



## **ADULT AND GRADUATE STUDIES STUDENT HANDBOOK**

**800 Martinsburg Road  
Mount Vernon, Ohio 43050-9500  
Phone: 1-877-431-9610  
<https://my.mvnu.edu/>**

**With sites at**  
Mount Vernon, Polaris,  
Lima, Newark, Mansfield  
Gahanna, Grove City,  
Marion, and Cincinnati

***Life Changing Educational Programs for Adults***

## **RETENTION OF RIGHT TO AMEND**

The University reserves the right to amend the provisions of this Handbook and all University handbooks on policy. The Handbook attempts to present information regarding policies and procedures, programs, requirements, fees, etc. and the general rules and regulations of the University in an accurate and timely fashion. Changes in programs, requirements, regulations, etc. which are adopted through regular administrative procedures will be published through normal institutional channels and included in the next Handbook. Changes enacted in this manner will supersede provisions of this Handbook.

The website, <https://my.mvnu.edu/> has the version of the handbook that will be enforced.

## **NOTICE OF NONDISCRIMINATORY POLICY**

Mount Vernon Nazarene University admits students to all the rights, privileges, programs and activities accorded or made available to students at the University without regard to race, color, national origin, ancestry, sex, age, disability, or socioeconomic status. It does not discriminate on any of the above factors in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other university-administered programs. Any concerns regarding discrimination should be addressed to the Title IX Compliance Officer.

## Table of Contents

Adult and Graduate Studies General Information .....	1
BBA Program Guide.....	37
MSM Program Guide .....	65
MBA Program Guide .....	86
Young Executive MBA Program Guide .....	106
Master of Education Program Guide.....	142



## **Adult and Graduate Studies**

General Information, Policies, and Procedures

Adult and Graduate Studies General Information  
Table of Contents

<b>MOUNT VERNON NAZARENE UNIVERSITY</b> .....	4
Mission Statement .....	4
Mission Context .....	4
<b>ADULT AND GRADUATE STUDIES</b> .....	5
Description .....	5
Commitment.....	5
<b>GENERAL PROVISIONS AND DEFINITIONS</b> .....	6
General Provisions.....	6
Definitions .....	7
<b>STUDENT PRIVILEGES</b> .....	9
Expected Behavior Patterns .....	9
Human Sexuality .....	10
Rights of Students.....	10
Notification of Rights Under FERPA .....	11
<b>STUDENT ACADEMIC PERFORMANCE</b> .....	15
Standards of Academic Performance .....	15
Academic Performance Appeal Process .....	15
<b>STUDENT ACADEMIC INTEGRITY</b> .....	16
Standards of Academic Integrity .....	16
Academic Integrity Definitions and Examples.....	16
Institutional Response.....	17
Academic Integrity Appeal Process .....	18
<b>STUDENT BEHAVIOR</b> .....	19
Standards of Behavior .....	19
Disciplinary Actions.....	21
Student Behavior Appeal Process .....	23
<b>THE DRUG-FREE CAMPUS</b> .....	24
An Institutional Policy Statement .....	24
<b>SEXUAL HARASSMENT &amp; SEXUAL ASSAULT POLICY FOR ADULT AND GRADUATE STUDIES</b> .....	30
Definitions .....	30
Statement of Policies regarding Title IX and Sexual Discrimination .....	30
<b>STUDENTS WITH SPECIAL NEEDS</b> .....	31
<b>CAMPUS SAFETY</b> .....	32
<b>CLASS CANCELLATIONS</b> .....	32
<b>APPENDIX</b> .....	33
Academic Grievance Appeal Form .....	34
Sexual Discrimination (Title IX) Sexual Harassment/Sexual Assault Filing Form.....	36

# **MOUNT VERNON NAZARENE UNIVERSITY**



## **MOUNT VERNON NAZARENE UNIVERSITY**

### MISSION STATEMENT

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.*

### MISSION CONTEXT

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional sites.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as one's neighbor's as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

## **ADULT AND GRADUATE STUDIES**

### DESCRIPTION

Adult and Graduate Studies is the administrative unit of Mount Vernon Nazarene University that provides life changing educational programs for adults.

Mount Vernon Nazarene University recognizes that working adults have specialized educational needs that include admission to the University, registration for courses, support services, design of instruction, and scheduling of courses that differ from the programs commonly associated with traditional, residential undergraduate education.

In 1993, the University responded to the needs of adult, non-traditional learners by creating Excell, which is now Adult and Graduate Studies. Since then, Adult and Graduate Studies has increased its academic programs from its original Bachelor of Business Administration degree-completion program to include a variety of undergraduate, graduate and ministerial certificate programs.

### COMMITMENT

Mount Vernon Nazarene University Adult and Graduate Studies commits to providing an opportunity for adults to obtain a quality education in a learning environment emphasizing Christian values and ethical standards. Within this context, AGS serves as a resource for adults striving to enhance their personal and professional lives in a constantly changing world.

## **GENERAL PROVISIONS AND DEFINITIONS**

### GENERAL PROVISIONS

Mount Vernon Nazarene University seeks to (1) provide a rigorous academic program that encourages scholarship, critical reflection, and problem-solving; (2) promote a distinctively Christian lifestyle within the Wesleyan evangelical tradition; and (3) offer a supportive environment that inspires students to achieve their highest potential spiritually, intellectually, socially, and physically as they prepare for careers and for meaningful service to God and humankind wherever their vocational choices under the leadership of God take them.

This mission is fulfilled through campus experiences that personalize communication, living, and learning and is implemented through traditional and non-traditional programs leading to associate, baccalaureate, and graduate degrees.

The University supports the intellectual, personal, social, and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. University students are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.

Adult and Graduate Studies students are members of the Mount Vernon Nazarene University academic community committed to basic and broadly shared Christian and ethical principles and concepts of civility. Integrity, autonomy, justice, respect, responsibility, and Biblical interpretation represent the basis for the rights and responsibilities that follow. Participation in the University community obligates each member to follow a code of civilized behavior while on the University premises.

The purposes of the Adult and Graduate Studies Student Handbook are to set forth the specific authority and responsibility of Adult and Graduate Studies to maintain social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline the administrative process for determining responsibility for alleged violations of Adult and Graduate Studies regulations. Adult and Graduate Studies policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. Adult and Graduate Studies encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member and the Director of Academic Services. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time.

In cases where a more formal resolution of problems is needed, distinct administrative procedures and time lines have been established for proceedings under Student Academic Performance, Student Academic Integrity, and Student Behavior. Certain conduct by students may fall within more than one section of the Adult and Graduate Studies Student Handbook. When this is the case, an appropriate Adult and Graduate Studies administrator shall determine which section of the code is the appropriate section under which to proceed. In special circumstances, the appropriate Adult and Graduate Studies administrator may extend time lines in the interest of fairness to parties or to avoid injury to one of the parties or to a member of the Adult and Graduate Studies community.

Adult and Graduate Studies, the Committees, and all participants shall take reasonable steps to protect the rights and, to the extent appropriate, the confidentiality of all parties involved in any proceedings under the Adult and Graduate Studies Student Handbook.

At the sole discretion of Adult and Graduate Studies, proceedings under the Adult and Graduate Studies Student Handbook may be suspended when acts or conduct involving possible violations of the Standards of Behavior or Standards of Academic Integrity are also the subject of ongoing criminal or civil enforcement proceedings brought by federal, state, or local authorities and when suspending the proceedings will serve the best interests of the University or will better facilitate the administration of justice by such authorities.

The University may place a hold on the student's records and/or registration pending the resolution of proceedings regarding Standards of Behavior or Standards of Academic Integrity under the Adult and Graduate Studies Student Handbook.

#### DEFINITIONS

As used in the Adult and Graduate Studies Student Handbook:

1. "Academic action" means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or University committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term "academic action" does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.
2. "Academic misconduct" includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct. See Adult and Graduate Studies Student Handbook, Academic Integrity Definitions and Examples for further definition.
3. "Academic sanction" means a sanction imposed on a student for engaging in academic misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from a program or the University, or revocation of a student's degree or certificate.
4. "Arbitrary" means that there was no principled basis for the academic action or sanction.
5. "Behavioral misconduct" includes acts of misconduct as further defined in Standards of Behavior in the Adult and Graduate Studies Handbook.

6. “Behavioral sanction” means a sanction imposed on a student for engaging in behavioral misconduct. It may include, but is not limited to, a written reprimand, probation, suspension, dismissal, or expulsion from the University.
7. “Business day” is every day that Adult and Graduate Studies is open for business, excluding Sundays and University-recognized holidays. The official calendar is maintained by the University Vice President for Academic Affairs’ office.
8. “Capricious” means to be determined by chance, impulse, or whim rather than by necessity or reason.
9. “Department” means an academic unit, program, department, or school, whichever is the appropriate academic unit of organization.
10. “Disciplinary records” are all records relating to the imposition of an academic sanction or a behavioral sanction.
11. “Dishonesty” means misrepresentation of facts with the motive to slant consequences in one's favor, minimize one's work load, or make untruthful claims to benefit oneself or others. Dishonesty may be unintentional and unconscious, stemming from insensitivity or immaturity.
12. “Faculty” or “faculty member” refers to an individual who teaches or conducts research at or under the auspices of the University and includes students with teaching responsibilities and other instructional personnel. It also refers to the chair of a faculty committee that has assessed an academic action.
13. “Notice” or “Notification” refers to the date of delivery if notification is delivered personally or three (3) business days after the time of postmark if the notification is mailed by U.S. mail.
14. “Prejudice” means an adverse judgment or opinion formed beforehand or without knowledge or examination of the facts.
15. “Program” refers to any academic discipline that may be a major, certificate, or related field of study.
16. “Staff” or “Staff member” refers to a person other than a faculty member who receives compensation for work or services from funds controlled by the University, regardless of the source of funds, the duties of the position, or the amount of compensation paid.
17. “Student” refers to a person who is currently, or was at the time of the offense, matriculated and/or registered in any class or program of instruction or training offered by the University at any level, whether or not for credit.
18. “University” means Mount Vernon Nazarene University and all of its undergraduate, graduate and professional schools, and programs.

19. "University activities" are teaching, research, service, administrative functions, ceremonies, or programs conducted under the auspices of the University.

"University premises" means the University campus and any other property, building or facility that is owned, leased, operated, or controlled by the University. All Adult and Graduate Studies sites (except Main Campus) are further defined as including only the Adult and Graduate Studies office suite and classrooms; which would not include public lobbies, hallways, entry foyers outside of the Adult and Graduate Studies office suite and outside the buildings.

## **STUDENT PRIVILEGES**

The Adult and Graduate Studies experience should contribute to learning through regular academic programming and the experiences shared in the classroom community. Education involves not only the mind, but also the use of the body, the control of emotions, the making of choices, the development of character, the response to religious experiences, and other factors.

### EXPECTED BEHAVIOR PATTERNS

The Christian liberal arts university has a distinctive character and is committed to moral and spiritual values. Where these values imply restrictions of conduct they are in the interest of a richer experience of community life. Each member of the University community is expected to behave honorably, considerately, and peacefully while on the University premise. The standards of behavior are those of the Church of the Nazarene, the sponsoring church, which gives substantial financial and moral support. It is expected that each person will assume responsibility for unquestioned honesty. While associated with Adult and Graduate Studies, it is encouraged that each person refrain from the use of alcoholic beverages, tobacco, and other habituating drugs; that each person will accept the responsibility for choosing morally-enhancing forms of recreation, entertainment, and interpersonal relationships.

It is the goal of Adult and Graduate Studies that the standard of conduct be Christian and that the atmosphere of the campus be such as to include all the community in Christian fellowship. The Christian value system espoused by Adult and Graduate Studies does not condone offensive pictures or literature, or other inappropriate materials; expressing lack of self-respect and respect for others in public display of affections, swearing and profane or obscene language, and all forms of gambling. These are all inappropriate and out of place in the community atmosphere we seek.

Adult and Graduate Studies resolves that every student--regardless of race, gender, color, or disability--shall have equal opportunity for adjustment, achievement, and accountability.

Students who are admitted and who continue to be enrolled must give evidence of the ability to function in the total university environment, meeting financial, emotional, academic, and behavioral criteria. Inability to so function will call for review at various official levels for continuation of enrollment.

Adult and Graduate Studies has much to offer responsible individuals--achievement, fellowship, Christian love, community life, Christian ideals, and satisfying fulfillment. The basic goal is to provide an academic, social, and spiritual community atmosphere which will be both rewarding and redemptive. In some cases, however, the failure to exhibit the responsibility in choices, words, attitudes, and actions so compromise the atmosphere desired (and necessary to accomplish the full-orbed goals) that the "needs of the individual" must be limited, subservient to the "needs of the community."

### HUMAN SEXUALITY

Human sexuality is an integral part of personhood, and is a gift from God. At MVNU, we desire to respect, honor, and protect the gift of human sexuality provided by the Creator. As an institution desiring to be a Christian community, we seek to live life together under the authority of Christ, following His teaching and His life of compassion. The University affirms the biblical teaching that sexual intimacies are to be shared as God's gift within the context of a committed marriage relationship between a man and a woman, and to do otherwise is to distort the holiness and beauty that God intended. As members of a Christian community, we are admonished to avoid certain sexual activities held to be incompatible with God's will for our sexual integrity, including, but not limited to, fornication, sexual promiscuity, adultery, homosexual acts, homosexual behavior, public expression and/or promotion of a homosexual lifestyle, and viewing/ participating in pornography. MVNU lifestyle guidelines upholding these principles are in keeping with both biblical teaching and the Church of the Nazarene (2005-2009 Manual, pp. 57-58).

### RIGHTS OF STUDENTS

It is important that students at MVNU understand the limits or perimeters of their rights.

First, Mount Vernon Nazarene University is a private church university. This characterization immediately indicates that the students are in a different category than students at a public, state-supported university. State-supported universities operate from a different legal basis with their students than private universities. Comparisons between them must take this into consideration.

Second, students in private church universities are in a "contractual" relationship. They chose voluntarily to attend the university. They voluntarily agreed to accept the responsibility to fulfill the community rules, regulations, and other policies and procedures of the university when they signed their applications for admission. The university's part of the contract is in the form of Catalog, Student Handbook, and Adult and Graduate Studies Student Handbook. For tuition and fees the university agrees to provide professors, classrooms, and instruction.

It is assumed that voluntary acceptance of this contract by the students is in good faith. The university tries to do its part and expects the same from students. When either party feels the other one is not fulfilling its part of the contract satisfactorily, it is free to terminate the arrangement. The student may withdraw in the middle of the contract; the university may ask the student to terminate attendance at the institution when behavior on or off university premises is incompatible with the environment as determined by the university administration and appropriate committees.

Students may be suspended, dismissed, expelled, or asked to withdraw on either academic and/or behavioral grounds. The main consideration is the degree to which students are fulfilling their contractual agreements. If they are falling behind in academic performance, they are not keeping their end of the contracts. If they prove themselves to be poor citizens, whose behavior on or off university premises is incompatible with the community expectations of MVNU, they are failing their part of the contracts.

Disruption of the normal pattern of the university community life, either day or night, is viewed as the students' failure of the contracts. Such disruption or violation of university policy may result in the student's immediate removal from campus until a hearing may be conducted on the matter. The disciplinary hearing will be conducted and expedited in a timely manner.

Third, students who are accused of misconduct that would warrant suspension, dismissal, or expulsion have the right to know the nature of the offense and its possible consequences. The sources of information do not need to be divulged by the administration, since all such accusations are treated as reports, not facts. Students have the right to defend themselves and offer evidence in their defense.

Fourth, all students have the right to appeal the decisions made in their cases in harmony with established guidelines.

MVNU fully subscribes to federal regulations protecting the privacy of students. To insure compliance with these prescriptions, limited disciplinary information may be shared with relatives or friends of a student without prior written information release granted by the student. See FERPA.

Other basic institution information, such as graduation rates, information on students receiving athletically related student aid, campus security policies and campus crime statistics can be found [here](#).

#### NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

The law is called the Family Educational Rights and Privacy Act (also referred to as FERPA or the Buckley Amendment). It is codified at 20 U.S.C. section 1232g. The United States Department of Education has issued regulations to implement the law; see 34 CFR part 99.

The federal law may be accessed at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The federal regulations may be accessed at:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/leg-history.html>

Please be aware that the federal law and regulations periodically change and the Web versions may not be completely up to date.

Mount Vernon Nazarene University shall send a written notice of FERPA rights to every enrolled student at the beginning of each fall semester. The Director of Academic Records and Registration or designee, is responsible for preparing and delivering the annual notice.

**The rights are:**

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Office of Academic Records and Registration written requests that identify the record(s) they wish to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the Office of Academic Records and Registration does not maintain the records, the Director shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. The person should write the University official responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading.

FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. The rights of challenge are not intended to allow students to contest, for example, a grade in a course because they felt a higher grade should be assigned. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including security, personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

The University may disclose education records in certain other circumstances:

- To comply with a judicial order or a lawfully issued subpoena;
  - To appropriate parties in a health or safety emergency;
  - To officials of another school, upon request, in which a student seeks or intends to enroll;
  - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
  - To certain officials of the U. S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
  - To accrediting organizations to carry out their functions;
  - To organizations conducting certain studies for or on behalf of the University;
  - The results of an institutional disciplinary proceeding against the alleged of a crime of violence may be released to the alleged victim of that crime with respect to that crime.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-5920.

5. The University may disclose Directory Information without a student's prior written consent.

The University designates the following as Directory Information: The student's name, addresses, telephone number, school or college, major field of study, degree sought, expected date of completion of degree requirements and graduation degrees and awards received, dates of attendance, full or part time enrollment status, the most previous educational agency or institution attended, class rosters, participation in officially recognized activities and sports, weight and height of athletic team members, and other similar information. It is University policy that generally home address, home phone number, and class rosters are not released, however, the University reserves the right to release this information. Generally, the roster for a class will not be released, except to students enrolled in that class.

6. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in point #3 above.

To do so, a student must make the request in writing to the Director of Academic Records and Registration, Mount Vernon Nazarene University, 800 Martinsburg Road, Mount Vernon, Ohio 43050. Once filed, this request becomes a permanent part of the student's record until the student instructs the University, in writing, to have the request removed.

Even if a student blocks directory information, those persons authorized by law to inspect education records without consent may still inspect it.  
See 34 CFR 99.31 and 99.37.

Any time an education record is requested by or disclosed to a third party, the person who maintains the record must add to the record a written notation of the name and interest of the party who made the request or received access to the record.  
Exceptions: This requirement does not apply to (1) disclosures to an MVNU official with a legitimate educational interest, (2) disclosures made with the written consent of the student, or (3) disclosures of directory information.

If a student believes his/her education record is inaccurate or misleading, the first step is to discuss the concern with the person who maintains the record. This does not apply to grade disputes (although it may be used to correct a clerical error in grades). If the record keeper does not agree with the student, the record keeper will inform the student of the right to a formal hearing.

A student must request a formal hearing within 15 University business days from the date the student is informed by the record keeper of the right to a hearing. The request must be in writing, and must be delivered to the Vice President or Dean to whom the record keeper ultimately reports.

The University official who receives the formal hearing request shall either hear the case personally or designate a person or persons to hear it, provided that those who hear the case do not have a direct interest in the outcome of the hearing. Within a reasonable period of time after the request for a hearing, the student shall be informed of the date, place and time of the hearing.

The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his/her choice. The person(s) hearing the case shall decide it solely on the basis of the evidence presented at the hearing. The decision shall be in writing, delivered to all parties and will summarize the evidence and state the reason(s) for the decision. If the decision is in favor of the student, the education records will be amended accordingly. If the decision is unsatisfactory to the student, he/she may place with the education record a statement commenting on the information in the records or setting forth any reasons for disagreement with the decision. Such statements will be maintained as part of the student's education record and released with the record anytime it is disclosed to third parties.

For purposes of compliance with FERPA, the University considers all Adult and Graduate Studies students independent.

Office of Academic Records and Registration  
Mount Vernon Nazarene University  
800 Martinsburg Road  
Mount Vernon, OH 43050  
740-397-9000 ext.4530

## STUDENT ACADEMIC PERFORMANCE

### STANDARDS OF ACADEMIC PERFORMANCE

In order to ensure that the highest standards of academic performance are promoted and supported at Adult and Graduate Studies, students must:

1. Meet the academic requirements of a course; and
2. Meet the academic requirements of the relevant discipline or program.

Faculty members are qualified as professionals to observe and judge all aspects of a student's academic performance, including demonstrated knowledge, technical and interpersonal skills, attitudes and professional character, and ability to master the required curriculum.

### ACADEMIC PERFORMANCE APPEAL PROCESS

#### **Step One: The Instructor**

Students with academic performance grievances or problems with the way a particular course is conducted and how their grades are assigned should first seek a solution with the instructor of the course. If a satisfactory solution cannot be reached with the instructor, the student may file a written appeal with the Director of Academic Services. The appeal must be filed in writing within five (5) business days of the issuance of the grade. See "Academic Grievance Appeal" form in appendix.

**Step Two: The Director of Academic Services** If an appeal is made, it shall be made to The Director of Academic Services who has the authority to determine if an appeal is proper and then to investigate the matter, make a determination and rule on the student appeal. For an appeal to be considered, it must show that the instructor was arbitrary, capricious, or prejudiced in their actions. A response to the student appeal in most cases will be issued in writing within ten (10) business days. If the student is not satisfied with the decision of the Director of Academic Services, he/she may appeal the decision in writing to the Vice President for Academic Affairs. The Director of Academic Services shall notify the Appellant of his/her decision in writing.

#### **Step Three: The Vice President for Academic Affairs**

The Vice President for Academic Affairs has the final authority in the resolution of a student appeal. Correspondence and evidence related to all previous actions and appeals must be submitted with the appeal to the Vice President for Academic Affairs, who will make a final determination. The appeal to the Vice President for Academic Affairs must be filed in writing within three (3) business days of receipt of the decision of the Director of Academic Services.

## STUDENT ACADEMIC INTEGRITY

### STANDARDS OF ACADEMIC INTEGRITY

Mount Vernon Nazarene University encourages personal integrity and maturity in its students. To that end the University adheres to the principle of unquestioned honesty in its expectations of students, faculty, and staff. This standard should govern relationships and behavior in the classrooms and other campus entities. As a Christian community, faculty, staff, and students have a moral and ethical responsibility to uphold the principle of unquestioned honesty, and refrain from any activity or behavior that would suggest academic dishonesty and lack of personal integrity. Dishonesty is defined as misrepresentation of facts with the motive to slant consequences in one's favor, minimize one's work load, or make untruthful claims to benefit oneself or others. Dishonesty may be unintentional and unconscious, stemming from insensitivity or immaturity. While the examples of dishonesty described in the following sections are related to academic integrity, they are by no means exhaustive. Failures in academic integrity may occur in attendance fraud, cheating, plagiarism, and fabrication.

### ACADEMIC INTEGRITY DEFINITIONS AND EXAMPLES

1. "Cheating" – The student who cheats untruthfully represents his/her own legitimate effort on an assigned project, paper, assignment, test, etc. Cheating is the representation of someone else's work as one's own. Specifically, cheating includes:
  - Unauthorized entry to a faculty or secretarial office in search of examination-related material;
  - Unauthorized use of materials from a faculty or secretarial office to prepare for an examination;
  - Unauthorized use of a previously-given examination to prepare for a present examination;
  - Discussing any part of an examination which has not yet been completed with any person who has already completed the examination;
  - Presenting a fraudulent excuse to seek permission to take an examination at a different time than the scheduled time;
  - Unauthorized possession of a copy of an examination;
  - Giving assistance to or receiving assistance from another student during an examination;
  - Looking at or attempting to look at another student's paper or notebook computer during an examination;
  - Unauthorized use of published materials during an examination;
  - Unauthorized use of computing devices during an examination;
  - Unauthorized use of tape recorders or other electronic devices during an examination;
  - Unauthorized storage of information on an electronic calculator, computer or other media for use during an examination;
  - Unauthorized use of pre-programmed computers or calculators during an examination; or
  - Unauthorized collaborating with or consulting another person to complete a project or homework assignment.

The operating principle for students is this: When in doubt, the student should assume that none of the activities are permitted unless the faculty explicitly approves them. It is the student's responsibility to ask the faculty member which activities are authorized and permitted in each course.

2. “Plagiarism” – Academic integrity requires that one acknowledge ideas and expressions borrowed from others. Plagiarism is a special form of academic dishonesty in which writers [a] fail to acknowledge the source of ideas, or [b] portray someone else's work as one's own. Plagiarism includes:
  - Looking at or copying another student's work on an assignment (e.g., daily written work, term paper, workbook, etc.);
  - Unauthorized accessing and/or copying another person's computer file(s);
  - Submitting written work purchased from commercial sources (e.g., "mail order" term papers/or one secured through Internet connections) or submitting work based upon information purchased from such sources;
  - Submitting written work prepared by another person whether for money or favor; or
  - Unacknowledged quotation of a published work.In the academic community there is variation in how often and to what degree the sources of ideas need to be cited. Faculty members can provide guidelines within academic disciplines. When the work depends upon the contributions of others, the basic principle to be followed is to acknowledge one's indebtedness to them.
3. “Fabrication” – Individuals who commit academic fraud fabricate fictitious data for experiments and report them as real. Other examples include:
  - Submitting a report on an experiment or project that was not actually performed.
  - Listing works which were not actually consulted in a bibliography; and
  - Listing fictitious works in a bibliography.
4. “Threats” – Students who pose a serious risk of imminent harm, i.e., threats of violent acts against students and/or staff, will be dismissed immediately.

### INSTITUTIONAL RESPONSE

The thrust of the academic integrity policy of Mount Vernon Nazarene University is twofold. The University endeavors to communicate clearly its positive expectations about the principle of academic integrity and to educate its members accordingly. The University also endeavors to discipline violations of academic integrity in a fair and consistent manner.

#### 1. Policy

When violations of the academic integrity policy are discovered, the following policies are normative (the University reserves the right in every matter to impose whatever penalty it believes is appropriate under the circumstances up to and including expulsion):

- The penalty for a first offense shall be a zero (0) on that particular assignment, examination, or project. No makeup examination or extra credit project will be permitted. The zero may not count as the lowest grade to be dropped, if a faculty member uses a lowest-grade-dropped policy.

- The penalty for the second offense during the entire college tenure of the student shall be failure for the course.
  - The penalty for the third offense during the entire university tenure of the student shall be immediate dismissal from the University.
  - More severe penalties may be levied when the integrity offense is an organized group action or when criminal actions result (e.g., unauthorized use of master key or breaking and entering). The University reserves the right to prosecute alleged criminal offenses.
  - In cases of academic dismissal, the "dismissal" designation shall be entered on the student's transcript.
2. Procedure
- In alleged instances of academic dishonesty, the faculty member shall file the report with the Director of Academic Services. The student should be notified promptly by the faculty member of the action taken and informed of the appeal process. Once the incident is reported to the Director of Academic Services, the office of the Vice President for Academic Affairs will be notified of the alleged offense and the action initiated by the faculty member on the Academic Integrity Incident Report supplied by that office. The faculty member may consult the Director of Academic Services or the Vice President for Academic Affairs during the investigation and decision process.

#### ACADEMIC INTEGRITY APPEAL PROCESS

##### **Step One: The Instructor**

Students with academic integrity grievances should first seek a solution with the instructor of the course. If a satisfactory solution cannot be reached with the instructor, the student may file a written appeal with the Director of Academic Services. The appeal must be filed in writing within five (5) business days of the issuance of the grade.

##### **Step Two: The Director of Academic Services**

The Director of Academic Services has the authority to examine and rule on the student appeal. A response to the student appeal will normally be issued in writing within ten (10) business days. If the student is not satisfied with the decision of the Director of Academic Services, he/she may appeal the decision in writing to the Vice President for Academic Affairs.

##### **Step Three: The Vice President for Academic Affairs**

The Vice President for Academic Affairs has the final authority in the resolution of a student appeal. Correspondence and evidence related to all previous actions and appeals must be submitted with the appeal to the Vice President for Academic Affairs, who will resolve the issue. The appeal to the Vice President for Academic Affairs must be filed in writing within three (3) business days of receipt of the decision of the Director of Academic Services.

## STUDENT BEHAVIOR

### STANDARDS OF BEHAVIOR

Each member of the Adult and Graduate Studies community is expected to behave honorably, considerately, and peacefully with other members of the Adult and Graduate Studies community. It is the goal of Adult and Graduate Studies that the standard of conduct be Christian and that the atmosphere of the campus be such as to include responsibility to all the community in Christian fellowship. As such, the following Adult and Graduate Studies student behavior expectations are based on the standards of the Church of the Nazarene, and common professional codes of conduct, and apply to all students while they are on or off the university premises or representing the Adult and Graduate Studies program in an official capacity. Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the Adult and Graduate Studies community or which is detrimental to Adult and Graduate Studies' interest. In order to promote personal development, to protect the Adult and Graduate Studies community, and to maintain order and stability on campus, students who engage in any of the following acts of behavioral misconduct may be subject to behavioral sanctions:

1. Mission Related Offenses
  - a. General
    - Disrespect for those in authority-- Swearing/profane or obscene language
    - Use, possession, or distribution of alcoholic beverages of any type on University premises
    - Violation of published University policies, rules, or regulations
  - b. Personal Misconduct
    - Sexual promiscuity and improprieties (including indecent exposure or exhibitionism). See Sexual Harassment and Sexual Assault Policy for Adult and Graduate Studies.
    - Sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the purpose or effect of creating an intimidating, hostile, or offensive environment). See Sexual Harassment and Sexual Assault Policy for Adult and Graduate Studies.
    - Violation of the University Sexual Harassment and Sexual Assault Policy for Adult and Graduate Studies.
    - Violation of the University Drug-Free Workplace Policy.
  - c. Harassment
    - Ethnic jokes or any type of behavior demeaning to individuals of differing racial or ethnic origin-- Intimidation, (abusive behavior which injures, degrades, disgraces or threatens to do the same to any individual and/or their property)
    - Harassment. This includes harassment by exacting unnecessary or disagreeable work; banter, ridicule or criticism; or playing abusive and humiliating tricks

- Using Voice Mail, telecommunications, or computer technology for pranks, pornographic communications, or harassment.
- d. Deception
  - Purposeful deception of a responsible University official
  - Falsification, distortion, or misrepresentation of information to inquiries of a campus official or a judicial body
  - Institution of a judicial proceeding knowingly without cause.
  - Falsification of information with regard to University documents or inquiries
  - Dishonesty with respect to course work, including such things as attendance fraud, cheating on examinations and class reports, and plagiarism.
- e. Theft of University or personal property
- f. Destroying or vandalizing property, or intent to destroy property

## 2. General Campus Violations

- a. General Conduct
  - Disruption of the normal pattern of campus life, either day or night
  - Failure to answer a summons by any University official
  - Failure to comply with directions of (University) officials or law enforcement officers acting in performance of their duties.
  - Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
  - Failure to produce authentic University identification upon request by a University official or identify oneself when requested to do so.
  - Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized University activities.
- b. Dress Standards

MVNU, as a Christian community, emphasizes neatness, cleanliness, and modesty in dress and overall appearance. We encourage individual responsibility, and Spirit-directed conscience. While we attempt to allow for individual freedom and personal choice, there are times when these must give way to group conscience and practice.

Expectations of dress will be based on the desire to serve the needs of the students, to promote professionalism, to respond to the guidance of the school's supporting denomination, and to conform to the principles set forth in the Word of God. It is hoped that the guidelines will be willingly observed and viewed as giving opportunity for Christian witness. Nevertheless, they are required of all who freely choose to be members of the MVNU community. The basic principles

to which all would adhere are neatness, cleanliness and modesty. Clothes to be avoided are those which contribute to a sloppy, unkempt appearance and those styles which are immodest.

c. Safety

Any irresponsible behavior which may jeopardize the safety of the MVNU campus community will also be viewed as a serious offense. Some offenses listed below are criminal acts in Ohio and may be handled accordingly:

- Possession or use on University premises or at University activities of any firearm or other dangerous weapon, incendiary device, explosive or chemical.
- Possession, threat of, or use of any item that has the potential of being a lethal weapon.
- Damaging or destroying University property.
- Use, possession or distribution of any narcotic or other controlled substance on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and University regulations.
- Violation of federal, state or local civil or criminal laws on University premises, while participating in University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance.

d. Theft/Unlawful Entry

- Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
- Unauthorized or improper use of any University property, equipment, facilities, or resources, including unauthorized entry into any University room, building or premises.

### DISCIPLINARY ACTIONS

Adult and Graduate Studies strives to create disciplinary actions in the event of student behavioral offenses, which are educative and rehabilitative within the community framework of the University.

