# The Berry MBA

# Orientation Guide

## 2010-2011

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**Campbell School of Business**

*We have tried to ensure that the information in this guidebook is current and accurate at the time of preparation for printing. The information contained in this guidebook is intended to be a general guide to answering some of the more frequently asked questions that an MBA student may have; it does not purport to establish official Berry College policy and does not establish contractual relations. The views expressed in this guide do not necessarily represent the views of Berry College or the MBA Office. The College reserves the right to alter or change any statement contained herein without prior notice.*

*Students should refer to the Graduate Catalog for official college policies and regulations. The Graduate Catalog may be found online at http://www.berry.edu/catalogs/grad0810index.asp*

## Introduction

Welcome to the Berry MBA Program! The faculty, administration and staff of the Campbell School of Business hope your time in the program is challenging, gratifying and successful.

The following pages contain essential information on policies and procedures regarding your time here at Berry. Please make sure you become familiar with this Handbook as well as the Graduate Catalog both of which serve as a reference to the services of the CSOB and Berry College.

The MBA Office administers both academic and student services for all MBA students, including admissions, student advising, course scheduling, registration, graduation, and scholarships. We will monitor your progress toward your degree and work with you to ensure that you meet all the program requirements.

If you have any questions or need assistance, please do not hesitate to drop by our office, give us a call, or email us. We are always open to suggestions on how to improve our program and hope you'll let us know your ideas or comments. We are delighted to have you in our program and wish you the best of luck as you begin your program.

Sincerely,

Nancy J. Mercer

Nancy Johnston Mercer
Assistant Dean/MBA Director

## Vision, Mission and Goals

**Vision Statement of the Campbell School of Business**
The Campbell School of Business will achieve recognition as an integral part of North Georgia's social and economic fabric by providing excellent education for its students and exemplary services to the region and beyond.

**Mission Statement of the Campbell School of Business**
The Campbell School of Business provides an excellent liberal arts-based business education that engages the head, heart and hands, while serving the academic and business communities through appropriate research and services.

**Goals of the MBA**
The MBA program serves as a source for working professionals and managers in all types of organizations. The goal of the MBA program is to educate the head, heart and hands of our students by enabling them to develop an understanding of and become proficient in the following:

- Analysis and problem solving
- Application of theory
- Management of organizational resources
- Ethics and organizational citizenship
- Technology
- Written and oral communication
- Legal and regulatory environment
- Continuous improvement
- Global and political issues
- Leadership and accountability
- Demographic diversity
- Personal growth and lifelong learning

## Student Responsibilities:

- Students should maintain contact with their advisor particularly during registration.
- Students should inform the MBA offices of any change in personal or contact information.
- Students have the final responsibility for monitoring grade postings.

## Academic Integrity

Academic honesty is expected of all students. The Campbell School of Business requires that students in all course work and all other academic endeavors know and adhere to the considerations of scholarly ethics, including, but not limited to, the issues of accurate reporting of research, plagiarism, publication credit, duplicate publication, or sharing data. Breach of academic honesty will result in disciplinary action and may result in dismissal from the graduate program. Further descriptions and information can be found in the *Graduate Catalog*.

Academic integrity is the foundation of college life and experience at Berry. All members of the Berry College community are responsible for working together to establish and uphold an environment conductive to honorable academic endeavor.

In no case will academic dishonesty be tolerated. A complete definition of "academic dishonesty" may be found in the *Viking Code*. In the event a faculty member suspects that an instance of academic dishonesty, the faculty member should:

- Discuss the suspected infraction directly with the student(s) involved. At the faculty member's or student's discretion, the school dean, department chair or a faculty colleague may be present during this discussion as a witness.

- Make copies of relevant materials before returning them to the student(s) for any approved amendment or revision.

- Discuss the suspected infraction and the documented evidence with the department chair, dean or a colleague if collegial advice is desired. In all such cases, the privacy of the student(s) involved must be protected.

- Make a decision based on the evidence and determine appropriate sanctions; sanctions may include warning the student, or reducing an assignment, exam, or course grade; if sanctions are imposed, discuss these and the appeals process with the student.

- If a student is found to have violated academic integrity policy, notify the provost (or associate provost) in writing. This document should include: information about the course, the faculty involved, and the student(s) involved; the time and date of the incident, and a description of the incident and any evidence that indicates an infraction of academic integrity; any sanctions imposed by the faculty member in response to this incident; and a confirmation that the faculty member has discussed with the student the incident, any sanctions imposed, and the student's right to appeal the faculty member's decision.

Students sanctioned for violating academic integrity policy may not withdraw from the class with a "W". Students may appeal faculty decisions to a subcommittee of Academic Council through the provost.

## Part I: Academic Policies and Guidelines

### Advising

During the initial consultation with the MBA director, student transcripts will be evaluated for completion of proficiency requirements. Most students with an undergraduate degree in business have met these requirements but there may be one or two courses that the student has not taken based upon their specific discipline. Students who do not hold a degree in business may have met part of the requirements but most likely will need to complete several courses or online modules.

After a student's initial semester, the MBA director is available to answer questions regarding programmatic and administrative requirements and to assist students in planning their course of study and registering for classes; however, the student is not required to schedule an advising meeting. Students with questions or issues should either call the MBA Office for an appointment (706) 238-5896 or email mlyons@berry.edu.

Although the MBA Office is happy to offer assistance, it is the student's responsibility to become familiar with all degree requirements and to enroll in appropriate courses.

**Course Schedules**
The MBA program is designed as a part-time evening program for working professionals. **The average amount of time to complete the 30—hour program is 24 months.** The program has a flexible schedule that allows students to take 1-3 courses per term depending on professional and personal commitments. A student may take up to six years to complete the program requirements.

**Rotation of Courses**
The MBA Office does not currently have a set rotation of courses; however, care is taken to ensure required courses are offered in a timely manner. Elective courses and special topic courses are offered on a varied schedule.

