounds. All applicants must have completed or be able to complete an undergraduate statistics course in preparation for the concentration in Sports Analytics.

## **Master of Science in Finance Admission**

Applications for the Notre Dame Master of Science in Finance (MSF) program must contain each of the following elements:

- Official academic transcripts from all previous undergraduate or graduate education (unofficial copies are accepted for admission, but official copies must be submitted prior to starting the program)
- Two letters of recommendation
- One recommendation must be from an academic source (i.e. professor, academic advisor, etc.)
- Resume
- Official GMAT or GRE General Test Score
- GRE/GMAT Waivers: Applicants who received an undergraduate GPA of 3.5 or higher, or those who will have their degree conferred from the University of Notre Dame, will have the requirement to take the GRE/GMAT waived. They are still welcome to take the exam but a lack of score will not have a negative impact on their admissibility.
- Official TOEFL®, PTE®, or IELTS® academic score report (international candidates who do not have degrees from English-speaking undergraduate programs)
- Statement of Purpose (100 words)
- One slide presentation (up to four slides)
- One essay (prompt and length requirements available inside the application)
- Video assessment

## Master of Science in Management Admission

The MSM program is designed for individuals who have earned bachelor's degrees in non-business disciplines. We cannot accept applications from students who majored in finance, accounting, marketing, management, business or dual-degree business programs. Economics majors and business minors (18 credit hours of business courses or fewer) are welcome to apply.

Prerequisites: Admitted students who have not satisfied these prerequisites will be required to complete courses through Coursera.

- Microeconomics
- Two Quantitative Courses (business statistics, college algebra, etc.)

## MSM Application Requirements

- Official academic transcripts from all previous undergraduate or graduate education (unofficial copies are accepted for admission, but official copies must be submitted prior to starting the program)
- Two letters of recommendation; One recommendation must be from an academic source (i.e. professor, academic advisor, etc.)
- Resume
- Official GMAT or GRE General Test Score
- GRE/GMAT Waivers: Applicants who received an undergraduate GPA of 3.3 or higher, or those who will have their degree conferred from the University of Notre Dame, will have the requirement to take the GRE/GMAT waived. They are still welcome to take the exam but a lack of score will not have a negative impact on their admissibility.
- Official TOEFL®, PTE®, or IELTS® academic score report (international candidates who do not have degrees from English-speaking undergraduate programs)
- Statement of Purpose (100 words)
- One slide presentation (up to four slides)
- Two essays (prompts and length requirements available inside the application)

## Admission to Dual Degree Programs

An applicant who seeks admission to a dual degree program must submit a separate and complete application for each program and be accepted by each. Admission to one program does not guarantee admission to another program.

An applicant who seeks admission to the MBA/Engineering Program must have both the College of Engineering and the MBA program approve academic plans as part of the admissions process. An applicant who seeks admission to the MBA/Science Program must have both the College of Science and the MBA program approve academic plans as part of the admissions process.

## 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.

## Registration

### Enrollment in Graduate Business Programs

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 readmission. For programs that manually register students in their courses, students must still complete the ND Roll Call process.

### Assignment of Credit

A student may receive credit only for classes for which the student is duly registered. Credits for all courses are reported in "credit hours."

### 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. This range applies to both MBA and Specialized Masters courses.

### Full Time Status

Graduate business students are required to be full-time.

Full-time students in the Two-year MBA 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 Accelerated MBA, EMBA - South Bend or EMBA - Chicago program must be enrolled in at least nine (9) credit hours per academic term, including the summer session.

Full-time students in the MSA, MSF-R, MSM, MNA-R and MSBA-R programs must be enrolled in at least four (4) credit hours per module and at least nine (9) credit hours per academic semester, including the summer session when applicable.

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

Full-time students in the MSBA - C program must be enrolled in at least seven (7) credit hours per academic term, including the summer session.

Full-time students in the MSBA-SA program follow a lock-step program, and must be enrolled in five (5) credit hours in the summer, fifteen (15) in the fall and twelve (12) in the spring term.

## 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 in writing by the student's program.

## Semester of Graduation

Degree-seeking graduate business and specialized masters 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 EMBA students is 19.5 credit hours per semester.
- The maximum for MSF-R 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 MSBA-R 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-R students is 21 credits per semester or 5 courses per module.
- The maximum for EMNA students is 15 credits per semester.
- The maximum for MSBA - C students is 20.5 credit hours per semester.
- The maximum for MSBA-SA students is 15 credit hours per semester.

Audited courses not taken for credit do not count toward the credit hour limit.

Students must receive special permission from their respective academic director to enroll in courses outside of the designated curriculum for their specialized master's program and register for more than the maximum number of credit hours dictated above.

## 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.

### Course Descriptions

All of the courses associated with graduate business programs can be found online at <https://classearch.nd.edu/>. The scheduled classes for a given semester may be found by clicking on "Class Search" and selecting the subject and related subject code. Course descriptions can be found by clicking on the subject code and course number in the search results. Graduate business subject codes are connected with program acronyms, identified below (some variations may occur colloquially). Please note that Chicago-based programs use Chicago Graduate Business as the campus.

### Subject Codes

#### Master of Business Administration Subject Codes:

MBA (Both One-Year and Two-Year program)  
MBAE (Executive Master of Business Administration)  
MBAC (Executive MBA, Chicago Campus)

#### Specialized Masters Subject codes:

MSA (Master of Accountancy)  
MSBR (MS Business Analytics, Residential)  
MSBA (MS Business Analytics, Chicago Campus)  
MSFR (MS Finance)  
MSMG (MS Management)  
MNAR (MS Nonprofit Administration)  
MSSA (MSBA Concentration in Sports Analytics)  
MNAE (Executive Master of Nonprofit Administration)

#### Doctoral Subject Codes

Subject codes for doctoral courses are connected with the respective department.

ITAO (Analytics)  
MGTO (Management)

### Add/Drop Policies

Add/Drop policies vary by program.

#### MBA Full-semester courses

A student may add or drop a full-semester course within the first seven (7) calendar days of the start of the course using a Graduate Business Add/Drop eForm. 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 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.

### Module courses

A student may add a Monday/Wednesday course 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 eForm. 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 eForm 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.

### EMBA - South Bend and EMBA - Chicago

All courses are required. There is no add/drop process for the EMBA program. Any course taken in addition to degree requirements will follow the add/drop policies for full semester and module courses outlined in 4.2.1 of the Academic Code for MBA Programs.

### Grades

The policy for MBA programs in the Mendoza College of Business 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:

- A 4.000
- A- 3.667
- B+ 3.333
- B 3.000
- B- 2.667
- C+ 2.333
- C 2.000
- C- 1.667
- F 0.000
- I 0.000 (Until Incomplete is removed)

- S 0.000 Satisfactory
- U 0.000 Unsatisfactory
- V 0.000 Auditor (MBA students only)
- W 0.000 Discontinued with permission

The grade of D is not awarded in graduate business 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 section 4.5, 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/Unsatisfactory) are used in experiential learning 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 GPA. 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 towards a student's credit-hour total or GPA. 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.

