College of Business
Graduate Student Handbook

“And what does the Lord require of you? To Act Justly and to Love Mercy and to Walk Humbly with your God.”

Micah 6:8

2015-2016

316 BOULEVARD

ANDERSON, SOUTH CAROLINA
This Graduate Student Handbook serves as a tool for informing graduate candidates about the policies, guidelines, and procedures necessary for successful completion of the graduate program. The College of Business revises this handbook periodically and reserves the right to change, delete, or add to any of the content at any time at its sole discretion.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>5</td>
</tr>
<tr>
<td>ACADEMIC POLICIES</td>
<td>6</td>
</tr>
<tr>
<td>Academic framework &amp; learning outcomes</td>
<td>6</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>6</td>
</tr>
<tr>
<td>Admission Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Registration for Courses</td>
<td>9</td>
</tr>
<tr>
<td>Good Academic Standing</td>
<td>9</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>9</td>
</tr>
<tr>
<td>Academic warning, probation, suspension and termination</td>
<td>9</td>
</tr>
<tr>
<td>Probation</td>
<td>9</td>
</tr>
<tr>
<td>Suspension</td>
<td>10</td>
</tr>
<tr>
<td>Termination</td>
<td>10</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>10</td>
</tr>
<tr>
<td>Attendance Policy for Online Courses</td>
<td>10</td>
</tr>
<tr>
<td>Class start and end dates</td>
<td>11</td>
</tr>
<tr>
<td>Computing Requirements</td>
<td>11</td>
</tr>
<tr>
<td>Online Courses</td>
<td>11</td>
</tr>
<tr>
<td>AU Email Account</td>
<td>11</td>
</tr>
<tr>
<td>AU Canvas – online platform</td>
<td>12</td>
</tr>
<tr>
<td>Textbooks</td>
<td>12</td>
</tr>
<tr>
<td>APA style</td>
<td>12</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>12</td>
</tr>
<tr>
<td>ACADEMIC INTEGRITY &amp; HONESTY</td>
<td>13</td>
</tr>
<tr>
<td>Penalty for lack of integrity</td>
<td>13</td>
</tr>
<tr>
<td>Anderson University’s MBA Code of Honor</td>
<td>14</td>
</tr>
<tr>
<td>MBA CURRICULUM</td>
<td>15</td>
</tr>
<tr>
<td>Courses in the Curriculum</td>
<td>15</td>
</tr>
<tr>
<td>COURSE CALENDAR</td>
<td>17</td>
</tr>
<tr>
<td>INTERNATIONAL STUDENTS – I 20 VISA</td>
<td>18</td>
</tr>
<tr>
<td>US Government – F1 Visa Regulations</td>
<td>19</td>
</tr>
<tr>
<td>FACULTY RESEARCH FOCUS</td>
<td>20</td>
</tr>
<tr>
<td>Dr. Evie Maxey</td>
<td>20</td>
</tr>
<tr>
<td>Dr. John Frazier</td>
<td>20</td>
</tr>
<tr>
<td>Dr. William Hanson &amp; Dr. Jeffrey Moore</td>
<td>20</td>
</tr>
<tr>
<td>Dr. Chris Neuenschwander</td>
<td>21</td>
</tr>
<tr>
<td>Dr. Kent Saunders</td>
<td>21</td>
</tr>
<tr>
<td>Dr. Joe Spencer</td>
<td>21</td>
</tr>
<tr>
<td>Dr. Kim Whitehead</td>
<td>22</td>
</tr>
<tr>
<td>MBA ADVISORY BOARD &amp; ACCREDITATION</td>
<td>22</td>
</tr>
<tr>
<td>Advisor Activities</td>
<td>22</td>
</tr>
<tr>
<td>Advisor Profiles</td>
<td>23</td>
</tr>
<tr>
<td>PERSONAL ACKNOWLEDGEMENT</td>
<td>25</td>
</tr>
</tbody>
</table>
Administration

Dr. Carol Karnes  
Dean, College of Business  
Professor of Business  
Vandiver 2nd floor

Dr. Jeffrey Moore  
Associate Dean, College of Business  
MBA director, Associate Professor of Business  
Vandiver Office 303  
864-322-3088  
jmoore@andersonuniversity.edu