Potential actions in the event of irresponsible behavior include:

1. Voluntary Withdrawal--A student may be asked to withdraw in his or her best interest.
2. Suspension--may be for lesser or greater periods of time.
3. Dismissal
4. Expulsion
5. Review of re-enrollment privilege. An appeal of disciplinary action must be submitted in writing within three academic/working days of notification to the appropriate person.

Expelled, dismissed or suspended students, or students who have withdrawn voluntarily for disciplinary reasons are not permitted on campus.

These actions may vary in degree and may be used individually, or in combination, depending upon the specific situation and past violations of University policy. All discipline is intended to help the individual develop self-control, to preserve the rights of others and the harmony of the community. All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment at Mount Vernon Nazarene University.

1. Baseline Levels of Disciplinary Responses

Mount Vernon Nazarene University recognizes the need for consistency and fairness in its disciplinary procedures. It is necessary, therefore, to establish and publish what the University views as the minimal response to selected infractions (inadvertent or deliberate) of specific University behavioral standards and expectations. Adult and Graduate Studies reserves the right to consider the flagrancy of the offense in determining the appropriate disciplinary response. ((Due to the nontraditional educational approach of the Adult and Graduate Studies programs, it should also be noted that the following behavior expectations and policies **(generally)** apply only while Adult and Graduate Studies students are on the University premise. The University reserves the right, however, to discipline students for conduct off of University premises if such conduct is detrimental to the reputation of the University or its mission.) ) It is likewise the case that other actions not listed below can result in suspension, dismissal, or expulsion should the behavior of the student warrant such action.

a. ALCOHOL -- Use/Under the Influence/Intoxication

First Offense: 1 week Academic Suspension – Dismissal - Immediate  
Expulsion for further mission related violations  
Second Offense: 1 course Academic Suspension – Dismissal - Immediate  
Expulsion for further mission related violations  
Third Offense: Dismissal - Expulsion

b. TOBACCO -- Smoking, Chewing

First Offense: 1 week Academic Suspension - Dismissal  
Second Offense: 1 course Academic Suspension – Dismissal  
Third Offense: Dismissal - Expulsion

c. DRUGS -- Unlawful Use, Possession, Selling or Providing of Prescription and/or Non-Prescription Drugs

First Offense: Dismissal – Expulsion - Immediate Expulsion for further  
mission related violations

d. SEXUAL HARASSMENT

First Offense: 1 course Academic Suspension – (Counseling or  
discipline up to Immediate Expulsion)  
Second Offense: Dismissal – Expulsion - Immediate Expulsion for further  
mission related violations

e. PERSONAL MISCONDUCT -- Harassment/Disruption/\*Misuse of Campus Technology (Any mission related activity causing harm or damage [including emotional], or disruption to the campus community.)

First Offense: 1 course Academic Suspension – (Counseling or  
discipline up to Immediate Expulsion)

Second Offense: Dismissal – Expulsion - Immediate Expulsion for further mission related violations

\*Technology privileges may be revoked for misuse violation.

2. MVNU Discipline Definitions

**All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment at Mount Vernon Nazarene University.**

- a. **SUSPENSION:** Temporary immediate removal from academic status and other privileges for a period of designated week(s) for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an MVNU educational experience. During this assessment period, the student is not allowed on campus. Participation in any school function is prohibited. All academic absences during suspension are unexcused. (The completion of coursework missed is left to the individual discretion of faculty members.)
- b. **DISMISSAL:** Involuntary separation from the university without the privilege of re-application for at least one calendar year. Enrollment will be terminated with immediate cessation of participation in University programs and services. Departure from the campus will be immediate, and the student will not be allowed to return to campus.
- c. **EXPULSION:** Permanent removal from school and immediate cessation of participation in the University's programs and services. Enrollment will be terminated with immediate departure from campus. The student will not be allowed to return to campus.

The University reserves the right to refuse re-entry when it is determined that denial of re-entry is in the best interest of the student or the university. Following suspension, dismissal, and through the period of expulsion, students (present and former) are not allowed on campus.

STUDENT BEHAVIOR APPEAL PROCESS

**Step One: The Director of Academic Services**

Students with student behavior grievances should first seek a solution with the Director of Academic Services. The appeal must be filed in writing within five (5) business days of the issuance of the discipline. The Director of Academic Services has the authority to examine and rule on the student appeal. There is no right to direct confrontation of witnesses by the student during the disciplinary process. A response to the student appeal will (normally) be issued in writing within ten (10) business days. If the student is not satisfied with the decision of the Director of Academic Services, he/she may appeal the decision in writing to the Associate Vice President for Student Development.

**Step Two: The Vice President for Student Development**

The Vice President for Student Development has the final authority in the resolution of a student appeal. Correspondence and evidence related to all previous actions and appeals must be submitted with the appeal to the Vice President for Student Development, who will resolve the issue. The appeal to the Vice President for Student Development must be filed

in writing within three (3) days of receipt of the decision of the Director of Academic Services.

## **THE DRUG-FREE CAMPUS**

### AN INSTITUTIONAL POLICY STATEMENT

#### Preface

In keeping with the religious heritage of the Church of the Nazarene and in keeping with applicable federal, state, and local statutes, it is the policy of MVNU that abstaining from the use of alcohol, tobacco, and non-medical uses of controlled substances is the positive ideal for persons and communities.

#### Standards of Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, alcohol, or tobacco is prohibited on University premises and at all off-campus university-sponsored activities. Students must abide by this policy as a condition for continued enrollment. Violation of the policy may cause suspension or dismissal.

Students are required to report any personal conviction under a criminal drug statute no later than five days after the conviction to the Director of Academic Services for Adult and Graduate Studies or the Vice President for University Relations.

The term "alcohol" is defined by the **Drug-Free Workplace Act of 1988**.

Applicable sections of the **Ohio Revised Code** (Section 4301.01).

The **Drug Free Schools and Communities Act Amendments of 1989** (amends the Higher Education Act):

<http://counsel.cua.edu/FEDLAW/Dfsca.cfm>

The term "controlled substance" is any drug or substance defined by the Drug-Free Workplace Act of 1988 or applicable sections of the Ohio Revised Code (Sections 2925.01 and 3719.01). The Drug Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act):

<http://counsel.cua.edu/FEDLAW/Dfsca.cfm>

#### Description of Legal Sanctions

Local legal counsel indicates that legal penalties are most likely to be pursued under applicable sections of the Ohio Revised Code. Under Ohio law, most alcohol-related offenses are considered to be misdemeanor offenses; misdemeanor convictions carry jail sentences from thirty days to six months and/or fines from \$250 to \$1,000 depending upon the seriousness of the offense and past convictions.

Controlled substance offenses are classified as misdemeanor or felony offenses depending upon the substance in possession, its amount, intent to traffic and past convictions. Felony

convictions under State of Ohio statutes carry jail sentences from six months to ten years and/or fines from \$2,500 to \$20,000.

Trafficking in controlled substances is also subject to federal jurisdiction. Federal sanctions for trafficking in controlled substances are summarized in Appendix A. Trafficking in marijuana is subject to federal sanctions summarized in Appendix B.

### Description of Health Risks

Psycho-active drugs, including alcohol and controlled substances, carry with their even casual use, pronounced and long-lasting health risks to persons and their children.

Alcohol--Alcohol enters the blood stream and affects the nervous system almost immediately with its depressant effects as it depresses the central nervous system, slows thought processes, reflexes and other physical skills. In small amounts alcohol appears to be a stimulant as it depresses anxiety and other inhibitions. It significantly impairs judgment and coordination necessary for safe automobile operation and significantly increases the likelihood of traffic accidents, injuries and deaths. In larger amounts, it produces confusion, moodiness, unhappiness and anger. It increases the incidence of aggressive actions including spouse and child abuse. Large doses or chronic use can result in marked impairments to higher mental functions including the ability to learn and remember. Very high doses of alcohol may produce respiratory depression, unconsciousness or death.

Alcohol is addicting, and repeated use leads to dependence. Sudden cessation of alcohol consumption may produce withdrawal effects including convulsions, hallucinations, severe anxiety and tremors. Alcohol use when combined with poor nutrition produces damage to the brain, liver and other internal organs. Alcohol use may produce fetal alcohol syndrome in infants born to mothers using alcohol during pregnancy. Alcohol use intensifies the effects of other depressants, thus increasing the risk of overdose and suicide.

Depressants--The depressants (including barbiturates, tranquilizers like Librium and Valium, and sedative-hypnotics) slow down the central nervous system. In small amounts, they relax muscles, slow breathing, and lower blood pressure. In larger doses, they produce slurred speech, drowsiness, confusion, lack of coordination, and deficits in judgment, motivation, concentration and memory. Most depressants are addictive, produce psychological and physical dependence. Continued use can produce damage to brain and other organs, and cause severe health problems for infants of dependent mothers, overdose, coma and death. Withdrawal from depressant dependence may lead to anxiety attacks, insomnia, tremors, delirium and convulsions.

Hallucinogens--Hallucinogens are natural or synthetic substances which alter moods and brain processes of thinking and awareness. They have no known medical use. This class of drugs includes LSD, PCP, STP, mescaline and psilocybin, etc. Their major effects include illusions, hallucinations and distortions in the perception of time and distance. The hallucinogens increase the pulse rate, blood pressure and temperature. They may also produce nausea, chills and convulsions. Mentally the effects of hallucinogens are difficult to anticipate because their effects on perceptions and moods are unpredictable. Long term use can lead to heart, lung and brain damage, overdose and death.

Marijuana and its cannabis cousin (hashish) are sometimes classified as hallucinogens as their effect upon moods and perceptions is unpredictable. Their use may produce feelings of excitement and happiness, or anxiety and panic, and lead to mild psychological dependence. In small doses, these may produce increased alertness, euphoria and relaxed inhibitions. Larger doses or prolonged use produces drowsiness, unresponsiveness, paranoia and fatigue. The physical effects include increased heart rate, lowered temperature, increased appetite, and sensations of dry throat and mouth. It retards coordination and reflex reactions. Long-term use can affect the reproductive systems of females and males, especially in adolescence. It can produce chest pain from accelerated heart rate. If smoked, it can damage lungs in the same way cigarette smoke does. It impairs short-term memory, motivation and concentration. Withdrawal effects include insomnia, hyperactivity and decreased appetite.

Narcotic and Opiate Derivatives--Heroin, opium, morphine and codeine are addictive, analgesic drugs of the narcotic family which lead to both physical and psychological dependence. Man-made medications like Demerol also belong to the narcotics. In general, narcotics retard breathing, relax muscles, produce nausea, and reduce pain and hunger, thirst and sex drives. Physical health risks include addiction, damage to brain and other organs, severe health problems for infants born to mothers using narcotics during pregnancy. Narcotics may cover up other health symptoms. Heroin users risk contacting AIDS through sharing contaminated needles. Overdoses are known to produce slow and shallow breathing, clammy skin, convulsions, coma or death. Withdrawal effects include watery eyes, runny noses, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Stimulants--Stimulants are natural and synthetic drugs which speed up the activity of the nervous system and thereby increase activity and alertness levels. For this reason, stimulants are commonly termed "uppers." Stimulant use can produce mild physical dependence and high psychological dependence. Stimulants include amphetamines, diet pills, cocaine, caffeine and nicotine. Stimulants accelerate heart and respiration rates, raise blood pressure and decrease appetite. Overdose symptoms include sleeplessness, dizziness, anxiety, hallucinations, depression, agitation, convulsions and possible death. Stimulant use can lead to dependence, permanent brain and organ damage from chronic, long-term use, risk of AIDS infection, and death.

Mixing drugs from the different classifications can produce unpredictable and deadly reactions. Their effects are exaggerated by mixing. The human body develops a tolerance for most drugs, which necessitates that the person take a higher dose each time to produce the same effect.

#### Description of Mission Commitment

Mount Vernon Nazarene University views itself as an institution with a redemptive mission. To the extent and within the means of institutional resources, the first line response of the institution will be toward maintenance of the institutional mission and community standard.

The University maintains no drug or alcohol rehabilitation facility or organized program on campus; limited institutional resources do not permit it. But to the degree possible, affected individuals will be referred to appropriate community agencies and organizations.

### Description of Institutional Sanctions

The University will cooperate with federal, state and local law enforcement agencies to the fullest extent possible when individuals in the campus community are under investigation or suspicion.

Students--Students agree to abide by these drug-free policies when they sign the admission application. Students convicted of drug statute violations may be dismissed from the University in accord with the Adult and Graduate Studies Student Handbook section on serious offenses. The refund policy for those under dismissal is noted in the Adult and Graduate Studies Student Handbook.

Students found in possession of or under the influence of alcohol or another illegal, controlled substance may be dismissed or suspended for a designated period of time (without the possibility of making up missed course work).

If, in the view of the University, the student can be rehabilitated while remaining a student, sanctions may include suspension, mandatory counseling, medical treatment, etc. in accord with the provision of the relevant health insurance carrier(s) and/or family resources.

*Students found to be using, possessing, selling or providing illegal drugs will be subject to immediate dismissal or expulsion, according to University disciplinary baselines.*

*(This policy is subject to review and change through the regular institutional policy change procedures).*

**DRUG-FREE WORKPLACE POLICY**

**Federal Sanctions for Trafficking in Controlled Substances**

CSA	2nd Offense	1st Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years	5 – 49 gms 50-499 gms mixture	Methamphetamine	≥ 50 gms ≥ 500 gms mixture	Not less than 10 years. Not more than life  If death or serious injury, not less than 20 years. Not more than life  Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life  If death or serious injury, not less than life.  Fine of not more than \$8 million individual., \$20 million other than individual.
			100 - 999 gm mixture	Heroin	≥ 1 kg mixture		
	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	500 - 4,999 gm mixture	Cocaine	≥ 5 kg mixture		
			5 - 49 gm mixture	Cocaine Base	≥ 50 gm mixture		
			10 - 99 gm 100 - 999 gm mixture	PCP	≥ 100 gm mixture ≥ 1 kg mixture		
			1 - 10 gm mixture	LSD	≥ 10 gm mixture		
			40 - 399 gm mixture 10 - 99 gm	Fentanyl Fentanyl Analogue	≥ 400 gm mixture ≥ 100 gm mixture		
Drug	Quantity	First Offense	Second Offense				
Others (and any drug product containing Gamma Hydroxybutyric Acid)	Any	Not more than 20 years. If death or serious injury, not less than 20 years. Not more than life. Fine \$1 million individual, \$5 million not individual	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.				
Flunitrazepam	≥ 1 gm						
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million other than individual	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million other than individual			
	Flunitrazepam	30 – 999 mgs					
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million other than individual	Not more than 6years. Fine not more than \$500,000 individual, \$2 million other than individual			
	Flunitrazepam	<1 mg					
V	All	Any	Not more than 1year. Fine not more than \$100,000 individual, \$250,000 other than individual	Not more than 2years. Fine not more than \$200,000 individual, \$500,000 other than individual			

## DRUG-FREE WORKPLACE POLICY

### Federal Sanctions for Trafficking in Marijuana

Quantity	Description	First Offense	Second Offense
≥ 1000 kg or ≥ 1000 plants	Marijuana (mixture containing detectable quantity)	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 - 1000 kg or 100 - 1000 plants	Marijuana (mixture containing detectable quantity)	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 - 100 kg	Marijuana	Not more than 20 years.	Not more than 30 years.
10 - 100 kg	Hashish	If death or serious injury, not less than 20 years, not more than life.	If death or serious injury, life. Fine \$2 million individual,
1 - 100 kg	Hashish Oil	Fine \$1 million individual, \$5 million other than individual	\$10 million other than individual.
50 - 99 plants	Marijuana		
< 50 kg 1-49 Plants	Marijuana	Not more than 5 years.	Not more than 10 years
< 10 kg	Hashish	Fine not more than \$250,000 individual,	Fine \$500,000 individual,
< 1 kg	Hashish Oil	\$1 million other than individual	\$2 million other than individual

## **SEXUAL HARASSMENT & SEXUAL ASSAULT POLICY FOR ADULT AND GRADUATE STUDIES**

Note: The requirements concerning issues of sexual harassment and sexual assault are presented and affirmed in compliance with the Higher Education Amendments of 1992, 34CFR Part 668, and the mission of Mount Vernon Nazarene University.

### DEFINITIONS

1. **Sexual Discrimination** - Sexual discrimination is defined as inequitable treatment on the basis of gender that includes being excluded from participation in, denied the benefits of, or subjected to discrimination under any educational program or activity receiving Federal financial assistance.
2. **Sexual Harassment** - Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
  - c. Such conduct has the purpose or effect of denying or limiting a student's ability to participate in or benefit from the school's programs on the basis of sex, interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.
3. **Sexual Assault** - Sexual assault is defined as any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

### STATEMENT OF POLICIES REGARDING TITLE IX AND SEXUAL DISCRIMINATION

The complete University policy and guidelines concerning sexual harassment is available through these links.

[TO VIEW THE POLICY, PLEASE CLICK HERE](#)

[TO VIEW THE FLOW CHART, PLEASE CLICK HERE](#)

## **STUDENTS WITH SPECIAL NEEDS**

### **General Information**

It is the policy of MVNU that no qualified persons with disabilities shall, on the basis of disability, be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination under any Adult and Graduate Studies program or activity. Any qualified student who has a physical or mental impairment which substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, breathing, learning and/or working, can receive assistance at MVNU as provided in Section 504 of the Rehabilitation Act of 1973 and in the applicable provisions of the Americans with Disabilities Act of 1990. The office of Disability Services serves as the MVNU contact for any disability-related needs that students may have. Below is a brief overview of Disability Services, and more comprehensive information is provided in the following link:

<http://www.mvnu.edu/academics/services/dservices.asp>

### **Documentation**

Students who request special accommodations for disabilities must have current documentation of disability on file in the office of Disability Services (Main Campus) from a qualified professional, such as a licensed counselor, psychologist, psychiatrist, or physician.

The documentation should contain the following:

- Date(s) of evaluation
- Diagnosis
- Reference to the types of evaluation procedures utilized
- Evaluation results and/or test scores (as appropriate)
- Limitations of student functioning (especially as related to the higher education environment)
- Recommendations for accommodations, which are helpful in assisting institutional personnel in determining appropriate and necessary support
- An accurate and current picture of how the disability impacts the student at the present time, and thus in most cases, the documentation should be less than three years old.

When the documentation is received, the Assignment of Accommodations form is completed by the Disability Services office and retained in the student's file. This form specifies the reasonable accommodations that will be provided by MVNU for the student while the student is enrolled at MVNU.

Note that the advanced nature of the Adult and Graduate Studies program is more rigorous than the traditional programs and any qualified student for Adult and Graduate Studies must meet the requisite academic and technical standards required for admission or participation in these demanding educational programs and activities.

## **Self-Advocacy**

In order to receive accommodations, the student must personally request specific services each term. Services are not provided for a student automatically, without request, even though documentation may be on file. To access accommodations, the student completes the respective forms at the office of Disability Services (Main Campus). The Academic Support staff works with the student to ensure that accommodations are successfully accessed in each course as applicable.

## **CAMPUS SAFETY**

Students can access information regarding MVNU Campus Safety [here](#). In compliance with the Cleary Act, MVNU regularly publishes campus crime statistics which can be accessed via the same link.

## **CLASS CANCELLATIONS**

From time to time, natural or man-made circumstances may force cancellation of classes at any or all sites. Decision to cancel class is made by the Director of Academic Services in consultation with the Vice President for Academic Affairs no later than 3 pm the day of the cancellation. If you are in doubt about the status of class, updated information is available on the class cancellation hotline at (740) 397-9000, x1650. Make-up classes are scheduled for either the Friday or Saturday immediately following the canceled class. When a class is canceled, further information regarding the cancellation and class make up details is sent to all affected students via MVNU email.

## **APPENDIX**

### **FORMS**

ACADEMIC GRIEVANCE APPEAL FORM

For details, see "Student Academic Performance" in the Adult and Graduate Studies Handbook

Student Name: \_\_\_\_\_ Date of Appeal: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Group number: \_\_\_\_\_ Class Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Nature of your Grievance:

- Instructor was arbitrary    Instructor was capricious    Instructor was prejudiced

Describe the events in which you think the instructor behaved in the above manner. When relevant, list the assignments or activity. When relevant, describe the way in which the course was conducted. Attach additional documentation as needed.

---

---

---

---

---

---

---

---

---

---

Action you would like to see taken:

---

---

---

---

---

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_

Date appeal received

**Sexual Discrimination (Title IX) Sexual Harassment/Sexual Assault Filing Form**

Mount Vernon Nazarene University  
Formal Level of Complaint

Name \_\_\_\_\_ Date \_\_\_\_\_

Position and/or Organization \_\_\_\_\_

Place where you may be reached \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Nature of your grievance

Sexual Discrimination (Title IX), or  Sexual Harassment, or  Sexual Assault, or  
Retaliation from Previous Grievance (please check one)

(Please describe the policy or action you believe may be in violation and identify any  
person(s) you believe may be responsible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If others are affected by the possible violation, please give their names and/or positions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person filing grievance

\_\_\_\_\_  
Signature of person receiving grievance

\_\_\_\_\_  
Place of grievance filing

\_\_\_\_\_  
Date grievance received

## **PROGRAM GUIDE**

FOR THE

**Bachelor of Business Administration (BBA)**

Bachelor of Business Administration  
Program Guide

<b>OBJECTIVES OF THE BACHELOR OF BUSINESS ADMINISTRATION PROGRAM</b> .....	39
<b>ADMISSION REQUIREMENTS</b> .....	40
Prior Learning Credit (PLC) .....	41
<b>GRADUATION REQUIREMENTS</b> .....	43
<b>FINANCIAL AID INFORMATION</b> .....	46
Payment Plan Options .....	46
Tuition Refund Policy .....	46
Financial Aid .....	46
Employer tuition reimbursement .....	47
Textbooks .....	47
<b>ACADEMIC INFORMATION</b> .....	47
Class Attendance .....	47
Tardiness Policy .....	50
Procedure for Withdrawal from a Course .....	50
Procedure to Add a Course .....	51
Re-enrollment .....	52
Procedure for Withdrawal from the BBA Program .....	52
Grading Policies and Procedures .....	52
Satisfactory Academic Progress Standards .....	54
Academic Standing .....	54
CLEP/Dantes Tests .....	55
<b>INFORMATION ABOUT BBA ONLINE COURSES AND PROGRAMS</b> .....	55
<b>BBA COURSE DESCRIPTIONS</b> .....	59
<b>LIBERAL ARTS CORE COURSE DESCRIPTIONS</b> .....	62

## **OBJECTIVES OF THE BACHELOR OF BUSINESS ADMINISTRATION PROGRAM**

Mount Vernon Nazarene University endeavors to create an academic atmosphere for continuing intellectual growth with emphasis placed on the integration of faith and learning -- an integration occurring within the "whole person" in the cognitive, affective, spiritual, social, and physical areas. Mount Vernon Nazarene University seeks the education of the whole person by:

- \* Facilitating cognitive development and instilling the love of learning while cultivating interpretation, evaluation, and communication.
- \* Guiding the affective development through selection and clarification of individual values and attitudes.
- \* Fostering spiritual growth and maturity through a personal encounter and relationship with God in Christ.
- \* Nurturing effective service to others through the maturing of social and interpersonal skills.
- \* Encouraging physical fitness through disciplines of the body.

The Bachelor of Business Administration program encourages the development of the whole person through a well-planned, sequenced curriculum that integrates increasingly advanced cognitive, social, and interpersonal skills, values and ethics clarification, and spiritual and physical growth.

Within the business major, certain required courses form the background of skills and information the student needs to succeed. The Bachelor of Business Administration curriculum seeks to encourage the student to achieve the following program objectives:

- \* Express ideas clearly, concisely, and logically through effective speech, written communication, and interpersonal/human relations skills.
- \* Understand the functional components of business—economics, marketing, accounting, finance, law, management, organizational theory—and the inter-relationship of these functions within an organization which form the total business enterprise.
- \* Recognize the human aspects of conducting business within physical and social environments, with an emphasis on global issues.
- \* Reflect upon and clarify personal and professional value systems, applying principles of business ethics to effective decision-making skills.
- \* Identify problems and develop problem-solving abilities through critical thinking skills.

## ADMISSION REQUIREMENTS

To be admitted to the Bachelor of Business Administration program, the following requirements must be met:

### STANDARD ACCEPTANCE INTO THE BBA MAJOR

1. Internet access.
2. Email access.
3. Sexual harassment training.
4. Ability to sit through four hours of class one night a week.
5. Ability to attend a class through its entirety.
6. Ability to operate a computer keyboard.
7. Ability to arrive to class by scheduled start time and leave class at scheduled finish time.
8. Submission of official transcript(s) with a minimum of 56 traditional semester hours (84 quarter hours) from college or university courses.
  - a. credits must be from a regionally accredited institution of higher learning.
  - b. credits must be college-level (freshman level or higher).
  - c. credits must have a grade of **C** or better (or equivalent); grades of C- and higher will be transferred to the student's MVNU transcript.
9. A GPA of 2.00 or higher on a 4.00 scale for any education completed during the past 10 years.
10. Two (2) years of full-time work experience.
11. An assessment interview, if needed.
12. A completed Preliminary Graduation Plan.
13. Payment of \$100 tuition deposit. This fee is non-refundable and will be applied to tuition for the applicable group start.
14. Applicants whose native language is not English must provide evidence of proficiency in English by: scoring 500 or above on TOEFL test, or (b) scoring 17 or above on the ESL Proficiency Examination.

**Please Note:** Students with less than 73 credit hours are permitted to test out of some general education elective courses. Students may earn a maximum of **60** total semester hours for all demonstrated prior learning. This prior learning limit of 60 hours includes all credit earned from CLEP and Dantes tests and professional/corporate training. Additionally, a maximum of **30** semester hours from standardized proficiency examinations (such as CLEP and Dantes) may be applied toward the BBA degree. Also, a student may earn up to, but not more than, **40** semester credits through professional training, seminars, workshops, licenses, certificates, etc. In other words, the total prior learning hours (combination of proficiency examinations and professional/corporate training) may not exceed 60 credits, with no more than 30 hours from CLEP/Dantes tests and no more than 40 hours from prior learning credit.

### ACCEPTANCE AS AN MVNU STUDENT AND CANDIDATE FOR THE BBA MAJOR

For students with less than 56 credit hours, the following requirements must be met:

1. Internet access.
2. Email access.
3. Sexual harassment training.
4. Ability to sit through four hours of class one night a week.
5. Ability to attend a class through its entirety.
6. Ability to operate a computer keyboard.
7. Ability to arrive to class by scheduled start time and leave class at scheduled finish time.
8. High school transcript and/or GED is required unless there is a prior college transcript.
9. A GPA of 2.00 or higher on a 4.00 scale for any education completed during the past 10 years.
10. Two (2) years of full-time work experience.
11. An assessment interview, if needed.
12. A completed Preliminary Graduation Plan.
13. Payment of \$100 tuition deposit. This fee is non-refundable and will be applied toward the tuition of the first course.
14. Applicants whose native language is not English must provide evidence of proficiency in English by (a) scoring 500 or above on TOEFL test, or (b) scoring 17 or above on the ESL Proficiency Examination.

### TRANSFER CREDIT

Transfer credit is granted only for those courses for which a grade of C- or better was earned. All transfer courses accepted are posted to the student's transcript upon enrollment with the original grade earned. Accepted transfer course grades are used in determining classification, graduation honors, etc.

### PRIOR LEARNING CREDIT (PLC)

Mount Vernon Nazarene University recognizes that adult students are afforded numerous educational opportunities outside the traditional, structured college classroom. This extra-institutional learning may be achieved through on-the-job training, life experiences, courses sponsored by businesses, government, industry, the armed forces, professional schools, and other credible associations or agencies.

In order to provide equitable academic recognition for college-level learning, the University has established clearly defined policies concerning credit awards for learning (not experience) achieved outside the traditional classroom.

At Mount Vernon Nazarene University, prior learning may be defined as college-level learning achieved outside the traditional college classroom and "prior to" any college coursework in that subject area. Prior learning is distinguished from prior experience by the key word "learning." Prior experience, while it is important, will not necessarily be equivalent

to prior learning. Students achieve competencies through workshops, seminars, personal or professional opportunities, independent study, and/or travel. The challenge to the adult student is to articulate and demonstrate measurable college-level learning outcomes to the satisfaction of a faculty evaluator.

Prior Learning Credit (PLC) is academic credit awarded for college-level learning obtained outside the traditional college classroom.

Common forms of PLC accepted by Mount Vernon Nazarene University:

- \* Standardized Examinations / CLEP and DANTES
- \* Military / ACE / Professional Licensures
- \* Corporate and Professional Training Which Demonstrates College-Level Learning

Students may earn a MAXIMUM of 60 total undergraduate semester hours for all demonstrated prior learning. This prior learning credit limit of 60 hours includes all credit earned from CLEP/Dantes and credit earned from professional/corporate training.

Note the following limitations:

- The maximum number of credit hours that may be earned from CLEP and/or Dantes tests is limited to 30 semester hours.
- The maximum number of credit hours that may be awarded for professional training, seminars, certificates, etc. is limited to 40 semester hours.

In summary, the total credit hours earned from CLEP/Dantes tests (maximum of 30 hours) plus professional training credit hours (maximum of 40 hours) cannot exceed 60 credit hours.

Students who desire to request PLC's should submit training records, licenses, certificates and/or letters from supervisors to the Adult and Graduate Studies office for evaluation. There is no guarantee of the number of credits to be awarded.

Prior learning credit will be evaluated and added to student transcripts after documentation has been received and approved.

#### PROVISIONAL ACCEPTANCE

Students who do not have 56, but at least 50 traditional semester hours may be admitted for provisional acceptance status in the BBA program. Provisional status means that the student must obtain the hours through completing Phase I courses, testing (CLEP or Dantes), or transferring credits from another institution. **A student accepted with less than 56 hours will be considered a sophomore, which will affect financial aid.** The student is strongly urged to complete all outstanding courses within the first year of enrollment.

#### ACADEMIC PROBATION

An overall grade point average (GPA) of 2.00 in all previous college coursework is required

for regular admittance status. An applicant with a GPA of less than 2.00 may apply for an academic probation admittance. The following process will be followed:

1. An assessment interview with the Director of Enrollment Services may be required.
2. A decision to grant probationary admittance will be made by the Admissions Committee. Students admitted on an academic probation basis must achieve a grade of at least a **B** in each of the first three consecutive courses in order to be placed on regular admission status. Probationary students who do not achieve at least a **B** in these three courses will not be allowed to remain in the program.

#### APPLICANTS WITH A FELONY RECORD

When an individual with a felony record applies for acceptance into the Adult and Graduate Studies program the following procedure will be implemented:

1. The applicant will write an essay of petition to the Director of Enrollment Management including:
  - What happened; the date of the crime, what kind of crime was committed and where (what county and state) the crime was committed.
  - Whether or not the applicant is on probation and if so, the name, address and phone number of the probation officer(s).
  - A summary of what the applicant believes has changed in his/her life since the conviction and how a degree will help accomplish any personal goals.
2. If probation is on-going, the applicant must supply a certified copy of the “sentencing entry of court” from each court where convicted.
3. After receipt of the above documents, an interview with the Director of Enrollment Management may be requested.
4. The Director of Enrollment Management will confer with the Associate Vice President for University Marketing and Adult and Graduate Studies Enrollment Management.

When an individual has been convicted of a violent crime, (i.e. sexual offense, assault & battery, murder, etc.) the above procedure will be followed, and

1. The applicant will be scheduled for a mandatory interview with the Director of Enrollment Services.
2. If probation is ongoing, the applicant must be recommended in writing by the probation officer responsible for the applicant’s case.
3. The Director of Enrollment Services will meet with legal counsel to review all information/documentation.
4. All information/documentation, including the recommendation of Adult and Graduate Studies’ legal counsel, will be presented to the Adult and Graduate Studies Admissions Committee for action.

#### **GRADUATION REQUIREMENTS**

The student must complete a minimum of **124** semester hours (with a minimum cumulative GPA of 2.00). The 124 semester hours must include:

1. Successful completion of the following **39** semester hours General Education Core

requirements (generally referred to as Liberal Arts Courses):

- a. 6 semester hours in English Composition or the completion of the English Composition capstone course.
  - b. 3 semester hours in Mathematics.
  - c. 9 semester hours in the Arts and Humanities.
  - d. 6 semester hours in the Social and Behavioral Sciences.
  - e. 6 semester hours in the Natural Sciences.
  - f. 9 semester hours in Liberal Arts Electives.
2. Successful completion of **34** hours of General Electives.
  3. Successful completion of **51** BBA hours. The BBA program is a “lock-step” program, which requires the successful completion of the 51 hours of BBA curriculum with a minimum grade point average of 2.50 in the BBA courses. A student who receives a grade below **C** in any BBA course will be required to repeat that course until a grade of **C** or above is earned. Courses from other institutions that are duplicates of BBA courses may be transferred as long as they were taken within 5 years of enrollment at MVNU and the student will meet the 45 hour residency requirement.