### Incomplete Coursework

Students should complete the work of graduate courses at the 60000-90000 level during the regular academic term 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 (GPA). The GPA 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. Any exceptions must be approved by the relevant program's academic director and associate dean (or designee).

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



If a student is dismissed from a cohort-based program (EMBA - South Bend, EMBA - Chicago, MSBA-R, MSF-R, MNA-R, MSM, MSBA-SA, MSBA-C) 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 GPA 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.

### **MBA Grade Point Average**

MBA students must achieve at least a 3.000 cumulative GPA to graduate. A graduate business degree will be granted with the highest honors (summa cum laude) if a student's GPA is 4.000; with high honors (magna cum laude) if a student's GPA falls between 3.800 and 3.999; or with honors (cum laude) if a student's G.P.A falls between 3.600 and 3.799.

### **Specialized Masters Grade Point Average**

Students must have a cumulative GPA of at least 2.800 to graduate. A specialized master's degree will be granted with the highest honors (summa cum laude) if a student's GPA is 4.000; with high honors (magna cum laude) if a student's GPA falls between 3.800 and 3.999; or with honors (cum laude) if a student's G.P.A falls between 3.600 and 3.799.

### **Transfer Credit**

Prior coursework of all applicants to graduate programs in the Mendoza College of Business is reviewed during the admissions process. The MBA, EMBA - South Bend and EMBA - Chicago programs do not accept coursework completed at another university toward meeting degree requirements.

The 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 6.0 credit hours toward elective courses and the courses must be completed within a five-year period prior to admission to the EMNA program or while the student is enrolled in the EMNA program.

Transfer credit is not allowed for required courses. Courses must be approved in advance by the program's academic director. 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.

### **Auditing Courses**

#### **Auditing Courses for MBA Students**

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.

MBA students who wish 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 day that the course meets.

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.

#### **Auditing Courses for Specialized Masters Students**

During the academic year, students enrolled in a program that charges a flat tuition per semester may audit courses without charge. If outside the academic year or if enrolled in a program that charges tuition per credit hour, students will pay tuition for audited courses.

Specialized masters 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's academic director no later than the first day that the course meets.

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.

#### **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 CPA (Certified Public Accountant) or CFA (Certified Financial Analyst) to substitute for the required course. Course waiver requests must be completed and submitted to the program's academic director or director's designee 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 Designations**

There are two status designations available to graduate business students: in good standing and on probation. A graduate business student can only have one designation, per program, at any given time. Determination of academic standing will be based on grade point average. Below, specific requirements

are specified under MBA programs and Specialized Masters programs.

## **MBA Programs Status Designations**

In calculations for standing, graduation requirements, and Latin honors, only Mendoza College of Business graduate business 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 both a cumulative and term GPA of at least 3.000 at the conclusion of a given 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 GPA 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 (as defined in section 5.3.1) will result in academic probation or academic dismissal. Should a student fail to maintain academic good standing, but maintain a semester GPA above 2.500, the student will be placed on academic probation and may lose fellowship support and other forms of financial aid 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 GPA of at least 3.000. If the grade resolution results in a term GPA 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.

## **Specialized Masters Programs Status Designations**

It is at the discretion of the academic director as to whether courses outside of the specialized masters program’s designated curriculum are considered in these calculations. Other

University of Notre Dame grades and credit hours, as well as transfer credits, generally do not factor into the calculations for standing, graduation requirements, and Latin honors.

### **In Good Standing**

To maintain academic good standing, a specialized master’s student must achieve both a cumulative and term GPA of at least 2.800 at the conclusion of a given term, including the summer session. A student’s status of academic good standing could change after the conclusion of a term if an “I” grade is replaced with a final letter grade. In that case, the student will receive an official letter from the Mendoza College of Business that informs them of their status change and the Registrar’s Office will receive official notification of the status change.

### **On Probation**

Failure to maintain academic good standing will result in academic probation or academic dismissal. Students who have a cumulative and/or term GPA between 2.300 to 2.799 will be placed on academic probation and lose financial aid from the University. Fellowship support from the Mendoza College of Business is also subject to review.

Students placed on probation will receive an official letter from the Mendoza College of Business that informs them of their status change. The Registrar’s Office will receive official notification of the probation.

A student’s status of academic probation could change after the conclusion of a term if an “I” grade is replaced with a final letter grade. In that case, the student will receive an official letter from the Mendoza College of Business that informs them of their status change and the Registrar’s Office will receive official notification of the status change.

## **Dismissal of a Graduate Business Student**

Dismissal will result from:

- Two consecutive terms on probation, or either
- A term GPA below 2.500 (MBA programs); or below 2.300 (Specialized Masters programs)

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

A student is 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.

Please Note: For students in the EMNA program who have voluntarily separated from the University between terms, the word “consecutive” in the above conditions applies 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.

## 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 set forth in section 5.2 of the Academic Code for the student's program 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

### *Voluntary Withdrawal*

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 non-standard schedules will be assigned a grade of "W" in each class.

A request for a 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 mental or physical 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 earned 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.

To re-enter a program after a withdrawal from a program, the student must complete the reapplication process.

If a student does not withdraw from a program and does not complete the term, a grade of F is recorded for each course and academic standing is defined in sections 5.3 and 5.4 of the Academic Code for their respective graduate business program.

## Right of Appeal to Academic Dismissal

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 time frame, 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 the submission of the appeal and the student is dismissed without further right of appeal.

A student who is dismissed a second time, after being reinstated following an appeal of an initial dismissal, may not appeal the second dismissal. The second dismissal is deemed permanent

and the student may not apply for readmission.

## Decision on Appeal

The associate dean (or associate dean's designee) who is deciding the appeal may reject the dismissal and continue the student on probation; or may affirm the dismissal. The dean's decision will be issued in writing and will be rendered on or before 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://dulac.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.

## Appeals Procedures

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).

## 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 besmirches 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 Mendoza College of Business 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 "Mendoza College of Business Graduate

Academic Code of Honor."

## Falsification of Academic Credentials

A student who has been admitted to a graduate business 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.

## 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 following the requirements of the Mendoza specialized master's programs, individual programs may have higher standards. Students are expected to know their program requirements.

## Required Credit Hours

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

## Residency

The minimum residency requirement for graduate business programs is registration in full-time status for one semester during the academic year or for one summer session.

## Time Limits

Credit hours earned for coursework will be forfeited if the student withdraws from a program and does not return through the readmissions process within two years of the initial leave of absence. All degree requirements must be completed within five years of matriculation into a program.

## Financial Information

The following rates are for the Academic Year 2023-2024, including summer 2023. 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.