Ms. Stephanie McLees  
Administrative Assistant  
MBA Coordinator  
Vandiver 2nd floor

Ms. Kelsey Kobler  
Journey Coach MBA program  
University Center Anderson Office  
864-231-5510  
kobler@andersonuniversity.edu

Faculty

Dr. John Frazier, Professor of Management
Dr. Douglas J. Goodwin, Associate Professor of Management
Dr. William Hanson, Professor of Leadership - Adjunct
Dr. Miren Ivankovic, Associate Professor of Economics and Finance
Dr. Evie Maxey, Assistant Professor of Human Resource Management
Ms. Emily McCorkle, Adjunct Instructor
Dr. Jeffrey Moore, Director of the MBA Program & Associate Professor of Management
Dr. Chris Neuenschwander, Associate Professor of Accounting
Dr. Kent Saunders, Professor of Finance and Economics
Dr. Gordon Smith, Associate Professor of Economics and Finance
Dr. Joe Spencer, Professor of Marketing
Dr. Kimberly Whitehead, Assistant Professor of Management
The purpose of the College of Business, also referred to as “COB,” is to provide academic study and training to persons seeking business careers in the field of public, private, or non-profit organizations. The graduate Business programs at Anderson University are fully approved by the ACSB.

**Degree Programs Offered:** Single Master of Business Administration (MBA) with one concentration in Healthcare Management. The MBA program provided is completely online or in hybrid format at The University Center of Greenville.

**Program Mission Statement:** The Anderson University MBA Program produces professionally-prepared graduates through courses that integrate the Christian faith with business concepts. The College of Business fulfills the University’s mission by challenging the students in an atmosphere of sound professional ethics which affirm biblical teachings in a secular business world. The degree is designed to allow graduates to satisfy goals such as professional development, career advancement, personal growth, or job mobility.
Academic framework & learning outcomes

**Development of Business Knowledge**

*Demonstrate an understanding of:*

- Advanced business concepts in the area of management with supporting knowledge in accounting, economics, finance, marketing, professional ethics, and quantitative business analysis.
- The relationships between business disciplines in domestic and global environments.
- Where outcome is addressed: Each of the twelve MBA courses.
- Means of measurement: Course-embedded assessments, Simulations, Discussions, and Case Study Analyses.

**Application of Business Knowledge**

* Demonstrate the ability to:

- Apply advanced business concepts.
- Integrate business disciplines to analyze & interpret business issues.
- Apply management tools to solve problems.
- Where outcome is addressed: Each of the twelve MBA courses. Means of measurement: Course-embedded assessments, Projects, Simulations, Discussions, and Case Study Analyses

**Integration of Ethical Principles**

* Demonstrate the ability to:

- Integrate Christian principles in business operations and decision-making.
- Recognize and analyze ethical dilemmas in all business areas & to apply ethical principles in resolving issues with integrity.
- Means of measurement: Course-embedded assessments, Simulations, Discussions, Case Study Analyses, Bible Verses, and weekly ethical discussions/forums.

**Academic Advising**

The journey coach develops a course schedule to assist the graduate candidate in meeting the respective degree requirements. The student will be provided with a My MBA Schedule at the beginning of the program. It is important to note that it is the student’s responsibility to contact the journey coach by e-mail for any change or assistance with changing the MBA Schedule. MBA administration reserves the right to change the course offerings listed on a student’s My MBA Schedule. These changes sometimes happen due to faculty availability, university registrar mandated changes or program restructuring.

The MBA director is the academic advisor for each MBA student.
Admission Requirements

Regular Admission

- Submit a “College of Business Graduate Studies Admission Application” with the non-refundable application fee;
- Baccalaureate degree from a regionally or nationally accredited institution of higher learning
- Appropriate cumulative college GPA (2.75) or GMAT score exceeding 510
- Submit three Reference Request Forms – one being from your supervisor
- Minimum TOEFL score of 550 (paper), 220 (computer) or 75 (internet) will be required if English is not the student’s first language, and proof of current Visa for International students. International MBA candidates will need to have an interview via Skype with the director of the MBA program before being accepted. Anderson University does provide the appropriate US student visas to those coming to study on campus. International students receiving their undergraduate degrees from institutions abroad must submit their transcripts to be evaluated by WES, who will then transmit the results to Anderson University.

