



Master of Business Administration

Handbook

Effective August 2016

COLORADO MESA UNIVERSITY
Master of Business Administration
1100 North Avenue • Grand Junction, CO 81501-3122
Phone: 970.248.1778 • Fax 970.248.1730
E-Mail: jsandova@coloradomesa.edu

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Overview

Colorado Mesa University, formerly Mesa State College, began offering the first of its graduate level programs, the Master of Business Administration (MBA), in 1997-98. The MBA program at Colorado Mesa University is administered by the Department of Business. The Department is guided on academic policy matters by the Office of Graduate Studies.

The Colorado Mesa University MBA is a challenging program designed to prepare graduates for the changing business world. The degree is awarded after successful completion of 36 semester hours of rigorous study. The program is designed to provide the student with a broad background in business while allowing the student to focus on a specified area of study, if desired. To this end, students acquire knowledge of management operations; an appreciation of the interrelationships involved in business; an understanding of the economic, political and social environment in which business functions; and behavioral skills that are essential in the manager's role in the implementation of business decisions, as well as other functional areas. The MBA program endeavors to provide an atmosphere conducive to the development of each student's ability to think in a creative manner and to effectively problem solve. The program makes extensive use of lectures, seminars, group projects, case studies and applied research.

The Colorado Mesa MBA has three basic components: a 24-hour core, a 6-hour research component, and a 6-15 hour track. Electives include such courses as management information systems, project management, electronic commerce systems, and many others.

The program is open to all baccalaureate holding applicants who can demonstrate, through academic transcripts, an appropriate background in core requirements including coursework in statistics, computer literacy, management, finance, marketing, and accounting. Students without this background or adequate depth in this background must complete leveling requirements.

MBA Student Learning Outcomes

The curriculum of the Master of Business Administration program is designed around seven specific student learning outcomes (SLOs), stated below, which align with CMU's master's level SLOs. Specific assignments and activities are used to assess how the program is meeting its SLOs. The MBA faculty makes periodic improvements to the program based on those findings. This continuous quality improvement process ensures a vibrant program for MBA students, faculty, alumni, and employers.

An annual review of the results of that assessment is filed with CMU's Assessment Office. The assessment reports over a six-year period form a significant portion of the Academic Program Review which is evaluated by external reviewers. In turn, that information is included in periodic accreditation studies.

Upon completion of the MBA program, each student should be able to:

- Demonstrate an advanced level of knowledge in the functions of business to include management, marketing, finance, accounting, business law, organizational behavior, business strategy, and operations management by completing individual and team projects. (Specialized Knowledge/Applied Learning)
- Demonstrate an advanced level of analytical thinking. (Quantitative Fluency)
- Demonstrate advanced written communication skills through presentation of literature review and original research. (Communication Fluency)
- Demonstrate advanced oral communication skills through presentation of literature review and original research to fellow MBA students & business community. (Communication Fluency)
- Demonstrate an advanced level of critical thinking in the functions of business. (Critical Thinking)
- Demonstrate individual skills to contribute to scholarly advancement of business as a discipline. (Information Literacy)
- Demonstrate an advanced level of ethical thinking in the functions of business. (Ethical Reasoning)

Admission to the MBA Program

Applicants must:

- Possess an undergraduate degree from a regionally accredited college or university;
- Demonstrate evidence of a strong academic background and ability to pursue advanced study;
- Demonstrate evidence of appropriate English, reading, and writing skills;
- Demonstrate critical thinking skills;
- Have earned a GPA of 3.0 or better from the most recent 60 credit hours of course work earned toward a bachelor's degree, including required leveling courses;
- Have a cumulative 3.0 GPA or better for prior graduate work;
- Submit official GRE test scores (Graduate Record Examination Test) to Colorado Mesa University, Department of Business, Attn: Jane Sandoval, 1100 North Ave., Grand Junction, CO 81501. GMAT (Graduate Management Admission Test) or MAT (Millers Analogies Test) will be considered as an alternative to the GRE. Register at www.ets.org/gre to schedule an appointment for the GRE;
- Complete a 750 word essay to be taken in a controlled environment, demonstrating writing skills and common knowledge of business current events. Topic will be given at the time of the scheduled assessment. The essay is expected in the classical five-paragraph format. Grading of grammar, punctuation, writing style, and layout will be according to APA formal style, which will also be applied to any citations or references the student might incorporate. (Sixth Edition Publication Manual of the American Psychological Association) Contact the Department of Business, Jane Sandoval at 970.248.1778 or jsandova@coloradomesa.edu for dates and times of assessment;
- Provide a current resume containing a detailed work history;
- Submit two recommendations: one professional and one academic. Please email Jane Sandoval at jsandova@coloradomesa.edu with the names and email addresses of the evaluators you are asking to do the recommendation. Ms. Sandoval will email the recommendation form to your evaluators;
- Interview, may be required, with members of the MBA Committee;
- Meet with an advisor in the MBA program;
- Submit a completed MBA Degree Planning Sheet, signed by advisor, and ultimately approved and signed by the MBA Director.
- Demonstrate—through academic transcripts, CLEP, or a formal test-out process—an appropriate background in Financial Accounting, Business Information Technology, Managerial Finance, Principles of Management, Principles of Marketing, and Business Statistics. An applicant without this background will be required to score at a sufficient level on an entrance qualifying examination administered by the CMU MBA Office.

Meet other program admission requirements as determined by the MBA Director. International students also must take the TOEFL and achieve a score of 550 or higher, and meet other requirements as specified under International Student Admission criteria.

Candidates meeting **ALL** of the above requirements may be admitted under full status. Candidates who have scheduled but not yet taken the GRE or GMAT may be admitted under a provisional status, as long as the test is taken before the end of the first semester.

MBA program admission for those without a Business Degree

The opportunity for study is available for the non-business baccalaureate degree holder. For these students, a series of leveling courses is recommended to address any deficiency. Please see the MBA Director for an individual evaluation of needed leveling courses.

Admission Expiration

Admission to any graduate program shall remain valid for one semester excluding summer terms, following notification of acceptance into a program. If a student does not begin coursework during this period, the student will be required to submit a new application with the appropriate processing fee and satisfy all admission requirements as stated in the current MBA handbook.

MBA Degree Planning Sheet

Each student must complete a degree information sheet and submit it to the MBA Office before being admitted to the MBA program. Any time that the plan changes, the plan must be resubmitted.

Policy on Academic Integrity

Department of Business faculty precisely follows University policies for academic integrity, which is published in the Maverick Guide at <http://www.coloradomesa.edu/student-services/maverick-guide.html>.

- All students should familiarize themselves thoroughly with those policies.
- All graded work in Department of Business classes is intended to be individual effort unless specifically stated in the course syllabus.
- There are three forms of plagiarism considered by the Department of Business:
 1. Dictionary.com (2011) defines “plagiarism” as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work, as by not crediting the author” (Retrieved Aug 16, 2011 from <http://dictionary.reference.com/browse/plagiarism>).
 - The best way to avoid accusation of this traditional form of plagiarism is to clearly and liberally cite the works from which the material is drawn.
 - On assignments that require research of any source external to the student, the student must give credit to the original source using a formal citation. That includes text, images, sound, video or any other media copied from the web sites.
 - The instructor has several methods to determine if plagiarism exists, including specialized software such as Turnitin.