**Prerequisites**

| Required Courses | Prerequisite |
|---|---|
| BUS 657 Strategic Use of Information Technology | Computer Literacy as demonstrated by coursework or experience |
| BUS 685 Strategies of World Class Organizations (Capstone) | All MBA core courses: FIN 601, MGT 655, MGT664 or MGT 665, MKT 621, ACC 611 except BUS 657 |
| FIN 601 Corporate Finance | FIN 510 Essentials of Finance, Harvard online module or undergraduate equivalent requirements |
| MGT 655 Leadership & Change Management | MGT 530 Essentials of Management, Ivey online module or undergraduate equivalent requirements |
| MGT 664 Service Management *or* MGT 665 Value-Chain Management | BUS 520 Essentials of Operations Analysis, Ivey online module or undergraduate equivalent requirements |
| MKT 621 Strategic Marketing | None |
| ACC 611 Accounting for Decision Making | ACC 520 Essentials of Accounting, Ivey online module or undergraduate equivalent requirements |

## Class Locations

All classes unless otherwise noted, are held in Green Hall on the third floor. Specific classroom assignments will be posted on *VikingWeb*.

## Class Times/Dates

Classes are offered one night a week during the fall, spring and summer semesters. Classes are generally held Monday through Thursday evenings from 6:00 p.m. until 8:45 p.m. Classes offered in the summer may meet more than once per week and for longer times depending on the schedule.

## Curriculum

The program consists of 10 classes, 7 required courses and 3 elective courses, equivalent to 30 credit hours. The required courses are given above with the required prerequisite. Elective options and course descriptions are listed in the *Graduate Catalog*.

Most of the classes utilize a case-based method of teaching. Students should become familiar with the guidelines available at:

**http://web.cba.neu.edu/~ewertheim/introd/cases.htm**

## Enrollment Policies

**Leave of absence**
Students who are not registered for one or more semesters (fall or spring) must submit an application for readmission (see Re-admission below). For situations such as medical, professional, fiscal or family circumstances when a student must withdraw from classes or not enroll for classes for a semester with every intention of returning the next semester, the student should request approval of a Leave of Absence. Students are encouraged to complete this request prior to the start of the term. See the *Graduate Catalog* for specifics on applying for a Leave of Absence.

**Withdrawal from the program**
Students wishing to withdraw from the program or sit-out for a period of time should notify the program director via letter or email stating their intentions and the time frame of their absence.

**Re-admission**
Students who decide to take a break or sit-out a fall or spring semester must complete an Application and check the re-admit box on the form. There are no additional charges for re-admission and it is not necessary to re-submit all required paperwork. Students **must**, however, have transcripts sent to the school for **any** college coursework taken during the period of absence.

**Academic Probation**
Any combination of the following will result in denial of subsequent enrollment and/or graduation:

1. three C's
2. two C's and one F
3. two F's

Students who fall below a 3.0 GPA or borderline of the above will be notified of academic probation. See Academic Standards in the *Graduate Catalog* for additional information.

**Time Limits**
Students have six years to complete the graduate level program requirements. Proficiency requirements are not included in the six year time limit. If a student takes a graduate course at the same time as proficiency requirements, the graduate courses expire after six years.

## Grades

**Student Records**
Student records are available on *VikingWeb* under the Student Section, through the MBA offices or through the registrar's office.

**Meeting with Professors**
Professors at The Campbell School of Business keep office hours which are listed on their syllabus every term. They are generally available outside of scheduled times by appointment. Professors generally respond quickly to e-mail.

**Appeal Protocol**
Graduate students who want to express a concern or file an appeal must adhere to the following protocol:

- Instructor (with direct involvement); where applicable
- Appropriate Department Chair
- Dean, Campbell School
- Associate Provost or Provost
- President

## Graduation

**Requirements**
Students must have met all proficiency requirements with an overall GPA of 3.0 and completed all 10 courses required at the 600-level with a 3.0 GPA.

**Capstone**
BUS 685, Strategies of World-Class Organizations, is the culminating course in the MBA program and is commonly referred to as the Capstone course. Students **must** have completed all required courses with the exception of BUS 657, Strategic Use of Information Technology; and **must** be in the last or next to last semester of study.

**Application**
Students should complete an Application for Graduation during the term before their graduation term as indicated below:

Fall-due second Friday in June
Spring-due second Friday in September
Summer-due second Friday in January

The application form is available from the MBA Office.

Students are not encouraged to enroll as a transient student during their final semester. Due to differing academic calendars, students may not be able to complete the course and have the final grade sent to berry before graduating.

**Ceremony and Hooding**
The College holds two graduation ceremonies each year – one in the fall and one in the spring. Students who complete their requirements in the summer will be eligible to participate in the fall graduation. Diplomas will not be issued until this time.

The Registrar's Office will send information regarding graduation during the student's last semester. The Berry College Bookstore will also send information regarding how to order the cap and gown and other

graduation related items. This information is communicated via the student's Berry email address; therefore, it is the student' responsibility to check their Berry issued email for notifications.

Students will receive their graduate hood at the ceremony. The hood for the Master of Business Administration displays the discipline color, drab, and the blue and silver school colors.

## Registration Process

Berry offers on-line registration to new and returning students. Students will be notified via Berry email accounts regarding Registration times. Students may only register during the announced times or during the posted drop/add periods at the beginning of each semester. Students may consult with the MBA Director prior to each registration period (*See Advising section*). Certain courses such as Independent Studies require paper registration. Students may fax their registration request to the MBA Office at 706.233.4082. Faxed requests must contain the requested course(s) and the student's signature.

**Course Offerings**

Course offerings for each semester are posted on VikingWeb. To access the course listings, sign into VikingWeb and select the course search option. Make sure the semester selected is the correct term. The address for VikingWeb is https://vikingweb.berry.edu. Using the VikingWeb home page, enter the following prefixes one at a time in the course code box in order to access courses: ACC, BUS, ECO, FIN, MGT, and MKT

*Hints and other information (inside VikingWeb):*

- Select Graduate Programs in the Division drop down
- Select "All" in the Return ____ results per page box at the bottom of the page
- Search by courses taught by particular professors
- Repeat the process for each search

The following courses are offered with the MBA program (as listed in the Graduate catalog): *Note: (F) foundation; (C) core; (E) elective*

**(F) ACC 520: Essentials of Accounting** Considers contemporary issues in financial reporting and in accounting for management decisions. Alternative accounting methods are identified, and the management implications of the choices among these methods are studied. Use of actual business cases. *Should not be taken if student has successfully completed ACC 201 and 202.*

**(C) ACC 611: Accounting for Decision Making** Familiarizes students with the use of accounting information for business decision-making. Topics covered include cost behavior, profitability analysis, short-term decision making, budgeting, and performance measurement. *PR: ACC 520 or preparation equivalent*

**(F) BUS 520: Essentials of Business Statistics** Use of statistical methods and mathematical concepts for analysis of business decisions. Topics include basic probabilities, estimation, hypothesis testing, regression and other quantitative tools needed for analysis in subsequent course work and in practical applications.

