

COLLEGE OF BUSINESS - GRADUATE BUSINESS PROGRAMS

Oregon State
MBA

Handbook 2015

Oregon State
UNIVERSITY

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GRADUATE BUSINESS PROGRAMS

MBA HANDBOOK 2015

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 vision and mission are extracted from the COB Strategic Plan and provided below.

Vision

Developing professionals who responsibly provide innovative solutions to complex, global challenges.

Integrating people for innovative solutions

Mission

The College of Business provides internationally recognized research-based education that prepares profession-ready graduates who will lead in an innovation economy. The college will accomplish its MISSION and VISION through:

- educational programs that translate theory into practice and emphasize innovation and the entrepreneurial process;
- distinctive experiential learning opportunities for students;
- an active learning environment where education and research are cross cultural, multidisciplinary and intergenerational;
- innovative outreach and engagement that are based on well-grounded theory and research;
- internationally recognized research with applicability to business and industry;
- a global reputation for providing a quality educational experience in a diverse learning community; and
- a talented and connected community of faculty, staff, high-achieving students and industry partners.

Strategic Initiatives

The College of Business is focusing its efforts on educational programs in innovation and entrepreneurship by providing knowledge and expertise that promote the development of sustainable business practices, products, processes and organizational forms.

Innovation is the process of conceiving and implementing something new, whether it is a product, process, market or technology.

Entrepreneurship is the act of recognizing and connecting innovation with opportunity.

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 its 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.

MBA PROGRAM 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 (catalog.oregonstate.edu/ChapterDetail.aspx?key=38#top) and policies governing all Master's degree programs (catalog.oregonstate.edu/ChapterDetail.aspx?key=39#top)

College of Business

The college is the administrative unit responsible for directing and managing the MBA Program and is headed by the dean of the College of Business:

Dr. Mitzi Montoya, Dean and Sara Hart Kimball Chair, Austin Hall 450, 541-737-6024, mitzi.montoya@oregonstate.edu

Specific policies, procedures and requirements for the MBA Program, beyond those set by the Graduate Council, are formulated by the Graduate Program Committee, which consists of three elected graduate faculty members, the associate dean for research (ex-officio), the associate dean for academic programs (ex-officio) and the director of the MBA Program (ex-officio). The associate deans are responsible for implementing the policies, procedures and requirements of the MBA Program.

Advising for the MBA Program is provided by the Graduate Business Programs staff, 326 Austin Hall, 541-737-5510. The MBA Program website is business.oregonstate.edu/mba

NATURE OF THE MBA PROGRAM

The hallmarks of the MBA Program 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 foundation and core 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 the MBA Program depends on a student’s prior coursework, the MBA degree and track sought, and the number of courses taken each term. The table below provides an overview of the MBA degrees and tracks. As shown in this table, full-time students with an undergraduate business degree can complete some of the MBA degrees and tracks in as little as three academic quarters. Students without an undergraduate degree in business may complete the undergraduate foundation knowledge courses or the “Essence of Business” summer series in lieu of the undergraduate foundation knowledge courses. With the exception of the Executive Leadership MBA track, which is a part-time program, all other MBA degrees and tracks can be completed on a full- or part-time basis.

Please see the MBA website (business.oregonstate.edu/mba) for details about each MBA degree and track. The website is the best source of information about the program.

CURRENT DEGREES & TRACKS	LOCATION	MINIMUM REQUIREMENTS Credit hours (Qtrs.) ^{*1}	MINIMUM PROGRAM LENGTH ^{*1,2}
A-MBA Accountancy degree	Corvallis	45 hrs (3 qtrs.) ^{*3}	9 months
MBA degree tracks			
Business Analytics	Corvallis	45 hrs (3 qtrs.)	
Commercialization/Clean Technology	Corvallis	45 hrs (3 qtrs.)	9 months
Research Thesis	Corvallis	47 hrs (6 qtrs.)	21 months
Global Operations	Corvallis	45 hrs (3 qtrs.)	9 months
Marketing	Corvallis	50 hrs (4 qtrs.)	15 months
Wealth Management	Corvallis	53 hrs (5 qtrs.)	18 months
Executive Leadership (Ecampus)	Online/in-person hybrid	45 hrs (7 qtrs.)	21 months

*1 Once foundation is complete

*2 With fall start date

*3 With BS in Accounting

MBA DEGREE REQUIREMENTS

The 45-credit-hour MBA degree program is referred to as the “MBA Program of Study.” A student must earn a minimum of 30 graduate credits toward the MBA degree from OSU after admission as a degree-seeking graduate student, regardless of the number of credits reserved or transferred (see below).