### MBA Programs Tuition and Expenses

One-Year MBA	Semester	Year
MBA - Summer Session - Tuition		\$26,108.00
MBA - Tuition	\$32,635.00	\$65,270.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MBA Student Association Fee (Fall Only)	\$250.00	\$250.00
MBAA Program Fee (Summer Only)	\$2,500.00	\$2,500.00
<b>Total</b>	\$35,585.00	\$94,528.00
Per Credit Hour Tuition	\$1,986.00	

Two-Year MBA, Class of 2024	Semester	Year
MBA - Tuition	\$31,720.00	\$63,440.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MBA Student Association Fee (Fall Only)	\$250.00	\$250.00
<b>Total</b>	\$32,170.00	\$64,090.00
Per Credit Hour Tuition	\$1,982.00	

Two-Year MBA, Class of 2025	Semester	Year
MBA - Tuition	\$32,330.00	\$64,660.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MBA Student Association Fee (Fall Only)	\$250.00	\$250.00
MBA Program Fee (Fall Only)	\$2,500.00	\$2,500.00
<b>Total</b>	\$35,280.00	\$67,810.00
Per Credit Hour Tuition	\$2,020.00	



## Executive MBA Tuition and Expenses

Class started Fall 2022, South Bend and Chicago		
Executive MBA, Class of 2024	Semester	Year
Executive MBA - Tuition	\$34,780.00	\$69,560.00
Executive MBA - Tuition Summer Session (Summer 2023)	\$8,880.00	\$8,880.00
<b>Total</b>		\$78,440.00
Per Credit Hour Tuition	\$2,960.00	

Class starting Fall 2023		
Executive MBA, Class of 2025	Semester	Year
Executive MBA - Tuition	\$37,388.00	\$74,776.00
EMBA Program Fee (Fall Only)	\$3,000.00	\$3,000.00
<b>Total</b>		\$77,776.00
Per Credit Hour Tuition	\$3,182.00	

## Specialized Masters Tuition and Expenses

Executive Master of Nonprofit Administration	Semester	Year
EMNA Tuition Per Credit Hour		\$1,175.00
EMNA Program Fee (First Only)		\$1,500.00

Master of Nonprofit Administration, Class of 2024	Semester	Year
MNA - Tuition	\$21,042.00	\$42,084.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MNA Student Association Fee (Fall Only)	\$150.00	\$150.00
MNA Program Fee (Fall Only)	\$1,500.00	\$1,500.00
<b>Total</b>	\$22,892.00	\$44,134.00
Per Credit Hour Tuition	\$1,107.00	

Master of Science in Accountancy	Semester	Year
MSA - Tuition	\$24,860.00	\$49,720.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MSA Student Association Fee (Fall Only)	\$150.00	\$150.00
MSA Program Fee (First Semester Only)	\$1,500.00	\$1,500.00
<b>Total</b>	\$26,710.00	\$51,770.00
Per Credit Hour Tuition	\$1,657.00	

Master of Science in Management	Semester	Year
MSM Summer Session - Tuition		\$16,960.00
MS Management - Tuition	\$16,960.00	\$33,920.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MSM Student Association Fee (Fall Only)	\$150.00	\$150.00
MSM Program Fee (Summer Only)	\$1,500.00	\$1,500.00
<b>Total</b>	\$18,810.00	\$52,930.00
Per Credit Hour Tuition	\$1,339.00	

Master of Science in Finance	Semester	Year
MSF Summer Session - Tuition		\$9,654.00
MSF - Tuition	\$25,753.00	\$51,506.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MSF Student Association Fee (Fall Only)	\$150.00	\$150.00
MSF Program Fee (Summer Only)	\$1,500.00	\$1,500.00
<b>Total</b>	\$27,603.00	\$63,210.00
Per Credit Hour Tuition	\$1,609.00	

Master of Science in Business Analytics (MSBA-R)	Semester	Year
MSBA - Tuition	\$30,367.00	\$60,734.00
Technology Fee (Fall & Spring)	\$125.00	\$250.00
Health Center Access Fee (Fall & Spring)	\$75.00	\$150.00
MSBA Student Association Fee (Fall Only)	\$150.00	\$150.00
MSBA Program Fee (Fall Only)	\$1,500.00	\$1,500.00
<b>Total</b>	\$32,217.00	\$62,784.00
Per Credit Hour Tuition	\$1,959.00	

Master of Science in Business Analytics Chicago (MSBA-C) Class of 2024	Semester	Year
MSBA-C - Tuition	\$20,963.00	\$41,926.00
MSBA-C Summer Session - Tuition		\$13,974.00
<b>Total</b>		\$55,900.00
Per Credit Hour Tuition	\$1,863.00	

Master of Science in Business Analytics Chicago (MSBA-C) Class of 2025	Semester	Year
MSBA-C - Tuition	\$22,325.00	\$44,650.00
MSBA-C Summer Session - Tuition		\$14,885.00
MSBA-C Program Fee (Spring Only)	\$2,000.00	\$2,000.00
<b>Total</b>		\$61,535.00
Per Credit Hour Tuition	\$1,984.00	

## Explanation of Fees

### Program Fees

The program fee is mandatory for all students. The fee is a charge associated with the administrative cost of the programs such as selection of instructors, onboarding of candidates, and creation of their class schedules. The program fee will not be used for tuition, room & board, books, lodging and transportation.

### Program Association Fee

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 MNA, MSA, MSBA-R, MSF-R and MSM Association fees, charged in the fall semester to all students 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.

### Technology Fees

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.

### Health Center Access

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.

## 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](mailto: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 Separation Policy are provided in detail at:

<https://studentaccounts.nd.edu/policies/>

## 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:

Telephone: (574) 631-8607

Web: <https://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](https://overlooknd.com) or contact (574) 243-1700.

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

A new resource is now available at [offcampus.nd.edu](https://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.

### EMNA 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

Telephone: (574) 631-6114

Web: <https://uhs.nd.edu/insurance-billing/>

The cost of the premium for new students for the 2023-2024 Academic Year (effective August 15, 2023 to August 14, 2024) is \$2,836. The rate for students that have an early start (8/1/23-8/14/24) is \$2,944. 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: <https://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,

<https://registrar.nd.edu/enrollment-registration/veteran-affairs/>

### Department of Veteran Affairs Pending Payment Policy

The University will not take any of the four following actions toward any student using the U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Veteran Readiness and Education (Ch. 31) benefits, while their payment from the VA is pending:

- Prevent their enrollment;
- Access a late penalty fee;
- Require they secure alternative or additional funding;
- Deny their access to any resources available to other students who have satisfied their tuition and fee bills.

However, to qualify for this provision, students using Ch. 33 or Ch. 31 benefits are required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Confirm their use of VA benefits via a Benefit Election eForm.

### Attention Students utilizing Department of Veteran Affairs Education Benefit:

The current policy does not permit Notre Dame to certify educational benefits for our study abroad programs listed in this bulletin. Students can still participate in these programs, however, VA funds cannot be certified or applied for these courses. Any tuition and fees for these courses would be the responsibility of the student to fund through other means.