**(C) BUS 657: Strategic Use of Information Technology** Studies emerging information technologies and their impact on firm strategy, organizational structure, operations and decision-making. Emphasizes electronic commerce and its role in developing competitive advantage through extensive use of case studies. *PR: One course in computer use or information systems or equivalent preparation.*

**(E) BUS 676: Entrepreneurship and Advanced Business Planning** Covers the entrepreneurial process from conception to implementation of a new venture. Concentrates on attributes of entrepreneurs and entrepreneurial teams, their search and assessment of opportunities, and gathering resources to convert opportunities into businesses. Students work in teams to develop a business plan for a new venture.

**(C) BUS 685: Strategies of World-Class Organizations** Reviews the strategic operations of several global organizations during the last five years, and assesses their performance. Integrates the use of financial markets, managerial leadership, communications and computer skills to make decisions designed to achieve world-class performance. Uses teams and case simulations. *PR: ACC 611, MKT 621, FIN 601, MGT 655, BUS 657, and MGT 664 or 665.*

**(E) BUS 695: Special Topics in Business** Varied topics provide an opportunity for faculty and students to accommodate their interests. Course may be repeated up to two times as topics vary.

**(E) BUS 697: Independent Study/Internship** Provides independent, comprehensive study in selected topics under the direction of a faculty member. May include field-work experience but also requires the completion of a formal paper and/or project designed to demonstrate thorough knowledge in the particular field. May be taken a maximum of two times. *PR: Consent of the director and instructor prior to registration for the course.*

**(F) ECO 510: Essentials of Economics** Accelerated introduction to microeconomic and macroeconomic principles. Analysis of markets, consumers, business firms and government agencies and the market mechanism for determining resource use and income distribution. Introduction of the factors that determine macroeconomic activity and governments' policies regarding trade. Topics, discussions and examples will illustrate the applicability of economic principles to business decisions and to international trade and finance.

**(F) FIN 510: Essentials of Finance** Analyzes financial decision making within a business enterprise. Studies basic quantitative techniques used in financial decision making, valuing streams of cash flows, planning the capital structure, cost of capital and estimating cash flows on potential investments.

**(C) FIN 601: Corporate Finance** Analyzes the major financial-policy decisions of the corporation. Emphasizes the domestic and global impact of investment, financing and dividend decisions of the firm on its value and stock price. Significant team case analysis required. *PR: FIN 510 or equivalent preparation.*

**(E) FIN 631: Investments** Analyzes investments by covering portfolio theory, capital-market models, portfolio management, and security analysis. *PR: One previous course in accounting and in finance or equivalent preparation.*

**(F) MGT 530: Essentials of Management** Survey of various basic topics in organizational management. Includes management, strategy, operations, human resources and organizational behavior.

**(E) MGT 606: Process Improvement Projects** Introduces process-improvement methodologies to improve quality, shorten production time, lower cost, solve inventive problems, or more thoroughly understand process flows. Students also gain experience managing project scope and execution. Students select and implement one or more methodologies to a process-improvement project within their own company (or other local business, if necessary). All projects must be approved by the instructor and completed within the semester in which the course is offered.

**(C) MGT 655: Leadership and Change Management** Encourages competitive advantage through leadership of organizational change. Compares theoretical leadership processes developing effective, ethical, multicultural, global, and local teams with personal development of practical leadership skills. Includes participation in Berry Outdoor Leadership (BOLD) program and analysis of written cases as well as oral, written, and virtual presentation of actual case studies to local business leaders. *PR: MGT 530 or equivalent preparation.*

**(E)MGT 660: Strategic Human Resource Management** Analyzes human-resource strategic choices in a variety of organizational settings. Includes selecting and integrating human resources practices with firm strategy, and with changing environmental factors such as work-force diversity and national and international legal and cultural requirements. Requires students to analyze and present strategic planning and policy recommendations for one or more organizations. *PR: MGT 530 or equivalent preparation.*

**(E/C) MGT 664: Service Management** Introduces the management of service-business operations including general operational characteristics of services, ways to gain strategic advantage, issues in designing a service-delivery system, managing operations and techniques in assuring service quality. *PR: MGT 520 or equivalent preparation.*

**(E/C) MGT 665: Value Chain Management** Focuses on the design, control, and improvement of systems that use raw materials, human resources, equipment, and facilities to create and distribute goods or services in students' current employer organizations. Involves instruction in and application of quantitative analysis tools of readily available computer software. *PR: MGT 520 or equivalent preparation.*

**(E) MGT 667: Quality Management** Develops a systematic understanding of the importance and consequences of implementing quality management. Includes management concepts used in the quality management process, performance measurement, quality economics, techniques for creating goods and services efficiently and creating customer satisfaction. *PR: MGT 520 or equivalent preparation.*

**(E) MGT 668: International Management** Introduces challenges of managing multinational corporations (MNCs). Includes present and future environmental, strategic, organizational and competitive challenges of the global economy; strategic collaboration and alliances between MNCs; and challenges for managers employed by MNCs.

**(E) MKT 610: Strategic Career Management** Assists students with their personal professional growth and career management. Applies key concepts from marketing management and strategic planning to a person's professional development. The course will help students refine communication, enhance business and social etiquette skills, assist students with first-impression management, teach students how to apply business theory to the strategic management of their careers and provide students with an opportunity to develop a personal career strategic plan.

**(C) MKT 621: Strategic Marketing** Provides a broad survey of the field of marketing. Emphasizes developing and applying strategic principles to marketing planning including customer analysis, market segmentation, product development, forecasting, pricing, distribution, promotion, and marketing strategy. Utilizes the case analysis method.

**(E) MKT 658: Internet Marketing** Examines the progress and potential of the Internet for the marketing of goods and services. Uses case analysis, discussion, lecture, and student projects. Focuses on the mechanisms underlying e-commerce success and failure, including product and service considerations, logistics, pricing, and data management.

## Fee Payment

Fees will be billed to the student directly from the Business and Finance Office (706-236-2235). Generally the scheduled fee payment is approximately 30 days before the start of classes. Students have the option of scheduling four payments spread out over the semester.

A form is available in the MBA Office for employer tuition remission. With this form the employer acts as guarantor for fees. Therefore the student has no up front expenses. Payments are due 10 days after grades are released for the term.

