

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

**Executive-Style 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 will be sent to you by email. This worksheet lists your Name, Student ID Number, GPA (grade point average) and GMAT (Graduate Management Admissions Test) score. 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. You must clear your prerequisites 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 you complete your prerequisite courses at another institution, you must have official transcripts submitted directly to the Lucas Graduate School of Business office or to the Lucas School office at Techmart. Do **not** submit them to Admissions and Records or to the Graduate Admissions and Program Evaluations office.

### Course Sequencing

*Bus 210, Developing and Managing People* or *Bus 200W, Managerial Communications* must be completed within your first year. Please be aware that some courses are sequenced in the MBA program. 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 core course.

### General Course Information

The Executive-Style MBA program is designed to accommodate the working professional. Most Executive-Style MBA classes meet at Techmart 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. The schedule details the assigned dates and times for the Saturday component of each course.

The course schedule is listed on the Lucas Graduate 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. All Executive-Style MBA classes are held at Techmart, unless otherwise noted.

## SESSIONS

The Executive-Style MBA program has two regular semesters and a summer session broken into six sessions in a calendar year. They are as follows with approximate dates:

**FALL:**           **Session A** - Late-August through mid-October  
                      **Session B** - Mid-October through mid-December  
**SPRING:**       **Session A** - Beginning of January through late-February  
                      **Session B** - Late-February through late-April  
**SUMMER:**       **Session A** - Late-April through mid-June  
                      **Session B** - Mid-June to mid-August

Both sessions in Fall and Spring fall within the University's traditional "Fall" and "Spring" semesters, respectively. This is important to consider for Academic Standing and Leave of Absence purposes.
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Please read "Maintaining Active Status" below for important information on maintaining continuous enrollment per University guidelines.

### Executive-Style MBA Program Sample Course Listings

The Executive-Style MBA Program offers core courses once a year in a sequenced fashion. If you wish to complete the program in two years we recommend that you enroll in a core course each session to preempt moving off-cycle from the core course sequencing format.

**Beginning with the Fall 2011 term, the cycle will be as follows for core courses:**

**Fall** Session A: BUS 200W, BUS 202 & BUS 290 (spans both sessions) Session B: BUS 210, BUS 230 & BUS 290 (spans both session)

**Spring** Session A: BUS 220 & BUS 260 Session B: BUS 270 & BUS 280

**Summer** Session A or B: BUS 250 & BUS 290 (spans both sessions)

### Textbook and Course Preparation

Students can find out the assigned textbook a few weeks prior to the first day of class. The textbook will be listed in the course syllabus on the instructor's website. You should be sure to obtain your textbook and review the syllabus before classes begin and complete the reading, if any, for the first class meeting.

The majority of Executive-Style MBA students order textbooks on-line (for example, using half.com or Amazon.com) because they do not often travel to the on-campus bookstore. However, most of the instructors order the textbooks through the Spartan Bookstore. Textbooks are also available at Robert's Bookstore near the main campus. Please contact the bookstore directly for textbook availability; the Spartan Bookstore will be happy to send books to you, <http://spartanbookstore.com/>.

## LEAVE OF ABSENCE

If you have attended at least one semester as a matriculated student and are in good or probation standing you 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 a matriculated student. If you do not return in the semester following the one semester leave, you 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.

### **Maintaining Active Status**

Although the ESMBA program is considered “Special Session”, most of the processing dates are dictated by the University’s traditional academic calendar. As a result, you must register for at least one MBA class by the last day to add listed on the University academic calendar to insure that your attendance is recognized for each semester that you enroll. This process is especially critical for those students who plan to enroll only in the second session or either Fall or Spring. Please note, the University does not factor in Summer session toward the continuous enrollment guideline.

For example, if you attended Spring 2011, do not attend Fall 2011, and then attend Spring 2012 that is fine since enrollment has not been “broken” by missing two consecutive Spring/Fall semesters. However, if you did not attend Spring 2012, attended Summer 2012, and did not attend Fall 2012 (or are not “counted” due to registering late), you will become inactive because according to the University policy you have broken enrollment since you are officially recorded as missing two consecutive Spring/Fall semesters. In this case you would need to reapply for Spring 2013 by the admission deadline if you wish to return.

So, if you only plan to take a class in Session B in a Fall term, for example, and the class does not begin until October, you must register for that class early September. You must also pay for that course by the due date indicated in your MySJSU. If it is ok for you to not be counted in attendance for a semester, then you can wait until after the University’s add deadline to register for your class. The university’s add deadline will be published each term.

## REGISTRATION

### **Course Listings**

The most up-to-date Executive-Style MBA course offerings are published in the Lucas Graduate website, <http://www.sjsu.edu/lucasschool/current/mba/schedule/>.

### **Registration via MySJSU**

Each semester you will need to visit <http://my.sjsu.edu> to obtain your registration appointment period. 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 (9-digit SJSU student identification number) and Password to complete the registration. If you lose your password, you must contact [cmshelp@sjsu.edu](mailto:cmshelp@sjsu.edu) or call 408-924-1530. The Lucas Graduate Office does not have access to student passwords. The system allows you to enroll in a course if space is available and you have met the prerequisites.

### **Payment Due Date**

**SJSU does not send you bills by mail.** 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 may be dropped from all of your classes; however, this is not always the case. If you sign up for a class, do not pay, and do not attend, you may not be dropped and may have a balance remaining on your account. In addition, if you do not properly drop a class, you may receive a “WU” (explained below).

