Graduate programs offered at The University of Tampa include the Master of Business Administration, Master of Science in Accounting, Master of Science in Finance (MS-FIN), Master of Science in Marketing (MS-MKT), Master of Science in Innovation Management (MS-IM), Master of Arts in Teaching, Master of Education in Curriculum and Instruction and Master of Science in Nursing. These programs are designed to prepare students for advanced leadership roles in the community.

Graduate Programs

The following academic procedures are outlined to enable graduate students to gain the greatest benefit from a planned course of study and to assure that all graduation requirements are satisfied in the planned sequence. Graduate students should refer also to the Academic Calendar in the front of this catalog. In addition, reference should be made to the Academic Policies and Procedures chapter for University-wide policies on frequency of course offerings, semester-hour credits, dropping and adding courses, incomplete work, special studies courses, absences, grade reports, withdrawal from the University, and Commencement exercises.
Policies and Procedures

Student Responsibility
Each student is responsible for the proper completion of his or her academic program, for familiarity with The University of Tampa Catalog, for maintaining the grade point average required, and for meeting all other degree requirements. The advisor will counsel, but the final responsibility remains that of the student.

Each student is responsible for maintaining communication with the University and keeping on file with the Registrar’s Office at all times a current address, including ZIP or postal code and telephone number.

Residency
For the master’s degree, a minimum of 75% of the required program hours must be earned at The University of Tampa. Exemptions must be addressed in writing to the Graduate Appeals Committee.

Graduate Retention Standards
Graduate students must have a minimum 3.0 GPA in both their required courses and cumulative GPA to graduate. Students who fall below a 3.0 GPA will have an eight-hour probationary period in which to raise their grades to a 3.0 GPA. Students failing to do so will be dismissed. MSN, MEd and MAT students are eligible for this opportunity only once throughout their academic programs. If a student’s GPA falls below 3.0 a second time, he or she will be academically dismissed.

Conditionally admitted MBA, MS-FIN, MS-MKT, MSA or MS-IM students who fall below a 3.0 GPA in their first eight hours will be dismissed.

Conditionally admitted MSN students who fail to earn a grade of “B” or higher in the first eight credits of graduate work will be dismissed.

MAT and MEd students who fail to earn a “B” or higher in the first 12 credits of graduate work will be dismissed. Continuation in the MAT or MEd program also is contingent on successful completion of apprenticeships.

No grade below “C” will be accepted toward a graduate degree or certificate completion. MSN/Post-MSN students cannot earn more than two grades below a “B.” If they do, they can repeat up to two courses, but the original grades will not be removed from the student’s academic record. A third grade below “B,” regardless of grades in repeated courses, will result in academic dismissal.

Graduation Honors
Students with an overall GPA of 4.0 in graduate-level coursework will be recognized at graduation with “highest honors.” Students who graduate with an overall GPA of 3.9 through 3.99 will be recognized as graduating with “honors.” Students with a GPA of 3.8 through 3.89 will be honored with a certificate of academic excellence.

Repeating of Courses
Upon approval of the director of the graduate program, a student may repeat (once) a maximum of two courses in which he or she received a grade below “B.” The original grade received will not be removed from the student’s academic record.

Graduate Admission Appeals
An applicant whose application for admission has been denied should follow these procedures:

1. Contact the appropriate program director and request reconsideration and clarification of the decision.
2. If not satisfied, the applicant may submit his or her case to the Graduate Appeals Committee, which will render a decision in the case.
3. The decision of the committee may be appealed to the dean of graduate studies. The decision of the dean is final.

Graduate Academic Appeal
The following policy applies to disputes over academic decisions:

1. The student should discuss the situation with the faculty member involved.
2. If the dispute remains unresolved, the student should contact the appropriate department chair or program director in writing.
3. If still not satisfied, the department chair or student may submit his or her case to the Graduate Appeals Committee, which will render a decision.
4. The student may appeal the decision of the Graduate Appeals Committee to the dean of graduate studies. The decision of the dean is final.

**Admission to Candidacy and Application for a Master’s Degree**

A student should complete his or her application for degree with the student advisor upon completion of 21 semester hours of acceptable graduate work or in the semester prior to graduation (whichever comes first). When signed and approved by the director and submitted to the registrar, this form constitutes a formal admission to candidacy and application for degree. The deadlines for submitting this form to the Office of the Registrar are no later than the previous March 1 for December graduation, and no later than the previous Oct. 31 for May or August graduation.

Master of Science in Nursing students have to successfully complete the oral examination before they achieve candidacy.

Master of Arts in Teaching students also must complete all three portions of the Florida teacher certification examinations to be eligible for candidacy.

Master of Education students must have completed an oral exam before they achieve candidacy.

**Time Limit**

A student is allowed seven years from the time graduate work has begun, whether at UT or elsewhere, in which to complete the degree. Under certain circumstances, the student, with approval from the director, may revalidate, by examination, courses that are outdated by the time limit.

