

Lincoln Memorial University
**MASTER OF BUSINESS
ADMINISTRATION CATALOG**
2011-2012

Harrogate, Tennessee
August 2011
www.lmunet.edu

This edition of the *Master of Business Administration Catalog*, edited by Dr. Jack McCann and Dr. Michael E Dillon, supersedes all others.

Policies and information related to the Master of Business Administration (M.B.A.) program are contained herein. For policies and information related to other Lincoln Memorial University graduate programs please refer to the applicable graduate catalog. The official Lincoln Memorial University *Catalog* is the preeminent source of academic policies and information for Lincoln Memorial University.

The policies, programs, curricula, and fees as set forth in this catalog are subject to change at any time at the discretion of Lincoln Memorial University. Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate University official.

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

Accreditation

Lincoln Memorial University is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

Individual program accreditation has been granted by:

- Accreditation Review Commission on Education for the Physician Assistant, Inc. (provisional)
- American Osteopathic Association - Commission on Osteopathic College Accreditation
- American Veterinary Medical Association
- Commission on Accreditation of Athletic Training Education
- Council on Accreditation of Nurse Anesthesia Educational Programs
- Council on Social Work Education
- National Accrediting Agency for Clinical Laboratory Sciences
- National League for Nursing Accrediting Commission

Individual program approval has been granted by:

- Kentucky Board of Nursing
- Kentucky Council on Postsecondary Education
- Kentucky Educational Professional Standards Board
- State of Tennessee Department of Education
- Tennessee Board of Law Examiners
- Tennessee Board of Nursing
- Tennessee Higher Education Commission

Memberships

- Abraham Lincoln Association
- Accreditation Council for Business Schools and Programs
- American Association for Higher Education
- American Association of Museums
- American Association for State and Local History
- The American Council on Education
- American Library Association
- American Universities in Russia, Ukraine
- Appalachian College Association
- Appalachian College Association Learning Asset Management Project
- Appalachian Consortium
- Appalachian Osteopathic Postgraduate Training Institute Consortium
- Association of College and Research Libraries
- Association of College and University Museums and Galleries
- Association of Governing Boards of Universities and Colleges
- Association of Independent Liberal Arts Colleges for Teacher Education
- Association for Supervision and Curriculum Development
- Civil War Courier

College and University Professional Association for Human Resources
(National)
College and University Professional Association for Human Resources
(Tennessee)
The College Board
Consortium for the Advancement of Private Higher Education
Council for Adult and Experiential Learning
The Council for the Advancement and Support of Education
Council for Higher Education Accreditation
Council of Graduate Schools
Council of Independent Colleges
Council on Undergraduate Research
East Tennessee College Alliance
East Tennessee Historical Society
The Foundation for Independent Higher Education
International Alliance for Higher Education
International University and Business Consortium
Kentucky Civil War Roundtable
Kentucky Association of Museums
Kingsport Higher Education Consortium
Knoxville Area Health Science Library Consortium
The Lincoln Group
Medical Library Association
Museum Store Association
National Association of College and University Business Officers
National Association of Independent Colleges and Universities
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National Collegiate Athletic Association
National Council of Educational Opportunity Associations
National League for Nursing Council of Associate Degree Programs
National League for Nursing Council of Baccalaureate Degree Programs
Oak Ridge Associated Universities
Private College Consortium for International Studies
Rural Health Association of Tennessee
Society for Human Resource Management
South Atlantic Conference
Southeastern Library Network
Southern Association of Collegiate Registrars and Admissions Officers
Southeastern Museums Conference
TENN-SHARE
Tennessee Association of Colleges for Teacher Education
Tennessee Association of Collegiate Registrars and Admissions Officers
Tennessee Association of Museums
The Tennessee College Association
Tennessee Conference of Graduate Schools
Tennessee Hospital Association
Tennessee Independent Colleges and Universities Association

Tennessee Osteopathic Medical Association
Veterinary Information Network
Virginia Association of Museums

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Mission and Purpose of the University

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

Approved by the Board of Trustees May 5, 2006

Master of Business Administration Mission Statement

The mission of the Master of Business Administration program is to provide educational and research opportunities to working adults wanting to develop professionally by enhancing their business skills and credentials.

Institutional Goals

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.

3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.
11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

MESSAGE FROM THE PRESIDENT

Dear Student:

Lincoln Memorial University is a living legacy to President Abraham Lincoln. Ours is a mission that has remained true to the vision of our namesake, a guiding light for thousands of men and women whose lives have been transformed by their experiences here. It is my hope that you fulfill your ambitions and dreams while pursuing a degree on our campus. Upon completion of your goals, you will carry with you a sense of pride that comes from your accomplishments.

President Lincoln once said, "Things may come to those who wait, but only the things left by those who hustle." By taking the first step in pursuing your degree, you have chosen not to wait. Let me congratulate you on making this wise decision to continue your education at Lincoln Memorial University. The faculty and staff of LMU are committed to an experience of uncommon quality characterized by personal attention and a true interest in your success. We will provide for you a learning environment that maximizes technology while insuring opportunities for personal interaction. The investment you are making in your future will pay dividends for your lifetime. Upon graduation you will know that the degree you receive will be enhanced by the growing reputation of our University.

I hope and trust that you will achieve your full potential as a student at LMU. By realizing your goals at LMU, you become a part of the legacy that began in 1897. You are now a citizen of our academic community. There are responsibilities associated with your engagement in our living and learning environment. Above all else we expect all of our students to respect their student colleagues and to pursue their educational aspirations with a commitment to academic integrity. Keep your dream of completing your education ever before you and know that you will succeed.

I am honored that you join us now and wish you much success.

Dr. B. James Dawson
President

Academic Calendar 2011-2012

Official University Holidays (Offices closed/no classes):

2011: September 5; November 24-25; December 26-30;

2012: January 2; April 6; May 28 and July 4.

Fall Semester 2011

New Student Registration	August 19
New Student Survival Weekend	August 20
Matriculation Ceremony (11 a.m.).....	August 20
Residence halls open (8 a.m.).....	August 21
Final Registration before classes begin	August 22
Classes begin.....	August 23
Last day to complete registration/add classes.....	August 31
Labor Day (no classes; offices closed; residence halls remain open)...	September 5
Convocation (9:30 a.m. in session classes & resident students)	September 13
Last day to drop course without “WD”	October 12
Homecoming (classes held as scheduled)	October 13-15
Mid-term	October 17-21
Fall Break.....	October 27-28
Last day to drop course without “F”	October 31
Early registration begins	October 31
Thanksgiving holiday (no classes; offices closed)	November 24-25
Classes end.....	December 9
Final exams	December 12-16
Commencement (11 a.m.)	December 17
Residence halls close (2 p.m.).....	December 17

Spring Semester 2012

Residence halls open (8 a.m.).....	January 8
Registration and New Student Orientation.....	January 9
Classes begin.....	January 10
Martin Luther King Day (no classes)	January 16
Last day to complete registration/add classes.....	January 18
Convocation (9:30 a.m. in session classes & resident students)	February 7
Lincoln Day/Founders Day (special activities)	February 13
Last day to drop course without “WD”	February 23
Mid-term	Feb. 27 – Mar. 2
Last day to drop course without “F”	March 14
Residence halls close (5 p.m.).....	March 16
Spring break (no classes)	March 19-23
Residence halls open (1 p.m.)	March 25
Early registration begins	March 26
Good Friday (no classes; offices closed).....	April 6
Classes end.....	April 27
Final exams	April 30 -May 4
Commencement (11 a.m.)	May 5
Residence halls close (2 p.m.).....	May 5
Mini-Term 2012	May 7-25

Summer Terms 2012

Term A-10-week session (no classes, offices closed July 4).....	May 29 - August 3
Term B-First 5-week session	May 29 – June 29
Term C-Second 5-week session (no classes, offices closed July 4).....	July 2 -August 3

LINCOLN MEMORIAL UNIVERSITY MASTER OF BUSINESS ADMINISTRATION CATALOG

Office of the Dean, School of Business.....	423-869-6254
(Room 106, Business/Education Building; Main Campus)	
Office of the MBA Program.....	423-869-6254
(Room 106, Business/Education Building; Main Campus)	
Office of the MBA Program - Cedar Bluff site	865-531-4100
(421 Park 40 North Blvd, Knoxville, TN 37923)	
Office of the MBA Program - Sevierville site.....	865-286-2777
(1720 Old Newport Highway, Sevierville, TN 37876)	

Extended Learning Site

Aligned with the University's mission "*to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission*" the School of Business offers the MBA program at the main campus in Harrogate, at the Cedar Bluff extended learning site and at the Sevierville extended learning site.

