

Capital University
MBA

Master of Business Administration

Student Handbook

School of Management & Leadership

2017-2018

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The Capital MBA

Our Mission

The Business programs of the School of Management & Leadership prepare people to lead fulfilling lives of work and service.

As a community of teachers and learners, the programs cultivate in students, alumni, faculty and staff the capacity for meaningful intellectual contributions to business and society and a lifelong commitment to learning and personal development.

Our Principles

We are committed to student success both before and after graduation.

We are a community of teachers and learners who believe that fulfilling lives are grounded in self-awareness and the lifelong development of each person's unique capacities.

We prepare people who understand themselves, others and the world. They integrate their values, knowledge and skills while adding value to the organizations and communities they serve.

We believe that the opportunities and challenges of our global community must be approached with a sense of humility and free inquiry, and that preparing people to ask the right questions is fundamental to making the right choices.

We believe we must be fully engaged with the organizations and communities our graduates serve to ensure our programs and services support their success.

We expect a level of rigor and accountability in ourselves and our campus community that is consistent with the demands our students and graduates face in life, including a commitment to continuous improvement as individuals and as an organization.

We are each responsible for living our mission every day.

Accreditation

The School of Management's degree programs are accredited by the Accreditation Council for Business Schools and Programs. ACBSP is the leading accreditation association for business education that emphasizes and rewards teaching excellence. The ACBSP's rigorous accreditation standards are aligned with the Malcolm Baldrige National Quality Award and require demonstrated commitment to continuous improvement. The School of Management is also a member of the Association to Advance Collegiate Schools of Business (AACSB).

Application and Admission Requirements

Professional Experience

Our MBA program is for working professionals, in part because we believe the workplace is an essential resource for understanding and applying the ideas learned in the classroom. As such, the ideal candidate will have a minimum of two years to three years of professional work experience. The work experience can be in any environment, but should demonstrate managerial and professional capabilities. Teaching, health care and military service are all considered professional work experience. On average, a Capital MBA student has around eight years of work experience. International students do not need to be employed while attending the Capital MBA.

Personal Interview

A personal interview is required for all candidates before an acceptance decision is made. The interview is designed to allow the MBA Director and/or the admissions representative to get to know the candidate and to discuss program specifics. The interview typically lasts about 45 minutes.

Undergraduate Experience

In addition to grades, the admission committee carefully considers other factors, like major chosen, reputation of the institution, performance after an initial adjustment to college life, and specific performance in different subjects.

References

We require a minimum of two professional references, which should help the admission committee determine both your capabilities and ambition. References from employers (current or former) are particularly encouraged.

International Applicants

International applicants must demonstrate English proficiency by meeting the university's TOEFL or IELTS requirements.

GMAT/GRE Performance

While the GMAT or GRE is not required for application to the MBA Program, it may be requested in some instances. This may occur due to concerns with the amount or quality of the

applicant's professional work experience, or due to an undergrad experience that does not meet entrance expectations. In this case, the GMAT/GRE score may be requested in order to help support some aspect of the individual's overall application.

Deadlines

Applications are reviewed on a rolling basis. We recommend adhering to the following schedules:

April 15

Application deadline for summer trimester (May)

August 1

Application deadline for fall trimester (August)

December 1

Application deadline for spring trimester (January)

MBA Curriculum Overview

The Capital MBA is designed to equip students with conceptual, interpersonal, personal and technical skills needed to excel in today's dynamic world.

Learning Outcomes:

- Refine analytic and conceptual talents to enable students to successfully tackle the most complex issues
- Develop technical acumen essential in communicating with other leaders throughout the organization
- Enhance abilities to work with diverse teams and create innovative solutions
- Strengthen ability to implement change

The Capital MBA program requires a minimum of thirty-six (36) credit hours. Thirty-three (33) of these credit hours are core courses with one additional advanced topic course for three (3) credit hours. Every course is offered every trimester. During the fall and spring trimester courses meet once a week for fourteen weeks. During the summer trimester courses meet twice a week for only seven weeks.

