

**Graduate Business Programs**  
**Handbook**  
**2019-20**

# Contents

|   |    |
|---|----|
| The College of Business .....                               | 4  |
| <b>Mission</b> .....  | 4  |
| <b>Strategic Initiatives</b> .....                          | 4  |
| Graduate Business Programs Mission .....                    | 4  |
| Graduate Business Program Administration.....               | 5  |
| <b>Graduate Council</b> .....                               | 5  |
| <b>Graduate School</b> .....                                | 5  |
| <b>College of Business</b> .....                            | 5  |
| <b>Graduate Business Programs Contact Information</b> ..... | 6  |
| Nature of the Graduate Business Program .....               | 6  |
| <b>Current Programs</b> .....                               | 7  |
| Degree Requirements.....                                    | 8  |
| <b>Minor</b> .....  | 8  |
| <b>Transfer Credits</b> .....                               | 8  |
| <b>Courses on Non-Standard Basis</b> .....                  | 8  |
| <b>Blanket-Numbered Courses</b> .....                       | 8  |
| <b>Slash Courses</b> .....                                  | 9  |
| Graduate Work by Faculty Members.....                       | 9  |
| Getting Started.....  | 10 |
| <b>Student Identification Cards</b> .....                   | 10 |
| <b>Registration</b> .....                                   | 10 |
| <b>Paying Fees</b> .....                                    | 10 |
| <b>Austin Hall Lockers (Corvallis campus)</b> .....         | 11 |
| <b>Graduate Project Rooms (Corvallis campus)</b> .....      | 11 |
| Scholarships.....   | 12 |
| <b>University Scholarships</b> .....                        | 12 |
| <b>College of Business Named Scholarships</b> .....         | 12 |
| Financial Assistance .....                                  | 12 |
| <b>Student Loans</b> .....                                  | 12 |
| <b>Part-Time Work</b> .....                                 | 12 |
| Moving through the Program.....                             | 13 |
| <b>Graduate Degree Requirements</b> .....                   | 13 |
| <b>Graduate Student Registration</b> .....                  | 13 |
| <b>Graduate Learning Outcomes</b> .....                     | 13 |
| <b>Capstone Projects</b> .....                              | 13 |
| <b>Graduation</b> .....                                     | 15 |

Academic Policies.....15

- Satisfactory Progress Requirements.....15
- Guiding Professional Standards for the College of Business Community .....15
- General Statement on Professional Conduct and Academic Integrity .....16
- Expectation of Professional Conduct.....16
- Academic and Disciplinary Procedures.....17
- Appeal of Academic Disciplinary Status .....19
- Academic Honesty .....20
- Grievance Procedures for Graduate Students at Oregon State University .....21
- College of Business Code of Honor .....21
- Diversity .....21

Additional Resources.....22

## The College of Business

**The College of Business (COB) optimizes enterprise, technological change and innovation. It provides management education for the people of Oregon and builds business expertise for strong economic development. As the fifth largest college on campus in terms of student enrollment, the COB is a key contributor toward developing a workforce that will drive Oregon's economic health and national and global competitiveness. The COB positions itself at the core of the innovation culture prevalent at OSU. Our Mission and Strategic Plan are provided below.**

### Mission

Our mission is to recruit, retain, and educate students to be the kind of people we would like to work for: people who work hard, earn success, and lead by example as socially responsible, global-minded, innovative business people.

Business leaders around the world consistently cite innovation as the single most important leadership skill, and innovation is something that can be taught. We provide our students with the education they need to methodically and creatively address problems and pursue opportunities from all angles.

### Strategic Initiatives

As a key member of the Oregon State University community, the College of Business is wholly committed to furthering the core values spelled out in the [OSU Strategic Plan](#).

Putting our commitment into action, we're guided by our strategic initiatives of student success and achieving distinction. You can read more about the College of Business strategic initiatives in this [document](#).

## Graduate Business Programs Mission

**The COB seeks to prepare students to participate in society and the workforce as educated individuals who can succeed in a dynamic global economy. COB Graduate Business Programs provide a high-quality experience, a strong personal concern for students as individuals, and a systems emphasis, consistent with the mission of the university. The policies and processes of the COB are designed to recognize that students are our primary stakeholders, followed closely by the employers who will hire them.**

The Graduate Business Programs educate leaders who manage creative organizations and take ideas to the global marketplace. These programs are a critical component of the COB mission. Our educational offering to students is centered on the academic benefits of a research-based education that emphasizes entrepreneurship, innovation, and experiential learning.

We see our program emphasis on entrepreneurship and innovation as being particularly relevant to improving economic development and entrepreneurial activities in the State of Oregon. The curricula are focused on translating theory into practice.

In addition to enhancing the personal development of students, the program also provides marketable skills that promote career opportunities. The program's focus on entrepreneurship and innovation prepares graduates to assume leadership roles in emerging and innovative business organizations.

## Graduate Business Programs Administration

### Graduate Council

The Graduate Council of the Faculty Senate has jurisdiction over the policies, procedures and requirements of graduate education. The Council establishes and revises admission standards, basic degree requirements and general policies; approves all graduate faculty members, new programs, and courses; and periodically reviews all existing graduate programs. The creation of specific requirements of graduate programs and of individual students' programs is the responsibility of the academic units. However, no academic unit has authority to waive or supersede the general policies of the Graduate Council.

