

MBA for Professionals

Student Handbook Spring 2018

San José State University

Lucas Graduate School of Business
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MBA WORKSHEET

Welcome to the MBA for Professionals program at the Lucas Graduate School of Business!

At the time each student is admitted, the Lucas Graduate School of Business creates a worksheet listing for each student, his or her Name, Student ID Number, GPA (Grade Point Average), GMAT/GRE (Graduate Management Admissions Test/Graduate Record Examination) score and last degree. The worksheet was sent by email or delivered during the advising meeting with the MBA Director.

The worksheet also specifies whether the admission is either in “conditionally classified” or “classified” (clear) standing. “Conditionally classified” students are required to complete certain prerequisites courses before their status can be changed to “classified” (clear) standing.

COURSEWORK

Prerequisite Courses

The worksheet indicates which prerequisite courses, if any, a student is required to complete. Prerequisite courses marked with an “X” are required for the program of study. Students must clear prerequisite courses by the specified deadline prior to the first day of instruction to qualify for enrollment in MBA courses. The Lucas School has the right to rescind the admission to the program if the prerequisite requirements are not satisfied within the deadline. In case a student is not able to meet the prerequisites deadline and the Lucas Graduate School of Business approves an extension of such deadline, a student is allowed to enroll ONLY in elective courses. Enrollment in core courses is NOT allowed unless the prerequisite courses have been successfully completed.

If the prerequisite courses are not successfully completed by the end of the first term of enrollment in the MBA for Professionals, the Lucas Graduate School of Business may disqualify from the program students in “conditionally classified” standing.

In order to prove the successful completion of the prerequisite courses, a student must provide the Lucas Graduate School of Business office with official transcripts indicating a completed course grade of “B” or better. The official transcripts should NOT be sent to the Admissions and Records office or to the Graduate Admissions and Program Evaluations office.

Curriculum

The MBA for Professionals program consists of fourteen courses (forty-two semester units) including ten core courses and four elective courses. The core courses cover various functional areas of business and the elective courses allow students to emphasize knowledge in some of the functional areas covered in the core courses. The core courses are common to all the students, whereas the elective courses are selected by the students depending on their interests and learning objectives. The MBA for Professionals program is a graduate program designed to accommodate working professionals who want to obtain their Master’s degree with the maximum flexibility in terms of the sequence of courses, choice of elective courses and duration of the program. Most of the students complete the graduate program within 36-48 months. All MBA for Professionals courses earn three (3) semester units and comprise forty (40) classroom or on-line contact hours.

Sessions

The MBA for Professionals program is structured in two sessions within each term (Fall, Spring and Summer). Fall and Spring sessions usually last eight weeks, whereas Summer sessions usually last six/seven weeks. All the classes are held off-campus at the Lucas Business Complex (2933 Bunker Hill Lane, Suite 120, Santa Clara, CA 95054). Usually, classes meet from 6:00 p.m. to 10:00 p.m. one night a week for the length of a session and one to two Friday evenings, and/or one to two half-day Saturdays. For detailed and updated information about the course schedule, students should consult the website <http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>. The approximate dates for the sessions are as following:

	FALL	SPRING	SUMMER
SESSION A	Late August – Mid-October	Late January – Mid-March	Late May – Early-July
SESSION B	Mid-October – Mid-December	Mid-March – Late May	Early-July – Mid-August

Courses Sequence

The sequence of courses below is for illustrative purposes only. Due to the flexibility of the MBA for Professionals program, students can choose a different sequence of courses and overall duration of the program. In order to maintain an “active enrollment” status in the MBA program, students are required to register in at least one course in each Fall and Spring terms. Summer enrollment is not required, however some core courses are only offered during the Summer term.

The type and sequence of the elective courses offered by the Lucas Graduate School of Business may be subject to changes due to academic and resources constraints. The courses sequence is tentative and some courses may span over multiple sessions.

