

**Donald & Sally Lucas  
Graduate School of Business**

**Conventional MBA Program**

**New Student Handbook**



**SAN JOSÉ STATE  
UNIVERSITY**

*Congratulations on your acceptance into the  
Lucas Graduate School of Business!*

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# WELCOME TO THE SJSU MBA PROGRAM!

## MBA WORKSHEET

Your *MBA Worksheet* was included with your acceptance letter to the Lucas Graduate School of Business. This worksheet lists your Name, Student ID Number, GPA (grade point average) and GMAT (Graduate Management Admissions Test) scores. Please call the Lucas Graduate School of Business office if you find any errors on your worksheet.

You have been admitted as either “conditionally classified” or “classified” (clear) standing. “Conditionally classified” means that you need to complete certain prerequisites (outlined on your worksheet) before your status can be changed to “classified” standing.

## COURSEWORK

### Prerequisite Courses

Your Worksheet indicates which prerequisite courses, if any, you will be required to take. Prerequisite courses marked with an “X” are required for your program of study. Your prerequisite courses must be completed prior to the first day of instruction, or your admission to the program will be rescinded.

If you complete your prerequisite courses at another institution, you must have official transcripts submitted directly to the Lucas Graduate School of Business office. Do **not** submit them to Admissions and Records or to the Graduate Admissions and Program Evaluations office.

### Course Sequencing

*BUS 200W Managerial Communications* and *BUS 220 Accounting Principles* must be completed your first semester. If you would like to take an additional course, you may choose from one of the elective courses, you may not take an additional core course. *Bus 210 Developing and Managing People* and *BUS 270 Financial Management* must be completed in Spring 2010. After Spring 2010, you will receive guidance on the next set of classes.

Beginning with your second semester, you will be permitted to take elective courses from the Executive-Style MBA program. Watch for email announcements from the Program Coordinator regarding the steps to register. Please be aware that some courses are sequenced in the MBA programs. For example, *Bus 220, Accounting Principles* 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 taken before taking any finance electives. Similarly, *Bus 230, Marketing Management* is a prerequisite for many marketing electives. **Once you have completed all of your prerequisite and core courses (*Bus 200W, 202, 210, 220, 230, 250, 260, 270, and 280*) and at least two (2) Electives, you will be eligible for *Bus 290, Strategic Thinking*.**

A rough guide to course numbering:

- 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

You must meet the prerequisites before registering in any course.

### **General Course Information**

The Conventional MBA program is designed to accommodate the working professional. Courses meet from 6:00 p.m. to 8:45 p.m. one night per week for sixteen (16) weeks, with a few exceptions. If the course is an exception, the dates and times the course meets will be indicated on the schedule.

The course schedule is listed on the MBA website, <http://www.sjsu.edu/lucasschool/current/mba/schedule/>. From the schedule, by clicking on an instructor's name, you can view their website and the course syllabus.

## **REGISTRATION**

### **Course Listings**

The business graduate courses offered each semester are published in the SJSU Schedule of Classes. However, for the most up-to-date listings, please go to the [www.sjsu.edu/lucasschool](http://www.sjsu.edu/lucasschool) website.

### **Registration via MySJSU**

Each semester you will need to visit <http://my.sjsu.edu> to learn your registration appointment date and time. Registration for classes is done via <http://my.sjsu.edu>. This is an interactive process and is available 24 hours daily during the published dates. You will need your User ID and Password to complete the registration. If you lose your password, you must contact [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu). The MBA office does not have access to student passwords.

### **Payment Due Date**

As part of the online registration process, you will be given a payment due date. The due date may not appear online until the next day. If the payment deadline is not met, you will be dropped from all of your classes. Many classes in the MBA program are in high demand. If you are dropped for non-payment, it is possible that you may not be able to re-register for the same classes.

## **ADDING A COURSE**

If you wish to add a course after the Advanced Registration period has ended, registration will re-open the first week of instruction and you may register online if there is space available in the class. If the class is full, or you would like to add after the first week of instruction, you must obtain a permission number from the instructor that is teaching the course you wish to add. Each instructor has a different policy for distributing permission numbers, so you should contact the instructor to find out their policy. They may give you a permission number in advance, or require you to attend class the first day. You must register via <http://my.sjsu.edu> using your assigned permission number by the published date for the last day to add.

## 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 determine if you meet the all the prerequisites for the courses before you register.

### Student-initiated Drop

After the first class meeting, if you feel that you need to drop a course, you can drop using MySJSU prior to the drop deadline. Return to the <http://my.sjsu.edu> site the following day to make sure that your drop action was successful. **It is the student's responsibility to make sure courses are dropped.** **Important:** Never assume an instructor has dropped the class for you for any reason.

