

MEMORANDUM OF UNDERSTANDING

between

THE GRADUATE SCHOOL OF MANAGEMENT

and

THE OFFICE OF GRADUATE STUDIES

regarding

OVERSIGHT OF THE MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAMS

The Graduate Council of the Davis Division of the Academic Senate has authority over all academic matters relating to graduate education. It has delegated responsibility for certain administrative actions under its authority to the Dean of Graduate Studies. This delegation relates to admitting students, monitoring their academic progress and certifying their degree completion. The purpose of this MOU is to further delegate certain authorities for students in the Master of Business Administration (MBA) programs to the Dean of the Graduate School of Management. It supersedes the delegation of admission authority from Dean Marr to Dean Walton dated 24 September 1981.

1. The Graduate School of Management is delegated authority to manage the application and admission processes for the programs, including readmission requests. The Graduate School of Management will enter all applicant and enrollment data into the BANNER Student Information System. The Dean of the Graduate School of Management is delegated authority to grant exceptions to University and Graduate Council admission criteria.
2. The Graduate School of Management will report on an annual basis to the Office of Graduate Studies the number of applicants, admits, and enrollees in the three MBA programs. The Graduate School of Management will also provide details on any exceptions granted for admission.
3. The Graduate School of Management is delegated authority to monitor the academic progress of students in the programs, to grant petitions for exception to Graduate Council and other academic policies, to approve petitions for Planned Educational Leave Program and to certify students for completion of the MBA degree. The Dean of Graduate Studies will approve petitions to change majors to or double major in a graduate degree program under the administration of Graduate Studies.
4. Disqualification of a student from the programs for inadequate academic progress or unacceptable performance remains under the purview of the Dean of Graduate Studies consistent with Academic Senate regulations. The Dean of the Graduate School of Management will recommend disqualification to the Dean of Graduate Studies, who will take final action. The Dean of Graduate Studies will also receive and review appeals of disqualification consistent with Graduate Studies Policy GS2005-01. The Dean of Graduate Studies will consult with the Dean of the Graduate School of Management before taking action on such appeals.

  
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Dean - Graduate Studies

August 17, 2012  
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Date

  
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Dean - Graduate School of Management

17 August 2012  
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Date