When a student receives a grade of **D, F, W,** or **X** the following must be kept in mind:

The student is responsible to pay for the retake class unless both of the following have occurred:

- You have received an “X” due to excessive absences caused by a work related event, a medical problem or due to required military service.
- **You must provide a letter from your doctor or employer within one week of the absence, explaining what happened.** This letter must be presented to the Registrar’s office.

The cost to retake a class is based on the tuition rate that is in effect for the group with which you retake the class.

If the group you retake a class with uses a different model computer, you will be responsible for the rental fee associated with the upgraded computer. If different textbooks are used these will also be at the student’s expense.

A \$100.00 add fee must be paid when adding a class, even if the student is not responsible to pay tuition.

The student must call the retention specialist to reschedule the class.

Student grade audits will be distributed during the last semester of the senior year.

Students who need to retake a course because of withdrawing from or failing the course may desire to “double up”. Those who carry a minimum GPA of 2.5 in the BBA may double-up and stay with their cohort group. Due to the accelerated and intensive nature of BBA courses, a student who elects to double up assumes full responsibility for his/her success or failure in both courses.

- When a student has a GPA below 2.5 in the BBA, and needs to make up a course, the student must wait until the end of the program, or until his/her GPA reaches 2.5 or better, to reschedule the course. In other words, this student does not have the option to double up.
4. Students who are unable to meet the General Education Core requirements and/or do not have 124 semester hours may choose one or more of the following options to meet graduation requirements. Some of these options have additional fees, which are the responsibility of the student.
    - a. Successful completion of MVNU elective courses.
    - b. Successful completion of traditional courses at regionally accredited institutions. (All courses used for transfer must have a grade of C or better.)
    - c. Successful completion of correspondence courses.
    - d. Successful completion of independent or directed study courses.
    - e. Successful completion of standardized proficiency examinations (CLEP, PEP, USAFI, DANTES) or those required for professional certification (CFP, CPS, CLU). A maximum of 30 semester credits from standardized proficiency examinations may be applied toward the BBA degree.
    - f. American Council on Education and/or military credit. Credit for military education or corporate training programs must have approval through the appropriate guides published by the American Council of Education.
    - g. Successful submission and evaluation of Prior Learning through corporate training and/or professional development seminars. Note: Students may earn a maximum of 60 semester hours for all demonstrated prior learning. This prior learning credit limit of 60 semester hours includes all CLEP/Dantes exams and professional/corporate training.
  5. Payment of tuition and fees. **All library fees must be paid in full.** This includes any library fees related to the Ohio State University (OSU) Library. If there are any disputes with the OSU fees, the student must resolve those disputes directly with OSU. The student will not be permitted to walk at graduation or receive a diploma until his/her account is paid in full. A student's transcript will not be released until his/her account has a zero balance.
  6. A student is to graduate under the terms of the current Student Handbook.
  7. An "Intent to Graduate" form must be submitted three months prior to graduation.
  8. The Educational Testing Service (ETS) Field Test in Business must be completed by all graduating seniors. The University has the right to require additional institutional graduation assessments not listed in this handbook.
  9. The BBA degree is conferred at the May or December Commencement for all graduates. The Coordinator of Records and Registration will provide final approval for eligibility of students to graduate with a BBA degree.

## FINANCIAL AID INFORMATION

### PAYMENT PLAN OPTIONS

There are five options available for payment.

1. The student pays the entire semester's tuition by the first night of class.
2. The student pays the tuition class by class by the first night of each class.
3. The student applies for Financial Aid to pay for the entire semester or a portion of it. Any unpaid portion is to be paid by the student by the first night of each class.
4. Adult and Graduate Studies receives a voucher from the student's employer stating how much the employer will cover. The student must pay for any amount not covered by the employer by the first night of each class.
5. Adult and Graduate Studies receives a letter from the employer stating how much tuition assistance they will pay for the student, clearly stating the student's name and Social Security number. If the assistance is not grade reliant, the payment will be due the first day of class. If the payment is grade-reliant, payment is due 4 weeks after each course is completed.

**Please Note:** If payment is not received in a timely manner the student will not be permitted to attend class and the attendance penalty will be enforced until such payment can be made. Credit card payments are accepted.

### TUITION REFUND POLICY

- 100% refunded for withdrawing before course begins.
- If a student withdraws from a course after the course has begun due to illness, work responsibility, family emergency or military duty which causes the student to miss two (2) or more nights of class, the student will receive a "W." The student's account will be credited if the student provides written documentation of the stated reason for withdrawing. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (The written documentation must be received by the Adult and Graduate Studies Student Accounts' department within 30 days of the course withdrawal.)

Mount Vernon Nazarene University follows the Title IV Federal refund policy. This policy is subject to change as required by Federal law and regulation.

### RETURNED CHECKS

A processing fee will be assessed on any returned (ISF) check.

### FINANCIAL AID

For those who qualify, some financial assistance may be available. Students who wish to apply for Federal financial assistance are required to complete a Free Application for

Federal Student Aid (FAFSA). You may complete and submit the application electronically at the web site [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When you do you **must** include the Adult and Graduate Studies school code number, which is **E00782**.

The following documents are needed to complete the FAFSA:

- Federal income tax forms for the most recent year.
- W-2 forms.
- Records of untaxed benefits received.
- Records of investments.

The federal government presently selects one third of all applicants for a process called “verification”. These applicants will be required to produce more specific documentation. This is stated in the Student Aid Record (SAR) form that is mailed directly to you following your FAFSA application. MVNU will also send a letter explaining what documentation is needed.

#### EMPLOYER TUITION REIMBURSEMENT

Some employers offer tuition assistance. The student will want to check with the Human Resources department to see what assistance is offered.

**NOTE:** The Satisfactory Academic Progress Standards for good standing applies both to academic progress as well as eligibility for receiving financial aid. Again, a 2.50 GPA is required within the BBA core to graduate.

This policy is in accordance with the Return of Title IV Funds Federal regulation, is Mount Vernon Nazarene University’s policy and is subject to change as required or allowed by Federal law and regulation.

#### **Important Note**

The student will pay for any courses that must be repeated due to a grade of **D, F, X, or W**. The tuition rate could be higher, depending upon the time the course is repeated.

If a student receives an **X or W** due to **excused** absences, the student will be required to pay for the course when it is repeated. An absence or withdrawal is **excused** if it is work or military related, due to a personal medical reason, or due to a family emergency. These absences must be documented and designated as “excused” by the Director of Enrollment Management.

#### TEXTBOOKS

If a student has accepted the textbooks for a course but then drops or withdraws from the course, the textbooks cannot be returned and will be charged to the student’s account.

### **ACADEMIC INFORMATION**

#### CLASS ATTENDANCE

Due to the accelerated nature of the Adult and Graduate Studies program, absence from a class may seriously jeopardize the student's learning and success. Therefore, class attendance is mandatory, and the facilitating instructors will comply with the attendance policies. **It is the responsibility of the student to communicate directly with the facilitating instructor in the case of an emergency situation where the student is not able to attend a class.**

If a student has an emergency situation, the following the policy will apply.

1. If a student misses **one (1)** class session in a course, the absence will result in the student choosing one of the following options (A or B).

**Option A**

The absence will result in a 5% drop in the final course grade.

**And**

All make-up work for absenteeism will be determined by the facilitating instructor. The student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the night of absence, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the facilitating instructor prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

### Option B

The student will complete a six-page paper on one of the **Additional Assignment Topics (For an Absence)** for that particular class session listed in the Faculty Guide of the curriculum. The facilitating instructor will need to approve the selected topic and will determine if the quality of the paper fulfills this assignment. The paper will include a title page, a reference page, and four pages of content. The paper must be submitted typed or word processed and in APA format.

### And

All make-up work for absenteeism will be determined by the facilitating instructor. The student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the missed class session, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the facilitating instructor prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

3. If a student misses **two (2)** or more classes in the same course, the student will automatically receive a grade of **X** and will have to repeat the course. The tuition for the repeated course will be the same as the other students in the new group. There are three exceptions to this policy: (1) **written verification** from an accepted\*\* official medical source that a personal medical situation (such as hospitalization) was the cause of **ALL** absences, or (2) **written verification** from an official military source that **required** military duty was the cause of **ALL** absences, or (3) **written verification** of a work conflict by the student's employer. Students absent under any of these exceptions will be required to repeat the entire course.
4. The only grades that facilitating instructors are allowed to issue are: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, I,** and **X**. Under the above situations, the grade of **X** will be issued until the course requirements are satisfied. To receive a grade of **I**, the student must request the instructor to petition the Director of Academic Services for Adult and Graduate Studies prior to the last date of the course. The grade of **I** will not be issued to students receiving Veterans' Administration benefits due to specific Veterans' Administration regulations.

\*\*The Vice President of Academic Affairs shall determine what is acceptable for the above-defined withdrawals.

### TARDINESS POLICY

The Adult and Graduate Studies policy on class tardiness (which includes late arrivals and early departures) is related to the class attendance policy and is influenced by two significant factors. Due to the accelerated nature of the program, tardiness from a class may seriously jeopardize the student's learning and success. Tardiness is viewed as disruptive to both the facilitating instructor and other class members.

Due to the reduced class time in the Adult and Graduate Studies program, attending class, in its entirety, is mandatory. Therefore, facilitating instructors will comply with the following tardiness policy:

The following scale (see final grading scale) will be used for missed portions of a class session (this includes both late arrivals and early departures):

1 to 30 minutes	- 1% drop in the final grade for the course
31 to 60 minutes	- 2% drop in the final grade for the course
61 to 90 minutes	- 3% drop in the final grade for the course
91 to 120 minutes	- 4% drop in the final grade for the course
After 120 minutes	- 5% drop in the final grade for the course and this will be treated as an absence for the class session

**And**

Tardiness may result in the lack of credit for certain types of missed in-class activities.

### PROCEDURE FOR WITHDRAWAL FROM A COURSE

When a student chooses to withdraw from a course, the student **must** contact the Retention Specialist via voicemail or email to initiate the completion of the Course Withdrawal form.

#### **Official Course Withdrawal completed before the first day of class**

- If a student officially withdraws from a course before the first day of class, regardless of the reason, the student will receive a "W" and will not be charged for the course until it is rescheduled. (Note: There is a \$100 add fee to reschedule a course.)
- The student will be charged for any textbooks he/she has received.
- This form of course withdrawal is referred to as a "drop."

When a student withdraws from a course, the student's GPA and account status may be affected. The impact of a course withdrawal on a student's GPA and account is dependent on two factors: **when** the course withdrawal is initiated and the **reason** for the course withdrawal.

#### **Course Withdrawal after the course has started**

- If a student withdraws from a course after the course has begun, the student will receive an "X" grade. If the course withdrawal was due to illness, work responsibility, family emergency or military duty which caused the student to miss two (2) or more

nights of a course, and the student provides written documentation of that reason within 30 days of the withdrawal, the student's grade will be changed to a "W."

- When a student withdraws from a course after the course has begun, the student's account will be credited if the student provides written documentation of one of the above approved reasons. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (Due to financial aid deadlines, the Adult and Graduate Studies Student Accounts' department must receive the written documentation within 30 days of the course withdrawal.) When the course is rescheduled the student will have to pay for new textbooks if the edition/curriculum has changed.

### **Unofficial course withdrawal**

A student will be unofficially withdrawn from a course if:

- The student fails to follow the official course withdrawal procedure as outlined above, or
- The student accumulates more than the acceptable number of absences stated for that course.

Any student who is unofficially withdrawn from a course will receive an "X" for that course. The student will not receive a tuition credit and will be charged again to re-take the course.

### COURSE WITHDRAWALS AND FINANCIAL AID

A student's financial aid may be affected by a course withdrawal since a course withdrawal lowers the number of credit hours in that semester. Since Financial Aid is based on credit hours/semester, a student should contact Adult and Graduate Studies' Student Financial Planning Office before voluntarily withdrawing from a course.

### COURSE WITHDRAWALS AND GPA

A student's GPA may be affected by a course withdrawal. A "W" does not impact the GPA, but an "X" is calculated in the GPA and will lower it. An "X" remains permanently on a transcript but the GPA is recalculated after the "X" is replaced by a letter grade when the course is successfully completed.

### COURSE WITHDRAWALS AND COMPUTERS

If a student who has an Adult and Graduate Studies computer withdraws from two consecutive courses, the computer must be returned to the Adult and Graduate Studies office at the time of withdrawal from the second course until the student's next scheduled course.

### PROCEDURE TO ADD A COURSE

To add a course, the student must contact the Academic Support/Retention Specialist a minimum of **three (3) weeks** before the first class of the course. The student will be required to verify the request to add the course with written documentation. A GPA of 2.5 is required

to take more than one course at a time (defined as doubling up). There is a \$100 fee to add a BBA course.

**Note:** A student with a past due balance will not be permitted to add any courses until the balance is paid in full.

#### RE-ENROLLMENT

Any student who applies for re-enrollment into any AGS program must have a zero balance to be re-enrolled.

#### PROCEDURE FOR WITHDRAWAL FROM THE BBA PROGRAM

1. The student must initiate the program withdrawal process by contacting the Academic Support/Retention Specialist via telephone or email.
2. The student will be required to make arrangement for payment of any balance due on his/her account. **Students with computers will be held to the terms of the computer contract.** The student will have 20 days from the date of the last class attended to return the computer, or he/she will be responsible for the balance of the computer cost. Note: When withdrawing from the BBA program it is important to be aware that once a computer is returned to MVNU all monies paid toward the lease of the computer are forfeited.
3. Failure to withdraw properly may cause the student to automatically be charged according to Federal Refund policy.

#### GRADING POLICIES AND PROCEDURES

Final grades will be issued upon request at the end of each term or semester. Because many students are reimbursed on a course-by-course basis, a grade report will also be issued upon request from the Adult and Graduate Studies Office within two weeks of the completion of each course to aid students reimbursed on a course by course basis.

The following system of grading is used at MVNU:

- A 4.0 grade points per semester hour credit: A superior grade earned by work consistently exceeding high standards as judged by both internal and external criteria.
- A- 3.7 grade points per semester hour credit.
- B+ 3.3 grade points per semester hour credit.
- B 3.0 grade points per semester hour credit: A good grade signifies accomplishment which is above average in quantity and quality.
- B- 2.7 grade points per semester hour credit.

- C+ 2.3 grade points per semester hour credit.
- C 2.0 grade points per semester hour credit: A satisfactory grade characterizes the performance of most studies as judged by both internal and external standards.
- C- 1.7 grade points per semester hour credit.
- D+ 1.3 grade points per semester hour credit.
- D 1.0 grade point per semester hour credit: A grade of **D** does not meet the graduation requirements for the BBA program and must be repeated.
- F 0.0 grade points per semester hour credit: A failure earned when the course was completed; no credit is earned.
- X 0.0 grade points per semester hour credit: A failure earned due to excessive absences (see attendance policies), uncompleted assignments, or official withdrawal procedure was not completed within the timeframe allotted for withdrawal from the course; no credit is earned.
- EM not computed: Credit by examination.
- S not computed: Satisfactory work has met prescribed standards for the course.
- AU not computed: Satisfactory work/attendance for prescribed standards for the course. This grade is used for audited courses only.
- U not computed: Unsatisfactory work/attendance has not met prescribed standards for the course. This grade is used for audited courses only.
- W not computed: Withdrawal within the specified date, or after specified date with permission from the Adult and Graduate Studies Academic Committee. A grade of **W** is granted when a student withdraws from a course, using the published official withdrawal procedure, within the allotted time for withdrawal. (See section of Student Handbook regarding Procedure for Withdrawal from a Course.)

The following temporary “I” (incomplete) grade may be used in special situations. An “I” is not computed: The “I” represents incomplete work necessitated by a case of serious illness or other emergency. This grade applies only to courses in which the student requested the instructor to petition the Director of Academic Services for Adult and Graduate Services to extend a course deadline prior to the last date of the course. When such extensions are granted, specific course completion deadlines are communicated in writing to the student and the Coordinator of Records and Registration. The “I” grade will be changed to the permanent “X” grade in cases where the student does not complete the required work by the extension deadline.

The number of grade points earned in a course is obtained by multiplying the number of semester hours for the course by the number of grade points per credit hour for the grade received in the course. The cumulative grade point average is computed by dividing the

total number of grade points received by the total number of semester hours in courses in which grades have been received.

A grade of **D** or **F** does not meet the graduation requirements for the BBA program, and the course must be repeated until a grade of **C** or higher is received. The grade of **D**, **F**, or **X** will be replaced in calculating GPA with the grade which the student receives when the course is repeated; however, the original grade will still appear on the transcript.

#### SATISFACTORY ACADEMIC PROGRESS STANDARDS

Students admitted on standard admission status (or not admitted on probation) but whose grade point average falls below a certain level while in the program will be placed on academic probation. Those GPA requirements are as follows:

Years of Attendance	Minimum Total Credit Hours Earned	Minimum cumulative GPA Required
1	18	2.00
2	38	2.00
3	58	2.25
4	80	2.25
5	102	2.50
6	124	2.50

**NOTE: The Satisfactory Academic Progress Standards for good standing applies both to academic progress as well as eligibility for receiving financial aid.** Students not meeting the prescribed standards of required credit hours and cumulative grade point average will be placed on warning status. If the student then fails to meet the required standard at the end of the established time frame, the student is then placed on cancellation status for financial aid. The student is ineligible for financial aid until the established standards are met

**\*\*\*\*\*NOTE: A 2.50 GPA is required for the BBA courses to graduate\*\*\*\*\***

#### ACADEMIC STANDING

A cumulative grade point average of 2.00 and a grade point average of 2.50 in the BBA major are required for graduation; therefore, these are also assumed to be the minimum average the student must maintain to be considered in *good* academic standing. A student will receive a written academic warning after any term in which the cumulative grade point average falls below 2.00 or the BBA major grade point average falls below 2.50. A student is placed on academic probation when the cumulative grade point average falls below satisfactory academic progress criteria.

Academic probation lists are developed by the Director of Enrollment Services for BBA students at the end of each semester. A student may establish academic eligibility, be placed on academic probation, or receive academic dismissal only at the end of a semester. Students who earn less than a 1.0 semester grade point average are subject to dismissal without serving a semester on academic probation.

Students placed on academic probation must achieve cumulative and BBA major grade point average standards at the end of the probationary semester. Students failing to attain grade point average standards at the end of the probationary semester will be dismissed from the program. Such dismissals are for a period of one full semester. Second dismissals are for two full semesters. If a student is dismissed from the program, the student will receive a letter from the Director of Enrollment Services. If the student has started another course, the student will be administratively withdrawn from that course and will not be charged for the course.

If a student wishes to appeal the dismissal, the student must, within seven days of the date of the dismissal letter, send a letter of appeal with a written plan for improving his/her grade point average to the Director of Academic Services for Adult and Graduate Studies. The student may remain in class until a decision has been reached on the appeal.

After the dismissal period is served, students may apply for reinstatement to the Director of Enrollment Management.

#### STUDENT DISENROLLMENT

Adult and Graduate Studies students may be disenrolled for several reasons. Some of these reasons include:

1. Low Grade Average.
2. Outstanding Financial Balance.
3. Department or Non-compliance with the Handbook.
4. Failure to provide official transcript(s) from college(s) and/or universities previously attended.
5. False or incomplete information on the application for admission.
6. Failure to successfully complete two (2) consecutive courses. (Students who choose to re-enroll may be placed on academic probation.)

In the event that a student fails MAN3053 or ABT3003, she/he will be dis-enrolled from the program and will need to reapply if she/he desires to complete the program.

#### CLEP/DANTES TESTS

CLEP and Dantes tests are available for students who need to complete General Education Core or General Elective requirements. There is a fee for each test, plus an additional transcription fee per credit hour earned. Contact an Adult and Graduate Studies Records and Registration Specialist for specific information, academic advice and restrictions. General information may be obtained from the CLEP web site ([www.CLEP.com](http://www.CLEP.com)) and the Dantes web site ([www.getcollegecredit.com](http://www.getcollegecredit.com)). A maximum of 30 hours from CLEP/Dantes may be applied toward the BBA degree.

### **INFORMATION ABOUT BBA ONLINE COURSES AND PROGRAMS**

#### **General Remarks**

Due to the nature of online classes and programs, some policies and procedures addressing

on campus classes and programs require some modification. MVNU recognizes its responsibility to provide consistency in maintaining established norms and standards within the context of the unique nature and characteristics of the online environment. It is the goal of the university that its online policies and procedures adhere to best practices as determined by a growing body of online research and practical implementation.

### **Course Structure**

Since students do not attend class in a physical classroom setting, the following guidelines are being used to create a class structure:

A “week” of class for all online courses begins 12:01 am EST on Saturday, and ends at 11:59 pm EST the following Friday.

Typically, courses will include at least two discussion board postings and various homework assignments. Unless otherwise indicated in the course curriculum, one discussion board posting is due by Tuesday, 11:59 pm EST and one posting is due by Friday, 11:59 pm EST, of the week they are due. All homework assignments are to be submitted to the course Blackboard site by Friday, 11:59 pm EST, of the week they are due.

Students are expected to review course curriculum for course specific assignments and posting requirements.

### **Class Attendance**

All students are expected to attend class on a regular basis. Course curriculum is structured to ensure consistent engagement by the student in the course. Interaction by the student within the course, for example through discussion board posts or homework submission, is an indication that the student is actively engaged. A student will be considered absent for the week if the student does not engage in any discussion board posts or submit assigned homework during that week. Students who are absent are guided by the established attendance policy of on campus BBA programs.

### **Assignment Submission Formats**

All homework submitted electronically is to be formatted according to software provided by Microsoft Office.

### **Online Communication Protocol**

Written communication in an online community is an extremely important factor in online educational programs. The ability to communicate clearly and effectively is crucial to the success of all online learning programs. Below is a list of etiquette rules to follow as suggested by best practices.

*Instructors and students in an online community should be:*

**Considerate:** Treat each other with respect. Take time to read and respond to each

other in such a way that a learning environment can continue to develop. Format your post so that everyone can learn from your knowledge, skills and abilities.

**Encouraging:** Not everyone has had previous online experience. Some may spend more time observing (reading other students' postings, remaining invisible for some time) than others. Notice the habits of your students and classmates. Provide encouragement for creative and critical conversation.

**Helpful:** Even a well-presented course can create some confusion. It is very easy to lose your place or miss reading information on certain links or pages. When other students are lost, offer a helping hand by pointing them in the right online direction so they can regain their confidence in online learning.

**Aware:** We all have had different life experiences. Be aware that your written word is the only form of communication in an asynchronous learning environment. Use your words carefully. Ask yourself if your comment could possibly be interpreted as insulting, disrespectful, discriminating, mocking, or rude. How would you feel if this comment was directed toward you?

*The following behaviors should be avoided:*

**Shouting:** Using all capital letters when communicating in an online environment is known as 'shouting'. This usage is considered a rude method of communicating. Avoid using all capital letters in your online communications.

**Impatience:** Once you have posted a question or concern to your instructor, please wait patiently for a reply. There is no reason to bully your instructor or make judgment calls about their performance. In an online community, patience is a virtue.

*The following behaviors are disruptive to the learning environment and will not be tolerated.*

**Flaming:** Flaming is the term used for behaving disrespectfully to others online. This behavior includes, but is not limited to, mocking, shouting, cursing, humiliating and discriminating against someone in the online environment.

**Disrespect:** Impolite and impertinent behavior such as putting down or cursing your instructor or any student in an online classroom will not be tolerated. Tone and presentation of your thoughts are very important. If you disagree with a posting or find one to be personally insulting, please find a way to respond politely or contact the instructor for a review of the content.

**Offensiveness:** An online classroom is not the place for graphic terminology, sexual discussions, swearing, or any pornographic resources. Inappropriate language and materials of this nature are inexcusable and constitutes unacceptable behavior.

**Discrimination:** Derogatory statements about race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, and veterans will not be tolerated.

**Helpdesk Information:**

Telephone: 1-800-839-2355, x5555  
Monday through Thursday: 7:30 am to 6:30 pm  
Friday: 7:30 am to 4:30 pm  
Online: Self-help at <http://helpdesk.mvnu.edu/>  
Email: [helpdesk@mvnu.edu](mailto:helpdesk@mvnu.edu)

## BBA COURSE DESCRIPTIONS

### Integrative Core Course Requirements – 12 courses

**MAN3053 Personal Development and Research Skills [3].** This course is designed as an orientation course for adult students returning to higher education to complete an undergraduate degree. Topics to be covered in this course include: Personal goal development, adult learning methodology, temperament type analysis, adult skills, time management, library research, literature reviews, personal assessment, and other subjects relevant to goal achievement in an academic environment. Students will be provided with a computer in the fourth week of the class. Any student who receives a grade of D, F, or X in this course will be dis-enrolled from the program and will need to reapply if the student desires to complete the program.

**ABT3003 Computer Applications for Managers [3].** This course should prepare the student for effectively utilizing a computer throughout the MVNU Adult and Graduate Studies program and in the business world. Content will include the basics of an operating system, word processing basics, spreadsheet basics, and presentation basics. The class incorporates Microsoft® Word, Microsoft® Excel, Microsoft® Access and Microsoft® PowerPoint textbook assignments, lecture, hands-on computer labs, and hands-on testing. Any student who receives a grade of D, F, or X in this course will be dis-enrolled from the program and will need to reapply if the student desires to complete the program.

**ABT3073 Business Communication [3].** A study of written and oral communication skills that are essential for communicating successfully in organizations. This course will use simulations, case studies, and application assignments to focus on the process of written and oral communication in the business environment.

**MAN2003 Principles of Management [3].** A study of the administration of an organization with emphasis on planning methods, organizing techniques, motivating factors and controlling procedures.

**ACC2053 Principles of Accounting I [3].** An introduction to fundamental accounting concepts and procedures including the nature of accounts and techniques of recording, classifying, summarizing and analyzing financial data as it relates to corporations.

**BIB3033 Foundations of a Biblical Worldview [3].** A foundational study of the Bible and a biblical understanding of the world. Special emphasis is given to the Bible, theology, biblical interpretation and worldview with a view toward contemporary issues and personal applications.

**ACC2063 Principles of Accounting II [3].** A study of managerial accounting concepts for manufacturing operations, accounting techniques and budgeting as applied to parent, subsidiaries, department and branch operations.

**MAN4043 Business Ethics and Law [3].** This course studies ethical theories as they relate to various contemporary problems in the business world. Emphasis is placed on class participation and practical application. For example, students develop a Code of Ethics for

their organization. Special consideration will be given to the Biblical foundation of values and the application of Christian ethical principles in the business world. This course also examines, analyzes, and applies the nature, formation, and system of law in the United States to the modern business environment.

**ECO2033 Principles of Microeconomics [3].** An introduction to microeconomics including the concepts of resource and product markets, price theory, elasticity function and profit maximization.

**MAR3033 Principles of Marketing [3].** An introduction to the theory and practical application of marketing principles. The basic objectives are to provide a broad introduction to marketing concepts, the role of marketing in the firm and the various factors that influence marketing decision-making.

**FIN3073 Financial Management [3].** An introduction to financial management. Special emphasis is given to financial analysis and planning, working capital management, and the capital budgeting process.

**BSS3083 Business Statistics [3].** This course surveys descriptive statistics with emphasis on practical applications of statistical analysis. It includes an examination of the role of statistics in research, statistical terminology, the appropriate use of statistical techniques, and the interpretation of statistical findings in business and business research.

#### Available BBA Majors

#### **Management**

**MAN3033 Human Resource Management [3].** A study of the role of human resource management as a staff function within the organization. The human resource management functions of recruitment, interviewing, human resource planning, equal employment, job analysis, wage and salary administration, management development, training, compensation, and labor relations are examined. An investigation of the interpersonal relationships of employees in the organizational setting is also considered.

**MAN3063 Leadership [3].** A study of the current understanding of leadership theory and practice with a goal of developing the student's personal theory of leadership.

**MAN3083 Organizational Behavior [3].** A study of behavior in organizational settings as affected by individual, group and organizational processes. Special emphasis is given to learning, motivation, attitudes, stress, organizational culture, group processes, and decision-making.

**IBS3003 International Business Operations [3].** An introduction to theory and practice of business operations of international and multinational firms. Special emphasis is given to international trade theory, marketing, finance and human resource management.

**MAN4033 Strategic Planning [3].** A capstone course focusing on the strategic long-range planning process. The course involves an examination of the development, implementation,

and formulation of business strategy and policy, and stresses the need for awareness of and accommodation to change in the company's internal and external environments. Generic business strategies and techniques for analyzing strategies are explored. Special emphasis is given to integrating decisions in business with the Christian faith.

## LIBERAL ARTS CORE COURSE DESCRIPTIONS

<u>COURSE</u>		<u>CREDITS</u>	<u>WEEKS</u>
<b>ITD1002</b>	<b>University Success Strategies</b>	<b>2</b>	<b>5</b>
A course designed to equip freshman or sophomore students with the strategies necessary for achieving academic excellence in a Christian liberal arts context and for achieving effectiveness in the context of future leadership positions.			
<b>ENG1043</b>	<b>Freshman Expository Writing</b>	<b>3</b>	<b>5</b>
A study in the practice and process of expository writing. Special emphasis is given to the writing process (pre-writing, drafting, proofreading, and revising), the essay format, modes of exposition, argument and persuasion.			
<b>BIB1003</b>	<b>Old Testament History and Literature</b>	<b>3</b>	<b>6</b>
A survey of the books of the Old Testament with emphasis given to the significant historical events, personalities, and theological traditions of Israel.			
<b>MAT1033</b>	<b>Introduction to Mathematical Systems</b>	<b>3</b>	<b>6</b>
A study of number systems. Special emphasis is given to logic, axioms and applications from groups and non-euclidean geometry.			
<b>SOC1013</b>	<b>Introduction to Sociology</b>	<b>3</b>	<b>5</b>
An introduction to the sociological perspective of humans in social relationships, social groups and in society with emphasis on basic concepts, terms, and sociological theory.			
<b>ENG1053</b>	<b>Research Writing</b>	<b>3</b>	<b>5</b>
A course in research techniques, research paper format and research writing. Special emphasis is given to library use, note-taking, summarizing, synthesizing, outlining, citing and documenting, and writing problems unique to drafting and revising longer papers. Prerequisite: ENG1043G.			
<b>MTH1002</b>	<b>Music in the Western World</b>	<b>2</b>	<b>5</b>
A comprehensive survey of musical trends and developments in the western world and a guide to appreciating these trends.			
<b>SOC1023</b>	<b>Social Problems</b>	<b>3</b>	<b>5</b>
A study of selected social problems emphasizing their analysis and evaluation of attempted solutions. This course is offered in a blended format only.			
<b>COM1023</b>	<b>Public Speaking</b>	<b>3</b>	<b>6</b>
A study in the preparation and delivery of informational and persuasive speeches. Extensive use is made of audio and video tape recordings.			
<b>ENG2013</b>	<b>Introduction to Literature</b>	<b>3</b>	<b>5</b>
A study of literary genres through representative readings. Prerequisite: ENG1053.			