2. Plagiarism includes “self-plagiarism,” which is reusing the same work completed for another class without the instructor’s specific approval.
 3. The Business Department also defines plagiarism to include copying some or all of another student’s computer-generated assignment, with or without slight or major modifications, and submitting such assignment for a grade. If the originator of the file gives permission to the copier, both students have committed plagiarism.
- Colorado Mesa University sanctions for violating academic integrity policy “include a reduced or failing grade for course assignments or tests or the entire course. Faculty may also withdraw a student from a course at any time.”
 - The Department of Business has a zero tolerance policy in all department courses: Each violation of academic integrity will be reported to the Department Head who may report the student(s) to the Vice President for Academic Affairs. The student(s) will be administratively withdrawn from the course and a grade of F will be recorded for the student(s) in that course.

Workload and Time Expectations

Full-time graduate status at CMU is defined as six credit hours per semester. CMU policy states that a graduate student should expect to spend four hours outside of class for every hour in class. Therefore, a three-credit-hour class which meets three hours per week will require 12 hours of a student’s time outside class, or 15 hours per week total. A student who is full time (i.e., taking 6 credit hours) should expect to devote 30 hours per week to the MBA program.

APA Standards

The MBA program uses the *Publication Manual of the American Psychological Association*, (6th ed.), for all student writings in matters of ethical and legal standards, manuscript structure, clear and concise writing, mechanics of writing style, displaying non-text results, crediting sources, and providing references.

Regarding written work in particular, direct quotations, statements which are a result of paraphrasing or summarizing the work of another and other information which is not considered common knowledge, must be cited or acknowledged, using APA format. As long as a student adequately acknowledges his or her sources and as long as there is no reason to believe that the student has attempted to pose as the originator, the student shall not be charged with plagiarism even though the form of the acknowledgement may be unacceptable. However, students should be

aware that most professors require certain forms of acknowledgment and some may evaluate a project on the basis of form.

Research

The MBA program requires a research practicum.

Practicum

For the research practicum, the student must complete a research project. The project will be developed by the student working in conjunction with a faculty member to advise the student on the topic of study, research design, and quantitative methods. Approval from the head of the Department of Business, MBA director, and Practicum Advisor is required. The project is initiated, developed, conducted, completed, and reported by the student and must relate to as many courses completed in the MBA program as possible. The expected impact of the student's recommendations must be beyond the boundaries of a single functional area. An oral presentation at Research Day is required. The practicum research paper will be archived in Tomlinson Library and/or the Department of Business.

BUGB 595 is the three-hour course for the practicum. However, the practicum experience actually begins in **BUGB 530**. Completion of, or simultaneous enrollment in, all MBA core courses is required prior to the practicum. It is required that the sequence of **BUGB 530** and **BUGB 595** be completed in one academic year.

Grades and Program Standing

Candidates must maintain an overall grade point average of 3.0 or higher and receive a letter grade of B or higher in all graduate classes. A grade of C in a class means that class does not count toward graduation. Candidates receiving a D or F in any course will be dismissed from the program upon review by the MBA Graduate Committee and MBA Director.

Any course where a student receives a C must be repeated the next time that course is offered and a grade of B or better achieved. A student may retake a course only one time. Only a total of two

courses may be retaken. The occurrence of the third C will result in the student's termination from the program.

If a student's overall grade point average drops below 3.0, the student will be placed on probation. Failure to raise the overall grade point average back to 3.0 or higher the following semester will result in the student's termination from the program.

Concerns regarding any course grade should first be discussed with the course instructor. If a resolution cannot be reached, formal written appeal may be made to the MBA Director. The grade will then be reviewed in a meeting by the MBA Director, instructor, advisor, and student. If resolution is not achieved at that meeting, please see the Appeals Process section below for the next steps.

A student may be dismissed from the program for non-academic reasons such as unethical conduct, unprofessional behavior, an inability to successfully meet the demands of the program of study, or other reasons that may be documented by MBA program faculty and staff. When a concern about a student's performance arises, the student will be asked to meet with the student's graduate advisor and the MBA Director to review documentation and determine appropriate action.

