

# SCHOOL OF BUSINESS

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The School of Business was founded in 1928 on the premise that business and government might become partners in promoting national prosperity and international development. Initially known as the School of Government, with degree programs that integrated business and politics at national and international levels, the School of Business has a history of professional development of individuals assuming leadership roles in society. The School has eight departments—Accountancy, Decision Sciences, Finance, Information Systems and Technology Management, International Business, Management, Marketing, and Strategic Management and Public Policy. The use of a multidisciplinary approach in educational programming helps prepare both the generalist and specialist for professional careers in today's complex organizational society.

The School of Business's undergraduate and graduate programs in business administration and accounting are accredited by AACSB International.

## Mission Statement

The mission of the School of Business is to have a lasting intellectual impact by offering quality education through innovative programs that provide theoretical frameworks and real-world learning experiences; engaging in rigorous scholarship that advances knowledge in the management of organizations in the global environment; and contributing as a local, national, and global citizen. The School accomplishes this within a community built upon respect, integrity, and active engagement.

## Vision

The School of Business sets itself apart as a thought leader at the nexus of the private, public, and nonprofit sectors. Recognized for advancing knowledge on the role of organizations in the global arena, its graduates possess the multidisciplinary knowledge, critical-thinking skills, and ethical standards to make a positive impact on economies and societies.

## Strategic Goals

The School of Business's strategic goals address three themes; enhancing global focus, leveraging location, and creating multidisciplinary opportunities:

- The School seeks to enhance its global focus, encouraging prosperity globally by leveraging existing strengths and building on the School's significant global reputation and reach.

- The School leverages its location by developing competitive advantage and differentiation, building on the distinctive capabilities associated with the School's unique position in the heart of the nation's capital.
- The School creates multidisciplinary opportunities, advancing innovation and the School's impact on economies and societies by being a catalyst for cross-functional programs and research that create new prospects for students and cutting-edge research.

## Educational Goals

The School of Business offers a distinctive educational experience to prepare global business leaders through a portfolio of niche programs that emphasize academic rigor, learning outcomes, and teaching excellence in both delivery and content.

### Intellectual Contribution Goal

The School of Business engages in scholarly research that contributes to the body of knowledge related to improving the management and performance of organizations.

### Service and Outreach Goal

The School of Business engages as citizen-leaders in the communities of which it is a part.

## REGULATIONS

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## Undergraduate Programs

At the undergraduate level, the GW School of Business (GWSB) offers programs leading to the degrees of Bachelor

of Accountancy (B.Accy.), Bachelor of Business Administration (B.B.A.), and Bachelor of Science (B.S.). The programs include foundational knowledge for business in accounting, economics, mathematics, and statistics. Program curricula are designed to provide perspectives on ethical and global issues, the influence of political, social, legal and regulatory, environmental, and technological issues, and the impact of demographic diversity on organizations. B.B.A. student selects a field of concentration from among accountancy; business analytics; business economics and public policy; finance; information systems and technology management; innovation and entrepreneurship; international business; marketing; sport, event, and hospitality management; or, with faculty approval, may structure an individualized field of concentration reflecting a specific interest in management. Additionally, a minor in a non-business field is required. The B.S. program integrates the University's emphasis on interdisciplinary study at the undergraduate level by requiring one major (Finance) in the School of Business and a second major in a non-business field. Students must apply and be admitted to this competitive program.

## Advising

Students entering the School of Business are assigned a professional academic advisor who advises them throughout the duration of their program. GWSB Advising Center (<http://business.gwu.edu/ugrad/advising-center>) staff empower students to take ownership of and responsibility for their educational experience. Students partner with advisors to successfully navigate their academic careers through conversations that range from understanding University and School requirements, exploring degree and major possibilities, overcoming academic challenges, setting goals, and finding appropriate campus resources.