Required Courses

- MBA 500 MBA Essentials (3)
- MBA 611 Quantitative and Analytic Methods (3)
- MBA 612 Managerial Economics (3)
- MBA 613 Organizational Behavior (3)
- MBA 614 Managerial Accounting (3)
- MBA 710 Marketing Management (3)
- MBA 720 Financial Management (3)
- MBA 730 Production and Operations Management (3)
- MBA 740 Business Ethics and Social Responsibility (3)
- MBA 8XX Advanced Topics (3)
- MBA 900 Business Policy and Strategy (3)
- MBA 9XX Capstone (3)

When scheduling your courses, please consider the following:

- 600 level courses should be completed before 700 level courses (note: students may take a last 600 level course concurrent with a 700 level course, provided all prerequisites are satisfied).
- MBA 611 (Analytical Methods) is a prerequisite for MBA 612 (Managerial Economics).

- MBA 612 (Managerial Economics) and MBA 614 (Managerial Accounting) are prerequisites for MBA 720 (Financial Management).
- 600 level and 700 level courses should be complete before MBA 900 (Business Policy and Strategy) (note: students may take a last 700 level course concurrent with 900, provided all prerequisites are satisfied).
- MBA 900 (Strategy & Policy) is a prerequisite to MBA 9XX (Capstone).
- Any exceptions to these requirements will be considered upon a written request to the faculty member teaching the course and/or the Director of the MBA program.

Course Descriptions

MBA Essentials (MBA 500)

Leaders, managers, and professionals enter the Capital MBA with a wide variety of academic, work, and life experiences. As the first course for all entering students, MBA Essentials begins the process of capitalizing on these differences and assures the skills and tools necessary to succeed in the remainder of the program. The course is a rigorous overview of accounting, economics, finance, marketing, operations, statistics, and business law, while building the students' self-awareness and skills in quantitative methods, use of information technology, written and verbal communications, group and leadership styles, and problem solving. Students are actively engaged in every aspect of this course, consummated by a team-based computer business simulation experience.

Quantitative and Analytic Methods (MBA 611)

Prerequisite: MBA 500

Managers must understand the basic mathematical underpinnings of finance, economics and operations. Quantitative and Analytic Methods provides students an opportunity to learn, practice and apply these essential quantitative skills used to formulate sound decisions in complex environments. The course begins with an exploration of maximization. Students learn how to model resource maximization and interpret the results. It then examines statistical methods for interpreting and analyzing data including regression analysis and hypothesis testing. Applications include scheduling, product mix, inventory management, demand analysis, portfolio analysis and surveys analysis. Excel functions and tools are introduced and used throughout the course.

Managerial Economics (MBA 612)

Prerequisites: MBA 500, 611

Local, national, and global economics have a profound impact on all organizations. When making decisions, managers must consider how the aggregate economy and business cycles will affect the firm. Managerial Economics provides students with the conceptual tools they need, and then uses those tools to analyze decisions, events and policies. Students learn the art of forecasting and economic determinants of consumer demand, firm supply and industry behavior. An economic framework is applied to a wide variety of individual, business and governmental decisions.

Organizational Behavior (MBA 613)

Prerequisite: MBA 500

A good manager must know how to guide an organization through business cycles, market shifts, corporate restructurings and changes in ownership, resource constraints, and any number of other challenges. Success depends on a clear understanding of organizational dynamics, of how to influence the actions of individuals and groups, and of yourself. Building Effective Leaders and Organizations has students examine how best to organize, manage and motivate the human capital of the firm to achieve its strategic and other goals. Students discover their personal strengths and management styles, learn to solve organizational problems and consider how to influence the actions of individuals, groups and organizations successfully.

Managerial Accounting (MBA 614)

Prerequisite: MBA 500

As a manager, understanding the impact of accounting decisions is essential to achieving strategic goals. Building on financial accounting concepts, Managerial Accounting provides students with an opportunity to learn and apply skills that support the use of internal financial information to support effective decision making. In the course, students learn to utilize financial data available for budgeting, costing and forecasting, and to connect these skills to cash flow and operations management. Students apply managerial accounting concepts to real world case studies to understand the linkages between accounting information and management planning.

Marketing Management (MBA 710)

Prerequisites: MBA 500, 611 and preferably 612

Effective marketing planning and execution is essential for the success of any organization. Marketing Management takes an analytical approach to the study of marketing problems. Students sharpen their skills for analytical thinking and effective communication while being introduced to the elements of marketing analysis and management. Students become adept at analyzing and developing the elements of the marketing mix including product and brand strategy, pricing, communication, and distribution. Working in teams, students prepare and defend a full marketing plan for a local organization.