## Dropping/Adding Courses

Students registering on-line can add or drop courses during the on-line enrollment period. Students may drop a class up through the end of the drop/add period, first class meeting with no cost for the courses. Students **must** complete a paper drop/add form through the MBA Office. See the *Graduate Catalog* regarding refund of charges.

## Withdrawal from a Course

Students may withdraw from a course during the second through the fifth week of classes and receive a W on the course. After five weeks the grade will either be W or WF depending on whether the grade at the time of withdrawal is passing or failing. Only in unusual circumstances will a student be permitted to withdraw from a course during the last three weeks of the semester. Failure to withdrawal properly will result in a grade of F.

A student who drops all graduate courses during a semester is considered withdrawn from Berry College for that period and must submit an application for re-admission if the term is spring or fall.

See the *Graduate Catalog* regarding refund of charges.

## Study at another Institution

Students who wish to take a course at another institution should complete a Request for Permission to Study as a Transient Student form. This form is available in printable form from the Registrar's home page at www.berry.edu/registrar. Students should allow ample time to complete and process the appropriate paperwork.

Please see the transfer credit section of the *Graduate Catalog* for additional information.

**Independent Study Policy**

Independent Study is available to students who have an interest in a particular area of business. The MBA Director or your advisor can help you locate a professor to discuss your project idea. If the MBA director and the professor agree permission to do an independent study, the required forms are available in the MBA offices. Independent studies must be approved by the dean.

## Part II: Computer Systems

### Email

New students are assigned a Berry email account once the student has been accepted and registered. These accounts are assigned by the Office for Information Technology. **A student's Berry email address is the official method for all Berry College communication; It is the student's responsibility to regularly monitor their account**. Students should check the account often so it does not become full and block important messages. Problems and/or issues with email should be addressed with the Technical Support Desk at (706) 238-5838.

### VikingWeb

*VikingWeb* is Berry's on-line campus information network to provide students with access to their records and other Berry College resources... *VikingWeb* can be accessed from any computer using the following address, https://vikingweb.berry.edu/ics. Access is through user id (student id number) and a password. In order to keep the network secure, passwords will only be sent to a Berry email account. The following pages give a brief overview of several Viking Web features.

A student's log in for *VikingWeb* is their student id number. After *VikingWeb* has been accessed, students can change their login password. The web address is https://vikingweb.berry.edu. Directions to customize your own homepage and access the variety of features are available upon sign-in.

## Part III: Student Financial Aid

### Tuition and Fees

Tuition for the 2010/2011 academic year is $444 per credit hour. The cost of textbooks and supplies varies from semester to semester; however, students can expect to spend $100 - $150 per course. Other fees include parking (paid each year) and a student activity fee of $275 for all full-time graduate students.

### Financial Aid

**Students should visit the Berry Financial Aid web page at http://www.berry.edu/aid for complete information. Selected information is included below.**

**Financial Aid is only available for degree seeking students.**

*Before you can be awarded any financial aid, you must change your status from post-baccalaureate to degree-seeking or you must be fully accepted into the MBA. program. Students must complete new financial aid forms each year for ALL types of financial aid.*

**Graduate Assistantship for the MBA Program**

The MBA Graduate program is pleased to offer a limited number of full graduate assistantships for a student's term of study at Berry College each academic year.

The MBA program is a two-year plus two-summer program of 30 credits. Each full-time assistantship MBA student is expected to take at least 6 credit hours in the spring and fall semesters and 3 or 6 credits

during the summer school terms. Assistantship recipients are required to be employed on campus for 20 hours per week in work related to their studies.

Each assistantship includes a full tuition scholarship for up to 6 credits per term for the full program. If the tuition is raised during your stay at Berry, we expect that the assistantship amount would increase to cover the increased cost. Each assistantship also includes an offer to work as a graduate assistant for 20 hours per week at US $8.90 per hour for 48 to 50 weeks per year.

**The conditions of the assistantship are the following:**

- You must be enrolled in at least 6 credits of MBA work (with the exception of one summer of 3 credits)
- You must maintain at least a 3.0 GPA
- You must receive satisfactory evaluations from the supervisor of your graduate assistant work
- You must comply with the student regulations of Berry College as outlined in the Viking Code.

Progress will be assessed at the end of each semester and the assistantship will continue automatically until a recipient completes the program, as long as he or she meets these conditions.

**The criteria for selection of recipients for the assistantships are:**

- Scholarly achievement and promise
- Employment experience
- Potential to contribute diversity, innovation and/or quality to the MBA program in any area related to the Berry mission of serving the head, heart, and hands

Financial need is not a requirement for the award, however, it may be taken into consideration and applicants with special financial needs should discuss this in their letter of application. Assistantship application deadline is December 10 for financial aid beginning the following spring semester and April 10 for assistantships the following fall.

**Edwards Endowed Scholarship**

Applications are accepted for an MBA tuition scholarship with a maximum award amount of $600 per semester. The specific dollar amount and the number of scholarships awarded will be determined by the applicant's academic qualifications and his/her financial need.

This scholarship was made possible through the generous donation of a Campbell School of Business Executive Advisory Council member, Mr. Randy Edwards. He has structured this endowment with the ability to benefit future students as well as students presently enrolled in the MBA program at Berry College's Campbell School of Business.

The conditions of the scholarship are the following:

- Applicant must be accepted to Berry College as a degree seeking MBA candidate*
- Applicant must be enrolled for at least 3 credits of MBA work
- Applicant must maintain at least a 3.0 GPA, and
- Applicant must comply with the student regulations of Berry College's Viking Code.

  Progress will be assessed at the end of each semester and the scholarship will continue automatically until a recipient completes the program, as long as he or she continues to meet the above stated conditions.

**The criteria for selection of recipients for the scholarships are:**

- Scholarly achievement and promise
- Potential to contribute diversity, innovation, and /or quality to the MBA program in any area related to the Berry mission of serving the head, heart, and hands

Financial need will be considered but is not a required condition of the award. Applicants should state in their letter of application the extent to which they are eligible for employer tuition contributions and/or any other information that speaks to the criteria of the award.

**This means if you originally entered the program as a post-baccalaureate student, you must take the GMAT and apply to change your status to degree seeking before you can be awarded the scholarship.*

**APPLICATION**

To apply for a Graduate Assistantship or the Edwards Endowed Scholarship, please print an application form available at http://campbell.berry.edu/MBA/financial.asp. Consideration of applicants will continue until all scholarships are awarded and accepted.