Students should meet with their GWSB advisor each semester so that they remain on track for fulfilling all degree requirements. To help ensure academic success, students also are encouraged to build a support system that includes professors, faculty mentors, professional advisors, tutors, and/or counselors. In addition, assistance is available through the Division of Student Affairs (<http://students.gwu.edu>), Mental Health Services (<http://counselingcenter.gwu.edu>), Multicultural Student Services Center (<http://gwired.gwu.edu/mssc/?url=mssc>), International Services Office (<http://internationalservices.gwu.edu>), and Writing Center (<http://writingprogram.gwu.edu/writing-center>).

## Graduation Requirements

A student must achieve the following in order to graduate:

1. A minimum of 120 credits;
2. A minimum overall grade-point average of 2.0
3. A grade-point average of at least 2.0 in all required upper-division B.B.A., B.Accy., or B.S. courses and concentration-related courses (i.e., major field grade-point average).

All courses taken at GW are included in the overall grade-point average calculation.

## Academic Standing

Rules governing academic probation and suspension, described under University Regulations (<http://bulletin.gwu.edu/university-regulations>), are applicable to undergraduate students in the School of Business. In addition, students are required to maintain a 2.0 grade-point average in their business core and major/concentration courses. Students who do not meet these requirements will be placed on academic probation and may be suspended from the University.

## Undergraduate Policies

**Pass/No Pass Option**—A junior or senior student who has a cumulative grade-point average of 2.5 or above may, with approval of the instructor, the advisor, and the director of the GWSB Advising Center (<http://business.gwu.edu/ugrad/advising-center>), may take one upper-level elective per semester and receive a grade of *P* (Pass) or *NP* (No Pass) which is recorded on the student's transcript but is not reflected in the grade-point average. Students may not take more than one course per semester and four courses total graded on a *P/NP* basis. Under no circumstances may a student change from *P/NP* status to graded status in a course, or vice versa, after the last date to withdraw from a course. Required courses (including WID courses) may not be taken on a *P/NP* basis. A transfer student may not choose this option until their second semester of enrollment in the University.

**Incomplete Grades**—Conditions under which the symbol *I* (Incomplete) may be assigned are described under University Regulations (<http://bulletin.gwu.edu/university-regulations>). Incomplete coursework must be completed no later than one calendar year from the last day of the examination period of the semester or summer session in which the indication of *I* was assigned. When work for the course is complete, the *I* will be replaced by the grade earned. An indication of *I* that is not changed within this period automatically becomes an *F*. The *I* cannot be changed by re-registering for the course at GW or by taking its equivalent elsewhere. In the School of Business, the conditions for granting a notation of *I* should be documented by a written contract between the faculty member and the student. The Incomplete Contract form can be found at the GWSB Advising Center (<http://business.gwu.edu/ugrad/advising-center>), where completed contracts are kept in a student's file.

**Independent Study**—A junior or senior of demonstrated capacity, with a special interest in the subject matter of a course, may be permitted to undertake study under the personal direction of a regular, full-time faculty member, in accordance with the rules of the relevant department. A petition outlining the student's specific study plan must be submitted to the GWSB Advising Center (<http://business.gwu.edu/ugrad/advising-center>) prior to beginning

any independent study. Generally, a maximum of two independent studies in two separate semesters is permitted.

**Concentration Regulations**—A student may pursue up to two concentrations in the B.B.A. degree. When double counting courses between concentrations, and other degree requirements such as the minor, each concentration must have at least four unique courses. Additionally, a maximum of six credits may transfer into each concentration, including study abroad credits.

**Signature Courses**—Signature courses for the School of Business undergraduate degrees must be taken in residence at GW. These courses include BADM 1001 and 1002; BADM 1003; BADM 1004; BADM 2001W; BADM 3001; and BADM 4101.

## Graduate Programs

At the graduate level, GWSB offers programs leading to the degrees of Master of Accountancy (M.Accy.), Master of Business Administration (M.B.A.), Master of Science in Business Analytics (M.S.B.A.), Master of Science in Finance (M.S.F.), Master of Science in Government Contracts (M.S.G.C.), Master of Science in Information Systems Technology (M.S.I.S.T.), Master of Science in Project Management (M.S.P.M.), Master of Tourism Administration (M.T.A.), and Doctor of Philosophy (Ph.D.)