## 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](mailto: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>.*

# Academic Programs

## Master of Business Administration Programs

### Academic Director of the MBA Programs:

Joe Sweeney, MBA, Assistant Teaching Professor,  
Management & Organization

Contact: [mba.business@nd.edu](mailto:mba.business@nd.edu)

Web: <https://mendoza.nd.edu/graduate-programs/the-notre-dame-mba/>

Admissions: Cassandra Smith, Interim Director of Recruiting and Admissions

### Program Learning Goals

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.

### Two-Year MBA Program

**Degree requirements for the Two-Year MBA include a minimum of 64.0 total credit hours.**

Additional requirements include additional elective credits required to complete 64 total credits with one completed major, MBA Now Irish (Orientation), and Leadership Launch during Now Irish week. Students select one of the following MBA majors: Strategy; Finance; Digital Marketing & Marketing Analytics; Marketing; Business Analytics.

Curriculum: There are fourteen (14) required courses of 2.0 credits each:

- Foundations of Ethical Business Conduct
- Finance
- Financial Accounting I
- Financial Accounting II
- Intro. to Business Analytics (starting Class of 2025 only)
- Introduction to Statistical Analysis
- Leading People and Teams
- Management
- Managerial Economics
- Marketing Management
- Process Analytics
- Strategic Decision Making
- Ethics elective
- Communications elective

There are six additional required courses of 1.0 credit each:

- Fall Grow Irish
- Spring Grow Irish
- Fall Grow Irish II
- Spring Grow Irish II
- Career Leadership
- MBA Internship

## Off Campus / Study Abroad Programs (optional): MBA

### Meyer Business on the Frontlines Program

Students have the opportunity to travel domestically (fall semester) or abroad (fall or spring semester) for one to two weeks and earn 2-8 credits as part of courses delivered by the Meyer Business on the Frontlines Program. These courses leverage the power of business to solve problems in post conflict and high poverty societies. The experience gives students the opportunity to partner with NGOs, humanitarian agencies, and for-profit businesses on live projects with major impact in the local communities.

### Mod Away Semester

Students have the opportunity to travel to Silicon Valley, CA or Chile in the second half of the fall semester for seven weeks, taking up to four elective courses in each location.

### Grow Irish Projects

Students have the opportunity to travel to international and domestic project locations to work with partner organizations in their local context as part of the Grow Irish course catalog. Locations are announced for each semester.

Below is the list of project locations for Fall 2023:

Charleston, SC; Berkeley, CA; San Jose, CA; Redondo Beach, CA; New York, NY; Brooklyn, NY; Gardena, CA; Houston, TX; Draper, UT; Boulder, CO; Atlanta, GA; Sanford, FL; Chicago, IL; Bend, OR; Detroit, MI; Tukwila, WA; Milwaukee, WI; Livingston, NJ; Indianapolis, IN; Bath, NY.

### One-Year MBA Program

**Degree requirements for the One-Year MBA include a minimum of 46.0 total credit hours.**

Additional requirements include a minimum of 23.0 elective credits with at least one completed major, One-Year MBA Now Irish (orientation), and Leadership Launch. Students select one of the following MBA majors: Strategy, Finance, Digital Marketing & Marketing Analytics, Marketing or Business Analytics.

Curriculum: There are twelve (12) required courses of 2.0 credits each:

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

There are three additional required courses of 1 credit each:

- Fall Grow Irish
- Spring Grow Irish
- Career Leadership

Off Campus / Study Abroad Programs (optional): MBA

### **Meyer Business on the Frontlines Program**

Students have the opportunity to travel domestically (fall semester) or abroad (fall or spring semester) for one to two weeks and earn 2-8 credits as part of courses delivered by the Meyer Business on the Frontlines Program. These courses leverage the power of business to solve problems in post conflict and high poverty societies. The experience 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.

### **Mod Away Semester**

Students have the opportunity to travel to Silicon Valley or Chile in the second half of the fall semester for seven weeks, taking up to four elective courses from Notre Dame faculty in each location.

### **International Grow Irish Projects**

Students have the opportunity to travel to international project locations to work with partner organizations in their local context as part of the Grow Irish course catalog. Locations are announced for each semester.

## **Executive Master of Business Administration**

### **Academic Director of the Executive Master of Business Administration Program:**

Gianna Bern, MBA, Teaching Professor of Finance

Contact: [emba.business@nd.edu](mailto:emba.business@nd.edu)

Web: <https://mendoza.nd.edu/graduate-programs/executive-mba/>

Location for South Bend Cohort (attends in South Bend only)  
213 Stayer Center for Executive Education, Notre Dame, IN

Location for Chicago Cohort (residencies in Chicago, immersions in South Bend and International locations)  
224 S. Michigan Ave, Chicago, IL

Admissions: Tracy Kulwicki, EMBA Associate Director of Admissions

Nora Mena Mahmudi, Associate Director of Admissions, EMBA, Chicago

### **Degree Requirements:**

**The Executive MBA requires a minimum number of 50.0 total credit hours.**

### **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: There are twenty-four (24) required core courses of variable credits as indicated:

- Corporate Finance (2.0)
- Executive Integral Leadership (2.0)
- Financial Statement Analysis (2.0)
- Introduction to Marketing (2.0)
- Introduction to Statistical Analytics (2.0)
- Principles of Financial Accounting (2.0)
- Equity Valuation (2.0)
- Investments (2.0)
- Leadership and Decision Making (2.0)
- Operations & Supply Chain Management (2.0)
- Strategic Cost Management (2.0)
- Strategic Marketing (2.0)
- Business Law (2.0)
- Data and Technology for Senior Leaders (2.0)
- Design Thinking (2.0)
- Foundations of Ethical Business Conduct (2.0)
- Negotiations (2.0)
- Social Innovation (2.0)
- Corporate Governance (2.0)
- Executive Integral Leadership Applied Learning (0.0)
- Global Finance (2.0)
- International Immersion (3.0)
- Marketing TBD (2.0)
- Strategic Planning for Growth (2.0)

### **Electives, 3 credits total:**

- Behavioral Finance (1.5)
- Best Leader Self: Transforming Your Leadership (1.5)
- Digital Marketing (1.5)
- Digital Technologies and Business Strategies (1.5)
- Leadership Communication (1.5)
- Mergers and Acquisitions (1.5)
- Why Business? (1.5)

Additional program requirements include EMBA Now Irish.

## Specialized Masters Programs

### Executive Master of Nonprofit Administration

#### Academic Director of the Executive of Nonprofit Administration Program and St. Andre Bessette Master of Nonprofit Administration Program:

Angela Logan, Ph.D., Associate Teaching Professor,  
Management & Organization

Contact: [emna.business@nd.edu](mailto:emna.business@nd.edu)

Web: <https://mendoza.nd.edu/graduate-programs/executive-master-of-nonprofit-administration-emna/>

Admissions: Janel Zakrzewski-Kuntz, Assistant Director of Admissions, EMNA

#### 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.

#### Degree Requirements:

The Executive Master of Nonprofit Administration requires a minimum number of 42.0 total credit hours.