Transfer Credits

Students may transfer up to 15 credit hours into the MBA Program to satisfy core curriculum and/or elective requirements. Courses to be transferred must be: [1] graduate level; [2] taken after the completion of a four-year baccalaureate degree (or equivalent); [3] used only as a substitute course in the MBA Program (that is, cannot also be used to satisfy requirements in another graduate degree); [4] appropriate to the MBA Program; [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 academic programs is necessary before a transfer course may be substituted into the program.

Undergraduate and postbaccalaureate 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.

Minor

MBA 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 in the MBA Program. 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.

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 upper-division undergraduate students and graduate students. Graduate students enrolled in slash courses are required to complete additional course requirements.

MBA students may choose to enroll in these slash courses as the required elective, or in addition to the credits required to earn the MBA. Such classes may give MBA students more in-depth coverage of certain business disciplines. These classes will not substitute for the required MBA courses, and cannot be taken if they were taken at the 400 level prior to enrolling in the MBA Program. The courses will count in the overall MBA 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.

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, no 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.

Courses Graded on Non-Standard Basis

All courses in your Program of Study, all courses used to satisfy foundation knowledge 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 foundation knowledge or prerequisite requirements for courses in your Program of Study.

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. This policy pertains to all OSU faculty members (both ranked and professional), is consistent with practices at most universities, and is in keeping with recognized appropriate graduate education practice.

Although faculty members are eligible to enroll for courses at staff fee rates, such coursework may not be applied to a graduate certificate or graduate degree without prior approval from the dean of the Graduate School. Please check with the Graduate Business Programs staff to file the appropriate petitions.

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 program committee member.

GETTING STARTED

Student Identification Cards

Student identification (ID) cards may be obtained at the Identification Card Center in the Memorial Union, Room 103. To obtain your ID card, you must be admitted to the university 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 your student ID card to use MBA team rooms in Austin Hall, check out library books and receive student rates for various activities.

(fa.oregonstate.edu/business-affairs/idcenter)

Registration

Registration activities are conducted online. You will access the system to register, adjust or confirm your schedule. The current Schedule of Classes provides specific information regarding procedures, and dates and times during which you may access the system.

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 online around the 5th of each month. Unpaid balances as of the 1st of the month are considered past due and will be assessed interest. You are financially responsible for all courses for which you register and are responsible for paying fees by the deadline even if you do not receive a bill. Information regarding your student account may be

found at the Business Affairs website at fa.oregonstate.edu/business-affairs/student-finance

MBA Student Printing

- MBA students have \$50 of free printing per term.
- Printing can be done anywhere on campus.
- Students incur regular charges for printing above the \$50 limit.
- Black and white printing is \$.07/page; color printing (even black and white printing sent to a color printer) is \$.24/page.
- Exceptions may be made for students who need additional printing for coursework or projects. Requests should be made to the Graduate Business Programs office.

Austin Hall Lockers

- 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 lockers 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.

MBA Project Rooms

- Throughout the term, MBA Project Rooms (Austin 327, 329, 331, 333, 335, and 337) can be accessed by either scanning an MBA 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

- 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 a six hours.
- Reservations will be canceled 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 either in the online system or by stopping by 326 Austin Hall.
- Rooms are accessible to all MBA 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.
- Be careful when leaving personal items unattended in project rooms.
- MBA Project Rooms are intended for group work, not for personal study. MBA classrooms will be made available to MBA students for quiet study during finals week.

SCHOLARSHIPS & FINANCIAL ASSISTANCE

Graduate Assistantships

Position Specifics:

See also this description from the Graduate School: oregonstate.edu/dept/grad_school/current/assistantships.html

Graduate assistantships (GAs) provide service to an academic unit in return for tuition waivers and stipends. This service could include the following: teaching a class or recitation section, grading papers, conducting research in support of a course or discipline, or other academically focused assignments related to the mission of the unit. Whatever the scope of the appointment, the GA is considered a student providing service as part of a learning experience rather than as an employee whose education is secondary.