<u>COURSE</u>		<u>CREDITS</u>	<u>WEEKS</u>
<b>COM1013</b>	<b>Interpersonal Communication</b>	<b>3</b>	<b>5</b>
A study of communication theory and its value in interpersonal relationships. Special emphasis is given to the development of the communication process, appropriate techniques and skills.			
<b>BIB1013</b>	<b>New Testament History and Literature</b>	<b>3</b>	<b>6</b>
A survey of the New Testament books, emphasizing the significant historical events, personalities, and theological traditions of the early Christian Church. Pre-requisite: BIB1003			
<b>ECO1033G</b>	<b>Principles of Macroeconomics</b>	<b>3</b>	<b>5</b>
An introduction to macroeconomics including basic concepts of supply and demand, price systems, employment theory, inflation, business cycles, monetary, and fiscal policies.			
<b>PHI2003</b>	<b>Introduction to Philosophy</b>	<b>3</b>	<b>8</b>
An introduction to the nature of philosophical thinking, its basic problems, positions, and arguments.			
<b>HIS1013</b>	<b>Western Civilization II</b>	<b>3</b>	<b>5</b>
A study in the rise of the Western tradition from a global perspective. Special emphasis is given to major themes such as the development of the modern world view, the modern state system and ideologies, and modern systems of labor and exchange.			
<b>MAT2063</b>	<b>Introduction to Statistics</b>	<b>3</b>	<b>6</b>
A study of basic descriptive and inferential statistics with emphasis on applications in business, biology, and social sciences.			
<b>CSC3083</b>	<b>Technology and Society</b>	<b>3</b>	<b>5</b>
This course examines technology with regard to its social impact on individuals, groups and institutions, and related ethical and legal issues. Topics include issues of importance both to users of technology as well as developers.			
<b>ESS1054</b>	<b>Meteorology</b>	<b>4</b>	<b>8</b>
This course studies earth's atmosphere, physical factors that affect weather, weather systems and patterns, and scientific methods used to collect data, analyze trends, and forecast weather.			
<b>SPA1014</b>	<b>Elementary Spanish I</b>	<b>4</b>	<b>8</b>
An introduction to the Spanish language and to the culture of those who speak the language. Reading, writing, speaking, and listening skills are developed for communication in Spanish. The culture of Spanish speaking countries is also studied in order to better understand Spanish speakers.			
<b>PSY1013</b>	<b>General Psychology</b>	<b>3</b>	<b>5</b>
An introduction to psychology with emphasis on the biological and social perspectives. Special emphasis is given to the scientific method, psychological terminology, and prominent theories			



## **PROGRAM GUIDE**

**FOR THE**

**Master of Science in Management (MSM)**

## Master of Science in Management Program Guide

<b>MASTER OF SCIENCE IN MANAGEMENT</b> .....	67
Description and Purpose.....	67
Academic Program Goals .....	67
<b>ADMISSION REQUIREMENTS</b> .....	69
Standard Acceptance into the MSM Program.....	69
Transfer credit provisions.....	70
Academic Probation Admittance .....	70
<b>MUTUAL EXPECTATIONS</b> .....	71
What Students Can Expect From The MSM Program .....	71
What The MSM Program Expects From Students .....	72
<b>GRADUATION REQUIREMENTS</b> .....	73
Departmental Policy Concerning The Timely Completion of Graduate Degrees .....	74
<b>FINANCIAL AID INFORMATION</b> .....	74
Federal Stafford Student Loan.....	74
Unsubsidized Stafford Loan.....	74
Title IV Funds.....	74
Family Discount .....	74
<b>PAYMENT OPTIONS FOR MASTER OF SCIENCE IN MANAGEMENT</b> .....	75
One class per semester: .....	75
Tuition Refund Policy: .....	75
<b>ACADEMIC INFORMATION</b> .....	76
Auditing .....	76
Computer proficiency .....	76
Class Attendance .....	76
Tardiness Policy.....	77
Final Grade Scale .....	79
Classes Outside of the MSM Program.....	79
Procedure for Withdrawal from a Course.....	79
Course withdrawals and GPA.....	80
Procedure for Withdrawal from the MSM Graduate Program: .....	80
Grading Policies and Procedures .....	81
Standard of Work .....	82
Academic Dismissal.....	82
Academic Integrity .....	83
Academic Appeal Process .....	83
Standards of Behavior .....	83
<b>MSM COURSE DESCRIPTIONS</b> .....	84

## MASTER OF SCIENCE IN MANAGEMENT

### DESCRIPTION AND PURPOSE

The Master of Science in Management (MSM) degree seeks to prepare individuals who are capable of ethically leading people and managing resources within the mission, culture, and structure of contemporary organizations through a values-based educational experience exploring the issues of ethical and moral development and its impact on management and administration.

The Master of Science in Management degree develops students' skills in group and team processes, and in written and verbal communication in a continually challenging manner. Courses actively involve students in class discussions, student presentations, case studies, written reports, and structured in-class team activities and study team assignments. Throughout the curriculum, major emphasis is placed on students' experience to focus issues and to integrate academic course work with practical management applications.

### ACADEMIC PROGRAM GOALS

At the completion of the Master of Science in Management, graduates will possess the following general management abilities at the executive to mid-level manager perspective:

<b>Program Goal</b>	<b>MSM</b>
<p>Economic and Financial Systems</p> <p>Graduates will understand global and domestic economic theories and their application to the business setting. Graduates will understand financial theories and markets, the financial reporting system, and financial analysis.</p>	<p>General organizational and moderately-quantitative approach</p>
<p>Value Creation</p> <p>Graduates will be able to identify customer needs and participate in the process of developing products and services to meet these needs. Graduates will understand production models and distribution systems, and their role in the value creation process.</p>	<p>General organizational and non-profit perspective</p>
<p>Environment</p> <p>Graduates will have an appreciation of the multicultural, political, environmental, legal and regulatory setting of the organization.</p>	<p>General organizational and non-profit perspective</p>
<p>Ethics</p> <p>Graduates will possess a thorough understanding of business ethical situations, the laws regarding corporate governance, and the role of their personal integrity and values.</p>	<p>Strong emphasis on Christ-centered values and ethical context for decision making</p>

<p>Management</p> <p>Graduates will possess leadership skills, understand group and individual dynamics, and be able to work in teams. Graduates will appreciate the importance of ethnic, cultural and gender diversity in the organization. Graduates will understand the management and development of human resources.</p>	<p>Strong emphasis on cultural sensitivity and relationship building</p>
<p>Communication</p> <p>Graduates will be able to effectively communicate through the ability to comprehend and analyze business articles, prepare written communications, express themselves verbally, and make effective presentations.</p>	<p>Strong emphasis on verbal and written skills</p>
<p>Decision Analysis</p> <p>Graduates will have well-developed problem solving skills including the ability to analyze uncertain situations, utilize facts and evidence in drawing conclusions, apply decision making theories, and adapt and innovate in new settings.</p>	<p>General organizational and moderately-quantitative approach</p>
<p>Technology</p> <p>Graduates will be able to use computers to facilitate the business process and understand the role of computers in managing the business. Graduates will be able to apply emerging technologies to increase efficiency.</p>	<p>Executive level expectations</p>
<p>Strategic Planning</p> <p>Graduates will understand the business as an integrated system; the relations between the functional areas; and long-range planning, implementation and control.</p>	<p>General organizational and moderately-quantitative approach</p>
<p>Globalization</p> <p>Graduates will have an appreciation of how international trade and commerce is fundamentally changing business dynamics and how to operate in this global perspective.</p>	<p>Executive level expectations</p>
<p>Faith Integration</p> <p>Graduates will understand how the Wesleyan Judeo-Christian heritage provides a foundation for character development, strong interpersonal relationships, and effective leadership.</p>	<p>Integrated approach</p>

The MSM develops students' skills in group and team processes, and in written and verbal communication in a continually challenging manner. Courses actively involve students in class discussions, student presentations, case studies, written reports, and structured in-class team activities and study team assignments. Throughout the curriculum, major emphasis is placed on students' experience to focus issues and to integrate academic course work with practical management applications.

The Master of Science in Management is a School of Business degree program delivered through the Adult and Graduate Studies administrative system. General oversight of the program is provided by the Graduate Business Department Chair.

## **ADMISSION REQUIREMENTS**

Applications for admission to the Master of Science in Management program may be obtained from and must be submitted to the Adult and Graduate Studies office. The admission requirements for the Master of Science in Management program are:

### STANDARD ACCEPTANCE INTO THE MSM PROGRAM

1. Internet access.
2. Email access.
3. Sexual harassment training.
4. Ability to sit through four hours of class one night a week.
5. Ability to attend a class through its entirety.
6. Ability to operate a computer keyboard.
7. Ability to arrive to class by scheduled start time and leave class at scheduled finish time.
8. A completed MSM graduate application form;
9. Official transcripts of all undergraduate and graduate work mailed directly to the Adult and Graduate Studies office by the college, university, or seminary;
10. A baccalaureate degree from an accredited institution with at least a cumulative grade point average of 2.50 (on a 4.00 scale);
11. A notebook computer that meets MSM program specifications;
12. Payment of \$100 tuition deposit. This fee is non-refundable and will be applied to tuition for the applicable start.

13. Applicants whose native language is not English must provide evidence of proficiency in English by: scoring 500 or above on TOEFL test, or (b) scoring 17 or above on the ESL Proficiency Examination.

#### TRANSFER CREDIT PROVISIONS

Up to six (6) semester hours of graduate work may be transferred from regionally accredited colleges, or universities. Credit is transferred on a course-by-course basis as applicable to the degree. Transfer credit is granted only if grades of B or better were earned, and provided the course is a reasonable equivalent to one required in the program. No credit for prior learning is awarded. Equivalence and transfer of credit is determined by the Program Coordinator.

#### ACADEMIC PROBATION ADMITTANCE

An overall grade point average (GPA) of 2.50 in all previous college coursework is required for regular admittance status. An applicant with a GPA of less than 2.50 may apply for an academic probation admittance. The following process will be followed:

1. An assessment interview with the Graduate Business Department Chair may be required.
2. A decision to grant probationary admittance will be made by the Graduate Business Chair. Students admitted on an academic probation basis must achieve a grade of at least a **B** in each of the first two consecutive courses in order to be placed on regular admission status. Probationary students who do not achieve at least a **B** in these two courses will not be allowed to remain in the program.

#### APPLICANTS WITH A FELONY RECORD

When an individual with a felony record applies for acceptance into the Adult and Graduate Studies program the following procedure will be implemented:

The applicant will write an essay of petition to the Director of Enrollment Management including:

- What happened; the date of the crime, what kind of crime was committed and where (what county and state) the crime was committed.
- Whether or not the applicant is on probation and if so, the name, address and phone number of the probation officer(s).
- A summary of what the applicant believes has changed in his/her life since the conviction and how a degree will help accomplish any personal goals.

If probation is on-going, the applicant must supply a certified copy of the “sentencing entry of court” and conditions of probation from each court where convicted. After receipt of the above documents, an interview may be requested.

When an individual has been convicted of a violent crime, (i.e. sexual offense, assault & battery, murder, etc.) the above procedure will be followed, and

1. The applicant may be scheduled for an interview.

2. If probation is ongoing, the applicant must be recommended in writing by the probation officer responsible for the applicant's case and a copy of the conditions of probation provided.
3. The Associate Vice President of Adult and Graduate Studies will meet with legal counsel to review all information/documentation.
4. All information/documentation, including the recommendation of Adult and Graduate Studies' legal counsel, will be presented to the Adult and Graduate Studies Admissions Committee for action.

## **MUTUAL EXPECTATIONS**

### WHAT STUDENTS CAN EXPECT FROM THE MSM PROGRAM

#### **Quality Education and a Useful Degree**

In order to provide the theoretical and practical real-world education one needs to be a successful business leader, the School of Business offers a rigorous curriculum that includes both classroom and out-of-classroom activities. Although the undergraduate program is rigorous, faculty and students both proceed with the assumption that a masters-level education is, and should be, even more demanding than an undergraduate education.

The business curriculum and programs are under constant review and revision in order to maintain the relevance of our curriculum to the constantly changing needs of the business community. University committees seek regular feedback from students, recent alumni, corporate recruiters, and leaders in the business community to ensure we are serving all groups by offering degrees that are relevant and useful. While MVNU attempts to provide a relevant and useful degree, it cannot guarantee employment or advancement in employment.

#### **Prepared Faculty**

Faculty will treat their obligations for classes as they would treat any serious professional responsibility. This includes preparing thoroughly for class, starting each class session on time, providing a meaningful devotion and prayer time, holding class for the established scheduled period, ensuring that students comprehend the covered material and providing timely feedback on assignments and exams. Faculty should provide reasonable notice of any changes to meeting times, test dates, or assignment deadlines.

#### **Being Treated with Dignity and Respect**

Students can expect relations with faculty, staff, and other students to be positive, supportive, and courteous. Should a student observe or experience anything otherwise, the student is encouraged to contact the Graduate Business Department Chair or the Director of Academic Services for Adult and Graduate Studies.

#### **Consistent and Timely Information**

Through e-mail, classes, and information sessions, the Adult and Graduate Studies office makes every effort to coordinate services and to communicate policy and program changes so that consistent information is distributed by all students, faculty, and staff. If a discrepancy is noted, the appropriate office should be contacted to clarify information.

### **Ethics and Integrity**

Faculty and staff are held to the highest standards of personal integrity. Should a student observe or experience questionable ethics on the part of faculty or staff, the student should contact the Graduate Business Department Chair or Director of Enrollment Services for Adult and Graduate Studies for reporting and correction of the problem.

### **Appropriate Learning Environment**

Learning takes place in a non-threatening, supportive, and cooperative environment. Students can expect that faculty, staff, and other students will maintain and contribute to an appropriate learning environment free of harassment and derogatory comments about ideas, analyses, background, or perspectives.

## WHAT THE MSM PROGRAM EXPECTS FROM STUDENTS

### **Prepared Students**

Students should treat classroom obligations as they would treat any serious professional responsibility. This includes preparing thoroughly for *each* class session according to the instructor's requests, arriving on time for class and remaining until the end of each class session, participating constructively in class discussions and activities, and observing and adhering to the deadlines for assignments and projects set by the instructor.

### **Ethics and Integrity**

Students should maintain the highest standards of personal integrity in all interactions within Mount Vernon Nazarene University as described in the Adult and Graduate Studies Student Handbook. Unethical behavior robs one of the benefits to be obtained from the educational experience and damages the educational environment for others; it will not be tolerated. Cases of such behavior may go before the Adult and Graduate Studies Student Behavior Committee for appropriate disciplinary action.

### **Knowledge of Adult and Graduate Studies Policies and Requirements**

Relevant information is available through this handbook, the Adult and Graduate Studies Student Handbook, mailings, electronic mail, postings (on bulletins boards, outside classrooms), and announcements in class. Students are expected to utilize these information sources and be familiar with the policies and program requirements of the University and the Adult and Graduate Studies office. The Adult and Graduate Studies offices can answer questions and clarify information.

### **Participation in Continuous Improvement of the School**

Student feedback is vital to the School of Business' efforts of continuous improvement in meeting students' educational needs and expectations. The School of Business and Adult and Graduate Studies continually seeks student feedback through surveys and course evaluations.

### **Personal Responsibility**

Learning is not a passive activity; it requires active participation on the part of students individually and as a group. Students are expected to actively contribute to classroom discussions, study groups, and co-curricular activities. Students are expected to

communicate course-related problems to faculty, follow the program's course of study, and ask questions if program requirements or policies are unclear.

Students are expected to follow the program of study as it is outlined in the schedules sent out by the Adult and Graduate Studies office. If a student faces a personal situation that affects his/her ability to complete the program as outlined, the student may speak to the Program Coordinator to determine the appropriate course of action.

Students are also expected to communicate with faculty about missing class **prior** to an absence. Professors may be willing to work with students on any missed homework, quizzes, or projects if given advance notification.

### **Professional Behavior**

The Adult and Graduate Studies office provides a professional environment, and all faculty, staff, and students should be treated appropriately, *in and out of the classroom*. This offers each student an opportunity to learn and practice professional behavior in a safe environment, preparing for entry into the business world upon graduation. In that spirit, inappropriate behavior is as equally unacceptable in the University setting as in the corporate domain.

## **GRADUATION REQUIREMENTS**

In order to graduate with a Master of Science in Management degree a candidate must meet the following requirements:

1. Successful completion of 36 hours of MSM required graduate work.
2. A minimum of a 3.0 grade point average.
3. A student who receives a grade below **C** in any MSM course will be required to repeat that course until a grade of **C** or above is earned.
4. Payment of tuition, fees, and other expenses with the Student Accounts Office.
5. All library fees must be paid in full. This includes any library fees related to the Ohio State University (OSU) Library. If there are any disputes with the OSU fees, the student must resolve those disputes directly with OSU. The student will not be permitted to walk at graduation or receive a diploma until his/her account is paid in full. A student's transcript will not be released until his/her account has a zero balance.
6. An "Intent to Graduate" form **must** be submitted three months prior to graduation.

Commencement is held each May and December.

### DEPARTMENTAL POLICY CONCERNING THE TIMELY COMPLETION OF GRADUATE DEGREES

A minimum of twenty (20) months is required to complete the Master of Science in Management. Requirements for graduate degrees must be completed within six (6) years after the initial entrance into graduate study. Additional course work may be required if the program extends beyond this limit. Extensions to the time limitation are with special permission of the Graduate Council.

### **FINANCIAL AID INFORMATION**

A loan is a form of financial aid that, along with any interest charges, must be repaid. These loans are available to Master of Science in Management students.

#### FEDERAL STAFFORD STUDENT LOAN

This is a need-based loan program that allows students to borrow money from eligible lenders for the purpose of financing their education. The federal government pays the interest on the loan while the student is in school and during the six-month grace period after enrollment ends. Repayment begins after the grace period. If you qualify for a Stafford Loan, an application will be provided.

#### UNSUBSIDIZED STAFFORD LOAN

Students can be eligible for an unsubsidized loan even if they are not eligible for a Federal Stafford Loan. The grace period and repayments are the same as the Federal Stafford Loan, but students are responsible for paying all of the interest that accrues while they are in school. If you qualify for this loan, an application will be provided.

#### TITLE IV FUNDS

In order to receive Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA on the worldwide web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, the "School Code" for Mount Vernon Nazarene University Adult and Graduate Studies is "E00782."

#### FAMILY DISCOUNT

A family discount is awarded when a student in any Adult and Graduate Studies program has an unmarried dependent enrolled as a full-time student in the traditional undergraduate program at Mount Vernon Nazarene University. The child will receive a ten (10) percent discount on tuition provided parent and child are concurrently enrolled.

## **PAYMENT OPTIONS FOR MASTER OF SCIENCE IN MANAGEMENT**

### ONE CLASS PER SEMESTER:

- Payment in full due first day of class
- Stafford loan
- Employer reimbursement (Letter of verification required)

### **Please note:**

If a student's bill is not paid in **full** by the end of the semester:

- The student's grades and transcripts will be held until the bill is paid in full.
- The student may not register for a new semester if there is any past due balance.

### TUITION REFUND POLICY:

- 100% refunded for withdrawing before course begins.
- If a student withdraws from a course after the course has begun due to illness, work responsibility, family emergency or military duty which causes the student to miss two (2) or more nights of class, the student will receive a "W." The student's account will be credited if the student provides written documentation of the stated reason for withdrawing. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (The written documentation must be received by the Adult and Graduate Studies Student Accounts' department within 30 days of the course withdrawal.)

Mount Vernon Nazarene University follows the Title IV Federal refund policy. This policy is subject to change as required by Federal law and regulation.

## ACADEMIC INFORMATION

### AUDITING

Auditing is not permitted in MSM graduate courses.

### COMPUTER PROFICIENCY

In order for most professors to make assignments based on a standard level of computer competence, all students must have basic skills in word processing, spreadsheets, and operating systems.

### CLASS ATTENDANCE

Class attendance for graduate students is crucial, and the faculty member will comply with the attendance policies. If a student has an emergency situation, the following policy will apply:

1. If a student misses **one (1)** class session in a course he/she may choose one of the following options:

#### **Option A**

The absence will result in a 5% penalty reduction in the final course grade (see final grading scale).

In addition, the student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the night of absence, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the faculty member prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

#### **Option B**

The student will complete an Additional Assignment Topic (For an Absence) for that particular class session listed in the Faculty Guide of the curriculum. The faculty member will need to approve the selected topic and will determine if the quality of the work fulfills all or part of the assignment. If a paper is assigned, it must include a title page, a reference page, and the number of assigned content pages. The paper must be submitted *within 7 days*, typed and in proper APA format. For courses with quantitative content, the individual faculty member will determine the appropriate format and content of the additional assignment for an absence.

All make-up work for absences will be determined by the faculty member.

2. If a student misses **two (2)** classes in the same course, the student will automatically receive a grade of **X** and will have to repeat the course. The tuition for the repeated course will be the same as the other students in the new group. There are three exceptions to this policy: (1) **written verification** from an accepted\*\* official medical source that a personal medical situation (such as hospitalization) was the cause of **ALL** absences, or (2) **written verification** from an official military source that **required** military duty was the cause of **ALL** absences, or (3) **written verification** of a work conflict by the student's employer. Students absent under any of these exceptions will be required to repeat the entire course without incurring an additional tuition charge.
3. The only grades that facilitating instructors are allowed to issue are: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, I,** and **X**. Under the above situations, the grade of **X** will be issued until the course requirements are satisfied. To receive a grade of **I**, the student must request the instructor to petition the Director of Academic Services for Adult and Graduate Studies prior to the last date of the course. The grade of **I** will not be issued to students receiving Veterans' Administration benefits due to specific Veterans' Administration regulations.

\*\*The Vice President of Academic Affairs shall determine what is acceptable for the above-defined withdrawals.

#### TARDINESS POLICY

The Adult and Graduate Studies policy on class tardiness (which includes late arrivals and early departures) is related to the class attendance policy and is influenced by two significant factors. Due to the accelerated nature of the program, tardiness for a class may seriously jeopardize the student's learning and success. Tardiness is viewed as disruptive to both the facilitating instructor and other class members.

Due to the reduced class time in the Adult and Graduate Studies program, attending class, in its entirety, is mandatory. Therefore, facilitating instructors will comply with the following tardiness policy:

The following scale (see final grading scale) will be used for missed portions of a class session (this includes both late arrivals and early departures):

1 to 30 minutes	- 1% drop in the final grade for the course
31 to 60 minutes	- 2% drop in the final grade for the course
61 to 90 minutes	- 3% drop in the final grade for the course
91 to 120 minutes	- 4% drop in the final grade for the course
After 120 minutes	- 5% drop in the final grade for the course and this will be treated as an absence for the class session

**And**

Tardiness may result in the lack of credit for certain types of missed in-class activities.



### FINAL GRADE SCALE

A	=	93 - 100%
A-	=	90 - <93%
B+	=	87 - <90%
B	=	83 - <87%
B-	=	80 - <83%
C+	=	77 - <80%
C	=	73 - <77%
C-	=	70 - <73%
D+	=	67 - <70%
D	=	60 - <67%
F	=	0 - <60%

**Note:** Each course will use this grading scale for the final grade. Each course may vary in the way assignments, tests, projects, and presentations are translated into the final grade.

### CLASSES OUTSIDE OF THE MSM PROGRAM

Due to the accelerated nature of the MSM Program, students are strongly discouraged from taking additional courses from MVNU or any other college or university *during* their MSM academic program.

### DEVIATION FROM GRADUATE REGULATIONS

Departures from the rules and regulations as provided in this handbook or other official documents require a written approval of the Graduate Business Department Chair and the Vice President of Academic Affairs and/or the Vice President for University Relations.

### COURSE REGISTRATION

Graduate students must register for a course a minimum of four weeks before the course begins.

### PROCEDURE FOR WITHDRAWAL FROM A COURSE

When a student chooses to withdraw from a course, the student **must** contact the Retention Specialist via voicemail or email to initiate the completion of the Course Withdrawal form.

### **Official Course Withdrawal completed before the first day of class**

- If a student officially withdraws from a course before the first day of class, regardless of the reason, the student will receive a "W" and will not be charged for the course until it is rescheduled.
- The student will be charged for any textbooks he/she has received.

- This form of course withdrawal is referred to as a “drop.”

When a student withdraws from a course, the student’s GPA and account status may be affected. The impact of a course withdrawal on a student’s GPA and account is dependent on two factors: **when** the course withdrawal is initiated and the **reason** for the course withdrawal.

### **Course Withdrawal after the course has started**

- If a student withdraws from a course after the course has begun, the student will receive an “X” grade. If the course withdrawal was due to illness, work responsibility, family emergency or military duty which caused the student to miss two (2) or more nights of class, and the student provides written documentation of that reason within 30 days of the withdrawal, the student’s grade will be changed to a “W.”
- When a student withdraws from a course after the course has begun, the student’s account will be credited if the student provides written documentation of one of the above approved reasons. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (Due to financial aid deadlines, the Adult and Graduate Studies Student Accounts’ department must receive the written documentation within 30 days of the course withdrawal.) When the course is rescheduled the student will have to pay for new textbooks if the edition/curriculum has changed.

### **Unofficial course withdrawal**

A student will be unofficially withdrawn from a course if:

- The student fails to follow the official course withdrawal procedure as outlined above, or
- The student accumulates more than the acceptable number of absences stated for that course.

Any student who is unofficially withdrawn from a course will receive an “X” for that course. The student will not receive a tuition credit and will be charged again to re-take the course.

### **COURSE WITHDRAWALS AND GPA**

A student’s GPA may be affected by a course withdrawal. A “W” does not impact the GPA, but an “X” is calculated in the GPA and will lower it. An “X” remains permanently on a transcript but the GPA is recalculated after the “X” is replaced by a letter grade when the course is successfully completed.

### **PROCEDURE FOR WITHDRAWAL FROM THE MSM GRADUATE PROGRAM:**

1. The student must initiate the program withdrawal process by contacting the Retention Specialist via voicemail or email.
2. The student will be required to make arrangement for payment of any balance due on his/her account.
3. Failure to withdraw properly may cause the student to automatically be charged according to Federal Refund policy.

#### GRADING POLICIES AND PROCEDURES

Because many students are reimbursed on a course-by-course basis, a grade report will also be issued by the Adult and Graduate Studies Office upon request within two weeks of the completion of each course to aid students reimbursed on a course-by-course basis.

The following system of grading is used at MVNU:

- A = 4.0 grade points per semester hour credit: A superior grade earned by work consistently exceeding high standards as judged by both internal and external criteria.
- A- = 3.7 grade points per semester hour credit.
- B+ = 3.3 grade points per semester hour credit.
- B = 3.0 grade points per semester hour credit: A good grade signifies accomplishment which is above average in quantity and quality.
- B- = 2.7 grade points per semester hour credit.
- C+ = 2.3 grade points per semester hour credit.
- C = 2.0 grade points per semester hour credit: A satisfactory grade characterizes the performance of most studies as judged by both internal and external standards.
- C- = 1.7 grade points per semester hour credit: A grade of **C-** does not meet the graduation requirements for the MSM program and must be repeated.
- D+ = 1.3 grade point per semester hour credit: A grade of **D+** does not meet the graduation requirements for the MSM program and must be repeated.
- D = 1.0 grade point per semester hour credit: A grade of **D** does not meet the graduation requirements for the MSM program and must be repeated.
- F = 0 grade points per semester hour credit: A failure earned when the course was completed; no credit is earned.

- X** = 0 grade points per semester hour credit: A failure earned due to excessive absences (see attendance policies) or official withdrawal procedure was not completed before the course began; no credit is earned.
- EM** = not computed: Credit by examination.
- W** = not computed: Withdrawal within the specified date, or after specified date with permission from the Adult and Graduate Studies Academic Committee. A grade of **W** is granted when a student withdraws from a course, using the published official withdrawal procedure, within the allotted time for withdrawal. (See section of Student Handbook regarding Procedure for Withdrawal from a Course.)

The “**I**” (incomplete) grade may be used in special situations. An “**I**” is temporary and not computed: The “**I**” represents incomplete work necessitated by a case of serious illness or other emergency. This grade applies only to courses in which the student requested the instructor to petition the Director of Academic Services for Adult and Graduate Studies to extend a course deadline prior to the last date of the course. When such extensions are granted, specific course completion deadlines are communicated in writing to the student and the Coordinator of Records and Registration. The “**I**” grade will be changed to the permanent “**X**” grade in cases where the student does not complete the required work by the extension deadline.

The number of grade points earned in a course is obtained by multiplying the number of semester hours for the course by the number of grade points per credit hour for the grade received in the course. The cumulative grade point average is computed by dividing the total number of grade points received by the total number of semester hours in courses in which grades have been received.

A grade of **C-**, **D+**, **D**, or **F** does not meet the graduation requirements for the MSM program, and the course must be repeated until a grade of **C** or higher is received. The grade of **C-**, **D+**, **D**, **F**, or **X** will be replaced in calculating GPA with the grade which the student receives when the course is repeated; however, the original grade will still appear on the transcript.

#### STANDARD OF WORK

A student will be placed on **academic probation** at any time the graduate cumulative grade point average falls below 3.00. The graduate student who is placed on academic probation must achieve a cumulative grade point average of 3.00 at the completion of an additional nine (9) semester hours. A student is removed from probation at the end of any semester in which the cumulative grade point average meets or exceeds 3.00.

#### ACADEMIC DISMISSAL

A student may be dismissed from the graduate business program after:

1. Receiving more than six (6) semester hours of “**C**” or lower;
2. Receiving a second final grade of “**F**” or “**X**”;

3. Failure to achieve the required grade point average at the end of any probationary period.
4. Outstanding financial balance.
5. Department or Non-compliance with the Adult and Graduate Studies Student Handbook.

#### ACADEMIC INTEGRITY

Because of the importance of ethical behavior in business, and its emphasis in our program, academic dishonesty is not tolerated in the MSM Program. Students should review the Academic Misconduct section of the Adult and Graduate Studies Student Handbook for University policies and procedures.

If a student suspects another student of academic dishonesty, he/she should refer the incident to the instructor or the Director of Academic Services.

#### ACADEMIC APPEAL PROCESS

Students may appeal academic decisions first to the instructor, then to the Director of Academic Services, and finally to the Vice President of Academic Affairs. All appeals must be made in writing. Please see the Adult and Graduate Studies Student Handbook for University policies and procedures.

#### STANDARDS OF BEHAVIOR

Each member of the Adult and Graduate Studies community is expected to live honorably, considerately, and peacefully with other members of the Adult and Graduate Studies community. It is the goal of Adult and Graduate Studies that the standard of conduct be Christian and that the atmosphere of the campus be such as to include responsibility to all the community in Christian fellowship. As such, Adult and Graduate Studies student behavior expectations are based on the standards of the Church of the Nazarene and apply to all students while they are on the university premises.

Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the Adult and Graduate Studies community or which is detrimental to Adult and Graduate Studies' interest. In order to promote personal development, to protect the Adult and Graduate Studies community, and to maintain order and stability on campus, students who engage in inappropriate behavior may be subject to behavioral sanctions. Please see the Adult and Graduate Studies Student Handbook for University policy and procedures.

## MSM COURSE DESCRIPTIONS

### **MSM – Organizational Leadership Major (36 credits)**

#### **MAN6003 Foundations of Management (3 credits/6 weeks)**

A study of management strategies, techniques, and their application to the development of improved managerial effectiveness. A study of the administration of an organization with emphasis on planning methods, organizing techniques, motivating factors, and controlling procedures is included.

#### **MAN6013 Management Communications (3 credits/6 weeks)**

A study of written and oral communications skills necessary for managers and leaders in organizations. Special emphasis is given to case analysis, portfolio development, and writing and speaking effectively and professionally.

#### **MAN6073 Political, Social, and Legal Issues Facing Managers (3 credits/6 weeks)**

A study of the ethical, moral, and legal responsibilities of a manager. National, state, and local laws and customs are examined as they relate to the business enterprise, the rights of workers, the community, and governments.

#### **ECO6003 Economics for Managers (3 credits/6 weeks)**

An introduction to economic principles and theories including the concepts of resource and product markets, demand and supply theory, fiscal and monetary policy, and price theory and profit maximization.

#### **MAR6003 Marketing Management (3 credits/6 weeks)**

An introduction to the theory and practical application of marketing principles. Special emphasis is given to developing a framework for analyzing strategic marketing situations by defining target markets and developing a marketing mix related to the market stakeholders of the organization.

#### **ACC6013 Finance and Accounting for Operational Managers (3 credits/6 weeks)**

A study of financial and accounting terms, techniques, and practices. Topics cover interpreting financial statements, understanding investment, understanding cash flow, performing ratio/trend analysis, etc.

#### **MAN6093 Global Business (3 credits/6 weeks)**

An intensive course designed to give a thorough understanding of the important dimensions of conducting business internationally. Students gain an appreciation of the complexities associated with international business including: the importance of cultural differences, choice of modes of entry, strategic marketing strategies, strategic human resource strategies, and important international business theories.

#### **MAN6023 Organizational Behavior (3 credits/6 weeks)**

A systematic examination of variables, psychological and sociological, that are important in the comprehension of individual motivation, the managing of groups, interpersonal relationships, and organizational effectiveness, as well as creativity and leadership within the organization.

**MAN6063 Management Ethics and Leadership** (3 credits/6 weeks)

An exploration of the issues of ethical and moral development relevant to formulating a personal philosophy of management and administration and developing a continuing renewal of personal and professional growth. Students analyze their own values and ethics through interactive discussions and projects, and develop an integrative approach to ethics from a Christian management perspective that emphasizes fairness, integrity, honesty, and human dignity.