## Entrance Requirements

To be considered for admission, applicants must hold a bachelor's degree from a regionally accredited college or university. Admission to master's programs is highly competitive. Previous academic history, performance on the applicable entrance examination, letters of recommendation, demonstrated motivation and aptitude to undertake graduate-level work, and professional experience are all taken into consideration.

Applicants for admission to programs leading to the M.Accy., M.B.A., M.S.B.A., M.S.F., and M.T.A. degrees must submit scores on the Graduate Management Admission Test or the Graduate Record Examination. Test scores that are more than five years old are not accepted for admissions review.

## English Language Requirements for International Students

Applicants who are not citizens of countries where English is the official language or who do not hold a degree from a regionally accredited U.S. institution of higher learning are required to submit scores from the Test of English as a Foreign Language (TOEFL), the academic International English Language Testing System (IELTS), or the Pearson Test of English-Academic (PTE). Exemptions from this policy (<https://graduate.admissions.gwu.edu/english-language-requirements>) may be possible.

The M.S.F. program requires a minimum score of 550 paper-based or 80 Internet-based on the TOEFL, or an overall band score of 6.5 on the IELTS with no individual band score below 5.5. All other GWSB graduate degree programs require a minimum TOEFL score of 600 paper-based or 100 Internet-based, or an overall band score of 7.0 on the IELTS with no individual band score below 6.0, or a score of 68 on the PTE. In some instances, an interview will be required of applicants.

Applicants for graduate teaching assistantships must have a minimum score of 600 paper-based or 100 Internet-based on the TOEFL, an overall band score of 7.0 on the IELTS with no individual band score below 6.0, or a score of 68 on the PTE.

Students with the following English language test scores are exempt from taking English for Academic Purposes (EAP) courses: TOEFL, 600 paper-based or 100 Internet-based; IELTS, overall band score of 7.0 with no individual band score below 6.0; or a score of 68 on the PTE. Students with test scores below these minimums must register for an EAP course during their first semester. Students assigned EAP courses should anticipate additional tuition expenses as well as a possible extended period of time required to complete their degree program. EAP courses do not count toward degree requirements.

## Transfer Within the School

Currently enrolled students wishing to transfer from one graduate degree program to another within the School must complete a new application for admission through the appropriate degree program office. Applicants for transfer are subject to requirements in effect at the time of transfer. In addition, students must submit all required credentials by posted application deadlines for the program of application. Students must be in good academic standing (3.0 grade-point average) for transfer consideration.

## Readmission

A student who withdraws, is suspended, or otherwise is absent without authorization from the University for one semester or more must make formal application for readmission to the director of the student's degree program and resubmit all supporting credentials including transcripts from previous schools attended, including George Washington University, and entrance examination scores. If readmitted, the student is subject to the rules and regulations in force at the time of return. If the student has attended one or more regionally accredited colleges or universities during absence from the University, complete official transcripts must accompany the application for readmission.

The application fee is waived (<https://graduate.admissions.gwu.edu/step-step-application-process.html>) for a student applying for readmission who was registered as a degree candidate at the time of last registration at the University and has not since registered at another college or university.

## General Requirements

All students must complete the prescribed minimum number of credits of graduate coursework. A maximum of 6 credits of graduate coursework may be approved for transfer to the School of Business from enrollment at GW in non-degree status or from another degree-granting school of this University or another regionally accredited college or university under the following conditions: the coursework must be approved as part of the student's program of studies; it must not have been applied to the completion of requirements for another degree; it must be at the graduate level; it must have been taken within the two years prior to acceptance into the program; and the student must have received a grade of *B* or above.

A transcript and description of the coursework must be on file before the petition can be considered. Should advanced standing be granted, the credit for a course will count but not the grade.