#### Curriculum: EMNA

There are thirteen (13) required core courses of 3.0 credits unless otherwise indicated:

- Accounting
- Board Relations and Management
- Decision Analysis and Statistics
- Economics
- Ethics in NFP Organizations (1.5)
- Field Project
- Financial Management
- Fund Development for Nonprofit Organizations
- Human Resource Management
- Legal Environment
- Management Communication (1.5)
- Marketing for Nonprofits
- Planning and Policy

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

### Master of Nonprofit Administration

Contact: [mna.business@nd.edu](mailto:mna.business@nd.edu)

Web: <https://mendoza.nd.edu/graduate-programs/master-of-nonprofit-administration/>

Admissions: Christopher Ditmar, Assistant Director, MNA Recruiting & Admissions

#### Learning Goals: MNA

1. Understanding of the unique demand, expectations, challenges, and opportunities of the nonprofit sector.
1. Competence with foundations of business disciplines.
1. Competence in making sound business decisions.
1. Interpersonal and communication skills.
1. Ability to integrate ethics in decision making.
1. Competence to work collaboratively.

#### Degree Requirements:

The Master of Nonprofit Administration requires a total number of 38.0 credit hours.

#### Curriculum: MNA

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)
- Synthesis (4.0)
- Strategic Management
- Fall Grow Irish (1.0)
- Spring Grow Irish (1.0)

Additional program requirements include MNA Now Irish.

### Master of Science in Accountancy

#### Academic Director of the Master of Science in Accountancy Program:

Jim Seida, PhD, Associate Professor, Accountancy

Contact: [msa.business@nd.edu](mailto:msa.business@nd.edu)

Web: <https://mendoza.nd.edu/graduate-programs/accountancy-msa/>

Admissions: Cassandra Smith, Interim Director of Recruiting and Admissions

#### 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. Information management and analysis: Students select effectively, and use efficiently, information, communication, or other technologies to analyze data and/or communicate findings.

### Curriculum: MSA

There are two tracks available in the Master of Science in Accountancy:

- Tax Services (Tax)
- Assurance & Advisory Services (ASAS)

### Degree Requirements

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 course, and the Tax track also requires a 3.0 credit track-specific elective. The remaining hours are selected from approved elective courses.

Students may select a Data Analytics major that requires 4.0 credits of major-specific courses and 4.0 hours of electives, all of which are part of the 30.0 total credit hour minimum.

Additional program requirements include MSA Now Irish.

Off Campus / Study Abroad Programs for 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 - Residential

### Academic Co-Directors of the Master of Science in Business Analytics, Residential Program:

- Sharif Najim, MS, Associate Teaching Professor, IT, Analytics, and Operations
- Seth Berry, PhD, Associate Teaching Professor, IT, Analytics, and Operations

Contact: [msba.business@nd.edu](mailto:msba.business@nd.edu)

Web: <https://mendoza.nd.edu/graduate-programs/business-analytics-msba/>

Admissions: Stephanie Brown, Associate Director, MSBA  
Recruiting & Admissions

### Learning Goals: MSBA-R

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.

### Degree Requirements

The Master of Science in Business Analytics requires a minimum number of 31.0 total credit hours.

### Curriculum: MSBA-R

There are sixteen (16) required courses and one (1) elective of 2.0 credits unless otherwise indicated:

- Introduction to Statistical Analytics
- Data Management in SQL
- Data Visualization
- Simulation and Optimization
- Data Wrangling with Databases and R (1 credit, Grow Irish course)
- Unstructured Data Analytics
- Time Series Analytics
- Ethics and Big Data Analytics
- Advanced Statistical Inference
- Python for Data Analytics
- Machine Learning
- Data Storytelling
- Analytics Capstone Consultation (1.0)
- Bridge to Success (1.0)

Additional program requirements include MSBA-R Now Irish.

Off Campus / Study Abroad Programs: MSBA-R

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 Business Analytics Sports Analytics Concentration

### Academic Director of the Master of Science in Business Analytics, Sports Analytics Concentration:

- Brandon Erlacher, MBA, MSBA, Assistant Teaching Professor, IT, Analytics and Operations

Web: <https://mendoza.nd.edu/graduate-programs/sports-analytics-msba-sa/>

Admissions: Stephanie Brown, Associate Director, MSBA  
Recruiting & Admissions



### **Learning Goals: MSBA-SA**

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-SA**

The minimum number of total credit hours for the Master of Science in Business Analytics is 32.0. There are sixteen (16) required core courses:

- Introduction to Statistical Analysis (2)
- Data Management (2)
- Bridge to Success (1)
- Conveying Visual Data Insights (3)
- Predictive Analytics (3)
- Data Analysis with Python (3)
- Unstructured Data Analytics (1.5)
- Data Acquisition (1.5)
- Machine Learning (1.5)
- Sports Analytics (1.5)
- Human Performance Analytics (1.5)
- Network Structures (1.5)
- Digital Transformation (2)
- Ethics of Data Analytics (2)
- Customer Engagement Analytics (2)
- Analytics Capstone Project (3.0)

Additional program requirements include the MSBA-SA Now Irish.

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

### **Academic Director of the Master of Science in Business Analytics Program (Chicago):**

Mike Chapple, PhD, Teaching Professor, IT, Analytics, and Operations

Web: <https://mendoza.nd.edu/graduate-programs/business-analytics-chicago-msba/>

Location for Chicago Cohort (residencies in Chicago, immersions in South Bend)  
224 S. Michigan Ave, Chicago, IL

### **Learning Goals: MSBA-C**

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-C**

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:

- MSBA 70100 Introduction to Business Analytics (1.5 credits)
- MSBA 70200 Data Management
- MSBA 70210 Advanced R for Analytics (1.0 credit elective)
- MSBA 70250 Data Exploration and Visualization
- MSBA 70300 Statistics for Managerial Decision Making I
- MSBA 70350 Statistics for Managerial Decision Making II
- MSBA 70450 Unstructured Data Analytics
- MSBA 70420 Machine Learning
- MSBA 70520 Data Storytelling
- MSBA 70550 Marketing and Customer Analytics
- MSBA 70600 Ethics in Business Analytics (1.5 credits)
- MSBA 70650 Time Series Analysis
- MSBA 70720 Python for Analytics
- MSBA 70730 Cloud Analytics
- MSBA 70750 Emerging Issues in Analytics
- MSBA 70950 Analytics Capstone Project (3.0 credits)
- MSBA 70955 Analytics Capstone Consult (0.0 credits)

Additional program requirements include MSBA (Chicago) Now Irish.