Tentative Courses Sequence - MBA For Professionals	
Year 1 – Fall Term Two (2) courses among the following: BUS 200W: Business Research and Communications BUS 202: Managing in the Global Economy BUS 210: Developing and Managing People BUS 230: Marketing Management Year 1 – Spring Term Two (2) courses among the following: BUS 220: Financial and Managerial Accounting BUS 260: Managerial Decision Analysis BUS 270: Financial Management BUS 280: Operations and Supply Chain Management Year 1 – Summer Term BUS 250: Law and Ethics	Year 2 – Fall Term Two (2) courses among the following: BUS 200W: Business Research and Communications BUS 202: Managing in the Global Economy BUS 210: Developing and Managing People BUS 230: Marketing Management Elective/s Year 2 – Spring Term Two (2) courses among the following: BUS 220: Financial and Managerial Accounting BUS 260: Managerial Decision Analysis BUS 270: Financial Management BUS 280: Operations and Supply Chain Management Elective/s Year 2 – Summer Term Elective/s (Optional)
Year 3 – Fall Term Two (2) courses among the following: BUS 200W: Business Research and Communications BUS 202: Managing in the Global Economy BUS 210: Developing and Managing People BUS 230: Marketing Management BUS 290: Strategic Thinking (capstone) Elective/s Year 3 – Spring Term Two (2) courses among the following: BUS 220: Financial and Managerial Accounting BUS 260: Managerial Decision Analysis BUS 270: Financial Management BUS 280: Operations and Supply Chain Management Elective Year 3 – Summer Term BUS 290: Strategic Thinking (capstone) Elective/s (Optional)	Year 4 – Fall Term Two (2) courses among the following: BUS 290: Strategic Thinking (capstone) Elective/s (Optional) Year 4 – Spring Term Elective/s (Optional)

Students should be aware that some courses are sequenced. For example, BUS 220, Financial and Managerial Accounting must be completed prior to taking BUS 270, Financial Management. BUS 220 must be completed before taking any accounting electives and BUS 270 must be completed before taking any finance electives. Similarly, BUS 230, Marketing Management is a prerequisite for many marketing electives. Finally, the core course BUS 290, Strategic Thinking is the capstone MBA course. Successful completion of BUS 201, BUS 202, BUS 210, BUS 220, BUS 230, BUS 250, BUS 260, BUS 270 and BUS 280 are required in order to enroll in BUS 290. Concurrent enrollment in BUS 290 and other core courses is NOT allowed.

As a guideline, the course numbering indicates the following functional areas of business education:

- 220's – Accounting
- 230's – Marketing
- 240's – Information Systems and Technology
- 250's – Organization and Management
- 260's – Management and Decision Science
- 270's – Finance
- 280's – Operations

REGISTRATION

Course Listings

The business graduate courses offered each term are published in the SJSU Schedule of Classes. However, for the most up-to-date listings, please go to the website: <http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>. From the schedule, by clicking on an instructor's name, a student can access the instructor's personal website and the course syllabus.

Registration via MySJSU

Each semester a student must visit <http://my.sjsu.edu> to learn the date and time of the registration appointment. Students in "active status" (see below) must complete the course registration via <http://my.sjsu.edu> PRIOR to the first class meeting. Registration is an interactive process and is available 24 hours daily during the published dates. User ID and Password are necessary to complete the registration. For technical issues related to login procedures, students can contact ithelpdesk@sjsu.edu. The Lucas Graduate School of Business office does not have access to student passwords.

Payment Due Date

As part of the online registration process, students are assigned a payment due date. The payment date may not appear online until the day following the registration. If the payment deadline is not met, the student is dropped from all the registered courses.

Late Add

Students may attend the first class meeting to "late add" in the course with instructor consent. Please contact the MBA Programs Coordinator to obtain a late add form prior to attending the first class meeting. Both instructor and student signatures are required in order to process the late registration.

Maintaining Active Status

Graduate students are required to register in at least one course in each Fall and Spring terms. Summer enrollment is optional, although the Lucas Graduate School of Business offers multiple courses throughout the Summer term. The MBA for Professionals program is considered a “Special Session” program and academically does not follow the SJSU traditional calendar. Nevertheless, most of the administrative and processing dates are dictated by the University’s traditional academic calendar. As a result, in order to insure that the attendance is recognized for each semester of enrollment, students must register for at least one MBA class by the “last day to add” listed on the University academic calendar. This process is especially critical for those students who plan to enroll only in session B of either Fall or Spring. The University does not consider the Summer session toward the continuous enrollment guideline. Students are allowed to skip enrollment in one term (Fall or Spring – see the One Semester Leave of Absence section, p. 6).

The following examples may clarify how students can maintain an active enrollment status:

A student would be allowed to register for Spring 2017, skip registration for Fall 2017, and then enroll again in Spring 2018. In this case the enrollment would not have been “broken” because the student would not have missed two consecutive Spring/Fall terms. However, a student would NOT be allowed to skip the registration in Spring 2017, then register for Summer 2017, and again skip enrollment in Fall 2017. In fact, in this scenario the student would become “inactive” because the enrollment would have been “broken” by missing two consecutive Spring/Fall terms. Once a student becomes inactive due to a break in the enrollment, he or she needs to apply again for admission in order to reenter the MBA program.