Although work counted toward a bachelor's degree may not be counted toward a master's degree, a student who has completed the equivalent of a Master of Accountancy or Master of Business Administration core prerequisite course with a grade of *B* or above as part of the bachelor's degree may request a waiver of that course. A grade of *B* or above is required to waive remaining core prerequisite courses on the basis of equivalent graduate-level courses completed at GW or another AACSB-accredited college or university prior to admission to the program. All courses presented for waiver consideration must have been taken within five years prior to the first semester of enrollment in the graduate program. Students should contact their degree program director for specific waiver criteria and deadlines for requesting waivers.

A full-time student may register for a minimum of 9 to a maximum of 15 credits each semester (18 for M.B.A. candidates) and 6 credits each summer session. All work for a master's degree must be completed within five years.

Students who expect to continue studies for a doctoral degree after receiving the master's degree should consult with the advisor to plan their program of study.

No credit is granted for work done in absentia or without formal instruction, except for supervised field experience, independent study, and the thesis, which may be completed in absentia with the permission of the department, designated faculty advisor, or committee concerned.

## Independent Study Plan

A graduate student of demonstrated capacity, with a special interest in the subject matter of a course, may be permitted to undertake study under the personal direction of an instructor, in accordance with the rules of the appropriate department or degree program. A petition outlining the student's specific study plan must be submitted to the student's degree program director prior to beginning any independent study. The student

may petition to complete a maximum of two independent studies in two separate semesters.

## Students from Other Schools Within the University

Degree candidates from other schools of the University cannot register for more than a total 12 credits in GWSB courses.

## Academic Standing

A graduate student who is not on academic probation or suspension for poor scholarship is considered to be in good standing. The University's general scholarship requirements, including information on grades and computing the grade-point average, appear under University Regulations (<http://bulletin.gwu.edu/university-regulations>) in this Bulletin. A minimum grade-point average of 3.0 must be maintained and is required for award of a graduate degree. All graduate courses and undergraduate courses taken for graduate credit after matriculation as a degree candidate (except those audited or taken for the grade of *CR*) will be used in the calculation of the grade-point average.

## Academic Probation

Students whose GPA falls below 3.0 at any point after completing 9 credits are placed on academic probation.

While on academic probation, a student:

1. Must achieve at least a 3.0 (term) GPA in each subsequent semester.
2. Must be continuously enrolled or on an approved Leave of Absence or Continuous Enrollment.
3. Must not receive a grade of *F* (Failure) in any course.
4. Must not receive the designation Incomplete (*I*) in any course.

A student who fails to meet the above four conditions will be suspended from their program.

A student may request reinstatement from a suspension by completing and submitting the Request for Reinstatement form to the Associate Dean for Graduate Programs. The request should offer a clear explanation of changed circumstances and how the student plans to raise his or her cumulative GPA to 3.0. The request must be submitted within one semester of the suspension. Thus, a student suspended in the fall semester must request reinstatement no later than the last day of the spring semester immediately following their suspension and a student suspended in the spring or summer semester must request reinstatement no later than the last day of the fall semester immediately following their suspension.

In order to achieve the 3.0 minimum cumulative GPA, the student will be allowed to take up to 6 credits of graduate-level coursework beyond the program requirement.

A student who is below a 3.0 cumulative GPA and does not have enough credits remaining in their program to achieve the

minimum GPA—including the additional 6 credits referenced above—will be dismissed. There is no appeal possible following a dismissal.

## Grades of F

A master's degree candidate who receives a grade of *F* in a core, required, or elective course must repeat the course and earn a passing grade on the next attempt. Students should refer to the requirements of their degree program for additional minimum grade requirements. Once a grade of *F* is earned in a core, required, or elective course, it remains a part of the student's permanent record and is calculated into the grade-point average.