## **Master of Science in Finance - Residential**

### **Academic Director for the Master of Science in Finance Residential Program:**

Katherine Speiss, PhD, Associate Professor, Finance

Web: <https://mendoza.nd.edu/graduate-programs/finance-msf/>

Contact: [msf.business@nd.edu](mailto:msf.business@nd.edu)

Admissions: Gabriela Hernandez, Assistant Director, MSF Admissions

### **Learning Goals: MSFR**

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-R**

The minimum number of total credit hours for the Master of Science in Finance-Residential is 38. There are twenty-one (21) required core courses of 2.0 credits each unless otherwise indicated:

- Financial Accounting
- Corporate Finance (4.0)
- Python for Finance
- Ethics in Finance (1.0)

- Bridge to Success (1.0)
- Finance Speaker Series I (1.0)
- Investments
- Financial Statement Analysis
- Quantitative Methods in Finance I
- Financial Statement Forecasting (1.0)
- Derivatives
- Quantitative Methods in Finance II
- Real Estate Valuation & Investment
- Finance Speaker Series II (1.0)
- Working Capital Management
- Fixed Income
- Equity Valuation
- Financial Data Visualization (1.0)
- Applied Valuation: PE and M&A
- Financial Policy & Strategy
- Advanced Investment Strategies

Students also complete an additional 6.0 credits/two courses by completing a finance or marketing concentration:

Finance: Managerial Economics and Applied Investment Modeling  
Marketing: Digital Marketing and Contemporary Sales Management

Additional program requirements include MSM Now Irish.

### **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 Grow Irish 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 MSF-R Now Irish.

## **Master of Science in Management**

### **Academic Director for the Master of Science in Management Program:**

Kristopher Muir, Ed.D, Associate Teaching Professor,  
Management and Organization

Web: <https://mendoza.nd.edu/graduate-programs/management-msm/>

Contact: [msm.business@nd.edu](mailto:msm.business@nd.edu)

Admissions: Nadia Ewing, Associate Director, MSM Admissions

### **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 fifteen (15) required core courses of 3.0 credits unless otherwise indicated:

- Quantitative Business Analysis (2.0)
- Principles of Management
- Statistics in Business
- Financial and Managerial Accounting
- Finance Principles
- Strategic Communication Leadership Portfolio
- Foundations of Ethical Business Conduct (1.5)
- Marketing Principles
- Strategic Decision Making (1.5)
- Process Analytics (1.5)
- International Management (1.5)
- Bridge to Success (1.0)
- Fall Grow Irish (1.0)
- Spring Grow Irish (1.0)

## Doctoral Programs

### Ph.D. in Management

#### Academic Director for the Ph.D. in Management program:

Jason Colquitt, PhD, Franklin D. Schurz Professor of Management, Management & Organization

#### Learning Goals:

1. To develop the research skills needed to be a Management Professor in a top business school
2. To develop the content knowledge and expertise expected of a Management Professor in a top business school
3. To gain the teaching and educational skills expected in the classroom at top business schools

#### Concentrations:

Organizational Behavior (OB)

- Focuses on understanding and improving employee attitudes, emotions, cognitions, performance, and well-being—including the effects of relationships, leadership, and the work context

#### Strategy & Entrepreneurship (S&E)

- Strategy facet: focuses on strategic management and strategic leadership—how the business decisions of CEOs, top executives, and boards of directors influence firms and their competitive environments
- Entrepreneurship facet: focus on how founder characteristics and experiences impact venture funding and success; startups as tools for social change

**Degree Requirements and total credits: At least 60 credit hours are required for the Ph.D. in Management.**

In addition to the seminars listed in the curriculum, students will register for research credits once they have passed their candidacy examination. That examination occurs after the second year in the program. Years three, four, and five therefore consist primarily of research credits.

#### Curriculum: PhD in Management

- Research Methods in Management
- Advanced Research Methods in Strategy
- Theory and Research in Organizational Behavior
- Theory and Research in Strategy
- Topics in Entrepreneurship & Innovation
- Topics in Organizational Behavior
- Topics in Organizational Theory
- Philosophy of Science

### Ph.D. in Analytics

#### Academic Director for the Ph.D. in Analytics program:

Ahmed Abbasi, PhD, Joe and Jane Giovanini Professor of IT, Analytics, and Operations; Academic Director of the Ph.D. Program in Analytics

The PhD in Analytics is a full-time, in-residence program designed to develop thought-leaders in the analytics space that are engaged in impactful, cutting-edge scholarly research that considers the ethical dimension of data and its usage.

The program is designed to be five years, full-time in residence.

**Degree Requirements: At least 60 credit hours are required for the Ph.D. in Analytics. This includes 42 credits of in-person course work and 18+ research and dissertation credits.**

#### Curriculum: PhD in Analytics

- Machine Learning & NLP
- Philosophy of Science
- Designing for Human-Centered AI
- Human-centered Analytics: Design, Measurement, and Analysis
- Emerging Technologies & Organizational Disruption
- Humanitarian Operations Management
- The Ethics of Data and Technology
- Econometrics I (taught by the Economics Department)
- Econometrics II (taught by the Economics Department)
- Elective courses from within the Mendoza College of Business and across campus
- Research & Dissertation

# Mendoza College of Business Directory

## OFFICERS OF ADMINISTRATION    ACADEMIC DIRECTORS

MARTIJN CREMERS, PH.D.

*Martin J. Gillen Dean and the Bernard J. Hank Professor of Finance  
Office of the Dean*

KEN KELLEY, PH.D.

*Senior Associate Dean for Faculty and Research, and Edward F. Sorin Society Professor of IT, Analytics, and Operations*

CRAIG CROSSLAND, PH.D.

*Senior Associate Dean for Academic Programs; Professor of Management & Organization*

KRISTEN COLLETT-SCHMITT, PH.D.

*Associate Dean for Innovation and Inclusion, and Associate Teaching Professor of Finance*

ROB KELLY, MBA

*Chief Operating Executive  
(574) 631-0979; rkelly1@nd.edu*

RYAN RETARTHA

*Dean's Advisor and Senior Director of Strategy and Planning  
(574) 631-4859; rretarth@nd.edu*

AHMED ABBASI, PH.D.

*Academic Director, Ph.D. Program in Analytics; Joe and Jane Giovanini Professor, Department of IT, Analytics and Operations  
(574) 631-5212; aabbasi@nd.edu*

JASON COLQUITT, PH.D.

*Academic Director, Ph.D. Program in Management; Franklin D. Schurz Professor, Department of Management  
(574) 631-6078; Jason.Colquitt@nd.edu*

ANGELA LOGAN, PH.D.

*St. Andre Bessette Academic Director of the Master of Nonprofit Administration Program; Associate Teaching Professor, Management & Organization  
(574) 631-7793; alogan2@nd.edu*

JIM SEIDA, PH.D

*Academic Director of the Master of Science in Accountancy Program; Associate Professor, Accountancy  
(574) 631- 9496; jseida@nd.edu*

KRIS MUIR, ED.D.