For students who took advantage of one semester leave of absence, and want to register for ONLY ONE course in SESSION B upon their return, it is critical to register for the session B course before the “last day to add” deadline determined by the University. Hence, even if the course starts in session B, the student returning from one semester leave of absence must register by the “last day to add” at the beginning of the term (i.e., at the beginning of session A). If the registration does not occur before such deadline, enrollment is broken and the student becomes inactive.

DROPPING A COURSE

Instructor-initiated Drop

Instructors are permitted (but not required) to drop students who do not attend the first scheduled class meeting and who do not contact them PRIOR to the first class. In addition, instructors may drop students who do not meet the stated course prerequisites. Please review the MBA schedule to verify the prerequisites for the courses before registration.

Drop Deadlines and Refund Policy

Students dropping a course on or after the first day of instruction will receive a “W” grade on the transcripts. A Late Drop Petition must be completed for any late drops. Late drops are approved by the College of International & Extended Studies and the Office of Graduate Studies and Research for documented serious and compelling reasons only. Withdrawing or dropping a class on the first day of instruction does not cancel any financial obligations to the university.

Special Session Refund Policy	
100% Refund (less \$20 processing fee)	Class drop a day before the first instruction day
75% Refund (less \$20 processing fee)	Class drop between Day 1 and Day 5 (including the weekend and holidays)
No Refund	Class drop from Day 6

GRADING

SJSU uses a four-point grading scale (A, B, C, D, F) as its basic grading system. This applies to all coursework except for individual study and internship courses, which usually are graded credit/no credit.

Grade Points

A+, A 4.0	C+ 2.3	D- 0.7
A- 3.7	C 2.0	F 0.0
B+ 3.3	C- 1.7	WU 0.0
B 3.0	D+ 1.3	
B- 2.7	D 1.0	

Graduate students must maintain a minimum cumulative GPA of 3.0 (“B”) throughout the entire MBA program. A grade of “C-” in any course is considered a failing grade, and the course must be repeated. If a course is repeated, the second grade is averaged with the first grade in the GPA calculation. (Note that at the graduate level, the second grade never replaces the first). Furthermore, a grade of “B” or better is required for the project in BUS 290, Strategic Thinking.

San José State University makes grades available at <http://my.sjsu.edu> Individual grade reports are not mailed or communicated by email to students.

Incomplete “I” Grades

An Incomplete “I” signifies that a portion of the required coursework has not been completed and evaluated by the end of the class. Before the end of the semester, the student must reach an agreement with the instructor on the remaining course requirements and how they will be satisfied. All make-up work for an Incomplete must be finished within one calendar year immediately following the end of the term in which it was assigned. Failure to complete the assigned work results in the “Incomplete” turning into an “IC”, which is calculated as an “F” for grading purposes. The Incomplete cannot be removed on the basis of work completed at another institution, nor by re-enrolling in the course.

Withdrawal Grades

A “W” on a transcript indicates that the student was permitted to drop the course after the Add/Drop period with the approval of the instructor and the concurrence of the Office of Graduate Studies and Research. A grade of “W” is not included in the computation of the GPA.

A “WU” indicates that a student did not officially drop or withdraw from a course and failed to complete the course requirements. For the computation of the GPA a “WU” is equivalent to an “F”.

ACADEMIC PROBATION AND DISQUALIFICATION

Academic Probation

A graduate student who does not maintain a minimum cumulative 3.0 GPA (a grade of “B” on a four-point scale) is subject to academic probation. It is the student’s responsibility to continuously monitor his or her own academic standing. Graduate students are cleared from probation if the cumulative GPA reaches a 3.0 GPA or better the semester following the notification of probationary status. Please refer to University Policy Probation and Disqualification: <http://info.sjsu.edu/web-dbgen/narr/policies/rec-15458.15620.15631.15632.html>.

Academic Disqualification

A graduate student who is on academic probation must earn at least a 3.0 grade point average each successive term until the required 3.0 cumulative GPA is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation. If these conditions are not met, the student will be disqualified from the University. Please see the SJSU catalog for more information on academic disqualification: <http://info.sjsu.edu/web-dbgen/narr/policies/rec-15458.15620.15631.15636.html>.