Financial Management (MBA 720)

Prerequisites MBA 500, 611, 612, 614

All organizations face a variety of financial decisions. In order to understand and make informed decisions, managers must be comfortable with the application of financial theories and models. Students in Financial Management examine these, enhancing their ability to evaluate the influence of financial decisions on organizational performance. This course focuses on how management decisions positively or negatively affect shareholder value. Some of the topics covered include the valuation and pricing of securities, capital budgeting, capital structure decisions, and the evaluation of capital projects and investment options.

Production and Operations Management (MBA 730)

Prerequisites: MBA 500, 611, 612

Operations management involves the synchronization of business processes to optimize performance. Production and Operations Management focuses on managerial issues arising in the operation of both manufacturing and service industries. Students consider the language, concepts, insights and tools to deal with operational issues, and how to gain competitive advantage through operations. A process view of operations is used to analyze key operational dimensions such as capacity management, cycle time management, supply chain and logistics management and quality management.

Business Ethics and Social Responsibility (MBA 740)

Today's businesses are held accountable for developing responsible policies and practices, and making them an integral part of their strategies and operations. Corporate Social Responsibility and Ethical Decision Making provides students with a laboratory for examination of these significant issues. The principal outcomes of this course are to understand important ethical constructs, to provide opportunities to apply ethical and responsible decision making in a variety of business situations and to facilitate a deeper understanding of the strategic complexities in managing these priorities across often competing needs. The class is structured around a rich set of challenging projects and case studies.

Strategy and Policy (MBA 900)

Prerequisites: all other core MBA classes.

Senior managers must orchestrate all the functional areas of an organization to develop and execute a cohesive strategy that produces results. Understanding the complexity of this task requires that the business be viewed as an integrated system. In Strategy and Policy, students integrate and apply all they've learned throughout the MBA program to determine the strategic direction of the firm, the competitive environment of the firm, organizational design issues related to the implementation of a strategy, and the management of strategy processes within the firm. Students develop the capability to assess a firm's strategic situation in depth, and to develop viable alternatives for dealing with the key issues facing it. Acting as consultants, teams of student prepare and present a strategic audit of real organizations.

Capstone (MBA 9XX)

Prerequisite: MBA 900

The Capstone course will be taken during the last semester after all core courses have been completed. This new course is currently being developed by our curriculum committee and a course description will be available by Fall 2017.

MBA 799 - Research Paper/Project

This course provides an opportunity for Capital MBA students to investigate a problem or issue in depth. It is the responsibility of the student to contact an instructor and receive approval for the project/paper prior to the start of the semester. Meeting dates and times are by arrangement with the instructor. The study concludes with a written report that is the basis for assigning the final letter grade. Only offered with instructor permission.

Advanced Topics

Advanced Topics is a single 3-credit hour course focusing on contemporary issues within each of the following content areas:

- Entrepreneurship (MBA 841)
- Finance (MBA 842)
- Leadership (MBA 843)
- Marketing (MBA 844)

An advanced topics course will be offered every trimester within each of these disciplines. The content for each advanced topics course will vary by instructor. The topic descriptions below are examples of advanced topics courses that have been offered in the past. Topics are offered on a rotating basis and there is no guarantee every topic description listed will be offered during a student's time in the program.

MBA 841 – Advanced Topic in Entrepreneurship

Entrepreneurship

This course gives you a real taste of what it takes to be an entrepreneur. You will be coached as you get your new venture idea or concept on paper and pitch it to capital sources, serial entrepreneurs and C-level decision makers.

Innovation and Creativity in the Organization

Organizations of any size offer abundant opportunities for people to make connections and identify opportunities that offer potential innovations. Yet, while many organizations derive competitive advantage from creative product or process innovations, such enhancements are often sporadic and opportunistic. Relatively few organizations are able to develop a culture in which sustained creativity and innovation are driving forces that impel growth. Worse, many organizational cultures stymie and stifle even the most obvious beneficial ideas for change. This course introduces students to principles and techniques of creativity and innovation that encourage so-called out-of-the-box thinking. The course will instill an understanding of the creative process and of innovation's organizational enemies, and show how to develop an organizational culture that promotes innovation and creativity. The goal is to encourage students to transcend conventional thinking in constantly seeking and implementing opportunities for innovative changes in their everyday working lives.

MBA 842 – Advanced Topic in Finance

Real Estate Investment

This course provides a comprehensive approach to the study of real estate as an investment opportunity. A wide variety of real estate topics and principles are explored. Students meet with commercial and residential real estate professionals.