*Academic Director of the Master of Science in Management Program; Associate Teaching Professor, Management & Organization  
(574) 631- 3886; kmuir2@nd.edu*

SHARIF NIJIM, MS

*Academic Co-Director of the Master of Science in Business Analytics Residential Program; Associate Teaching Professor, IT, Analytics, and Operations  
(574) 631-5545; snijim@nd.edu*

SETH BERRY, PH.D

*Academic Co-Director of the Master of Science in Business Analytics Residential Program Associate Teaching Professor, IT, Analytics, and Operations  
(574) 631-0018; sberry5@nd.edu*

MIKE CHAPPLE, PH.D.

*Academic Director of the Master of Science in Business Analytics Chicago Program; Teaching Professor, IT, Analytics, and Operations  
(574) 631-5863; mchapple@nd.edu*

BRANDON ERLACHER, MBA, MSBA

*Academic Director of the Master of Science in Business Analytics, Sports Analytics Concentration; Assistant Teaching Professor, IT, Analytics, and Operations  
(574) 631-6764; berlache@nd.edu*

GIANNA BERN, MBA

*Academic Director, EMBA; Teaching Professor of Finance  
(574) 631-0434; gbern@nd.edu*

JOE SWEENEY, MBA

*Academic Director of the Master of Business Administration Programs; Assistant Teaching Professor, Management & Organization  
(574) 631-6844; jsweene1@nd.edu*

KATHERINE SPIESS, PH.D.

*Academic Director of the Master of Science in Finance-Residential Program; Associate Professor, Finance  
(574) 631-6268; spiess.1@nd.edu*

CHRIS ADKINS, PH.D.

*Academic Director of Leadership Development, Associate Teaching Professor, Management & Organization  
(574) 631-9093; cadkins1@nd.edu*

# Mendoza College of Business Staff Directory

## MARKETING AND COMMUNICATIONS

OPEN

Senior Director, Marketing and Communications

Open Position

Director, Graduate Admissions & Recruitment

### Shane McCoy

Associate Director, Portfolio Marketing Manager, MS Programs  
(574) 631-1593; smccoy2@nd.edu

### Rebecca Wood

Associate Director, Portfolio Marketing Manager MBA/EMBA  
(574) 631-9465; rwood9@nd.edu

### Nicole Velasquez

Assistant Director Web Marketing  
(574) 631-4099; nguerrer@nd.edu

### David Grundy

Associate Director, Marketing Technology and Ops  
(574) 631-7017; dgrundy@nd.edu

### Lucas Eggers

Associate Director, Paid Media Strategist  
(574) 631-3473; leggers@nd.edu

### Santhosh Lakkraju

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

### Christina Grenert

Marketing Program Manager  
(574) 631-0595; Chris.Grenert@nd.edu

### Amanda Jacobson

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

### Chase Bair

Assistant Director, Paid Media Specialist  
(574) 631-1594; cbair2@nd.edu

### Angela Sienko

Associate Director, Content Marketing  
(574) 631-1174; asienko@nd.edu

## GRADUATE ENROLLMENT

OPEN

Senior Director, Graduate Enrollment

### Helen High

Sr. Associate Director, Admissions Pipeline and Operations  
(574) 631-7537; hhigh@nd.edu

OPEN

Director, Graduate Admissions & Recruitment

### Stephanie Brown

Associate Director, MSBA Recruiting & Admissions  
(574) 631-9853; sbrown37@nd.edu

### Phil Drendall

Associate Director, MBA Recruiting & Admissions  
(574) 631-1769; pdrendal@nd.edu

### Cassandra Smith

Sr. Associate Director, MBA Recruiting & Admissions  
(574) 631-9444; csmith56@nd.edu

### Nicholas Farmer

Admissions and Recruitment, Corporate Partnerships Associate Director  
(574) 631-8351; nfarmer@nd.edu

### Nora Mena Mahmudi

Associate Director, EMBA Chicago Admissions  
nmenamah@nd.edu

### Tracy Kulwicki

Associate Director, EMBA Admissions  
(574) 631-9107; tkulwic2@nd.edu

### Nadia Ewing

Associate Director, MSM Recruiting & Admissions  
(574) 631-3711; newing2@nd.edu

### Gabriela Hernandez

Assistant Director, MSF Recruiting & Admissions  
(574) 631-9664; ghernan3@nd.edu

### Christopher Ditmar

Assistant Director, MNA Recruiting & Admissions  
(574) 631-7302; jditmar@nd.edu

### Janel Zakrzewski-Kuntz

Assistant Director, MNA Admissions  
(574) 631-3188; jzakrze2@nd.edu

### Kalynda Hamilton

Student Onboarding Coordinator, Mendoza Graduate Programs  
(574) 631-6859; khamilt5@nd.edu

### Sarah Joyce-Baker

Admissions Outreach Specialist  
(574) 631-8876; sjoyce3@nd.edu

### Annette Tysver

Lead Admissions Specialist  
(574) 631-2864; atysver@nd.edu

### Heather DeCourval

Manager, Admissions Operations  
(574) 631-7691; hdecourv@nd.edu

### Angela Wesley

Admissions Operations Coordinator  
(574) 631-0294; awesleyc@nd.edu

### Natashia Thornton

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

### Amy Dame

Admissions Assistant  
(574) 631-0532; adame@nd.edu

### Kellie Rzepka

Admissions Assistant  
(574) 631-9868; krzepka2@nd.edu

### Jodie Campbell

Admissions Outreach Specialist  
(574) 631-5208; jsignori@nd.edu

### Zach Stabrowski

Admissions Specialist  
zstabro4@nd.edu



## STUDENT EXPERIENCE

### Kara Palmer

Senior Director, Student Experience  
(574) 631-1701; kpalmer4@nd.edu

### Megan Piersma

Director of Experiential Learning  
(574) 631-0985; mpiersma@nd.edu

### Ben Wilson

Associate Director, Experiential Learning  
(574) 631-5320; bwilson2@nd.edu

### Stephanie Drudge

Assistant Director, Experiential Learning  
(574) 631-7671; sdrudge@nd.edu

### Christine Gramhofer

Director of Student Services  
(574) 631-3280; cgramhof@nd.edu

### Teresa True

Associate Director, Student Services MBA  
(574) 631-3164; ttrue@nd.edu

### Samantha Crisp

Assistant Director, Student Services MBA  
(574) 631-1555; scrip@nd.edu

### Cathi Kennedy

Assistant Director, Student Services MBA  
(574) 631-4948; ckenned7@nd.edu

### Sherry Nadai

Assistant Director, Student Services MBA  
(574) 631-9463; snadai@nd.edu

### Cassandra Klein

Assistant Director, Student Services EMBA-SB  
(574) 631-1894; ckline3@nd.edu

### Hermalena Powell

Assistant Director, Student Services MSBR, MSBA-SA, and MSM  
(574) 631-1087, hpowell@nd.edu