<table>
<thead>
<tr>
<th>Regular admission is determined by the criteria listed below</th>
<th>Full Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Undergraduate GPA from a regionally or nationally accredited institution exceeds 2.75 (with prerequisites) or</td>
<td>X</td>
</tr>
<tr>
<td>2 GMAT score exceeds 510</td>
<td>X</td>
</tr>
</tbody>
</table>

The application form and other requisite information as noted should be submitted to the Graduate Admission Office as soon as possible due to the competitive nature of the program. Student applications, which are incomplete or are missing any of the items described above, may not be processed. If the application is processed, admission will be limited to provisional status. All applications are initially screened by the Associate Dean of Business and students will be informed in writing of their admission status.

Admission on Probation

- Must have a cumulative GPA of at least 2.0 for an earned baccalaureate degree.
- Must take the following prerequisites at Anderson University, making a B or better grade in each course.
  - MAT108, ECON211 or 212, and ACC201 or 202
  - For students that have met these pre-requisites in their earned baccalaureate degree, the courses do not have to be repeated. If the courses are required, the students must take these classes prior to progressing into the MBA core.
- The student must earn a grade of B or better in each of the first three MBA courses (excluding the pre-requisites courses).
Students that are accepted under these admission criteria are accepted in a probation status until the completion of their third MBA course. Failure to meet the above mentioned criteria will lead to immediate academic dismissal from the MBA Program.

**Provisional Admission**

- Applicants within 18 hours of an undergraduate degree who otherwise meet either criteria 1 or 2 may apply for provisional admission. If accepted, the student must provide proof of graduation prior to the end of the prescribed provisional time period. Students who are admitted provisionally will be informed of the conditions to be met and any specific deadline(s) for meeting them. Applicants maintaining provisional status must have a GPA of 3.0 after the first 9 hours of graduate business courses.

**Non-degree Seeking Students**

Applicants who desire to take a limited number of courses, but are not seeking a degree from Anderson University may be admitted with temporary status and as such are limited to three courses or nine hours. Separate admission procedures for Non-Degree status are as follows:

- Application form indicating non-degree status.
- Official transcripts will be required from school where undergraduate degree was conferred and, when appropriate, transcripts from all other colleges attended.
- Minimum TOEFL score of 560 (paper), 220 (computer) or 75 (internet) is required if English is not the student’s first language, and proof of current Visa for International students. International MBA candidates will need to have an interview via Skype with the director of the MBA program before being accepted.

**Placement tests – challenging pre-requisites**

MBA candidates may challenge taking the accounting, statistics and economics courses through taking an online placement test.

- A MBA student completing the Quantitative Review with a score of 70% or better will have both undergraduate statistics leveling class AND undergraduate economics leveling class requirement waived. Failure to pass the test with a 70% or higher score will require the student to take undergraduate leveling class statistics AND undergraduate leveling economics class.
- A MBA student completing the Accounting Review with a score of 70% or better will have the undergraduate accounting leveling class requirement waived. Failure to pass the test with a 70% or higher score will require the student to take undergraduate accounting leveling class.

Students desiring to obtain this opportunity will pay for 1 credit hour at the MBA tuition rate. The journey coach would register them for the Canvas Course.
Registration for Courses

MBA courses are organized into three groupings. Each grouping must be completed before continuing on to the next group of courses. This grouping system imbeds the courses that serve as pre-requisites for the next courses, building on the knowledge and management skills.

Candidates are notified of the course registration schedule for a forthcoming semester, term, or session through campus e-mail. Candidates are expected to meet with the Journey Coach of the MBA prior to beginning the start of classes to confirm their attendance. The Journey Coach will register students in their courses.

