

**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 Your prerequisite courses must be completed as directed, or your admission to the program will be rescinded.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

Beginning with the Fall 2009 incoming class, Conventional MBA students began taking classes as a quasi-cohort. Core classes are taken in a pre-determined sequence. We say “quasi” cohort because you will have a choice of which elective classes you take.

For the Summer 2011 incoming class, your pre-determined sequence of core classes follows (**please note**: although unlikely, this may change and you will be notified). You must take all the courses listed here as stated. You may not take fewer or more classes during any term. If you are unable to follow the prescribed sequence of classes, you will be asked to switch to the Executive-Style MBA program off-campus which will offer you greater flexibility.

#### Summer 2011 (June to August)

BUS 200W	Managerial Communications
BUS 202	Managing in the Global Economy

#### Fall 2011(August to December)

BUS 210	Developing and Managing People
BUS 220	Accounting Principles
BUS 230	Marketing Management

#### Spring 2012 (January to May)

BUS 250	Law and Ethics
BUS 260	Managerial Decision Analysis
BUS 270	Financial Management
Elective	

Summer 2012 (June to August)\*

Elective

Elective

\*Will consider/accept a suitable Study Abroad option as elective/s

Fall 2012 (August to December)

BUS 280          Operations and Supply Chain Management

BUS 290          Strategic Thinking (capstone)

Elective

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 for these particular classes.

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.

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**

In general, 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 Advance 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 **at least 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 an 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**

<b>Graduation Date</b>	<b>May</b>	<b>August</b>	<b>December</b>
<b>Candidacy Form Due</b>	September 1	February 1	March 15
<b>Award of Degree Due</b>	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)

## **COMMENCEMENT**

The university offers a commencement ceremony each Spring. This occurs the Saturday of Memorial Day weekend. The ceremony is for the current Spring graduates, and the previous Fall and Summer graduates. For example, the Spring 2011 ceremony is for students graduating in Spring 2011, Fall 2010 and Summer 2010. 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. This ceremony costs about \$15-\$20 for tickets for guests and there is a limit on the number of tickets per student.

For the university ceremony, many students who are graduating the following summer choose to “walk” in the previous spring ceremony. No one checks who is participating, so this does not tend to be a problem and many students choose to do this. Just be aware that your name will not appear in the program and you will not be sent information from the University. However, all commencement information such as time and where to report, etc. can be found here: <http://www.sjsu.edu/commencement> as the time nears.

## **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
Techmart	408-562-5720
Admissions Support Coord., Margaret Farmer	408-924-3420
Off-Site (Techmart) Coord., Sun Chou	408-924-3498
MBA Program, Cathy Dougherty	408-924-3424
Lucas GSB Coordinator, Ellen Manganiello	408-924-3427
MBA 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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