The Graduate Council policies are in the OSU Course Catalog:

- [Policies Governing All Graduate Programs](#)
- [Policies Governing All Master's Degree Programs](#)
- [Policies Governing All Graduate Certificate Programs](#)

### Graduate School

The Graduate School at OSU assures quality and consistent interpretation of Graduate Council policies related to graduate education across all programs. The [OSU Catalog](#) is the official source for information regarding OSU graduate education policy and procedures. It is the student's responsibility to refer to the catalog for this information.

The Graduate School supports students throughout the academic [lifecycle](#), from admissions to degree completion.

The Graduate Schools offers an array of [professional development opportunities](#) specific to the success of graduate students. Topics covered in these offerings include: research and ethics, teaching and facilitation, writing and communication, leadership and management, career skills, grad life and wellness. Please visit the Graduate School links to browse our student success offerings.

### College of Business

The college is the administrative unit responsible for directing and managing the Graduate Business Programs and is headed by the interim dean of the College of Business: Jim Coakley Ph.D., 450 Austin Hall, (541) 737-6024, [jim.coakley@oregonstate.edu](mailto:jim.coakley@oregonstate.edu).

Specific policies, procedures and requirements for the Graduate Business Programs, beyond those set by the Graduate Council, are formulated by the Graduate Program Committee, which consists of three graduate faculty members and the Associate Dean for Graduate Student Development. The Associate Dean is responsible for implementing the policies, procedures, and requirements of the Graduate Business Programs.

Advising for the Graduate Business Programs is provided by the Graduate Business Programs staff, 326 Austin Hall, (541) 737-5510. The Graduate Business Programs website is: [mba.oregonstate.edu](http://mba.oregonstate.edu).

## Graduate Business Programs Contact Information

John Becker-Blease  
Associate Dean for Graduate Student Development  
[john.becker-blease@oregonstate.edu](mailto:john.becker-blease@oregonstate.edu)

Robin Silveira  
Manager of Operations and Graduate Business Academic Advisor  
[robin.silveira@oregonstate.edu](mailto:robin.silveira@oregonstate.edu)

Matthew Alex  
Associate Director, Graduate Business Recruitment  
[matt.alex@oregonstate.edu](mailto:matt.alex@oregonstate.edu)

Olivia Heath  
Manager of Recruitment and Outreach  
[olivia.heath@oregonstate.edu](mailto:olivia.heath@oregonstate.edu)

Catherine Woelfle  
Administrative Program Assistant  
[catherine.woelfle@oregonstate.edu](mailto:catherine.woelfle@oregonstate.edu)

## Nature of the Graduate Business Programs

**The hallmarks of the Graduate Business Programs are similar to those that you will find in today's global marketplace. With small classes of dedicated students, the program is committed to fostering a spirit of academic community. The program provides graduates with the skills to solve complex business problems and to successfully compete.**

The intensive, fast-paced program guides students through a rigorous curriculum while allowing them to pursue their interests and push their boundaries. Throughout, students learn to build teams, integrate disciplines, work under pressure, and multitask.

The time required to complete a graduate business degree depend on a student's prior coursework, the graduate degree and track sought, and the number of courses taken each term. The table below provides an overview of the Graduate degrees and tracks. With the exception of the Portland and Bend tracks, which are part-time programs, all Corvallis-based graduate degrees can be completed on a full-time or part-time basis.

Please see the Graduate Business Programs [website](#) for details about each graduate degree and concentration. The website is the best source of information about the program.

## Current Programs

| <b>Masters of Business Administration (MBA)</b> | <b>Location</b>  |
|---|--|
| Business Analytics                              | Corvallis campus<br>Ecampus                              |
| Corporate Finance                               | Corvallis campus   |
| Human Resources Management                      | Corvallis campus   |
| Innovation Management*                          | <i>*Currently under revision. Speak with an advisor.</i> |
| Marketing                                       | Corvallis campus<br>Ecampus                              |
| Organizational Leadership                       | Ecampus  |
| Supply Chain & Logistics Management             | Corvallis campus<br>Ecampus                              |

| <b>Masters of Science in Business (MSB)</b> | <b>Location</b>             |
|---|-----------------------------|
| Marketing Insights & Analytics              | Corvallis campus<br>Ecampus |
| Supply Chain Analytics                      | Corvallis campus<br>Ecampus |

| <b>Graduate Business Certificates</b> | <b>Location</b>             |
|---------------------------------------|-----------------------------|
| Business Analytics                    | Corvallis campus<br>Ecampus |
| Business Foundations                  | Corvallis campus<br>Ecampus |
| Supply Chain & Logistics Management   | Corvallis campus<br>Ecampus |

## Graduate Business Degree Requirements

The Graduate Business Degree program is referred to as the “Graduate Program of Study.” Once admitted as a degree-seeking graduate student, a student must earn a minimum of 30 graduate credits toward the graduate degree from OSU regardless of the number of credits reserved or transferred (see below).

### Minor

Graduate Business students may choose to minor in an academic area outside of the College of Business. A formal minor program consists of a minimum of 15 hours of coursework and incorporation of that knowledge into the research thesis or project. Other minor requirements may be established by the department offering the minor. Students electing a minor field must complete the requirements of both the major and minor departments.

Credit hours earned in a minor program may be used as elective credit but do not substitute for required coursework for the Graduate Business Degree.

A graduate faculty member from the unit/department offering the minor must be included on the faculty examining committee and must participate in administration of the final oral exam.