Appeals Processes

A student may appeal a course grade to the instructor, the MBA Director, then to the head of the Business Department. The appeal may continue to the Vice President for Academic Affairs and then potentially, the CMU Grade Appeals Committee. CMU's grade appeals process is explained in the *Maverick Guide*, <http://www.coloradomesa.edu/student-services/maverick-guide.html>.

If a student is terminated from the MBA program, the student will receive written notification from the MBA Director. If the student chooses to appeal the termination, that appeal must occur within one calendar week of notification and must be in writing to the MBA Director. The MBA Director will convene a committee of MBA faculty to consider the appeal. That committee may decide to interview the student. The MBA Director will communicate in writing the decision of the committee. If the committee recommends termination from the MBA Program, the student may appeal this decision to the Assistant Vice President of Academic Affairs/Director of Graduate

Studies within six calendar weeks of notification of the committee's decision to terminate. For details, see *CMU Catalog*.

Written Comprehensive Examination

Each MBA student must pass a written comprehensive examination. The purpose of the exam is to evaluate the student's ability to analyze, synthesize, evaluate, and communicate knowledge from and interrelationships between the functional areas of Business including but not limited to Accounting, Management, Marketing, Finance, Business Law, Organizational Theory and Behavior, Operations Management and Business Analysis.

The MBA Director will determine the student's eligibility for taking the examination as well as scheduling time, date, and place of the examination. This examination may not be taken until the student has:

- been granted full admission to the MBA Program;
- completed or be enrolled in all MBA core and research course requirements;
- maintained a GPA of at least 3.0; and
- received approval from the MBA Director.

The student must apply to the MBA Director for the written comprehensive examination and will receive information regarding examination format, procedures, time, date, and place.

- The MBA written comprehensive exam will normally consist of essay questions requiring high-level analysis or a case analysis with similar questions.
- Student's comprehensive exam will consist of questions from the functional areas of business. Questions will be developed by faculty in each area.
- Students are restricted to a two-page typed response for each question.
- Comprehensive exams will be scheduled in a computer laboratory during the last semester of a student's program.
- Students will not be allowed to access personal computer directories during the exam. Students must use the computer room log-in and may not access their personal log-in.
- If the student leaves the examination session and does not return, the examination will be considered taken, and the exam will be evaluated accordingly and reported to the Assistant Vice President for Academic Affairs.

- Response to comprehensive exam questions will be graded by professors in the appropriate functional areas. All comprehensive exam questions will be graded on analytical skills, communication skills, and subject knowledge in the functional areas.
- Each question will be graded “Pass” or “Fail.”
- Results for each student’s individual functional area comprehensive exam questions will be forwarded to the MBA Graduate Committee from the individual faculty where a final overall comprehensive exam evaluation will be made. Final overall evaluation options are “Pass” or “Fail.”
- Students are individually notified only as to the overall “Pass” or “Fail” of the comprehensive exam.

Program of Study

Specific student requirements will be determined by the MBA Director and Advisor upon admission and completion of the degree plan. Additional coursework and additional requirements may be needed and will be determined upon admission and completion of the Degree Planning Sheet. The student must meet with an assigned MBA Advisor to complete the Degree Planning Sheet and must have it signed by that advisor and by the MBA Director before completing the first semester in the MBA program. Any graduate courses taken before the plan is signed and submitted may not count toward the degree.

Required Core Courses (24 credit hours):

ACCT 500 Managerial Accounting
 BUGB 500 Advanced Business Law and Ethics
 FINA 500 Financial Strategy
 MANG 500 Advanced Management Theory
 MANG 501 Operations Management
 MANG 510 Organizational Theory and Behavior
 MANG 590 Business Strategy
 MARK 500 Marketing Strategy

Research Courses:

BUGB 530 Research Design
 BUGB 595 Research Practicum

Track Courses (6-15 credit hours). See MBA Program Sheet or MBA Planning Form for specific course in each track.

