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### 2017-2018 MBA Graduate Handbook

Otterbein University

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# OTTERBEIN UNIVERSITY

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MASTER OF BUSINESS ADMINISTRATION

**2017-2018 Handbook**

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## Purpose

The Otterbein MBA Program is dedicated to educating the whole person. We prepare graduates to lead in their industry, change the status quo, drive real success quotients, think entrepreneurially, engage locally and globally, and advance their professions and communities. An Otterbein MBA is distinguished by a unique approach to integrating a practical and applicable experience into all learning. We don't want students to just play the game, we want them to change it!

## Brand Pillars

Otterbein offers...

- the smartest way to learn,
- a place to belong,
- the opportunity to realize one's personal best,
- and the values to serve the common good.

Living and learning as a contributing member of Otterbein's model community will prepare you to lead a life of purpose.

Accreditation

## Academic Policies

### Academic Appeals

Please find the Academic Appeals process within the Graduate Handbook. The handbook link is located on the following Web page:

<http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>

## Academic Standing

### Good Standing

Any student pursuing a graduate level course work who maintains a minimum cumulative graduate grade point average of 3.0 is in good standing.

### Probation

Academic Probation occurs when a student's cumulative grade point average for Otterbein University graduate course work is below a 3.0. Students placed on academic probation are required to meet the academic requirements of their probation and be in good standing within two terms of enrollment.

### Suspension

Suspension occurs when a student earns less than a 3.0 term graduate grade point average while on Academic Probation. A student will also be suspended when failing to gain good standing in the prescribed two terms. A student may apply for readmission after remaining out of school for at least one year. Graduate level credits earned at another school while a student is under academic suspension cannot be applied toward graduation at Otterbein. All readmission applications must be submitted to The Graduate School office and acted upon by Academic Council. Other information or steps may be required prior to consideration for readmission as determined by Academic Council. Readmission is not guaranteed. A student may reapply only once.

### Dismissal

Dismissal occurs when a student is suspended for the second time or when Academic Council denies a suspended student's readmission. Dismissal is permanent.

### Grading

Graduate school is a process of academic exploration reserved for students who are committed to the high level of work demanded by a master's degree program. Graduate students are, therefore, held to a higher standard of achievement than undergraduate students. In order to reflect the minimum levels of achievement necessary to award a graduate degree, the grading philosophy, and the grade scales reflective of that process, are considerably different from undergraduate grade scales. Specifically, it is assumed that graduate students will pursue their course work at either an "excellent" or A level or at an "above average" or B level.

Grade policies specific to each program are listed in the appropriate program section. Each student can access his/her grades at the end of each quarter on-line via Cardinal Web for Students at [www.otterbein.edu](http://www.otterbein.edu). A permanent transcript of all course work attempted and grades earned is maintained in the Office of the Registrar.

### Grade Symbols

The following grades are included in the calculation of the grade point average (GPA):

A=93-100 (4.0)

A-=90-92 (3.7)

B+=87-89 (3.3)

B=83-86 (3.0)

B-=80-82 (2.7)

C+=77-79 (2.3)

C=73-76 (2.0)

C-=70-72 (1.7)

D+=67-69 (1.3)

D=60-66 (1.0)

F=59 and below (0.0)

The following grades are not included in the calculation of the grade point average:

F=Failing from pass/fail graded course.

IP=Course work is incomplete; temporary condition.

NR=Grade not reported by instructor; temporary condition.

P=Passing from pass/fail graded course.

R=Repeated course.

S=Satisfactory from satisfactory/unsatisfactory graded course.

T=Transfer credit from another institution.

U=Unsatisfactory in satisfactory/unsatisfactory graded course.

W=Withdrawal with permission.

### In Progress (IP) Grades

“IP” is the temporary symbol given when course requirements have not been met due to circumstances beyond the student’s control. An incomplete grade should only be considered when the majority of the work has already been finished. The pressures of a normal academic load or the desire to do extra work in the course are not sufficient reasons for granting an incomplete.