### **Form of Payment**

Forms of payment accepted by the University are: cash, check, E-check, money order, or credit cards (there is a 2.90% charge with the use of credit cards). Acceptable credit cards are: MasterCard, American Express and Discover. If you use a check, please send it to: San Jose State University, Bursar’s Office, One Washington Square, San Jose, CA 95192-0043. It must be received by the due date.

## **LATE ADD**

If you wish to add a course but the system does not allow you to enroll because the class is full, please attend the first class meeting. You must fill out the Late Add Form and obtain the instructor’s signature to enroll in the course. If you wish to add a course after the first class meeting, you must first contact the instructor to request permission to enroll; if the instructor agrees, please obtain the instructor’s signature on the Late Add Form to enroll in the course. When complete, Late Add forms should be submitted to the Lucas School office at Techmart.

## **DROPPING A COURSE**

If you wish to drop a course, you can drop using MySJSU, <http://my.sjsu.edu>, before the refund deadline. Return to MySJSU 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.

**Withdrawing from the program after the full-refund deadline will not cancel any financial obligations to the university.**

If you drop on the first day, or thereafter, you will receive a “W” grade on your transcripts which stands for “Withdraw”. This does not affect your GPA. If you do not drop the class and do not attend, you will receive a “WU” on your transcript, which stands for “Withdrawal Unauthorized.” For purposes of grade point average a “WU” is equivalent to an “F” and is calculated in the grade point average.

### **Drop Policy**

In order to receive a full refund, you must drop the class the day prior to the first day of class.

A 100% refund minus a \$20 processing fee will be issued to you in a check. If you drop from the day of the first class meeting to the 5th day (including weekend and holidays) will receive a 75% refund. A 75% refund less \$20 processing fee will also be issued to you in a check. Please review the “Schedule” page for the “Refund Policy” to determine the exact dates.

### **Financial Petition Form**

Students may request a portion of a refund by submitting the Financial Petition Form to the International and Extended Studies office (IES). All refunds for Special Session programs are solely controlled by IES and the petitions are reviewed on a case by case basis. Please contact the program coordinator for the form.

## 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-” or below 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.

## 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 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 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 (GAPE) 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, after you have applied for graduation, 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 or scan and email it. 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)

## **COMMENCEMENT**

The university offers a university-wide 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 2012 ceremony is for students graduating in Spring 2012, Fall 2011 and Summer 2011. This ceremony is free for participants and guests.

The College 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. 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-wide 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.

## **OPEN UNIVERSITY AND TRANSFER**

You may transfer up to six semester units to apply toward your MBA degree. Note: SJSU Open University courses are considered the equivalent to “transfer” units. Courses from other universities must be presented to your Program Coordinator and approved by the MBA Faculty Director in order to count toward your degree.

## **STUDENT IDENTIFICATION**

An “Enrollment Verification Card” can be issued to Executive-Style MBA students by request at both the Bursar’s office and the Lucas School office upon proof of registration. This card allows you to obtain an SJSU library card so that you can access all the SJSU student services at the Dr. Martin Luther King, Jr. Library. This card also allows you to stay after the public hours.

## **ADDITIONAL SJSU CAMPUS SERVICES**

The Executive-Style MBA program is offered on a “Special Session” basis which means that it is self-supported and does not use state dollars to fund students. As such, 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 the SJSU campus are also available to Special Session students for an additional fee of \$80.00. This is accomplished by purchasing a VTA sticker from the Associated Students Office for \$75.00 and then a Tower Card from the Bursar’s office for \$5.00.

The additional services and benefits are:

- 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

Visit the Associated Students, <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 for medical care for \$25 per visit. For more information on the SJSU Student Health Center, please visit their 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 for detailed membership information: [http://www.union.sjsu.edu/ec/EC\\_Sport\\_Club/ec\\_sport\\_club.html#maincontent](http://www.union.sjsu.edu/ec/EC_Sport_Club/ec_sport_club.html#maincontent)

## **SJSU LIBRARY ACCESS**

All registered SJSU student information is automatically entered into the library database. This will give you outside access to the King Library and to the SJSU databases and eBooks. To obtain this access you will need to know your SJSU ID and PIN. Please visit the library link, <http://library.sjsu.edu/services/borrowing/index.htm> for more information.

## **SJSU STUDENT EMAIL ACCOUNT**

Registered SJSU students are eligible to create an SJSUOne account. This system is managed and maintained by University Computing & Telecommunications. Please follow directions in the link, <http://students.sjsu.edu/activate.html> for an SJSU student email account.

## **COMMUNICATION**

Most communications will be sent via email directly from your program coordinator. You will periodically receive important notifications such as impending deadlines, scholarship opportunities, policy revisions, program announcements, and networking opportunities. On occasion you will receive letters in the mail. To insure receipt of all pertinent information it is imperative that you keep your contact information (especially your email address) up to date with your program coordinator as well as with 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: <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 Support Coordinator, Margaret Farmer	408-924-3425
Silicon Valley Site Support Coordinator, Sun Chou	408-924-3498/408-562-5720
MBA Program Coordinator, Catherine Dougherty	408-924-3424
Rick Partridge, MBA Career Consultant	rick.partridge@sjsu.edu
Lucas GSB Coordinator, Ellen Manganiello	408-924-3427
MBA Director, Dr. Mahesh Rajan	408-924-3420
Interim Associate Dean, Dr. Tim Hill	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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