TIME LIMITATIONS

All coursework for the MBA program must be completed within seven years. If courses become outdated, consult the SJSU catalog: <http://info.sjsu.edu/web-dbgen/narr/policies/rec-15458.15620.15660.html>.

ONE SEMESTER LEAVE OF ABSENCE

Students who have attended at least one semester as a matriculated student and who are in good or probation standing may choose to leave SJSU for one semester (Fall or Spring) without submission of a Leave of Absence form. Students choosing this option must return the following semester and continue their enrollment as matriculated students. If a student does not return in the semester following the one semester leave, the student will be required to reapply for admission to the next available admission term. Students utilizing this option may not submit a formal leave of absence following the one semester leave. Please review the Returning Student section of the catalog for additional information.

OPEN UNIVERSITY AND TRANSFER

Student may transfer up to twelve semester units to apply toward the MBA degree. No coursework may be transferred if the course was taken during a graduate degree program in which the degree was awarded. MBA courses taken in the MBA for Professionals program through Open University are considered equivalent to “transfer units”. Courses considered for credit transfer must be part of a graduate degree program offered by an accredited institution within seven years. Please note that extension courses will not be accepted for credit transfer toward the MBA degree. Students wishing to apply for credit transfer must submit a detailed description of the courses taken to the MBA Programs Coordinator. In order for the credit units to be counted toward the MBA degree requirements, the transfer must be approved by the MBA Director. You can find more details on the SJSU Catalog: <http://info.sjsu.edu/web-dbgen/narr/policies/rec-15458.15620.15644.html>.

APPLYING FOR THE DEGREE

After completing at least nine SJSU letter-graded units, which must include BUS 210, a student in Classified standing should complete a Departmental Request for Candidacy Form. The instructions and the form can be found at the following web address: <http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>. The completed form must be submitted to the MBA Programs Coordinator by e-mail as an MS Word attachment no later than the posted document deadlines for the semester related to the graduation date (see dates below).

AWARD OF THE MASTER’S DEGREE

Completing the course requirements in a Master’s program at SJSU is a major accomplishment. However, it does not automatically lead to the award of degree. Students must initiate the award of degree process by completing the Application for Award of Master’s Degree Form (<http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>) and submitting it to the Lucas Graduate School of Business office.

The Application for Award of Degree must be submitted after the Candidacy has been approved. To expedite the process, student should send the form directly to MBA Program Coordinator.

Students must be aware of paperwork deadlines! If you do not file the necessary documents by the published deadlines, the graduation may be delayed. Deadlines for filing these forms are as follows:

Filing Deadlines

Graduation Date	May	August	December
Candidacy Form Due	September 1	February 1	March 15
Award of Degree Form Due	February 1	June 1	September 1

For more information regarding the steps to complete your Master's degree, please visit the following website:
http://www.sjsu.edu/gape/current_students/.

COMMENCEMENT

The university offers a commencement ceremony each Spring. This occurs the Saturday of the Memorial Day weekend. The ceremony is for the current Spring graduates, and the previous Fall and Summer graduates. For example, the Spring 2017 ceremony was open to students graduating in Spring 2017, Fall 2016 and Summer 2016. This ceremony is free for participants and guests.

The Lucas College and Graduate School of Business offers two ceremonies, one in Spring and one in Fall. Those invited to the Spring ceremony are Spring graduates and the following Summer graduates. Those invited to the Fall ceremony are Fall graduates and previous Summer graduates. Hence, Summer graduates have a choice of attending either ceremonies. The ceremony costs approximately \$15-\$20 for tickets for guests and there is a limit on the number of tickets per student.

STUDENT IDENTIFICATION

An "Enrollment Verification Card" can be issued to MBA for Professionals students by request at both the Bursar's office and the Lucas School office upon proof of registration. This card allows students to obtain access to SJSU student services at the Martin Luther King, Jr. Library. MBA for Professionals students are not eligible to receive a Tower Card unless they become a member of Associated Students (AS) by paying the Student Association Fee for \$92.50 at the Transportation Solutions - General Services Cashier counter (located in Student Union, East Wing on 9th Street Plaza, Room 1800). Once the Student Association Fee has been paid, bring the receipt and a government issued photo ID to one of the Tower Card Windows, located in the Student Services Center next to the Cashiers windows, and a Tower Card will be issued for a fee of \$5.00. Please refer to Bursar's link for more information:
<http://www.sjsu.edu/bursar/services/towercard/>.

