

# **Clayton State University**

## **Graduate Business Handbook**



# **Clayton State University**

*Approved by the College of Business Graduate Business Steering Committee  
October 2017*

**Clayton State University - Graduate Business Handbook  
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## UNIVERSITY INFORMATION

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### Mission of the University

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Clayton State University provides an intellectually challenging, culturally rich learning environment, encouraging all students to take advantage of the outstanding educational and career opportunities provided for residential and commuter students from a diverse range of ethnic, socioeconomic, experiential, and geographical backgrounds. The university offers undergraduate and graduate programs of superior quality taught by a professionally active teaching faculty committed to promoting academic excellence. University programs and services are informed and guided by the following essential considerations:

- recognizing and responding to the increasingly complex global context of contemporary life;
- promoting community-based, experiential learning to create enduring and meaningful connections between education and other aspects of life;
- encouraging and providing opportunities for continuous education and growth; and
- developing an understanding of advanced applications of modern technology.

Clayton State University promotes excellence in teaching, research, and service to the people and the State of Georgia, the nation, and the international community. University graduates communicate effectively, think critically, learn and work collaboratively, demonstrate competence in their chosen field, and possess the capability of adapting to changing circumstances and new challenges. Clayton State University students are encouraged to develop an individually compelling sense of social and civic ethical responsibility, community leadership, and service to society.

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### University History

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Established in 1969 in a park-like setting 15 minutes from downtown Atlanta, Clayton State University (CSU) serves the metro Atlanta area as a hub for undergraduate and graduate education. CSU opened in 1969 as Clayton Junior College, with Dr. Harry S. Downs as the founding president. The Board of Regents elevated the institution to baccalaureate status in 1986. Graduate programs started in 2006.

The beginning of the University can be traced to 1965 when the Board of Regents authorized three new junior colleges for the University System of Georgia, one of which was designated for south metropolitan Atlanta. The Board considered several locations in the region and chose the present site in Clayton County because of the unique combination of natural beauty and easy access to the then recently completed Interstate 75. The citizens of Clayton County subsidized the initial construction of the state institution by passing a bond issue for nearly \$5 million. Construction of the new campus began in fall 1968, and the doors opened to 942 students less than a year later on September 30, 1969.

In 1986, CSU began its baccalaureate mission with programs in business administration and nursing. The institution has continued to add majors at the bachelor's level and graduate level, and the MBA was added in 2007.

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### **History of Graduate Business Programs at Clayton State University**

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In April of 2006, the School of Business at Clayton State University (CSU) was accredited by AACSB International (Association to Advance Collegiate Schools of Business). AACSB accreditation is the highest standard of achievement for business schools worldwide. Less than one-third of U.S. business schools and less than 15% of international business schools have earned AACSB accreditation. As the next step in its Strategic Plan, the School of Business proposed to establish a Master of Business Administration (MBA) degree with a concentration in logistics/supply chain management. The major objective of this program is to offer high quality graduate business education to the residents of southern metropolitan Atlanta. As will be shown later, there is strong interest in this program in southern metropolitan Atlanta. In addition, the School anticipated that the MBA program will attract a larger number of women and minorities as does Clayton State's undergraduate business major (currently 52% female and 60% African American). This proposed program would enable historically underserved groups a greater opportunity to earn an MBA.

The MBA was designed to prepare graduates for successful careers in organizations. The program will enhance critical thinking, increase oral and written communication skills, build appreciation for diverse cultural perspectives, improve decision making in a rapidly changing global environment, and reinforce the application of knowledge and skills in problem solving. Ethics and corporate social responsibility will be woven throughout the curriculum, and the program will have a concentration in logistics/supply chain management.

In order to meet the needs of working professionals, the instructional process will be in a cohort format and will include a combination of classroom and on-line teaching. The on-line portion will be enhanced using the Desire to Learn platform. Classes will be held in the evenings and weekends. We offer programs in Morrow and Peachtree City.

The MBA was originally designed with a concentration in logistics/supply chain management in order to meet the state's need for professionals in these areas, especially in southern metropolitan Atlanta. Concentrations in International Business and Accounting were added, and later, Sports and Entertainment Management and Human Resource Leadership were added. In addition, the program has been designed to allow students with any undergraduate degree from a regionally accredited university who meet admission criteria to be admitted to the program. Students without an undergraduate degree in business will be required to take up to 6 hours of foundational business courses to prepare them for the MBA curriculum. All students will complete 33 hours of graduate business coursework.

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**Anti-Discrimination Statement, Campus Security, and Student Success Programs**

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**AA/EOI Notice.** Clayton State University is an Affirmative Action/Equal Opportunity Institution. Clayton State University is committed to providing equal educational opportunity to all qualified individuals without discrimination on the basis of race, color, national or ethnic origin, sex, age, disability or handicap as a matter of University policy and as required by applicable State and Federal Laws (including Title VI, Title VII, Title IX, Sections 503 and 504, ADEA, ADA, E.O. 11246, and Rev. Proc. 75-50). The Title IX Coordinator is Tom Gausvik, 678-466-4232, [TomGausvik@clayton.edu](mailto:TomGausvik@clayton.edu), and the Title IX Deputy is Nikia Yallah, 678-466-4237, [NikiaYallah@clayton.edu](mailto:NikiaYallah@clayton.edu). The Section 504/ADA Coordinator for students is Tameeka Hunter, [TameekaHunter@clayton.edu](mailto:TameekaHunter@clayton.edu).

Notice of Right of Privacy. **This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:**

- 1. the right to inspect and review education records maintained by the institution that pertain to the student;*
- 2. the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and*
- 3. the right to control disclosures from the education records with certain exceptions.*

A written policy detailing how Clayton State University complies with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file complaints with the FERPA Office of the Department of Education, Washington, D.C. 20201, regarding alleged violations of the Act.

**No Smoking Policy.** Because Clayton State University cares about the health and safety of its students, faculty, staff, and the public, smoking is not permitted within thirty feet of any building on campus.

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**Law Enforcement**

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**Law Enforcement (Campus Police).** It is the purpose of the Department of Public Safety (Campus Police) to assist the administration, faculty, students, and staff of Clayton State University to maintain a pleasant, safe, and orderly environment in which to work and to learn. To this end, it is the responsibility of this department to enforce the traffic rules and regulations of the University and to enforce local, state, and federal laws on campus in cooperation with appropriate law enforcement agencies. Violation of a local, state, or federal law by a student also may be a violation of the student conduct code in the Student Handbook; in such a case, the violation will be referred to the Division of Campus Life in addition to the appropriate law enforcement agency.

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## Academic Services

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Academic Services for students and faculty are offered through the following Offices and Centers:

- Center for Academic Success
- Library
- Testing Center
- Center for Instructional Development
- Study Abroad and International Education
- Honors Program
- SmartBodies™ Fitness and Wellness

**Library:** Clayton State University's Library is located in a modern two-story building of 39,000 square feet. The library's services and collections are housed on the upper level, with the lower level of the building containing Media Services, the Center for Academic Success, and other offices.