**MAN6033 Change Management** (3 credits/6 weeks)

A study of the role of the manager in the context of a changing environment. Special emphasis is given to current theories and strategies for leading an organization through transition. The course addresses similarities and differences in managing imposed or voluntary change. Students gain an understanding of management issues involved in implementing a major initiative, supervising staff and maintaining productivity despite resistance or personnel shifts, and sustaining commitment to new practices over time.

**HRM6003 Strategic Programming in Human Resource Management** (3 credits/6 weeks)

A study of strategic problem-solving and decision-making to manage the human resource function of an organization. Topics include: benchmarking, measurement, and evaluation techniques for human resource programs and processes. Others include the activities that support and develop employees in a manner that contributes to the organization's vision, mission, goals and business strategies.

**MAN6043 Strategic Management** (3 credits/6 weeks)

A capstone study of how firms formulate, implement, and evaluate strategies. Students study strategic management concepts and techniques used to chart the future direction of different organizations. The major responsibility of the student is to make objective strategic decisions based on an integrated perspective of the program curriculum and to justify their decisions through oral and written communication.

## **PROGRAM GUIDE**

**FOR THE**

**Master of Business Administration (MBA)**

**Master of Business Administration  
Program Guide**

<b>MASTER OF BUSINESS ADMINISTRATION</b> .....	88
Description and Purpose.....	88
Academic Program Goals.....	88
<b>ADMISSION REQUIREMENTS</b> .....	90
Standard Acceptance into the MBA Program.....	90
Foundation Requirements.....	91
Transfer credit provisions.....	91
Academic Probation Admittance.....	92
<b>MUTUAL EXPECTATIONS</b> .....	93
What Students Can Expect From The MBA Program.....	93
What The MBA Program Expects From Students.....	94
<b>GRADUATION REQUIREMENTS</b> .....	95
Departmental Policy Concerning The Timely Completion of Graduate Degrees.....	95
<b>FINANCIAL AID INFORMATION</b> .....	95
Federal Stafford Student Loan.....	96
Unsubsidized Stafford Loan.....	96
Title IV Funds.....	96
Family Discount.....	96
<b>PAYMENT OPTIONS FOR MASTER OF BUSINESS ADMINISTRATION</b> .....	96
One class per semester:.....	96
Tuition Refund Policy:.....	97
<b>ACADEMIC INFORMATION</b> .....	97
Auditing.....	97
Computer proficiency.....	97
Class Attendance.....	97
Tardiness Policy.....	98
Final Grade Scale.....	99
Classes Outside of the MBA Program.....	99
Procedure for Withdrawal from a Course.....	100
Course withdrawals and GPA.....	101
Procedure for Withdrawal from the MBA Graduate Program:.....	101
Grading Policies and Procedures.....	101
Standard of Work.....	103
Academic Dismissal.....	103
Academic Integrity.....	103
Academic Appeal Process.....	103
Standards of Behavior.....	103
<b>MBA COURSE DESCRIPTIONS</b> .....	104

## MASTER OF BUSINESS ADMINISTRATION

### DESCRIPTION AND PURPOSE

The Master of Business Administration (MBA) degree seeks to prepare individuals for executive-level corporate management positions. As such, the program is focused on leadership, management theory, and skills that are useful in strategic planning, corporate alignment, implementation, and monitoring. Along with a strong corporate performance-focused curriculum, students also explore how to lead people ethically and manage resources within the mission, culture, and structure of contemporary organizations through a values-based educational experience by exploring the issues of ethical and moral development and its impact on management and administration.

The Master of Business Administration degree develops students' skills in group and team processes, and in written and verbal communication in a continually challenging manner. Courses actively involve students in class discussions, student presentations, case studies, written reports, and structured in-class team activities and study team assignments. Throughout the curriculum, major emphasis is placed on students' experience to focus issues and to integrate academic course work with practical management applications.

### ACADEMIC PROGRAM GOALS

At the completion of the MBA program, graduates will possess the following general management abilities at the executive to mid-level manager perspective:

<b>Program Goal</b>	<b>MBA</b>
<b>Economic and Financial Systems</b>  Graduates will understand global and domestic economic theories and their application to the business setting. Graduates will understand financial theories and markets, the financial reporting system, and financial analysis.	For-profit corporate and quantitative approach
<b>Value Creation</b>  Graduates will be able to identify customer needs and participate in the process of developing products and services to meet these needs. Graduates will understand production models and distribution systems, and their role in the value creation process.	For-profit corporate perspective
<b>Environment</b>  Graduates will have an appreciation of the multicultural, political, environmental, legal and regulatory setting of the organization.	For-profit corporate perspective
<b>Ethics</b>  Graduates will possess a thorough understanding of business ethical situations, the laws regarding corporate governance, and the role of their personal integrity and values.	Strong emphasis on Christ-centered values and ethical context for decision making

<p>Management</p> <p>Graduates will possess leadership skills, understand group and individual dynamics, and be able to work in teams. Graduates will appreciate the importance of ethnic, cultural and gender diversity in the organization. Graduates will understand the management and development of human resources.</p>	<p>Strong emphasis on cultural sensitivity and relationship building</p>
<p>Communication</p> <p>Graduates will be able to effectively communicate through the ability to comprehend and analyze business articles, prepare written communications, express themselves verbally, and make effective presentations.</p>	<p>Strong emphasis on verbal and written skills</p>
<p>Decision Analysis</p> <p>Graduates will have well-developed problem solving skills including the ability to analyze uncertain situations, utilize facts and evidence in drawing conclusions, apply decision making theories, and adapt and innovate in new settings.</p>	<p>For-profit corporate and quantitative approach</p>
<p>Technology</p> <p>Graduates will be able to use computers to facilitate the business process and understand the role of computers in managing the business. Graduates will be able to apply emerging technologies to increase efficiency.</p>	<p>Executive level expectations</p>
<p>Strategic Planning</p> <p>Graduates will understand the business as an integrated system; the relations between the functional areas; and long-range planning, implementation and control.</p>	<p>For-profit corporate and quantitative approach</p>
<p>Globalization</p> <p>Graduates will have an appreciation of how international trade and commerce is fundamentally changing business dynamics and how to operate in this global perspective.</p>	<p>Executive level expectations</p>
<p>Faith Integration</p> <p>Graduates will understand how the Wesleyan Judeo-Christian heritage provides a foundation for character development, strong interpersonal relationships, and effective leadership.</p>	<p>Integrated approach</p>

The MBA develops students' skills in group and team processes, and in written and verbal communication in a continually challenging manner. Courses actively involve students in class discussions, student presentations, case studies, written reports, and structured in-class team activities and study team assignments. Throughout the curriculum, major emphasis is placed on students' experience to focus issues and to integrate academic course work with practical management applications.

The Master of Business Administration is a School of Business degree program delivered through the Adult and Graduate Studies administrative system. General oversight of the program is provided by the Graduate Business Department Chair.

### **ADMISSION REQUIREMENTS**

Applications for admission to the Master of Business Administration program may be obtained from and must be submitted to the Adult and Graduate Studies office. The admission requirements for the Master of Business Administration program are:

#### STANDARD ACCEPTANCE INTO THE MBA PROGRAM

1. Internet access.
2. Email access.
3. Sexual harassment training.
4. Ability to sit through four hours of class one night a week.
5. Ability to attend a class through its entirety.
6. Ability to operate a computer keyboard.
7. Ability to arrive to class by scheduled start time and leave class at scheduled finish time.
8. A completed MBA graduate application form;
9. Official transcripts of all undergraduate and graduate work mailed directly to the Adult and Graduate Studies office by the college, university, or seminary;
10. Must show evidence of meeting all six Foundation Requirements or show how the Foundation Requirements will be met in a timely manner (foundational courses must be passed with at a grade of "C" or better);
11. A baccalaureate degree from an accredited institution with at least a cumulative grade point average of 2.50 (on a 4.00 scale);
12. A notebook computer that meets MBA program specifications;

13. Payment of \$100 tuition deposit. This fee is non-refundable and will be applied to tuition for the applicable start;
14. Applicants whose native language is not English must provide evidence of proficiency in English by: (a) scoring 500 or above on the TOEFL test, or (b) scoring 17 or above on the ESL Proficiency Examination.

#### FOUNDATION REQUIREMENTS

The basic business knowledge competencies that students must have prior to being admitted to the MBA are contained in the six (6) Foundation Requirements. Ideally, these Foundation Requirements should be completed prior to admittance to the program but may be completed after admittance to the program by special arrangement with the Graduate Business Department Chair. Students must complete all Foundation Requirements by the end of the first semester in the MBA program as they are prerequisites to specific MBA courses.

#### Foundation Requirements

#### Prerequisite for:

Management	MAN6113
Business Statistics	BSS6003
Financial Accounting	ACC6003
Financial Management	FIN6013
Marketing	MAR6003
Microeconomics	ECO6083

Most students who have earned a business undergraduate degree will satisfy the Foundation Requirements.

#### TRANSFER CREDIT PROVISIONS

Up to six (6) semester hours of graduate work may be transferred from regionally accredited colleges, or universities. Credit is transferred on a course-by-course basis as applicable to the degree. Transfer credit is granted only if grades of B or better were earned, and the course was completed within the past ten years, and provided the course is a reasonable equivalent to one required in the program. No credit for prior learning is awarded. Equivalence and transfer of credit is determined by the Graduate Business Department Chair.

### ACADEMIC PROBATION ADMITTANCE

An overall grade point average (GPA) of 2.50 in all previous college coursework is required for regular admittance status. An applicant with a GPA of less than 2.50 may apply for an academic probation admittance. The following process will be followed:

1. An assessment interview with the Graduate Business Department Chair may be required.
2. A decision to grant probationary admittance will be made by the Graduate Business Department Chair. Students admitted on an academic probation basis must achieve a grade of at least a **B** in each of the first two consecutive courses in order to be placed on regular admission status. Probationary students who do not achieve at least a **B** in these two courses will not be allowed to remain in the program.

### APPLICANTS WITH A FELONY RECORD

When an individual with a felony record applies for acceptance into the Adult and Graduate Studies program the following procedure will be implemented:

The applicant will write an essay of petition to the Director of Enrollment Management including:

- What happened; the date of the crime, what kind of crime was committed and where (what county and state) the crime was committed.
- Whether or not the applicant is on probation and if so, the name, address and phone number of the probation officer(s).
- A summary of what the applicant believes has changed in his/her life since the conviction and how a degree will help accomplish any personal goals.

If probation is on-going, the applicant must supply a certified copy of the “sentencing entry of court” and conditions of probation from each court where convicted. After receipt of the above documents, an interview May be requested.

When an individual has been convicted of a violent crime, (i.e. sexual offense, assault & battery, murder, etc.) the above procedure will be followed, and

1. The applicant will be scheduled for an interview.
2. If probation is ongoing, the applicant must be recommended in writing by the probation officer responsible for the applicant’s case and a copy of the conditions of probation provided.
3. The Associate Vice President for University Marketing and Adult and Graduate Studies Enrollment Management will meet with legal counsel to review all information/documentation.
4. All information/documentation, including the recommendation of Adult and Graduate Studies’ legal counsel, will be presented to the Adult and Graduate Studies Admissions Committee for action.

## **MUTUAL EXPECTATIONS**

### WHAT STUDENTS CAN EXPECT FROM THE MBA PROGRAM

#### **Quality Education and a Useful Degree**

In order to provide the theoretical and practical real-world education one needs to be a successful business leader, the School of Business offers a rigorous curriculum that includes both classroom and out-of-classroom activities. Although the undergraduate program is rigorous, faculty and students both proceed with the assumption that a masters-level education is, and should be, even more demanding than an undergraduate education.

The business curriculum and programs are under constant review and revision in order to maintain the relevance of our curriculum to the constantly changing needs of the business community. University committees seek regular feedback from students, recent alumni, corporate recruiters, and leaders in the business community to ensure we are serving all groups by offering degrees that are relevant and useful. While MVNU attempts to provide a relevant and useful degree, it cannot guarantee employment or advancement in employment.

#### **Prepared Faculty**

Faculty will treat their obligations for classes as they would treat any serious professional responsibility. This includes preparing thoroughly for class, starting each class session on time, providing a meaningful devotion and prayer time, holding class for the established scheduled period, ensuring that students comprehend the covered material and providing timely feedback on assignments and exams. Faculty should provide reasonable notice of any changes to meeting times, test dates, or assignment deadlines.

#### **Being Treated with Dignity and Respect**

Students can expect relations with faculty, staff, and other students to be positive, supportive, and courteous. Should a student observe or experience anything otherwise, the student is encouraged to contact the Graduate Business Department Chair or the Vice President for University Relations.

#### **Consistent and Timely Information**

Through e-mail, classes, and information sessions, the Adult and Graduate Studies office makes every effort to coordinate services and to communicate policy and program changes so that consistent information is distributed by all students, faculty, and staff. If a discrepancy is noted, the appropriate office should be contacted to clarify information.

#### **Ethics and Integrity**

Faculty and staff are held to the highest standards of personal integrity. Should a student observe or experience questionable ethics on the part of faculty or staff, the student should contact the Graduate Business Department Chair or Vice President for University Relations for reporting and correction of the problem.

#### **Appropriate Learning Environment**

Learning takes place in a non-threatening, supportive, and cooperative environment. Students can expect that faculty, staff, and other students will maintain and contribute to an

appropriate learning environment free of harassment and derogatory comments about ideas, analyses, background, or perspectives.

### WHAT THE MBA PROGRAM EXPECTS FROM STUDENTS

#### **Prepared Students**

Students should treat classroom obligations as they would treat any serious professional responsibility. This includes preparing thoroughly for *each* class session according to the instructor's requests, arriving on time for class and remaining until the end of each class session, participating constructively in class discussions and activities, and observing and adhering to the deadlines for assignments and projects set by the professor.

#### **Ethics and Integrity**

Students should maintain the highest standards of personal integrity in all interactions within Mount Vernon Nazarene University as described in the Adult and Graduate Studies Student Handbook. Unethical behavior robs one of the benefits to be obtained from the educational experience and damages the educational environment for others; it will not be tolerated. Cases of such behavior may go before the Adult and Graduate Studies Student Behavior Committee for appropriate disciplinary action.

#### **Knowledge of Adult and Graduate Studies Policies and Requirements**

Relevant information is available through this handbook, the Adult and Graduate Studies Student Handbook, mailings, electronic mail, postings (on bulletins boards, outside classrooms), and announcements in class. Students are expected to utilize these information sources and be familiar with the policies and program requirements of the University and the Adult and Graduate Studies office. The Adult and Graduate Studies offices can answer questions and clarify information.

#### **Participation in Continuous Improvement of the School**

Student feedback is vital to the School of Business' efforts of continuous improvement in meeting students' educational needs and expectations. The School of Business and Adult and Graduate Studies continually seeks student feedback through surveys and course evaluations.

#### **Personal Responsibility**

Learning is not a passive activity; it requires active participation on the part of students individually and as a group. Students are expected to actively contribute to classroom discussions, study groups, and co-curricular activities. Students are expected to communicate course-related problems to faculty, follow the program's course of study, and ask questions if program requirements or policies are unclear.

Students are expected to follow the program of study as it is outlined in the schedules sent out by the Adult and Graduate Studies office. If a student faces a personal situation that affects his/her ability to complete the program as outlined, the student may speak to the Graduate Business Department Chair to determine the appropriate course of action.

Students are also expected to communicate with faculty about missing class *prior* to an absence. Professors may be willing to work with students on any missed homework, quizzes, or projects if given advance notification.

### **Professional Behavior**

The Adult and Graduate Studies office provides a professional environment, and all faculty, staff, and students should be treated appropriately, *in and out of the classroom*. This offers each student an opportunity to learn and practice professional behavior in a safe environment, preparing for entry into the business world upon graduation. In that spirit, inappropriate behavior is as equally unacceptable in the University setting as in the corporate domain.

### **GRADUATION REQUIREMENTS**

In order to graduate with a Master of Business Administration degree a candidate must meet the following requirements:

1. Successful completion of 36 hours of MBA required graduate work.
2. A minimum of a 3.0 grade point average.
3. A student who receives a grade below **C** in any MBA course will be required to repeat that course until a grade of **C** or above is earned.
4. Payment of tuition, fees, and other expenses with the Student Accounts Office.
5. All library fees must be paid in full. This includes any library fees related to the Ohio State University (OSU) Library. If there are any disputes with the OSU fees, the student must resolve those disputes directly with OSU. The student will not be permitted to walk at graduation or receive a diploma until his/her account is paid in full. A student's transcript will not be released until his/her account has a zero balance.
6. An "Intent to Graduate" form **must** be submitted three months prior to graduation.

Commencement is held each May and December.

### DEPARTMENTAL POLICY CONCERNING THE TIMELY COMPLETION OF GRADUATE DEGREES

A minimum of twenty (20) months is required to complete the Master of Business Administration. Requirements for graduate degrees must be completed within six (6) years after the initial entrance into graduate study. Additional course work may be required if the program extends beyond this limit. Extensions to the time limitation are with special permission of the Graduate Council.

### **FINANCIAL AID INFORMATION**

A loan is a form of financial aid that, along with any interest charges, must be repaid. These loans are available to Master of Business Administration students.

### FEDERAL STAFFORD STUDENT LOAN

This is a need-based loan program that allows students to borrow money from eligible lenders for the purpose of financing their education. The federal government pays the interest on the loan while the student is in school and during the six-month grace period after enrollment ends. Repayment begins after the grace period. If you qualify for a Stafford Loan, an application will be provided.

### UNSUBSIDIZED STAFFORD LOAN

Students can be eligible for an unsubsidized loan even if they are not eligible for a Federal Stafford Loan. The grace period and repayments are the same as the Federal Stafford Loan, but students are responsible for paying all of the interest that accrues while they are in school. If you qualify for this loan, an application will be provided.

### TITLE IV FUNDS

In order to receive Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA on the worldwide web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, the "School Code" for Mount Vernon Nazarene University Adult and Graduate Studies is "E00782."

### FAMILY DISCOUNT

A family discount is awarded when a student in any Adult and Graduate Studies program has an unmarried dependent enrolled as a full-time student in the traditional undergraduate program at Mount Vernon Nazarene University. The child will receive a ten (10) percent discount on tuition provided parent and child are concurrently enrolled.

## **PAYMENT OPTIONS FOR MASTER OF BUSINESS ADMINISTRATION**

### ONE CLASS PER SEMESTER:

- Payment in full due first day of class
- Stafford loan
- Employer reimbursement (Letter of verification required)

### **Please note:**

If a student's bill is not paid in **full** by the end of the semester:

- The student's grades and transcripts will be held until the bill is paid in full.
- The student may not register for a new semester if there is any past due balance.

### TUITION REFUND POLICY:

- 100% refunded for withdrawing before course begins.
- If a student withdraws from a course after the course has begun due to illness, work responsibility, family emergency or military duty which causes the student to miss two (2) or more nights of class, the student will receive a “W.” The student’s account will be credited if the student provides written documentation of the stated reason for withdrawing. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (The written documentation must be received by the Adult and Graduate Studies Student Accounts’ department within 30 days of the course withdrawal.)

Mount Vernon Nazarene University follows the Title IV Federal refund policy. This policy is subject to change as required by Federal law and regulation.

## **ACADEMIC INFORMATION**

### AUDITING

Auditing is not permitted in MBA graduate courses.

### COMPUTER PROFICIENCY

In order for most professors to make assignments based on a standard level of computer competence, all students must have basic skills in word processing, spreadsheets, and operating systems.

### CLASS ATTENDANCE

Class attendance for MBA graduate students is mandatory, and the facilitating instructors will comply with the attendance policies. If a student has an emergency situation, the following policy will apply:

1. If a student misses **one (1)** class session in a course he/she may choose one of the following options:

#### **Option A**

The absence will result in a 5% penalty reduction in the final course grade (see final grading scale).

In addition, the student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the night of

absence, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the faculty member prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

### **Option B**

The student will complete an Additional Assignment Topic (For an Absence) for that particular class session listed in the Faculty Guide of the curriculum. The faculty member will need to approve the selected topic and will determine if the quality of the work fulfills all or part of the assignment. If a paper is assigned, it must include a title page, a reference page, and the number of assigned content pages. The paper must be submitted *within 7 days*, typed and in proper APA format. For courses with quantitative content, the individual faculty member will determine the appropriate format and content of the additional assignment for an absence.

All make-up work for absences will be determined by the faculty member.

2. If a student misses **two (2)** classes in the same course, the student will automatically receive a grade of **X** and will have to repeat the course. The tuition for the repeated course will be the same as the other students in the new group. There are three exceptions to this policy: (1) **written verification** from an accepted\*\* official medical source that a personal medical situation (such as hospitalization) was the cause of **ALL** absences, or (2) **written verification** from an official military source that **required** military duty was the cause of **ALL** absences, or (3) **written verification** of a work conflict by the student's employer. Students absent under any of these exceptions will be required to repeat the entire course.
3. The only grades that facilitating instructors are allowed to issue are: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, I, and X**. Under the above situations, the grade of **X** will be issued until the course requirements are satisfied. To receive a grade of **I**, the student must request the instructor to petition the Director of Academic Services for Adult and Graduate Studies prior to the last date of the course. The grade of **I** will not be issued to students receiving Veterans' Administration benefits due to specific Veterans' Administration regulations.

\*\*The Vice President of Academic Affairs shall determine what is acceptable for the above-defined withdrawals.

### TARDINESS POLICY

The Adult and Graduate Studies policy on class tardiness (which includes late arrivals and early departures) is related to the class attendance policy and is influenced by two significant factors. Due to the accelerated nature of the program, tardiness for a class may

seriously jeopardize the student's learning and success. Tardiness is viewed as disruptive to both the facilitating instructor and other class members.

Due to the reduced class time in the Adult and Graduate Studies program, attending class, in its entirety, is mandatory. Therefore, facilitating instructors will comply with the following tardiness policy:

The following scale (see final grading scale) will be used for missed portions of a class session (this includes both late arrivals and early departures):

1 to 30 minutes	- 1% drop in the final grade for the course
31 to 60 minutes	- 2% drop in the final grade for the course
61 to 90 minutes	- 3% drop in the final grade for the course
91 to 120 minutes	- 4% drop in the final grade for the course
After 120 minutes	- 5% drop in the final grade for the course and this will be treated as an absence for the class session

**And**

Tardiness may result in the lack of credit for certain types of missed in-class activities.

FINAL GRADE SCALE

A	=	93 - 100%
A-	=	90 - <93%
B+	=	87 - <90%
B	=	83 - <87%
B-	=	80 - <83%
C+	=	77 - <80%
C	=	73 - <77%
C-	=	70 - <73%
D+	=	67 - <70%
D	=	60 - <67%
F	=	0 - <60%

**Note:** Each course will use this grading scale for the final grade. Each course may vary in the way assignments, tests, projects, and presentations are translated into the final grade.

CLASSES OUTSIDE OF THE MBA PROGRAM

Due to the accelerated nature of the MBA Program, students are strongly discouraged from taking additional courses from MVNU or any other college or university *during* their MBA academic program.

### DEVIATION FROM GRADUATE REGULATIONS

Departures from the rules and regulations as provided in this handbook or other official documents require a written approval of the Graduate Business Department Chair and the Vice President of Academic Affairs and/or the Vice President for University Relations.

### COURSE REGISTRATION

Graduate students must register for a course a minimum of four weeks before the course begins.

### PROCEDURE FOR WITHDRAWAL FROM A COURSE

When a student chooses to withdraw from a course, the student **must** contact the Retention Specialist via voicemail or email to initiate the completion of the Course Withdrawal form.

#### **Official Course Withdrawal completed before the first day of class**

- If a student officially withdraws from a course before the first day of class, regardless of the reason, the student will receive a “W” and will not be charged for the course until it is rescheduled. (Note: There is a \$100 add fee to reschedule a course.)
- The student will be charged for any textbooks he/she has received.
- This form of course withdrawal is referred to as a “drop.”

When a student withdraws from a course, the student’s GPA and account status may be affected. The impact of a course withdrawal on a student’s GPA and account is dependent on two factors: **when** the course withdrawal is initiated and the **reason** for the course withdrawal.

#### **Course Withdrawal after the course has started**

- If a student withdraws from a course after the course has begun, the student will receive an “X” grade. If the course withdrawal was due to illness, work responsibility, family emergency or military duty which caused the student to miss two (2) or more nights of a course, and the student provides written documentation of that reason within 30 days of the withdrawal, the student’s grade will be changed to a “W.”
- When a student withdraws from a course after the course has begun, the student’s account will be credited if the student provides written documentation of one of the above approved reasons. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (Due to financial aid deadlines, the Adult and Graduate Studies Student Accounts’ department must receive the written documentation within 30 days of the course withdrawal.) When the course is rescheduled the student will have to pay for new textbooks if the edition/curriculum has changed.

#### **Unofficial course withdrawal**

A student will be unofficially withdrawn from a course if:

- The student fails to follow the official course withdrawal procedure as outlined above, or
- The student accumulates more than the acceptable number of absences stated for that course.

Any student who is unofficially withdrawn from a course will receive an “X” for that course. The student will not receive a tuition credit and will be charged again to re-take the course.

#### COURSE WITHDRAWALS AND GPA

A student’s GPA may be affected by a course withdrawal. A “W” does not impact the GPA, but an “X” is calculated in the GPA and will lower it. An “X” remains permanently on a transcript but the GPA is recalculated after the “X” is replaced by a letter grade when the course is successfully completed.

#### PROCEDURE FOR WITHDRAWAL FROM THE MBA GRADUATE PROGRAM:

1. The student must initiate the program withdrawal process by contacting the Retention Specialist via voicemail or email.
2. The student will be required to make arrangement for payment of any balance due on his/her account.
3. Failure to withdraw properly may cause the student to automatically be charged according to Federal Refund policy.

#### GRADING POLICIES AND PROCEDURES

Because many students are reimbursed on a course-by-course basis, a grade report will also be issued by the Adult and Graduate Studies Office upon request within two weeks of the completion of each course to aid students reimbursed on a course-by-course basis.

The following system of grading is used at MVNU:

- A = 4.0 grade points per semester hour credit: A superior grade earned by work consistently exceeding high standards as judged by both internal and external criteria.
- A- = 3.7 grade points per semester hour credit.
- B+ = 3.3 grade points per semester hour credit.
- B = 3.0 grade points per semester hour credit: A good grade signifies accomplishment which is above average in quantity and quality.
- B- = 2.7 grade points per semester hour credit.

- C+** = 2.3 grade points per semester hour credit.
- C** = 2.0 grade points per semester hour credit: A satisfactory grade characterizes the performance of most studies as judged by both internal and external standards.
- C-** = 1.7 grade points per semester hour credit: A grade of **C-** does not meet the graduation requirements for the MBA program and must be repeated.
- D+** = 1.3 grade point per semester hour credit: A grade of **D+** does not meet the graduation requirements for the MBA program and must be repeated.
- D** = 1.0 grade point per semester hour credit: A grade of **D** does not meet the graduation requirements for the MBA program and must be repeated.
- F** = 0 grade points per semester hour credit: A failure earned when the course was completed; no credit is earned.
- X** = 0 grade points per semester hour credit: A failure earned due to excessive absences (see attendance policies) or official withdrawal procedure was not completed before the course began; no credit is earned.
- EM** = not computed: Credit by examination.
- W** = not computed: Withdrawal within the specified date, or after specified date with permission from the Adult and Graduate Studies Academic Committee. A grade of **W** is granted when a student withdraws from a course, using the published official withdrawal procedure, within the allotted time for withdrawal. (See section of Student Handbook regarding Procedure for Withdrawal from a Course.)

The “**I**” (incomplete) grade may be used in special situations. An “**I**” is temporary and not computed: The “**I**” represents incomplete work necessitated by a case of serious illness or other emergency. This grade applies only to courses in which the student requested the instructor to petition the Director of Academic Services for Adult and Graduate Studies to extend a course deadline prior to the last date of the course. When such extensions are granted, specific course completion deadlines are communicated in writing to the student and the Coordinator of Records and Registration. The “**I**” grade will be changed to the permanent “**X**” grade in cases where the student does not complete the required work by the extension deadline.

The number of grade points earned in a course is obtained by multiplying the number of semester hours for the course by the number of grade points per credit hour for the grade received in the course. The cumulative grade point average is computed by dividing the total number of grade points received by the total number of semester hours in courses in which grades have been received.

A grade of **C-**, **D+**, **D**, or **F** does not meet the graduation requirements for the MBA program, and the course must be repeated until a grade of **C** or higher is received. The grade of **C-**,

**D+, D, F, or X** will be replaced in calculating GPA with the grade which the student receives when the course is repeated; however, the original grade will still appear on the transcript.

#### STANDARD OF WORK

A student will be placed on **academic probation** at any time the graduate cumulative grade point average falls below 3.00. The graduate student who is placed on academic probation must achieve a cumulative grade point average of 3.00 at the completion of an additional nine (9) semester hours. A student is removed from probation at the end of any semester in which the cumulative grade point average meets or exceeds 3.00.

#### ACADEMIC DISMISSAL

A student may be dismissed from the graduate business program after:

1. Receiving more than six (6) semester hours of "C" or lower;
2. Receiving a second final grade of "F" or "X";
3. Failure to achieve the required grade point average at the end of any probationary period.
4. Outstanding financial balance.
5. Department or Non-compliance with the Adult and Graduate Studies Student Handbook.

#### ACADEMIC INTEGRITY

Because of the importance of ethical behavior in business, and its emphasis in our program, academic dishonesty is not tolerated in the MBA Program. Students should review the Academic Misconduct section of the Adult and Graduate Studies Student Handbook for University policies and procedures.

If a student suspects another student of academic dishonesty, he/she should refer the incident to the instructor or the Director of Academic Services.

#### ACADEMIC APPEAL PROCESS

Students may appeal academic decisions first to the instructor, then to the Director of Academic Services, and finally to the Vice President of Adult and Graduate Studies. All appeals must be made in writing. Please see the Adult and Graduate Studies Student Handbook for University policies and procedures.

#### STANDARDS OF BEHAVIOR

Each member of the Adult and Graduate Studies community is expected to live honorably, considerately, and peacefully with other members of the Adult and Graduate Studies community. It is the goal of Adult and Graduate Studies that the standard of conduct be Christian and that the atmosphere of the campus be such as to include responsibility to all

the community in Christian fellowship. As such, Adult and Graduate Studies student behavior expectations are based on the standards of the Church of the Nazarene and apply to all students while they are on the university premises.

Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the Adult and Graduate Studies community or which is detrimental to Adult and Graduate Studies' interest. In order to promote personal development, to protect the Adult and Graduate Studies community, and to maintain order and stability on campus, students who engage in inappropriate behavior may be subject to behavioral sanctions. Please see the Adult and Graduate Studies Student Handbook for University policy and procedures.

## **MBA COURSE DESCRIPTIONS**

### **MBA – Management Major (36 credits)**

#### **MAN6113 Executive Leadership and Faith (3 credits/6 weeks)**

As the first course in the MBA program, this course affirms MVNU's commitment to raise up Christ-centered leaders. The course will explore how faith can be integrated with work and will provide guidance to business leaders who seek to base their decisions and behavior on biblical truths.

#### **MAN6023 Organizational Behavior (3 credits/6 weeks)**

A systematic examination of variables, psychological and sociological, that are important in the comprehension of individual motivation, the managing of groups, interpersonal relationships, and organizational effectiveness, as well as creativity and leadership within the organization.

#### **MAN6063 Management Ethics and Leadership (3 credits/6 weeks)**

An exploration of the issues of ethical and moral development relevant to formulating a personal philosophy of leadership developing a continuing renewal of personal and professional growth. Students analyze their own values and ethics through interactive discussions and projects, and develop an integrative approach to ethics from a Christian management perspective that emphasizes fairness, integrity, honesty, and human dignity. Students also investigate practical perspectives of leadership.

#### **ACC6003 Managerial Accounting (3 credits/6 weeks)**

This course provides a comprehensive exploration of managerial accounting. The course focuses on the use of accounting data in the management of an organization. What accounting data are interesting and how they might be used depend on what the manager is seeking to accomplish and what other information is available.

#### **BSS6003 Managerial Statistics (3 credits/6 weeks)**

This course provides students exposure to the use of statistical procedures for the purpose of generating decision-making information. The course emphasizes an understanding of the conceptual basis of statistical methods with the purpose of enabling students to identify the appropriate statistical procedure to use with specific decision problems. The main topics include probability and distribution theories, interval estimations, hypothesis testing, chi-square test, regression, and multiple regression.

**MAR6003 Marketing Management (3 credits/6 weeks)**

An introduction to the theory and practical application of marketing principles. Special emphasis is given to developing a framework for analyzing strategic marketing situations by defining target markets and developing a marketing mix related to the market stakeholders of the organization.