All graduate courses for the MBA are listed in the Course Descriptions section of the college catalog in the prefix areas of Accounting (ACCT), Business Administration (BUGB), Computer Information Systems in Business (CISB), Economics (ECON), Finance (FINA), Kinesiology (KINE), Management (MANG), and Marketing (MARK).

Leveling Courses

Required Prior to Full Admittance: Demonstration of background in the following coursework, through academic transcripts, CLEP, test-out, or qualifying entrance exam.

ACCT 201 Principles of Financial Accounting

CISB 101 Business Information Technology

FINA 301 Managerial Finance

MANG 201 Principles of Management

MARK 231 Principles of Marketing

CISB 241 Introduction to Business Analysis

General Policies

Up to nine credit hours may be taken in a “non-degree seeking student” status and later applied to the program requirements. Up to nine credit hours of applicable courses, with a grade of “B” or higher, may be transferred from a regionally accredited institution into the program. Transfer courses must be approved by the Registrar’s Office and the MBA Director. MBA Core and Research courses cannot be transferred. Students are required to meet with their advisor and submit information by the appropriate deadlines. The Colorado Mesa University MBA program is specially designed to accommodate the working professional. Classes are held in the evening, Monday through Thursday, 5:30/5:45 – 8:15/8:30 P.M.

Online Coursework

Colorado Mesa University is committed to alternative delivery methods, which include hybrid, broadcast, and online formats. Please check the class schedule for nontraditional course offerings.

Graduate Record Exam (GRE)

To access more information on locations, fees, and test dates for the Graduate Record Examination, call GRE at 1-800-GRE-CALL or visit their website at www.gre.org. The GRE is offered in computer format and is available at the Testing Center at Colorado Mesa University by appointment (970-255-1260). When registering for the GRE, the institution code for Colorado Mesa University is **R4484**. You must request that the Educational Testing Service forward results to Colorado Mesa University.

The MBA Office must receive an official copy of your scores directly from Educational Testing Services for admissions purposes. Appointments are usually scheduled at least one month prior to the test date. Allow three to four weeks after taking the test for scores to be received by the Department of Business office. At the completion of the test, you will receive unofficial scores for the verbal and quantitative section, but not for the writing section.

Graduate Management Admissions Test (GMAT) and alternatives

Contact the MBA Office for information on the GMAT and other alternatives to the GRE.

Educational Access Services

In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities. Please meet with the instructor the first week of class to make arrangements. The Coordinator of Educational Access Services can be contacted at 248-1826, or in person in Houston Hall.

Graduation Requirements

Minimum requirements for graduation include:

- Completion of all required coursework with a grade of B or better
- Successful completion of the comprehensive exam
- Submission of an acceptable practicum
- Successful completion of the research presentation
- Minimum overall 3.0 GPA
- Completion of all program requirements within six years of being admitted to the program either conditional or full admission

- Attendance at each annual MBA Orientation meeting, annual holiday networking function, and annual Research Day presentations (unless excused beforehand in writing by the MBA Director)
- Approval of the MBA Director
- All other requirements

Failure to successfully complete any of the above requirements can mean termination from the program and/or failure to obtain the degree.

Diploma and Commencement

Master’s level candidates who are participating in the commencement ceremonies should check the Colorado Mesa University website for information on ordering a cap and gown and additional graduation information.

The Registrar’s Office will provide a diploma according to that office’s policies and procedures.

MBA Graduate Committee

Colorado Mesa University does not have a specific faculty who teach only in graduate programs. The majority of instruction in the MBA Program is conducted by full-time or long-term adjunct faculty in the Business Administration Department. The MBA Program is administered at the departmental level by the MBA Director and the MBA Graduate Committee. Committee members, titles, and contact information are listed below.