**IMPORTANT:** The academic advisor is not responsible to ensure the completion of the candidate’s program. Anderson University places the responsibility of fulfilling all requirements for graduation solely on the candidate. The candidate should be familiar with the appropriate graduation requirements as stated in the Anderson University catalog and Graduate MBA Handbook. The candidate may not graduate or participate in commencement exercises unless all academic and extra-academic requirements have been satisfied. The candidate is responsible for completing all the necessary paperwork and submitting it to the Office of the Registrar before the graduation deadlines.

Good Academic Standing

It is the University’s desire that all candidates successfully complete their programs of study. To remain in good academic standing, the graduate candidate must maintain a specific cumulative grade point average.

<table>
<thead>
<tr>
<th>Business Graduate Programs</th>
<th>minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60</td>
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**Academic warning, probation, suspension and termination**

Students not receiving a B (3.0) in a course are in jeopardy of academic probation and possibly suspension. Courses a student has earned a B in may not be repeated. Students may not repeat a course outside of Anderson University and bring it back in as a transfer course.

**Probation**

When a student’s GPA falls below a 3.0 the student is automatically placed on probation. The MBA director will issue a letter to the student listing the required future course of action. This academic plan will have a positive outcome as well as clear penalty for not achieving the academic plan.
When a student is on probation they must complete the current MBA course grouping they are in before continuing to the next course group.

**Suspension**

A student can be academically suspended in two ways:

a) When a student’s GPA stays below a 3.0 for three consecutive sessions the student is automatically suspended from the MBA schedule and normal course sequence. The academic plan will require the student to repeat the course they received a C, D or an F.

b) A student earns a D or an F in an MBA course they are automatically placed on suspension. The academic plan will require the student to repeat the course they received a D or an F.

While on suspension the student may not continue the normal course of sequence. He or she must repeat courses earning a C or below. Furthermore a student must not repeat courses that they have received a B in order to receive an A. Rather the student must repeat the course they received a C in.

**Termination**

Termination will result when a student has failed to uphold the MBA code of honor. See section on academic integrity for detail.

**Attendance Policy**

Candidates registering for graduate courses are expected to make a serious commitment to regular attendance. All candidates are required to attend the first schedule day of class. Candidates who cannot attend the first class are responsible for contacting the instructor. It is the responsibility of the candidate to drop a course. Enrollment in a course obligates the candidate not only for prompt completion of all work assigned but also for punctual and regular attendance. It is the candidate’s responsibility to be informed concerning all assignments made during a class. Candidates who experience illness or a family or business emergency must contact their instructor as soon as possible to discuss options regarding missed coursework. Absences, whether excused or unexcused, do not absolve one from this responsibility.

<table>
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<tr>
<th>Type of Course</th>
<th>Maximum Number of Absences</th>
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<tr>
<td>MBA program (6 weeks)</td>
<td>1</td>
</tr>
<tr>
<td>MBA concentration course (15 weeks)</td>
<td>3</td>
</tr>
</tbody>
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**Attendance Policy for Online Courses**

Last Day to Drop with NO GRADE
- No charge for course(s) dropped on or before the end of the third (3) business days
- Course will not appear on transcript

Last day to Withdraw with a Grade of “W”
• Full tuition charge if you remain in the class pass the third (3) business days
• Course will appear with grade of “W” on transcript

Online students must login and complete an online assignment by the third day from the start of class to be considered as active in the course.

Requests to drop a course must be conveyed to the Office of the Registrar by noon on the date indicated. A course drop fee applies once Self-Service is closed.

Requirements for a course withdrawal include a Course Withdrawal Form, a payment of $10.00 for the course withdrawal fee, and approval (email or written) from both the instructor and the academic advisor.

Class start and end dates

Classes start on Saturday and finish on Friday. This means that faculty will be assigning week 1 homework on the week-end before you come to class. Faculty are committed to opening the Canvas courses on the Monday before classes start on Saturday.

Computing Requirements

Both seated and online MBA programs require the use of computers with an internet access. Seated and online MBA programs uses the online platform Canvas. Furthermore most courses expect the use of the Microsoft Office Suite (Word, PowerPoint & Excel). An add-on called Analysis ToolKit is also required for some quantitative courses. In the PC version it is free but there is a fee for Mac users.