**MAN6103 Operations Management (3 credits/6 weeks)**

A study of business processes, procedures and strategies used to transform inputs into finished goods and services. The course consists of two main components: a body of knowledge component and a critical thinking component.

**ECO6083 Business Conditions (3 credits/6 weeks)**

A study of the concepts of macroeconomics theory and policy: including classical, Keynesian, and contemporary economic models and their application to the business environment.

**MAN6123 Legal Issues in Management (3 credits/6 weeks)**

This course is designed to give students an understanding of the legal concepts, rights, obligations, and potential liabilities faced in the business environment. This course will also focus on the arena in which commercial transactions occur and the legal issues that arise with these transactions. It is the goal of this course to prompt students to proactively consider legal issues when making a business decision by utilizing critical thinking skills in case study analysis, application to a professional setting, presenting case briefings, and writing intensively and effectively.

**FIN6013 Corporate Finance (3 credits/6 weeks)**

A study of risk management, capital budgeting, cost of capital, capital structure, the function and role of capital markets, and analysis of financial statements.

**MAN6093 Global Business (3 credits/6 weeks)**

An intensive course designed to give a thorough understanding of the important dimensions of conducting business internationally. Students gain an appreciation of the complexities associated with international business including: the importance of cultural differences, choice of modes of entry, strategic marketing strategies, strategic human resource strategies, and important international business theories.

**MAN6043 Strategic Management (3 credits/6 weeks)**

A capstone study of how firms formulate, implement, and evaluate strategies. Students study strategic management concepts and techniques used to chart the future direction of different organizations. The major responsibility of the student is to make objective strategic decisions based on an integrated perspective of the program curriculum and to justify their decisions through oral and written communication.

## **PROGRAM GUIDE**

FOR THE

**Young Executive  
Master of Business Administration (YEMBA)**

---

**Young Executive Master of Business Administration  
Program Guide**

<b>YOUNG EXECUTIVE</b> .....	108
<b>MASTER OF BUSINESS ADMINISTRATION (YEMBA)</b> .....	108
Description and Purpose.....	108
Academic Program Goals .....	108
<b>ADMISSION REQUIREMENTS</b> .....	110
Standard Acceptance into the Young Executive MBA Program .....	110
Foundation Requirements.....	111
Transfer credit provisions.....	111
Academic Probation Admittance.....	112
<b>MUTUAL EXPECTATIONS</b> .....	113
What Students Can Expect From The Young Executive MBA Program.....	113
What The Young Executive MBA Program Expects From Students .....	114
<b>GRADUATION REQUIREMENTS</b> .....	115
Departmental Policy Concerning The Timely Completion of Graduate Degrees.....	115
<b>FINANCIAL AID INFORMATION</b> .....	116
Federal Subsidized Stafford Loan.....	116
Unsubsidized Stafford Loan.....	116
Title IV Funds.....	116
Family Discount .....	116
<b>PAYMENT OPTIONS FOR</b> .....	117
<b>YOUNG EXECUTIVE MASTER OF BUSINESS ADMINISTRATION</b> .....	117
Four classes per semester:.....	117
Tuition Refund Policy: .....	117
<b>ACADEMIC INFORMATION</b> .....	118
Auditing .....	118
Computer proficiency .....	118
Class Attendance.....	118
Tardiness Policy.....	119
Grading .....	119
Final Grade Scale .....	119
Classes Outside of the MBA Program .....	120
Procedure for Withdrawal from a Course.....	120
Course withdrawals and GPA.....	122
Procedure for Withdrawal from the MBA Graduate Program:.....	122
Grading Policies and Procedures .....	123
Standard of Work .....	124
Academic Dismissal.....	124
Academic Integrity .....	124
Academic Appeal Process .....	125
Standards of Behavior .....	125
<b>MBA COURSE DESCRIPTIONS</b> .....	125
<b>Internship Guide</b> .....	128

## **YOUNG EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (YEMBA)**

### DESCRIPTION AND PURPOSE

The Young Executive Master of Business Administration (YEMBA) program is the Master of Business Administration (MBA) degree delivered in a format specifically designed for recent traditional business students. The program is a 12-course, 39-credit degree designed to be completed in less than 11 months. The program consists of three 12-week terms (Fall, Spring, and Summer). Students take four courses each term attending class during the day on Tuesday and Thursday while working on a 3-credit internship on Monday, Wednesday, and Friday.

The Young Executive MBA program seeks to prepare recent traditional business undergraduates for executive-level corporate management positions. As such, the program is focused on leadership, management theory, and skills that are useful in strategic planning, corporate alignment, implementation, and monitoring. Along with a strong corporate performance-focused curriculum, students also explore how to lead people ethically and to manage resources within the mission, culture, and structure of contemporary organizations. This is accomplished through a values-based educational experience by exploring the issues of ethical and moral development and its impact on management and administration.

The Young Executive MBA program develops students' skills in group and team processes, and in written and verbal communication in a continually challenging manner. Courses actively involve students in class discussions, student presentations, case studies, written reports, and structured in-class team activities and study team assignments. The Young Executive MBA program combines traditional course delivery with real world experience in the form of an internship. Students will gain practical managerial experience that will enhance their learning in the MBA coursework.

The Master of Business Administration is a School of Business degree delivered through the Adult and Graduate Studies administrative system. General oversight of the program is provided by the Graduate Business Department Chair.

### ACADEMIC PROGRAM GOALS

At the completion of the Young Executive MBA program, graduates will possess the following general management abilities at the executive to mid-level manager perspective:

<b>Program Goal</b>	<b>MBA</b>
<p><i>Economic and Financial Systems</i></p> <p><i>Graduates will understand global and domestic economic theories and their application to the business setting. Graduates will understand financial theories and markets, the financial reporting system, and financial analysis.</i></p>	<p><i>For-profit corporate and quantitative approach</i></p>
<p><i>Value Creation</i></p> <p><i>Graduates will be able to identify customer needs and participate in the process of developing products and services to meet these needs. Graduates will understand production models and distribution systems, and their role in the value creation process.</i></p>	<p><i>For-profit corporate perspective</i></p>
<p><i>Environment</i></p> <p><i>Graduates will have an appreciation of the multicultural, political, environmental, legal and regulatory setting of the organization.</i></p>	<p><i>For-profit corporate perspective</i></p>
<p><i>Ethics</i></p> <p><i>Graduates will possess a thorough understanding of business ethical situations, the laws regarding corporate governance, and the role of their personal integrity and values.</i></p>	<p><i>Strong emphasis on Christ-centered values and ethical context for decision making</i></p>
<p><i>Management</i></p> <p><i>Graduates will possess leadership skills, understand group and individual dynamics, and be able to work in teams. Graduates will appreciate the importance of ethnic, cultural and gender diversity in the organization. Graduates will understand the management and development of human resources.</i></p>	<p><i>Strong emphasis on cultural sensitivity and relationship building</i></p>
<p><i>Communication</i></p> <p><i>Graduates will be able to effectively communicate through the ability to comprehend and analyze business articles, prepare written communications, express themselves verbally, and make effective presentations.</i></p>	<p><i>Strong emphasis on verbal and written skills</i></p>
<p><i>Decision Analysis</i></p> <p><i>Graduates will have well-developed problem solving skills including the ability to analyze uncertain situations, utilize facts and evidence in drawing conclusions, apply decision making theories, and adapt and innovate in new settings.</i></p>	<p><i>For-profit corporate and quantitative approach</i></p>
<p><i>Technology</i></p> <p><i>Graduates will be able to use computers to facilitate the business process and understand the role of computers in managing the business. Graduates will be able to apply emerging technologies to increase efficiency.</i></p>	<p><i>Executive level expectations</i></p>

<p><i>Strategic Planning</i></p> <p><i>Graduates will understand the business as an integrated system; the relations between the functional areas; and long-range planning, implementation and control.</i></p>	<p><i>For-profit corporate and quantitative approach</i></p>
<p><i>Globalization</i></p> <p><i>Graduates will have an appreciation of how international trade and commerce is fundamentally changing business dynamics and how to operate in this global perspective.</i></p>	<p><i>Executive level expectations</i></p>
<p><i>Faith Integration</i></p> <p><i>Graduates will understand how the Wesleyan Judeo-Christian heritage provides a foundation for character development, strong interpersonal relationships, and effective leadership.</i></p>	<p><i>Integrated approach</i></p>

## **ADMISSION REQUIREMENTS**

Applications for admission to the Young Executive MBA program may be obtained from and must be submitted to the School of Business. The admission requirements for the Young Executive MBA program are:

### STANDARD ACCEPTANCE INTO THE YOUNG EXECUTIVE MBA PROGRAM

1. Internet access.
2. Email access.
3. Sexual harassment training.
4. Ability to sit through six hours of class two days a week.
5. Ability to attend a class through its entirety.
6. Ability to operate a computer keyboard.
7. Ability to arrive to class by scheduled start time and leave class at scheduled finish time.
8. A completed MBA graduate application form;
9. Official transcripts of all undergraduate and graduate work mailed directly by the college, university, or seminary to the Graduate Business Department Chair, MVNU School of Business;
10. Must show evidence of meeting all six Foundation Requirements (MVNU business graduates meet the Foundation Requirements);

11. A baccalaureate degree from a regionally accredited institution with at least a cumulative grade point average of 2.50 (on a 4.00 scale);
12. Approval from the Young Executive MBA Application Review Committee;
13. A notebook computer that meets MBA program specifications;
14. Payment of a \$100 tuition deposit. This fee is non-refundable and will be applied to tuition for the applicable start;
15. Applicants whose native language is not English must provide evidence of proficiency in English by: (a) scoring 500 or above on the TOEFL test, or (b) scoring 17 or above on the ESL Proficiency Examination.

#### FOUNDATION REQUIREMENTS

The basic business knowledge competencies that students must have prior to being admitted to the Young Executive MBA program are contained in the eight (8) Foundation Requirements. These Foundation Requirements must be completed prior to admittance to the program.

#### Foundation Requirements

#### Prerequisite for:

Management	MAN6113
Business Statistics	BSS6003
Financial Accounting	ACC6003
Financial Management	FIN6013
Marketing	MAR6003
Microeconomics	ECO6083

Most students who earned a business undergraduate degree will satisfy the Foundation Requirements.

#### TRANSFER CREDIT PROVISIONS

Up to six (6) semester hours of graduate work may be transferred from regionally accredited colleges, or universities. Credit is transferred on a course-by-course basis as applicable to the degree. Transfer credit is granted only if grades of B or better were earned, and provided the course is a reasonable equivalent to one required in the program. No credit for prior learning is awarded. Equivalence and transfer of credit is determined by the Program Coordinator.

### ACADEMIC PROBATION ADMITTANCE

An overall grade point average (GPA) of 2.50 in all previous college coursework is required for regular admittance status. An applicant with a GPA of less than 2.50 may apply for an academic probation admittance. The following process will be followed:

1. An assessment interview with the Graduate Business Department Chair may be required.
2. A decision to grant probationary admittance will be made by the Graduate Business Department Chair. Students admitted on an academic probation basis must achieve a grade of at least a **B** in each of the first four courses in order to be placed on regular admission status. Probationary students who do not achieve at least a **B** in these first four courses will not be allowed to remain in the program.

### APPLICANTS WITH A FELONY RECORD

When an individual with a felony record applies for acceptance into the YEMBA program the following procedure will be implemented:

The applicant will write an essay of petition to the Director of Enrollment Management including:

- What happened; the date of the crime, what kind of crime was committed and where (what county and state) the crime was committed.
- Whether or not the applicant is on probation and if so, the name, address and phone number of the probation officer(s).
- A summary of what the applicant believes has changed in his/her life since the conviction and how a degree will help accomplish any personal goals.

If probation is on-going, the applicant must supply a certified copy of the “sentencing entry of court” and conditions of probation from each court where convicted. After receipt of the above documents, an interview may be requested.

When an individual has been convicted of a violent crime, (i.e. sexual offense, assault & battery, murder, etc.) the above procedure will be followed, and

1. The applicant will be scheduled for an interview
2. If probation is ongoing, the applicant must be recommended in writing by the probation officer responsible for the applicant’s case and a copy of the conditions of probation provided.
3. The Associate Vice President for University Marketing and Adult and Graduate Studies Enrollment Management will meet with legal counsel to review all information/documentation.
4. All information/documentation, including the recommendation of Adult and Graduate Studies’ legal counsel, will be presented to the Adult and Graduate Studies Admissions Committee for action.

## **MUTUAL EXPECTATIONS**

### WHAT STUDENTS CAN EXPECT FROM THE YOUNG EXECUTIVE MBA PROGRAM

#### **Quality Education and a Useful Degree**

In order to provide the theoretical and practical real-world education one needs to be a successful business leader, the School of Business offers a rigorous curriculum that includes both classroom and out-of-classroom activities. Although the undergraduate program is rigorous, faculty and students both proceed with the assumption that a masters-level education is, and should be, even more demanding than an undergraduate education.

The business curriculum and programs are under constant review and revision in order to maintain the relevance of our curriculum to the constantly changing needs of the business community. University committees seek regular feedback from students, recent alumni, corporate recruiters, and leaders in the business community to ensure we are serving all groups by offering degrees that are relevant and useful. While MVNU attempts to provide a relevant and useful degree, it cannot guarantee employment or advancement in employment.

#### **Prepared Faculty**

Faculty will treat their obligations for classes as they would treat any serious professional responsibility. This includes preparing thoroughly for class, starting each class session on time, providing a meaningful devotion and prayer time, holding class for the established scheduled period, ensuring that students comprehend the covered material and providing timely feedback on assignments and exams. Faculty should provide reasonable notice of any changes to meeting times, test dates, or assignment deadlines.

#### **Being Treated with Dignity and Respect**

Students can expect relations with faculty, staff, and other students to be positive, supportive, and courteous. Should a student observe or experience anything otherwise, the student is encouraged to contact the Graduate Business Department Chair or the Vice President for University Relations.

#### **Consistent and Timely Information**

Through e-mail, classes, and information sessions, the Adult and Graduate Studies office makes every effort to coordinate services and to communicate policy and program changes so that consistent information is distributed by all students, faculty, and staff. If a discrepancy is noted, the appropriate office should be contacted to clarify information.

#### **Ethics and Integrity**

Faculty and staff are held to the highest standards of personal integrity. Should a student observe or experience questionable ethics on the part of faculty or staff, the student should contact the Graduate Business Department Chair or Vice President for University Relations for reporting and correction of the problem.

#### **Appropriate Learning Environment**

Learning takes place in a non-threatening, supportive, and cooperative environment. Students can expect that faculty, staff, and other students will maintain and contribute to an

appropriate learning environment free of harassment and derogatory comments about ideas, analyses, background, or perspectives.

### WHAT THE YOUNG EXECUTIVE MBA PROGRAM EXPECTS FROM STUDENTS

#### **Prepared Students**

Students should treat classroom obligations as they would treat any serious professional responsibility. This includes preparing thoroughly for *each* class session according to the professor's requests, arriving on time for class and remaining until the end of each class session, participating constructively in class discussions and activities, and observing and adhering to the deadlines for assignments and projects set by the professor.

#### **Ethics and Integrity**

Students should maintain the highest standards of personal integrity in all interactions within Mount Vernon Nazarene University as described in the Adult and Graduate Studies Student Handbook. Unethical behavior robs one of the benefits to be obtained from the educational experience and damages the educational environment for others; it will not be tolerated. Cases of such behavior may go before the Adult and Graduate Studies Student Behavior Committee for appropriate disciplinary action.

#### **Knowledge of Adult and Graduate Studies Policies and Requirements**

Relevant information is available through this handbook, the Adult and Graduate Studies Student Handbook, mailings, electronic mail, postings (on bulletins boards, outside classrooms), and announcements in class. Students are expected to utilize these information sources and be familiar with the policies and program requirements of the University and the Adult and Graduate Studies office. The Adult and Graduate Studies offices can answer questions and clarify information.

#### **Participation in Continuous Improvement of the School**

Student feedback is vital to the School of Business' efforts of continuous improvement in meeting students' educational needs and expectations. The School of Business and Adult and Graduate Studies continually seeks student feedback through surveys and course evaluations.

#### **Personal Responsibility**

Learning is not a passive activity; it requires active participation on the part of students individually and as a group. Students are expected to actively contribute to classroom discussions, study groups, and co-curricular activities. Students are expected to communicate course-related problems to faculty, follow the program's course of study, and ask questions if program requirements or policies are unclear.

Students are expected to follow the program of study as it is outlined in the schedules sent out by the Adult and Graduate Studies office. If a student faces a personal situation that affects his/her ability to complete the program as outlined, the student may speak to the Graduate Business Department Chair to determine the appropriate course of action.

Students are also expected to communicate with faculty about missing class *prior* to an absence. Professors may be willing to work with students on any missed homework, quizzes, or projects if given advance notification.

### **Professional Behavior**

The Adult and Graduate Studies office provides a professional environment, and all faculty, staff, and students should be treated appropriately, *in and out of the classroom*. This offers each student an opportunity to learn and practice professional behavior in a safe environment, preparing for entry into the business world upon graduation. In that spirit, inappropriate behavior is as equally unacceptable in the University setting as in the corporate domain.

### **GRADUATION REQUIREMENTS**

In order to graduate with a Master of Business Administration degree a candidate must meet the following requirements:

1. Successful completion of 39 hours of MBA required graduate work.
2. A minimum of a 3.0 grade point average.
3. A student who receives a grade below **C** in any MBA course will be required to repeat that course until a grade of **C** or above is earned.
4. Payment of tuition, fees, and other expenses with the Student Accounts Office.
5. All library fees must be paid in full. This includes any library fees related to the Ohio State University (OSU) Library. If there are any disputes with the OSU fees, the student must resolve those disputes directly with OSU. The student will not be permitted to walk at graduation or receive a diploma until his/her account is paid in full. A student's transcript will not be released until his/her account has a zero balance.
6. An "Intent to Graduate" form **must** be submitted three months prior to graduation.

Commencement is held each December and May.

### DEPARTMENTAL POLICY CONCERNING THE TIMELY COMPLETION OF GRADUATE DEGREES

Approximately eleven (11) months are required to complete the Young Executive Master of Business Administration. Requirements for graduate degrees must be completed within six (6) years after the initial entrance into graduate study. Additional course work may be required if the program extends beyond this limit. Extensions to the time limitation are with special permission of the Graduate Council.

## **FINANCIAL AID INFORMATION**

A loan is a form of financial aid that, along with any interest charges, must be repaid. These loans are available to Master of Business Administration students.

### FEDERAL SUBSIDIZED STAFFORD LOAN

This is a need-based loan program that allows students to borrow money from eligible lenders for the purpose of financing their education. The federal government pays the interest on the loan while the student is in school and during the six-month grace period after enrollment ends. Repayment begins after the grace period.

### UNSUBSIDIZED STAFFORD LOAN

Students can be eligible for an unsubsidized loan even if they are not eligible for a Federal Stafford Loan. The grace period and repayments are the same as the Federal Stafford Loan, but students are responsible for paying all of the interest that accrues while they are in school.

### TITLE IV FUNDS

In order to receive Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA on the worldwide web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, the "School Code" for Mount Vernon Nazarene University Adult and Graduate Studies is "E00782."

### FAMILY DISCOUNT

A family discount is awarded when a student in any Adult and Graduate Studies program has an unmarried dependent enrolled as a full-time student in the traditional undergraduate program at Mount Vernon Nazarene University. The child will receive a ten (10) percent discount on tuition provided parent and child are concurrently enrolled.

## **PAYMENT OPTIONS FOR YOUNG EXECUTIVE MASTER OF BUSINESS ADMINISTRATION**

### FOUR CLASSES PER SEMESTER:

- Payment in full due by first day of class
- Stafford loan paperwork completed by first day of class

### **Please note:**

If a student's bill is not paid in **full** by the end of the semester:

- The student's grades and transcripts will be held until the bill is paid in full.
- The student may not register for a new semester if there is any past due balance.

### TUITION REFUND POLICY:

- 100% refunded for withdrawing before course begins.
- If a student withdraws from a course or courses after the semester has begun due to illness, work responsibility, family emergency or military duty which causes the student to miss four (4) or more days of class, the student will receive a "W". The student's account will be credited if the student provides written documentation of the stated reason for withdrawing. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (The written documentation must be received by the Adult and Graduate Studies Student Accounts' department within 30 days of the course withdrawal.)

Mount Vernon Nazarene University follows the Title IV Federal refund policy. This policy is subject to change as required by Federal law and regulation.

## ACADEMIC INFORMATION

### AUDITING

Auditing is not permitted in MBA graduate courses.

### COMPUTER PROFICIENCY

In order for most professors to make assignments based on a standard level of computer competence, all students must have basic skills in word processing, spreadsheets, and operating systems.

### CLASS ATTENDANCE

Class attendance for MBA graduate students is mandatory, and the facilitating instructors will comply with the attendance policies. If a student has an emergency situation, the following policy will apply:

1. If a student misses **one (1)** class session in a course he/she may choose one of the following options:

#### **Option A**

The absence will result in a 5% penalty reduction in the final course grade (see final grading scale).

In addition, the student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the night of absence, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the faculty member prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

#### **Option B**

The student will complete an Additional Assignment Topic (For an Absence) for that particular class session listed in the Faculty Guide of the curriculum. The faculty member will need to approve the selected topic and will determine if the quality of the work fulfills all or part of the assignment. If a paper is assigned, it must include a title page, a reference page, and the number of assigned content pages. The paper must be submitted *within 7 days*, typed and in proper APA format. For courses with quantitative content, the individual faculty member will determine the appropriate format and content of the additional assignment for an absence.

All make-up work for absences will be determined by the faculty member.

2. If a student misses **two (2)** classes in the same course, the student will automatically receive a grade of **X** and will have to repeat the course. The tuition for the repeated course will be the same as the other students in the new group. There are three exceptions to this policy: (1) **written verification** from an accepted\*\* official medical source that a personal medical situation (such as hospitalization) was the cause of **ALL** absences, or (2) **written verification** from an official military source that **required** military duty was the cause of **ALL** absences, or (3) **written verification** of a work conflict by the student's employer. Students absent under any of these exceptions will be required to repeat the entire course.
3. The only grades that facilitating instructors are allowed to issue are: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, I, and X**. Under the above situations, the grade of **X** will be issued until the course requirements are satisfied. To receive a grade of **I**, the student must request the instructor to petition the Director of Academic Services for Adult and Graduate Studies prior to the last date of the course. The grade of **I** will not be issued to students receiving Veterans' Administration benefits due to specific Veterans' Administration regulations.

\*\*The Vice President for University Relations shall determine what is acceptable for the above-defined withdrawals.

#### TARDINESS POLICY

The Adult and Graduate Studies policy on class tardiness (which includes late arrivals and early departures) is related to the class attendance policy and is influenced by two significant factors. Due to the accelerated nature of the program, tardiness for a class may seriously jeopardize the student's learning and success. Tardiness is viewed as disruptive to both the facilitating instructor and other class members.

#### GRADING

The only grades that professors are allowed to issue are: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, I, and X**. Under the above situations, the grade of **X** will be issued until the course requirements are satisfied. To receive a grade of **I**, the student must request the instructor to petition the Director of Academic Services for Adult and Graduate Studies prior to the last date of the course. The grade of **I** will not be issued to students receiving Veterans' Administration benefits due to specific Veterans' Administration regulations.

#### FINAL GRADE SCALE

A	=	93 - 100%
A-	=	90 - <93%
B+	=	87 - <90%
B	=	83 - <87%
B-	=	80 - <83%
C+	=	77 - <80%
C	=	73 - <77%

C- = 70 - <73%  
D+ = 67 - <70%  
D = 60 - <67%  
F = 0 - <60%

**Note:** Each course will use this grading scale for the final grade. Each course may vary in the way assignments, tests, projects, and presentations are translated into the final grade.

#### CLASSES OUTSIDE OF THE MBA PROGRAM

Due to the academically and professionally demanding nature of the Young Executive MBA Program, students are strongly discouraged from taking additional courses from MVNU or any other college or university *during* their academic program.

#### DEVIATION FROM GRADUATE REGULATIONS

Departures from the rules and regulations as provided in this handbook or other official documents require a written approval of the Graduate Business Department Chair, and the Vice President for University Relations.

#### COURSE REGISTRATION

Graduate students must register for all courses a minimum of four weeks before the semester begins.

#### PROCEDURE FOR WITHDRAWAL FROM A COURSE

When a student chooses to withdraw from a course, the student **must** contact the Retention Specialist via voicemail or email to initiate the completion of the Course Withdrawal form.

#### **Official Course Withdrawal completed before the first day of class**

- If a student officially withdraws from a course before the first day of class, regardless of the reason, the student will receive a “W” and will not be charged for the course until it is rescheduled.
- The student will be charged for any textbooks he/she has received.
- This form of course withdrawal is referred to as a “drop.”

When a student withdraws from a course, the student’s GPA and account status may be affected. The impact of a course withdrawal on a student’s GPA and account is dependent on two factors: **when** the course withdrawal is initiated and the **reason** for the course withdrawal.



### **Course Withdrawal after the course has started**

- If a student withdraws from a course after the course has begun, the student will receive an “X” grade. If the course withdrawal was due to illness, work responsibility, family emergency or military duty which caused the student to miss two (2) or more nights of class, and the student provides written documentation of that reason within 30 days of the withdrawal, the student’s grade will be changed to a “W.”
- When a student withdraws from a course after the course has begun, the student’s account will be credited if the student provides written documentation of one of the above approved reasons. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (Due to financial aid deadlines, the Adult and Graduate Studies Student Accounts’ department must receive the written documentation within 30 days of the course withdrawal.) When the course is rescheduled the student will have to pay for new textbooks if the edition/curriculum has changed.

### **Unofficial course withdrawal**

A student will be unofficially withdrawn from a course if:

- The student fails to follow the official course withdrawal procedure as outlined above, or
- The student accumulates more than the acceptable number of absences stated for that course.

Any student who is unofficially withdrawn from a course will receive an “X” for that course. The student will not receive a tuition credit and will be charged again to re-take the course.

### **COURSE WITHDRAWALS AND GPA**

A student’s GPA may be affected by a course withdrawal. A “W” does not impact the GPA, but an “X” is calculated in the GPA and will lower it. An “X” remains permanently on a transcript but the GPA is recalculated after the “X” is replaced by a letter grade when the course is successfully completed.

### **PROCEDURE FOR WITHDRAWAL FROM THE MBA GRADUATE PROGRAM:**

1. The student must initiate the program withdrawal process by contacting the Retention Specialist via voicemail or email.
2. The student will be required to make arrangement for payment of any balance due on his/her account.
3. Failure to withdraw properly may cause the student to automatically be charged according to Federal Refund policy.

## GRADING POLICIES AND PROCEDURES

The following system of grading is used at MVNU:

- A = 4.0 grade points per semester hour credit: A superior grade earned by work consistently exceeding high standards as judged by both internal and external criteria.
- A- = 3.7 grade points per semester hour credit.
- B+ = 3.3 grade points per semester hour credit.
- B = 3.0 grade points per semester hour credit: A good grade signifies accomplishment which is above average in quantity and quality.
- B- = 2.7 grade points per semester hour credit.
- C+ = 2.3 grade points per semester hour credit.
- C = 2.0 grade points per semester hour credit: A satisfactory grade characterizes the performance of most studies as judged by both internal and external standards.
- C- = 1.7 grade points per semester hour credit: A grade of **C-** does not meet the graduation requirements for the MBA program and must be repeated.
- D+ = 1.3 grade point per semester hour credit: A grade of **D+** does not meet the graduation requirements for the MBA program and must be repeated.
- D = 1.0 grade point per semester hour credit: A grade of **D** does not meet the graduation requirements for the MBA program and must be repeated.
- F = 0 grade points per semester hour credit: A failure earned when the course was completed; no credit is earned.
- X = 0 grade points per semester hour credit: A failure earned due to excessive absences (see attendance policies) or official withdrawal procedure was not completed before the course began; no credit is earned.
- EM = not computed: Credit by examination.
- W = not computed: Withdrawal within the specified date, or after specified date with permission from the Adult and Graduate Studies Academic Committee. A grade of **W** is granted when a student withdraws from a course, using the published official withdrawal procedure, within the allotted time for withdrawal. (See section of Student Handbook regarding Procedure for Withdrawal from a Course.)

The "I" (incomplete) grade may be used in special situations. An "I" is temporary and not computed: The "I" represents incomplete work necessitated by a case of serious illness or

other emergency. This grade applies only to courses in which the student requested the professor to petition the Director of Academic Services for Adult and Graduate Studies to extend a course deadline prior to the last date of the course. When such extensions are granted, specific course completion deadlines are communicated in writing to the student and the Coordinator of Records and Registration. The "I" grade will be changed to the permanent "X" grade in cases where the student does not complete the required work by the extension deadline.

The number of grade points earned in a course is obtained by multiplying the number of semester hours for the course by the number of grade points per credit hour for the grade received in the course. The cumulative grade point average is computed by dividing the total number of grade points received by the total number of semester hours in courses in which grades have been received.

A grade of **C-**, **D+**, **D**, or **F** does not meet the graduation requirements for the MBA program, and the course must be repeated until a grade of **C** or higher is received. The grade of **C-**, **D+**, **D**, **F**, or **X** will be replaced in calculating GPA with the grade which the student receives when the course is repeated; however, the original grade will still appear on the transcript.

#### STANDARD OF WORK

A student will be placed on **academic probation** at any time the graduate cumulative grade point average falls below 3.00. The graduate student who is placed on academic probation must achieve a cumulative grade point average of 3.00 at the completion of an additional nine (9) semester hours. A student is removed from probation at the end of any semester in which the cumulative grade point average meets or exceeds 3.00.

#### ACADEMIC DISMISSAL

A student may be dismissed from the graduate business program after:

1. Receiving more than six (6) semester hours of "C" or lower;
2. Receiving a second final grade of "F" or "X";
3. Failure to achieve the required grade point average at the end of any probationary period.
4. Outstanding financial balance.
5. Department or Non-compliance with the Adult and Graduate Studies Student Handbook.

#### ACADEMIC INTEGRITY

Because of the importance of ethical behavior in business, and its emphasis in this program, academic dishonesty is not tolerated in the Young Executive MBA Program. Students should review the Academic Misconduct section of the Adult and Graduate Studies Student

Handbook for University policies and procedures.

If a student suspects another student of academic dishonesty, he/she should refer the incident to the professor who will report it to the Director of Academic Services.

#### ACADEMIC APPEAL PROCESS

Students may appeal academic decisions first to the professor, then to the Director of Academic Services, and finally to the Vice President of Adult and Graduate Studies. All appeals must be made in writing. Please see the Adult and Graduate Studies Student Handbook for University policies and procedures.

#### STANDARDS OF BEHAVIOR

Each member of the Adult and Graduate Studies community is expected to live honorably, considerately, and peacefully with other members of the Adult and Graduate Studies community. It is the goal of Adult and Graduate Studies that the standard of conduct be Christian and that the atmosphere of the campus be such as to include responsibility to all the community in Christian fellowship. As such, Adult and Graduate Studies student behavior expectations are based on the standards of the Church of the Nazarene and apply to all students while they are on the university premises.

Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the Adult and Graduate Studies community or which is detrimental to Adult and Graduate Studies' interest. In order to promote personal development, to protect the Adult and Graduate Studies community, and to maintain order and stability on campus, students who engage in inappropriate behavior may be subject to behavioral sanctions. Please see the Adult and Graduate Studies Student Handbook for University policy and procedures.

### **MBA COURSE DESCRIPTIONS**

#### **MBA – Management Major (36 credits)**

##### **MAN6113 Executive Leadership and Faith (3 credits/6 weeks)**

As the first course in the MBA program, this course affirms MVNU's commitment to raise up Christ-centered leaders. The course will explore how faith can be integrated with work and will provide guidance to business leaders who seek to base their decisions and behavior on biblical truths.

##### **MAN6023 Organizational Behavior (3 credits/6 weeks)**

A systematic examination of variables, psychological and sociological, that are important in the comprehension of individual motivation, the managing of groups, interpersonal relationships, and organizational effectiveness, as well as creativity and leadership within the organization.

##### **MAN6063 Management Ethics and Leadership (3 credits/6 weeks)**

An exploration of the issues of ethical and moral development relevant to formulating a personal philosophy of leadership developing a continuing renewal of personal and

professional growth. Students analyze their own values and ethics through interactive discussions and projects, and develop an integrative approach to ethics from a Christian management perspective that emphasizes fairness, integrity, honesty, and human dignity. Students also investigate practical perspectives of leadership.