GA appointments are made on a term-to-term basis and are generally limited to fall, winter and spring terms. Faculty may extend appointments beyond a single term at their discretion, based on satisfactory performance the first term. GA appointments are limited to the current academic year and must be renewed if extended into the subsequent academic year.

GAs are typically appointed on a .49 FTE basis. This appointment requires 210 hours of work during the contract period (usually an academic term). GAs at other FTE levels are expected to provide proportional levels of service. GAs must register for and complete a minimum of 12 credit hours each term during the assistantship, and are restricted to a maximum of 15 credits. The stipend for a GA includes tuition remission and salary.

Specific qualifications, services to be performed, work schedule and performance requirements/review of the GA will be established and maintained by the faculty or department sponsor. The supervising faculty member will provide the student with a written job description prior to hiring the student.

Qualifications:

To qualify for a GA appointment, the student must:

- currently be a regularly admitted, degree-seeking candidate in a graduate program;
- be enrolled as a graduate student at Oregon State University, completing a minimum of 12 credit hours each term of the assistantship;
- maintain a cumulative GPA of at least 3.00 for all courses taken as a graduate student (this includes all courses listed on the MBA Program of Study and all additional courses taken at OSU even if they are not part of your MBA Program of Study); and be making satisfactory progress toward an advanced degree.

Application Procedure:

Once a faculty member has selected a student for a GA position, the student must go to the Associate Dean for Research to complete necessary approval paperwork, and to the Director of Budgets for necessary payroll paperwork. If a student is an existing GA and is being rehired for the next term, the student should go directly to the Director of Budgets.

SCHOLARSHIPS & FINANCIAL ASSISTANCE

University Scholarships

Although many scholarships are awarded in advance, you may qualify for academic or need-based scholarships. The General Catalog, the Graduate Catalog and the university website (oregonstate.edu) contain information on scholarships available through the university.

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, Kerr Administration Building A218, 541-737-2241.

Part-Time Work:

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.

There are also part-time jobs available elsewhere on and off campus. To search on-campus positions go to hr.oregonstate.edu/student-employment.

You can also search for local positions on the university's career search site, Beaver Careers. You can log in to Beaver Careers at oregonstate.edu/career/beaver-careers to access job listings, post your resume and sign up for email notices when new jobs are listed.

MOVING THROUGH THE PROGRAM

Graduate Degree Requirements

General degree and credit requirements for all graduate programs are at catalog.oregonstate.edu/ChapterDetail.aspx?key=38

General degree and credit requirements for all master's degree programs are at catalog.oregonstate.edu/ChapterDetail.aspx?key=39

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, excluding summer session, 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 the following catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804. Contact the Graduate Business Programs staff 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. If a GA position is held during the summer, a minimum of 9 credits must be completed.

International Student Registration:

A minimum of 9 credits per term is required of most international students to satisfy visa requirements. For details, international students should contact International Student Advising and Services at isas.advisor@oregonstate.edu.

MOVING THROUGH THE PROGRAM

Final Examination

The university has specified Graduate Learning Outcomes (GLOs) for all master's degrees. These are: (a) conduct research or produce some other form of creative work, (b) demonstrate mastery of subject material, and (c) be able to conduct scholarly or professional activities in an ethical manner. The university also requires successful completion of a final oral examination for all of the MBA degrees and tracks. The oral exam is conducted by a three-person faculty committee who will assess the student's defense of the project/creative work in the final oral examination (GLOs (a) and (c)), as well as the student's knowledge of his or her field (GLO (b)), and vote to pass or fail the student. You must earn a grade of "pass" on the final oral examination to earn your degree.

EXAMS FOR 2015-16

Business Analytics: Students complete an Integrated Business Analytics project as part of the BA 575 and BA 577 coursework where they will design, implement and evaluate analytic solutions for a real-world enterprise. Student teams will examine the data, technical and organizational requirements necessary for the success of analytical solutions. Project presentations and individual oral exams will be scheduled in weeks 7 and 8 of spring term to evaluate mastery of the subject material and assess the three University GLOs.