The amount of additional time permitted might be no more than a few days or weeks since it should be proportional to the student’s illness, absence, etc. while remaining fair to others who were enrolled in the course. The IP must be completed no later than the following applicable deadline or sooner if prescribed by the instructor: for Autumn IP’s, the last day of Winter classes; for Winter IP’s, the last day of Spring classes; and for Spring IP’s, the last day of Autumn classes.

Due to extraordinary circumstances, an IP completion deadline may be considered for extension. To receive consideration, the student (not the faculty) must submit a written

request/rationale to the Vice President for Academic Affairs no later than the 5<sup>th</sup> Friday of the term the IP is due for completion.

It is the student's responsibility to contact the course faculty to arrange for completion of the work, and it is the faculty's responsibility to submit the final grade. When no grade is received, the default grade previously provided by the instructor will be assigned.

### Grade Discrepancies (Grade Changes)

Grades submitted to the Registrar's office are considered final unless (1) evidence of an error can be presented, or (2) the student is convinced his or her academic performance was evaluated on other than an academic basis or in a prejudiced or capricious manner. Grades may not be changed by arranging to complete additional work or by meeting criteria not in accord with those applied to all other students enrolled in the course.

To appeal a grade, the student must consult with the instructor (or the department chairperson when the instructor is away from campus) no later than the following applicable deadline: for Autumn grades, the end of Week 3 of the following semester; for Spring and Summer grades, the end of Week 3 of Autumn semester. Resolution and submission of the revised grade to the Registrar's office must occur by the end of the 10<sup>th</sup> week of those respective semesters. Signatures of both the instructor and the instructor's department chairperson are required to change a grade.

When a grading issue cannot be resolved, the student may present evidence in writing to the Vice President for Academic Affairs indicating an error, the prejudicial basis, or the capricious manner used in evaluating his or her performance. In all cases, this step must be taken no later than 5 business days beyond the applicable 10<sup>th</sup> week deadline indicated in the previous paragraph. The Vice President for Academic Affairs shall consult with the student and instructor after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change, if deemed in order by the Appeals Council, shall be determined by the Vice President for Academic Affairs in consultation with the student and the instructor involved (or the applicable Department Chairperson if the instructor is unavailable).

### Auditing Courses

Students are permitted to audit some graduate courses. Please see the following link for more information: <http://www.otterbein.edu/public/TheGraduateSchool/AuditAClass.aspx>

### Reasonable Academic Progress

The Office of Graduate Programs may deny future registration to a student whose enrollment over three terms does not fulfill program requirements. The decision to deny registration will be made on the recommendation of the Department's Director of Graduate Programs. No student will be denied future registration without first being notified by the Office of Graduate Programs.

A student who has been denied registration and is otherwise eligible to enroll must contact the Department's Director of Graduate Programs to request permission to reenroll. The Department may determine specific conditions which must be met in order to continue in the graduate program. Upon receiving written permission, the student may reenroll in the original program.

### Plagiarism, Cheating and Dishonesty

Please find the Definition of Academic Misconduct details within the Graduate Handbook. The link to the handbook is located on the following Web page:

<http://www.otterbein.edu/public/TheGraduateSchool/Resources.aspx>

It is necessary to ascertain with accuracy an individual's strengths and weaknesses in order to prepare a proper academic program for students and to evaluate their work. Thus, the "high standard of personal integrity" in the classroom means that an individual will not receive credit for work which is not their own.

### Dishonesty

In addition to acts of plagiarism and cheating, acts of dishonesty include, but are not limited to the following:

- a. Furnishing false information to any University official, faculty member, or office.
- b. Forgery, alteration or misuse of any University document, record or instrument of identification.
- c. Falsification, distortion, or misrepresentation of information before a judicial body.
- d. If a student provides false information related to his/her housing arrangements, he/she will be expected to pay for housing costs for the entire academic year and will be charged with falsifying records.

Acts of dishonesty as aforementioned constitute a Level Four violation, and will be referred to Judicial Council. See The Honor Code for additional information.

### Time Limit for Program Completion

After a student has been admitted to the graduate program, continuous progress toward completion of the degree is expected. The time limit for the completion of graduate course work is five (5) years for the Master of Business Administration program. The time limit is computed from the first date credit is recorded on the University transcript until the program curriculum requirements are completed. Extensions are only considered if there is an adequate and unusual cause beyond the control of the student for failure to meet the time limit policy. Petitions requesting extension of the time limit must be submitted to the Program Director for the MBA program.



