

Procedures for IEM/MBA Program

REQUIREMENTS: Student must have junior standing to apply and have (and maintain) a 3.0 GPA.

~ STEP ONE:

Students complete and submit a **Combined/Accelerated Degree Program Declaration Form** to the graduate department for approval to a combined/accelerated program of study (see declaration template document).

- Note: the cumulative GPA has been set at 3.0 for this program instead of 3.5 stated on form.

~ STEP TWO:

Students must [apply for graduate admission](#) to the intended master's degree program (MBA).

- The application fee is \$35. You will be prompted to pay the fee when you have completed all of the required fields in the online application.
- The GRE will be waived
- The GMAT will be waived

~ STEP THREE:

Once accepted into the program, students will be able to register for graduate courses on their graduate career. A maximum of 15 graduate credits may count toward the undergraduate degree. Graduate courses will not be considered for undergraduate **Dean's List** or undergraduate **Graduation with Honor** calculations. Enrollment verification will be conducted at the dual-career/combined level.

NOTES:

- Graduate tuition will be assessed for graduate credits approved for double-counting toward requirements for both undergraduate and graduate programs of study. Double-counted graduate credits count toward totals for financial aid, but are not covered under the tuition cap. Mandatory student fees, however, are capped at 12 credits, regardless of program.

If funding permits, students may be supported as teaching or research assistants. Students receiving graduate assistantships also receive tuition waivers to cover base tuition for regular NDSU graduate credits only. Students are responsible for any differential tuition, student fees, and tuition for other types of credits taken, such as undergraduate credits or Cooperative Education credits.

- In order for Student Financial Services to review financial aid eligibility, the graduate courses counting towards the undergraduate major must be detailed in the *Combined/Accelerated Degree Program Declaration Form*.
- Graduate courses to be utilized on an undergraduate curriculum will require a substitution form to fulfill undergraduate requirements. Forms will be submitted by the undergraduate academic department of the student's major to the Office of Registration and Records.
- Students must complete all baccalaureate degree requirements at least one semester prior to the term in which the graduate degree is to be conferred.
- Before receipt of baccalaureate degree, the graduate courses/credits included on the *Combined/Accelerated Degree Program Declaration Form* (up to 15 credits) will be transferred onto the undergraduate record by the Office of Registration and Records. These courses/credits will be included in the undergraduate degree and credit totals. The courses will not be detailed on the undergraduate record, but rather appear as NDSU transfer credit from the Graduate School. A transcript note will be applied after the transfer cumulative strip that reads: "*Coursework displayed on the graduate record and applied to the undergraduate degree requirements as part of an approved accelerated/combined plan of study*".