Investment Management

This course investigates securities investments and related management activities. Topics include investing in stocks, mutual funds, bonds and derivatives. Both theoretical concepts and practical methodologies are discussed. This focuses on security analysis and asset management for institutional portfolios.

Business Tax Planning

This course focuses on the federal income taxation of businesses, particularly corporate and partnership taxation under Subchapters C and K, respectively, and Chapter 1 of the Internal Revenue Code.

Financial Institutions

This course provides an overview of how commercial banks and similar financial institutions operate. Students learn how banks gather deposits, make loans, manage their assets and liabilities, and provide other financial services. Related topics will include bank mergers, analysis of bank financial performance, and future trends in banking.

Financial Markets and Instruments

This course introduces students to the financial instruments available for investment purposes and exposes students to the markets in which they trade. The first half of the course highlights these instruments and markets. The second half includes a mandatory field trip to Chicago to observe financial markets and the players in action. There will be an additional charge covering air fare, hotel, and some meals.

Financial Case Analysis

The goal of this class is to develop an understanding of the nature of the financial decision and policy options faced by managers in realistic corporate settings and to develop an appreciation of how finance theory can be applied in practice. Candidates will develop the skill to interpret financial information to address a variety of financial issues, identify problems and opportunities, undertake analysis and formulate policy recommendations.

Financial Modeling with Excel

This course uses Microsoft Excel in solving common financial models. We address four major areas in finance – Corporate Finance, Portfolio Management, Fixed Income and Risk Management. Students learn how to design and construct financial models for analyzing a variety of decision problems facing today's financial managers and professionals. Students learn how to use a variety of Microsoft Excel tools and techniques, such as financial and statistical functions, what-if scenarios, one-and two-way input tables, pivot tables, probability analysis, optimization, regression analysis and Monte Carlo simulations.

Prerequisites MBA 611 and MBA 720; Special requirements – students should bring their laptops to class.

MBA 843 – Advanced Topic in Leadership

Project Management

This introductory course addresses both the technical and behavioral aspects of managing projects. Students learn the fundamentals of planning, scheduling, organizing and controlling projects. Exercises provide hands-on experience with Microsoft Project software. In addition, the course covers related human resources and behavioral topics, such as project organization structures and managerial styles.

High Impact Leadership

Congratulations on your decision to invest in your leadership skills! In my work with leaders of multinational corporations as well as small and medium sized enterprises (SMEs), non-profit organizations (NPOs) and government institutions, I have discovered and created specific frameworks, processes and tools. The framework, process and tools in this class have helped these leaders to greatly accelerate their own transformation, as well as the transformation of their organizations and the influence and impact that those organizations have on the communities that they serve-and that supply them with their financial, social and environmental lifeblood. The mission and purpose of this class is to help you understand and learn how to apply the framework, process and tools so you too can transform the way you think about leadership and the way you act as a leader in ways that contribute even more effectively to your family, team, organization and community. I've noticed that once leaders internalize and start to use the framework, process and tools, they are able to transform not only their professional lives and working environment, but their private lives and personal development results as well.

Employment Law Essentials for Managers

This course focuses on the key aspects of workplace law. Classes will include in-class case studies, discussion of live workplace situations shared by students themselves, and scenario analyses integrating the multiple and complex areas of workplace law. You will develop a deep appreciation of the legal issues that every manager must be familiar with in order to become successful.

Conflict & Negotiations

This course helps you better understand conflict management and negotiations in a variety of settings. Through regular role plays followed by debriefing sessions students learn how to effectively negotiate.

Human Resource Management

This class is designed for MBA students and will focus on case studies relating to Human Resources Management practices that face business managers. This class will include in-depth analysis, review and discussion of real-life situations that face organizations today. The case studies vary from traditional HRM situations (ex. hiring, terminations, discrimination) to more recent issues facing employers (ex. telecommuting, retaliation, drug/alcohol abuse). This course will help bridge the gap between Human Resources Management theory and practice and will prepare students for the situations that will face them as business managers.

Organizational Transformation

This course will give you the tools you need to plan and manage a business transformation. We will spend 2 class sessions using a change management simulation. Each student will then select a real business situation to use for the balance of the class that they would like to transform. This situation will serve as the foundation for a change plan the student will create and implement based on the materials we cover in the class. The final outcome of the course will be a solid understanding of the change management and transformation process along with a tangible plan that can be executed during or after the class.