The library has over 78,000 reference and circulating volumes and 20,435 bound periodical volumes. In addition, the library subscribes to 900 periodical titles with 256 active print periodical subscriptions. Several microfilm and microfiche reader/printers are available for scanning and copying the more than 180,000 microforms housed in the library. Reserve materials and audio-visual software may be checked out from the circulation desk; the library owns more than 16,000 pieces of audio-visual software, including slides, videotapes, audiotapes, compact discs, and filmstrips.

Through the OCLC/SOLINET network, the library has access to the book and periodical holdings of nearly 14,000 academic, public, and special libraries. A well-developed interlibrary loan program enables students, faculty, and staff to borrow books and copies of articles not available at the Clayton State University Library. Interlibrary loan service is usually available at no cost or a very modest cost to the user and may be initiated from the library's web page.

The Clayton State University Library participates in GALILEO, the statewide library initiative. GALILEO provides access to numerous periodical and information databases. The library has access to 39,574 full text journals. Of those, 14,237 are high-quality Open Access journals and 25,301 are subscription titles. Additionally, the library subscribes to several other electronic and CD-ROM databases.

The library utilizes an online catalog. Over 100,000 books, periodicals, and audio-visual materials are listed on this computer database, all of which can be searched by author, title, subject, or keyword. The library seats 634 persons at tables and study carrels, and specially adapted carrels have been designed for audio-visual playback. There are 150 internet accessible carrels; 10 study rooms, at least five have internet access; and 27 collaborative work stations with internet access. Other library facilities available to students include a change machine, photocopiers, and an audiotape cassette-duplicating machine for non-copyrighted audiotapes.

The library is currently open 84 hours per week during the fall and spring semesters, and 70 hours during summer semester, with librarians and well-trained support staff available to assist students in using library materials and equipment. Bibliographies for many subject areas have been prepared and are available on the library's web page. Library orientation classes are designed and conducted for those instructors requesting them, and special sessions are created for students needing individual attention.

Additional materials relating to the graduate programs are added constantly, including new journals, books, and e-journals/e-books. The library welcomes suggestions for improvements in its service and materials. Users may speak directly to the library staff or may put their written suggestions or recommendations in the library's suggestion box on its web page.

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### Center for Academic Success

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**Center for Academic Success.** The Center for Academic Success, [www.clayton.edu/cas](http://www.clayton.edu/cas), 678-466-4070, serves students with two programs: Academic Success and Learning Support.

**Academic Success Program and Learning Support.** Students are offered a comfortable, supportive environment where they work independently or with personalized assistance as needed. The peer-tutor program is the principal focus of academic success. The peer tutoring program is one avenue for students to use. Professional assistance with course work is also available. In addition, students may have access to group study sessions, Supplemental Instruction (SI), in-person and online workshops, skills-oriented courses, educational software, audio and/or video instructional materials, and text and web resources. Particularly emphasized are those academic skills (reading, writing, and math) important in every major, the use of educational technology, and the development of study strategies for working through difficult concepts and materials. Services are available at no charge to currently registered Clayton State students.

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### Determination of Residence for Tuition Purposes

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Residence for tuition purpose is determined by state law for state-supported colleges, and as such, is subject to change. Please see the CSU Bulletin for more specific residence requirements, especially those students who are in International Student status.

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## Office of Veterans Affairs

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The Office of Veterans Affairs assists students who are eligible for education benefits through the Department of Veterans Affairs. Information about VA education benefits can be obtained at the Office of Veterans or on the DVA website: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill), or by calling the DVA national toll free number 1-800-827-1000.

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## Graduate Student Rights and Responsibilities

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The University System of Georgia affirms that the first goal of each constituent institution is to educate the students admitted to its programs. The freedom of students to learn is an integral and necessary part of the academic freedom to which the University System and its constituent institutions are dedicated. Each constituent institution shall provide, within allotted functions and available resources, opportunities for its students to derive educational benefits through developing their intellectual capabilities, encouraging their increased wisdom and understanding, and enhancing this knowledge and experience applicable to the effective discharge of civic, professional, and social responsibilities. No constituent institution shall abridge either the freedom of students engaged in the responsible pursuit of knowledge or their right to fair and impartial evaluation of their academic performance.

It is in the spirit of this affirmation that these policies on Graduate Student Rights and Responsibilities at Clayton State University are prepared. This statement describes not only the broad educational objectives of Clayton State but also the expectations of both Graduate Faculty and students in providing an intellectual environment supportive of the same. Graduate student rights may be protected through the grievance procedure in section I below.

Graduate student responsibilities may be enforced through the disciplinary procedure in section II and III below. These policies should be used conjunctively with the Clayton State University Code of Student Conduct and Regulations. Should the respondent, at the discretion of the Dean of the School of Graduate Studies (or designee), be subject to the Code, the judicial system and the appropriate sanctions for academic dishonesty or non-academic misconduct described therein will apply. All other misconduct cases will be reviewed by a Graduate Inquiry Committee as noted in Section III.B of this document and acted upon by the Dean of the Graduate School.

Other policies and procedures which may impact upon this statement are found in the Clayton State University Faculty Handbook, the Clayton State University Policy on Illegal Drugs, and the Clayton State University Policy on Integrity in Scholarship and Scientific Research.



## **I. Graduate Student Rights**

The essence of graduate education is to initiate the student into the practice of scholarship including the capacity for independent judgment, thoroughness, rigor, and intellectual honesty. The Graduate Faculty at Clayton State is responsible for this process and the encouragement of wholesome and appropriate relationships within the academic community. Interactions among students and faculty should always enhance freedom of inquiry, demonstrate integrity, and encourage mutual respect.

Graduate student progress toward educational goals is directed and evaluated by a Graduate Advisory Committee. This committee should not only provide an intellectual climate for research and scholarly accomplishment, but be sensitive to the difficulties the student may have in research methodology or philosophy, or writing research papers, so that remedial action may be taken as soon as difficulties become evident. The student has the right to expect Graduate Faculty who serve as advisors and members of advisory committees to have a high level of professional knowledge and ability. Faculty should be knowledgeable and helpful in academic advising and skilled in the supervision of research in support of the thesis or report. They should also provide security for the student's research and insist on the maintenance of ethical standards in the publication of the results. The student's academic freedom rests upon the assurance that his/her contributions to scholarship will be acknowledged by the faculty advisor and will be so interpreted when evaluating progress toward the degree or in reporting the results of the research.

Any business relationship between a faculty member and a student for whom the faculty has supervisory or educational responsibility should be undertaken with due care. Compensation in any professional arrangement outside the student-professor relationship should be commensurate with the student's training and experience. Faculty should never be in the position of supervising, advising, hiring, retaining, promoting, or making financial awards to graduate students with whom there is a familial, romantic and/or sexual relationship.