*Berry College requires that all students requesting ANY type of financial aid (including institutional or outside scholarships, work opportunity, grants, loans, etc.) must complete the Student Data Form (SDF) and submit it to the Financial Aid Office.*

**Veterans Administration—Information for Veterans**

Berry College has been approved by the Georgia Department of Veterans Affairs for study and veterans' assistance. The veteran seeking admission to graduate studies as a degree-seeking student should promptly notify the registrar so applications for educational benefits may be filed. All applications for benefits are subject to the approval of the Department of Veterans Affairs.

## Eligibility for Graduate Internships

Field Internships, intended to foster linkages between academic life and practical job experience, afford students the opportunity to:

1. Apply theories learned in the classroom to practical, on-the-job situations;
2. Learn specific job skills from experienced professionals;
3. Develop an awareness of job responsibilities and career requirements; and
4. Gain valuable experience for employment.

**Academic Credit**
Students enroll in a specific independent study or field internship experience course. Internships are graded on satisfactory/unsatisfactory basis only, and such a grade does not alter the Berry grade-point average. Credit may not be granted after the fact. If the student wishes to make application for an internship in the place of normal employment, convincing evidence must be presented that the internship moves the experience beyond normal duties into new and educationally profitable areas.

**Length and Time Commitment**
Most internships are one semester in length. Students must show a direct relation between the amount of academic credit sought and the number of hours per week devoted to the internship itself. For each semester hour of credit usually sought, there is the assumption of 45 hours of commitment on the part of the student.

**Supervision**
Each intern has both an on-site supervisor and a campus supervisor. It is the responsibility of the student and the campus supervisor to work out all the details regarding placement and intern's responsibilities

with the organization wishing to participate as host for the intern. The campus supervisor is responsible for the academic content of the internship; for periodic on-site visits with the intern (where feasible); for continuing communication with the intern and the on-site supervisor; and, upon receipt of a written evaluation by the on-site supervisor, for assessing student performance and assigning a final grade. It is the responsibility of the on-site supervisor to assign responsibilities to the student that will foster the educational goals of the internship and to communicate regularly and accurately with the campus supervisor regarding the intern's progress.

While Berry College exercises control of the academic quality of internships, it cannot be responsible for such quality, for intern performance, or for any personal arrangements (housing, transportation, etc.) that may be called for in connection with the internship.

A. At least *two months prior to registration for the term in which the internship is taken* students should begin to take the following steps.

1. The student should consult with his or her academic advisor about the suitability of using an internship experience as a part of the student's program of study.
2. The student and the campus academic internship supervisor (who may or may not be the student's academic advisor) must develop a learning plan with a coherent program of academic content that includes a syllabus with reading list and such other requirements as the academic supervisor may stipulate.
3. The student or other Berry graduate program representative should obtain a brief statement from the on-site supervisor indicating willingness to serve and understanding of the conditions of the internship including the student's duties and responsibilities.
4. Both supervisors must sign the completed **Internship Application for Approval** form (Available from the graduate program director or the provost's office).
5. The student's academic advisor must review and approve the Application for Approval form with the accompanying syllabus and learning plan as part of the semester advising and registration process. The school dean must sign the form upon reviewing the complete internship application packet.
6. *No less than 30 days prior to the beginning of the relevant semester,* the student must submit the complete internship application packet to the provost for the provost's signature.

B. The student should register for the internship course with the registrar. The pink **Permission to Register for Internship** form with appropriate signatures must be submitted when registering.

C. Arrangements to pay all fees associated with the credit to be earned must be made prior to the start of the semester in which the internship is taken. Tuition for internship credit is paid at prevailing Berry College rates.

For additional information about internships, students are invited to consult their advisor, their director of graduate programs, their school dean or the provost.

## Part IV: Academic Opportunities and Student Activities

### Leadership Ropes Course

As a part of MGT 655 Leadership and Change Management, students participate in the Berry ropes program one Saturday morning. Students will not be required to participate in any particular activity but attendance at the course is mandatory. For more information view the BOLD program on Berry's website: http://www.berry.edu/academics/education/hpe/BOLD/programs/index.asp or follow the quick link off the Berry home page.

## Human Subjects Research Training

Berry College provides training on research involving individuals. Although an MBA student may not be directly involved in such a project, sensitivity training by participation in the course is strongly encouraged for all MBA students as they will be working with companies and/or the community during their time of study. The website for the training is www.citiprogram.org. Please contact Donna Davin, Director of Faculty Research & sponsored Programs at (706) 290-2163 or ddavin@berry.edu for directions on completing the course.

## Study Abroad Opportunities

MBA students have the opportunity to participate in study abroad trips. These trips are typically associated with MGT 668, International Management; however, other courses may be offered which include a study abroad component. Students are encouraged to take advantage of these opportunities as it allows students to gain a broad-based perspective of globalization.

## Beta Gamma Sigma

The Berry College Beta Gamma Sigma Chapter was formed in February 2006; the first group of students was inducted in May 2007. Beta Gamma Sigma is an international honor society recognizing the outstanding academic achievements of students enrolled in collegiate business and management programs accredited by The Association to Advance Collegiate Schools of Business. To be eligible, MBA students must graduate in the top 20% of their class. Additional information may be obtained by going to the Beta Gamma Sigma website, http://www.betagammasigma.org. Those who qualify will be contacted in the spring of their academic graduation year. There is a one-time induction fee for membership in Beta Gamma Sigma.

## LearnKey, Inc.

LearnKey, Inc. is a software company who has developed a training product known as OnlineExpert which is delivered over the Internet. OnlineExpert is designed for students who may need a refresher or who need more in-depth understanding of Microsoft Office. Interested students should contact Dan Sandberg at (706) 238-7967 or via email at dsandberg@berry.edu for a username and password.

# Part V: Resources

## Bookstore

The Berry College Bookstore is located in the Krannert Student Center. Information is available on-line at www.berry.edu. Use the drop down to locate the bookstore. Students can get discounts on some computer and software through this site.

## Career Center

Although the Career Center is primarily targeted at undergraduate students, resources are also available to graduate students. Contact the office at (706) 236-2292.