Selected Issues in Corporate Governance

This course deals with the issues and risks facing a corporation's board of directors and officers. This includes regulations, significant court cases and liabilities affecting the directors and officers, as well as The Sarbanes Oxley Act of 2002. Additionally, various other governance issues will be discussed. It is possible that issues associated with not for profit boards will also be explored

Global Business

This course will at first provide an introductory discussion of the political, social and cultural determinants of international business. We will then analyze major ideas, strategies, concepts, institutions and (current as well as past) events that comprise the global business environment. We will study according to the Socratic method, use case studies and gain knowledge from guest speakers.

Fundamentals of Lean Six Sigma

Students will learn the fundamentals of the DMAIC (Define-Measure-Analyze-Improve-Control) methodology to eliminate waste, reduce defect levels and improve process performance. Project selection, project chartering and project leadership techniques will be covered. Additionally, students will apply Lean management techniques and the basic Six Sigma process improvement tools to projects in their work environments. Basic statistical problem solving techniques may be covered as time permits.

Communication for Managers

This course offers managers an opportunity to develop a solid foundation of communication skills critical to effective leadership and management. Topics will include interpersonal communication effectiveness, change management/communication, developing and executing communication strategies, audience analysis, coaching, and an opportunity to further develop presentation skills.

Not-For-Profit Management

Effectively managing government and not-for-profit organizations requires management, reporting and financial tracking skills that are significantly different from those needed in for-profit firms. This course focuses on the differences in managing not-for-profit versus for-profit organizations. The course explores the unique characteristics of leadership and organizational theory, ethics and financial management in the context of the not-for-profit sector, as well as

working with government entities related to funding and governance. Membership and work on not-for-profit boards is explored.

Topics in Business Law

The objective of this course is to provide students with practical knowledge of legal issues and principles that arise in the business environment. A variety of legal topics will be covered. Examples include: origin and source of law, court systems, employment at will, discrimination, contracts, torts, product liability, agency, fiduciary responsibility and business formation. This class will give a general overview of the legal principles, take a proactive approach to managing the legal risks managers face in a business setting and give general guidelines of how to handle legal situations when they arise.

MBA 844 – Advanced Topic in Marketing

Brand Management

This course focuses on advanced marketing strategy. We examine the theories and practices that successful companies are using to attain competitive advantage in the current environment of hypercompetition and customer power.

Marketing Research

This course helps marketing managers and business owners avoid the pitfalls of ill-defined or poorly executed marketing research and to assure them that they are getting the most out of their research budgets. Moreover, they will become knowledgeable users of marketing research whether they originate it or use an outside supplier.

Marketing Communications

This elective course is intended for students desiring a deeper study of the communication elements in the marketing mix. Topics include promotional strategy, advertising, public relations, sales promotion and direct marketing. Attention will be given to both message development, as well as media selection, to achieve the desired marketing communications objectives.

Marketing Consulting

This course provides students with a practical understanding of independent consulting. Students gain an understanding of how to start an independent consulting business. Beyond a general understanding of independent consulting, students conduct a consulting project on a marketing - related topic with a real client.

Consumer Behavior/Focus Groups

This course provides students with insight into consumer behavior and qualitative research. We will examine the consumer decision-making process. Furthermore, we gain experience with qualitative research methods, specifically focus groups.

Persuasive Marketing

Students will explore persuasive strategies in marketing communications as well as face-to-face sales, including the modern scientific and psychological basis of persuasion and influence. The course will focus on the development and application of effective persuasive marketing strategies in marketing and sales opportunities, as well as their implications for marketing generally. The outcomes of this course will be obtained through the use of case studies, active learning and independent research, assigned readings, class discussions and short writing assignments.

Social Media Marketing

Students will explore Social Media Marketing with an emphasis on identifying the rule-sets that are currently being developed by businesses--and consumers--in real time; understanding how these rule-sets, strategies, and tactics are changing the way marketing organizations interact and engage with their customers and prospective customers; identifying the tools currently being used and evaluating their usefulness to a marketing strategy overall; identifying the risks and rewards of using social media; and identifying how social media marketing fits into an overall Marketing plan and strategy.

MBA Schedule & Planning

Current Course Schedule

All classes meet from 6 to 9 pm on Monday or Thursday, following this schedule.