### A. Graduate Student Grievance Procedures

Clayton State University has adopted a uniform grievance procedure for all students. The procedure is described in Clayton State University's Student Handbook, Grievance Procedure for Students. Enrolled graduate students who believe that a decision or action that has been made by an employee or agent of Clayton State University involves a misapplication or misinterpretation of University policy or law have the right to grieve the decision or action according to these procedures. A student should first submit a written grievance to the Graduate Business Program Director who will present the matter to the Graduate Business Steering Committee for its ruling. If not satisfied with the decision regarding a grievance rendered at the program level, a graduate student may appeal that decision to the Dean of the School of Graduate Studies.

If a student appeals to the Graduate School, that appeal must:

- (1) be delivered within ten (10) university business days after the student receives (or there has been attempted delivery of) the decision of the college;
- (2) be delivered to the office of the Dean of the School of Graduate Studies; and
- (3) contain a statement of grounds for appeal, a requested remedy, a copy of the decision being appealed, and the signature of the applicant.

The Graduate School dean or designee will review the record of the grievance, make a decision, and send that decision by certified mail, return receipt, to the student. Further appeals are governed by administrative procedures – Office of the Provost.

## **II. Graduate Student Responsibilities**

"All students should be responsible for conducting themselves in a manner that enhances an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. The primary purpose for the imposition of discipline in the University setting is to protect the campus community. Consistent with that purpose, reasonable efforts will also be made to foster the personal and social development of those students who are held accountable for violations of University regulations.

"The University must commit its policies and procedures first to protect and promote the academic enterprise. Consequently, it may be necessary to suspend or expel students who have been found responsible for violations of this Code, or who otherwise pose a substantial danger to the campus community." [Code of Student Conduct and Regulations, Clayton State University.]

"Ultimate authority for student discipline is vested in the Chancellor by action of the Board of Governors. Disciplinary authority may be delegated, however, to other University administrators; committees, and organizations as set forth in other appropriate policies, rules or regulations." [Code of Student Conduct and Regulations, Clayton State University.]

In the case of graduate students, that authority is delegated to the Dean of the School of Graduate Studies. All graduate students with charges lodged against them will be subject to review by the Dean of the School of Graduate Studies (or designee). All cases involving the alleged academic dishonesty of a graduate student will be investigated by the Dean of the School of Graduate Studies (or designee). Cases involving alleged non-academic misconduct may or may not be reviewed by the Dean of the School of Graduate Studies depending upon the severity of the alleged misconduct. Cases involving minor non-academic infractions will usually be subject to the CSU Code of Student Conduct and processed through the Coordinator, Office of Student Conduct.

### III. Graduate Student Misconduct

#### A. Procedures for Charges of Misconduct

Interpretation of Regulations--Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. They should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority for Off-Campus Conduct--The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Such action may include taking disciplinary action as outlined in this Code against those students whose behavior off-campus poses a danger to others or to self or would otherwise disrupt the campus environment or adversely affect the University." [Code of Student Conduct and Regulations, Clayton State University.]

*Commentary: The University will not routinely invoke the disciplinary process for violations of the Code, which occur off-campus, except for academic dishonesty, hazing, dangerous misconduct, serious criminal offenses, violations of the Clayton State Drug Policy, violations that occur at University-sponsored activities or significant community disturbances. While a criminal charge does not mean that the student is guilty of an offense, such a charge does mean that civil authorities have determined that there is at least probable cause to believe that an offense was committed and that the student committed it. Under these circumstances, it may be necessary and appropriate to conduct a disciplinary hearing. It is also important to understand that the interests of the University are not necessarily protected when bail is set before trial. This is so because bail determinations are frequently limited to the issue of the defendant's likely appearance in subsequent criminal proceedings. Those proceedings are often subject to extensive delays, which may require that the University act promptly in order to protect the campus community.*

Jurisdiction--All referrals involving graduate students may be made in writing directly to the Dean of the School of Graduate Studies or through the Coordinator, Office of Student Conduct. "If the Dean of the School of Graduate Studies (or designee) determines that the graduate student will be subject to the Code of Conduct, then those procedures will apply. If the Dean of the School of Graduate Studies (or designee) determines that the charge is subject to the Graduate School Policies Pertaining to Graduate Student Rights and Responsibilities, then those provisions will apply in the resolution of the pending charges.

Case Referrals--Any person may refer a student or student group or organization suspected of academic or non-academic misconduct directly to the Dean of the School of Graduate Studies (or designee) or to the Coordinator, Office of Student Conduct.

Allegations of violations occurring within residence halls should be reported to the Assistant Director for Judicial Affairs, Department of Housing and Residence Life, or a designee. Those referring cases are normally expected to serve as the complainant, and to present relevant evidence in disciplinary hearings or conferences. The complainant may

select a member of the campus community to serve as an advisor. The role of the advisor should be limited to consultation with the complainant. In addition, Public Safety may cite students via Campus Appearance Tickets to the Office of Student Conduct.

For specific definitions or examples of academic dishonesty and non-academic misconduct with possible sanctions, see the Clayton State Code of Student Conduct and Regulations. The Code, including descriptions of academic dishonesty, misconduct and sanctions, will be interpreted by the Dean of the School of Graduate Studies to reflect the special circumstances and expectations for graduate students. Reference should be made to the Policy on Integrity in Scholarship and Scientific Research if the alleged infraction involves research misconduct.

#### B. The Graduate School Inquiry Committee

If the Dean of the Graduate School determines that a case warrants review by an Inquiry Committee of the Graduate School, the following procedures will be followed:

1. The Graduate School Inquiry Committee will be composed of two members of the Graduate Council and two graduate students from the Graduate Student Association selected by the President of the Graduate Student Association. All members of the Committee must represent Colleges/Schools other than that of the respondent. The Committee is chaired by one of the Council members. Procedural advice from the Office of Legal Affairs may be requested at the discretion of the Dean of the School of Graduate Studies. This inquiry procedure is designed primarily for academic matters, and the University has other procedures to resolve allegations concerning non-academic complaints, such as harassment. The inquiry procedure is not intended to be a trial with full legal formalities.

2. The Dean of the School of Graduate Studies will provide the Committee with the complete statement from the complainant (or Coordinator, Office of Student Conduct) and other information available at the time the Committee is established. The Committee, through its Chairperson, may also solicit other information or testimony as the hearings progress if the information is considered relevant to the issues involved in the case.

The Committee will be charged with investigating the allegations of misconduct, determining whether or not misconduct has occurred, and will make a recommendation to the Dean of the School of Graduate Studies for the appropriate action.

3. The Committee Chairperson will convene the full Committee in conference as soon as possible after the Committee is established. Once a schedule for meetings has been prepared (see 4c below), every attempt will be made to complete a thorough inquiry or investigation in a reasonable time period.