## Incompletes

Conditions under which the symbol *I* (Incomplete) may be assigned and changed are described under University Regulations (<http://bulletin.gwu.edu/university-regulations>). The symbol *I* must be changed by a date agreed on by the instructor and the student but usually no later than the last day of the examination period within one calendar year for the fall, spring or summer semester in which the symbol *I* is assigned. An Incomplete that is not changed within this period automatically becomes an *F*. In cases of well-documented extenuating circumstances, an instructor and a student may jointly petition the director of the student's degree program for additional time in which to complete the work of the course. Such petitions should be submitted within the same period. The symbol of *I* cannot be changed by re-registering for the course here or by taking its equivalent elsewhere. Upon submission of the assigned grade, the *I* is removed from the transcript.

## Withdrawing From a Course

The School of Business requires that students requesting to withdraw from a course after the eighth week of classes (or after the fourth week for modules) must present a petition to the Dean and receive written permission. The student must be passing the class and obtain the written approval of the instructor in order for the request for withdrawal to be approved. If approved, the symbol *W* (Authorized Withdrawal) will appear on the transcript. Tuition will not be refunded.

## Thesis

Students contemplating doctoral study are strongly encouraged to include the thesis as an elective in their master's program. The thesis subject should be selected as early as possible to permit effective integration with the coursework. The subject must be approved by the professor in charge of the student's field. The thesis in its final form must have the approval of the professor in charge. All theses must be submitted electronically and meet the formatting and other requirements set forth on line at GW's Electronic Theses and Dissertations Submission website (<http://library.gwu.edu/etds>)

Payment of tuition for the thesis entitles the candidate, during the semesters in which registered for thesis seminar and/or

thesis research, to the advice and direction of the member of the faculty under whom the thesis is to be written. In case a thesis is unfinished, additional time is granted. The student must, however, be enrolled continuously in the program. If the preparation of the thesis extends more than three semesters beyond the date of registration for thesis research, the student must register for the total required thesis credits again and pay additional tuition.

## UNDERGRADUATE

### Bachelor's programs

- Bachelor of Accountancy (<http://bulletin.gwu.edu/business/undergraduate-programs/accountancy>)
- Bachelor of Business Administration (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration>)
  - concentration in accountancy (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/accountancy>)
  - concentration in business analytics (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/business-analytics>)
  - concentration in business economics and public policy (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/business-economics-public-policy>)
  - concentration in finance (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/finance>)
  - concentration in information systems and technology management (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/information-systems-technology-management>)
  - concentration in innovation and entrepreneurship (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/innovation-entrepreneurship>)
  - concentration in international business (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/international-business>)
  - concentration in marketing (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/marketing>)
  - concentration in sport, event, and hospitality management (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/sport-event-hospitality-management>)
  - concentration in individualized field (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration/individualized>)
- Bachelor of Science with a major in finance (<http://bulletin.gwu.edu/business/undergraduate-programs/finance>)

## Combined programs

- Dual degree programs (<http://bulletin.gwu.edu/business/undergraduate-programs/dual>)

## Minor

- Minor in business administration (<http://bulletin.gwu.edu/business/undergraduate-programs/business-administration-minor>)

## GRADUATE

### Master's programs

- Master of Accountancy (<http://bulletin.gwu.edu/business/accountancy/macc>)
- Master of Science in Business Analytics (<http://bulletin.gwu.edu/business/decision-science/ms-business-analytics>)
- Master of Science in Finance (<http://bulletin.gwu.edu/business/finance/ms>)
- Master of Science in Information Systems Technology (<http://bulletin.gwu.edu/business/graduate-programs/information-systems-technology-ms>)
- Master of Science in Government Contracts (<http://bulletin.gwu.edu/business/graduate-programs/government-contracts-ms>)
- Master of Science in Project Management (<http://bulletin.gwu.edu/business/graduate-programs/project-management-ms>)
- Master of Tourism Administration (<http://bulletin.gwu.edu/business/graduate-programs/tourism-administration>)

