



# Lucas Graduate School of Business Executive-Style MBA Program

New Student Handbook  
Spring 2014

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# MBA WORKSHEET

Welcome to the Executive-Style MBA (ESMBA) program at the Lucas Graduate School of Business!

At the time of admission, the Lucas Graduate School of Business created a worksheet listing for each student the 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 prior to the first day of instruction to qualify for enrollment in core courses. Enrollment is limited to elective courses until all prerequisite requirements are cleared.

*If the prerequisite courses are not successfully completed by the end of the first term of enrollment in the ESMBA, 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 ESMBA 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 ESMBA 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 ESMBA students complete the graduate program within 36-48 months. All the ESMBA courses earn three (3) semester units and comprise forty (40) hours of teaching.

### Sessions

The ESMBA program is structured in eight (8) weeks sessions with two sessions within each term (Fall, Spring and Summer). All the classes are held off-campus at the Lucas Business Complex (2933 Bunker Hill Lane, Suite 120, Santa Clara, CA 95054). Usually, ESMBA classes meet from 6:00 p.m. to 10:00 p.m. one night a week for eight (8) weeks and two half-day Saturdays or one full Saturday. 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 eight-week sessions are as following:

	FALL	SPRING	SUMMER
SESSION A	Late August – Mid-October	Early January – Late February	Late April – Mid-June
SESSION B	Mid-October – Mid-December	Late February – Late April	Mid-June – Mid August

## Courses Sequence

The sequence of courses below is for illustrative purposes only. Due to the flexibility of the ESMBA 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 ESMBA, 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.

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### Tentative Courses Sequence - ESMBA

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#### Year 1 – Fall Term

Two (2) courses among the following:  
 BUS 200W: Managerial Communication and Research  
 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 Making  
 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: Managerial Communication and Research  
 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 Making  
 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: Managerial Communication and Research  
 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 Making  
 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)

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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. In order to enroll in such course, students must have successfully completed all the other (nine) core courses. 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 – Management Information Systems
- 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>.

### 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 [info-support@sjsu.edu](mailto:info-support@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 not required. The ESMBA 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. 5).

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

A student would be allowed to register for Spring 2014, skip registration for Fall 2014, and then enroll again in Spring 2015. 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 2014, then register for Summer 2014, and again skip enrollment in Fall 2014. 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 on 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., 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 office of International & Extended Studies and the office of Academic Advising and Retention Services 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 Academic Advising and Retention Services. 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.

### 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-dbggen/narr/catalog/rec-1384.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/static/catalog/graduate.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

For courses completed after (before) the Summer term 2013 a student may transfer up to twelve (six) semester units to apply toward the MBA degree. SJSU Open University courses are considered equivalent to “transfer units”. Courses from other universities must be presented to the MBA Programs Coordinator and approved by the MBA Director in order to count toward the degree requirements.

## APPLYING FOR THE DEGREE

After completing at least nine SJSU letter-graded units, which must include BUS 200W, 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 fax the form directly to the office of the Lucas Graduate School of Business at 408-924-3426. Note that this is a different fax number from the number on the form.

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/](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 2013 ceremony was for students graduating in Spring 2013, Fall 2012 and Summer 2012. This ceremony is free for participants and guests.

The College of Business currently 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. So, 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 ESMBA 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. ESMBA students are not eligible to receive a Tower Card unless they first purchase the AS Eco Pass Sticker as part of the Associated Students fees from Transportation Solutions (located in the Student Union) for \$84.50. Once the AS Eco Pass Sticker has been purchased, a student should bring the receipt and a photo I.D. to Tower Card Window 9, 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 ESMBA 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 Santa Clara County Valley Transit sticker and Tower Card. These additional services and benefits include:

- Campus Recreation
- Community Action Center
- Computer Services Center (including the Student Union Computer Lab)
- Free Admission to SJSU Sports Events
- Medical Insurance purchase with Student Rates
- General Services Center
- Print Shop
- Student Government
- Transportation Solutions

Students should visit the Associated Students website <http://as.sjsu.edu/index.jsp> 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 Event Center Sports Club is equipped with a Mini Gym, Dance/Fitness Studios, Racquetball Courts and Locker Rooms. Special Session students can access the sports club with a monthly membership purchase of \$30 or \$40 with access to both the sports club and outdoor pool. Please visit the SJSU Event Center Sports Club website for detailed membership information:

[http://www.union.sjsu.edu/ec/EC\\_Sport\\_Club/price\\_schedule.html](http://www.union.sjsu.edu/ec/EC_Sport_Club/price_schedule.html)

## 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 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/>

## COMMUNICATION

Most communications occur via email from the MBA Program 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/>)

## IMPORTANT WEBSITES

- Lucas Graduate School of Business: <http://www.sjsu.edu/lucasschool/>
- Graduate Admissions and Program Evaluations: <http://www.sjsu.edu/gape/>
- SJSU Catalog: <http://artic.sjsu.edu/home/catalog.html>
- Tower Card: <http://www.sjsu.edu/bursar/services/towercard/>
- Bursar's Office: <http://www.sjsu.edu/bursar/>
- Office of the Registrar: <http://www.sjsu.edu/registrar/>
- Career Center: <http://www.sjsu.edu/careercenter/>
- Financial Aid: <http://www.sjsu.edu/faso/>
- International Programs and Services: <http://www.sjsu.edu/ips/>

## CONTACT INFORMATION

### Lucas Graduate School of Business

Main Office 408-924-3420

Admissions Support Coordinator, Margaret Farmer 408-924-3425

MBA Programs Coordinator, Sun Chou 408-924-3498

MBA Career Consultant, Rick Partridge, 408-924-8049

Lucas GSB Coordinator, Ellen Manganiello 408-924-3427

Interim MBA Director, Dr. Marco Pagani 408-924-3477

Interim Associate Dean, Dr. Stephen Kwan 408-924-3420

### **Lucas Graduate School of Business**

San Jose State University

One Washington Square Business Tower Room 350

San Jose, CA 95192-0162

408-924-3420

lucas-school@sjsu.edu

### **Lucas Business Complex**

2933 Bunker Hill, Suite 120

Santa Clara, CA 95054

408-924-4292

### SJSU Offices

Call SJSU (Student Services Phone System) 408-283-7500

Graduate Admissions and Program Evaluations 408-924-2480

Evaluator, Jill Stahl 408-924-3297

SJSU Library (Reference) 408-808-2100

Parking Permits 408-924-6556

Financial Aid 408-283-7500

Bursar's Office (Student Accounts & Collections) 408-924-1601

Bursar's Office (Cashiering Services) 408-924-1631

International Programs & Student Services 408-924-5920