Extenuating circumstances or other factors which might delay committee action will be reported immediately to the Dean of the School of Graduate Studies and to all other parties involved.

4. The first meeting may be an organizational one for the Committee members only. A representative of the Dean of the School of Graduate Studies may be present to provide procedural advice. Considerations at this meeting should include:

- (a) The exact nature of the alleged misconduct.
- (b) Which persons should be requested to respond to the complaint (the respondents).
- (c) Schedule for meetings: Meetings should be conducted only when all members are present.
- (d) Confidentiality of hearings: The members of the Committee shall maintain strict confidence concerning all aspects of the hearing procedure, and all participants should be reminded of the same.
- (e) Procedural rules: The Committee should inform the parties of procedural rules. Unless the Dean of the School of Graduate Studies approves otherwise, the following rules will apply:

- 1. The respondent shall have the right to hear the witness(es) testifying during the hearings and to view all documents received by the Committee.
- 2. The Committee shall conduct all questioning of witnesses and other parties shall not be allowed to question witness(es).
- 3. The documents of the proceedings will be kept in a separate file.
- 4. All Committee records, including public records, will be forwarded to the Dean of the School of Graduate Studies after the Committee completes its task.

(f) Final report: The final report of the Committee is to the Dean of the School of Graduate Studies. The Dean may accept, modify or reject the recommendations of the Committee or conduct further inquiry.

5. The Inquiry Committee will hold at least one meeting to hear from the respondent, at which time(s) the Committee members may ask questions of the respondent. At least five (5) university business days prior to its first conference with the respondent, the Inquiry Committee should inform him/her in writing by certified/restricted mail of the following:

- (a) The alleged misconduct.
- (b) The Committee constituency.
- (c) The proposed procedures to be followed by the Committee.
- (d) The role of the Chairperson in determining the presentations of information, the seeking of information, the questioning of witnesses, and in ruling on questions of procedure.

6. At meetings of the Committee, all questions to and statements from witness(es) will be tape recorded. A court recorder will be present in all meetings of the Committee when there are questions to and statements from the respondent or witness (es) in those cases where suspension or expulsion is possible sanctions.

### C. Inquiry Committee Findings

The findings of the Inquiry Committee will be submitted in writing to the Dean of the School of Graduate Studies who will determine the appropriate action. The decision of the Dean will be sent by certified/restricted mail to the parties. If the respondent is found to be not guilty of the alleged misconduct, the proceedings of the Committee, including the identity of the respondent, shall be held in strict confidence to protect the parties involved. If the respondent is found to be guilty of the alleged misconduct, depending upon the severity of the misconduct, the Dean of the School of Graduate Studies may impose one of several sanctions ranging from a warning to censure to expulsion from the University. Care should be taken in noting the difference between the use of termination as it applies to a graduate program and expulsion. Termination is used as it pertains to the student's academic program and usually results from poor academic or research potential rather than any form of misconduct. Expulsion, on the contrary, is used as it relates to either academic dishonesty or non-academic misconduct.

### D. Appeal Process

If the respondent finds grounds for disputing the findings of the Inquiry Committee or has reason to believe the sanction is too severe or inappropriate, a written appeal to the Provost should be filed within ten university business days after the notification. This appeal will then be processed under the policies pertaining to a grievance as described earlier in this statement.

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## **Human Dignity Statement**

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Clayton State University is committed to equitable, civilized, and concerned treatment for all individuals without regard for race, gender, age, religion, creed, disability, national origin, or sexual orientation. As members of the academic community, students enjoy the privileges and share the obligations of the larger community of which the University is a part. Students are entitled to the privileges, which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship.

***FREEDOM OF EXPRESSION*** - Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

***EACH PERSON HAS WORTH AND DIGNITY*** - It is imperative that students learn to recognize, understand, and celebrate human differences. Universities can, and indeed must, help students become open to the differences that surround them. Differences such as race, religion, age, gender, culture, physical ability, nationality, and lifestyle are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

***BIGOTRY CANNOT BE TOLERATED*** - Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry exists in any form in the larger society, it will be an issue on the college campus. There

must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

*RESPONSIBILITY OF STUDENTS* - students are responsible for their own lives and learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

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### **Responsibility of Students on Honesty and Ethics**

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All students are under the honor code, and will be asked to sign a statement to that effect before they can begin classes in the Graduate Business Programs. That includes the responsibility of the student to maintain a professional demeanor both in and out of classes, with peers, faculty members, and staff. The honor code includes the responsibility of anti-plagiarism, whereby Graduate Business students must not commit plagiarism and must turn in individuals suspected of plagiarism. Students found guilty of plagiarism or other unethical occurrences (e.g. cheating) may incur a failing grade for the paper or final, the course, or administratively withdrawn from the Graduate Business program, depending on the degree of infraction and the provisions in the course syllabus. Students receiving a failing grade due to cheating, plagiarism, or other unethical behavior will be required to sit out for one semester, and to repeat the course in question, the next time it is offered, before taking any additional courses in the Graduate Business Program. If a student does not receive a grade of “A” or “B” on the second attempt, he or she will be removed permanently from the program.

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### **Responsibility of Students for Research**

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All students must submit an IRB Review for any research initiated by the student. The student seeking an IRB Review must have faculty participation. Please see the University IRB website for details on IRB Review. The link to the IRB website is <http://adminservices.clayton.edu/provost/IRB/>.

Unless told otherwise, anyone submitting a proposal to the IRB must meet the training requirement currently stated on the IRB website, “Anyone conducting any type of research, project, or examining questions that require human subjects ‘participation, which includes faculty, staff, students, and administrators’ must submit a proposal. Researchers submitting an IRB proposal must provide documentation that they have completed the NIH web-based training “Protecting Human Participants”. The link to that website is <http://phrp.nihtraining.com>.

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### **Responsibility of Students for Laptop Use**

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All students must follow the CSU Laptop policies and procedures. Please see the respective laptop rules and regulations from the CSU websites and student bulletin.

Graduate Students must also read and use their Clayton State email and email address. This is different from Desire-To-Learn (D2L). Failure to timely pay tuition, submit assignments, drop/add courses, register for courses, etc., or to comply with the Professor, College, or University directives due to the failure of the student in not reading the Clayton State email will not be excused.

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### **General Description of the Clayton State University MBA Program**

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The Master of Business Administration (MBA) program at Clayton State University is designed for working professionals who are seeking to move their careers to the next level and beyond. It is a fast-track program that will take 20 months to complete and is designed for busy executives whose time is already at a premium. The expectation is that classes will meet every other Monday or Wednesday, or weekend, except during the summer and during a five-day mini-mester course that will be offered at the beginning of each semester. On-line components will be used to strengthen students' technology skills and to help students use their time effectively.