Online Courses

It is important to stress that even though a course is online, it is not a self-paced course. Assignments have deadlines, and graduate candidate is expected to participate in online “chat” sessions with the respective professor and/or fellow candidates. The “chat” sessions require that the graduate candidate be on a computer at a designated time. This time is normally set after the instructor has identified a mutually convenient time for all candidates.

A student must participate in an online classroom activity within the first three days, otherwise the student is dropped from the course.

AU Email Account

Every university faculty member and every candidate is assigned an email address. All candidates, faculty, and staff are required to abide by the Internet Use and Email Policy guidelines found at https://aunet.andersonuniversity.edu/iqwebaccount. If the candidate experiences a problem of any kind, the IT Help Desk should be notified at help@andersonuniversity.edu.

All correspondence from Anderson University offices is sent to the student’s AU e-mail account.

Candidates are expected to check their e-mail frequently each week during the fall and spring semesters. Candidates are required to use their Anderson University email address when sending messages via that medium to faculty or staff members. Email messages should be written in a professional manner that is indicative of a professional educator. All material sent by email to the
candidate’s university email address shall be deemed as received, and it is the candidate’s responsibility to check the university email account regularly to ensure that the mailbox is not full. **Emails are automatically purged from your email account after 30 days.**

**AU Canvas – online platform**

Every MBA course has an online platform where class lectures, assignments and other course materials are posted. If the course is a completely online program or a hybrid course all classes will have a Canvas website. Canvas can be accessed through going online to the resource section of the Anderson University website [www.andersonuniversity.edu](http://www.andersonuniversity.edu). After you choose the Canvas link use your AU email and password.

**Textbooks**

Textbooks are included in the cost of the MBA program. The student however is required to update his / her address. Textbooks that are shipped to a wrong address and the error is due to the student failing to update his / her address will be charged to the student’s account. When a candidate withdraws from a course after they have received the textbook, they are responsible to pay for that textbook unless they return the textbook to the bookstore and email the Journey Coach.

**APA style**

MBA students are required to submit their essays and case studies in the appropriate APA format. APA formatting is required whether or not the MBA course specifies it.

**Application for Graduation**

Candidates nearing completion of their degree must complete an Application for Graduate Studies Graduation. Applications are accepted in the fall for spring graduation and in the spring for summer and fall graduation. Deadlines for application are set by the University Registrar and distributed to candidates. Failure to meet the stated deadline may result in a delay in time of graduation. Candidates must complete the Application for Graduate Studies and submit it along with the other required paperwork for review and signature from the Dean of the College. The application and all supporting documents will then be reviewed by the University Registrar and a degree audit performed. Official degree audits are sent to the candidate’s Anderson University email account. All candidates applying for spring and fall graduation are expected to participate in the commencement ceremony at the end of the semester. Candidates who apply for summer graduation are invited to participate in the December commencement. The Graduate Studies application fee is $100 for those applying by the stated deadline. The late fee is $150. The Graduation Regalia are ordered through the University Bookstore. Please read and follow the directions for submitting the required paperwork to the Coordinator of the Graduate Studies.

The process for applying is as follows:

- Print a copy of the **Application For Graduate Studies Graduation** (The candidate may print one by going to the AU Website, clicking on “Students”, clicking on “Registrar”)
- Complete the Application. The candidate should make sure that the “Courses Lacking Completion to Satisfy Graduation Requirements” section is complete and then sign the form.
- Pay the $100.00 application fee. There is late fee charge of $50.00. The candidate may pay online or at Anderson Central. The candidate needs to submit a receipt or proof of payment, in addition to the Application and the unofficial transcript, to the Coordinator of Graduate Studies.
• The candidate should obtain a copy of his unofficial transcript from Self-Service. This document must accompany the candidate’s application.

The candidate may bring the required paperwork to the office of the Journey Coach of the MBA. The candidate may also scan and email to the Journey Coach.

The candidate should make special note of how he or she prints his or her name on the graduation application, as this is how it will read in both the commencement program AND on the diploma.

ACADEMIC INTEGRITY & HONESTY

Penalty for lack of integrity

Breaking the MBA code of honor is a serious offense where each offense is recorded with the director of the MBA and the Provost’s office.