ACADEMIC INFORMATION

Lincoln Memorial University offers graduate studies leading to the Master of Business Administration degree.

The program requires students to analyze, explore, question, reconsider and synthesize old and new knowledge and skills. The curriculum has depth and rigor to develop the specialized skills necessary to prepare students for opportunities in our global economy and environment, while allowing for creativity and vision for the future.

Graduate students are expected to make themselves thoroughly familiar with the regulations of the graduate program and the requirements for the degree.

Upon regular admission, a faculty advisor or advisory committee is assigned to the student. However, **the ultimate responsibility for meeting deadlines and knowing graduate program requirements rests with the student.**

Official Academic Records

The Office of the Registrar houses official academic records. The student's permanent academic record may contain the following:

- Name
- Social Security number (partial number since 1980) or numeric identifier
- Chronological summary of Lincoln Memorial University coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree requirements completed and degree conferred

Instructors report final grades to the Registrar at the end of the course. Students receive their grades electronically through WebAdvisor. Any student

wishing to receive a printed copy of his/her grades must submit a written request to the Office of the Registrar before the week of final exams.

To receive due consideration, any challenge regarding the accuracy of a student's academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$4.00. The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades, academic transcripts, or access to WebAdvisor.

Tuition and Fees

- \$380 per semester hour: All fees should be paid for at the time of registration.
- All students are required to complete the LMU MBA 100 Comprehensive CPC exam. The exam must be completed during the student's first semester of MBA coursework. The exam is available online and requires a fee of \$40 paid at the time of the exam. The MBA director will provide additional information on the exam.
- All students are required to complete the APA writing test. The exam must be completed prior to completing their first nine hours of MBA coursework. The exam is available online and requires a fee of \$16 paid at the time of the exam. If the student fails the exam, the student will be required to complete the online APA writing training course. There is an additional fee for the training course payable at the time of registration. The MBA director will provide additional information on the exam.
- All students are required to complete the LMU MBA 590 Comprehensive CPC exam. The exam must be completed as part of the MBA 590 Business Strategy course. The exam is available online and requires a fee of \$40 paid at the time of the exam. The MBA 590 Instructor or MBA director will provide additional information on the exam.

Financial Aid

Federal Financial aid is available to students who are enrolled at least half time. Students must have at least 6 credit hours each semester to be considered a half-time student. Any student with less than 6 hours is considered less-than half time.

Federal Financial Aid available for Graduate MBA students consists of Stafford Loans (up to a maximum of \$20,500 per year) and Grad Plus loans. Eligibility determination for loan amounts will be determined by the student's federal application for aid (FAFSA), the LMU MBA programs pre-determined Cost of Attendance (COA) budget as well as the number of classes in which the student is enrolled.

Enrollment status is determined at 5:00 p.m. on the last day to register for a class. This is called our “Census Date”. Enrollment status will not change after the Census Date for that term, but dropping or withdrawing from classes can cause problems with maintaining Financial Aid Satisfactory Academic Progress (SAP).

Interest-Free Monthly Payment Plan through Tuition Management Systems

---Fall and Spring semesters ONLY---

There Are NO Deferred Payment Plans Available For The Summer Semester – Payment Must Be Made In Full Up Front At The Time of Registration

TMS Payment Plan Options

OPTION ONE: Annual Plan – (Both fall and spring semesters)

Able to divide tuition total for both semesters into 10, 9, or 8 monthly payments

- \$65 Enrollment Fee - Due at the time of enrollment in plan.

OPTION TWO: Semester Plan (For either the fall or spring semester)

Able to divide the cost of tuition for that semester into 5, 4, or 3 monthly payments

- \$45 Enrollment Fee per semester – Due at the time of enrollment in plan.

Other Information About the Plan

- No interest
- All payments are due to TMS by the 15th of each month. A late fee of \$40 is applied to your account if a payment is received late.
- Life insurance covering your Interest-Free Monthly Payment Plan is included, at no additional cost.

For further information, call Tuition Management Systems at 1-888-572-8985.

Additional Fees:

Add/Drop Fee	\$15 per course
Independent Study Fee	\$25 per course
Late Registration Fee	\$100
Graduation Fee	\$50
Non-sufficient Funds (NSF) Fee	\$30

Tuition and fees are adjusted annually. There is no out-of-state tuition differential.

Change of Schedule (Add/Drop)

Occasionally the student may determine after the first or second class meeting that he/she needs or wishes to change his/her schedule by adding (enrolling in) and/or dropping one or more classes. Such changes should not be

made, however, without consulting the academic advisor. **Also, such changes can be made only by using the official Change of Schedule form and fully processing the change through the Office of the Registrar and the Finance Office.**

The student may add courses to her/his schedule through the “last day to complete registration” as announced in the Academic Calendar, and beginning at that date there is a \$15 per course fee for adding or dropping courses. Based on the Academic Calendar regarding dropped courses, there are important **deadlines** which affect the grade or notation that will appear on the student’s academic transcript. Note: If the student chooses to drop all courses from a term, please see the Withdrawal Policy. See the Academic Calendar and take special note of:

Last day to drop without “WD”

If the course is dropped on or before that date, the course will not appear on the transcript; if the course is dropped after that date, the course will appear on the transcript with a notation of WD (for “Withdraw”).

Last day to drop without “F”

If the course is dropped after that date, the course will appear on the transcript with the grade F.

Early Registration and Late Registration

Early registration helps ensure each student a place in classes for the upcoming term, and helps the staff adjust offerings to meet student needs. Students are urged to take advantage of the designated period each term to meet with his/her advisor, plan ahead, and register early. Early registration is confirmed at the ensuing registration period. Early registration refers to pre-registration for classes and registration confirmation by arranging for payment for classes. All students, except those who pay during early registration, must be present at the regular registration period to complete the process.

The final step in registration is the payment of fees or arranging for alternate forms of payment. Until this step is completed, the student is **NOT officially registered** and is not eligible to attend classes. Students who attend class without completing registration may not receive academic credit for attendance or work completed. Students should carefully plan and register for a schedule on the published registration dates for each term. However, students may register through the published late-registration period. Students must complete by the published “last day to complete registration/add courses” deadline of each semester and financial accounts reconciled by the last day of the semester to receive any transcript credit for the semester. Late registrants must make up missed work and are assessed a late fee.

Withdrawal from the University

“Withdrawal from the University” refers to the official process in which the student withdraws from ALL classes, from the residence hall (if applicable), and from any current student relationship with the University. The student initiates this process by obtaining a Withdrawal Form in the Registrar’s Office or from

the Registrar's home page. The student must fill out the form and obtain the required signatures: Dean in Academic Affairs (for international students or a recipient of veteran's benefits), School Dean (for graduate students), Director of Residential Life, Bursar, Director of Financial Aid, Dean of Student Development and Campus Life, and the Registrar. The student must also return his/her student identification card, meal card (if applicable) and parking sticker to the Office of Student Service when withdrawing from the University. Further, any withdrawing student who has received a student loan must have an exit interview with a Financial Aid Counselor.

Caution: Courses for which the student is registered will appear on the transcript with a notation of "WD." The official date of WD will appear with courses. Further, any student who ceases attending classes before the end of the semester, mini-term, or summer term without completing official withdrawal from the University automatically receives the grade "F" for such course(s), so noted on the student's academic transcript. Withdrawal from the University does not affect the cumulative GPA of the student if processed by the close of "last day to drop without 'F'," as announced in the Academic Calendar.

