

GRADUATION CHECKLIST & COMPLETION PLAN

MASTER OF BUSINESS ADMINISTRATION (MBA)

Name:	Transfer Credit:	Units to Complete:
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- ✓ **REQUIREMENT 1: Complete all required courses!** Please check off the courses as you complete each one. Remember, students must maintain a 3.0 CGPA meaning they cannot get below a B grade in any course to ensure they maintain required 3.0 CGPA.

COURSES REQUIRED TO COMPLETE DEGREE	GRADE	TERM/SESSION/YEAR COMPLETED
<input type="checkbox"/> BUS 530 Management Information Systems		
<input type="checkbox"/> BUS 540 Business Law for Managers		
<input type="checkbox"/> BUS 590 Business Strategy		
<input type="checkbox"/> FIN 500 Financial Management		
<input type="checkbox"/> MGT 500 Organizational Behavior & Leadership		
<input type="checkbox"/> MGT 510 Human Resource Management		
<input type="checkbox"/> MGT 620 Operations Management & Supply Chain		
<input type="checkbox"/> MKT 500 Marketing Management		
<input type="checkbox"/> BUS 640 – any section		
<input type="checkbox"/> BUS 640 – any section		
<input type="checkbox"/> ELC 1 Elective 1:		
<input type="checkbox"/> ELC 2 Elective 2:		
<input type="checkbox"/> ELC 3 Elective 3:		
<input type="checkbox"/> BUS 700 MBA Capstone		

- ✓ **REQUIREMENT 2: Maintain CGPA of a 3.0** – At the end of each term, students should calculate their CGPA to ensure it is above a 3.0. Students can log into **my IAU** and see their academic history which will reflect the most current CGPA. Students who are having a difficult time maintain a 3.0 should speak to their Academic Advisor to ensure they are on the right track towards graduation by emailing Academics@iau.LA
- ✓ **REQUIREMENT 3: Maintain a balance of \$0.00** – At the end of each term, students should log into **my IAU** and also take a look at their financial balance. If there is a balance of more than \$0.00, students should pay off the balance before the beginning of the next session. Students who are having a difficult time with finances should speak to their Financial Advisor to ensure they are on the right track towards graduation by emailing Finance@iau.LA
- ✓ **REQUIREMENT 4: Apply for Graduation** – When a student has 4 or less courses left to complete, it is a sign that they are close to graduation! Students must email Academics@iau.LA and schedule a Graduation Petition Appointment. During this meeting, your Academic Advisor and the University Registrar will evaluate if you are eligible to graduate! If you are eligible to graduate, the University Registrar will send you a Notice of Graduation Eligibility which will allow you to apply for OPT.
- ✓ **REQUIREMENT 5: Maintain CGPA and Balance** – When a student has finished all the courses required to complete the program, they must still have a CGPA above a 3.0. Students who drop below a 3.0 after they receive the Notice of Graduation Eligibility will not be able to graduate. Students in this situation must speak to their Academic Advisor to gain more insight on how to raise their CGPA. Students who maintain a 3.0 after completion of all courses may then graduate and receive a degree from the University Registrar.

GRADUATION CHECKLIST & COMPLETION PLAN

COMPLETION PLAN WORKSHEET

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

CGPA AT END OF TERM:

FINANCIAL BALANCE AT END OF TERM:

\$

of COURSES LEFT TO COMPLETE:

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

CGPA AT END OF TERM:

FINANCIAL BALANCE AT END OF TERM:

\$

of COURSES LEFT TO COMPLETE:

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

CGPA AT END OF TERM:

FINANCIAL BALANCE AT END OF TERM:

\$

of COURSES LEFT TO COMPLETE:

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

CGPA AT END OF TERM:

FINANCIAL BALANCE AT END OF TERM:

\$

of COURSES LEFT TO COMPLETE:

COMPLETION PLAN WORKSHEET CONTINUED

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

REMINDER:
APPLY FOR
GRADUATION PETITION!!

<u>CGPA AT END OF TERM:</u>	
<u>FINANCIAL BALANCE AT END OF TERM:</u>	\$
<u># of COURSES LEFT TO COMPLETE:</u>	

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

<u>CGPA AT END OF TERM:</u>	
<u>FINANCIAL BALANCE AT END OF TERM:</u>	\$
<u># of COURSES LEFT TO COMPLETE:</u>	

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

<u>CGPA AT END OF TERM:</u>	
<u>FINANCIAL BALANCE AT END OF TERM:</u>	\$
<u># of COURSES LEFT TO COMPLETE:</u>	

Term:

Year:

COURSE CODE	COURSE TITLE	SESSION	GRADE

<u>CGPA AT END OF TERM:</u>	
<u>FINANCIAL BALANCE AT END OF TERM:</u>	\$
<u># of COURSES LEFT TO COMPLETE:</u>	