Students who are caught, the first time, breaking the MBA code of honor will receive a zero in the assignment and course where the infraction has happened. The second offense will result in failing the course. The first offense could have been committed in a previous course. The third and final offense will result in termination of the student’s MBA program at Anderson University.
Anderson University’s MBA Code of Honor

Each student, as an integral member of the academic community at Anderson University, must make the ethical and moral commitment not to act dishonestly and not to tolerate academic dishonesty on the part of other students. If one becomes aware of a likely Academic Code of Honor violation, a student must take responsible action. The maximum penalty will be levied for academic dishonesty. Examples of academic dishonesty are giving below.

The College of Business has used the Biblical reference from Exodus 20: 16 to guide our actions and decisions in this area. You shall not steal. You shall not give false testimony against your neighbor. To love God is to obey with a joyful attitude His commands. Part of His command is not to steal other’s work and ideas, which we call plagiarism in academia. Furthermore we are called not to lie. As bearers of God’s image we are to reflect who He is. Truth, hope and service are essential to the way we live if we are to honor God.

1. All work submitted for a course is accepted as a student’s own work, unless otherwise understood and approved by the instructor.

2. Students may not, without proper citation, submit work that has been copied, wholly or partially, from another student’s paper, notebook, or exam. Nor may students without proper citation submit work which has been copied, wholly or partially, from a book, article, essay, newspaper, the Internet or any other written or printed or media source whether or not the material in question is copyrighted.

3. Written work that paraphrases any written or printed media material without acknowledgment may not be submitted for a course. Ideas from books and essays may be incorporated in students’ work as starting points, governing issues, illustrations, and the like, but in each case the source must be cited.

4. Any on-line materials students use to gather information for a paper are also governed by rules about plagiarism, so students need to cite electronic sources as well as printed and other sources.

5. A student may not turn in the same work for two or more different courses he or she is taking in an academic term unless each professor involved has authorized students to do so in advance.

6. Students may not submit for one course any work that has been used to fulfill the requirements of another course previously taken at this or any other school without obtaining permission of the current professor in advance.

By signing this document (last page), you agree to abide by this honor code.
This Master of Business degree program offers practical application of current research-based best practices. Courses are delivered in a face-to-face and on-line format. The Master of Business degree is a 36-hour program but is a 45-hour program with the specialization.

Courses in the Curriculum

The Anderson University MBA consists of 4 foundational courses (12 credit hours), 12 core courses (36 credit hours) and an elective concentration/specialization with 3 courses (9 credit hours). This is a total of 57 credit hours. Additionally MBA students may take a 1 credit hour a semester internship course.

Foundation courses (12 credit hours):

- Principles of Accounting
- Principles of Economics
- Quantitative Methods (algebra and statistics)

The prospective MBA student may elect to meet the foundational courses in one of three ways. No graduate academic credit will be granted for such courses passed.

1. Complete the appropriate leveling courses offered by Anderson University. The classes are offered on a Pass/Fail grading scale.
2. Complete the appropriate undergraduate courses at Anderson University or other accredited institutions with a “C” or higher.
3. Pass the CLEP test(s) or other test provided by Anderson University for the appropriate courses(s).

Core courses (36 credit hours):

MBA courses are organized into three groupings. Each grouping must be completed before continuing on to the next group of courses. This grouping system imbeds the courses that serve as pre-requisites for the next courses, building on knowledge and management skill.

Group 1
- Management Thought and Application – BUS 501
- Quantitative Analysis – BUS 510
- Organizational Development – BUS 520
- Managerial Accounting – BUS 525
Group 2

- Human Resource Management
- Managerial Economics
- Leadership and Ethics
- Financial Management

Group 3

- Operations and Management
- Marketing Management
- Global Business
- Strategic Management

Elective concentration (9 credit hours):
- Healthcare Management – Fall 2016

Internship (1 credit hour):
- Internship available Fall, Spring and Summer semesters

A student will be required to complete 36 hours of course work for the MBA and 45 hours if pursuing a specialization. The normal course load is one course per six-week term. Only on an exception basis will a student be allowed to take two courses per six-week term.