The MBA program is offered in a lock-step, cohort format to build stronger relationships among students so as to increase communication and the sharing of experiences. The curriculum is rigorous and designed to:

- Prepare graduates to operate successfully and lead organizations in a business environment that is global and rapidly changing,
- Prepare students for professional management careers by increasing their communication skills, broadening their appreciation of diverse cultures, improving their decision making, and reinforcing their ability to apply knowledge and skills in problem solving,
- Produce graduates who will develop a better understanding of the importance of ethical business behavior and corporate social responsibility, and

All students enrolled in the program are required to take eleven graduate core courses of three semester credit hours each for a total of 33 credit hours. In addition, students with a non-business undergraduate degree or a degree older than five years may be required to take between 3-6 semester hours in foundation courses to prepare them for the core courses. MBA curriculum and course content will evolve based on feedback from assessment and input from businesses in metropolitan Atlanta.

Outcomes for the MBA program are as follows:

- graduates will demonstrate knowledge of logistics, accounting, marketing, economics, organizational behavior, finance, production, international and managerial issues and strategy
- graduates will demonstrate leadership ability and team building skills
- graduates will be able to manage successfully in a rapidly changing global business environment



- graduates will be able to identify and manage ethical issues and multicultural diversity
- graduates will demonstrate appropriate oral and written communication skills
- graduates will demonstrate the ability to evaluate the business environment, then choose and utilize the quantitative or decision making technique that is appropriate for the given situation

The 11-course curriculum is designed to challenge students and to open minds to new ways of thinking about business issues. Courses will include lectures, case discussions, current business issues, and team projects. Students will generally take two courses a semester, including summer.

By the end of their second semester, students will select a concentration. All students **MUST** have a concentration, and they may not mix courses from different concentrations. The concentrations include:

- Accounting (ACCT)
- Human Resource Leadership (HRL)
- International Business (IB)
- Sports and Entertainment Management (SEM)
- Supply Chain Management (SCM)

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## **MBA Admission Requirements**

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### **General Requirements for Admission**

Admission into the program will be based on several factors to ensure a talented and diverse student body. These factors will include:

- Completed on-line application for admission to the School of Graduate Studies
- GPA and transcripts from a completed undergraduate degree from an accredited college/university
- Score on the Graduate Management Admission Test (GMAT)
- Review of Resume
- Essay
- Three professional letters of Recommendation

**Provisional Admission:** A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, for one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

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## MBA Program Requirements

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### Degree Program Requirements

#### Core Courses

For students having an undergraduate degree in business, there will be 8 core courses of 3 hours each in the curriculum.

- ACCT 6100 Accounting for Managerial Decision Making
- FINA 6100 Finance
- ECON 6100 Managerial Economics
- BUSA 6100 Decision Making under Uncertainty
- MGMT 6100 Communication and Leadership
- MGMT 6101 Management of Change & Innovation
- MKTG 6100 Marketing Strategy
- MGMT 6104 Strategic Management

Supply Chain Management, International Business, Human Resource Leadership, and Sports and Entertainment Management students will also take ACCT 6100 Accounting for Managerial Decision Making. The course is an elective for the Accounting concentration.

Students will take nine credit hours in their area of concentration.

#### **MBA DEGREE WITH SUPPLY CHAIN MANAGEMENT CONCENTRATION**

Students would also take nine hours of Supply Chain Management courses:

- **BUSA 6101 International Business and Global Logistics**
- **MGMT 6102 Operations and Supply Chain Management**
- **MGMT 6103 Field Problems in Logistics Systems**

#### **MBA DEGREE WITH INTERNATIONAL BUSINESS CONCENTRATION**

Students would also take nine hours of International Business Courses:

REQUIRED International Business Courses:

- **BUSA 6101 International Business and Global Logistics**
- **MGMT 6105 Study Abroad**

ELECTIVES:

- **MKTG 6103 Global Marketing OR MGMT 6106 Cross-Cultural Negotiating**

#### **MBA DEGREE WITH ACCOUNTING CONCENTRATION**

Students would also take nine hours of 5000 level courses in accounting, which would include three courses from the following:

- **ACCT 5110 Advanced Managerial Cost Accounting for Accounting Executives**
- **ACCT 5210 VITA Preparation and Coordination**
- **ACCT 5250 Advanced Topics in Taxation**

- **ACCT 5352 Advanced Financial Accounting & International Issues**
- **ACCT 5440 Governmental and Non-Profit Issues for Accounting Executives**
- **ACCT 5470 Forensic and Investigative Accounting**
- ACCT 6100 Accounting for Managerial Decision Making**

#### **MBA DEGREE WITH HUMAN RESOURCE LEADERSHIP CONCENTRATION**

Students will also take nine hours of Human Resource Leadership courses:

- MGMT 6108 Talent Development in Organizations**
- MGMT 6109 Human Resource Consulting**
- MGMT 6110 Global Human Resource Leadership**

#### **MBA DEGREE WITH SPORTS AND ENTERTAINMENT MANAGEMENT CONCENTRATION**

Students will also take nine hours of Sports and Entertainment Management courses:

- BUSA 6103 Sports and Entertainment Economics**
- MKTG 6104 Sports and Entertainment Marketing**
- MGMT 6107 Sports and Entertainment Business Management**

**Concept Courses:** Concept courses are 3 credit hour courses required for individuals who don't have a bachelor's degree in business, or for individuals with bachelor degrees in business that are more than 5 years old. Concept courses must be completed prior to beginning the MBA Program. The courses are:

- ACCT 5100 Concepts of Accounting**
- BUSA 5100 Concepts of Quantitative Methods**

A **Study Abroad** course and trip is required for students with an International Business concentration. Any student who is unable to go on the trip due to an emergency will instead be required to write a thesis consistent with the School of Graduate Studies' requirements in place of the trip. Examples of emergencies include a serious illness or hospitalization, or the inability to obtain a VISA through no fault of the student. This does not include being denied a VISA for cause. Otherwise, it is within the discretion of the Graduate Program Director to determine if an emergency exists.

