



### **Prerequisite Policy/Educational Background**

The minimum requirement for participation in WPI graduate courses is a Bachelor's degree. Depending on the subject matter, you may also be expected to have a specific background relevant to that area of study.

For specific courses, there may be a prerequisite course listed in the course description. When the prerequisite is accompanied by the term "or equivalent background," the student may use their discretion in determining if they have the appropriate background knowledge for a particular course. Students wishing to further explore their preparedness for a given course may contact the Corporate and Professional Education office to address their specific situation.

### **Credit Card Payment Policy**

Credit card payments will be accepted via registration forms or telephone (508-831-6789) prior to the first day of class for each course with no additional fees. Credit card payments made on or after the first day of class for each course must be made online at <http://bannerweb.wpi.edu> and will be assessed a 2.5% convenience fee. Payments made via check or wire transfer before the due date (typically 10 business days after the first class) will not be assessed any fees.

### **Class Cancellation Policy**

Once a course has started, class cancellations are made on a case-by-case basis by the individual instructors in coordination with the Corporate and Professional Education office. Students will be informed via e-mail of the status of class cancellations. Any class time lost due to cancellations will be rescheduled by the individual instructors in addition to subsequent class times.

### **Withdrawal/Refund Policy**

Notice of withdrawal must be received in writing in the Corporate and Professional Education office. If the withdrawal is received before classes begin, a refund full will be given; after the first class but before the second, refund minus \$500; after the second class, no refund will be given. A grade of W will be recorded if written notification of withdrawal from the course is received after the second meeting of the class and not later than the half-way point for that course. Notice to the instructor or discontinuance of attendance does not constitute withdrawal. Such notice must be submitted in writing to the Corporate and Professional Education Office. Incomplete grades are transitional grades and can only be changed at the discretion of the instructor within 12 months. If course work is not made up by this time, the grade automatically becomes an F.

### **Admission and Matriculation into a Certificate Program**

If a student intends to apply for admission into certificate program, the student must be admitted prior to the completion of the second course. Only two courses taken prior to application to a certificate program may be counted toward the certificate. If the student goes beyond the second course as a non-degree student, then that student may apply to a WPI graduate degree program but will not be eligible to apply to or receive a graduate certificate.

No certificate will be awarded without prior acceptance into a certificate program. Admission to a certificate program of any department is granted by the faculty of the sponsoring department. A student accepted into a M.S. or Ph.D. degree program cannot retroactively apply to a certificate program.

### **Admission and Matriculation into a Degree Program**

If a student intends to apply for a graduate degree (MS, MBA, or PhD), the student must adhere to the admission requirements of the respective academic department or program (<http://grad.wpi.edu/Admissions/degree.html>). Students may take a maximum of four courses prior to admission in most departments; exceptions are: three-course maximum for Biomedical Engineering and Electrical & Computer Engineering; two-course maximum for computer science and management. Successful completion of a graduate certificate program does not guarantee admission into a graduate degree program.

### **Successful completion of the Certificate Program**

In order to receive a graduate certificate or degree, accepted students must complete all courses in the program and receive a grade-point average of 3.0 or higher (A=4.0) with all grades being a C or better.

### **Qualifying Exam Policy for Management Courses**

These rules apply to all Corporate Education students who wish to count a Management course toward a graduate degree at WPI:

All Corporate Education courses that are classified as management courses by WPI require the additional step of passing a qualifying exam following the completion of the course. The qualifying exam is above and beyond the normal course requirements. It is not the final exam. This requirement is mandated by AACSB International - The Association to Advance Collegiate Schools of Business. AACSB is the accrediting body for WPI's Department of Management. AACSB accreditation is the highest level of business school accreditation in the world.

- Qualifying exams are one-time, pass/fail exams. A passing score is defined as 70+.
- Qualifying exams are in-class, timed exams (typically 3 hours each).
- Students will be given one month from the conclusion of a given course to complete the qualifying exam.
- WPI's Corporate Education division will schedule one proctored qualifying exam date at the corporate site per course.

Students who cannot make the scheduled proctored exam must make arrangements through WPI's director of graduate management programs to come to the Worcester campus to take the qualifying exam within the one-month, post-course timeframe.

Qualifying exams in subject areas classified as "foundation" by WPI are available at the student's convenience and are not bound by the one-month rule stated above, though WPI strongly encourages all students to complete all qualifying exams within a month of course completion. A list of foundation area courses may be viewed at <http://www.mgt.wpi.edu/Graduate/MBA/curriculum.html>

Exceptions to the above qualifying exam policy must go through WPI's director of graduate management programs. All qualifying exams must be taken within one year of course completion, after which students will be ineligible to sit for the exam.