Students may transfer up to 6 hours of graduate credits from other regionally or nationally accredited institutions. These courses must have been taken within the last six years. Each transferred course must carry a grade of B or better. A “Request for Transfer Graduate Course Credit” form should be completed prior to the student’s enrollment in the MBA Program.
## COURSE CALENDAR

### Spring 2016
- Session 4  1/02/2016 - 2/12/2016
- Session 5  2/13/2016 - 3/25/2016
- Session 6  3/26/2016 - 5/06/2016

### Summer 2016
- Session 7  5/14/2016 - 6/24/2016

### Fall 2016
- Session 1  8/6/2016 - 9/16/2016
- Session 3  10/29/2016 - 12/12/2016

### Spring 2017
- Session 4  12/31/2016 - 2/10/2017
- Session 5  2/11/2017 - 3/24/2017
- Session 6  3/25/2017 - 5/05/2017

### Summer 2017
- Session 7  5/13/2017 - 6/23/2017
International MBA students who would like to receive an I-20 VISA through Anderson University to study in the MBA program have a number of additional entrance requirements as well as two main restrictions during their stay in America.

The primary legal point of contact for an international Anderson MBA student with an AU sponsored I-20 VISA is the director of international programs at AU, Mrs. Ann Themistocleous athemistocleous@andersonuniversity.edu
US Government – F1 Visa Regulations

Congratulations on being accepted and admitted in the Masters of Business Administration program at Anderson University. In order for you to stay in the program you must abide by the United States government restrictions on your F1 Visa. These restrictions are from § Sec. 214.2(f) Students in colleges, universities, seminaries, conservatories, academic high schools, elementary schools, other academic institutions, and in language training programs:

(6) (i) (G) “For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted if taken on-line or through distance education in a course that does not require the student’s physical attendance for classes, examination or other purposes integral to completion of the class.”

(9) (i) “On campus work is limited to no more that 20 total hours per week while school is in session, inclusive of any work undertaken pursuant to a scholarship, fellowship, or assistantship.”

Source:

Please sign that you agree and accept to follow these restrictions.

_________________________  ______________________  ____________
PRINT NAME                SIGNATURE              DATE

Failure to abide by these regulations will automatically withdraw you from the Anderson University MBA program and terminate your F1 US visa supervised by Anderson University.

Jeffrey Moore, Ph.D., Director of the MBA program
Dr. Evie Maxey


Dr. John Frazier


Dr. William Hanson & Dr. Jeffrey Moore


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ublications by MBA faculty in 2014/2015:

FACULTY RESEARCH FOCUS
Moore, J., Owens, M. (June 2014) How does the organization influence the moral behavior of employees through the “cares initiative” – EISI case study. Presented at International Business Research Center, Greenville, SC.


**Dr. Chris Neuenschwander**


**Dr. Kent Saunders**


**Dr. Joe Spencer**

Presentations with Proceedings:


Dr. Kim Whitehead


MBA ADVISORY BOARD & ACCREDITATION

Advisor Activities

The MBA advisory board reviewed BUS 560 Global business and BUS 525 Managerial Accounting. We have expanded the board to include two new members. One from Brazil and one from India. Board members are asking how the assessment process they are participating in is being translated into action. There is a need for a faculty report that takes the feedback given and concludes how changes can be implemented in the class.

We were able to sponsor with the MBA advisory board funds the presentation by Gustavo Cruz (MBA student) and Dr. Hanson & Moore (MBA faculty) at the Eastern Educational Research Association (EERA) “Innovation in the workplace: enabling employees to exceed production standards.” This paper was presented in February 2015 in Sarasota, FL.

In the Fall 2014 we partnered with EISI to do research on the moral development of employees. We also worked with Walgreens to study their management secret in hiring people with disabilities.
Advisor Profiles

Mr. Cary Matthews is the COO of Trextel, LLC, a nationwide multi-technology solutions provider located in Duluth, Georgia specializing in voice, data, video and networking technologies. With over 25 years of telecommunications and operations experience. Mr. Matthews was formerly Executive Vice President of Richardson Technology Systems where he managed daily operations including the field services, IT, engineering, sales, and accounting departments and increased both revenues and profitability during his tenure. Other experience includes roles in operations, project management, and sales at BellSouth and consulting work with public and private companies, governmental agencies, and non-profits. He began his career as an electrical engineer for the United States Air Force.