The financial status of the student is affected by withdrawal from the University in the following ways:

1. Refunds for tuition and fees are credited to the student's account according to the refund schedule.
2. Housing and meal fees are credited to the student's account according to the refund schedule.
3. Financial Aid will be prorated to the student according to the Federal Return of Title IV Funds Policy. Withdrawal after the refund period means the student will have used an entire semester's eligibility of aid.
4. The balance of the student's account with the Finance Office will be credited or billed to the student as appropriate.
5. Once the student has completed registration, i.e., turned in the registration form to the Office of Finance, the student is liable for all registration fees even though classes have not been attended, unless the student completed an official withdrawal form.
6. Students who are suspended from LMU or ineligible to continue in an academic program because of grade deficiencies and who are registered in advance for the subsequent semester; must complete an official withdrawal form.

Refer to "Refund Policies" for detailed information.

Refund Policies

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student's eligibility for a refund of appropriate institutional tuition, room and board charges will be prorated as indicated. A student must complete a Change of Schedule form (obtained from the Office of the Registrar) for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. Should the student fail to

complete this process, all semester charges will become immediately due and payable (refer to “Withdrawal from the University”).

The University official date of withdrawal used to compute the refund is determined by the Office of Finance. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

Through the first official day of classes	100%
After the first official day of classes and during the first week of the semester	90%
During the second week of the semester	75%
During the third week of the semester	50%
During the fourth week of the semester	25%
After the fourth week of the semester	0%

No refund of institutional charges will be made after the fourth week of the semester. Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar and the Office of Finance.

Refund schedules pertaining to summer and mini terms are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term. Specific dates affecting the schedule of refunds appear in the Registration Policies which is available on the LMU web site by selecting the *Site Index* then *WebAdvisor* then *Registration Policies*.

Change of Name or Address

A student who changes his/her name, residence, or mailing address is expected to immediately notify the Office of the Registrar regarding the change. Name changes must be submitted as a signed request. Documentation must accompany a name change: marriage certificate, divorce decree, or court order. Current students can change their address online through their WebAdvisor account. Former students must submit a signed request for an address change. Any communication from the University which is mailed to the name and address on record is considered to have been properly delivered.

Technology

Incoming students must be computer literate, able to use software for e-mail, word processing, web browsing, and information retrieval. Students must have home (non-school) access to the Internet for communicating with instructors and accessing learning resources.

WebAdvisor

WebAdvisor is a web-based information management tool that allows students to access Lincoln Memorial University’s administrative database. Information/functions available through WebAdvisor include Search for Classes, Student Profile, Class Schedule, Grades, Student Account and Financial Aid. The student’s account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status in order for the

student to access their academic grades on WebAdvisor. To access WebAdvisor on the Internet from LMU's web site go to <https://webadvisor.lmunet.edu>.

Each student is assigned a unique username and temporary password (which must be changed upon first log-in to WebAdvisor). **It is the responsibility of each student to ensure that his/her password remains confidential. Lincoln Memorial University does not accept responsibility for any password-related breach of security. The student has the option to decline the assignment of a username and password to access WebAdvisor.**

Library Services

Library services are provided for all graduate students through the campus library, through the library terminals located at extended learning sites, and/or through Internet access to the main campus databases. Students are given access codes and procedures by library personnel and instructors at the beginning of each semester.

Residency Requirement

There is no residency requirement for the graduate degrees.

Time Restrictions/Limitations

All requirements for graduate degrees must be completed in no less than one year and within seven years of initial graduate enrollment. Any exception to this policy requires approval of the Academic Council and the Dean of the School of Business.

Applicable Catalog

The student must meet the requirements of the *Master of Business Administration Catalog* in effect at the time of entry into the program or any catalog while enrolled in the program. In no case will a student be permitted to meet the requirements of a *Master of Business Administration Catalog* in effect prior to initial graduate program enrollment.

Family Educational Rights and Privacy Act (FERPA)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student,

participation in officially recognized activities and sports, and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure in writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons except other college officials who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Office of the Registrar.

Criminal Background Check Policy

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the clinical affiliates, other affiliate agency, organization, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program.

In certain situations, investigative background reports are ongoing and may be conducted at any time. **Access to the program may be denied at any time by the agency or Lincoln Memorial University.**

Transfer Graduate Credit

A maximum of nine semester credit hours at the graduate level may be transferred to the MBA program (**must** have a five or above as the first digit of the course number). These credit hours may not have been applied to a previous degree and **must** carry a grade of "B-" or better. Credits transferred into any graduate degree program at Lincoln Memorial University must be earned after the required entrance degree was posted on the transfer transcript. Course credit earned more than five years previous to the current semester will not be approved for transfer credit. Only credit/course work from a degree-granting accredited institution, recognized as such by a regional accrediting body, will be accepted for transfer. All transfer credit must be approved by the Dean of the School of Business. Grades and quality points for transfer work will be included in the calculation of the LMU graduate GPA.

Correspondence Study/Prior Learning Credit

No graduate credit is accepted by Lincoln Memorial University for work done by correspondence or through any program awarding credit for prior non-college sponsored learning.

Graduate Credit for Undergraduate Seniors

The LMU student who has not completed all requirements for the baccalaureate degree may be eligible for master-level graduate study as an

undergraduate senior. The student must have an overall GPA of at least 3.0 and must be within fifteen semester credit hours of completing the total credit hours required for the baccalaureate degree. Course credit used to meet baccalaureate degree requirements may **not** be used to meet graduate degree requirements. To enroll for graduate courses under this provision, a student must adhere to the regular admission procedures and secure the written permission of the Dean of the School of Business.

Student Work and Class Attendance

Students are expected to attend classes regularly and meet all requirements of the course in order to receive a passing grade. All course examinations must be completed. Final examinations are administered the last week of the term.

Grading System

A student receives a grade for most registered course work (except “Audit”). Grades are indicated by letters and assigned quality points as shown below. Credit toward a degree program will be granted only for courses in which a grade of “C” or better is earned. Students may earn only two (2) grades of “C”. A third “C” results in dismissal from the program.

Grade	Definition	Quality Points Per Semester Hour
A	Superior (Quality of work exceptional)	4.00
A-	Excellent (Quality of work above course expectation)	3.67
B+	Very Good (Quality of work better than satisfactory)	3.33
B	Good (Quality of work satisfactory)	3.00
B-	Average (Quality of work meets minimum requirements)	2.67
C+	Below average (Quality of work less than satisfactory)	2.33
C	Minimum passing grade (Unsatisfactory graduate-level work)	2.00
F	Fail	0.00
I	Incomplete; work must be completed within the first six week of the next semester; otherwise, the grade automatically becomes an “F” unless an extension is granted by the Dean of the School of Business	
NC	No Credit; allows for a later grade with no penalty to the student	
AU	Audit	
WD	Withdrawal	
P	Pass; carries credit but no quality points	

Some graduate courses are graded P-Pass/F-Fail and are identified under “Course Descriptions.”

The student's GPA is determined by the total number of letter-graded (A-F) semester credit hours attempted (not the number of semester credit hours passed).

Probation Status

Probation constitutes a warning of insufficient progress. In order to remain in good academic standing, the graduate student must maintain a grade point average of 3.0 (B). The grade point average considered for academic progress is the GPA of the current program. The grade point averages from previous degrees at Lincoln Memorial University may not be averaged into the current GPA. A student whose cumulative GPA falls below a 3.0 in a given semester is placed on probation the following semester. A student whose cumulative GPA falls below a 3.0 (B) for two successive terms will be suspended and is no longer eligible to participate in the graduate degree program.

Appeals Procedure

A student who is placed on probation or suspended from the program and feels that the probation or suspension is unfair has a right to appeal. The student who wishes to appeal a probation or suspension has 30 days from the postmark on the letter of notice to present the appeal in writing to the Dean of the School of Business. The Dean will respond to the student's appeal within two weeks of the receipt of the letter of appeal. Should this response be unsatisfactory to the student, a meeting with the Dean may be requested. The Dean and the student must inform each other of any additional attendees to the meeting. The student may continue this appeal to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final.