### SUGGESTED ACADEMIC DEGREE PLAN

Supply Chain Management Concentration			Accounting Concentration			International Business Concentration			Human Resource Leadership Concentration			Sports and Entertainment Management Concentration		
<b><u>First Semester</u></b>														
<b>Course</b>		<b>Hrs</b>	<b>Course</b>		<b>Hrs</b>	<b>Course</b>		<b>Hrs</b>			<b>Hrs</b>			<b>Hrs</b>
Communication and Leadership*	MGMT 6100	3	Communication and Leadership*	MGMT 6100	3	Communication and Leadership*	MGMT 6100	3	Communication and Leadership*	MGMT 6100	3	Communication and Leadership*	MGMT 6100	3
Management of Change & Innovation	MGMT 6101	3	Management of Change & Innovation	MGMT 6101	3	Management of Change & Innovation	MGMT 6101	3	Management of Change & Innovation	MGMT 6101	3	Management of Change & Innovation	MGMT 6101	3
Marketing Strategy	MKTG 6100	3	Marketing Strategy	MKTG 6100	3	Marketing Strategy	MKTG 6100	3	Marketing Strategy	MKTG 6100	3	Marketing Strategy	MKTG 6100	3
<b><u>Second Semester</u></b>														
<b>Course</b>			<b>Course</b>			<b>Course</b>								
Managerial Economics	ECON 6100	3	Managerial Economics	ECON 6100	3	Managerial Economics	ECON 6100	3	Managerial Economics	ECON 6100	3	Managerial Economics	ECON 6100	3
Decision Making Under Uncertainty	BUSA 6100	3	Decision Making Under Uncertainty	BUSA 6100	3	Decision Making Under Uncertainty	BUSA 6100	3	Decision Making Under Uncertainty	BUSA 6100	3	Decision Making Under Uncertainty	BUSA 6100	3

<b><u>Third Semester</u></b>														
<b>Course</b>			<b>Course</b>			<b>Course</b>								
Accounting for Managerial Decision Making	ACCT 6100	3	<b>Accounting Elective</b>	ACCT 5__	3	Accounting for Managerial Decision Making	ACCT 6100	3	Accounting for Managerial Decision Making	ACCT 6100	3	Accounting for Managerial Decision Making	ACCT 6100	3
<b>International Business and Global Logistics</b>	BUSA 6101	3	International Business and Global Logistics	BUSA 6101	3	<b>International Business and Global Logistics</b>	BUSA 6101	3	<b>Talent Development for Organizations **</b>	MGMT 6108	3	<b>Sports and Entertainment Marketing **</b>	MKTG 6104	3
<b><u>Fourth Semester</u></b>														
<b>Course</b>			<b>Course</b>			<b>Course</b>								
Finance	FINA 6100	3	Finance	FINA 6100	3	Finance	FINA 6100	3	Finance	FINA 6100	3	Finance	FINA 6100	3
<b>Operations and Supply Chain Management</b>	MGMT 6102	3	<b>Accounting Elective</b>	ACCT 5__	3	<b>IB Elective or Travel Abroad</b>	MGMT/ MKTG 6__	3	<b>Human Resource Consulting **</b>	MGMT 6109	3	<b>Sports and Entertainment Economics **</b>	BUSA 6103	3
<b><u>Fifth Semester</u></b>														
<b>Course</b>			<b>Course</b>			<b>Course</b>								
<b>Field Problems in Logistics Systems</b>	MGMT 6103	3	<b>Accounting Elective</b>	ACCT 5__	3	<b>IB Elective or Travel Abroad</b>	MGMT/ MKTG 6__	3	<b>Global Human Resource Leadership **</b>	MGMT 6110	3	<b>Sports and Entertainment Management **</b>	BUSA 6103	3

Strategic Management	MGMT 6104	3	Strategic Management	MGMT 6104	3	Strategic Management	MGMT 6104	3	Strategic Management	MGMT 6104	3	Strategic Management	MGMT 6104	3
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\* Five day mini-mester course

\*\* The order of the HRL and SEM electives may change.

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## ACADEMIC POLICIES

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**Progress:** It is expected that a student will need no more than 20 months to complete the lock-step MBA degree. Any student who exceeds the 20-month time limit for completing the degree will not be part of his or her cohort.

Before starting the program, students are required to attend an orientation and/or have an interview with Graduate Business staff. A student will not be registered for courses until this happens. Students will not be added to a class after the class has started.

MBA courses are designed to be taken in a specific order, and it is highly recommended that students take courses in the order provided for in their degree plan. MGMT 6100 is designed to be taken at the beginning of the first semester and **MUST** be taken by the start of the second semester. Any student who has not taken MGMT 6100 by the second semester will not be registered for additional courses, until MGMT 6100 is taken.

Students accepted into a program who do not attend classes for over one year must apply for readmission into the degree program at both the School of Graduate Studies and the College of Business Administration level and begin a new planned program of study. Course credit over five years old will not be accepted in the program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, degree candidates must maintain a 3.0 GPA.

The Graduate Business Office may override any requirement based on extreme circumstances.

**Clayton State University Notebook Computer Policy:** It is the policy of Clayton State University that every student own or have ready, on demand access to a notebook computer to use for academic assignments and communications. These will often, but not always, require taking the computer to class. For hardware and software specifications and additional details, go to the University's [ITP-Choice](#) website.

**Residency Requirement:** To receive a Graduate Business degree from Clayton State University, a student should usually complete all 33-semester hours of the MBA program requirements at Clayton State University. Any MBA semester hours (of the 33) that a student takes at CSU must be completed after the student has been admitted to the degree program. Transfer of graduate credit is generally not accepted, although transfer credit from an AACSB accredited institution will be considered on an individual basis. Unless subject to a prior agreement with another university, no more than six credit hours may be transferred.

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### **Application for Graduation**

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Prior to the last semester or summer term before graduation, the student must file an Application for Graduation and pay the graduation fee. The cap, gown, and hood must be ordered unless the student indicates ownership of a cap, gown, and hood. All financial obligations, academic requirements, and commencement attendance requirements must be met prior to the awarding of the graduate degree.

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### **Applicability of Handbook Regulations**

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The student is bound only by the requirements of the student handbook in force at the time the degree plan is given final approval. The student may, with permission of the Graduate Business Program Director, choose to fulfill the requirements of a subsequent handbook. In either case, all courses taken for graduate credit and to be counted toward the degree must have been completed within the time limit stated for the degree. Graduate Business degrees the CSU programs must be completed in five years, unless exceptions (such as for transfer credit) are made by the Program Director. No exception is made beyond 10 years.

Clayton State University reserves the right to make changes in course offerings, academic policies, academic calendar, tuition, fees, other charges, rules, and regulations as required by the Graduate Council. The provisions of this handbook are not to be regarded as a contract between the University and its students or applicants.

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### **Time Limit for Completion of a Graduate Degree Program**

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All requirements for Graduate Business degrees must be completed within a period of five years starting with first enrollment in a Graduate Business course.

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### **Responsibility of the Student**

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The graduate student accepts full responsibility for knowing and fulfilling all of the general and specific regulations and requirements for admission to graduate standing and for completing the chosen program of study. For that reason, it is imperative that the incoming student be familiar with all of the graduate handbook regulations and complete them on schedule and in the manner required.

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### **Transfer of Credit**

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Transfer of graduate credit is generally not accepted, although transfer credit from an AACSB accredited institution will be considered on an individual basis. Unless subject



to a prior agreement with another university, no more than six credit hours may be transferred.

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### **Course Load**

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Six semester hours will be required of all Graduate Business students in the spring, summer, and fall semesters. Six credit hours will be considered to be full time for Graduate Business students. It is recommended that students take no more than six credits a semester. However, students are permitted to take a maximum of six credits in eight weeks and a total of twelve credits in the fall or spring semester without prior approval.