### Drop Deadlines

Please consult the SJSU Schedule of Classes to determine the last day to drop or withdraw from class without a "W" grade. Usually, the Drop Deadline date is about two weeks after the first day of instruction. To withdraw from class(es) after the "last day to drop," a **Late Drop Petition** must be completed. Late drops are approved in Academic Services for documented serious and compelling reasons only. **Withdrawing or dropping a class after the published last day to drop will not cancel any financial obligations to the university.**

## GRADING SCALE

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

Graduate students must maintain a 3.0 ("B") average for all coursework taken as a graduate student. **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.) **In addition, a grade of "B" or better is required for the project in Bus 290 (Strategic Thinking).**

San Jose State University makes grades available at <http://my.sjsu.edu>. Individual grade reports are not mailed 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 taken 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 Academic Services. It is not used in calculating the grade point average.

A “WU” indicates that a student did not officially drop or withdraw from a course and failed to complete the course requirements. For purposes of grade point average a “WU” is equivalent to an “F” and is calculated in the grade point average.

## **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 grade point average reaches a 3.0 GPA or better the semester following first notification of probationary status.

### **Academic Disqualification**

A graduate student who is on academic probation must earn **better than a 3.0 grade point average** each successive term until the required 3.0 cumulative grade point average 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.

## **TIME LIMITATIONS**

All work for the MBA program must be completed within seven years. If courses become outdated, consult the SJSU catalog.

## **APPLYING FOR THE DEGREE**

Once you have completed at least nine SJSU letter-graded units (which must include BUS 210 or BUS 200W), and have Classified standing, you should complete a *Departmental Request for Candidacy Form*. The instructions and the form can be found on our website. It must be submitted to your Program Coordinator by e-mail as a MS Word attachment no later than the posted document deadlines for the semester related to your graduation date. See dates below.

Once the Graduate Admissions and Program Evaluations office has approved your Candidacy, an approval letter and a copy of your Candidacy form will be mailed to you. No other document will be sent indicating your Advancement to Candidacy. During your last semester, your Program Coordinator will review your records and submit course substitution forms to the Graduate Admissions and Program Evaluations office on your behalf.

## AWARD OF THE MASTER’S DEGREE

Completing course requirements in a Master’s program at SJSU is a major accomplishment. However, it does not mean that you will be awarded a degree. You must initiate the process by completing the *Application for Award of Master’s Degree Form* (also found on our website) and submitting it to the Lucas Graduate School of Business office.

You submit your Application for Award of Degree after your Candidacy has been approved; be aware of the deadline dates. To expedite your paperwork, please fax your form to our office 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 your paperwork by the published deadlines, your 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 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/completing\\_masters/index.htm](http://www.sjsu.edu/gape/current_students/completing_masters/index.htm)

## STUDENT IDENTIFICATION

A “Tower Card” is issued to Conventional MBA students as student identification. This card is used for student identification to obtain services such as: the Library, Event Center, Santa Clara County Valley Transit (buses & Light rail), Health Center, Admissions & Records, Career Planning and Placement, parking permits, athletic events and other frequently used student services.

Your first Tower Card is free. Tower cards are available at the Cashier's Office (windows 9 to 11) located in the Student Services Center. Present your driver's license or other photo identification to have your picture taken. A plastic card holder will be issued to hold your Tower Card. You are eligible for a Tower Card once you have registered (and paid for) your classes.

## COMMUNICATION

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

## IMPORTANT WEBSITES

- Lucas Graduate School of Business: [www.sjsu.edu/lucasschool](http://www.sjsu.edu/lucasschool)
- Graduate Admissions and Program Evaluations/Graduate Studies and Research: <http://www.sjsu.edu/gape>.
- SJSU Catalog: <http://info.sjsu.edu/static/catalog/graduate.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://careercenter.sjsu.edu/>
- Financial Aid: <http://www.sjsu.edu/faso>
- International Programs and Services: <http://www.sjsu.edu/depts/ipss/>

## CONTACT INFORMATION

### Lucas Graduate School of Business

Main Office	408-924-3420
Admissions, Margaret Farmer	408-924-3420
Off-Campus MBA Programs, Sun Chou	408-432-8485
On-Campus MBA Program, Cathy Dougherty	408-924-3424
Lucas GSB Coordinator, Ellen Manganiello	408-924-3427
MBA Faculty Director, Dr. Mahesh Rajan	408-924-3420
Associate Dean, Dr. Deborah Crown	408-924-3420

### 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	408-924-1601(Student Accounts & Collections)
	408-924-1631(Cashiering Services)
International Programs & Student Services	408-924-5920

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