Dr. Morgan Bridge, MBA Graduate Committee Member	248-1169	DH-309F
Dr. Don Carpenter, MBA Director/Committee Chair	248-1580	DH-301C
Mr. Matt Rosenberg, MBA Graduate Committee Member	248-1087	DH-309E
Dr. Kyle Stone, MBA Graduate Committee Member	248-1969	DH-201J
Dr. Richard Vail, MBA Graduate Committee Member	248-1125	DH-210D
Ms. Jane Sandoval, MBA Coordinator	248-1778	DH-309C

Contents of this handbook are subject to change.

Students must use the most current edition in their planning process.

MBA Tracks

Each MBA student will select at least one of the following tracks.

Track Required Courses (6-15 semester hours):

Course No	Title	Cr Hrs	Grade	Term
<u>Professional Track (6 credit hours)</u>				
Select 6 semester hours of 500-level electives from the list below				
or from 500-level courses in Department of Business as approved by MBA Director.				
_____	_____	3	_____	_____
_____	_____	3	_____	_____
	ACCT 505 Advanced Fraud & Forensic Accounting	3		
	BUGB 520 Seminar in Current Business Topic	3		
	CISB 500 Management of Information Systems	3		
	CISB 505 Advanced Project Management	3		
	CISB 560 Electronic Commerce Systems	3		
	ECON 505 Advanced Econometrics	3		
	ECON 530 Managerial Informatics	3		
	HRMA 520 Human Resource Management	3		
	ENTR 550 Entrepreneurship	3		
<u>Management Information Systems Track (6 credit hours)</u>				
CISB 500	Management of Information Systems	3	_____	_____
CISB 505	Advanced Project Management	3	_____	_____
<u>Sports Management Track (6 credit hours)</u>				
KINE 500	Facility and Equipment Management in Sport	3	_____	_____
KINE 510	Event and Program Management in Sport	3	_____	_____
<u>Corporate Trainer Track (9 credit hours)</u>				
EDUC 591	Foundations of Curriculum, Instruction, and Assessment	9	_____	_____
<u>Medical Informatics Track (15 credit hours)</u>				
HSCI 501	Health Informatics I: Data Analysis	1	_____	_____
NURS 502	Health Information Systems	3	_____	_____
NURS 505	Quality Assessment/Improvement in Health Care Setting	3	_____	_____
HCSI 506	Health Informatics II: Project Design & Implementation	2	_____	_____
CISB 500	Management of Information Systems	3	_____	_____
CISB 505	Advanced Project Management	3	_____	_____

MBA 3+2 Concurrent Enrollment Program

ADMISSIONS APPLICATION FORM

This application is to be completed before the preregistration date of the spring semester prior to the fall semester you wish to be admitted to the program. Please attach transcripts, letter of recommendation from a faculty in your discipline, and an MBA Planning Sheet. Submit to the MBA Office, ACB 309 for distribution to the appropriate committee for approval.

STUDENT ID NUMBER _____ DATE _____
STUDENT NAME _____ CELL PHONE # _____
LOCAL ADDRESS _____ CITY _____ ST _____ ZIP _____
EMAIL ADDRESS _____

Into which baccalaureate program have you been accepted? Circle one.

BS in Public Accounting BBA-Finance Concentration BS in Construction Management None

If BS in Public Accounting, have you successfully completed or are you enrolled in ACCT 322? _____

If BBA-Finance Concentration, have you successfully completed FINA 301 and FINA 320? _____

If BS in Construction Management, have you successfully completed CONM 340, 361, and 362 or 379? _____

How many hours have you successfully completed in your primary discipline (ACCT, FINA, CONM)? _____

At the end of the current semester will you have completed 90 or more hours? _____

What is your overall GPA? _____ What is your GPA in primary discipline classes? _____

I request admittance into the MBA 3+2 Program at Colorado Mesa University. I have met the program admission criteria.

STUDENT SIGNATURE: _____ Date: _____

Faculty Recommending Admission to Program: _____ Date: _____

Accounting Committee Approval: _____ Date: _____

MBA Director Approval: _____ Date: _____