## **Enrollment Policies and Registration**

### Semester Calendar/Credit Hours

Otterbein University is on a semester calendar, which means that there are two semesters during the school year (August-May) plus a summer session. Each course carries credit in “semester hours” which is related to the number of class meetings per week. One class (180 minutes) per week is equivalent to three hours of credit. Each semester of the school year consists of 15 weeks instruction and two to three days of final examinations. Summer session meets less than 15 weeks. The actual dates are announced the preceding February of each year. Students are expected to be present for the entire semester and final examinations.

The requirement for all degrees is based on credit hours. A three-quarter-hour course normally meets three hours per week. Throughout this catalog the terms “semester hours”, “credit hours” and “hours” may be used interchangeably when applicable. The Registrar’s Office maintains a website at [www.otterbein.edu/registrar](http://www.otterbein.edu/registrar).

### Prerequisites

Prerequisites (prereqs) are requirements that are judged by necessary for the successful completion of a course. Students who register for a course without taking the prerequisite are subject to being withdrawn from the course by the instructor or the Registrar. It is the student’s responsibility to assure that a prerequisite has been met.

### Registration

Please see the Registrar’s Web page at the following link:  
<http://www.otterbein.edu/public/Academics/Registrar.aspx>

## **Withdrawal**

Withdrawal procedures can be found at the following Web page:  
<http://www.otterbein.edu/public/Academics/Registrar/withdrawal.aspx>

## **Tuition, Fees and Payment Plan**

### Schedule of Fees

Academic Year 2017-2018

|         |                   |              |                              |
|---------|-------------------|--------------|------------------------------|
| Tuition | \$650/credit hour | Total Amount | \$23,400 for 36 credit hours |
|---------|-------------------|--------------|------------------------------|

For any related fees, please refer to the University's website at [www.otterbein.edu](http://www.otterbein.edu) or contact the Business Office. Otterbein reserves the right to change these rates within the period covered by this catalog.

### Tuition Fee Payment Plans

In recognition of the fact that many adult students must carefully plan their finances to manage a household budget, convenient payment plans are available. Payment plans are an alternate to paying all fees by the due date of each term. Details regarding payment plan options are available at <http://www.otterbein.edu/public/FutureStudents/BusinessOffice/PayYourBill.aspx>. If you choose to use one of these plans, please make arrangements before the beginning of the semester.

## **Financial Aid**

### Financial Aid

Degree-seeking graduate students are eligible to be considered for a variety of loans. Please click the following link to find out more about Financial Aid options and details.

<http://www.otterbein.edu/public/FutureStudents/FinancialAidAndScholarships.aspx>

## **Scholarships**

### MBA Students

MBA Scholarships are available for all applicants based on merit. This includes the review of both undergraduate GPA and GMAT scores. Scholarships can range from 10% to 50% of full tuition.

The Westerville Area Chamber of Commerce offers a scholarship for a qualified applicant who has been accepted into the MBA program. More information is available at the Westerville Area Chamber of Commerce website, [www.westervillechamber.com](http://www.westervillechamber.com) or by email at [info@westervillechamber.com](mailto:info@westervillechamber.com).

## **Graduation/Commencement**

In order to participate in graduation, a student must:

1. Complete all academic degree requirements.
2. Request and submit a fully signed Application for Degree. This can be done online thru the Registrar's commencement website, [www.otterbein.edu/registrar](http://www.otterbein.edu/registrar).
3. Submit any additional required paperwork as specified in the Application for Degree.

4. Meet all outstanding financial obligations.

All graduates (Autumn, Spring and Summer) are invited to participate in the Graduate Commencement ceremony held in May. Please note that graduate students are not permitted to walk in advance of completing full degree requirements. As the commencement ceremony approaches, detailed information will be sent to all students who have applied for graduation. This same information is available at any time on the Registrar's website [www.otterberin.edu/registrar](http://www.otterberin.edu/registrar).