Graduate Satisfactory Academic Progress

Federal regulations require that all students who receive federal financial aid make progress toward a degree. All colleges must have policies that ensure students are making this progress both qualitatively and quantitatively. At LMU, we have established the following Satisfactory Academic Progress (SAP) Policy that will be reviewed each semester, including the summer term.

Quantitative

Students can attempt a maximum of 54 credit hours in pursuit of their 36 credit hour MBA degree. In the Professional MBA degree program, they may attempt 45 credit hours in pursuit of the 30 credit hour professional MBA program. Any student who attempts hours beyond this mark is ineligible for financial aid. All students who receive federal student aid must earn credits in 67% of the cumulative hours they attempt (rounded to the nearest whole number). For example, a student who attempts 6 hours in fall and 9 hours in spring must earn 9 hours of credit for that academic year. Failing a class or withdrawing from a class, whether passing or failing, can affect SAP. Additionally, all transfer courses accepted at LMU count both as attempted and earned hours. Incompletes will not count against attempted hours until a grade is

recorded or the student is withdrawn from the class or classes. Repeating classes can affect SAP.

Once a student completes and earns a MBA degree, they must submit an appeal to the LMU Director of Financial Aid to be considered for aid in a separate MBA concentration field.

Qualitative

Students must also earn a certain cumulative Grade Point Average (GPA) determined by their Academic program to maintain financial aid SAP. In the LMU MBA program, a student must maintain a cumulative GPA of 3.0.

Evaluation

After each semester, a review will be made of all enrolled students to determine if they meet this policy. If the student fails to meet SAP after one semester, they will be automatically placed on “Financial Aid Warning”. The student will be eligible to receive aid for one semester. At the end of the warning semester, the student will be evaluated again. If they regain SAP, there is no further action, and they remain eligible for financial aid. For those students who fail to regain SAP, they will be placed in “SAP Suspension” and be ineligible to receive financial aid.

Appeals

Students who are in SAP Suspension may appeal this decision to the LMU Financial Aid Appeals Committee. The appeal must be made in writing and explain why they failed to make SAP and what has changed that will allow them to make SAP at the next evaluation. This letter should be sent to the Director of Student Financial Aid, 6965 Cumberland Gap Parkway, Harrogate, TN 37752. The committee will review the appeal along with an academic recommendation from the MBA Academic committee to decide if the student will be able to meet SAP standards by the next evaluation or if a plan can be developed to ensure that the student will be able to meet SAP standards by a specific point in the future. If the committee does not approve the appeal, the student may take classes at their own expense to try to regain SAP. If the appeal is approved, they will be placed in “Financial Aid Probation” for one semester. At the end of the next semester, the student must be making SAP or successfully following a plan designed by the Academic Dean of the LMU MBA program.

Notification

All Financial Aid SAP notifications will be sent in two ways: a letter will be sent to the student at their home address and an e-mail will be sent to their LMU e-mail address.

Plagiarism

Plagiarism is the presentation of someone else’s words or ideas as one’s own. One of the most common forms of plagiarism is the paraphrasing of several phrases, sentences or ideas in a paragraph with only one citation at the end of the paragraph resulting in confusion between the cited content and the

researcher's own words or ideas. Another common form is the practice of substituting words or phrases while retaining the original author's form and structure.

Plagiarism in any form is one of the most egregious violations of professional ethics an author can commit. Submission of plagiarized material, even by accident or through ignorance, is a severe infraction of the professional ethical code and can result in expulsion from the program. To avoid plagiarism:

- Cite sources within the text for all phrases or ideas that are quoted or paraphrased.
- Cite sources within the text in the format delineated in the APA Manual* 6th edition of the *Publication Manual of the American Psychological Association* (2009).

Certification of Authorship

All student papers must include the following Certification of Authorship statement:

I certify that I am the author of this paper titled _____ and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited any sources from which I used data, ideas, or words, either quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this course. I understand that falsification of information will affect my status as a graduate student.

Student's Signature _____ Date _____

Repeating Graduate Courses

Students may repeat any course a maximum of three (3) times. The higher grade is included in the revised calculation of the cumulative GPA. However, all attempts will remain a part of the permanent academic record.

Graduate Student Course Load

The normal load for a part-time student is six (6) hours, and for a full time student is nine (9) hours. The maximum load for a graduate student is twelve (12) semester credit hours during fall and spring semesters, three (3) semester hours during mini-terms, and 12 semester credit hours for the summer session. Students must seek and receive permission from the MBA Program Director or Dean of the School of Business to take 12 hours in any semester.

Orientation/Advisement

Each semester new graduate students are assigned academic advisors and are required to attend a new student orientation. The orientation session provides students with critical information for progressing through each degree program. The information includes admission, program, and exit requirements. The advisement process is important in that advisors assist in the formulation of comprehensive examinations and in the monitoring of internships and field experiences. Advisors are accessible throughout the program for academic advisement. Advisors' personal telephone numbers, e-mail/web page addresses and office hours are posted on each syllabus.

Graduation Requirements

No student will be allowed to participate in Commencement exercises until all degree requirements have been met. The following requirements must be met for earning the degree:

1. Completion of 36 semester credit hours of MBA approved courses in the traditional part-time and the full-time MBA program and 30 semester credit hours of MBA approved courses in the professional MBA program.
2. A minimum cumulative GPA of 3.0 (B);
3. Completion of all outcomes assessment testing and activities
4. Payment of all fees.

Second Masters Degree Requirements

A maximum of twelve (12) semester credit hours (excluding thesis hours) of graduate credit earned from the first LMU masters degree may be applied toward the second degree provided that the courses are appropriate for the second masters degree (as determined by the faculty advisor and Dean of the School of Business). The credit must be earned within the last five (5) years.

GENERAL ADMISSION REQUIREMENTS

Categories of Admission

Admission to the graduate program is possible in four (4) categories:

1. **Regular graduate student status.** Applicants with credentials indicating adequate preparation and ability to complete the program successfully may receive regular student status.
2. **Non-degree or transient student status.** Persons otherwise qualifying for admission to graduate studies but not seeking admission to the degree program are classified as non-degree or transient. Individuals wishing to pursue graduate study at Lincoln Memorial University in this classification must submit an application for admission.

Non-degree or transient students later wishing to enter the program must then petition the MBA admissions committee for admission as degree-seeking students. The applicant must then follow the process outlined for regular graduate student status.

The non-degree or transient student who wishes to become a regular graduate student may apply up to nine (9) semester credit hours earned while in non-degree or transient status. Course credit transferred from non-degree to degree must have a grade of at least "B" and be relevant to the degree sought.

3. **Conditional student status.** A person who does not meet the requirements for admission but who feels strongly that he/she can do graduate work may, under special circumstances, be allowed conditional status. In this category, students may take no more than six (6) semester hours of graduate course work within the conditional semester and earn no grade less than "B." A grade less than "B" disqualifies the student from full graduate admission.

4. **Auditor status.** The student wishing to audit courses may enroll by completing an application for admission form, registering for the course, and paying the appropriate fees. An “AU” notation will appear on the academic transcript signifying that the course was taken for audit, not for credit. Examinations are not required, grades are not earned, and credit is not awarded for audited courses.

POLICY FOR ADMINISTRATION OF GRADUATE ASSISTANTSHIPS

Programs of graduate study are designed to transform the individual from student to knowledgeable practitioner or professional scholar. When a graduate assistantship is well conceived and executed, it serves as an ideal instrument to facilitate the desired transformation. The primary goal of an assistantship is to facilitate progress toward the graduate degree.

The graduate assistant is expected to perform well academically to retain the assistantship. He/she is to be counseled and evaluated regularly by appropriate faculty to develop professional skills. The graduate assistant is expected to meet the obligations of the assignment and work a specified number of hours (departments using graduate assistantships are responsible for establishing the job description for each assistantship). He/she is to work under the supervision of experienced faculty/staff and to receive necessary in-service training for the assignment. The graduate assistant receives financial support for graduate study by contributing to the mission of the University. The totality of responsibility may be greater than that required of other students, but the opportunities for professional development also are greater for the graduate assistant.