**ACC6003 Managerial Accounting** (3 credits/6 weeks)

This course provides a comprehensive exploration of managerial accounting. The course focuses on the use of accounting data in the management of an organization. What accounting data are interesting and how they might be used depend on what the manager is seeking to accomplish and what other information is available.

**BSS6003 Managerial Statistics** (3 credits/6 weeks)

This course provides students exposure to the use of statistical procedures for the purpose of generating decision-making information. The course emphasizes an understanding of the conceptual basis of statistical methods with the purpose of enabling students to identify the appropriate statistical procedure to use with specific decision problems. The main topics include probability and distribution theories, interval estimations, hypothesis testing, chi-square test, regression, and multiple regression.

**MAR6003 Marketing Management** (3 credits/6 weeks)

An introduction to the theory and practical application of marketing principles. Special emphasis is given to developing a framework for analyzing strategic marketing situations by defining target markets and developing a marketing mix related to the market stakeholders of the organization.

**MAN6103 Operations Management** (3 credits/6 weeks)

A study of business processes, procedures and strategies used to transform inputs into finished goods and services. The course consists of two main components: a body of knowledge component and a critical thinking component.

**ECO6083 Business Conditions** (3 credits/6 weeks)

A study of the concepts of macroeconomics theory and policy: including classical, Keynesian, and contemporary economic models and their application to the business environment.

**MAN6123 Legal Issues in Management** (3 credits/6 weeks)

This course is designed to give students an understanding of the legal concepts, rights, obligations, and potential liabilities faced in the business environment. This course will also focus on the arena in which commercial transactions occur and the legal issues that arise with these transactions. It is the goal of this course to prompt students to proactively consider legal issues when making a business decision by utilizing critical thinking skills in case study analysis, application to a professional setting, presenting case briefings, and writing intensively and effectively.

**FIN6013 Corporate Finance** (3 credits/6 weeks)

A study of risk management, capital budgeting, cost of capital, capital structure, the function and role of capital markets, and analysis of financial statements.

**MAN6093 Global Business (3 credits/6 weeks)**

An intensive course designed to give a thorough understanding of the important dimensions of conducting business internationally. Students gain an appreciation of the complexities associated with international business including: the importance of cultural differences, choice of modes of entry, strategic marketing strategies, strategic human resource strategies, and important international business theories.

**MAN6043 Strategic Management (3 credits/6 weeks)**

A capstone study of how firms formulate, implement, and evaluate strategies. Students study strategic management concepts and techniques used to chart the future direction of different organizations. The major responsibility of the student is to make objective strategic decisions based on an integrated perspective of the program curriculum and to justify their decisions through oral and written communication.

**BSS5029 Business Internship (Co-op) (3 credit hours)**

A supervised co-operative experience performed in a professional environment representing a student's major discipline.

## Young Executive

### Master of Business Administration (YEMBA)

#### Internship Guide

This document complies with the internship policies established by MVNU as stipulated in "Internship Policies and Procedures 2004-2005" and defers any issue not addressed here to that approved University document.

Mount Vernon Nazarene University believes that internships play a vital role in the preparation of careers in various areas. The internship should be mutually beneficial to the student, the cooperating organization, and the University. This program guide details the expectations and requirements for the internship program offered by Mount Vernon Nazarene University in general and the Young Executive MBA internship program in specific.

The Young Executive MBA program is a 39 credit hour program (36 course credits and 3 internship credits) and takes approximately 11 months to complete. The program consists of three 12-week semesters. Students take four courses each term attending classes on Tuesday and Thursday, and are expected to work three days a week in a supervised professional internship. The internship must provide the student with exposure to the management aspects of the business or organization. Every effort will be made by Graduate Department Chair to match each student's professional interests with the most appropriate internship. Students will only be placed in organizations which can provide learning experience and supervision, and where the student can provide contributions to the organization.

BSS5029 Internship [1-3]. A supervised experience performed in a professional environment representing business administration. Prerequisite: Acceptance into the Young Executive MBA program.

The internship will be supervised by the Graduate Department Chair. The Graduate Department Chair will evaluate the student intern, the student intern will evaluate the Internship experience with the employer, and the employer will evaluate the student intern. This will occur at the end of each of the three terms. The student must complete at least 180 hours per semester and have satisfactory evaluations from the Graduate Department Chair and the Employer to receive one academic credit each of the three terms.

## **Employer Roles and Responsibilities**

The employer agrees to:

- provide the student with a meaningful, practical experience in a professional setting.
- provide the student with an opportunity to clarify career goals and refine professional skills.
- provide a professional and ethical environment.
- assist the student's integration of the ethical requirements of the work place with his or her own ethical heritage.
- provide an hourly wage of at least \$10 per hour.
- provide an orientation to cover expected levels of performance, professional demeanor, dress, courtesy for absences, etc.
- maintain contact with the Graduate Department Chair regarding the intern.
- allow students to have Tuesday and Thursday free so they can attend class on the main campus according to the established YEMBA course calendar.
- not require the student to work more than 20 hours per week during each term that students are in class on Tuesday and Thursday.
- arrange work days and hours with the students around the YEMBA course calendar, with no MVNU restrictions for hours worked before the program begins, during scheduled breaks during the program, or after the program is completed.

## **Graduate Department Chair Role and Responsibilities**

The Graduate Department Chair works on the student's behalf to maximize successful work experience, career planning, and job search information by acting as a liaison between students, alumni, participating employers, and the university. The Graduate Department Chair:

- secures potential employers
- assists in obtaining job interviews for YEMBA students
- establishes internship contracts between employers and the University
- maintains student internship records and provides them to the VPAA
- monitors the internship by visiting student interns and intern supervisors
- maintains and communicates internship evaluation criteria
- evaluates the intern and the intern provider
- grades the internship each term

## **YEMBA Student Role and Responsibility**

Students must actively participate in the internship selection process by providing the Graduate Department Chair with (1) information regarding the types of companies or organizations where they would like to work, and (2) a list of companies or organizations

where they are interested in interning. Students may use a current position in a company or organization as their internship if it provides exposure to the management aspect of the company or organization and if the time commitments can be adjusted to fit the YEMBA class schedule. All internships must be investigated and approved by the Graduate Department Chair.

All students will have access to a list of companies/organizations that have shown interest and are willing to participate in the YEMBA internship program.

After students have been matched to potential internships, it is the student's responsibility to arrange for an interview and proceed according to that company's interview and hiring process. Internships are not automatic; rather, students must interview and be hired as an intern by the company or organization.

The following are expectations and requirements for interns within the YEMBA program:

- must complete the MVNU Sexual Harassment course before beginning the internship.
- must maintain good academic standing in the YEMBA program.
- must have internship approved by the Graduate Department Chair prior to the commencement of the internship.
- pay all balances due to the University.
- must be supervised by someone other than a member of the student's immediate family.
- communicate regularly with the Graduate Department Chair regarding the progress and/or difficulties confronted in a professional and timely manner.
- abide by employer expectations regarding dress code, punctuality, work hours, and work expectations.
- be responsible and represent the University and the School of Business in a professional manner and be responsible to know and practice the highest ethical standards appropriate to the University and to the professional setting in which he or she is serving.
- provide his or her own transportation to the internship.

The following are the expectations of the intern in the workplace:

Personal Work Habits and Presentation of Self

- punctual and dependable
- self-reliant
- neatly and appropriately dressed
- pleasant, positive demeanor
- attentive to others

Skills in Task Performance

- completes assigned tasks

- attends to details
- manages time and energy well
- meets deadlines
- understands and follows directions
- seeks guidance when necessary
- demonstrates needed skills

#### Attitudes

- demonstrates an active desire to learn from and contribute to the organization
- open minded and does not rush to judgment
- accepts and makes positive use of criticism
- understands and accepts the necessity of dull and repetitive tasks
- inquisitive
- respects other's different skills and life orientation
- recognizes and accepts new challenges
- maintains professional confidentiality
- understands differences and strikes a balance between roles of employee and intern, and between organization's goals and one's own goals
- cooperative, flexible and adaptable
- demonstrates the ability to set, refine and fulfill one's own goals within those of the organization
- shows openness to self-evaluation
- seeks out resources within the organization and its affiliates

#### Skills in Human Relations

- adjusts to new circumstances, expectations, and people
- develops alternative ways to respond when prior expectations are not met
- questions and explores without putting others on the defensive
- sensitive to the needs and feelings of others
- listens to others
- copes well with unexpected problems
- demonstrates tact
- appropriately assertive of own views and concerns
- tolerance for ambiguity

### **Termination of Internship**

If the intern's performance or demeanor fails to meet that expected by the organization, the organization may ask the University through the Graduate Department Chair to remove the intern from the organization. If the violation of performance expectation is based upon legal and/or moral allegations or gross incompetence, the Graduate Department Chair may ask the intern to withdraw from the internship program without credit for that academic term.

If the organization's level of supervision and/or task assignments do not meet the University's expectations, the Graduate Department Chair may remove the intern from the placement. In such situations, the Graduate Department Chair will initiate a new placement. (To earn credit for a given academic term the intern must receive positive work evaluations and work at the internship at least 28 days in the term.)

### **Procedures/Deadlines**

Students must adhere to deadlines as they are posted. Adhering to deadline dates promotes the flow of materials, services, and events for the benefit of students and employers. Failure to meet deadlines reduces your chances of finding a job through the system.

### Choices in Your Employment Search

There are three recommended ways you may find an internship:

1. Contact prospective employers and follow established procedures to receive approval from the Graduate Department Chair.
2. Determine what type of work you would like to do and work with the Graduate Department Chair to find an appropriate employer.
3. Submit your resume to all potential employers on file with the Graduate Department Chair in an effort to find a match. This method is appropriate if you do not have a career or industry preference.

### Job Postings

The Graduate Department Chair will provide a list of possible internship opportunities. The job postings will contain employer information and basic job descriptions and requirements.

To proceed through employer interviews, students will need to:

- search and review the listing of job descriptions
- identify suitable jobs and employers
- submit your application to potential employers

### Job Search Tips

- Do not wait for things to happen: start looking for a job on your own.
- Take part in interview skills, networking, and job search workshops.
- Talk to neighbors, friends, and relatives. Ask them for suggestions and/or contacts.
- Read national and local newspapers for job openings.

- Use the Yellow Pages. Contact firms you are interested in working for. Follow up with a phone call. Always ask for referrals.
- Discuss leads or suggestions with the Graduate Department Chair.

### Résumé

The résumé acts as a door opener and allows an employer to quickly assess your qualifications. Most résumés are initially read for about 20 seconds; therefore, good résumés create a positive first impression by making sure they are:

- well organized
- free of errors (especially spelling and grammar errors)
- current

You are responsible for the creation of your résumé and having it ready when you apply to the program.

The Graduate Department Chair will provide prospective employers with documentation to clarify the agreement regarding minimum pay, work days vs. class days, maximum hours, appropriate work conditions, and activities.

### Cover Letter (optional, but strongly recommended)

Effective letter writing is an important aspect of your job search. A well written cover letter can relay your enthusiasm about the organization and explain what you can do for the organization based on your knowledge and experience.

Good writing takes time. Compose letters that reflect your personality. Do not copy someone else's letters. Send handwritten correspondence only when requested by the employer. Consider writing tailored letters for those positions that are a priority for you. Do not address your letters to an individual. Remove the salutation line.

### Falsification of Documents/Credentials

Students must not make false statements on their résumé or any other documents contained in their application package. Students found guilty of falsifying or misrepresenting themselves on these documents may be suspended or expelled from the University.

## **FAQ's**

### What is the YEMBA Internship program?

The YEMBA Internship program is co-operative education. Co-operative education is an educational model that formally integrates academic studies with relevant work experience. YEMBA students alternate days of school and work in appropriate organizations.

### Why Choose an Internship Program?

It helps you to...

- clarify your career plans and preferred working style so you can pinpoint the type of job you want after graduating
- apply theoretical knowledge gained in the classroom

- improve your interview skills and learn how to confidently promote yourself to an employer
- gain relevant work experience
- learn workplace etiquette
- improve your organizational and time management skills
- earn a salary to help finance your education
- develop a professional résumé with a solid work history
- get hands-on experience with the latest tools or methods in your field
- build business contacts to assist in finding employment upon graduation
- try working in your chosen field without a long-term commitment

#### How Much Are YEMBA Interns Paid?

MVNU requires that employers pay at least \$10 per hour but they may pay more.

#### **Finding a Suitable Job for You**

How will you know what is a suitable job opportunity for you? Selecting opportunities that will match your skills and interests is challenging. What kinds of jobs should you be seeking? You will want to search for employment opportunities that will allow you to enhance your existing skill set and/or add new skills. These positions also allow students to develop their professional work habits and confidence in their abilities. Once you have identified your skills and interests, you will want to do some employer research to: (1) see if you are interested in working for a particular company or organization, (2) find out about different types of jobs or work that you may be hired to do, and (3) prepare for your interview. Timing will be crucial with this activity. You must investigate the job opportunity as thoroughly as possible before applying. Remember, only apply to positions that you intend to accept.

#### Type of Information to Research

- History and potential growth for employer and industry
- Restructuring, downsizing, re-engineering activities
- Products and services
- Location(s) of your employment
- Annual sales for past year(s) compared to industry trends
- Employer's major competitors
- Ownership of organization, impact of family ownership on advancement potential
- For a non-profit organization, its purpose, funding, clientele, and functions/activities
- Management style, corporate culture
- Number of employees
- Organizational structure, working climate/atmosphere, workload
- Subordinates' participation in decision-making activities

- Training and development programs
- Career path/promotion policies
- Use of technology, amount and type of equipment

Some sources for research are: Chambers of Commerce, websites, or the company itself. If your network includes someone who works within, or has knowledge of the organization, they will be an excellent source of information that would not be available to the general public.

### Read job descriptions carefully

A job description may be brief and may not describe all facets of the job exactly since it is submitted several months in advance of the start of the work term. Once the job has begun, your responsibilities may change to better suit your capabilities or meet the changing priorities of the employer. In the interview, you should determine in as much detail as you need what activities the job entails.

Before you apply, read the job description thoroughly so that you are aware of all of the employer's expectations. Some organizations may have more than one job available.

## **Interviews**

One of the most important factors contributing to your success in getting a job is how well you do in the interview with the employer.

### Procedures

Be punctual. Arrive at least five minutes before your interview. Confident and professional interview behavior is essential to your success. This is your chance to make a dynamic first impression and to engage the employer in a discussion of your capabilities and suitability for the job in question. Remember to expand on the information you have provided in your résumé (the employer has already read your documents - they now want to know more detail about you!!) and to reinforce the skills and interests you have for this employment.

Once your interviews have concluded, you must refrain from further contact with potential employers except to thank them for interviewing you. If you have a concern about the interview process, contact Graduate Department Chair.

If you have been matched with a job, we recommend that you prepare a letter of acceptance (i.e., to acknowledge your employment match, confirm your understanding of the salary and the start date, etc.) and send it to the employer by e-mail or post.

### Your Rights

There are certain legal restrictions regarding what a prospective employer may ask in an interview. The following are areas that you should not be asked about and you are not legally required to discuss:

- birthplace, ancestry, ethnic origin, and place of origin
- gender, gender orientation, marital status, and family status
- age
- race and color

- religion and creed
- citizenship
- education
- criminal record
- handicap(s)
- membership in an organization

Although it is the responsibility of the interviewer to know the law, this may not always be the case. Be informed about your rights.

If you're in the middle of an interview and have just been asked what is clearly an illegal question, what should you do? There is no clear-cut answer. Here are some ideas:

- You may be able to answer the hidden question. Try to think of what information the employer is trying to elicit. For example: "Do you have or plan to have children?" may be a disguise for "Are you going to be able to work overtime?" or "Will you be requesting time off for school holidays/events?"
- Respond with the question, "Why do you ask?" This may cause the employer to clarify the question. Note that asking this may offend some employers.
- State, "I don't feel obligated to answer that" or "That question is inappropriate." Again, this may offend some employers.

### **Job Offer Assessment**

Consider the following when assessing a job:

#### Company

- your comfort in the field or industry, i.e., government/private sector
- size, growth rate, and market potential
- job security
- facilities and working conditions
- desire to work at the company

#### Management and Co-Workers

- professional caliber
- stability
- compatibility

#### Job

- duties and responsibilities
- opportunities
- match with your abilities
- training
- experience for future jobs
- travel and overtime

- compatibility with your career goals

If you are considering the organization as a possible employer after graduation, assess:

Potential for Promotion

- how and by whom performance is judged
- number of realistic opportunities for promotion

Compensation

- starting salary and long-term outlook
- other benefits, i.e., insurance, stock options, educational leave, rental car

Additional points to consider:

- Working only for money can cause unhappiness and discontent, but salary is an important consideration. Estimate what you need for basic expenses and add a value for your skills and experience to determine a minimum salary. Base your figure on industry research.
- Liking your work and your co-workers as well as supporting the philosophy and goals of the company is important.
- Respond to the offer by the date requested. If you need additional time to consider the offer, ask, but be reasonable in your request.
- When you accept a job offer, confirm your agreement in writing.

Confirm With Employer

Write a letter to your employer confirming your work arrangements.

### **Payment of Vacation Days, Overtime, Severance**

Employers are ***not necessarily required*** to provide students in part-time internship positions with vacation pay, overtime pay, or statutory holidays. Some employers, however, may include compensation for these as part of your salary. Also, employers may not be required to pay part time internship students notice or severance pay in case of termination of employment before the agreed upon end date of the program.

It is in your best interest to find out the employer's policy on compensation during the job application/interview process. Employers often handle absences in the same manner as other temporary full-time employees.

### **Harassment and Discrimination**

Every student must complete the MVNU web based Sexual Harassment course before beginning the internship. Every person who is an employee has the right to be free from harassment in the workplace. Harassment refers to unwanted comments or conduct that affect the work environment detrimentally. It is often a subtle or overt abuse of power by someone in authority.

Harassment includes:

- unnecessary touching

- leering or suggestive remarks
- reprisal for rejection of sexual advances
- explicit pin-ups and graffiti
- degrading jokes and comments

#### What to do

- do not blame yourself.
- do not ignore the problem.
- if the harassment persists, or you fear repercussions, document the harassment. Include dates, times, locations, witnesses, and details of all incidents.
- always inform the Vice President for University Relations at MVNU to find out what your rights are and the proper procedure to report the situation.

You may also inform someone at your workplace (manager, human resources representative). You may choose to address the concern in writing and ask for a written response. Keep copies of everything.

### **Medical Insurance**

As a YEMBA student, you should ensure that you have adequate medical coverage, just as you should have had during your undergraduate program. Your employer will most likely not provide coverage for you as a part-time employee.

### **Non-Compete Agreements**

An increasing number of employers (especially in the U.S.) are asking their employees to enter into non-compete agreements. Entering into non-compete agreements with employers should be done only after careful consideration as doing so may prevent you from working for certain other employers for a defined period of time following the work term. If you are concerned about entering into a non-compete agreement or do not understand the ramifications of such, you should consult a lawyer.

Four kinds of non-compete agreements restricting employees' use of company information are: non-competition agreements, non-solicitation agreements, non-disclosure agreements, and confidentiality agreements.

#### Non-competition agreements

You can't work for a competitor of the employer or compete with the employer after you end your employment. This agreement stops you from using knowledge gained from the employer to benefit a competitor.

#### Non-solicitation agreements

After having left an employer this agreement bars you from seeking or doing business with its customers.

#### Non-disclosure agreements

This prevents you from using your former employer's proprietary and/or confidential business information. It also stops you from making this information known to others for their

benefit.

### Confidentiality agreements

Similar to a non-disclosure agreement, a confidentiality agreement anticipates the exchange of confidential, technical, or business information between employer and employee. It requires the recipient to safeguard and protect the information.

## **Intellectual Property**

### What is Intellectual Property?

Intellectual Property (IP) concerns the creation of a knowledge-based product. You cannot "own" ideas in your head: they must in a tangible form, such as drawings, reports, plans, or specifications. Then they become intellectual property, and are protected by laws.

### Recognizing Contributors

Regardless of who owns the intellectual property, contributors should receive appropriate recognition. Reports or drawings prepared by students should include the student's name on the documents.

Note that for some items (such as technical manuals, software, or advertising copy) it may be impractical for the creator to be identified.

In the particular case of patents, the creator must always be identified, even if the ownership is assigned to someone else. If a student invents something during a work term and the employer patents it, the student is named as the inventor, but the employer typically owns the invention and the resulting patent. This general rule also applies to copyright.

### Contracts

Take care to define intellectual property rights when you are hired. The employment contract is the best place to specify ownership of intellectual property developed during employment. In addition, many contracts include a non-disclosure agreement: you may not discuss any information that is not publicly known, during or after a work term. It is very important for you to read IP agreements carefully; if something is unclear, ask or seek independent counsel.

## **Worksite Visit**

The Graduate Department Chair is the University's primary contact for employers and students during the work term. The Graduate Department Chair will contact the intern's work supervisor each term to evaluate the intern's performance and the internship experience with the employer. Upon request the Graduate Department Chair will meet with you to discuss your internship experience. Should you require assistance during the work term, please contact the Graduate Department Chair.

## **If I Have a Problem While on a Work Term, Who do I Contact?**

If you encounter a problem during your work term, first make an attempt to solve it through your supervisor. However, if your supervisor cannot help you to solve the problem call or e-mail the Graduate Department Chair.

### **Start, End, and Length of an Internship Arrangement**

The job can begin before the YEMBA program begins and last beyond the end of the program. The intern must start no later than the first Monday after fall classes begin and should end no sooner than the last Friday of your final semester of courses. Confirm your work term dates with your employer.

### **Income Tax**

At the beginning of your internship program you will likely be expected to complete a W-4 form for tax purposes. You do not need to pay taxes if your income is below the exemption limit; otherwise you are expected to pay taxes. Your employer can provide a more detailed explanation of paying income tax when you begin your work term.

**PROGRAM GUIDE**

**FOR THE**

**Master of Arts in Education (MAEd)**

## Master of Education Program Guide

<b>MASTER OF ARTS IN EDUCATION</b> .....	144
Definitions of MAEd Programs .....	144
Statement of Purpose for Curriculum and Instruction (C&I) Program .....	144
Statement of Purpose for Professional educator's license (PEL) Program .....	144
Statement of commitment from the School of Education at MVNU .....	145
<b>ADMISSION REQUIREMENTS</b> .....	145
Admission requirements for the Curriculum and Instruction (C&I) Program .....	146
Program Continuation (for C&I) .....	147
Admission for Applicants With A Felony Record (C&I Program) .....	147
Admission Requirements for the Professional Educator's License (PEL) Program.....	148
Program Continuation (for PEL).....	149
Admission Process for Applicants With A Felony Record (PEL PROGRAM).....	149
<b>MUTUAL EXPECTATIONS</b> .....	149
What Students Can Expect From The MAEd Program.....	149
What The MAEd Program Expects From Students .....	151
<b>FINANCIAL AID INFORMATION</b> .....	152
Federal Stafford Student Loan.....	152
Unsubsidized Stafford Loan.....	153
Title IV Funds.....	153
Family Discount .....	153
<b>PAYMENT OPTIONS FOR GRADUATE CLASSES</b> .....	153
<b>(PEL AND C&amp;I)</b> .....	153
Billed by semester.....	153
Tuition Refund Policy: .....	154
<b>ACADEMIC INFORMATION</b> .....	154
Class Attendance.....	154
Field experience attendance policy (PEL Program Only) .....	156
Student teaching attendance policy (PEL program only).....	156
Tardiness Policy.....	158
Procedure for Withdrawal from a Course.....	158
Procedure to Add a Course .....	159
Withdrawal from the MAEd Program .....	160
Academic Standing policies .....	160
Satisfactory Academic Progress Standards.....	161
Academic Probation and Dismissal .....	161
Student Disenrollment.....	161
Graduation Requirements.....	161
Academic Integrity .....	162
Academic Appeal Process .....	162
Standards of Behavior .....	162
<b>MAED COURSE DESCRIPTIONS</b> .....	163
Curriculum and Instruction Program Courses.....	163
Professional Educator's License Program Courses.....	165

## **MASTER OF ARTS IN EDUCATION**

### DEFINITIONS OF MAED PROGRAMS

Mount Vernon Nazarene University Adult and Graduate Studies offers two separate programs (also known as majors) in the Masters of Arts in Education program: Curriculum and Instruction (C&I) and Professional Educator's License (PEL).

The Curriculum and Instruction program (C&I) is designed for *current* (licensed) teachers who wish to pursue a master's degree. The Professional Educator's License (PEL) program was developed for individuals who would like to pursue a career in teaching, but don't currently have an education degree or license. The PEL program prepares students for entry year teaching positions in the public and private schools in Ohio.

### STATEMENT OF PURPOSE FOR CURRICULUM AND INSTRUCTION (C&I) PROGRAM

The purpose of the Master of Arts in Education Curriculum and Instruction program is to equip current teachers to resolve the instructional and curricular problems as they function in their particular educational settings. Curricular and instructional practices are constantly changing as the nation advances through the 21<sup>st</sup> century. Therefore, the University expects graduate education students to develop an interest in and a capacity to assume responsibility for professional self-renewal.

This purpose is fulfilled in the graduate education program by special features which:

- Derive from the University mission by encouraging school personnel in their Christian commitment and service to society.
- Utilize the theme "Research, Trends and Issues in Education" for the core foundation;
- Focus on "Effective Classroom Instruction" in the required curriculum and instruction component;
- Provide a selection of courses designed to strengthen elementary and secondary teachers' knowledge, values and skills; and
- Culminate in a research project of instructional significance to the classroom or school district.

### STATEMENT OF PURPOSE FOR PROFESSIONAL EDUCATOR'S LICENSE (PEL) PROGRAM

Before the initiation of the Master of Arts in Education program in 1995, the question of how to earn teacher licensure along with a master's degree was being asked. Given the current and anticipated shortage of teachers in Ohio and in the nation, the PEL program has been designed to help meet an important need. Further, individuals who have tried other careers and find themselves now being called to teach as adults will be able to achieve their goals through the PEL program. As in the undergraduate program, MVNU will prepare these candidates to be compassionate, committed, and competent teachers.

### STATEMENT OF COMMITMENT FROM THE SCHOOL OF EDUCATION AT MVNU

The School of Education provides a framework for advanced study within which students, guided by the staff, strive to become teachers of the highest quality. The national and international reputation of our school depends, in part, upon maintaining a student body of superior abilities. Students must, in some measure, reflect and surpass the scholarly accomplishments of the faculty under whom they study. Because of the emphasis on individual programs of study, students have the opportunity to challenge traditions and to contribute new knowledge. It is important that faculty members develop themselves and their students to the highest degree of scholarship for personal and scientific enrichments. This challenge for high achievement creates a dynamic atmosphere for graduate studies.

### **ADMISSION REQUIREMENTS**

The School has adopted the admission standards outlined in the Catalog of the Graduate program. Applications for admission to the MAEd program may be obtained from and must be submitted to the Department of Adult and Graduate Studies. Each of the majors, Curriculum and Instruction (C&I) and Professional Educator's License (PEL) have admission requirements specific to their respective programs, however, the general MAEd program admission procedure requires:

1. internet access.
2. email access.
3. sexual harassment training.
4. ability to sit through four hours of class one night a week.
5. ability to attend a class through its entirety.
6. ability to operate a computer keyboard.
7. ability to arrive to class by scheduled start time and leave class at scheduled finish time.
8. a completed graduate application form *and* payment of \$100 tuition deposit;
9. official transcripts of all undergraduate *and* graduate work mailed directly to the Adult and Graduate Studies admissions office by the college, university, or seminary;
10. letters of recommendation from persons well acquainted with the applicant's academic and professional abilities mailed directly to the Coordinator of Graduate Studies in Education by those writing the recommendations.

## ADMISSION REQUIREMENTS FOR THE CURRICULUM AND INSTRUCTION (C&I) PROGRAM

### **Regular admission to the C&I Program**

In addition to completing an application, submitting transcripts of university work and providing two letters of recommendation, applicants for regular admission must have:

1. a baccalaureate degree from an accredited institution with at least a cumulative grade point average of 3.00 (on a 4.00 scale);
2. or have had a valid teaching license, a copy of which must be submitted with the application; and
3. an entrance interview with a designated administrator in Graduate Studies in Education.

The Coordinator of Graduate Studies in Education may grant special student status for the enrollment of applicants who are unable to provide all required documents.

### **Conditional admission to the C&I Program**

Applicants who do not meet the grade point average requirement for C&I may be granted conditional admission by having:

1. a baccalaureate degree from an accredited institution;
2. an official score report from the PRAXIS I test indicating the applicant has earned a score of 175 or above on each of the three areas of reading, mathematics, and writing;
3. or have had a valid teaching license, a copy of which must be submitted with the application;
4. an entrance interview with a designated administrator in Graduate Studies in Education.

Conditional admission status continues for the first twelve (12) semester hours of graduate work. If the student has achieved a grade point average of at least 2.5 at the end of those 12 hours, the student will be recommended for regular admission status.

A student who is not seeking a graduate degree, but who wishes to pursue personal or professional development may be admitted as a non-degree seeking student. An applicant who does not have a valid teaching license must arrange for submission of official transcripts from all colleges and universities previously attended.

All Master Degree students must complete:

1. EDU6063, EDU6013 and EDU6083 within the first eighteen (18) hours of the program; and

2. the regular admission process.

Nine (9) hours of course work taken as a non-degree seeking student may be applied toward the degree program of study.

Special topics courses (EDU6089) constitute a maximum of six (6) elective hours towards the degree.

### **Guest student admission requirements To the C&I Program**

Guests are not enrolled full time as students at MVNU, but to receive credit for their work in the C&I program must have:

1. a baccalaureate degree from an accredited college or university;
2. or have had a valid teaching license, a copy of which must be submitted with the guest application.

If a guest student decides to seek the MAEd degree, he or she must complete EDU6013 and EDU6083 within the first eighteen (18) hours of the degree along with the regular admission process.

Nine (9) hours of course work taken as a guest student may be applied toward the degree provided it fits into the student's program of study. One restriction is that special topic courses can constitute a maximum of six (6) elective hours toward the degree.

### PROGRAM CONTINUATION (FOR C&I)

A student with regular admission status will be placed on academic probation at any time that the graduate cumulative grade point average falls below 3.00. The graduate education student who is placed on academic probation must achieve a cumulative grade point average of 3.00 at the completion of an additional nine (9) semester hours. A student is removed from probation at the end of any semester in which the cumulative grade point average meets or exceeds 3.00.

### ADMISSION FOR APPLICANTS WITH A FELONY RECORD (C&I PROGRAM)

Teachers are held to a higher moral standard than other professionals in our society. However, MVNU recognizes that there may be circumstances that mitigate the need to address the process of admission to the MAEd program for candidates who may already have been convicted of a felony level crime. When an individual with a felony record applies for acceptance into the Adult and Graduate Studies MAEd program, the following procedure will be implemented:

1. The applicant will write an essay of petition to the Director of Enrollment Management including:

- What happened; the date of the crime, what kind of crime was committed and where (what county and state) the crime was committed.
- Whether or not the applicant is on probation and if so, the name, address and phone number of the probation officer(s).
- A summary of what the applicant believes has changed in his/her life since the conviction and how a degree will help accomplish any personal goals.

If probation is on going, the applicant must supply a certified copy of the “sentencing entry of court” and conditions of probation from each court where convicted. After receipt of the above documents, an interview may be requested.

When an individual has been convicted of a violent crime, (i.e. sexual offense, assault & battery, murder, etc.) the above procedure will be followed, and

1. The applicant will be scheduled for an interview.
2. If probation is ongoing, the applicant must be recommended in writing by the probation officer responsible for the applicant’s case and a copy of the conditions of probation provided.
3. The Associate Vice President for University Marketing and Adult and Graduate Studies Enrollment Management will meet with legal counsel to review all information/documentation.
4. All information/documentation, including the recommendation of Adult and Graduate Studies’ legal counsel, will be presented to the Adult and Graduate Studies Admissions Committee for action.

#### ADMISSION REQUIREMENTS FOR THE PROFESSIONAL EDUCATOR’S LICENSE (PEL) PROGRAM

##### **Regular admission to the PEL Program**

In addition to completing an application, submitting transcripts of university work and providing three letters of recommendation, applicants for regular admission must have:

1. a baccalaureate degree from an accredited institution with at least a cumulative grade point average of 2.00 (on a 4.00 scale);
2. an entrance interview with a designated administrator in Graduate Studies in Education.

##### **Conditional admission to the PEL Program**

Applicants who do not meet the grade point average requirement for PEL may be granted conditional admission by having:

1. a baccalaureate degree from an accredited institution;
2. an entrance interview with a designated administrator in Graduate Studies in Education.