### Transfer Credits

Students may transfer up to 15 credit hours into the Graduate Business Degree to satisfy core curriculum and/or elective requirements. Courses to be transferred must be: [1] graduate level; [2] taken after completion of a four-year baccalaureate degree (or equivalent); [3] used only as a substitute course in the Graduate Business Degree (that is, cannot also be used to satisfy requirements in another graduate degree); [4] appropriate to the Graduate Business Degree; [5] from an AACSB-accredited institution (or equivalent); and [6] with grades of 3.0/4.0 or better. Approval from the Associate Dean for Graduate Student Development is necessary before a transfer course may be substituted into the program.

Undergraduate and post-baccalaureate students at OSU may receive credit for graduate courses (500-level) in excess of the requirements for a baccalaureate degree. These 500-level courses are considered transfer credits, even though they are completed prior to finishing a four-year baccalaureate degree.

### Courses on Non-Standard Basis

All courses in your Program of Study, all courses used to satisfy Core-1 requirements, and all courses used to satisfy prerequisite requirements for graduate coursework must be completed on a graded (A–F) basis. You may elect to take graduate courses on an S/U (satisfactory/unsatisfactory) basis only if those courses are not in your Graduate Degree Program of Study. You may register for undergraduate level courses (not listed on your Program of Study) on an S/U basis if they are not being used to satisfy Core-1 or prerequisite requirements for courses in your Program of Study.

### Blanket-Numbered Courses

Blanket-numbered courses have a zero middle digit. No more than 9 credits of blanket-numbered courses, other than thesis, may be applied toward the minimum 45-credit Master’s degree. While internship credit (BA 510) is not considered a blanket-numbered course, nor more than 6 credits of internship may be applied toward a 45-credit Master’s degree. The internship credit limit is in addition to the 9 blanket-credit limit.



## Slash Courses

The university offers what are known as ‘slash’ courses with course numbers that are displayed as 4XX/5XX. Enrollment in these courses can consist of both upper-division undergraduate students and graduate students. Graduate students enrolled in slash courses are required to complete additional course requirements.

Graduate Business students may choose to enroll in these slash courses as the required elective or in addition to the credits required to earn the graduate degree. Such classes may give Graduate business students more in-depth coverage of certain business disciplines. These classes will not substitute for the required Graduate Business Programs courses and cannot be taken at the 400-level prior to enrolling in the Graduate Business Programs.

These courses will count in the overall graduate degree GPA and will appear on the student’s transcript. Consult the [General Catalog](#) for a listing of slash courses. Since not all slash courses listed are offered each term, consult the [Schedule of Classes](#) for term offerings.

## Graduate Work by Faculty Members

**Oregon Administrative Rule (OAR) 580-020-0005 specifies that one may not simultaneously be an OSU faculty member and an OSU graduate student.**

Although faculty members are eligible to enroll for courses at staff fees, such course work may not be applied to a graduate degree without prior approval of the Dean of the Graduate School.\* Exceptions to OAR 580-020-0005 may be granted by the Dean of the Graduate School.

OAR 580-020-0005 is consistent with practices at other universities and is in keeping with appropriate graduate education practice. Exceptions to OAR 580-020-0005 will be granted only in cases in which the individual requesting the exception has presented a compelling case justifying such an exception including assurance that there are no issues of conflict of interest deriving from the petitioner’s student status and faculty employment. Issues that come to bear on the interpretation and application of this Rule include:

- Potential conflict of interest
- Timely progress toward degree
- Inappropriate responsibilities relative to one’s student and/or faculty peers
- Equity in regard to terms of employment for all members of an employment class

The basic conditions delineated in the Petition Process (below) are minimal conditions that must be met in order for the request to receive formal consideration by the dean; satisfaction of the conditions does not result in automatic granting of an exception.

*\*Professional faculty members are not required to submit petition materials. However, a professional faculty member’s employment supervisor cannot serve as a major professor or graduate committee member.*

## Getting Started

### Student Identification Cards

Students taking our Corvallis-based or Portland hybrid classes are required to have student identification (ID) cards. Student ID cards may be obtained by contacting the [OSU ID Center](#).

#### Corvallis students:

To obtain your ID card, you must be admitted to the university, visit the [OSU ID Center](#), and show one piece of photo ID (valid driver's license, state ID card, military ID, passport or resident alien card). You will need your student ID number for registration, and you will need your student ID card to use the Graduate Business team rooms in Austin Hall, check out library books, and receive student rates for various activities.

#### Portland students:

Ecampus students taking our Portland hybrid classes can request that a non-photo ID card be mailed to them by calling or emailing the [OSU ID Center](#) after registering for classes.

#### Online and Bend students:

Students taking fully online or Ecampus classes in Bend are not required to have an OSU ID. However, having a card could be useful for receiving student discounts or accessing some facilities if you visit the Corvallis campus. ID cards can also sometimes be used at other colleges or universities. Fully online and Ecampus Bend students can request that a non-photo ID card be mailed to them by calling or emailing the [OSU ID Center](#) after registering for classes.

### Registration

Students register for courses on a term-by-term basis. Registration for the upcoming term begins during the eighth week of the prior term.

Registration activities are conducted through [MyOSU](#). You will access the system to register, adjust, or confirm your schedule. It is highly recommended that you frequently and carefully follow the [University Academic Calendar](#) as it defines the dates, time periods, deadlines for registration transactions, as well as tuition refund and reduction schedules within a given term.