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### **Course Numbers**

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Graduate courses are designated by 5000 and 6000 level numbers. Lower level 5000 courses are considered foundation courses. Please ensure compliance with the degree plan for pre-requisites.

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### **Teaching Assistants, Administrative Assistants, and Research Assistants**

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Qualified graduate students with acceptable scores on the GRE or GMAT are eligible for consideration as teaching assistants, administrative assistants, and research assistants (when available). Graduate Teaching Assistants may serve as instructors of record in either developmental courses or freshman/sophomore level courses. Unless assigned to developmental courses, the instructor of record will have been admitted to graduate study without restriction and will have completed a minimum of eighteen graduate credit hours in the subject matter field. Graduate Teaching Assistants will typically be employed for up to six semester hours load credit per semester or as allowed by the Program Director. Graduate Administrative Assistants will typically have assignments such as attending and/or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups. Graduate Research Assistants will typically assist faculty with research projects.

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### **Course Changes, Drops, and Withdrawals**

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**Change of Schedule.** A student's schedule may be changed subject only to the approval of the Graduate Business Program Director. (Note: University policy is stated below.) The procedure is as follows:

1. The student obtains a drop/add request form from the respective school to add a course, drop a course, or to add and drop.

2. After the appropriate signatures have been obtained, the student makes the change using regular CSU student guidelines for adding and dropping.
3. A student may not add a course after missing the first four-hour or more class. .

**Official Drop Date. No drop is official until the form is submitted to the Office of the Registrar.** The date of submission to the Office of the Registrar is the official drop date for grade determination. An “F” will result if a student ceases to attend class without completely processing a course drop or withdrawal from CSU.

**Instructor Drop.** An instructor may drop a student any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the student a verbal or written warning prior to being dropped from the class. An instructor’s drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F. The date the instructor drop form is received in the Office of the Registrar is the official drop date.

**Withdrawals.** Any student who desires to withdraw from the University will contact the Program Director. Following an exit interview, the student will be issued a copy of the withdrawal form and the Program Director will process the paperwork with the necessary University offices.

**Enforced Withdrawal from the University.** A student who fails to comply with the stated regulations concerning provisional admission may be required to withdraw after University review. This action will be posted to the permanent record and a statement retained in the academic file.

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### Grading System and Progression Requirements

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**Letter Grades:** Grades of A, B, C, D, F, I, W, and WF are recorded for graduate courses. Students will receive credit for grades of A, B, and C only. A degree-seeking fully admitted graduate student who has less than a 3.0 semester grade point average for three consecutive semesters will be dismissed. Provisionally admitted students who have less than a 3.0 semester grade point average for the first semester will be dismissed. A provisional student who meets a 3.0 semester grade point average or higher in the first semester is advanced to full admission thereafter and, unless other requirements are stated, must meet the respective progression requirements. The Graduate Business Program Director and the Graduate Business Steering Committee have the option of dismissing a student at any time due to failure to maintain a “B” average or failure to meet other standards. Students must have a “B” average (3.0) for graduation.

**Grade Reports:** Grades are posted on the students’ DUCK by the respective faculty at the end of each semester.

**Removal of an I Grade:** Graduate students enrolled in graduate courses have a one semester (long semester) limitation after the “I” grade for removing an incomplete grade. Failure to remove the “I” grade within the stipulated timeframe incurs an automatic “F” grade for the original “I” grade.

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### **Post-MBA Certificate**

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Students already possessing a Masters of Business Administration degree from an AACSB school may obtain a Post-MBA Certificate focusing on one of the following areas/concentrations:

- Human Resource Leadership
- International Business
- Sports and Entertainment Management
- Supply Chain Management

Students who have acquired a Masters (M.S. or M.A) in a business discipline from an AACSB accredited business school will also be eligible to enroll in the certificate program. Students with Masters Degrees from other schools must apply as new students.

A student may not repeat a course or concentration from an MBA Program. Twelve credits are required for the certificate. Students are considered to be non-matriculating, so *financial aid is not available*. Students must select a concentration, and satisfy its requirements.

#### **Post-MBA Certificate in Human Resource Management**

##### Required Courses:

- MGMT 6108 Talent Development in Organizations
- MGMT 6109 Human Resource Consulting
- MGMT 6110 Global Human Resource Leadership

##### Plus one of the following courses that was not previously taken:

- MKTG 6104 Sports & Entertainment Marketing
- BUSA 6103 Sports & Entertainment Economics
- MGMT 6107 Sports & Entertainment Management
- BUSA 6101 International Business and Global Logistics
- MGMT 6105 Global Experience/Study Abroad
- MGMT 6106 Cross-Cultural Negotiating
- MKTG 6103 Global Marketing
- MGMT 6102 Operations & Supply Chain Management
- MGMT 6103 Field Problems in Logistics Systems

#### **Post-MBA Certificate in International Business**

Required courses. Three of the following four:

BUSA 6101 International Business and Global Logistics (if not previously taken.)  
 MGMT 6105 Global Experience/Study Abroad  
 MGMT 6106 Cross-Cultural Negotiating **OR** MKTG 6103 Global Marketing (If BUSA 6101 was previously taken, both of these courses must be taken.)

Plus one of the following courses that was not previously taken:

MKTG 6104 Sports & Entertainment Marketing  
 BUSA 6103 Sports & Entertainment Economics  
 MGMT 6107 Sports & Entertainment Management  
 MGMT 6108 Talent Development in Organizations  
 MGMT 6109 Human Resource Consulting  
 MGMT 6110 Global Human Resource Leadership  
 MGMT 6102 Operations & Supply Chain Management  
 MGMT 6103 Field Problems in Logistics Systems

### **Post-MBA Certificate in Sports and Entertainment Management**

Required Courses:

MKTG 6104 Sports & Entertainment Marketing  
 BUSA 6103 Sports & Entertainment Economics  
 MGMT 6107 Sports & Entertainment Management

Plus one of the following courses that was not previously taken:

MGMT 6105 Global Experience/Study Abroad  
 MGMT 6106 Cross-Cultural Negotiating  
 MKTG 6103 Global Marketing  
 MGMT 6108 Talent Development in Organizations  
 MGMT 6109 Human Resource Consulting  
 MGMT 6110 Global Human Resource Leadership  
 BUSA 6101 International Business & Global Logistics  
 MGMT 6102 Operations & Supply Chain Management  
 MGMT 6103 Field Problems in Logistics Systems

### **Post-MBA Certificate in Supply Chain Management (Four courses total.)**

Required Courses:

BUSA 6101 International Business & Global Logistics (If not previously taken.)  
 MGMT 6102 Operations & Supply Chain Management  
 MGMT 6103 Field Problems in Logistics Systems

In addition, one or more of the following courses that were not previously taken:

MKTG 6104 Sports & Entertainment Marketing  
 BUSA 6103 Sports & Entertainment Economics  
 MGMT 6107 Sports & Entertainment Management  
 MGMT 6105 Global Experience/Study Abroad  
 MGMT 6106 Cross-Cultural Negotiating

MKTG 6103 Global Marketing  
MGMT 6108 Talent Development in Organizations  
MGMT 6109 Human Resource Consulting  
MGMT 6110 Global Human Resource Leadership

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### **Change of Address**

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Any change of a student's address must be reported immediately to the Office of the Registrar, the Business Office, and the Financial Aid Office. Students may also change their address on-line.