**Tuition and Graduate Fees**

Graduate tuition is $450 per credit hour for part-time and full-time MBA, MAT, MEd and MS programs, and $563 per credit hour for the Saturday MBA program. A $35 student service fee is assessed each term. Qualified candidates may audit a course with approval. Tuition for audit courses is 50% of the graduate tuition rate. Auditors earn no credit.

**Recommended Computing Standards for UT Students**

(See Student Services section of this catalog.)

**Financial Aid**

Please refer to the Financial Aid section in this catalog for more information or contact the Financial Aid Office at (813) 253-6219.

**Housing**

On-campus housing placement and off-campus housing information services can be obtained by contacting The University of Tampa’s Office of Residence Life at (813) 253-6239.

**Graduate Studies in Business**

**John H. Sykes College of Business**

**Vision**

We will build outstanding careers and organizations worldwide.

**Mission and Values**

We pursue this vision through an exceptionally engaged learning community of students, teacher-scholars, staff and community partners committed to five core values:

- **People First**—We recognize that success depends upon our ability to attract, develop and support talented faculty, staff and students.

- **Challenge**—We deliver academically challenging educational programs that develop the critical competencies and leadership capacities essential for life-long learning and successful professional lives.

- **Teaching Excellence**—We emphasize teaching excellence and high-quality, student-centered learning experiences while promoting active, practical and diverse scholarship.

- **Professionalism**—We support an environment that values innovation and achievement with the highest professional standards.
• Partnership—We address real-world issues through extensive outreach activities and partnering on a local and global basis.

Essential Competencies
We create and deliver truly distinctive programs and services that develop:
• High-Performance Leadership—An ability to confidently lead oneself and others for sustainable high performance.
• Global Effectiveness—An ability to perform effectively across cultures in addressing critical global challenges.
• Technology Mastery—An ability to enhance personal and organizational performance through technology.
• An Innovative Mindset—An ability to think and act creatively for continuous improvement.
• Business Expertise—An ability to contribute strategically through highly developed functional business skills.

Accreditation
The University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate, Baccalaureate and Master’s degrees. The John H. Sykes College of Business also is accredited by AACSB International—the Association to Advance Collegiate Schools of Business.

Admission
Admission to UT’s John H. Sykes College of Business graduate programs is competitive and based on a number of important factors. Part-time/full-time MBA, MSA, MS-FIN and MS-MKT applications are continually processed with admissions deadlines for fall and spring terms. Please check the Web page at www.ut.edu for priority, final and international deadlines. Saturday MBA and MS-IM applications are for fall sessions. Individual interviews may be required in some cases. All students admitted must have earned four-year undergraduate degrees or equivalent from a regionally accredited college or university. A specific undergraduate major is not required.

Students entering the programs are expected to be competent in mathematics, have strong communication skills (both written and oral), and be competent with the use of computers. It is the student’s responsibility to develop these proficiencies through coursework and self-study. Students entering the MS-IM and Saturday MBA programs are expected to have five years of relevant work experience, with at least two years in a management position. MS-FIN and MS-MKT candidates are expected to have three or more years of relevant work experience or a threshold score on the GMAT.

Admission Classifications
There are three classifications for admission:
1. Full Degree-Seeking
2. Non-Degree-Seeking
3. Professional Certification

Full Degree-Seeking Students
In order to be considered for acceptance as a full degree-seeking student, the applicant must meet the following minimum criteria:
• Sufficient Graduate Management Admissions Test (GMAT) scores or Graduate Records Examination (GRE) scores on the verbal and quantitative components are required for the part-time and full-time MBA and MSA programs. Students who have completed master’s degrees at regionally accredited institutions are exempt from the GMAT requirement. The GMAT is required for MS-IM, MS-FIN, MS-MKT and Saturday MBA applicants, but may be waived if a student submits sufficient evidence of relevant professional work experience. Those who do not submit GMAT scores must submit evidence of work and professional accomplishments.
• GPA of 3.0 or higher for all previous college work
International applicants are required to submit the following:
• TOEFL score report with a minimum score of 577 (230 CBT)

UT students who wish to complete the Bachelor of Science in Chemistry (Biochemistry)/MBA joint program receive provisional acceptance into the program at the end of the second year. Final acceptance into the program is granted by the College of Business at the end of year three. See the Bachelor of Science in Chemistry (Biochemistry)/MBA joint program in the undergraduate section for detailed application instructions.
Non-Degree-Seeking Students
This status is available for MBA, MSA, MS-MKT, MS-FIN and MS-IM applicants. Those who have completed an undergraduate degree with either a 3.0 GPA overall or a 3.0 GPA in the last 60 hours of academic work, but who have not taken the GMAT, may be considered for acceptance as non-degree-seeking students. In this case, a student may take no more than six hours of 600-level graduate work and will be required to submit GMAT scores to the Graduate Studies Office before continuing enrollment. Acceptance as a non-degree-seeking student does not assure acceptance into the MBA program, regardless of the course grades received. Once the GMAT score has been received, the student’s admission status will be re-evaluated. If, at that time, the student meets the criteria for acceptance, the status will be changed to full degree-seeking. Non-degree-seeking students are not eligible for University or federal financial aid. International students are not eligible for non-degree-seeking status.