### Paying Fees

Registration automatically includes an obligation to pay fees. All fees (tuition, room and board, etc.) are reported in a monthly statement that is generated and processed online through eBill. eBill statements are processed on the 5th of each month for students who have current activity resulting in an account balance or credit. Students are sent an email to their ONID email account when their statement is ready to view and can then view their eBill statement online at <http://mybill.oregonstate.edu>.

Unpaid balances as of the 1st of the month following the eBill statement are considered past due and will be assessed interest at the rate of 1% per month (12% APR). Students are financially responsible for all courses for which they register. Students are responsible for paying fees by the deadline even if they do not receive a bill.

Information regarding your student account may be found at the Business Affairs website at: <http://fa.oregonstate.edu/business-affairs/studentbilling>

### **Austin Hall Lockers (Corvallis campus)**

There are 78 lockers on the third floor of Austin Hall available for use by graduate business students only.

- Lockers are for day-use only. Contents must be cleared from all locker each evening.
- Lockers are available on a first-come-first-served basis. There is no reservation process.
- Students create a 4-digit code of their choice to lock/unlock the door each time the locker is accessed.

### **Graduate Business Programs Project Rooms (Corvallis campus)**

Throughout the term, the Graduate Business Programs Project Rooms (Austin 327, 329, 331, 333, 335, and 337) can be accessed by either scanning an OSU student ID card at the door of an open room or by reserving a room through the online reservation system at [reservations.bus.oregonstate.edu](https://reservations.bus.oregonstate.edu).

- Students are no longer required to make a reservation in the online system during dead week and finals week.
- Scanning an ID card at the door of an open room automatically creates a one-hour reservation.
- Reservations through the online reservation system may be made for a block of up to six hours.
- Reservations will be cancelled if the room is not claimed within 15 minutes of the reservation start time.
- If you do not need a room for the entire block of time for which you have reserved it, please be courteous to your classmates and cancel the remainder of your reservation in the online system.
- Rooms are accessible to all graduate business students regardless of whether a reservation has been made. If other students are occupying a room you have reserved, the students without a reservation must vacate.
- The College of Business is not responsible for personal items left in project rooms.
- Graduate Business Programs Project Rooms are intended for group work, not for personal study. Graduate Business Programs classrooms will be made available to graduate business students for quiet study during finals week.

## Scholarships

### University Scholarships

Although many scholarships are awarded in advance, you may qualify for academic or need-based scholarships. The OSU Graduate School website at <http://gradschool.oregonstate.edu/> and the OSU ScholarDollars website at: <https://scholarships.oregonstate.edu/scholardollars> contain information on scholarships available through the university.

### College of Business Named Scholarships

Thanks to the generosity of our donors, we are able to offer additional financial support in the form of named scholarships and fellowships. Named scholarships and fellowships are for newly admitted students and have additional application requirements; terms and conditions vary. To be considered for any of our named scholarships/fellowships, you must submit the [The Named Scholarship Application](#) by the stated deadlines after submitting your application for admission. [The Named Scholarship Application](#) includes a 250-word essay for any scholarship/fellowship for which you want to be considered.

## Financial Assistance

### Student Loans

Financial aid programs administered by OSU generally require advance application. If you have questions about these programs, contact the Financial Aid Office, A218 Kerr Administration Building, (541) 737-2241.

### Part-Time Work

**Grading Assistants:** Many faculty members hire grading assistants. If you have done well in a particular course or area of study or have relevant experience, you may wish to contact the instructor to see if he or she is in need of a grading assistant.

**On-Campus Employment:** There are often part-time jobs available elsewhere on the Corvallis campus. To search for Corvallis campus positions, visit: <http://hr.oregonstate.edu/student-employment>.

**Handshake:** [Handshake](#) is Oregon State's new hub for everything students need from college to career. The Handshake platform was designed by students, for students, with one goal in mind: to help college students find their way to their dream careers.

**Sign-Up for Job Alerts:** Stay on top of new job postings on and off campus by signing up to receive email updates when new jobs are posted in areas of interest to you. To set up email alerts, set up your [Beaver Careers Handshake account](#) and enter the criteria for jobs you'd like to see. Click search to review the jobs, and under the search criteria you will see a link to "Email me new Jobs". Fill out a name for your search and you will receive an email each time there are new jobs applicable to your criteria.

## Moving through the Program

### Graduate Degree Requirements

General degree and credit requirements for all graduate programs can be viewed online at: <https://catalog.oregonstate.edu/college-departments/graduate-school>

General degree and credit requirements for all Master's degree programs can be viewed online at: <https://catalog.oregonstate.edu/college-departments/graduate-school>

### Graduate Student Registration

#### Continuous Enrollment Requirement and Minimum Registration:

Unless on approved leave of absence, all graduate students must register continuously for a minimum of three graduate credits every term (excluding summer) until their degree is granted or until their status as a credential-seeking graduate student is terminated. The complete Continuous Enrollment Policy may be viewed at: <https://catalog.oregonstate.edu/college-departments/graduate-school>

Contact your Graduate Business Academic Advisor to apply for an approved leave of absence.

#### Full-Time Registration

The full-time course load for a graduate student, including coursework and thesis credits, ranges from 9 to 16 credits per term.

All Graduate Assistants must register for and complete a minimum of 12 credits during each term of the 9-month academic year.

#### International Student Registration

A minimum of 9 credits per term (excluding summer) is required of most international student to satisfy student Visa requirements. For details, international students should contact the Office of International Services at [ois.student@oregonstate.edu](mailto:ois.student@oregonstate.edu).

### Graduate Learning Outcomes

The University has specified Graduate Learning Outcomes (GLOs) for all Master's degrees. These are:

- Conduct research or produce some other form of creative work
- Demonstrate mastery of subject material
- Be able to conduct scholarly or professional activities in an ethical manner

### Capstone Projects

#### MBA Core-2

As part of the MGMT 559 coursework, students research contemporary business ethics to discuss and debate the ambiguous, difficult, and often intractable problems facing modern business professionals. This information is used to introduce students to issues managers face making ethical and socially responsible decisions. Project papers are due in week 10 of the term to evaluate mastery of subject material and assess the three University GLOs.

### **Business Analytics (Certificate and MBA)**

Students complete an Integrated Business Analytics project as part of the Business Analytics coursework where they will design, implement, and evaluate analytic solutions for a real-world enterprise. Student teams will examine the data requirements, technical requirements, and organizational requirements necessary for the success of analytical solutions. Project presentations will be scheduled in weeks 7 and 8 of spring term to evaluate mastery of the subject material and assess the three University GLOs.

### **Corporate Finance (MBA)**

Students have an integrative capstone assessment as part of the Corporate Finance coursework where they examine the theory of practice of the modern market for corporate control, specifically the structure, value, and implementation of mergers and acquisitions. Project presentations will be scheduled in weeks 7 and 8 of spring term to evaluate mastery of the subject material and assess the three University GLOs.

### **Human Resources Management (MBA)**

Students complete a Capstone project as part of the MGMT 548 coursework. The capstone requires students to synthesize their knowledge from all of the marketing option coursework to provide a solution to a real-world business issue. Students are expected to report their results during the final weeks of the term to evaluate mastery of the subject material and assess the three University GLOs.

### **Innovation Management\* (MBA)**

Students complete an Integrative Business Project as part of the Innovation Management coursework which will satisfy GLO (a). Presentations (each individual is required to present) include the feasibility analysis (week 8 of fall term), IBP competition (week 1 of spring term), and IBP defense (weeks 7 and 8 of spring term). Project presentations in spring term will evaluate mastery of the subject material and assess the three University GLOs.

*\*Program is currently under revision. Please speak with a Graduate Business Academic Advisor.*

### **Marketing (MBA) and Marketing Insights & Analytics (MSB)**

Students complete a Capstone project as part of the MRKT 592 coursework. The capstone requires students to synthesize their knowledge from all of the marketing option coursework to provide a solution to a real-world business issue. Students are expected to report their results during the final weeks of the term to evaluate mastery of the subject material and assess the three University GLOs.

### **Organizational Leadership (MBA)**

The two-course sequence MGMT 575 and MGMT 576 provides an opportunity for students to integrate their coursework into identifying a work-related issue, recommend appropriate solutions, and create an implementation plan for the best alternative solution. Project presentations will be scheduled in week 8 of the MGMT 576 term to evaluate mastery of the subject material and assess the three University GLOs.

### **Supply Chain & Logistics Management (MBA) and Supply Chain Analytics (MSB)**

Students complete an Integrated Business Project as part of the Supply Chain & Logistics Management and the Supply Chain Analytics coursework to identify the critical operations and supply chain management issues, apply multidisciplinary knowledge, analyze, and evaluate alternative solutions and write and present reports recommending company strategies. Project presentations will be scheduled in weeks 7 and 8 of spring term to evaluate mastery of the subject material and assess the three University GLOs.

## Graduation

To be recommended for a graduate business degree, a candidate must:

- Have a cumulative GPA of 3.00 for all courses taken as a graduate student;
- Completed all courses listed on the Graduate Program of Study with a cumulative GPA of 3.00;
- Have a cumulative GPA of 3.00 with a grade of B- or better for all COB coursework (BA, FIN, MGMT, and MRKT) completed as part of the graduate degree;
- File a diploma application with the Graduate School.

## Academic Policies

### Satisfactory Progress Requirements

An important goal of the Graduate Business Programs is that all students admitted to the program successfully complete it. The following policies are designed to establish an acceptable standard of academic performance for students in the Graduate Business Programs and to identify intervention steps for students who encounter academic difficulty.

Students must make satisfactory progress toward graduation in order to remain in good standing in the Graduate Business Programs. There are two provisions associated with satisfactory progress:

- A student must maintain a minimum cumulative GPA of 3.00 for all courses taken as a graduate student, for courses listed on the Graduate Program of Study, and for all College of Business coursework (BA, FIN, MGMT, and MRKT) completed as part of the Graduate Business Programs.
- A student must earn a grade of “B-“ or better for all courses listed on the Graduate Program of Study (grades of “C+” and below are not accepted in the Graduate Business Programs).

### Guiding Professional Standards for the College of Business Community

As a member of the College of Business community, you should strive to:

- Treat others with honesty, respect, and courtesy;
- Maintain the highest levels of academic integrity;
- Act in accordance with ethical and social responsibilities;
- Foster a professional learning environment; and
- Act in a professional manner.

You are also expected to comply with the law, as well as all university regulations and policies that apply to you. Those university policies include, but are not limited to, the [Code of Student Conduct & Community Standards](#), the [Discrimination and Harassment Policies](#), and the [Policy of Acceptable Use of Computing Resources](#). Failure to comply with these laws, regulations, and policies may result in the pursuit of disciplinary action by the college as detailed below.



## **General Statement on Professional Conduct and Academic Integrity**

The Guiding Professional Standards for the College of Business community, subscribed to by all members of the College of Business community, are intended to support and implement the values held by the college. Those values encompass the pursuit of excellence in teaching, learning, and scholarship. All members of the College of Business community accept our responsibility to strive to meet those standards and to act in an ethically proper manner. We dedicate ourselves to creating and nurturing a culture of innovation, cooperation, diversity, and mutual respect within the College of Business while recognizing and pursuing the social responsibilities imposed by those values.

A reputation for personal integrity is valuable in the business and broader world. A good reputation is created through personal behavior and performance over time that is observed by friends, colleagues and business associates, both superiors and subordinates.

The students, faculty, administrators, and staff of the College of Business are committed to fostering and creating a positive, professional learning environment. These goals will be pursued by conduct that is honest, civil, courteous, and responsible.

## **Expectation of Professional Conduct**

The Graduate Business Degrees are professional programs. Your classroom experiences will be enhanced by guest lectures provided by professionals from industry. Your educational experience extends beyond the classroom with the IBP and will require interactions with outside individuals (mentors, consultants, sponsors, etc). There are also numerous opportunities for you to interact and network with business professionals who visit OSU as part of the Weatherford Visiting Fellows program. Your conduct during these interactions with outside professionals reflects not only on you, but also on all other candidates within the Graduate Business Programs.

Our expectations of professional conduct are intended to create a positive learning environment and to practice behavior that is expected in the workplace. Students will avoid disruptive and discourteous behavior such as coming to class late, interfering with another student's right to hear an instructor or speaker, using laptop and mobile devices for non-class related reasons, monopolizing class time, or any other activity that creates an impediment to a professional classroom environment.

## **Graduate Business Programs Student Code of Conduct and Ethics:**

We, the students of the Graduate Business Programs at Oregon State University, are a proud community of long tradition and honor. We pledge to conduct ourselves with honor, integrity and dignity, both during our studies in the Graduate Business Programs and in our subsequent leadership roles as alumni.

We put forward and stand by the following codes of conduct and ethics in the interest both of being part of a stronger collegiate community and a stronger professional community after we graduate.

**Article One - Expectations of Academic Honesty:** As graduate business students, we are fully committed to the specific policies and broader concepts of academic honesty held at Oregon State University and throughout academia. Our work, whether done individually or through group activities, must not be accomplished through dishonest means. These include, but are not limited to: plagiarism, willful misrepresentation of sources, and unethical assistance or input from unapproved parties.



Students who commit such infractions rob themselves, as well as past, present, and future graduate business classes, of the honor and integrity that we all demand. Other students or faculty who learn of these infractions are expected and encouraged to notify the appropriate professor immediately. As graduate business students, we support those who fulfill their duty by alerting faculty to any incidence of academic dishonesty.

Any student accused of academic dishonesty is assumed innocent until proven guilty. The student should be afforded full due process, including the right to confront his/her accuser at the appropriate academic hearing.

**Article Two - Expectations of Personal Conduct:** No student, faculty member or staff member who is associated with the Graduate Business Programs shall treat another with intentional disrespect. Our graduate community should be a safe haven for its students. We will not tolerate harassment, discrimination, or incivility of any sort. We compete with each other by fulfilling and exceeding course requirements, not by attacking one another personally.

As graduate business students, we expect high standards of personal conduct from all of us. We expect these same high standards from Graduate Business Programs faculty and staff in their relations with graduate students and colleagues, both in the classroom and in any other arena where authority is used or present.

**Article Three - Expectations of Academic Quality:** We as graduate business students are quantitatively judged by grades and minimum GPA requirements. We expect each member of the Graduate Business Programs to push himself or herself, to consistently demonstrate their personal best throughout their graduate degree experience, and to take the personal initiative to show comprehensive improvement by graduation.

We as a community will be judged by the performances of past graduates: strong Graduate Business Programs graduates will make our OSU Graduate Business Programs brand a respected and valuable one for years to come. Unprepared Graduate Business Programs graduates hurt the very fabric of everything our program has been building on since its inception in 1965.

**Article Four - Expectations after Graduation:** While our Graduate Business Programs academic journey ends at graduation, our bond as OSU Graduate Business Programs alumni lasts all the days of our lives. We pledge to continue to support the OSU Graduate Business Programs by staying connected, supporting future classes and visiting campus whenever possible to share our experiences and to inspire future graduates.

### **Academic and Disciplinary Procedures**

The College of Business Academic and Disciplinary Procedures govern the college's response to a student's failure to progress adequately academically or to a violation of the law or university regulations and policies that apply to the student, including the Guiding Professional Standards of the college, the university Code of Student Conduct, the university's Discrimination and Harassment Policies, or the university's policy on Acceptable Use of Computing Resources. The Code of Student Conduct and the procedures for enforcement of those regulations may be reviewed at: <http://studentlife.oregonstate.edu/studentconduct>. Students must also comply, in all respects, with the Code of Student Conduct Regulations (OAR 576, Sec. 15). Violation of these requirements may result in sanctions, including permanent suspension from the University.

A failure by the student to progress adequately academically or a violation of the Guiding Professional Standards of the college, the university's Student Conduct Regulations, the university's Policy on Discrimination and Harassment, or the university's policy on Acceptable Use of Computing Resources may result in the pursuit of one or more of the actions detailed below, including dismissal of the student from the college. The college will notify a student against whom it pursues such action with information about the effect of the action on the student's status in the college and information regarding how the student may respond to or appeal the action.

A student against whom the college pursues such action will be issued one of the following notices, depending on the student's academic status or the severity or frequency of the behavior resulting in the action:

**Warning Notice:**

A warning may also be issued to identify student behavior that may place a student's enrollment status in the college at risk. The warning status may be removed following satisfactory resolution of behavioral concerns, as determined by the college.

**Probation:**

A student who is in good standing relative to provision [2] above, but who is six or fewer grade points deficient from a cumulative GPA of 3.00, will be placed on academic probation. A student on probation will be allowed to continue in the program; however, the student must meet with a Graduate Business Programs Academic Advisor prior to enrolling in a subsequent term's courses.

A student on probation must follow recommendations of the College in order to avoid suspension or dismissal. Students on probation must meet with the Associate Dean following each term to review their progress and standing in the college until the probation status is removed. Students who successfully fulfill the recommendations will be removed from probation status. Students who fail to follow or are unsuccessful in fulfilling the recommendations will be placed on suspension and evaluated for dismissal from the college. Probation may also be continued if a student is still out of compliance with academic or behavioral requirements but is taking steps to correct the problem(s) identified.

**Suspension:**

A student who: [a] fails to meet provision [2] above; or [b] is in good standing relative to provisions [2] and [3] above but more than six grade points deficient from a cumulative GPA of 3.00 may be suspended from the Graduate Business Programs for failure to meet the academic progression standards.

A student who has displayed severe or repeated departures from the law or university regulations and policies that apply to the student may be suspended or dismissed from the Graduate Business Programs.

In the event of a second instance of academic dishonesty, the student will be placed on suspension status and will be evaluated for continuation in the Graduate Business Programs and the College of Business. Note that all instances of academic dishonesty will be considered, including acts committed prior to entering the Graduate Business Programs.

The college will place an indefinite hold on the progression of a student placed on suspension status until the college can adequately evaluate whether the student will be allowed to continue.

### **Dismissal from the College:**

A student will be dismissed from the College if the student's behavior is a sufficiently severe and significant departure from the law or university regulations and policies that apply to the student or if the student fails to constructively address previous behavioral concerns after college action. A student may also be dismissed if the student departs significantly from the college's academic progression standards or if the student fails to follow adequately any plan prescribed while the student is on probation.

Appeal of Academic or Disciplinary Status: Any student who wishes to challenge his or her academic or disciplinary status with the college must submit an appeal in writing to the Associate Dean of Graduate Programs within seven (7) calendar days following the issuance of a notice from the college identifying the student's status.

### **Appeal of Academic Disciplinary Status**

#### **Challenges to Academic Decisions:**

Student grievances to academic decisions including grades, student-instructor conflicts and/or academic integrity issues will be appealed first to the instructor, then to the Assistant Dean for Teaching and Learning and then to the Graduate Program Committee. The College of Business policies on these matters are subject to university regulations and may be superseded at any time by changes in university policies.

#### **Challenges to Academic Regulations and Requirements:**

Student grievances to academic regulation and requirements are under the jurisdiction of the College of Business will be appealed first to the Associate Dean for Graduate Student Development and then to the Graduate Program Committee. Students seeking an exception to academic regulations and requirements outside the jurisdiction of the College of Business must petition the appropriate outside committee for a decision. An explanation of regulations, requirements, procedures, and the specific committee to which to direct the appeal can be obtained through the Registrar's Office, 102 Kerr Administration Building.

#### **Appeal of College Decision:**

The student may appeal the decision of the Graduate Program Committee to the Oregon State University provost in writing with seven (7) calendar days following the issuance of that decision. The provost's decision on the appeal is the university's final decision.

## Academic Honesty

Instructors within the College of Business take the issue of academic honesty seriously. Academic dishonesty refers to work or material that is presented as one's own work when, in fact, it is work produced by others or in collaboration with others. Academic dishonesty also includes the act of permitting others to use your work or assisting others to present your work as their own without proper acknowledgement. The university policies regarding academic dishonesty are stated in the Schedule of Classes, Academic Regulation AR 15, and may also be found at the Office of Student Conduct website:

<http://studentlife.oregonstate.edu/studentconduct>

### Probable Cause:

- Instructors may suspect academic dishonesty when work is submitted that is close in content or presentation to that of another student, or to an unquoted source.
- Instructors may suspect a student of cheating if the person is unable to explain the thought processes, techniques, or principles used to prepare the work in question.
- Instructors may suspect a student has failed to adequately complete a collaborative assignment in cases where observation or question leads the instructor to believe that the student has not completed an equitable portion of the burden in some assignment requiring collaboration.

### Penalty for Academic Dishonesty:

In cases of academic dishonesty, a lower grade, including an F, can be awarded on either the course or the course assignment. The incident will be reported to the Office of Student Conduct, and the student may be evaluated for continuation in the Graduate Business Programs.

### Examples of Academic Dishonesty:

Although it is sometimes difficult to identify cases of dishonesty, examples of some clear instances of it are provided below.

Dishonesty has occurred

- When a student turns in the work of another student or person and represents it as his or her own work.
- When a student knowingly permits another student to turn in his or her work.
- When a student deliberately transforms borrowed sections of another's work, either something published in a book or periodical, or another student's paper, in order to disguise its origin.
- When several students collaborate on a project and fail to inform the instructor of their collaboration.
- When a student steals or obtains examination material or answer keys from the instructor's files.

Dishonesty has not occurred

- When students have permission to collaborate on a project and list all collaborators.
- When students receive advice from instructors, teaching assistants, or staff members involved in the course.
- When students share knowledge about library resources or other specific information that makes research easier.

- When students engage in general discussion of the nature of an assignment, the requirements for an assignment, or general implementation strategies.
- When students compare independent solutions to an assignment in order to better understand the nature of the assignment.
- When students quote the written work of others and cite the source on assignments.

## **Grievance Procedures for Graduate Students at Oregon State University**

College of Business: The process for appealing academic or disciplinary actions within the College of Business is listed above. For all other grievances, please contact the Graduate School Office in Kerr Administration Building A300, or via the web at the Graduate School's webpage:

<https://gradschool.oregonstate.edu/progress/grievance-procedures>

## **College of Business Code of Honor**

A code of honor represents the moral commitments of those abiding to it. While each person lives by their personal code, the establishment of collective values creates a universal goal to which we can aspire. It is through the pursuit of these professional attributes that we reduce the possibility of immoral actions ourselves. In order to uphold our personal character and the organization that we proudly call our own, we take this oath.

### **Integrity**

The quality of being honest and having strong moral principles, Integrity stands as the backbone of character and is essential for success.

### **Respect**

Respect to others and yourself, is a commitment to the fair treatment and competition with others. Through respect we embolden the character of others and ourselves.

### **Responsibility**

We are held accountable to our word and actions as professionals to embed a steadfast commitment to honor in our decisions.

### **Diversity**

As an academic institution, we are dedicated to establishing a learning environment that promotes diversity in all aspects, including race, culture, experience, gender, sexual orientation and physical ability.

Discrimination and/or harassment will not be tolerated within the College of Business. In most cases, discrimination and/or harassment violates federal and state laws and/or university policies and regulations. Intentional discrimination and/or harassment will be referred to the Affirmative Action Office and dealt with in accordance with the appropriate rules and regulations.

Unintentional discrimination and/or harassment is just as damaging to the offended party. But it usually results from people not understanding the impact of their remarks or actions on others, or insensitivity to the feelings of others. We must all strive to work together to create a positive learning environment. This means that each individual should be sensitive to the feelings of others, and tolerant of the remarks and actions of others. If you find the remarks and actions of another individual offensive, please bring it to his or her attention. If you believe those remarks and actions constitute intentional discrimination and/or harassment, please bring it to the attention of your instructor or the Associate Dean for Graduate Student Development.

## Additional Resources

OSU offers a wide array of academic and support resources designed to meet graduate student needs. Some of the more commonly used resources are included below. For a more complete list, please visit the Graduate School's [Student Resources webpage](#). Note that some services are campus-specific. See also [OSU Cascades Campus Life](#) and [Ecampus Student Services](#) for services specifically provided to graduate students pursuing degrees or certificates via those specific venues.

[Campus Safety](#) – Emergency phone numbers, university alerts

[College of Business Career Success Center \(CSC\)](#) – Connects COB students w/potential employers

[OSU Career Development Center](#) – Resume/CV, networking, job search strategies

[Childcare and Family Resources](#) – University child care centers, child care assistance

[Counseling and Psychological Services \(CAPS\)](#) – Individual and group counseling

[Cultural Resource Centers](#) – Cultural based community centers, social support

[Disability Access Services \(DAS\)](#) – Academic accommodations

[Equal Opportunity and Access \(EOA\)](#) – Employment accommodations, discrimination or bias response

[Family Resource Center](#) – Childcare opportunities, campus lactation rooms, elder care, and more

[Financing your education](#) – Funding options and information, graduate awards

[Graduate Student Success Center \(GSSC\)](#) – Lounge, study space, printing, reservable meeting rooms

[Graduate Writing Center](#) – Writing workshops, groups, and 1:1 writing coaching

[Health Insurance](#) – Plans for graduate students and graduate employees

[Human Services Resource Center \(HSRC\)](#) – Food pantry, housing and food stamp assistance

[Institutional Review Board \(IRB\)](#) – Review for human subjects research

[Office of International Services \(OIS\)](#) – Visa and immigration advising

[Ombuds Conflict Management Services](#) – Informal, impartial conflict resolution advising

[OSU Athletics](#) – scheduling and ticketing information

[Pride Center](#) - programs and support services for lesbian, gay, bisexual, transgender, queer, questioning, intersex, and asexual members of the on-campus and online OSU community and their allies (LGBTQQIAA)

[Recreational Sports](#) – Dixon Recreation Center, intramural sports

[Sexual Assault Resources](#) – confidential support, information and counseling for female and male survivors of unwanted sexual contact and interpersonal violence

[Spiritual Life at OSU](#) - connects students w/religious organizations on campus or in the Corvallis community

[Statistics Consulting Service](#) – Graduate student research statistical advising

[Student Health Services \(SHS\)](#) – Clinic and pharmacy

[Student Multimedia Services \(SMS\)](#) – Poster printing, equipment and laptop loans

[Transportation Alternatives](#) – Bike, bus, SafeRide

[Transportation and Parking Services \(TAPS\)](#) – Parking permits, maps

[Valley Library](#) – Reference and research assistance, study spaces, research tools

[Veterans Services](#) - support for military service members, veterans, and their families studying at OSU campuses, Ecampus, and Degree Partnership locations

[Women's Center](#) - serves as a campus focal point for projects directed at addressing women's issues on campus, in the community-at-large, and globally