Mr. Matthews lives in Cumming, Georgia and is an active member of Shadowbrook Baptist Church. He earned his Bachelor of Electrical Engineering and Master of Business Administration degrees from Auburn University and was a member of Vistage International for four years.

Mr. Walters joined BB&T in 2001 as the Regional Director of Wealth Management for the Upstate of South Carolina. Prior to joining BB&T Ross spent 25 years with Bank of America in various sales leadership roles in the areas of Trust, Retail Banking, and Commercial Lending. Ross has a BBA in Finance from Florida Atlantic University in Boca Raton, FL, a MAR from Westminster Seminary in Philadelphia, PA., and a MBA from Anderson University in Anderson, SC. Mr. Walters is a Certified Financial Planner(r).

Ross holds NASD licenses Series 7, 24 and 63. "My top priority is meeting the unique needs of our clients by leading a team of highly skilled client-focused financial professionals who provide a comprehensive array of customized wealth solutions."

Mr. Thomas C. Alsborg served as Executive Vice President & Chief Financial Officer of SYNNEX Corporation from March, 2007 until April, 2013. Mr. Alsborg has 25 years of business experience in the fields of accounting and finance, largely with Fortune 500 companies and a major CPA firm. Prior to SYNNEX, he spent 10 years in the electronics manufacturing services industry where Mr. Alsborg served as Vice President and Chief Financial Officer of Solectron Global Services, a division of Solectron Corporation. During his ten-year tenure at Solectron, he also held various management positions in corporate accounting & finance, investor relations, treasury and financial reporting and analysis. Prior to Solectron, he was with McDonald's Corporation and earned his CPA with Ernst & Young. Mr. Alsborg holds a Bachelor of Science degree in Business Administration with a concentration Accounting from Oral Roberts University and a Master in Business Administration degree with concentrations in Finance and International Business from the Leavey School of Business at Santa Clara University.
Mr. Arnaldo Marion serves as member on the board of directors of IMEC, where he is responsible for International affairs and Education projects in Brazil and abroad. Mr. Marion is also the founder partner of "Coaching 4 Change Brasil", which's mission is to equip and train organizational leaders with coaching tools and a servant heart. Additionally Professor Marion supervises MBA programs in Brazil and teaches on Coaching, Financial Planning and Adult Learning. He has served for 10 years on Banking and Financial Industry in several roles and companies such as Arthur Andersen, as auditor and ABN AMRO Bank as Compliance Business Manager. Mr. Marion holds a BA in Business Administration, an Executive MBA on Corporate Governance by BI International and a Master Degree in Business Education. Certified on "Innovation Management" by Berkeley University and "Macro Economic Risk Management " by Columbia University, NY. Coach by Florida Christian University (FCU) and Febracis. Author of books in business and in spiritual themes.

Dr. Johnson V. Thomas is the director of VeePhi Innovation Labs in Bangalore, India. As a technology scientist turned entrepreneur, independent researcher and consultant, he seeks to promote innovation for the benefit of a sustainable society. Dr. Thomas co-stewards the building up of VeePhi Innovation Labs, a start-up firm that specializes in data analytics, leadership transformation, and innovation transformation. His other areas of interest include management tools, business strategy and intellectual property law. Dr. Thomas has worked in both government and private sectors for more than two decades, performing roles such as senior delivery manager, senior technical architect, and senior scientist. His technical specialties include methods and software development for data analytics, automotive electronics, and aviation virtual manufacturing. He also has established and managed offshore development centers for major MNCs. Prior to his current venture, Dr. Thomas worked at iGATE/Patni Computer Systems, Infosys, and Aeronautical Development Agency. He is a leader known for his passion, analytical abilities, leadership, team-building skills, operational excellence, and managing change in a multicultural environment. He is an invited speaker at select conferences and has published journal articles and books.
I have read and adhere to the regulations listed in this MBA handbook. I also commit to uphold the MBA honor code.

Signed:            Dated: