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University of Sioux Falls
Master of Business Administration

2018-2019
Student Handbook

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University of **Sioux Falls**
Master of Business Administration

University of Sioux Falls
Vucurevich School of Business

**Master of Business Administration
Student Handbook and Information Manual**

To the MBA Student:

Welcome to the University of Sioux Falls MBA Program. This information manual contains a wide range of important information related to your enrollment in the MBA program. Please become very familiar with the contents, particularly if you have questions related to MBA program policies.

Additional policies related to your enrollment as a student at the University of Sioux Falls may be found in the USF student handbook located online at: www.usiouxfalls.edu.

Please contact the MBA Director if you have any questions about the policies, procedures and information contained in this publication.

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Mission of the University of Sioux Falls

“The University of Sioux Falls, a Christian University in the liberal arts tradition, educates students in the humanities, sciences and professions. The traditional motto of the University is “*Culture for Service*”, that is, we seek to foster academic excellence and the development of mature Christian persons for service to God and humankind in the world.”

Specifically this means:

1. Developing intellectual acumen for discerning truth and meeting human needs as service to God.
2. Developing a system of values that is reflective of the character and teaching of Christ.
3. Developing emotional maturity that frees one to serve others and is consistent with Christian discipleship.
4. Developing physical fitness suitable to an active and constructive life.
5. Developing interpersonal skills and attitudes that foster close, authentic, helpful relationships in community.

The graduate program focuses primarily on the first of the university’s accompanying goal statements:

The university seeks to assist each student in “developing intellectual acumen for discerning truth and meeting human needs as service to God,” including:

1. sound thinking skills basic for perceptive interpretation, critical evaluation, and clear communication of ideas;
2. capacity in problem solving through techniques of inquiry and discovery;
3. competence in a particular discipline which leads to a career, professional growth, or further study; and
4. practical skills in the application of acquired knowledge.

In addition, the M.B.A. program focuses on synthesis and integration of knowledge gained from courses, fellow students, and research to provide advanced preparation for practitioners. The learners will be able to analyze, synthesize and creatively apply the extant body of research and literature within the scope of their area of specialization. Emphasis is placed upon quality and breadth of study.

Mission of the John T. Vucurevich School of Business

To develop Christian leaders who advance ethical business practices and foster a spirit of innovation in a global society.

USF MBA Program Goals

The goals of the Master of Business Administration Program are to (1) provide mastery of knowledge and competency in the M.B.A. core and in the chosen concentration, (2) develop the strategic/critical thinking skills encompassing the ability to link data, knowledge and insight from within the business environment and (3) facilitate an understanding of the relationship among ethics, leadership and personal faith.

USF MBA Program Learning Outcomes

MBA students at the University of Sioux Falls are expected to demonstrate competency in:

1. Problem recognition
2. Identification of optimal alternatives
3. Use of primary and secondary data to support decision processes
4. Strategic analysis and integration
5. Application of quantitative methods to real-world business situations
6. Effective communication to relevant stakeholders in written and oral forms, including one-on-one or business presentation situations
7. Teamwork and collaboration

Accreditation and Affiliations

The University of Sioux Falls is fully accredited by The Higher Learning Commission, a commission of the North Central Association of Colleges & School (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, phone 312-263-0456). In addition the undergraduate and graduate teacher education programs are accredited by the National Council for Accreditation of Teacher Education (NCATE) and the social work program by the Council on Social Work Education (CSWE). All undergraduate and graduate teacher education programs are also approved by the South Dakota Division of Education. The undergraduate and graduate programs in the Vucurevich School of Business are accredited by the International Assembly for College Business Education (www.iacbe.org).

The M.B.A. Degree

The Master of Business Administration Program at the University of Sioux Falls is designed to meet the advanced educational needs of a community of professionals in a combining academics and the workplace. Our intensive research and writing approach is geared to groom experienced professionals for more challenging executive roles. The design of the program is for students who begin together to remain together for the duration of the program, forming a support group in which they can draw from their own personal and professional experiences while contributing to the collaborative learning process.

Master of Business Administration Degree Requirements

Competency Coursework (Prerequisite Requirements)

All students must show evidence of completing all competency coursework for full admission into the MBA program. If the competency coursework was completed more than 7 years prior to enrollment in the MBA program, the student may be required to repeat this coursework or may be offered the opportunity to demonstrate competency in any or all competency coursework through challenge exams administered by the MBA program. For full admission to the program, students must have earned a cumulative GPA of 3.0 or better in previous academic coursework. Also, students must have completed the equivalent of financial accounting, microeconomics, managerial finance, and statistics with a grade of “B” or better from an accredited university. Additionally, students must complete the MBA Opening Residency (BUS501) before enrolling in any MBA program coursework.

- Principles of Accounting (3 s.h.)
- Microeconomics or equivalent (3 s.h.)
- Managerial or Business Finance (3 s.h.)
- Statistics (3 s.h.)

Students may complete this coursework at USF, at other accredited institutions or may choose to complete CLEP exams for the accounting and microeconomics coursework. The student’s undergraduate transcript is evaluated to determine whether the student has completed this coursework. If the student has not completed some or all of these courses, provisional admission to the MBA program may be granted until the student has completed them.

If the student needs to complete any of the prerequisite coursework, the financial accounting prerequisite must be completed before the student enrolls in BUS535 Cost Management. The microeconomics prerequisite must be completed prior to enrolling in BUS550 Managerial Economics; and the managerial finance prerequisite must be completed prior to BUS554 Financial Planning & Control.

The University of Sioux Falls offers the following four courses which meet the requirements described above. These courses are offered at times convenient for working adults. Please consult with the MBA director or the USF Homepage for current schedules related to these courses.

ACC 225 Principles of Accounting I

Accounting is the language of business. This course concentrates on basic accounting concepts beginning with the accounting equation and includes the development and analysis of financial statements. The emphasis is on the use of financial information for decision-making purposes.

ECO 212 Principles of Microeconomics

An analysis of the principles that drive supply and demand, the theory of the firm, the theory of markets, market resource allocation, environmental economics and antitrust.

BUS 305 Managerial Finance

This course introduces the theory and concepts of corporate finance. Topics covered are risk and return, the time value of money, bond and stock valuations, the cost of capital, capital budgeting and capital structure.

MAT233 Introduction to Statistics or MAT270 Statistics

An introduction to the fundamentals of statistics with applications. Topics include frequency distributions, sampling distributions, testing hypotheses, analysis of variance, regression and correlations and nonparametric methods. Prerequisites: Elementary Algebra or equivalent. (3. S.h.)

Degree Plan

All MBA students must develop a degree plan in consultation with the MBA director. This degree plan is viewed as a cooperative effort between the student and the MBA Director. This plan is an important tool for future planning in regard to registration and for use as an auditing tool to monitor progression toward completion of the MBA degree. Any subsequent revisions require formal approval from the MBA director.

Core MBA Courses (24 s.h.)

The M.B.A. program includes a minimum of 36 semester hours. Students will complete the set of courses listed under “Core M.B.A. Courses”. In addition to the core courses, students will select appropriate electives to meet the minimum 36 semester-hour requirement for the program. The MBA core requires the completion of 24 semester credits. In addition, students must select a concentration (general management, health care management or business innovation and marketing and complete a minimum of 12 semester credits from elective coursework to complete the total 36-hour requirement of the degree.

BUS 510 Managerial Communications (3)
BUS 520 Managing Organizational Dynamics (3)
BUS 524 Marketing Management (3)
BUS 530 Leadership & Ethical Management (3)
BUS 535 Cost Management (3) OR BUS545 Healthcare Cost Management**
BUS 550 Managerial Economics (3)
BUS 554 Financial Planning and Control (3)
BUS 560 Strategic Management (3)

MBA Electives (Students must select a concentration.)

Business Innovation and Marketing Concentration (12 s.h. required)

Required Electives:

BUS 525 Marketing Research (3 s.h.)
BUS 533 Sales Management (3 s.h.)
BUS 528 Innovation and Problem Solving (3 s.h.)
BUS 553 Business Plan Development (3 s.h.)

General Management Concentration (12 s.h. required)

Electives:

BUS 515 Human Resource Management (3 s.h.)
BUS 538 Project Management (3 s.h.)
BUS 562 Commercial Law (3 s.h.)
BUS 564 Negotiations (3 s.h.)

Health Care Concentration (12 s.h. required)

Required:

BUS 518 Health Care Systems (3 s.h.)
BUS 532 Legal and Regulatory Issues in Healthcare (3 s.h.)
BUS 538 Project Management (3 s.h.)
BUS 556 Health Care Colloquium (3 s.h.)

Organizational Leadership Concentration (12 s.h. required)

Required:

BUS 536 Leading by Serving (3 s.h.)
BUS 531 Empowering Others (3 s.h.)
BUS 541 Leading Change (3 s.h.)
BUS 528 Innovation and Problem Solving (3 s.h.)

MBA Program Course Descriptions

BUS 510 Managerial Communications

The primary goals of the course are to develop competence in observing, describing and critiquing managerial communication practices; further, it is designed to develop an understanding of the history of communication and its policies, institutions and culture, and to develop knowledge of communication theory and philosophy and its application. (3 s.h.)

BUS 515 Human Resources Management

This course is an examination of the effective use of human resources to achieve organization goals given operational constraints. The process of meeting outside requirements, recruitment, selection, development, utilization and compensation of human resources are also presented. (3 s.h.)

BUS 518 Health Care Systems

This course is an overview of the U.S. health care system and focuses on a variety of health care delivery system topics. Key topics include the historical aspect of health care systems in the U.S., system organization, an overview of economics and financing of health care, role of quality, and future directions of health care. Students will also be assigned a research paper project which investigates and compares the health care system of another developed nation to that of the United States. On occasion health care leaders and executives will be guest speakers in the class addressing relevant health system issues, challenges, and future developments that they foresee. (3 s.h.)

BUS 520 Managing Organizational Dynamics

This course examines the development of organizational theory along with the application of behavioral science concepts to understanding individual and group behavior in organizations. Students will develop analytical skills necessary to interpret research findings in the area of study. The purpose of the course is to provide a general understanding of possible managerial approaches to particular organizational problems from the strategic design, political and cultural perspectives. (3 s.h.)

BUS 524 Marketing Management

This course provides a managerial approach to the study of marketing, develops managerial perspective and analytical ability in solving marketing problems, and deals with the management challenge of designing and implementing the best combination of marketing variables to carry out a firm's strategy in its target markets. Special consideration is given to ethical concerns in the design and implementation of a marketing strategy. (3 s.h.)

BUS 525 Marketing Research

This course encompasses the process of investigation and problem analysis through research and integration of marketing statistics, management, and communications. This course culminates in the execution, interpretation, and presentation of marketing research. Prerequisite: BUS 524 Marketing Management (3 s.h.)

BUS 528 Innovation and Problem Solving

An innovation is a new concept. A successful entrepreneur develops that new concept into a product, service or organization. This skill set requires an understanding of innovation development and making innovations operational. Innovation and entrepreneurship are processes occurring in the context of social and cultural organizations. The history of entrepreneurship and the nature of innovation and how it is expressed socially, politically, and economically will be explored. Networking, communication and relationship-building skills will also be addressed. (3 s.h.)

BUS 530 Leadership and Ethical Management

This course explores the major theories and research on leadership effectiveness in formal organizations and the unique ethical challenges faced by leaders. Ethical leadership is considered from a Christian worldview and students are encouraged to integrate their faith beliefs into the practice of leadership. Readings, case studies, applied activities and self-reflection provide students with the opportunity to gain practical leadership knowledge, develop leadership skills, build ethical capacity and formulate a personal leadership philosophy and purpose. (3 s.h.)

BUS 531 Empowering Others

This course features and applied approach for empowering individuals within an organization. Through the use of case studies and assessments, students will be exposed to various tools and concepts that are available to a leader that aid in developing individuals to achieve high levels of performance. Students will explore the practical application of concepts and theories that relate to communication, motivation, and decision-making. (3 s.h.)

BUS 532 Legal and Regulatory Issues in Health Services

This course provides an overview of the legal and regulatory issues in the health care industry. With this familiarity students can learn the skills needed to define relevant legal issues, to understand how these issues would be resolved, and to seek out, communicate with, and evaluate legal counsel. (3 s.h.)

BUS 533 Sales Management

The goal of the Sales Management course is to examine the elements of an effective sales force as a key component of the organization's total marketing effort. The course will extend student's understanding of marketing's reach and potential impact in achieving its overarching goals. Course objectives include understanding the sales process, the relationship between sales and marketing, sales force structure, customer relationship management (CRM), use of technology to improve sales force effectiveness, and issues in recruiting, selecting, training, motivating, compensating and retaining salespeople. Students learn to apply the discussion topics through an interactive project worked on throughout the course. (3 s.h.)

BUS 535 Cost Management

Cost management provides an enhanced understanding of the costing concepts, tools and techniques relevant for successfully managing an organization. A principle focus is on the use of the cost information to design and implement planning and controlling systems in line with the strategic plan. The course will also examine performance measurements for management and the organization. Prerequisite: Undergraduate Financial Accounting or Principles of Accounting I (3 s.h.)

BUS 536 Leading by Serving

This course is taught through an applied approach by examining the leader as a guide through the lens of servant leadership (i.e., conceptualizing, emotional healing, putting followers first, helping followers grow and succeed, behaving ethically, showing empowerment, and creating value for the community). Students will examine case studies, experience leadership assessments, along with analyzing the writings of Robert Greenleaf and others to aid in affirming, developing, and expressing our innate desire to serve others by taking on the role of a servant leader. (3 s.h.)

BUS 538 Project Management

This course investigates the increasing use of projects to accomplish important organizational goals and the unique style of administration required to manage such projects. Topics addressed include the selection and role of the project manager; organization and planning, budgeting and cost estimation; scheduling and resource allocation among multiple projects; and monitoring, controlling, auditing and terminating projects. Emphasis will be placed on the role that project management can play in accomplishing strategic objectives of the organization. Project management software will be used as a tool to track and report on assigned projects and case studies. Prerequisites: BUS 520 Management of Organizational Dynamics and BUS 535 Cost Management (3 s.h.)

BUS 541 Leading by Change

This course is an examination of the impact of change on an organization and its stakeholders. Various leadership theories will be explored to assist in organizational change efforts along with how to conduct an organizational diagnosis and implement a successful intervention. The course reviews the literature for the best practices relating to organizational change and organizational learning. Students will experience an applied approach regarding change the use of case studies, experiential activities, and assessments. (3 s.h.)

BUS 545 Health Care Cost Management

This course focuses on the essentials of measurement and control of costs from the perspective of a health care organization. The concepts and cost management applications will encompass hospitals, nursing homes, physician practices, managed care organizations, clinics, and a range of other health care organizations. Additionally, focus is on the use of the cost information to

design and implement planning and controlling systems in line with the strategic plan. The course will also examine performance measurements for management and the organization. Prerequisite: Undergraduate Financial Accounting or Principles of Accounting I (3 s.h.)

BUS 550 Managerial Economics

Concepts are applied to the analysis of the firm using the Structure-Conduct-Performance Paradigm. The course examines how areas of market structure, market conduct, and market performance affect the firm in the competitive marketplace. The focus is on applying economic thinking to private firms, yet many of the analytical methods are applicable to the not-for-profit and public sector. Prerequisite: Undergraduate microeconomics (3 s.h.).

BUS 553 Business Plan Development

Designed to provide an understanding of the environments within which small businesses develop and function. The areas covered include starting a business, marketing products, operating a business, establishing financial and administrative controls and future concerns. In addition, each colleague will create an actual business plan and have the opportunity of experiencing the many phases of business development as the business plan is implemented. (3 s.h.)

BUS 554 Financial Planning and Control

This course provides an understanding of financial principles and the application of financial techniques in decision making. The topics covered include methods and tools of financial analysis, planning and control, working capital management, valuation, capital budgeting, cost of capital and methods of short- and long-term financing. The goal is to help managers develop the analytical thinking and financial judgment necessary for making sound, ethical business decisions. Prerequisite: Undergraduate Business or Managerial Finance. (3 s.h.)

BUS 556 Health Care Colloquium

This course will provide the platform for the in-depth pursuit of topics or concepts addressed in previous classes and/or topics or concepts absent directly or indirectly from the core curriculum. In order to fully appreciate and understand the complexities of health care issues, a scholar must be able to analyze issues through multiple lenses—multiple perspectives. Thus, each issue selected will be analyzed and discussed by using a multiple-perspective approach to include, but not limited to, perspectives from the following domains: political, economic, technological, societal, and spiritual.

BUS 560 Strategic Management

This course deals with the determination of strategic goals and objectives for an organization, along with the methods used in solving various managerial problems. Strategic management focuses on developing a mission statement, analyzing the organization and its environment, and establishing goals and objectives that will help perpetuate the organization into the future. Managerial problem solving develops a foundation for critical thinking and then applies it to the organization through case analysis of various managerial problems and dilemmas. (3 s.h.)

BUS 562 Commercial Law

After reviewing foundational concepts related to business relations, including contracts; agency employment; negotiable instruments; and personal property; this course treats in greater detail Articles 2, 3, 4 and 9 of the Uniform Commercial Code and laws governing antitrust, labor, real property, and the environment. (3 s.h.)

BUS 564 Negotiations

Bargaining is an essential skill in the day-to-day competition for scarce resources. After introducing the art and science of negotiation and reviewing the conduct and outcomes of some actual negotiations, this course engages students in simulated negotiations ranging from simple, single-interest discussions to complicated, multiple-party dispute resolutions. Prerequisites: BUS 510 Managerial Communications, BUS 515 Human Resource Management, and BUS 520 Management of Organizational Dynamics (3 s.h.).

Application for Admission

Students may apply for admission to graduate study at the University of Sioux Falls by completing the application form. Applications for the degree program should be sent to the Director of the M.B.A. Program at the University of Sioux Falls.

Applicants may be required to submit a TOEFL or IELTS report if English is not their native language.

Admission to USF M.B.A. Program

Students who have indicated on their applications that they wish to work toward a graduate degree will be considered for admission to the program. When three letters of reference and undergraduate transcripts have been received, the student's application and these documents will be sent to the Director of the M.B.A. Program, who will act on the student's admission.

Students may be admitted to the M.B.A. Program, under the following conditions:

1. Full/Regular Admission

Applicant holds B.A. or B.S. degree from a regionally accredited institution of higher education, has a 3.0 undergraduate GPA or a 3.0 GPA in six or more graduate credits already taken and has met the M.B.A. pre-requisites.

2. Admission with Provisional Matriculation

Student fails to meet GPA standards in previous work and/or M.B.A. course prerequisites, but shows some promise of ability to be successful in graduate work; student has positive references from professionals in a position to judge the student's promise. This student may enroll in course work and may complete nine semester hours. If the student earns at least a 3.0 GPA, full admission will be granted.

Immunization Requirements

New, full-time students and returning students born after 1956 must submit a completed USF Health Form the Student Development office, where it is filled out confidentially. Any students failing to provide medical information may be denied future registration for classes at USF until this information is provided. All students must show proof of a mumps vaccination prior to attending classes at the university.

Student Status and Academic Standing

Students will normally register for two courses in each term (6 s.h.). Students who wish to register for more than six credits per term must receive permission from the MBA director for the additional credits. Students enrolled under these conditions are considered to be part-time graduate students.

Students are **required to maintain a cumulative GPA of 3.0** while enrolled in the MBA program. If a student's GPA falls below 3.0, the student will be placed on academic probation and must meet with the MBA director to determine a course of action that rectifies the situation. If the student does not take appropriate steps to improve their GPA or fails to earn grades that improve their GPA, the student will be dismissed from the program.

Attendance and Assignments

The M.B.A. Program is an intense program and class attendance is expected. Students must keep pace with the schedule of work and classes. However, circumstances beyond the student's control may arise. The faculty wants and needs to be made aware of those situations. Consideration may be given by the faculty depending upon those circumstances. Therefore, instructors should be notified in advance of any absence if at all possible. Students who miss a class meeting are responsible to contact the instructor as soon as possible to arrange for any make-up work. Assignments are due as stated by the instructor. Each professor is granted the freedom to establish specific course policies related to attendance. *However, generally speaking, you should expect some reduction in your grade if you miss two class sessions. If you miss or expect to miss three class sessions in a given course, you should plan to drop the course as you will not receive a satisfactory grade for that course.* Students whose attendance patterns become irregular place their continuation in the program in jeopardy.

Incomplete Grades

Incomplete grades, indicating incomplete work, may be given only to a student who is unavoidably prevented from completing their coursework. Students must complete an incomplete request form a week before the course grade is to be turned in by the faculty. This form may be obtained at the Registrar's Office or by visiting the registrar's home page at the USF website.

An incomplete grade must be approved by the faculty member for the course, the M.B.A. Director, and the Vice President for Academic Affairs. If approved, the student is responsible for completing the course requirements within six weeks after the last night of the course. If the course remains incomplete beyond the six weeks, an F will be assigned and the student must re-enroll for the course and pay the current tuition rate.

Transfer Credit

A maximum of nine semester hours of graduate credits earned at other regionally accredited degree granting institutions may be transferred into the MBA program at USF under the following three conditions:

1. MBA course(s) taken from a regionally accredited college or university that substitute with courses offered in the MBA program, prior to entrance into the MBA program at USF.
2. Course(s) from a regionally accredited college or university may be transferred into the MBA program at USF if the student has substantially moved away (decided at the discretion of the MBA director) from the Sioux Falls area.
3. Due to singular events beyond the MBA student's control.

A student may petition the Graduate Policies Committee (GPC) for inclusion of three additional transfer credits from a regionally accredited college or university in his or her program if those credits have direct relevance and value to the student's program. Exception to the six-hour limit for transfer credit will be made on an individual basis by the GPC.

Academic Honesty

All material submitted as part of any class exercise in or out of class must be the actual work of the student whose name appears on the material. Students found guilty of dishonesty in academic work are subject to disciplinary action and may face dismissal from the university.

When evidence of plagiarism or other dishonesty is discovered, a written, anecdotal statement describing the incident is submitted by the appropriate faculty member and is made part of the student's file in the Registrar's office along with a report of any action taken. The student will be given a copy of the statement and will have the right to add a reply to the file materials.

Like other colleges and universities, the University of Sioux Falls has expectations regarding academic honesty on the part of students enrolled for course work. These guidelines and norms also apply to faculty and staff—and indeed to professional people at all levels of academic activity. It is the purpose of this policy to explain these expectations by clarifying what is meant by “plagiarism” and specifying other forms of improper assistance, which would be considered “dishonest.”

Plagiarism

In general, plagiarism is commonly defined as using the words or ideas of another person without proper acknowledgment. In previous times the word was often applied only to unacknowledged borrowing from published or otherwise copyrighted work. Today the concept and term “plagiarism” can also apply to improper use of anyone's material, whether or not that material has been previously published or copyrighted.

The definition does not limit the term “plagiarism” to only extensive borrowing (say, a sentence or more). Nor does the definition limit the term only to verbatim quotations. A quotation as short as a few words (or even one single word if it is a key term or a freshly-coined term) can be considered plagiarism if not properly attributed to the original author. Moreover—and here is where many writers run into trouble—ideas contained in the work of another, even if they are rewritten into new words, must be attributed to their original author unless they fall into the category of “Public Information,” a term which is defined below.

In summary: (1) any verbatim reproduction of the work of another—no matter how brief—must be properly documented; (2) any summary or paraphrase of the ideas of another—unless they are public information—must be properly documented.

Public Information is ideas which appear repeatedly in discussions of certain subjects, in the work of various individuals, and are usually considered to be in the public domain. It may not be necessary to give credit for these ideas to any particular individual. Descriptions or explanations of things like autism, mainstreaming or the double helix can now even be found in encyclopedias and, assuming no direct verbatim quotations are used, can be considered shared cultural information.

Facts which are available to any observer--such as the length of the Brooklyn Bridge, or the plot of a book or movie, or who is married to Elizabeth Taylor--are not considered the property of any individual. Sources for them do not need to be cited (although it usually does no harm to tell the reader where the fact was verified).

In all cases; however, a general rule applies: **WHEN IN DOUBT, CITE A SOURCE.** Nobody's reputation has ever been damaged by an unnecessary citation; many careers have been destroyed by the absence of a necessary one.

Receiving Improper Assistance

In addition to plagiarism, the academic community categorizes several other kinds of behavior as "dishonest" and liable for disciplinary or even legal action. In general, these can be divided into three types:

1. Turning in an assignment (test or paper) written wholly or partly by another person or agency without specifying the original source.
2. Turning in an assignment (test or paper) substantially edited or otherwise improved by another person without specifying the original source.
3. Turning in an assignment (test or paper) written wholly or partly for another course for which academic credit was received without so specifying.

Students, like all professionals, must recognize the following fact: since the evaluation of student work results in a formal grade recorded on a student's official transcript, any work offered in support of that grade which reflects the unacknowledged efforts of another person is an attempt at fraud, and must be dealt with as such.

Right of Appeal on Academic Issues

Students who have complaints about instructors, courses or other academic issues should discuss these with the instructor involved. If this does not lead to a satisfactory resolution of the issue, the student should discuss the matter with the Director of the M.B.A. Program. If the student issue is still unresolved, the student should consult the Vice President for Academic Affairs. In a case where the student finds this decision unacceptable, an appeal may be made to the Graduate Policies Committee of the faculty. Such an appeal should be written and submitted to the chairperson of that committee.

Program Assessment

A systematic internal program evaluation is conducted as part of an on-going plan of assessment. Recent graduates, current students and employees will be surveyed to assess the program. Results of the study are reported to the Graduate Policies Committee, the MBA faculty, and the assessment committee. Program revisions and improvements are generated as a result of information attained in the program review.

Library

All M.B.A. students have access to the library services provided by the University of Sioux Falls. The student's I.D. card will serve as the library card. If the student I.D. is not operating properly for library access, please contact the library staff for assistance.

In particular, MBA students will be required to utilize the databases available through the USF Mears Library. **When off campus**, students can obtain access to these databases via these steps:

1. www.usiouxfalls.edu
2. Select Library from the main home page menu.
3. Select "Off Campus Articles & Indexes".
4. Enter your IT user name and password.
5. Select the desired database and begin your search.

Student I.D. Card

After fees are paid, the student will receive an I.D. card. The I.D. card is only valid for each academic year at the University of Sioux Falls. These cards serve as:

- a source of identification
- a library card
- a pass to college events (some may charge a fee)
- a pass to the Stewart Center

The Campus Safety Office issues replacements for lost I.D. cards. A fee is charged to replace lost I.D. cards. If you lose your USF ID card, please contact the Campus Safety office immediately. They will cancel your lost card and issue a new card.

Time Limit

All work to fulfill the requirements of the MBA Degree is to be completed within seven years of starting the first course in the USF program. A program may be extended beyond this limit only with the approval of the Graduate Policies Committee. The Graduate Policies Committee has stated that extension will only be granted to the last day of class of the semester for the seven year deadline. In the event of an extension, additional coursework may be required at the discretion of the student's Director of the MBA Program. This time limit represents standard practice across academic institutions.

Application for Graduation

Candidates for the MBA Degree must file an application for graduation with the Registrar's Office. In addition to the requirements of completing all course work, the student must have a minimum cumulative grade point average of 3.0. After submitting a completed application, each student should schedule an appointment with the Director of the MBA Program to verify that all program requirements have been met. It is the student's responsibility to see that all requirements are met.

Students may participate in the May commencement ceremony if they have completed all requirements or if they plan to do so by the end of the summer of the same year. Applications for graduation are available online under the registrar's web link. All students who submit an application for graduation must pay the graduation fee, regardless of their intent to participate in a commencement ceremony. The graduation fee for the current academic year is posted on the USF website.

Registering for and Dropping a Course in the MBA Program

MBA students will be notified via email of regular online registration periods. During these times, students are expected to utilize the online registration system to enter the courses for the registration period. **If a registration is necessary and the online system is not open, students must contact the MBA office (NOT the registrar's office) to complete the registration.**

Students who find it necessary to drop or add any MBA course need to either send an e-mail or submit a written letter to the M.B.A. Director stating their name, the MBA Group number and the course they wish to add or drop. The MBA Office will fill out the add/drop form and send it to the Registrar.

If a student withdraws BEFORE the **fourth** class meeting, he/she will receive a grade of "W". If the student withdraws after the **fourth** class meeting, he/she will receive a grade of "F". **MBA students are responsible for communicating with the financial aid office (if applicable) and student accounts if their status or registration in the program changes.**

Refund Policy

A refund situation may exist when a student withdraws or drops a class, which could reduce the students enrollment status to less than halftime. The amount of the refund will be determined by the following University of Sioux Falls Institutional Refund Policy. Each class has an official start date. Day one of each class is the official start date, as listed in the academic calendar. Students enrolled in an on-campus class must drop before the class start time on Day 8. Online students must drop before midnight on Day 8.

Drop prior to the 2 nd week of class (Day 1 – Day 8):	100% refund
Drop on or after the 2 nd week of class (Day 9 and beyond):	0% refund

Refunds to institutional charges (i.e. tuition, fees, room, and board) are calculated based on the class drop date as recorded in the Registrar's Office. Students are responsible for notifying the MBA Program Director that they intend to drop a class. Lack of attendance does not constitute a drop. You must complete the official withdrawal process.

Students receiving Federal Aid

For students who begin attendance during a term and then withdraw or stop attending classes before completing 60% of the term, a portion of the total federal aid received (excluding work study) will need to be returned. The amount which must be returned is determined by the Federal Formula for Return of Title IV Funds. The amount to be returned is determined by dividing the number of calendar date completed in the term by total number of days in the term. Weekends and holidays are included in the number of days, but breaks of five or more consecutive days are excluded. The regulation also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded.

Withdrawal from MBA Program

Students who find it necessary to withdraw from the MBA program should be aware of the following policies.

1. The student must submit a written letter of withdrawal to the M.B.A. Director and complete a drop/add card with the MBA office for any courses on their schedule. The student will return his/her I.D. card to the program director.
2. Any refund of monies paid by the University of Sioux Falls will be determined according to the last date of attendance.
3. The student is liable for all unpaid tuition and fees for the course taken or classes attended.
4. The student must be approved by the Director of the MBA Program to re-enter the program. Re-entrance will be billed at the current tuition rate.

Reactivation in the MBA Program

A student who step out of the program for a semester or longer must submit a reactivation application to the MBA program. This form can be found on the USF MBA website. There is no fee to reactivate; however, the reactivation application must be shared with the Financial Aid, Student Accounts, and Registrar's Office to determine a student's eligibility to return to the program.

APA Style Guidelines

Professors in the MBA program will require you to prepare any research papers or assignments using APA Style (American Psychological Association). APA style refers to the editorial style required in many of the social and behavioral sciences. These guidelines have been adopted to ensure clear and consistently written material in these fields. This editorial style includes requirements related to punctuation and abbreviations, construction of tables, selection of headings, citation of references, presentation of statistics, and many other elements. You should become familiar with those guidelines by purchasing an APA handbook or style guide. More information on these types of handbooks can be obtained viewing the website www.apastyle.org. A variety of software packages can be purchased to assist the student with formatting in APA style.

USF MBA Program Administration

(605) 331-6708 or 1-800-888-1047

Associate of Vice President of Continuing & Professional Studies	Julie McAreavey, M.Ed.	(605) 331-6644
Chair, Vucurevich School of Business	Dr. Tricia Cole	(605) 575-2076
MBA Director	Steve Horan, MBA, CPA, CGMA	(605) 331-6708
Registrar	Anna Heckenlaible	(605) 331-6651
VA Certification	Traci Osterberg	(605) 331-6657
Financial Aid Director	Karrie Morgan	(605) 331-6623
Student Accounts Office	Jackie Wynja	(605) 331-6640
Library Director	Rachel Crowley	(605) 331-6661
Career Services	Nicole Dulaney	(605) 331-6653
Director of Online Services (My.USF/Learning Management System)	Veda Iverson	(605) 331-6726
Campus Pastor	Dennis Thum	(605) 331-6777