### Master of Business Administration programs

- Global Master of Business Administration (<http://bulletin.gwu.edu/business/graduate-programs/global-business-administration-ma>)
- Healthcare Master of Business Administration (<http://bulletin.gwu.edu/business/graduate-programs/healthcare-business-administration-ma>)
- Professional Master of Business Administration (<http://bulletin.gwu.edu/business/graduate-programs/professional-business-administration-ma>)
- World Executive Master of Business Administration (<http://bulletin.gwu.edu/business/graduate-programs/world-executive-business-administration-ma>)

### Combined degree programs

- Joint Master of Business Administration/Juris Doctor with the Law School (<http://bulletin.gwu.edu/business/graduate-programs/special-programs>)
- Joint Master of Business Administration/Master of Arts with a focus on international business with the Elliott School of International Affairs (<http://bulletin.gwu.edu/business/graduate-programs/special-programs>)

- Joint Master of Business Administration/Master of Science in Finance (<http://bulletin.gwu.edu/business/graduate-programs/special-programs>)
- Joint Master of Business Administration/Master of Science in Government Contracts
- Dual Master of Business Administration/Master of Science in Information Systems Technology (<http://bulletin.gwu.edu/business/information-systems-technology-management/combined-bba-ms>)
- Joint Master of Business Administration/Master of Science in Project Management (<http://bulletin.gwu.edu/business/graduate-programs/special-programs>)

### Doctoral program

- Doctor of Philosophy in the field of business administration (<http://bulletin.gwu.edu/business/graduate-programs/business-administration-phd>)

## CERTIFICATES

### Post-Master's Certificate Program for School of Business Alumni

The School of Business offers a post-master's graduate certificate designed to assist master's degree alumni of the school in keeping pace of an ever-changing business climate. Participants may undertake a 12-credit program of study in an existing School of Business field or from a series of specially designed program offerings. Further information is available from the Office of the Dean.

### Graduate Certificate Programs

In addition, the School of Business offers graduate certificate programs of study in the following fields:

- Graduate certificate in business analytics (<http://bulletin.gwu.edu/business/certificates/business-analytics>)
- Graduate certificate in walkable urban development (<http://bulletin.gwu.edu/business/certificates/walkable-urban-development>)
- Graduate certificate in nonprofit management (<http://bulletin.gwu.edu/business/certificates/nonprofit-management>)
- Graduate certificate in responsible management (<http://bulletin.gwu.edu/business/certificates/responsible-management>)
- SAS certificate in business analytics (<http://bulletin.gwu.edu/business/certificates/sas-business-analytics>)

## COURSES

### Explanation of Course Numbers

- Courses in the 1000s are primarily introductory undergraduate courses

- Those in the 2000–4000s are upper-division undergraduate courses that can also be taken for graduate credit with permission and additional work
- Those in the 6000s and 8000s are for master’s, doctoral, and professional-level students
- The 6000s are open to advanced undergraduate students with approval of the instructor and the dean or advising office
- Accountancy (ACCY) (<http://bulletin.gwu.edu/courses/accy>)
- Business Administration (BADM) (<http://bulletin.gwu.edu/courses/badm>)
- Decision Sciences (DNSC) (<http://bulletin.gwu.edu/courses/dnsc>)
- Government Contracts (GCON) (<http://bulletin.gwu.edu/courses/gcon>)
- Finance (FINA) (<http://bulletin.gwu.edu/courses/fina>)
- Information Systems and Technology Management (ISTM) (<http://bulletin.gwu.edu/courses/istm>)
- International Business (IBUS) (<http://bulletin.gwu.edu/courses/ibus>)
- Management (MGT) (<http://bulletin.gwu.edu/courses/mgt>)
- Marketing (MKTG) (<http://bulletin.gwu.edu/courses/mktg>)
- Master of Business Administration (MBAD) (<http://bulletin.gwu.edu/courses/mbad>)
- Strategic Management and Public Policy (SMPP) (<http://bulletin.gwu.edu/courses/smpp>)
- Tourism Studies (TSTD) (<http://bulletin.gwu.edu/courses/tstd>)