## Computer Labs

**Computer Lab Usage & Priority Policy**

Computer Lab use is granted on the following policy:

Highest: Classes meeting in the lab as their regular meeting place
Higher: Classes reserved in the lab, confirmed through labs@berry.edu
Normal: Classes wishing to use the lab that do not require the lab to close
Lower: Students using the lab for class or college purposes
Lowest: Students using the lab for leisure or personal activities

A lab assistant is present during all computer lab hours open for student use. They are trained in most lab software and are there for assisting lab users with their work. Lab patrons should abide by any request from the lab assistant. Any problem with lab assistants, or a lab without a lab assistant present, should be reported to the Office for Information Technology at computing@berry.edu. To ensure the safety of lab patrons and lab assistants, at no time are food or drink permitted in the computer labs. Failure to abide by this policy will result in removal from the computer lab.

*There are four large, modern computer labs available for use during the academic calendar plus two smaller special purpose labs:*

*Note: Lab hours may vary from semester to semester, please check the times posted at the lab.*

| Lab | Computer Type | Location | Phone | Student Supervisor |
|---|---|---|---|---|
| Cook Lab | Macintosh Lab | Cook | 2337 | not available |
| Laughlin Lab | Macintosh Lab | Laughlin 109 | 7869 | not available |
| Science Lab | PC Compatible | Science 228 | 7895 | not available |
| Green Lab | PC Compatible | Green 111 | 2509 | not available |

## Counseling Center

Mission Statement

The Counseling Center seeks to maximize student's total learning experience through services that bolster their personal development, social adjustment, and academic preparedness.

Are You Eligible for Services?

- Yes, if you are a currently enrolled student
- Faculty and staff may contact Dr. Marshall Jenkins at the Counseling Center for one session of assessment and referral (employee assistance program).

How You Can Make an Appointment

- Call (706) 236-2259 (campus ext. 2259) or
- Go to the reception area in the west wing of the Ladd Center and talk with the Secretary/ Receptionist. (The Ladd Center also houses the Health and Wellness Center and the Berry College Police)

Other Ways to Contact the Counseling Center

- Fax: (706) 238-7853
- E-Mail: counseling@berry.edu
- Snail Mail:

Counseling Center,
P.O. Box 490248
Mount Berry, GA 30l49-0248

## Disabled & Academic Student Services

### Berry College Academic Support Center

The Academic Support Center (ASC) located in the Krannert Student Center seeks to provide all Berry students with learning support in their academic work. The ASC is responsible for coordinating the assessment of the documented needs of special-needs students and working with faculty and other Berry staff to meet those needs as appropriate. The ASC also coordinates the tutoring services within various academic disciplines. Special-topic workshops on subjects such as effective time management, goal setting, and strengthening study skills are offered as needed. Study-skills support materials and academic counseling are also available in the Center.

**DISABILITY SERVICES/ACCOMMODATIONS GUIDE FOR FACULTY/STAFF**

**Martha Van Cise, Director**
Office: Krannert 326
Phone: 706-233-4080

**Inquiries to:**
Academic Support Center
Berry College
495043 Berry College
Mount Berry, Ga. 30149-5043

## Food Services

MBA students may take advantage of four food options located on campus. The main dining hall is located on the bottom level of Krannert Student Center, Valhalla Food Court is located on the main level of Krannert Student Center, the Berry Bean'ry is located next to the Bookstore in Krannert and Java City located in the Library. Hours of operation may be found at www.berrydining.com.

## Identification Cards

Students will be assisted in obtaining an identification card at orientation. All questions related to identification cards can be answered at the Campus Safety offices located in Oak Grove Cottage across from the Main Entrance to the College.

## Library Resources

The Berry College Library is located adjacent to Green Hall and the Campbell School of business, the Library offers a wealth of on-line research information as well as library resources. In addition to these resources, inter-library loans are available. Students are highly encouraged to complete the tutorial sections on research on the Berry web site if they are not versed in research.

## Parking

Graduate students are issued a commuter decal at orientation. The MBA offices will assist students during future terms to maintain a current decal. Parking is handled through campus safety. The Berry college Traffic Code will be distributed with the parking decal.

The contents of this Traffic Code are applicable to ALL persons, including students and faculty/staff, operating and or parking a motor vehicle on the campus of Berry College. These regulations should be considered a part of the terms and conditions accepted by all persons when receiving permission to operate or park a motor vehicle on this campus.

All faculty, staff and students who operate and/or park a vehicle on campus are **required** to register the vehicle with *Parking Services*.

The college assumes no responsibility for damage to or loss of any vehicle, or its contents, at any time it is operated or parked on the campus.

**BASIC PARKING/TRAFFIC RULES**

1. Do not park in the street at any time.
2. Emergency flashers do not authorize illegal parking.
3. Park only in lined spaces.
4. Do not park in reserved spaces.
5. Do not park on the grass, landscaped areas or sidewalks.
6. Park only in designated lots by decal.
7. Never park in handicapped spaces, no matter how brief. ($100 fine, no exception, no excuses)
8. Frequent Violator fines are a minimum of $100.
9. Observe time limit spaces.
10. Obey all traffic signs (stop, yield, etc.)
11. Speed limit on campus is 25 mph unless otherwise posted.
12. Do not park in fire lanes.
13. Yield to pedestrians in crosswalks.

## Part VI:  Forms

**Student Profile**
**One Stop Form for Registration/Drop/Add**
**Independent Study Contract**
**Employer Tuition Payment**
**Notes**
**Proficiency Checklist**
**Transient Request**

**MBA STUDENT PROFILE**
**KEY STATISTICAL UPDATE**

## I. PERSONAL

Name: _____ Birthdate: _____

Preferred Email Address: _____

Home Address: _____City:_____St:_____Zip:_____

Home Phone: _____ Cell Phone: _____

## II. BUSINESS

Company Name: _____

Your Current Title: _____ # Years with this Firm: _____

Work Address: _____City:_____St:_____Zip:_____

Work Phone: _____ Work Fax: _____

Tuition Reimbursement: ☐ Yes ☐ Amount per year: _____

## III. DEGREE PLANS

| # Classes Expected to take per semester (Please circle) | FALL | SPRING | SUMMER |
|---|---|---|---|
| | 0 1 2 3 | 0 1 2 3 | 0 1 2 3 |

Classes you would like to take within the next 12 months: (Check all that apply)

- ☐ MKT 658 Internet Marketing
- ☐ MGT 660 Strategic Human Resource Management
- ☐ MGT 667 Quality Management
- ☐ MGT 668 International Management
- ☐ BUS 676 Entrepreneurship and Advanced Business Planning
- ☐ ACC 695 Special Topics in Accounting
- ☐ FIN 631 Investments

ELECTIVE INTERESTS:

- ☐ Accounting
- ☐ Marketing
- ☐ Economics for Managers
- ☐ Economic Analysis of the Firm
- ☐ Sustainability in Business
- ☐ Conflict Management
- ☐ Service/Public Sector
- ☐ International/Global Issues
- ☐ Business Communications/Negotiations
- ☐ Other: _____

# Berry College

**Office of the Registrar**

# ONE-STOP FORM

Use for: Registration/ Add-Drop or Withdrawal/Authorization Form

**Name:** _____ **ID #**_____
Last First MI

**Sem/Year_____ for which you are registering (ex. FA09)**

**If a course requires authorization, please complete the Authorization Form on the back of this page and add the course in the 'Add' area on this side of the form.**

†Note: Audits require instructor's approval

*Instructor must sign appropriate column below to approve registration if a problem exists. Please not that, if the course pre-requisite or co-requisite does not state "CI", the department chair must sign to approve waiving a pre- or co-requisite.*

| | Department & Course # | Section | Credits | **Closed Class or Audit† Permission** | **Time Conflict Permission** | **Pre-req/Co-req Waived** |
|---|---|---|---|---|---|---|
| Add | | | | | | |
| Add | | | | | | |
| Add | | | | | | |
| Add | | | | | | |
| Add | | | | | | |
| Add | | | | | | |
| Add | | | | | | |
| Add | | | | | | |
| | | | | | Total Hours | |

| | Summer Block* | Department & Course Number | Section | Credits | WITHDRAW (Circle One) | Last Date Attended** | Instructor's Signature |
|---|---|---|---|---|---|---|---|
| Drop | | | | | W WF | | |
| Drop | | | | | W WF | | |
| Drop | | | | | W WF | | |
| Drop | | | | | W WF | | |
| Drop | | | | | W WF | | |

*****For Summer courses only, indicate the Block (Block A, Block B, Block C, etc.)

****Note Instructor: After drop/add, student may withdraw only. Instructor must circle grade. To be in compliance with federal law, please record last date student attended class and sign the form.**

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Advisor's Signature _____ Date _____

Office Use:
Hours from _____ to _____ Effective date _____ Initials _____

## AUTOHORIZATION FORM

**Use this form to authorize enrollment in the types of courses listed below:**

**Directed Studies (498)** **Course Not Offered** **Variable Credit Course**

These courses must be approved by the supervising instructor, department chair and the dean of the school offering the course. **A directed study occurring outside the United States must also be approved by the International Programs Director.**

**Private music lessons**

Private music lessons need the approval of the supervising instructor only.

**Internships (496)**

Registration for an internship requires the signature of the supervising instructor. His/her permission to register **does not signify approval** of the internship. Approval is sought by completing the 'Request for Approval Form and submitting it to the Provost's Office. ***Failure to submit the Request for Approval Form to the Provost's Office one month prior to the start of the internship will result in the cancellation of the internship and the removal fo the course from the student's schedule on the last day of the add/drop period for the term in which the course is registered.***

*Internship Approval packet is available in the Careen Development office or on-line

http://www.berry.edu/stulife/career/internprocess.asp#

Fill out one Authorization Block for each special authorization course.

Authorization #1

| DEPARTMENT | COURSE NUMBER | TITLE | CREDIT HOURS |
|---|---|---|---|
| | | | |

| | |
|---|---|
| Signature of Class Instructor | Class Instructor PRINT NAME |
| Signature of Department Chair | Department Chair PRINT NAME |
| Signature of School Dean | School Dean PRINT NAME |
| Signature of International Programs Director (required if Independent Study is out of the country) | International Programs Director PRINT NAME (required if Independent Study is out of the country) |

Authorization #2

| DEPARTMENT | COURSE NUMBER | TITLE | CREDIT HOURS |
|---|---|---|---|
| | | | |

| | |
|---|---|
| Signature of Class Instructor | Class Instructor PRINT NAME |
| Signature of Department Chair | Department Chair PRINT NAME |
| Signature of School Dean | School Dean PRINT NAME |
| Signature of International Programs Director (required if Independent Study is out of the country) | International Programs Director PRINT NAME (required if Independent Study is out of the country) |

# MBA INDEPENDENT STUDY CONTRACT

A Berry College Independent Study is a planned course of study for academic credit. It is designed to provide students with the opportunity to study a specific topic.

This agreement, written by the student in conjunction with their faculty sponsor, clarifies the expectations and educational purpose of the Independent Study.

Student Name: _____ Classification: Graduate

Address: _____ Residence Phone: _____

_____ Work Phone: _____

E-mail: _____ Fax: _____

Faculty Sponsor: _____ Campus Phone: _____

E-mail: _____ Fax: _____

Semester of Independent Study: _____

Credit Hours: _____

## Brief Overview of Independent Study

Please state your purpose for doing an independent study and your learning objectives:

## Learning Activities

1) List the practical skills and/or knowledge you intend to acquire through this independent study:

2) After consulting with your faculty supervisor, describe what you will be doing to achieve your learning objectives:

3) Describe in detail your assignments, projects and deadlines:

4) Explain ways by which your activities/responsibilities/research will help you achieve your objectives in the short and long term:

## Supervision

Describe the means and frequency of communication between you and your faculty sponsor:

This contract may be terminated or mandated by student or faculty sponsor at any time upon written notice, which is received and agreed to by the other party.

Signature of Student: _____ Date: _____

Signature of Faculty Sponsor: _____ Date: _____

Signature of Student's Advisor: _____ Date: _____

Signature of CSOB Dean: _____ Date: _____

***A copy of the course syllabus and reading list and an authorization form must accompany this contract.***

# EMPLOYER TUITION PAYMENT FORM

Student Name: _____

Student ID Number: _____

Employer Name: _____

Employer Address: _____

_____

Employer Telephone Number: ( _____) _____

## TO BE COMPLETED BY EMPLOYER

As the employer of : _____
*Student's Name (please print)*

we agree to pay Berry College $_____ in tuition at the end of the:

- ☐ Fall semester 20____
- ☐ Spring semester 20____
- ☐ Summer semester 20____

_____ _____
*Signature of Company Representative* *Title*

_____ _____
*Print name of Company Representative* *Title*

**AFTER FORM IS COMPLETED, RETURN TO:**
Office of Graduate Studies
PO Box 495024
Mt. Berry, GA 30149-5024

**MAIL PAYMENT AT END OF SEMESTER TO:**
Berry College
Student Business Services Manager
PO Box 490129

***Distribution: Office of Graduate Studies, Business Services Office, Employer and Student***

*Notes:*

# MBA PROFICIENCY REQUIREMENTS

| Proficiency Requirements may be met either at the undergraduate level or the graduate level. Students must achieve an overall grade point average of 3.0 in all proficiency course work. | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Undergraduate Level | | | Graduate Level | | | | | |
| **Berry Course Numbers** Meeting these requirements at the undergraduate level requires successful completion of 24-30 credit hours of proficiency course work in business covering or equivalent to the following content areas: | **Course Number** | **Grade** | **At the Graduate level, students are required to complete 10.5 credit hours in the following courses or their equivalents:** | **Grade** | **Term Course Taken** | **Online Modules** | **Grade** | **Term Course Taken** |
| BUS 211 Business Statistics | | | MGT 520 Essentials of Business Statistics | | | Business and Math Statistics | | |
| ACC 201 Principles Financial Accounting | | | ACC 520 Essentials of Accounting | | | Financial Accounting | | |
| MKT 301 Principles of Marketing | | | MKT 510 Essentials of Marketing | | | Principles of Marketing | | |
| MGT 301 Principles of Management OR | | | MGT 530 Essentials of Management | | | Principles of Management | | |
| MGT 302 Organizational Behavior OR | | | | | | | | |
| PSY 350 Industrial and Organizational Psychology | | | | | | | | |
| Principles of Economics I (Macro) | | | ECO 510 Essentials of Economics | | | Fundamentals of Economics | | |
| Principles of Economics II (Micro) | | | | | | | | |
| FIN 301 Principles of Finance | | | FIN 510 Essentials of Finance | | | Finance: Introductory Session | | |
| Computer Literacy as demonstrated by coursework or experience | | | Computer Literacy as demonstrated by coursework or experience | | | | | |
| | **GPA** | | | **GPA** | | | **GPA** | |

Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

# Berry College

**P. O. Box 490400**
**Phone: 706.236.2282**

**Office of the Registrar**

## Transient Request

**Mount Berry, GA 30149-0400**
**Fax: 706.290.2179**

**THIS FORM MUST BE RETURNED TO THE REGISTRAR'S OFFICE FOR APPROVAL.**

Date: _____**Anticipated Graduation Date** _____ **Student No**. : _____**Term and Year you enrolled at Berry**_____

**Name**: _____Campus Box No. _____ **Term and Year you will study as a transient** _____

**Major**: _____ **Minor**: _____ Status at host institution: Full-time _____ Part-time ____

**Name of Host Institution:** _____ (**After completing 62 total hours you must attend a 4 yr institution**)

**Address of Host Institution:** _____
Street address City State Zip

**PROPOSED COURSES:**

| **HOST INSTITUTION** | | | **BERRY EQUIVALENT** | | | |
|---|---|---|---|---|---|---|
| Dept. Prefix & Course No. | Course Title | Hours | Dept. Prefix & Course No. | Hours | **Department Chair's approval** Signature & date | **Dean's approval** Signature & date |
| *ACC 2200* | *Intro Acct Principles* | *3.0* | *ACC 201* | *3.0* | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

***I understand that my signature indicates that Berry College has my permission to release information regarding my academic standing and social security number to the college listed above.***

**Approved:**

_____ _____ _____
**Advisor** Date **Student's Signature** Date **Study Abroad Signature (if applicable)** Date

**You must have the signature of the Department chair and school dean for each course listed**.

_____
Registrar's Signature Date

# BERRY COLLEGE

## REQUEST FOR PERMISSION TO STUDY AS A TRANSIENT STUDENT

This purpose of this form is to request permission to study as a transient student at another institution. If approved, a permission letter will be sent to the host institution. The student must apply to and be accepted by the host institution. Approval of this form in no way guarantees acceptance at the other school. **The student must have an official transcript of transient work forwarded to the Berry College Registrar's Office when grades are received**.

**To complete the form on the reverse side, please follow the directions listed.**

1. Identify the school (the host institution) you wish to attend
2. Identify the course or courses you wish to take
3. Meet with your advisor and list the courses, title, credit and what you want to use them for at Berry
4. Print off the course description and syllabus for each course
5. Take this completed form to the appropriate department chair for approval`
6. Take this completed form signed by the department chair to the appropriate Dean for approval
7. When all approvals have been designated, return this form to the registrar for final checking and completion of the transient permission letter
8. **The school of Mathematical and Natural Sciences will only approve courses at four year institutions.**
9. **After you have earned 62 hours (including transfer hours) you may only study as a transient at 4 yr institutions.**

Since department chairs change frequently, below is the list of current Department chairs and the appropriate school dean:

| | |
|---|---|
| Department of Accounting and Finance – Dr. Ken Johnston | Dean Grout |
| Department of Animal Science – Dr. Judy Wilson | Dean Conn |
| Department of Biology – Dr. Chris Mowry | Dean Conn |
| Department of Chemistry – Dr. Gary Breton | Dean Conn |
| Department of Communication – Dr. Bob Frank | Dean Kennedy |
| Department of Economics – Dr. Frank Stephenson | Dean Grout |
| Department of English, Rhetoric & Writing – Dr. Laura Whelan | Dean Kennedy |
| Department of Fine Arts – Dr. Stan Pethel | Dean Kennedy |
| Department of Foreign Language – Dr. Kay Gardner | Dean Kennedy |
| Department of Government & International Studies – Dr. Michael Bailey | Dean Kennedy |
| Department of Kinesiology- Dr. Robert Pearson | Dean McDowell |
| Department of History – Dr. Laurence Marvin | Dean Kennedy |
| Department of Management – Dr. Cherry Granrose | Dean Grout |
| Department of Marketing – Dr. Basil Englis | Dean Grout |
| Department of Mathematics & Computer Science – Dr. Lee Clendenning | Dean Conn |
| Department of Physics, Astronomy & Geology – Dr. Chuck Lane | Dean Conn |
| Department of Psychology – Dr. Kristen Diliberto-Macaluso | Dean McDowell |
| Department of Religion & Philosophy – Dr. Michael Papazian | Dean Kennedy |
| Department of Sociology and Anthropology – Dr. Anne Lewinson | Dean Kennedy |
| Department of Teacher Education – Dr. Duane Inman | Dean McDowell |

Courses being used for graduate requirements must be approved by the appropriate department chair and dean as listed above.
08/05/2008 ss