

Advanced Academic Standing: Course Waivers & Substitute Electives

It's not necessary to have an undergraduate Business degree to be admitted to the MBA program - but if you *have* completed courses in business, you may be eligible for advanced standing in the MBA required courses ([Categories I - III](#)).

Your eligibility for advanced standing is assessed after you're accepted to the MBA Program.

Advanced Standing: The Basics

Most applicants with prior Business degrees are eligible for waivers of 3-4 courses (9-12 SH). At least 33 SH, and all Advanced courses ([Categories III - V](#)), must be completed at MSU.

What determines eligibility for course waivers?

For the waiver of an MBA required course, the following minimum requirements must be met:

Advanced standing based on prior graduate course(s) [SG]:

- You have completed at least 3 credits in the same topic (e.g., financial accounting)...
- in a degree program offered by an AACSB accredited college or university, with...
- the grade of B or better.

Advanced standing based on prior undergraduate course(s) [XU]:

- You have completed at least 6 credits - usually two (2) or more courses - in the same topic...
- at a regionally accredited college or university, with...
- grades of B or better in each course.

Advanced standing based on challenge examination [XC]:

- You have passed an SBUS [challenge examination](#) in the subject.

Please note these limitations:

- Only required, not elective, courses can be waived.
- Coursework more than 10 years old can't be counted for waiver purposes.
- Only credit-bearing college courses (not professional training classes) can be applied.
- We cannot give life experience credit.
- Once you have been admitted to the MBA, you cannot earn more waivers by taking additional undergraduate courses.
- Once you have been admitted, if you wish to take an MBA course at any other institution and transfer it to your MSU degree, you must [apply for approval](#) in advance.

Advanced Standing: Beyond the Basics

In some cases, students who have completed more than the usual number of advanced courses in their prior Business degrees may be eligible for an additional form of advanced standing: substituting an elective [SE] for a required course in [Categories II & III](#).

These substitutions *do not lower the credit hour requirements for the MBA*, but offer students with significant prior exposure to any subject an opportunity for greater flexibility in customizing the MBA.

If your advanced standing analysis shows that you're eligible for the SE option in one or more courses, you'll be granted one of these alternatives:

- To substitute an advanced course in that subject.

For example, in place of [INBS 501 - International Business: Concepts & Issues](#), you would be allowed to substitute any [INBS elective course](#).

or

- To select *any* MBA elective to replace the waived class.

For example, in place of [ACCT 502 - Managerial Accounting](#), you would be allowed to substitute an elective course in any of these areas:

[Accounting](#)

[Business Law](#)

[Economics](#)

[Finance](#)

[International Business](#)

[Management](#)

[Management Information Systems](#)

[Marketing](#)

Can I Get More Waivers?

Sometimes students ask for more course waivers once they've begun the MBA program, because they find some of the MBA course work is familiar, or because other students have been waived out of certain classes.

Your advanced standing is based on our analysis of *your* academic background in Business studies which is documented by the transcripts you submitted in your application portfolio.

If you submit *additional documentation of additional prior coursework* that meets the guidelines noted above, *or* you can identify specific courses we missed in the advanced standing analysis, we will review your file again.

Interpreting Your Advanced Academic Standing Analysis

On the back of your MBA program worksheet, you'll find the analysis of all your prior academic work, as documented by the transcripts submitted with your application.

It will look like this:

BASIC COURSES (ADVANCED STANDING - WAIVERS, UP TO 15 SH)										
PRIOR ACADEMIC WORK						level	date(s)			
University (College) 1: <u>County Community College</u>						undergraduate	<u>1996 - 1998</u>			
University (College) 2: <u>Grande University</u>						undergraduate	<u>1998 - 2000</u>			
University (College) 3: <u>Grande University</u>						graduate	<u>2002 -</u>			
I. Managerial Decision Making										
<u>ECON501 Economic Analysis</u>	code	Univ.	Course no.	grade	SH	Univ.	Course no.	grade	SH	
	XU	UNIV 1	<u>ECON 201</u>	B	3	UNIV 1	<u>ECON 202</u>	B+	3	
<u>INFO 501 Statistical Methods</u>	---	UNIV 2	<u>STAT 200</u>	B	3	---	---	---	--	
<u>INFO 503 Management Inf. Systems</u>	XU	UNIV 2	<u>MIS 350</u>	A	3	UNIV 2	<u>MIS 450</u>	B+	3	
II. Functional Core										
<u>ACCT 501 Financial Accounting</u>	code	Univ.	Course no.	grade	SH	Univ.	Course no.	grade	SH	
	XU	UNIV 1	<u>ACC 101</u>	A-	3	UNIV 2	<u>ACT 301</u>	B	3	
<u>MGMT 505 Mgmt Proc & Org. Behavior</u>	SG	UNIV 3	<u>BMGT 510</u>	A	--	---	---	---	--	
<u>MKTG 501 Marketing Management</u>	---	UNIV 2	<u>MKT 320</u>	A-	--	---	---	---	--	
<u>FINC 501 Corporate Financial Mgmt</u>	---	UNIV 3	<u>BFIN 510</u>	NC	--	UNIV 2	<u>FIN 320</u>	B	3	
<u>INFO 505 Prod./Operations Mgmt</u>	---	---	---	---	--	---	---	---	--	
ADVANCED COURSES (ADVANCED STANDING: SUBSTITUTE ELECTIVES, UP TO 9 SH)										
III. Managing the Business Environment										
<u>INBS 501 International Business</u>	code	Univ.	Course no.	grade	SH	Univ.	Course no.	grade	SH	
	SE	UNIV 3	<u>BINT 510</u>	B+	3	---	---	---	--	
<i>if waived, substitute from electives list E: INBS ELECTIVES</i> <i>SE: INBS elective [E]</i> _____										
<u>ACCT 502 Managerial Accounting</u>	---	UNIV 2	<u>ACTG 302</u>	B	3	---	---	---	--	
<i>if waived, substitute course from MBA electives lists A-H.</i> <i>SE: MBA elective [A-H]</i> _____										
<u>ECON 505 Aggregate Economics</u>	---	---	---	---	--	---	---	---	--	
<i>if waived, substitute course from MBA electives lists A-H.</i> <i>SE: MBA elective [A-H]</i> _____										