Definition

An assistantship is a financial award, in the form of tuition waiver, to a graduate student for part-time work in a program of the University while pursuing a degree. Graduate assistants are appointed to perform various types of duties. Most commonly, the duties relate to supervisory or administrative functions of the university. According to the most recent IRS regulations, graduate assistantship awards are considered taxable income.

Qualification of Graduate Assistants

Graduate assistants must be currently enrolled in a graduate program with all requirements completed for admission to degree candidacy.

Application Process

Graduate students wishing to apply for assistantship are to secure application forms and a description of the application procedures from the office of the School of Business.

Work Assignments and Related Factors

Work assignments for each assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in his/her program.

Therefore, to the extent possible the department using the graduate assistant should describe the assignment to reflect the time requirements to be spent performing the tasks of the assignment appropriately. In situations where the work assignment cannot be specifically described or must be changed from the initial assignments, the graduate assistant should clearly be informed before agreeing to, or continuing the assignment.

Required Application Dates

All graduate assistant application materials and required admission materials must be submitted within the following dates:

Full year	June 1 - July 15
Spring	October 1 - November 15
Summer	March 1 - April 15

Any exceptions to the stated application dates must have the approval of the Dean of the School of Business.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

Lincoln Memorial University offers three Master of Business Administration programs, a traditional part-time evening program, a full-time day program, and a professional program.

Admission

Lincoln Memorial University seeks highly qualified and motivated individuals for admission to the Master of Business Administration degree program. As part of admission requirements, students must submit the application for admission, a document stating why they want to earn an MBA at LMU, the \$50 application fee, a current resume, official transcripts of all undergraduate and graduate course work from accredited institutions, and three (3) recommendation forms from professionals in the field who are familiar with their work and ability and can, therefore, evaluate potential for success in the graduate program. Students must also submit either a GMAT or GRE test score recorded within the last 5 years, or complete the LMU/Peregrine entrance exam covering twelve common professional component categories.

In addition, the student must have completed the following:

1. A baccalaureate degree with a 3.0 GPA.
2. Two (2) years of work or professional experience in a managerial capacity, OR an overall GPA of 3.4 and recommendations indicating extraordinary academic potential.
3. An interview with one member of the admissions committee.
4. Signed document acknowledging all requirements for your program.
5. Successful completion of undergraduate business coursework in Finance, Accounting, Economics, Management, and Marketing.

Students who do not meet these requirements may be accepted into the program on a conditional basis. Depending upon the requirement not met, students may be required to meet certain academic standings during their initial

nine (9) hours in the program or successfully complete certain undergraduate business classes or leveling courses.

International students must have a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). In cases where a foreign student is otherwise qualified for admission to the program, but his/her TOEFL score indicates the need for additional English language instruction, he/she might be admitted conditionally to the program pending satisfactory completion of the necessary courses.

LMU MBA Programs

Part-time Evening MBA Program

The traditional part-time evening Master of Business Administration degree is a thirty-six semester credit hour program intended for upwardly mobile professionals and recent graduates with exceptional academic backgrounds. The core curriculum focuses on business theory and applications by integrating case studies, research, presentations, and seminars. The objective of the program is for the student to be able to apply the principles of accounting, finance, economics, information technology, management, marketing, business strategy, and business ethics within a contemporary global business environment. Students are able to choose electives in their area of interest and work closely with a faculty advisor on an applied research project.

MBA Core Requirements		Cr Hrs
MBA 511	Operations Management and Quantitative Analysis	3
MBA 515	Business Ethics and Social Responsibility	3
MBA 545	Marketing Management	3
MBA 550	Financial Management	3
MBA 565	Economics for Decision Making	3
MBA 570	Accounting and Decision Making	3
MBA 575	Contemporary Management and Leadership	3
MBA 590	Business Strategy	3
TOTAL CORE		24
MBA Concentration Elective		3
MBA Concentration Elective		3
MBA Concentration Elective		3
MBA Concentration Elective		3
TOTAL PROGRAM		36

Admission to the Part-Time Evening MBA Program

The admission decision is based on an evaluation of all application materials submitted by the individual. The following are criteria utilized in the decision process:

1. Part-time evening MBA Application
2. Previous work experience
3. Undergraduate GPA
4. Graduate GPA
5. Specific course work completed

6. Recommendation forms
7. GMAT, GRE, or LMU entrance exam score

Special Admission for LMU School of Business Baccalaureate degrees

Lincoln Memorial University will grant initial admission to the part-time evening Master of Business Administration degree program to all students who successfully complete their baccalaureate degree* from Lincoln Memorial University School of Business provided they meet the following criteria:

1. Receive a minimum of 3.40 GPA in all LMU coursework
2. Complete all application documents, complete all entrance requirements, and pay all applicable fees.

* Applies to Lincoln Memorial University Management and Leadership Studies graduates as well

Admission to Degree Candidacy

In order to be considered for admission to degree candidacy, the applicant must complete the following before the completion of nine (9) semester hours:

- submit all admission requirements
- have an interview with the MBA Director

The student’s credentials will be presented to the MBA Admissions Committee for consideration for admission to degree candidacy.

Concentration Areas

With the guidance of a faculty advisor, students may complete one of the following 12 hour concentrations:

- Accounting (offered only at our Knoxville location)
- Finance
- Healthcare
- Human Resource Management
- International Business (offered only at our Knoxville location)
- Management
- Marketing
- General Business (any combination of electives)

Accounting Concentration

Cr Hrs

(select twelve hours from the following):

MBA 574	Federal Income Tax	3
MBA 576	Managerial Accounting	3
MBA 578	Government Accounting	3
MBA 672	Advanced Financial Accounting	3
MBA 674	Advanced Auditing	3
MBA 676	Accounting Research	3

Finance Concentration

(select twelve hours from the following):

MBA 616	Healthcare Finance	3
MBA 644	Financial Institutions and Markets	3
MBA 645	Portfolio Management	3
MBA 646	Problems in Financial Management	3
MBA 647	Long-Term and Short-Term Financial Management	3
MBA 648	International Financial Management	3

Healthcare Concentration(select *twelve hours* from the following):

MBA 585	Entrepreneurship in Healthcare	3
MBA 614	Administration of Health Care Organizations	3
MBA 615	Healthcare Topics and Issues	3
MBA 616	Healthcare Finance	3
MBA 617	Healthcare Information Systems	3
MBA 618	Strategic Decision Making for Healthcare Professionals	3
MBA 620	Healthcare Law and Ethics	3

Human Resource Management Concentration

(select twelve hours from the following):

MBA 516	Human Resource Management (required)	3
MBA 640	Negotiation	3
MBA 650	Training and Developing Human Resources	3
MBA 662	Compensation and Benefit Structures	3
MBA 670	Labor and Employment Law	3
MBA 682	Labor Relations/Collective Bargaining	3

International Business Concentration

(select twelve hours from the following):

MBA 548	Global Marketing	3
MBA 560	Global Management	3
MBA 580	International Business (required)	3
MBA 588	Comparative Economics	3
MBA 648	International Financial Management	3

Management Concentration

(select twelve hours from the following):

MBA 560	Global Management	3
MBA 600	Organizational Behavior	3
MBA 610	Organizational Leadership	3
MBA 622	Organizational Theory	3
MBA 630	Managerial Decision Making	3
MBA 640	Negotiation	3

Marketing Concentration

(select twelve hours from the following):

MBA 547	Brand Management	3
MBA 548	Global Marketing	3

MBA 549	Integrated Marketing Communication	3
MBA 552	Consumer Behavior	3
MBA 634	Electronic Commerce	3
MBA 554	Professional Sales Management	3

MBA 513 Business Research Project and MBA 514 Business Consulting Project or MBA internship can be tailored for any of the concentration disciplines and apply towards a concentration. Students who wish to pursue one of these courses must submit a proposal to the MBA Director for approval. Upon approval of the MBA Director and Dean, the course will be created for the student.