Conditional admission status continues for the first twelve (12) semester hours of graduate work. If the student has achieved a grade point average of at least 3.00 at the end of those 12 hours, the student will be recommended for regular admission status.

#### PROGRAM CONTINUATION (FOR PEL)

A student with regular admission status will be placed on academic probation at any time that the graduate cumulative grade point average falls below 3.00. The PEL student who is placed on academic probation must achieve a cumulative grade point average of 3.00 at the completion of an additional nine (9) semester hours. A student is removed from probation at the end of any semester in which the cumulative grade point average meets or exceeds 3.00.

#### ADMISSION PROCESS FOR APPLICANTS WITH A FELONY RECORD (PEL PROGRAM)

Individuals with a felony record will not be admitted to the Professional Educator's License program due to the State of Ohio standards (effective July 1, 1987) which require that any person wishing to be admitted to a program for teacher licensure and wishing to be recommended by the institution for an Ohio license must be deemed to be of good moral character as defined below:

*A person shall be deemed to be of good moral character provided that said individual had not pleaded guilty to or been convicted of any felony, any violation of Section 2907.04 (corruption of a minor) or Section 2907.06 (sexual imposition), or Division (a) or (c) of Section 2907.07 (importuning) of the Revised Code, any offense of violence, theft offense, or drug offense that is not a minor misdemeanor, or any substantively comparable ordinance of a municipal corporation or of another state.*

All PEL students will be asked to sign and have witnessed a copy of an Affidavit of Good Moral Character verifying they agree to the above conditions.

### **MUTUAL EXPECTATIONS**

#### WHAT STUDENTS CAN EXPECT FROM THE MAED PROGRAM

##### **Quality Education and a Useful Degree**

In order to provide the theoretical and practical real-world education one needs to be a successful leader, Adult and Graduate Studies offers a rigorous curriculum that includes both classroom and out-of-classroom activities. Although the undergraduate program is rigorous, faculty and students both proceed with the assumption that a masters-level education is, and should be, even more demanding than an undergraduate education.

The curriculum and programs are under constant review and revision in order to maintain the relevance of our curriculum to the constantly changing needs of the education community. University committees seek regular feedback from students, recent alumni, corporate recruiters, and leaders in the education community to ensure we are serving all groups by offering degrees that are relevant and useful. While MVNU attempts to provide a relevant and useful degree, it cannot guarantee employment or advancement in employment.



### **Prepared Faculty**

Faculty will treat their obligations for classes as they would treat any serious professional responsibility. This includes preparing thoroughly for class, starting each class session on time, holding class for the established scheduled period, ensuring that students comprehend the covered material and providing timely feedback on assignments and exams. Faculty should provide reasonable notice of any changes to meeting times, test dates, or assignment deadlines.

### **Being Treated with Dignity and Respect**

Students can expect relations with faculty, staff, and other students to be positive, supportive, and courteous. Should a student observe or experience anything otherwise, the student is encouraged to contact the Coordinator for Graduate Studies in Education or the Vice President for University Relations.

### **Consistent and Timely Information**

Through e-mail, classes, and information sessions, the Adult and Graduate Studies program makes every effort to coordinate services and to communicate policy and program changes so that all students, faculty, and staff distribute consistent information. If a discrepancy is noted, the appropriate office should be contacted to clarify information.

### **Ethics and Integrity**

Faculty and staff are held to the highest standards of personal integrity. Should a student observe or experience questionable ethics on the part of faculty or staff, the student should contact the Program Coordinator or Vice President for University Relations for reporting and correction of the problem.

### **Appropriate Learning Environment**

Learning takes place in a non-threatening, supportive, and cooperative environment. Students can expect that faculty, staff, and other students will maintain and contribute to an appropriate learning environment free of harassment and derogatory comments about ideas, analyses, background, or perspectives.

## WHAT THE MAED PROGRAM EXPECTS FROM STUDENTS

### **Prepared Students**

Students should treat classroom obligations as they would treat any serious professional responsibility. This includes preparing thoroughly for *each* class session according to the instructor's requests, arriving on time for class and remaining until the end of each class session, participating constructively in class discussions and activities, and observing and adhering to the deadlines for assignments and projects set by the instructor.

### **Ethics and Integrity**

Students should maintain the highest standards of personal integrity in all interactions within Mount Vernon Nazarene University as described in the Adult and Graduate Studies Student Handbook. Unethical behavior robs one of the benefits to be obtained from the educational experience and damages the educational environment for others; it will not be tolerated. Cases of such behavior may go before the Adult and Graduate Studies Student Behavior Committee for appropriate disciplinary action.

### **Knowledge of Adult and Graduate Studies Policies and Requirements**

Relevant information is available through this handbook, the Adult and Graduate Studies Student Handbook, mailings, electronic mail, postings (on bulletins boards, outside classrooms), and announcements in class. Students are expected to utilize these information sources and be familiar with the policies and program requirements of the University and the Adult and Graduate Studies office. The Adult and Graduate Studies offices can answer questions and clarify information.

### **Participation in Continuous Improvement of the School**

Student feedback is vital to Adult and Graduate Studies' efforts of continuous improvement in meeting students' educational needs and expectations. Adult and Graduate Studies continually seeks student feedback through surveys and course evaluations.

### **Personal Responsibility**

Learning is not a passive activity; it requires active participation on the part of students individually and as a group. Students are expected to actively contribute to classroom discussions, study groups, and co-curricular activities. Students are expected to communicate course-related problems to faculty, follow the program's course of study, and ask questions if program requirements or policies are unclear.

Students are expected to follow the program of study as it is outlined in the schedules sent out by the Adult and Graduate Studies office. If a student faces a personal situation that affects his/her ability to complete the program as outlined, the student may speak to the Program Coordinator to determine the appropriate course of action.

Students are also expected to communicate with faculty about missing class *prior* to an absence. Professors may be willing to work with students on any missed homework, quizzes, or projects if given advance notification.

### **Professional Behavior**

The Adult and Graduate Studies programs are professional environments, and all faculty, staff, and students should be treated appropriately, *in and out of the classroom*. This offers each student an opportunity to learn and practice professional behavior in a safe environment. In that spirit, inappropriate behavior is as equally unacceptable in the University setting as in the corporate domain.

## **FINANCIAL AID INFORMATION**

A loan is a form of financial aid that, along with any interest charges, must be repaid. These loans are available to Adult and Graduate Studies Master of Arts in Education students.

### **FEDERAL STAFFORD STUDENT LOAN**

This is a need-based loan program that allows students to borrow money from eligible lenders for the purpose of financing their education. The federal government pays the interest on the loan while the student is in school and during the six-month grace period

after enrollment ends. Repayment begins after the grace period. If you qualify for a Stafford Loan, an application will be provided.

#### UNSUBSIDIZED STAFFORD LOAN

Students can be eligible for an unsubsidized loan even if they are not eligible for a Federal Stafford Loan. The grace period and repayments are the same as the Federal Stafford Loan, but students are responsible for paying all of the interest that accrues while they are in school. If you qualify for this loan, an application will be provided.

#### TITLE IV FUNDS

In order to receive Title IV funds, you must complete a Free Application for Federal Student Aid (FAFSA). You may complete the FAFSA on the worldwide web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application, the "School Code" for Mount Vernon Nazarene University Adult and Graduate Studies is "E00782."

#### FAMILY DISCOUNT

A family discount is awarded when a student in any Adult and Graduate Studies program has an unmarried dependent enrolled as a full-time student in the traditional undergraduate program at Mount Vernon Nazarene University. The child will receive a ten (10) percent discount on tuition provided parent and child are concurrently enrolled.

### **PAYMENT OPTIONS FOR GRADUATE CLASSES (PEL AND C&I)**

#### BILLED BY SEMESTER

- Individual course payment in full due first day of class
- FAFSA – Federal Stafford Student Loans
- Private loan
- Employer reimbursement (letter of verification required). Payment in full from the employer is due within four weeks of the course end date if grade verification is required.

#### **Please note:**

If bill is not paid in full by the end of the semester:

- Grades and transcripts will be held until balance is paid in full.
- May not register for additional courses if there is any past due balance.

### TUITION REFUND POLICY:

- 100% refunded for withdrawing before course begins.
- If a student withdraws from a course after the course has begun due to illness, work responsibility, family emergency or military duty which causes the student to miss one (1) or more nights of a course that has less than four (4) sessions; or two (2) or more nights of a course that has four (4) to six (6) sessions; or three (3) or more nights of a course that has more than six (6) sessions, the student will receive a “W.” The student’s account will be credited if the student provides written documentation of the stated reason for withdrawing. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (The written documentation must be received by the Adult and Graduate Studies Student Accounts’ department within 30 days of the course withdrawal.)

Mount Vernon Nazarene University follows the Title IV Federal refund policy. This policy is subject to change as required by Federal law and regulation.

## **ACADEMIC INFORMATION**

### CLASS ATTENDANCE

Due to the accelerated nature of the Adult and Graduate Studies program, absence from a class may seriously jeopardize the student’s learning and success. Therefore, class attendance is mandatory, and the facilitating instructors will comply with the attendance policies. **It is the responsibility of the student to communicate directly with the facilitating instructor in the case of an emergency situation where the student is not able to attend a class.**

If a student has an emergency situation, the following the policies will apply.

#### **Policies for Courses With One to Three Class Sessions**

In any course that has less than four sessions, one (1) absence will result in the student having to retake the course.

#### **Policies for Courses With Four to Eight Class Sessions**

1. If a student misses **one (1)** class session in a course with four to six sessions, the absence will result in the student choosing one of the following options (A or B).

2. If a student misses up to **two (2)** class sessions in a course with more than six sessions, the absence will result in the student choosing one of the following options (A or B).

**Option A**

The absence will result in a 5% drop in the final course grade.

**And**

All make-up work for absenteeism will be determined by the facilitating instructor. The student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the night of absence, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the facilitating instructor prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

**Option B**

The student will complete a six-page paper on one of the **Additional Assignment Topics (For an Absence)** for that particular class session listed in the Faculty Guide of the curriculum. The facilitating instructor will need to approve the selected topic and will determine if the quality of the paper fulfills this assignment. The paper will include a title page, a reference page, and four pages of content. The paper must be submitted typed or word processed and in APA format.

**And**

All make-up work for absenteeism will be determined by the facilitating instructor. The student should see the instructor regarding out-of-class assignments that were due during the missed class session. The student should also see the instructor regarding in-class work and/or presentations missed due to absence. Example, if a class presentation by the student was scheduled for the missed class session, a video tape of the presentation may or may not be acceptable by the facilitating instructor. If the video presentation is acceptable, the student will be responsible for making the tape. MVNU will not be able to guarantee any assistance in the production of the video tape. The student should contact the facilitating instructor prior to making the video presentation to get approval. If a video presentation is allowed, the presentation may or may not be shown in a regular class session. If not shown in a regular class session, the facilitating instructor will view it privately.

3. If a student misses **one (1)** class in the same course that has less than four sessions or **two (2)** classes in the same course that has four to six sessions or **three (3)** classes in the same course that has more than six sessions, the student will

automatically receive a grade of **X** and will have to repeat the course. The tuition for the repeated course will be the same as the other students in the new group. There are three exceptions to this policy: (1) **written verification** from an accepted\*\* official medical source that a personal medical situation (such as hospitalization) was the cause of **ALL** absences, or (2) **written verification** from an official military source that **required** military duty was the cause of **ALL** absences, or (3) **written verification** of a work conflict by the student's employer. Students absent under any of these exceptions will be required to repeat the entire course.

4. The only grades that facilitating instructors are allowed to issue are: **A, A-, B+, B, B-, C+, C, C-, D+, D, F, I,** and **X**. Under the above situations, the grade of **X** will be issued until the course requirements are satisfied. To receive a grade of **I**, the student must request the instructor to petition the Director of Academic Services for Adult and Graduate Studies prior to the last date of the course. The grade of **I** will not be issued to students receiving Veterans' Administration benefits due to specific Veterans' Administration regulations.

\*\*The Vice President for University Relations shall determine what is acceptable for the above-defined withdrawals.

#### FIELD EXPERIENCE ATTENDANCE POLICY (PEL PROGRAM ONLY)

All students of the Professional Educator's License program will be responsible for spending 75 clock hours in Field Experience I and 75 clock hours in Field Experience II in a setting approved for the given field experience. A record of attendance must be kept and initialed by the cooperating teacher for each visit to the classroom. This information should be submitted to the University Supervisor. It will be kept as a part of the student's permanent file as documentation that the student has met the required number of hours in the classroom. The student is expected to structure the field experience in a way that works best for the student's schedule. **All field experiences must be completed before the student is able to begin their 10 weeks in a student teaching placement.**

#### STUDENT TEACHING ATTENDANCE POLICY (PEL PROGRAM ONLY)

All students in the Professional Educator's License program are responsible for completing **10 full weeks in the assigned setting(s) for student teaching**. There are several specific policies on the overall experience of student teaching (as listed in the Graduate Student Teaching Handbook). Here, only the attendance policies will be addressed:

1. Student teachers are required to attend pre-student teaching orientations as scheduled. Failure to attend the orientations can result in automatic dismissal from the program.
2. Student teachers will not be excused from student teaching or the Student Teaching Seminar in order to work or take part in personal activities. The student teacher may be excused for employment interviews with school officials, significant student teaching assignment activities (parent conferences, faculty meetings, etc.) or athletic events IF prior arrangements are made with the Student Teaching Coordinator, University Supervisor and cooperating teacher.

3. Student teachers are expected to honor the school calendar as established by the public school system, regardless of the University calendar.

4. Student Teaching Absences:

For an effective student teacher, as well as an effective teacher, continuity of instruction depends upon presentation and follow-up of quality lessons and this can only happen with regular attendance. Any deviation from this practice interrupts the transition from one lesson to another and one day to another. Excessive absences prevent the student teacher from participating fully in the teaching process. Any potentially negative impact of an absence may be avoided by advance planning with the cooperating teacher and supervisor.

Absences during student teaching will be acceptable for ONLY the following:

- Personal illness
- Death in immediate family
- Employment interviews
- Other appropriate personal reasons (detailed in the Graduate Student Teaching Handbook)

An absence of one half day to one full day will be counted as one day of absence. An absence of one hour to one half day will be counted as one half day absence. The University Supervisor and the cooperating teacher must approve an absence of less than one hour.

The maximum number of excusable absences is two (2). All absences, both excused and unexcused, even though they are made up, will be recorded on the attendance form and on the final student teaching evaluation form. All absences must be excused by the Student Teaching Coordinator. A form for this purpose should be filed in advance, when possible; within five (5) school days after the absence for illness or emergencies. Whenever absences surpass the total of two allowed for the entire student teaching semester, the excess absences must be made up at the end of the student teaching semester through arrangements with the Student Teaching Coordinator, the University Supervisor, the cooperating teachers and the Director of Teacher Education.

Absences due to employment interviews or other appropriate personal reasons are to be excused at least two weeks in advance of the absences, if possible.

When an absence cannot be avoided, a student teacher should communicate first with the University Supervisor and, subsequently, with the cooperating teacher. In no case should the student teacher be absent without giving the cooperating teacher advance notice of the absence.

5. Student teachers will be present at all school-related functions which their cooperating teachers are expected to attend, regardless of time of day in which functions occur (i.e. IEP meetings, faculty meetings, parent teacher conferences).

### TARDINESS POLICY

The Adult and Graduate Studies policy on class tardiness (which includes late arrivals and early departures) is related to the class attendance policy and is influenced by two significant factors. Due to the accelerated nature of the program, tardiness from a class may seriously jeopardize the student's learning and success. Tardiness is viewed as disruptive to both the facilitating instructor and other class members.

Due to the reduced class time in the Adult and Graduate Studies program, attending class, *in its entirety*, is **mandatory**. Therefore, facilitating instructors will comply with the following tardiness policy:

The following scale (see final grading scale) will be used for missed portions of a class session (this includes both late arrivals and early departures):

1 to 30 minutes	- 1% drop in the final grade for the course
31 to 60 minutes	- 2% drop in the final grade for the course
61 to 90 minutes	- 3% drop in the final grade for the course
91 to 120 minutes	- 4% drop in the final grade for the course
After 120 minutes	- 5% drop in the final grade for the course and this will be treated as an absence for the class session

**And**

Tardiness may result in the lack of credit for certain types of missed in-class activities.

### PROCEDURE FOR WITHDRAWAL FROM A COURSE

When a student chooses to withdraw from a course, the student **must** contact the Retention Specialist via voicemail or email to initiate the completion of the Course Withdrawal form.

#### **Official Course Withdrawal completed before the first day of class**

- If a student officially withdraws from a course before the first day of class, regardless of the reason, the student will receive a "W" and will not be charged for the course until it is rescheduled. (Note: There is a \$100 add fee to reschedule a course.)
- The student will be charged for any textbooks he/she has received.
- This form of course withdrawal is referred to as a "drop."

When a student withdraws from a course, the student's GPA and account status may be affected. The impact of a course withdrawal on a student's GPA and account is dependent on two factors: **when** the course withdrawal is initiated and the **reason** for the course withdrawal.

#### **Course Withdrawal after the course has started**

- If a student withdraws from a course after the course has begun, the student will receive an "X" grade. If the course withdrawal was due to illness, work responsibility,

family emergency or military duty which caused the student to miss one (1) or more nights of a course that has less than four (4) sessions; or two (2) or more nights of a course that has four (4) to six (6) sessions; or three (3) or more nights of a course that has more than six (6) sessions, and the student provides written documentation of that reason within 30 days of the withdrawal, the student's grade will be changed to a "W."

- When a student withdraws from a course after the course has begun, the student's account will be credited if the student provides written documentation of one of the above approved reasons. The student will be charged to re-take the course. Note: There is a \$100 add fee to reschedule a course. (Due to financial aid deadlines, the Adult and Graduate Studies Student Accounts' department must receive the written documentation within 30 days of the course withdrawal.) When the course is rescheduled the student will have to pay for new textbooks if the edition/curriculum has changed.

### **Unofficial course withdrawal**

A student will be unofficially withdrawn from a course if:

- The student fails to follow the official course withdrawal procedure as outlined above, or
- The student accumulates more than the acceptable number of absences stated for that course.

Any student who is unofficially withdrawn from a course will receive an "X" for that course. The student will not receive a tuition credit and will be charged again to re-take the course.

### **Course withdrawals and financial aid**

A student's financial aid may be affected by a course withdrawal since a course withdrawal lowers the number of credit hours in that semester. Since Financial Aid is based on credit hours/semester, a student should contact the Adult and Graduate Studies Student Financial Planning Office **before** voluntarily withdrawing from a course.

### **Course withdrawals and GPA**

A student's GPA may be affected by a course withdrawal. A "W" does not impact the GPA, but an "X" is calculated in the GPA and will lower it. An "X" remains permanently on a transcript but the GPA is recalculated after the "X" is replaced by a letter grade when the course is successfully completed.

### **Course failure**

Any candidate receiving more than six (6) semester hours of "C" or lower may be dismissed from the graduate education program.

### PROCEDURE TO ADD A COURSE

To add a course, the student must contact the Retention Specialist via voicemail or email a minimum of **three (3) weeks** before the first class of the course. The student will be required to verify the request to add the course with written documentation.

### WITHDRAWAL FROM THE MAED PROGRAM

#### **Procedure for Withdrawal from the Program:**

1. The student must initiate the program withdrawal process by contacting the Retention Specialist via voicemail or email.
2. The student will be required to make arrangement for payment of any balance due on his/her account.
3. Failure to withdraw properly may cause the student to automatically be charged according to Federal Refund policy.

### ACADEMIC STANDING POLICIES

#### **Curriculum and Instruction (C&I) Program Policy**

A cumulative grade point average of 3.00 in all Masters of Arts in Education courses in the 36 hours of the C&I major is required for graduation; therefore, it is also assumed to be the minimum average the student must maintain to be considered in *good academic standing*. A student will receive a written academic warning after any term in which the cumulative grade point average falls below 3.00. A student is placed on *academic probation* when the cumulative grade point average falls below *satisfactory academic progress* criteria.

The graduate education student who is placed on academic probation must achieve a cumulative grade point average of 3.00 at the completion of an additional nine (9) semester hours. A student is removed from probation at the end of any semester in which the cumulative grade point average meets or exceeds 3.00.

A student may be dismissed from the graduate education program after:

1. receiving more than six (6) semester hours of "C" or lower;
2. receiving a second final grade of "F" or "X"; or
3. failing to achieve the required grade point average at the end of any probationary period.

#### **Professional Educator's License (PEL) Program Policy**

A cumulative grade point average of 3.00 in all Masters of Arts in Education courses in the 41 hours of the PEL major is required for graduation; therefore, it is also assumed to be the minimum average the student must maintain to be considered in *good academic standing*. A student will receive a written academic warning after any term in which the cumulative grade point average falls below 3.00. A student is placed on *academic probation* when the cumulative grade point average falls below *satisfactory academic progress* criteria.

In order to meet the eligibility requirement for the student teaching section of the licensure program, the student must have a GPA of **3.00 in the area of licensure** at the time of the student teaching placement.

### SATISFACTORY ACADEMIC PROGRESS STANDARDS

**NOTE: The Satisfactory Academic Progress Standards for good standing applies both to academic progress as well as eligibility for receiving financial aid.** Students not meeting the prescribed standards of required credit hours and cumulative grade point average will be placed on warning status. If the student fails to meet the required standard at the end of the established time frame, the student is then placed on cancellation status for financial aid. The student is ineligible for financial aid until the established standards are met

**NOTE: A 3.00 GPA is required in all MAEd courses for C&I students to graduate.**

**\*\* A 3.00 GPA is required in all MAEd courses for PEL students to graduate.**

### ACADEMIC PROBATION AND DISMISSAL

Academic probation lists are developed by the Coordinator of Graduate Records and Registration for MAEd students at the end of each semester. A student may establish *academic eligibility*, be placed on *academic probation*, or receive *academic dismissal* only at the end of a semester. ***Students who earn less than a 1.00 semester grade point average are subject to dismissal without serving a semester on academic probation.***

If a student wishes to appeal the dismissal, the student must, within seven days of the date of the dismissal letter, send a letter of appeal with a written plan for improving his/her grade point average to the Director of Enrollment Management. The student may be required to meet with the Adult and Graduate Studies Committee to discuss the plan. The student may remain in class until a decision has been reached on the appeal.

After the dismissal period is served, students may apply for reinstatement to the Associate Vice President for University Marketing and Adult and Graduate Studies Enrollment Management.

### STUDENT DISENROLLMENT

Adult and Graduate Studies students may be disenrolled from the program for several reasons. Some of these reasons include:

1. Low Grade Point Average.
2. Outstanding Financial Balance.
3. Department or Non-compliance with the Handbook.
4. Failure to provide official transcript(s) from college(s) and/or universities previously attended.
5. False or incomplete information on the *application for admission*.

### GRADUATION REQUIREMENTS

In order to graduate with a Master of Arts in Education degree a candidate must meet the following requirements:

1. For candidates in the C&I Program: Completion of 36 hours of graduate work (24 hours in the Common Management Core and 12 hours in an area of concentration);

and a minimum of a cumulative 3.00 grade point average

2. For candidates in the PEL Program: Completion of 41 hours of graduate work,(including the completion of required Field Experiences and Student Teaching hours), and a minimum of a cumulative 3.00 grade point average
3. Payment of all expenses with the Student Accounts Office
4. "Intent to Graduate" form must be submitted by the deadline as dictated by the Coordinator of Graduate Records and Registration.

#### ACADEMIC INTEGRITY

Because of the importance of ethical behavior in business, and its emphasis in our program, academic dishonesty is not tolerated in the MAEd Program. Students should review the Academic Misconduct section of the Adult and Graduate Studies Student Handbook for University policies and procedures.

If a student suspects another student of academic dishonesty, he/she should refer the incident to the instructor or the Director of Academic Services.

#### ACADEMIC APPEAL PROCESS

Students may appeal academic decisions first to the instructor, then to the Director of Academic Services, and finally to the Vice President of Adult and Graduate Studies. All appeals must be made in writing. Please see the Adult and Graduate Studies Student Handbook for University policies and procedures.

#### STANDARDS OF BEHAVIOR

Each member of the Adult and Graduate Studies community is expected to live honorably, considerately, and peacefully with other members of the Adult and Graduate Studies community. It is the goal of Adult and Graduate Studies that the standard of conduct be Christian and that the atmosphere of the campus be such as to include responsibility to all the community in Christian fellowship. As such, Adult and Graduate Studies student behavior expectations are based on the standards of the Church of the Nazarene and apply to all students while they are on the university premises.

Students may be sanctioned for conduct that constitutes a hazard to the health, safety, or well being of members of the Adult and Graduate Studies community or which is detrimental to Adult and Graduate Studies' interest. In order to promote personal development, to protect the Adult and Graduate Studies community, and to maintain order and stability on campus, students who engage in inappropriate behavior may be subject to behavioral sanctions. Please see the Adult and Graduate Studies Student Handbook for University policy and procedures.

## MAED COURSE DESCRIPTIONS

### CURRICULUM AND INSTRUCTION PROGRAM COURSES

**EDU6003 Current Trends and Ethical Issues in Education [3].** An overview and discussion of ethical issues, trends and methodologies being utilized in school programs. Special emphasis is given to educational reform initiative. Current literature and research is surveyed.

**EDU6013 Educational Research for Today's Classroom [3].** An introduction to using research and data-gathering techniques to improve teaching and learning. Special emphasis is given to using the computer to access and analyze data.

**EDU6023 Developing Professional Educators [3].** A study of information pertinent to the educator's professional growth and development. Special emphasis is given to currently adopted practices provided by Pathwise Training, mentoring, and the National Board of Professional Teaching Standards. Students design an individualized professional development plan.

**EDU6033 Curriculum for the Twenty-first Century [3].** A study of the traditions and reforms that drive decisions about what should be taught, how content should be organized, and how learning should be assessed. Special emphasis is given to innovative curriculum plans and their impact on student achievement in relation to state and local needs.

**EDU6043 Building the Teacher's Repertoire [3].** An examination of factors that motivate teachers to grow professionally and strategies proven to be effective. Special emphasis is given to teaching models and peer coaching.

**EDU6053 Classroom Application of Learning Theories and Styles [3].** An application of current learning theory and learning style research to the classroom. Special emphasis is given to how this information can be applied to different classroom activities and individual students.

**EDU6063 Technology for Educational Leaders [3].** A survey and assessment of instructional software as one means to achieving educational objectives. Special emphasis is given to developing competencies in PowerPoint™, Hyperstudio™, Claris Works™, Student Writing Center™, electronic grade books, and Internet access. The course includes a laboratory.

**EDU6073 Understanding Today's Children [3].** A course designed for school teachers to assess their learning environment, educational climate, procedures, interactions with students, and management skills. Special emphasis is given to developing an eclectic model that suits individual personalities and their learning community.

**EDU6081 Practitioner's Project [1].** A project designed to solve a locally identified need. School, class, or student improvement may be the focus. This course is repeatable for a maximum of three (3) credits. Prerequisites: EDU6013, EDU6083, and advisor's approval.

**EDU6083 Designing Research to Impact Learning [3].** An introduction to the method and design of qualitative research. Students design a research project to improve the learning-teaching process for classroom implementation the following year.

**EDU6089 Special Topics in Education [1-3].** Topics of special interest are developed by faculty and usually grow from interest expressed by a group of students. Proposals for special topics courses are approved by the program coordinator(s). The course is repeatable as topics change.

**EDU6099 Thesis Research Project [1-2].** A research project in which the student designs, implements, evaluates, and reports on a curricular or instructional project in the classroom or school system. The project must have direct application to improving the learning-teaching process. Research projects require program coordinator, advisor, and project committee approval. This course is repeated for a maximum of six (6) credits. Prerequisites: EDU6013 and EDU6083.

**Note:** A student must register for EDU6099 before starting the thesis project. Credit will not be awarded for EDU6099 if the student fails to properly register.

**EDU6113 Educational Leadership and Instructional Technology [3].** An overview study through which the candidate understands, evaluates, or rethinks the role of the instructional technology leader in K-12 schools.

**EDU6123 Curriculum Leadership in Instructional Technology [3].** A study of means to maximize technology integration to enhance student learning with best practices and strategies in curriculum leadership.

**EDU6133 Design and Development of Multimedia Instructional Products [3].** A study of the design, development, and assessment of multimedia instructional units. Prerequisites: EDU6113 and EDU6123.

**EDU6143 Educational Uses and Management of Electronic Networks, Telecommunications and Distance Learning [3].** An introduction to the management of telecommunications and networking systems to enhance instruction. Students are provided with the tools and strategies to maximize distance learning instructional design. Prerequisites: EDU6113 and EDU6123.

**EDU6173 NBPTS Professional Portfolio Development [3].** A study of National Board for Professional Teaching Standards and the process required to meet them. This course is repeatable for a maximum of six (6) credits. Prerequisite: Must be a certified teacher with at least three (3) years of teaching experience.

**EDU6183 NBPTS Professional Assessment [3].** An overview of the content competencies required to become recognized as a master teacher. Prerequisite: EDU6173.

## PROFESSIONAL EDUCATOR'S LICENSE PROGRAM COURSES

**PEL6002 Field Experience I [2].** Observation and supervised field experience in a public or private school at the level and in the subject area of the anticipated license. Seventy-five clock hours are required.

**PEL6003 History and Philosophy of Education [3].** An overview of the social, historical and philosophical foundations of education with an emphasis on current moral, social and political issues. Research reading and writing are undertaken to increase skills in writing an acceptable academic paper. Special emphasis is given to America's very diverse student, teacher, and classroom required to meet the need.

**PEL6012 Field Experience II [2].** A field-based course designed to give students opportunities to teach trial lessons in a classroom at the level and in the subject area of the intended license. Seventy-five (75) clock hours are required. Prerequisite: PEL6013.

**PEL6013 Technology for Educators [3].** An overview of the role of computer technology as a support to instruction. The course includes a survey of microcomputer components and software as well as word processing, spreadsheet, and database applications. Successful completion of specific tasks will result in SchoolNet novice and practitioner certification.

**PEL6023 Effective Teaching Methods [3].** A study of methods employed to assist students to improve learning and to enhance the teacher's ability to challenge the diverse student populations found in classrooms. Students are introduced to research issues regarding the use of methods that have a solid foundation in the literature. Special emphasis is given to what research says about classroom instruction.

**PEL6032 Action Research [2].** An introductory study of basic qualitative and quantitative research methods, designs, and reporting strategies. Special emphasis is given to action research and value added assessment, including methods of interpreting data aligned with value-added progress dimension.

**PEL6042 Instructional Design [2].** A study of the process of curriculum development to encourage the intellectual, social, and personal development of all learners. Special emphasis is given to instructional design and curriculum development in selected disciplines and grade levels.

**PEL6053 Educational Psychology [3].** A review of the rationale and instructional procedures for educating exceptional children in the regular classroom. Topics include: education and learning in the new millennium; controversies in psychology; the diversity of society and its implications for education; testing, grouping, and teaching; the impact of technology; and growing up safe.

**PEL6073 Classroom Management [3].** A survey of theories and research that focus on the types of classroom conditions and student behaviors that contribute to productive learning environments. Research issues such as controlling variables in the classroom that cause behavior are reviewed.

**PEL6082 Educational Trends and Ethical Issues [2].** This course is designed to provide an overview and description of ethical issues, trends and methodologies being utilized in school programs. Articles from current educational periodicals and journals will be discussed and summarized. Research problems will be analyzed and reported.

**PEL6089 Special Topics in Education [1-3].** Topics of special interest are developed by faculty and usually grow from interest expressed by a group of students. Proposals for special topics courses are approved by the program coordinator(s). The course is repeatable as topics change.

**PEL6091 Student Teaching Seminar [1].** A weekly seminar addressing issues of inquiry, research, school law, educational policy, professional ethics; as well as orienting students to the responsibilities, structure, and activities of the profession. Corequisite: PEL6099.

**PEL6099 Student Teaching [10].** A full-time student teaching assignment for ten weeks.

**PEL6133 Inclusion and Differentiated Instruction [3].** An overview of the characteristics of students with disabilities and other special needs and practical teaching and learning strategies that are relevant to the tasks of teachers in inclusive classrooms in today's schools. Topics include collaboration, inclusion, student diversity, individual education plans, assessment and referral, differentiated curriculum and instruction.

**PEL6193 Content Area Reading [3].** A study of developmental reading as an instructional approach designed to teach systematically the basic skills and competencies needed for effective reading in conventional materials and nonfiction trade books. Emphasis is given to developing and extending reading skills common to all or unique to various content areas.