Academic Certificates for Professionals
Professionals who have completed a master’s degree or higher, or professionals who otherwise meet the standard of admissions as non-degree-seeking students, are eligible to obtain academic certificates by completing courses outlined in the concentration section, plus any prerequisites the courses may have. Upon completion of at least 12 hours of graduate coursework with a 3.0 GPA or better, the post-graduate student is awarded an academic certificate. Concentration certificates also will be awarded to MBA students who complete the requirements for a concentration.

Earning a Second Graduate Degree from the Sykes College of Business
Students who have been awarded MS or MBA degrees can earn second graduate degrees by completing the appropriate additional 24 credit hours of study in the graduate program of the Sykes College of Business.

Dual Enrollment
Students within nine hours of undergraduate graduation at The University of Tampa may take six hours of graduate credit if they have a minimum GPA of 3.275 and meet all of the requirements for acceptance into the relevant graduate program, including meeting the GMAT or GRE requirement.

How to Apply
To be considered for graduate admissions, each applicant must submit the following information:

- Completed application
- Payment of the $40 fee
- Official transcripts of all previous college work (must be received directly from each institution)
- GMAT score report (required for all business graduate programs unless waived)
- Two personal reference forms
- A résumé that provides details of education and work experience
- Personal statement that discusses professional objectives, significant professional or academic achievements, and demonstrated leadership abilities
- TOEFL score report (international applicants only)
- Financial certification with appropriate supporting documents
- Portfolio of work and professional accomplishments (required for MS programs and Saturday MBA applicants not submitting GMAT scores; otherwise, recommended)

Important: Transcripts must show specific subjects taken and the grade earned in each. If grades are expressed in other than the American system (A, B, C, D, F), a statement from the school must accompany the transcript showing conversion to the American system. Diplomas, certificates or general letters indicating attendance at a school will not substitute for transcripts.

Applicants who have attended foreign colleges or universities may be asked to submit their transcripts and documents to a recognized international transcript evaluation consultant (e.g., World Educational Services Inc. or Josef Silny & Associates Inc.) for multi-purpose evaluation of the undergraduate degrees earned and the institutions granting them. Application forms for evaluation by this service are available from the Graduate Studies in Business Office.
Applicants for Graduate Studies in Business Programs should submit materials to:

**Graduate Studies**
The University of Tampa  
Box O  
401 W. Kennedy Blvd.  
Tampa, FL 33606-1490

**Graduate Internships**

Graduate students wishing to gain practical experience may do so by participating in a maximum of two graduate internships. In general, graduate academic credit cannot be granted for an internship. The internship cannot be done with a student’s full-time employer. For more information, students should contact UT’s coordinator of internship programs at (813) 253-6221, x 3283. Mid-term and final internship reports will be required during the internship. Internships are graded on a pass-fail basis.

Students wishing to pursue academic credit while participating in an internship must enroll in a separate independent study with a professor in the discipline. The independent study must be approved for course content by the department chair and the director. Independent studies are graded based on the academic content of work submitted through the independent study as approved by the department chair. The student is responsible for finding a professor in the discipline with whom to complete the independent study. All internships and independent studies must be finalized prior to the start of the semester in which they will take place.

Internship applicants must be taking graduate classes at The University of Tampa and must have completed a minimum of two graduate courses with no grade less than a “B.” A graduate student who has earned a bachelor’s degree at UT may, upon the recommendation of a UT faculty member, commence an internship prior to completing two graduate courses, since the student already is known by the UT faculty.

International students must have maintained their immigration status for one academic year before they are eligible to apply for a paid internship, and are limited to working a total of 20 hours per week for all paid positions while school is in session. They may work full-time during the summer and vacation periods if they are not enrolled in classes.

Students enrolled in the Bachelor of Science in Chemistry (Biochemistry)/MBA joint program are required to complete two business internships.

**Student Organizations**

Students in the fulltime and part-time graduate programs have the opportunity to elect representatives to graduate student organizations whose purpose is to provide feedback to the administration and to initiate activities and programs to enhance the educational experience.

**Alumni Involvement**

**UT MBA Association**

MBA students and alumni are welcome to join the MBA Association, which was established to enhance the value of the UT MBA. The MBA Association combines the wisdom and experience of alumni with the energy of current students in developing a mutually beneficial network of professionals.

**Mission**

The MBA Association fully supports the mission of the Sykes College of Business at The University of Tampa. In support of this mission, the MBA Association develops and presents programs, services and networking opportunities that add value to the UT MBA degree.

For more information on the UT MBA Association, please contact the director of Alumni and Parent Relations at (813) 253-6268 or the office of Graduate Studies in Business at (813) 258-7409.

**UT MBA Alumni**

UT MBA alumni are invited to return to campus and join in the activities of UT’s growing learning community. Alumni are encouraged to pursue the Professional Certificate program, earn a concentration, and join the MBA Association.