### Kim Brumbaugh

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

### Tabitha Kingsbury

Assistant Director, MSA  
(574) 631-1836; tkingsb2@nd.edu

### Priscilla Rodriguez

Classroom Coordinator, MSBA - Chicago  
(312) 888-9404; prodrig6@nd.edu

### Suzanne Witt

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

### Kari Friestad

Assistant Director, Academic Operations  
(574) 631-7021; kfriesta@nd.edu

### Jennifer Brewer

Academic Operations Coordinator  
(574) 631-3962; jbrewer12@nd.edu

### Christopher Hillak

Academic Operations Coordinator  
(574) 631-3622; chillak@nd.edu

### Sam Fisher

Business on the Frontlines, Managing Program Director  
(574) 631-6680; sfisher8@nd.edu

### Crystal Boser

BHP & BESP Senior Program Coordinator  
(574) 631-4827; cboser@nd.edu

### Lindsey Paturalski, PhD

NDDCEL Program Manager  
(574) 631-9534; lpatura2@nd.edu

## GRADUATE CAREER AND ALUMNI ENGAGEMENT

### John Rooney

Senior Director, Graduate Career and Alumni Engagement  
(574) 631-1812; jrooney@nd.edu

### Joel Farran

Associate Director, Career Development EMBA/MSF  
jfarran@nd.edu

### Richard Yoo

Associate Director, MBA Employer Relations  
ryoo@nd.edu

### Mary Coghlin

Director, Career Coaching and Development  
mcoghlin@nd.edu

### Mindy Evans

Associate Director, MS Programs  
(574) 631-5575; mevans8@nd.edu

### Katy White

Operations Manager, Graduate Business Career Development  
(574) 631-8482; kwhite8@nd.edu

### Lisa Michaels

Sr. Associate Director, MS Career Development  
(574) 631-4056; lmichael@nd.edu

### Patrick Farran

Sr Associate Director, MBA Career Development  
(574) 631-4564; pfarran@nd.edu

### Tahra Taylor

Associate Director, MBA Career Development  
(574) 631-2082; ttaylo23@nd.edu

### Martin Johnson

Associate Director, MBA Career Development  
(574) 631-4759; mjohns69@nd.edu

### Lindsey McIntyre

Associate Director, MSBA Career Development  
(574) 631-0896; lmcinty1@nd.edu

### Jessica Stookey

Assistant Director, MNA Career Development  
(574) 631-1547; jgreen5@nd.edu

### Kelly Favory

Employer Relations Program Manager  
kfavory@nd.edu

## COLLEGE OPERATIONS

### Tracy Biggs

Senior Director, College Operations  
(574) 631-1583; tbiggs@nd.edu

### Angela Byce

Associate Director of Finance  
(574) 631-0181; abyce@nd.edu

### Morgan McCoy

Director of Facilities and Program Operations  
(574) 631-7148; mschlarb@nd.edu

**Ron Grisoli**

Facilities Program Director  
(574) 631-3069; rgrisoli@nd.edu

**Meghan Huff**

Program and Events Manager, EMBA and  
Chicago MS Programs  
(574) 631-0564; mhuff@nd.edu

**Connie Varga**

PT Events and Hospitality Coordinator  
(574) 631-1592; cvarga1@nd.edu

**Joseph Torma**

Program and Events Manager, MBA  
Programs  
(574) 631-5286; jtorma1@nd.edu

**Chad DeWeese**

Facilities Administrator  
(574) 631-8994; cdeweese@nd.edu

**Dana Pierce**

Facilities Administrator  
(574) 631-2068; dpierce3@nd.edu

**Wendy Walker**

Program and Events Manager, Specialized  
Masters and Non-Degree Programs  
(574) 631- 2326; wwino@nd.edu

**Tracey Plenzler**

Associate Director of Finance  
(574) 631-7237; tplenzle@nd.edu

**David Smiley**

Mendoza Data Scientist  
(574) 631-2689; dsmiley@nd.edu

**Chris Fruewirth**

Director of Information Technology  
(574) 631-5360; cfruehwi@nd.edu

**Heng Diego Wang**

Senior Data Engineer  
(574) 631-7687; Heng.Wang.96@nd.edu

**Min Hee Myung**

Apps Developer Consultant  
(574) 631-1564; mmyung@nd.edu

**David Yeh**

Manager Enterprise Technology  
(574) 631-5941; Ting-Kin.D.Yeh.1@nd.edu

**Hank Gettinger**

Service Desk Coord. & IT Consultant  
(574) 631-4826; wgetting@nd.edu

**Michael Mueller**

Business Process & IT Solutions Engineer  
(574) 631-2992; mmuelle7@nd.edu

**Kyle Way**

Training Specialist & IT Solutions Engineer  
(574) 631-6010; kway@nd.edu

**Kamil Kosidlak**

IT Support Technician PT  
(574) 631-7896; kkosidla@nd.edu

**Nick Page**

Manager, Educational Technology  
(574) 631-8265; npage@nd.edu

**Jeremy May**

Ed Tech Client Tech Professional  
(574) 631-7387; Jeremy.M.May.23@nd.edu

**Franklin Mark**

Collaboration Engineering Technician  
(574) 631-8896; Franklin.T.Mark.5@nd.edu

**Brandan Weisser**

Education Technician PT  
(574) 631-2062; bweisse2@nd.edu

**Jean Meade**

Rankings & Projects Manager  
(574) 631-3277; Jean.Meade@nd.edu

**Maggie Neenan-Michel**

Manager, Faculty Support Center  
(574) 631-9102; Mary.M.Neenan.1@nd.edu

**Amy Spangler**

Production Assistant  
(574) 631-5325; aspangl1@nd.edu

**Denayia Phillips**

Production Assistant  
(574) 631-5325; dphilli9@nd.edu

**Tamara Springer**

Editorial Project Coordinator  
(574) 631-6416; Tamara.R.Chapman.1@nd.edu

**Amanda Rink**

Director of Administrative Support  
(574) 631-3919; arink@nd.edu

**Ashley Heberling**

Administrative Coordinator, Management  
& Organization  
(574) 631-6460; aheberl2@nd.edu

**Brandy Babcock**

Administrative Assistant, Accountancy  
bbabcock@nd.edu

**Emily Sharp**

Administrative Assistant, IT, Analytics, and  
Operations  
(574) 631-6183; esharp@nd.edu

**Deborah Coch**

Administrative Assistant II, Finance  
(574) 631-6370; dcoch@nd.edu

**Barbara Westra**

Administrative Coordinator, Accountancy  
(574) 631-7324; bwestra@nd.edu

**Reagan Nadai**

Administrative Assistant  
rnadai@nd.edu

**Katherine Alan**

Alumni & Advancement Coordinator  
kkintzel@nd.edu

**Jessica Noffsinger**

Administrative Assistant  
(574) 631-6602; jsecviar@nd.edu

**Hether Graham**

Sr. Administrative Assistant to Associate  
Deans  
(574) 631-8211; hgraham2@nd.edu

**Emily Marrese**

Sr. Administrative Assistant to Sr. Director  
of Operations  
(574) 631-8729; epaul1@nd.edu

**Reilly Fangman**

Executive Assistant to the Dean  
(574) 631-5187; rfangman@nd.edu