General Business Concentration (select twelve hours from any MBA elective offering)

Full-time, One Year, Day MBA Program

The full-time day Master of Business Administration degree is a thirty-six semester credit hour program delivered during one academic year. This program focuses on management and leadership skills for the students. The curriculum is determined to challenge students in the major business areas of finance, accounting, economics, management and marketing, while also developing and imparting management and leadership skills and knowledge. Students will complete fifteen (15) hours of coursework in both the fall and spring semesters, and 6 hours in the summer semester. The summer requirements include completion of a research project, and participation in an internship or consulting project.

Full-time day program curriculum		Cr Hrs
Fall Semester		
MBA 565	Economics for Decision Making	3
MBA 575	Contemporary Management	3
MBA 570	Accounting and Decision Making	3
MBA 517	Quantitative Analysis for Business	3
MBA 540	Legal Environment of Business (online)	3
Spring Semester		
MBA 550	Financial Management	3
MBA 545	Marketing Management	3
MBA 610	Organizational Leadership (online)	3
MBA 690	Decision Making and Strategy	3
MBA 580	International Business	3
Summer Semester		
MBA 513	Business Research Project/Thesis	3
MBA 514	Business Consulting / Internship	3
TOTALPROGRAM		36

Admission to the full-time day MBA Program

The admission decision is based on an evaluation of all application materials submitted by the individual. The following are criteria utilized in the decision process:

1. Full-Time Day MBA Application
2. Previous work experience
3. Undergraduate GPA
4. Graduate GPA
5. Specific course work completed
6. Recommendation forms
7. GMAT, GRE, Or LMU entrance exam score

Professional MBA Program

The Professional Master of Business Administration degree is a thirty-semester credit hour program intended for individuals who have earned or are in the process of earning a professional degree. The objective of the program is to stress your role as manager and leader, while providing the foundation knowledge in business to complement your professional degree. The core curriculum is delivered face to face in an intense, dynamic, fast paced ten-week term. The professional MBA program only offers a general business concentration, though you may select three MBA electives from any discipline you prefer to complete your 30 hours.

MBA Core Requirements	Cr Hrs
MBA 521 Foundations of Business I	6
MBA 522 Foundations of Business II	6
MBA 515 Ethics and Social Responsibility	3
MBA 610 Organizational Leadership	3
MBA 590 Business Strategy (capstone)	3
TOTAL CORE	21
Any MBA Elective	3
Any MBA Elective	3
Any MBA Elective	3
TOTAL PROGRAM	30

Admission to the Professional MBA Program

The admission decision is based on an evaluation of all application materials submitted by the individual. The following are criteria utilized in the decision process:

1. Professional MBA Application
2. Previous work experience
3. Undergraduate GPA
4. Graduate GPA
5. Specific course work completed
6. Recommendation forms

7. GMAT, GRE, Or LMU/Peregrine entrance exam score. Students who have completed the MCAT or LSAT in the last five years are not required to submit a GMAT or GRE score

Final Evaluation for all Programs

As part of the outcomes assessment procedures, students will be required to complete the LMU MBA exit exam and have a personal interview with the MBA Program Director.

COURSE DESCRIPTIONS

MBA 505 - Essentials of Economics 3 cr hrs

This course deals with the survey of economic theory as it relates to household and business decision-making, market structures and strategy (microeconomics), national income, unemployment, and determination of the price level (macroeconomics), foreign trade, international finance. **This course is for non-business majors who are prospective MBA students. Credit DOES NOT count toward the 36 hour requirement of the MBA program.** Offered summer only.

MBA 506 - Essentials of Accounting 3 cr hrs

This course deals with the survey of essential accounting concepts and procedures, accounting for cash, short-term investments, and accounts receivable, inventory, long-term assets, property, plant & equipment, and intangibles, liabilities, stockholders' equity, financial statement analysis, cash flows, cost-volume-profit analysis, activity-based costing. **This course is for non-business majors who are prospective MBA students. Credit DOES NOT count toward the 36 hour requirement of the MBA program.** Offered summer only.

MBA 511 - Operations Management and Quantitative Analysis 3 cr hrs

This course includes both quantitative methods and operations management principles to assist managers in evaluating business processes.

MBA 512 - Business Research/Analysis 3 cr hrs

This course is an introduction to research methodology with emphasis on research design, compilation, analysis and interpretation. The final product is a detailed proposal for the Business Research Project that includes a literature search, problem specification, identification of data sources, and discussion of analytical methods. Prerequisite: MBA 511

MBA 513 - Business Research Project 3 cr hrs

In this course students utilize research and problem-solving methods developed in the core MBA curriculum to analyze a real-world business situation. The final product is a substantive research report that demonstrates competence in empirical research, analytical methods, and knowledge of the relevant scholarly literature. Prerequisite: MBA 512

MBA 514 - Business Consulting Project 3 cr hrs

This course provides students with an opportunity to apply the knowledge learned in the classroom to a practical setting. Students will assist an organization in solving a problem or exploring an opportunity. Prerequisite: approval of MBA Director or Dean.

MBA 515 – Business Ethics and Social Responsibility 3 cr hrs

This course addresses the concept of classical theories and ethics in corporate decision making. This course will address the conflict between economic and social objectives in a domestic and social context. Topics include global ethical approaches, corporate social responsibility, and business function ethical standards.

MBA 516 - Human Resource Management 3 cr hrs

This course examines the analytical nature of recruiting and selecting employees for long-term organizational growth. Primary topics include job

analysis, testing, EEO concerns, HRD, job evaluation, and compensation administration. As a project-based course, attention is given to developing a job analysis and creating a recruitment and selection plan for organizational positions.

MBA 517 - Quantitative Analysis for Business 3 cr hrs

This course takes an integrated approach to the use of quantitative business tools. Coursework will include extensive use of statistical tools to analyze business data using statistics. It emphasizes the application of statistical methods via modeling rather than derivation and use of statistical techniques, which will be used to solve business problems and to make management decisions. Microsoft Excel and a variety of plug-ins will be used for this class.

MBA 521 - Foundations of Business I 6 cr hrs

This course provides a foundational understanding of both marketing and management as they relate to the operation of a business enterprise. The course is delivered in a fast paced, active learning manner, where the focus is on the application of these fundamental concepts to real business situations. The course will focus on critical analysis, decision making and communication through the use of case studies, class discussions, and projects.

MBA 522 – Foundations of Business II 6 cr hrs

This course provides a foundational understanding of three interrelated disciplines, finance, accounting, and economics. The course is delivered in a fast paced, active learning manner and focuses on the ability to gather information, analyze and synthesize the information, and most importantly apply the information to solve problems. There will be an emphasis on the application of knowledge to real business situations. The course will rely heavily on case studies and class discussions.

MBA 540 – Legal Environment of Business 3 cr hrs

This course addresses legal issues, commercial law, and regulations relevant to managers of the business enterprise.

MBA 545 – Marketing Management 3 cr hrs

This course emphasizes the application of strategic marketing planning and development issues such as product development, integrated promotion, pricing, and distribution/supply chain management for maintaining a complete product life cycle and creating customer value in a dynamic global environment. Prerequisites: 3 hours of Marketing or MBA 521

MBA 547 – Brand Management 3 cr hrs

Product management planning will include selection of marketing strategies and tactics necessary for product maintenance in the product life cycle. Issues in product development for innovation, growth, maturity, and decline are discussed. Prerequisite: MBA 545

MBA 548 - Global Marketing 3 cr hrs

As a project-based course, cultural diversity is explored for marketing success in international and global markets. Global markets and their implications for market selection, entry, strategies, and distribution are implemented in international market planning. Prerequisite: MBA 545

MBA 549 – Integrated Marketing Communications 3 cr hrs

The promotional mix and associated marketing tactics are utilized to produce a business communications plan that supports major organization and business

functions. Marketing communications alternatives are implemented for operational effectiveness. Prerequisite: MBA 545

MBA 550 - Financial Management 3 cr hrs

This course begins with a quick review of basic financial concepts and terms, and then begins an examination of the major types of financial decisions made by corporations today. Examples of the issues we discuss include capital budgeting principles, capital structure, cost of capital, corporate financing, market efficiency, short term asset management, and asset valuation. This course also introduces complicating factors, such as agency costs, corporate governance, and ethical issues into our analysis. Prerequisite: 3 hours of Finance or MBA 522.