ADDITIONAL SJSU CAMPUS SERVICES

The MBA for Professionals program is offered on a "Special Session" basis which means that it is self-supported and does not rely on funding from the State of California. Moreover, the Special Session fee schedule differs from the programs offered on the SJSU campus, which are funded by the State of California.

Many SJSU services offered on campus are also available to Special Session students with the purchase of Student Association Fee and Tower Card. These additional services and benefits include:

- Child Development Center
- Government
- Print & Technology Center
- General Services Center
- Transportation Solutions
- Community Action Center

Students should visit the Associated Students website <http://as.sjsu.edu/> for detailed information. The SJSU Student Health Center provides medical services and maintains an in-house licensed pharmacy. Special Session students can seek medical care for \$25 per visit. For more information on the SJSU Student Health Center, please visit the website <http://www.sjsu.edu/studenthealth/>. The SJSU recreation facilities include Sports Club and Aquatic Center are equipped with a Mini Gym, Dance/Fitness Studios, Racquetball Courts and Locker Rooms. The Aquatic Center is one of the largest outdoor pools in California. Special Session students can access the sports club and/or Aquatic Center with a monthly membership purchase to access one or both the sports club and outdoor pool. Please visit the Spartan Recreation website for detailed membership information: <http://www.sjsu.edu/spartanrec/>.

CAMPUS WIRELESS INTERNET SERVICE

SJSU Campus Wi-Fi is provided at the Lucas Business Complex. As a first time user, student must set up the password in the SJSUOne account. SJSUOne is a password consolidated system. Please visit the web for information on how to set up SJSUOne account: <http://its.sjsu.edu/services/sjsuone/>.

EVALUATION OF EFFECTIVENESS IN TEACHING (SOTE)

The Office of Institutional Effectiveness and Analytics sends the SOTE announcement to all students enrolled at SJSU via their preferred email address specified in MySJSU. An individual SOTE link for each registered course will be created in student's MySJSU account toward the end of each session. Students are granted 10 business days to evaluate the class/instructor and each evaluation link expires at 11:59PM before the last class meeting.

COMMUNICATIONS

Most communications occur via email from the MBA Programs Coordinator, who often sends important information such as impending deadlines, networking opportunities, changes to policies, scholarship opportunities, program announcements, etc. Occasionally, students receive letters in the mail. It is imperative that students keep the contact information (especially email address) up to date through the Program Coordinator as well as through the university (<http://my.sjsu.edu/>).

CONTACT INFORMATION

Lucas Graduate School of Business

<http://www.sjsu.edu/lucasschool/>

Main Office 408-924-3420

Dr. B.J. Campsey, MBA Director billy.campsey@sjsu.edu 408-924-3428

Sun Chou, MBA Programs Coordinator sun.chou@sjsu.edu 408-924-3498

Michael Beasley, Lucas Graduate School Career Consultant michael.beasley@sjsu.edu 408-924-3436

Margaret Farmer, Admissions Support Coordinator margaret.farmer@sjsu.edu 408-924-3425

Dr. Marco Pagani, Associate Dean marco.pagani@sjsu.edu 408-924-3420

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2933 Bunker Hill, Suite 120

Santa Clara, CA 95054

408-924-4292

SJSU Offices & Websites

- Graduate Admissions and Program Evaluations: <http://www.sjsu.edu/gape/> 408-924-2480
Victoria De-Baz, Evaluator victoria.de-baz@sjsu.edu 408-924-3297
- Office of the Registrar: <http://www.sjsu.edu/registrar/>
- Bursar's Office: <http://www.sjsu.edu/bursar/> 408-924-1601

- Tower Card: <http://www.sjsu.edu/bursar/services/towercard/>
- Financial Aid and Scholarship Office: <http://www.sjsu.edu/faso/>
Carol Garcia, Student Services Professional carol.garcia@sjsu.edu 408-924-6081
- Parking Services: <http://www.sjsu.edu/parking/> 408-924-6556
Parking Permits: <http://www.sjsu.edu/bursar/services/parking/index.html>
- Career Center: <http://www.sjsu.edu/careercenter/> 408-924-6031
- International Student and Scholar Services: <http://www.sjsu.edu/iss/> 408-924-5920
- Dr. Martin Luther King, Jr. Library: <http://library.sjsu.edu/> 408-808-2000
Christa Bailey, Business Librarian christa.bailey@sjsu.edu 408-808-2422
- SJSU Catalog: <http://info.sjsu.edu/>