MBA Courses - Fall and Spring Trimesters		
MBA 500	MBA Essentials	Thursday
MBA 611	Analytical Methods	Thursday
MBA 612	Managerial Economics	Monday
MBA 613	Organizational Behavior	Monday
MBA 614	Managerial Accounting	Thursday
MBA 710	Marketing Management	Thursday
MBA 720	Financial Management	Monday
MBA 730	Operations Management	Monday
MBA 740	Business Ethics & Social Responsibility	Monday
MBA 8XX	Advanced Topics	Monday (Varies)
MBA 900	Business Policy and Strategy	Thursday
MBA 9XX	Capstone	Thursday

Summer Trimester

The summer trimester is split into two halves, Module 1 and Module 2. This scheduling allows you to choose how much of the summer you want to be in school. You can attend all summer (early May through early August), the first half of the summer (early May through mid-June), or the latter half of the summer (mid-June through early August). This modular format for courses applies only to the summer trimester.

In even years all Monday core courses will meet Module 1 on **both** Monday and Thursday evenings. All Thursday core courses will meet Module 2 on **both** Monday and Thursday evenings.

In odd years all Monday core courses will meet twice a week during Module 2; Thursday core courses will meet twice a week during Module 1.

MBA Academic Calendar

Trimester	Begin	End
Fall 2017	August 21	December 1
Spring 2018	January 8	April 19
Spring Break 2018	February 26	March 2
Summer 2018	Mod I: May 7 Mod II: June 25	Mod I: June 21 Mod II: August 9
Fall 2018	August 20	November 29
Spring 2019	January 7	April 18
Spring Break 2019	February 25	March 1
Summer 2019	Mod I: May 6 Mod II: June 24	Mod I: June 20 Mod II: August 8
Fall 2019	August 19	November 28

Academic Policies

The following Academic Policies apply to all students in the Master of Business Administration (MBA) program. They are subject to revision by the faculty of the School of Management and Leadership.

Enrollment

1. MBA students may consult with the MBA Director regarding any enrollment, matriculation or graduation questions.
2. Students must complete all degree requirements within five academic years of starting their first course.
3. Full time graduate study in the evening MBA Program is six or more credit hours of course work. International students must maintain full time student status.

Grading

1. The grading scale for MBA courses is the following. Quality points are noted in parentheses.

• 92.0-100%	A
• 90.0-91.9%	A-
• 88.0-89.9%	B+
• 82.0-87.9%	B
• 80.0 - 81.9%	B-
• 78.0-79.9%	C+
• 72.0-77.9%	C
• 70.0-71.9%	C-
• < 70	F

2. A grade point average of 3.0 or higher for all course work is required for graduation. Additionally, students must have a grade point average of 3.0 or higher, in their core courses (MBA 500, MBA 612, MBA 612, MBA 613, MBA 614, MBA 710, MBA 720, MBA 740, MBA 900, MBA 9XX) in order to graduate.
3. When circumstances prevent the student from completing required grading instruments before the end of the trimester, the instructor may assign the grade of I (incomplete). The incomplete grade must be resolved within the following trimester; otherwise the officially recorded grade becomes F. Student should consult the instructor regarding the policy for assigning the grade of I.
4. Repeating courses – The MBA Director, representing the faculty may ask any student whose GPA falls below a B average in the MBA core curriculum to repeat courses selectively. A

student who earns a D in a core course will be asked to repeat the course, even if the student has a 3.0 GPA in core courses. A student may not repeat any course without faculty approval. Students may not repeat the courses in which they received a grade of B or better, or any other course without faculty approval.

5. Students may appeal or dispute grades and other actions by instructors or administrators of the MBA program. In the case of grade dispute or related course matters, the appeal begins with the course instructor. If the matter is not resolved there, student may make an appeal to the Dean, School of Management and Leadership. If a satisfactory outcome is still not reached, the appeal may be elevated to the Associate Provost followed by the Provost and Vice President, Academic Affairs.

Plagiarism

1. Use, in part or in full, of the work, ideas or writing of another without credit is considered plagiarism and is subject to disciplinary action.
2. Consulting material(s) in the preparation of a grading instrument that is (are) not allowed by the course instructor is considered a serious violation. In this situation, the instructor may assign a grade of F for the instrument and for the course.

Academic Probation and Dismissal

Letter of Concern: Student fails to achieve a semester 3.0 GPA (but cumulative GPA remains above 3.0). The student receives a letter of concern from the MBA Director.

Probation: Student fails to achieve a cumulative 3.0 GPA
The student receives a letter notifying them of their probationary status from the MBA Director.