MBA 552 – Consumer Behavior 3 cr hrs

This course examines various behavioral fields for their impact upon marketing decision-making. Behavioral research will be explored for buyer theory development. Prerequisite: MBA 545

MBA 554 – Professional Sales Management 3 cr hrs

This course involves an examination of professional sales and sales management strategies, techniques, and tools that fuel this key top-line revenue-driven subset of marketing. No requisites.

MBA 560 - Global Management 3 cr hrs

This course examines the nature and scope of international organizations. Primary business functions and the application of managerial decision-making methodology in areas such as planning, organizing, leading, and controlling are used to study successful global firm operations. As a project and case course, the challenges of multinational and multicultural companies will be discussed.

MBA 565 - Economics for Decision Making 3 cr hrs

This course prepares students to understand the role of economics in decision making within a business community. Topics include supply and demand as it relates to business decision making, cost and market structures as it relates to business decision making and consumer choice theory as it relates to business decision making. Prerequisite: 3 hours of Economics or MBA 522.

MBA 570 - Accounting and Decision Making 3 cr hrs

This course examines the uses of various financial and managerial accounting reports and techniques employed by business managers to control the operations of a company. Special emphasis will be placed on the control of manufacturing operations. Prerequisite: 3 hours of Accounting or MBA 522.

MBA 574 - Federal Income Tax 3 cr hrs

This course is a study of fundamental concepts, principles and procedures of individual and business taxes. Emphasis on understanding the federal tax laws, computation of gross income, exclusions, deductions, business transactions, working tax problems, and tax planning. Practical and ethical considerations will be incorporated into the entire course. Prerequisite: MBA 570

MBA 575 - Contemporary Management and Leadership 3 cr hrs

This course examines the organizational context affecting individual behavior and organizational performance contributions. Topics include organizational structure, culture, function, organizational development, team dynamics, and role set interactions. Individual and organizational changes will

be explored for implementing the use of change agents and action research.
Prerequisite: 3 hours of Management or MBA 521.

MBA 576 – Managerial Accounting 3 cr hrs

Good knowledge of accounting information is cornerstone to effective management. This course focuses on accounting information needed to effectively plan and control company operations and make good business decisions. It provides the student with the basic concepts and tools needed to understand, explain, and apply accounting information for managerial decisions. Managerial accounting reports help managers to organize, direct, and control operations, as they compare planned performance to actual results. Prerequisite: MBA 570

MBA 578 – Government and Non-Profit Accounting 3 cr hrs

This course presents a study of accounting and financial reporting procedures for government and nonprofit organizations especially state and local government units. It describes the nature of budgets and preparation of financial statements for state and local governments. Prerequisite: MBA 570

MBA 580 – International Business 3 cr hrs

This course seeks to examine the complexity of international business as it relates to emerging markets, markets dominated by natural resources, markets expanding so dramatically that their impact is felt globally, markets undergoing privatization, markets characterized by long standing corruption and political instability, as well as the changing role of the European Union, the G8, NAFTA and the global threat of terrorism.

MBA 585 - Entrepreneurship in Healthcare 3 cr hrs

Students will learn to effectively organize, develop, create, and manage a business. Projects will include developing a business plan, real and/or simulated work experiences, and projects related to business ownership. The course will examine what is required to become an entrepreneur in health care, as well as assist students with the issues all entrepreneurs face.

MBA 588 – Comparative Economics 3 cr hrs

This course will examine the basic principles and institutions of national economies with an emphasis on capitalist, socialist and mixed economic systems. It will compare economic systems in various nations past and present. It will examine the ongoing transition of many countries around the world from command-based to market-based economies. We will focus on different strategies countries use to compete globally, promote economic growth and development, provide for the public good, and protect various national interests in an increasingly global environment. Prerequisite: MBA 565 and MBA 580 or permission of the instructor.

MBA 590 – Business Strategy 3 cr hrs

A seminar course that discusses the development of business strategies through long- and short-term plans to maximize business goals. Simulations that improve analytical skills are used with the emphasis placed on evaluating national and international business environments for processes and improvements for strategic advantage. Prerequisites: MBA 545, MBA 565, MBA 575, MBA 511, MBA 550, MBA 570, MBA 635, and MBA 515.

MBA 595 - Special Topics in Business 1-3 cr hrs

In this course a special topic is developed by a member of the graduate faculty. The topic enriches the existing course offerings and affords expanded learning and experiences for students. Topics are announced in advance and the faculty member submits an outline with requirements to the Dean of the School of Business. Students are allowed a maximum of two (2) special topic courses.

MBA 600 – Organizational Behavior 3 cr hrs

This course presents basic concepts of formal organizations. Students become acquainted with the major conceptual models which purport to explain organizational behavior, acquire an understanding of the methods used to study organizations, and analyze research which has been produced. While the emphasis is placed on critical analysis of literature that deals with “what is,” attention is given to views about “what should be” in order for people to derive maximum satisfaction and other benefits from organizational activity.

MBA – 610 Organizational Leadership 3 cr hrs

This course emphasizes the leadership of organizations--corporations, agencies, and others--but it is also centered on the larger, inclusive, phenomenon of leadership in a variety of organizational and social settings.

MBA 614 - Administration of Health Care Organizations 3 cr hrs

This course deals with an examination of the management of health care organizations from the perspective of the CEO or administrator. Key topics covered include analyzing the health care organization’s mission and purpose, internal/external environment, culture, process of change, organizational structure and design, the role of the manager, and decision-making processes.

MBA 615 - Healthcare Topics and Issues 3 cr hrs

This course involves an examination of the U.S. health care system using a systems approach. Topics include history, culture and values, policy, financing, delivery and outcomes. Guest speakers introduce key topics and issues currently affecting their organization’s activities in the health care system.

MBA 616 - Healthcare Finance 3 cr hrs

This course addresses the application of key financial concepts and techniques. The course also examines the financial environment in the health care industry including managed care, and financial information required by managers to make decisions and recommendations for their organization. Students examine problems, case studies, and use software applications. Prerequisite: MBA 550

MBA 617 - Healthcare Information Systems 3 cr hrs

This course examines the development and use of information systems in health care organizations. Topics include: examination of clinical and administrative MIS systems and models; collecting, storing, and retrieving data to support management activities; and the use of MIS in the area of strategic planning and quality management.

MBA 618 - Strategic Decision Making for Healthcare Professionals 3cr hrs

This course introduces students to concepts, principles and practices of strategic management in health care settings. Topics include: negotiation, leadership, organizational design, organizational culture, strategic plan development and stakeholder and SWOT analyses.

MBA 620 - Healthcare Law and Ethics 3 cr hrs

This course introduces key information and concepts for managers on the legal basis and application of law in the health care industry. This course examines ethical problems and issues facing health care managers.

MBA 622 - Organizational Theory 3 cr hrs

This course covers the major topics, issues, and contributions in the literature on organizational theory. Class readings draw from leading scholars in a variety of disciplinary traditions in order to shed light on the historical development of the literature as well as review some of the contemporary approaches to the study of organizations. As a theory course, our focus will be on the development and application of organization theory rather than solely (or even predominantly) on the application of the theory – as one might get in an organization behavior or organization change and development course.

MBA 624 - Public Policy and Public Finance 3 cr hrs

This course examines the processes shaping public policy in the United States. The core of the class includes analysis and discussion of public goods, social insurance and redistribution, and taxation. Emphasis is placed on the current issues in public policy and their impact on the agents and the processes.