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### **Satisfactory Academic Progress**

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In addition to the general guidelines above for progression in program, minimum standards include qualitative requirements (semester and/or cumulative grade point averages) and quantitative requirements (maximum time frame for completion of degree AND hours attempted versus hours completed). To remain a student in good standing, degree candidates must have at least a grade of "C" or better in all courses taken and maintain a cumulative 3.0 grade point average. In addition, no more than two "C's" are permitted in the program.

The Graduate Business Program Director assesses satisfactory progress requirements at the end of each semester, which includes summer semesters. *Satisfactory progress requirements are monitored for ALL enrollment periods, including those for which financial aid was not received.*

#### **Failure to Meet Satisfactory Progress**

Should a student fail to meet the above standards at the end of an academic year, he/she will be placed on probation and must meet a 3.0 grade point average while on probation. (Please see below.) If a student does not meet satisfactory progress and is placed on probation status, there may be consequences with financial aid and the student must seek advice from the financial aid office.

#### **Other Elements**

Withdrawals, class drops, and grades of "incomplete" are considered non-completed hours when determining satisfactory progress. Repeated courses, non-credit developmental coursework, and transfer hours are deducted from the maximum hour limits and progression standards.

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## Grade Appeal Process

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Students have the right to protection against prejudiced and unreasonable academic evaluation and assessment. At the same time, however, students are responsible for maintaining the standards of academic performance established by the University and by the faculty for each course in which they are enrolled. Faculty has a responsibility to advise students of course expectations and criteria for grades and to make themselves available for conferences with individual students who seek counsel and advice regarding their progress. Students who believe that their personal academic rights have been violated may seek redress. Academic appeals must be initiated and pursued in a timely manner; specifically, the appeal process must be initiated during the next term of attendance or within three months from the end of the term in which the grade was assigned, whichever comes first. Appeals initiated after this "statute of limitations" will not be considered except in extraordinary instances in which there is a compelling reason, one beyond the student's control, presented for the delay. The following procedures must be adhered to in filing a grade appeal:

- A student should begin by consulting with the faculty member who assigned the grade to determine if the matter can be resolved through mutual understanding.
- If no understanding is reached, and the student wishes to pursue the matter further, he or she must file a written appeal to the Graduate Business Director using the appeal form provided. The Graduate Business Director will contact the professor to provide an answer or explanation and will conduct any further investigation that may be needed. The Graduate Business Director will attempt a conciliation, and if that is not possible, will make a determination and provide the student with a written response.
- If the student is dissatisfied with the ruling from the Graduate Business Director, he or she may submit an appeal in writing to the dean of the college, with a copy to the Graduate Business Graduate Business Director. The student may be asked to provide additional information. The dean will provide the student with a written response to the appeal.
- If the student is dissatisfied with the ruling of the dean and wishes to appeal the decision further, he/she must submit a written appeal to the Vice President for Academic Affairs (VPAA) detailing specific objections to the college ruling. An investigation will be conducted. The VPAA, at his or her discretion, may rule on the case after the investigation is completed, or may convene the Academic Appeal Board to weigh the evidence and make a recommendation to the VPAA. The VPAA will provide the student with a written response to the appeal.
- If the student wishes to appeal further, the student must submit a written appeal to the President of Clayton State University. Normally, the President's review will be concerned with procedural rather than substantive issues, although he/she may

consider all matters. The President will provide the student with a written response to the appeal. The final administrative decision rests with the President and may not be appealed.

- In these procedures, the term "grade" may apply to those actions that affect a student's academic record or academic progress. The written appeal should be specific and detailed concerning the substance of the appeal and why the student disputes the previous ruling; exhibits may be attached. A concerned student may discuss an issue informally with the MBA Director, the dean, AVPAA, VPAA, or President, but the appeal will not be considered official and no formal action will be taken until the appeal is submitted in writing within the given time frame.

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### **Repeated Courses and Automatic Dismissal**

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Students must earn a grade of "C" or better in every graduate level course. A cumulative 3.0 GPA average must be maintained.

Each student whose GPA for a semester is below 3.0 will be on probation. Upon completion of the next semester of relevant graduate coursework, the performance of a student on probation will be evaluated in the following way:

1. If the semester GPA is at least 3.0 and the cumulative GPA is at least 3.0, then the student will return to good standing.
2. If the semester GPA is less than 3.0 and the cumulative GPA is less than 3.0, then the student will be suspended from the College of Business for a minimum of one semester.
3. If the semester GPA is less than 3.0 but the cumulative GPA is at least 3.0, then the student may continue to enroll but will continue to be on probation until a semester GPA of at least 3.0 is achieved, at which time he or she will return to good standing, or until subsequent semester GPAs bring the cumulative GPA below 3.0, at which time he or she will be suspended from the College for a minimum of one semester.
4. If the semester GPA is at least 3.0 but the cumulative GPA is less than 3.0, then the student will remain on probation. The student may continue to enroll while on probation, provided the semester GPAs are at least 3.0, until the cumulative GPA is brought to at least 3.0; at this time he or she will return to good standing. If any semester GPA is less than 3.0 before the cumulative GPA has been brought to 3.0, the student will be suspended from the College for a minimum of one semester.

After a suspension of at least one semester and if the time limit for completing the program has not expired, the student may apply for readmission. Application for

readmission must be made to the School of Graduate Studies no later than six weeks prior to the first day of registration for the semester in which reinstatement is sought.

A student who is readmitted from suspension will be on probation. If any semester GPA is less than 3.0 before the student's cumulative GPA reaches at least 3.0, the student will be permanently excluded from taking graduate courses in the College of Business at Clayton State University. When the cumulative GPA is at least 3.0, the student will then return to good standing. Another suspension after returning to good standing also will result in permanent exclusion.

In addition, no more than two "C's" are permitted in the program. Students who have received nine credit hours of grades below "B" are not eligible to retake a class and will be dismissed from further graduate study in the College of Business.

Students have one year to repeat a course in which they have received a grade of "C." Students receiving a "D" or "F" grade must repeat the course the next semester that they are enrolled before they can progress in the program, assuming that their GPA will allow them to continue. A course may only be repeated once. Graduate students cannot repeat a course and count just the higher grade towards the cumulative GPA. All grades count toward the GPA.