Suspension: Student fails to achieve a cumulative 3.0 GPA a second time and has not shown significant academic progress (a semester GPA of at least 3.0). A student can also be suspended if they display a pattern of academic indifference and lack of academic achievement.
The student receives a letter notifying them of their suspension from the MBA Director.
Student will be required to remain out of school for one full semester.

Dismissal: Following suspension from and reinstatement to the university, the student fails to achieve a cumulative 3.0 GPA and shows no sign of significant academic progress. Academic progress is defined as a semester GPA of 3.0 or higher. A student can also be dismissed if they display a fundamental lack of ability or motivation to achieve a master's degree. The student receives a letter notifying them of their dismissal from the MBA Director.

Transfer Credits

Transfer credit is considered for graduate level course work that is completed successfully at another accredited college or university. The course work must be completed with an earned letter grade of B or better.

1. The course work to be transferred must have been completed within the past seven years.
2. A maximum of nine graduate credit hours may be transferred.
3. Students may transfer either advanced topic or core course credits. In order for a course to be transferred in, there must be an equivalent Capital MBA course(s) for the course(s) to be transferred. Students will be asked to supply a course syllabus for faculty approval prior to the granting of transfer credit.
4. Before undertaking graduate course work at another institution, the students should seek approval from the MBA Director.
5. Credits earned from CPCU exam preparatory courses can be applied – as elective course credit – toward your MBA at Capital University.
6. The number of credits accepted in transfer for a course is equal to the number of credits that the equivalent Capital MBA course carries. The number of credits accepted in transfer is not necessarily equal to the number of credits earned. When there is a difference between the number of credits earned and the number accepted in transfer, it may be necessary to take additional elective course(s) in order to satisfy the graduation requirements of 36 credit hours of course work.
7. Credit accepted in transfer is expressed in semester credit hours. Note the following equivalency between quarter and semester credit hours.

<u>Quarter Credit Hours</u>	<u>Equivalent Semester Hours</u>
1	.67
2	1.33
3	2
4	2.67
5	3.33
6	4

Add/Drop Policy

1. It is the student's responsibility to file an official drop/withdrawal from a course(s). Forms for this purpose are available in the Adult and Graduate Education Office.
2. Refund schedules for MBA courses are available from the Student Accounts Office. Note that a refund is based on the date of last attendance and not on the date on which the drop was filed. No refund is given for withdrawal after the sixth week of instruction.

3. The 100% refund of paid tuition is available to students who officially drop an MBA course on or before the first day of the trimester. Thereafter, the amount that is refunded is less than the amount paid. The refund schedule indicates the percent to be returned.
4. When a course is officially dropped, the notation of W is noted on the transcript. If a student drops a class during the first week of the term, the notation of W will not appear.
5. The last day to officially withdraw from a course is prior to the last meeting date. Official withdrawal is noted on the transcript with W.
6. When an MBA student registers for an MBA course, attends at least one class and thereafter stops attending and does not officially drop/withdraw from the course, the course is noted with the grade of FX on the transcript.

Withdrawal

To withdraw, students must file a withdrawal form. Forms are obtained from the Adult and Graduate Education Office. The date of withdrawal will be the date you last attended any courses.

Leave of Absence

A student may find that it is not possible to participate in graduate course work. In such cases, a leave status form must be filed through the Adult and Graduate Education Office for each term of leave including summer. A student can be on leave for two consecutive terms without penalty if the appropriate forms have been completed and submitted to your advisor. By filing this leave form, the student continues to receive communications. This leave of absence does not apply to students with non-degree status.

If a student remains on leave for a third consecutive term, or if no “leave status” form is filed, the student must be readmitted to the University and the Education Department. The student readmitted to the University and Education Department will reenter under the current policies and procedures which may differ from the original policies and procedures. Course work that is completed seven or more years previous to readmission must be evaluated by the faculty at the time of readmission.

Readmission to the Program

Candidates, who officially withdraw from the program, have been on official leave for more than three consecutive terms and subsequently wish to return must seek readmission. If a candidate does not register for any classes for three consecutive semesters, that candidate will be regarded as having withdrawn from the program, unless good cause can be shown. Readmission requires a readmit form from the Adult and Graduate Education Office. The

University will review the application as to whether the re-applicant meets current admissions standards. Thus, application for readmission does not guarantee acceptance.