MBA 625 - Forecasting 3 cr hrs

This course presents a survey of economic models, econometrics, and other considerations in predicting economic and political outcomes. Use of market alternatives to forecasting and problems in assessment of forecasting methods is discussed using actual data series. Prerequisite: MBA 511

MBA 630 - Managerial Decision Making 3 cr hrs

The primary goals of this course are to review a body of theory, research and practice on how people make decisions and to use this knowledge to identify procedures for improving their decision making

MBA 634 - Electronic Commerce 3 cr hrs

This course deals with the emerging field of electronic commerce. While the focus will be on management issues, the course will attempt to strike a balance between technology and strategy. We plan to cover the economic and technological foundations, the infrastructure, and the main technologies employed, as well as the various business strategies being used for electronic commerce (both business-to-consumer and business-to-business). Prerequisite: familiarity with basic computer software or permission of instructor

MBA 635 - Management Information Systems 3 cr hrs

This course covers issues related to using information technology (integrated computer and telecommunications systems) to manage the information which belongs to a modern organization. Topics which are covered include: computer hardware and software, data communications and computer networks, and the design and implementation of information systems.

MBA 636 -Telecommunications 3 cr hrs

This course addresses the transmission of data, voice, and video, including transmission systems and associated hardware and software; types of networks; introduction to the OSI model, LANs and WANs; network security considerations; and applications of networks. While the technical aspects of telecommunications will be covered, the emphasis will be on the management issues, not the technology. Prerequisite: MBA 635

MBA 637 - Systems Development Concepts 3 cr hrs

This course introduces the fundamental concepts and techniques of information systems analysis and design, including the systems development life cycle. The tools and techniques used for analysis, planning, design, and documentation of information systems will be covered from a management point of view. Topics include data flow analysis, data structuring, process flow analysis, file design, input and output design, and program specification. Prerequisite: MBA 635

MBA 638 - Project Management 3 cr hrs

This course is an introduction to the management of projects, with particular emphasis placed on the interdisciplinary nature and broad application of project management. Topics covered include project selection and initiation, management of risk, planning, financing, scheduling and resource allocation, human resources, quality control, evaluation and termination. Prerequisite: MBA 635

MBA 640 – Negotiation 3 cr hrs

Negotiation is a fundamental process that is used in making business deals, in managing working relationships with others, and in resolving conflicts. Negotiations occur for two reasons: (1) to create something new that neither party could do on its own, or (2) to resolve a problem or dispute between parties. Conflicts are common in any organization and in any relationship between individuals or organizations. The ability to manage and resolve conflicts effectively is critical in today's organization. Because we all negotiate about many things in many different situations, knowledge about and skill in negotiating is essential to anyone who works with and through other people to accomplish objectives.

MBA 644 - Financial Institutions and Markets 3 cr hrs

This course examines the role of financial institutions in wealth creation. Emphasis is primarily on U.S. institutional structures including banking, primary and secondary capital markets, government institutions (the Fed, Department of the Treasury, etc.), and financial intermediaries. Further, the determinants of interest rates and foreign currency exchange rates will be discussed. Prerequisite: MBA 550

MBA 645 - Portfolio Management 3 cr hrs

This course addresses the analysis of financial instruments and markets. The Modern Portfolio Theory is studied and applied to alternatives for portfolio management, financial derivatives and risk management. Prerequisite: MBA 550

MBA 646 - Problems in Financial Management 3 cr hrs

A problem-solving course designed to teach wealth maximization through valuation of capital assets. The use of accounting information to forecast financial outcomes is emphasized. In addition, the implication and inclusion of risk into financial planning and valuation will be examined. Prerequisite: MBA 550

MBA 647 - Long-Term and Short-Term Financial Management 3 cr hrs

This course examines how investment decisions are processed within a corporation, the decision criteria used, financing the decision, as well as the follow up monitoring used. Further, the course will introduce complicating

factors, such as agency costs, corporate governance, leasing options, government subsidization, and ethical issues into our analysis. Throughout all discussion an examination of how risk affects decisions and ways risk can be managed will be included. Prerequisite: MBA 550.

MBA 648 - International Financial Management 3 cr hrs

This course extends the principles of investment analysis and financial management to the international environment. The goal is to provide a framework for making financial decisions in an international context. The course is divided into three sections: 1) The international financial environment, 2) International investment analysis, and 3) International corporate finance. Students will be exposed to a broad range of topics in international finance, including some of the latest developments in global financial markets. Prerequisite: MBA 550.

MBA 650 - Training and Developing Human Resources 3 cr hrs

This course focuses on the strategic role of human resource development in today's organizations. Topics covered will include: job analysis and descriptions, recruitment, selection, orientation, training, performance management, and organization development.

MBA 660 – Healthcare Economics 3 cr hrs

This course examines applications of economic theory as it pertains to the delivery and distribution of health care services. The course provides students a theoretical basis for decision-making in the health care industry from the perspective of the economist.

MBA 662 - Compensation and Benefit Structures 3 cr hrs

This course is designed to provide the student with both the theoretical and practical knowledge to design, administer, and evaluate compensation and benefits systems. This course will also provide an understanding of the major aspects of human-resource compensation and benefits, paying special attention to underlying theory and current practice in the field.

MBA 670 - Labor and Employment Law 3 cr hrs

This course will examine current legislation and executive orders affecting the human resource function. Laws, orders, guidelines and regulations will be examined within the framework of the regulatory model, which presents an integrated framework for understanding the relation of societal problems, laws, agencies, guidelines, the courts, and management responses.

MBA 672 – Advanced Financial Accounting 3 cr hrs

This course is designed to focus on financial statement translations, topics in debt and equity securities, business combinations and the preparation of consolidated financial statements. It also covers foreign currency transactions, deferred taxation, partnership accounting, corporate liquidations, and other issues in accounting.

MBA 674 - Advanced Auditing 3 cr hrs

The purpose of an audit is to give an unbiased opinion on evaluation and reliability on an entity's financial statements and their supporting account records for a particular financial period. This course is planned for students interested in a career in auditing in the private or public sector. This course expands an overview of auditing concepts and methods, with emphasis on auditing standards and procedures, audit reports, attestation reports and other

professional services, the Sarbanes-Oxley Act of 2002, and the Public Company Accounting Oversight Board (PCAOB), means of safeguarding assets, and accounting ethics. It examines, evaluates and advises on provision of assurance, and wide-ranging auditing services both external and internal. Prerequisite: MBA 570

MBA - 676 Accounting Research 3 cr hrs

This course is designed to teach students research skills essential to succeed in today's accounting profession. Students will complement these skills with knowledge from previous accounting courses to solve complex accounting/business problems and reporting issues. Paper presentations showing results of research are required. Prerequisite: MBA 570, MBA 576

MBA 680 – Healthcare Information Systems 3 cr hrs

This course examines the development and use of information systems in health care organizations. Topics include: examination of clinical and administrative MIS systems and models; collecting, storing, and retrieving data to support management activities; and the use of MIS in the area of strategic planning and quality management

MBA 682 - Labor Relations and Collective Bargaining 3 cr hrs

This course will introduce students to labor and management relations, focusing on the development, structure and processes constituting the collective bargaining process in the United States. This course also provides a conceptual framework for the study of labor-management relations in the private and public sectors.

MBA 690 - Decision Making and Strategy 3 cr hrs

This capstone course focuses on integrated corporate decision making in terms of strategy formulation, implementation and evaluation. This course focuses on the competitive strategy of the firm, examining issues central to its long and short-term competitive position. The course will examine strategic decision making and analysis at both the business and corporate levels.

ADMINISTRATION
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Kimberlee Bontrager, M.B.A. Vice President for Finance
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Mary A. Modrcin, Ph.D. Dean, Caylor School of Nursing
Evelyn G. Smith, M.S. Assistant VPAA-Academic Services

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 University; Ph.D., University of Missouri

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The Abraham Lincoln Library and Museum	869-6237
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Admissions and Recruitment	869-6280
Admissions Toll Free	1/800-325-0900
Athletics	869-6285 (fax number 869-6382)
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