What do these notations mean?

- XU: the MBA course [left-hand column] has been waived, based on undergraduate course work: credit hour requirements have been lowered by 3 SH.
- SG: the MBA course has been waived, based on graduate level course work: credit hour requirements have been lowered by 3 SH.
- SE: the MBA course has been waived, based on either undergraduate or graduate course work: you are eligible to substitute an elective course. Your credit requirements have *not* decreased.

To de-code this sample waiver analysis, see the notes below.

Course Waivers & Substitute Electives, cont'd

BASIC COURSES (ADVANCED STANDING - WAIVERS, UP TO 15 SH)									
PRIOR ACADEMIC WORK						level		date(s)	
University (College) 1: <u>County Community College</u>						undergraduate		1996 - 1998	
University (College) 2: <u>Grande University</u>						undergraduate		1998 - 2000	
University (College) 3: <u>Grande University</u>						graduate		2002 - ____	
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I. Managerial Decision Making									
<u>ECON501</u> Economic Analysis	XU	UNIV 1	<u>ECON 201</u>	B	3	UNIV 1	<u>ECON 202</u>	B+	3
<u>INFO 501</u> Statistical Methods	---	UNIV 2	<u>STAT 200</u>	B	3	---	---	---	--
<u>INFO 503</u> Management Inf. Systems	XU	UNIV 2	<u>MIS 350</u>	A	3	UNIV 2	<u>MIS 450</u>	B+	3
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II. Functional Core									
<u>ACCT 501</u> Financial Accounting	XU	UNIV 1	<u>ACC 101</u>	A-	3	UNIV 2	<u>ACT 301</u>	B	3
<u>MGMT 505</u> Mgmt Proc & Org. Behavior	SG	UNIV 3	<u>BMGT 510</u>	A	--	---	---	---	--
<u>MKTG 501</u> Marketing Management	---	UNIV 2	<u>MKT 320</u>	A-	--	---	---	---	--
<u>FINC 501</u> Corporate Financial Mgmt	---	UNIV 3	<u>BFIN 510</u>	NC	--	UNIV 2	<u>FIN 320</u>	B	3
<u>INFO 505</u> Prod./Operations Mgmt	---	---	---	---	--	---	---	---	--

ADVANCED COURSES (ADVANCED STANDING: SUBSTITUTE ELECTIVES, UP TO 9 SH)

III. Managing the Business Environment									
<u>INBS 501</u> International Business	SE	UNIV 3	<u>BINT 510</u>	B+	3	---	---	---	--
<i>if waived, substitute from electives list E: INBS ELECTIVES</i> <i>SE: INBS elective [E]</i> ____									
<hr/>									
<u>ACCT 502</u> Managerial Accounting	---	UNIV 2	<u>ACTG 302</u>	B	3	---	---	---	--
<i>if waived, substitute course from MBA electives lists A-H.</i> <i>SE: MBA elective [A-H]</i> ____									
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<u>ECON 505</u> Aggregate Economics	---	---	---	---	--	---	---	---	--
<i>if waived, substitute course from MBA electives lists A-H.</i> <i>SE: MBA elective [A-H]</i> ____									

This student started at County Community College, then transferred to Grande University (which is AACSB accredited), earning a BS in Business Administration. S/he began an MBA at Grande Univ., but stopped after two semesters, and now has been admitted to the Montclair State University MBA program.

We received transcripts from both County CC (coded as UNIV 1), and Grande University. Grande U. is coded as UNIV 2 for the undergraduate courses, and UNIV 3 for the MBA classes.

- The student successfully completed 6 undergraduate credits (with grades of B or better) in economics, financial accounting, and management information systems, and has been waived out of the 3 MBA courses in these areas (XU).
- S/he also successfully completed a graduate course in management at Grande that is equivalent to MGMT 505, and has been waived from that course (SG).
- one undergraduate course in finance (FIN 320) was completed with a B, but the NC notation next to the graduate course (BFIN 510) means this grade was below a B. We can't waive FINC 501 in this case.

Based on this analysis, the student's MBA requirements are reduced by 12 SH, to a total of 36 credits.

In addition, because of the graduate course in International Business at Grande, this student is eligible to replace INBS 501 with an International Business elective (SE).

This does not lower the total credits, but replaces a required course with an elective.