Graduation

1. The application for graduation must be completed and submitted to the university Registrar's Office through WebAdvisor two semesters prior to your anticipated graduation..
2. The cumulative grade point average is 3.0 or higher.
3. Incomplete grade(s) must be resolved by completing the requirements of the course(s).
4. All financial obligations have been met.
5. Graduation "With Distinction" is noted for students who completed all course work with a grade point average of 3.75 or better.
6. Graduation "With Highest Distinction" is noted for students who have completed all course work with a grade point average of 4.0.
7. Participation in the University Commencement Ceremony is available to MBA students who complete degree requirements before the cutoff date established by the University.

Equal Opportunity Policy

Capital University admits qualified students regardless of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic original in admission, employment, programs, services or activities.

Persons having inquiries regarding compliance with Title VI, Title IX or Section 504 may contact University Counsel at 614/236-6425 or the U.S. Department of Education.

Financial Aid for Graduate Students

Graduate students enrolled in the Capital University Master's programs are eligible to participate in the Federal Stafford Loan program. Students should anticipate 6-10 weeks for loan processing and must be enrolled when eligibility is determined.

Eligibility for Financial Aid

To be eligible to receive financial aid at Capital University you must:

- Be a United States citizen or permanent resident.
- File the Free Application for Federal Student Aid (FAFSA).
- Not be in default on prior educational loans.
- Maintain the following hours per semester:
- MBA evening students must carry 3 or more hours per semester.

Applying for Financial Aid

1. Apply for a PIN at <http://www.pin.ed.gov/PINWebApp/pinindex.jsp> with the U.S. Department of Education (USDE) to use various USDE online systems. You should apply for a PIN prior to completing the Free Application for Federal Student Aid (FAFSA) online.
2. File the FAFSA electronically at <http://www.fafsa.ed.gov/> to be eligible for federal, state and Capital aid. You will need Capital's Title IV School Code: 003023. Please be sure to file as soon as possible after January 1 (income figures can be estimated).

Federal Stafford Loan Program

Your financial aid award letter identifies the maximum loan amount available to you. If you are a continuing student at Capital and have a Master Promissory Note on file, and Great Lakes Higher Education Corp. is your guarantee agency, you will automatically receive a disclosure statement from GLHEC indicating exact loan amount(s) and scheduled disbursement dates.

Expenses Periods

An expense period represents the academic period a student wishes to have covered by the loan application. The most common periods for MBA students are April to April.

Loan Disbursements

Federal Stafford funds are electronically transmitted by GLHEC to Capital University. The Capital University Finance Office will notify you when a disbursement has been received. In the few instances of disbursement by check, the Finance Office will contact you for appropriate procedures.

Capital will attempt to deliver all loan proceeds as soon as possible; however, students should not assume these funds will be available before the second week of classes. All students should have sufficient personal funds to cover non-billed costs such as books and living expenses each term until excess loan funds can be made available.

All students who are receiving funds in excess of institution charges must request receipt of these funds by completing a (available through the Student Accounts Office). Forms are available the first official day of the term.

Quality Assurance/Verification

Capital University is responsible for assuring accuracy of data reported by you and/or your family. If selected, you will need to provide additional documentation.

If selected for verification, you must complete this process prior to receiving any notification of aid eligibility. If a term has started and verification has not been completed, enrollment should not be attempted unless adequate resources are available from your own personal funds to pay for that term's tuition, fees, and books.

Alternative Student Loans

Additional loan assistance may be available for students who need extra financing. Terms are often similar to the federal loans, but because they aren't guaranteed by the government, interest and guarantee fees may be higher. Review the Alternative Student Loan page for more information about these loans

Payment Policies

Terms of Payment. All tuition and fees for each semester are due and payable by the first day of the trimester. University charges may be paid by cash or check. The student is responsible for prompt payment of university charges unless other payment arrangements are approved by the Student Accounts Office prior to the payment due date. Student billing information will be available electronically at the students capital.edu e-mail address. Payments also may be made via ePay through Web Advisor.

Employer Reimbursement

Many students who enroll in Capital University programs are eligible to receive assistance from their employer. These payments may be paid at the beginning of a term or after grades have been received. The timing depends on employer policy. Regardless of the payment policy, the federal government requires that this resource must be considered when determining eligibility for Federal Stafford Loans. Students should notify the Financial Aid Office in writing that they

have tuition reimbursement and the amount of reimbursement. Employer deferment forms may be obtained from the Student Accounts office.

Payment Plan

Students who wish to enroll in a payment plan may do so through the Student Accounts office prior to the trimester start date. The total tuition balance will be divided into three equal payments paid throughout the trimester. Payments will be made online through the university ePay.