Commercialization and Clean Technology: Students complete an Integrated Business Project as part of the BA 560, BA 567 and BA 568 coursework which will satisfy GLO (a). Team presentations to the graduate committee (each individual is required to present) include the feasibility analysis (week 8 of fall term), IBP competition (first week of spring term) and IBP defense (weeks 7 and 8 of spring term). As part of the IBP defense, each student is given an individual oral

exam. The combination of the team IBP defenses and individual oral exam is a comprehensive exam over all MBA coursework that is used to assess the three university GLOs.

Executive Leadership: The two-course sequence MGMT 575 and MGMT 576 (Integrative Capstone I and II) 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 and individual oral exams will be scheduled in week 8 of the MGMT 576 term to evaluate mastery of the subject material and assess the three university GLOs.

Global Operations: Students complete the BA 554 International Operations/Supply Capstone course in spring term. This course requires an integrative business project to identify 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 and individual oral exams will be scheduled in weeks 7 and 8 of spring term to evaluate mastery of the subject material and assess the three university GLOs.)

Market Research: Students have three options to complete the experiential component of this option: complete a project with the Close to the Customer (C2C) Market Research Project, complete a market research internship at an approved firm, or complete a directed study supervised by a marketing faculty member. A presentation summarizing the experiential learning activity and an individual oral exam will be scheduled in weeks 8 and 9 of your final term to evaluate mastery of the subject material and assess the three university GLOs.

Wealth Management: The FIN 553 Financial Planning III course is an integrative capstone that brings together the pieces of financial planning that students have acquired over their course of study and culminates with a financial planning contest. The contest and accompanying report will serve as the primary assessment tool for the

three university GLOs. Individual oral exams will be scheduled in conjunction with the financial planning contest.

Accountancy MBA: Students complete a two-course sequence winter and spring terms—ACTG 518 and ACTG 519. The integrative projects are completed during this course sequence and presented to the graduate faculty committee during spring term. Individual oral exams are incorporated into the project presentations.

Final Examination Requirements

Before sitting for the final examination, a candidate must meet the following conditions:

- have successfully completed or be currently registered in all required courses within the MBA Program of Study;
- have a current minimum GPA of 3.0 for all courses taken as a graduate student, for all courses in the MBA Program of Study (the MBA Program may include courses taken prior to obtaining graduate student status), and for all COB coursework (ACTG, BA, FIN, MGMT and MRKT) coursework completed as part of the MBA program; and
- have all incomplete grades officially removed and on record at the Registrar's Office.

The final examination is in oral format and will be held in conjunction with the defense of the Integrative Project. At the conclusion of the final examination, the committee will meet

privately to vote and to forward a completed examination card to the associate dean for academic programs. Should a candidate not pass his or her final examination, the final examination may be deferred at the request of the candidate's committee. The deferred exam is generally completed within two weeks of the first examination. If a student fails the deferred exam (or was not allowed a deferral at the request of the committee), a minimum waiting period of two months is required before a student can test again. The waiting period is to allow the candidate to complete any remedial actions recommended by the committee.

Graduation

To be recommended for the MBA degree, a candidate must:

- have a cumulative GPA of 3.00 for all courses taken as a graduate student;
- have a cumulative GPA of 3.00 for all courses listed on the MBA Program of Study, and have completed those courses;
- have a cumulative GPA of 3.00 for all COB coursework (ACTG, BA, FIN, MGMT and MRKT) completed as part of the MBA degree;
- pass the final examination; and
- file a diploma application with the Registrar's Office.

ACADEMIC POLICIES

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 Student Conduct Regulations, the Discrimination and Harassment Policies and the Policy on 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 these 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.

Satisfactory Progress Requirements:

An important goal of the MBA program 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 MBA program 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 MBA program. There are three provisions associated with satisfactory progress:

1. A student must maintain a minimum cumulative GPA of 3.00 for all courses taken as a graduate student, for courses listed on the MBA Program of Study, and for all College of Business coursework (ACTG, BA, FIN, MGMT and MRKT courses) completed as part of the MBA program.
2. A student may not accumulate more than 9 credit hours of less than “B-” for all MBA courses taken.
3. A student must earn a grade of “C” or better for all courses listed on the MBA Program of Study (grades of “C-” and below are not accepted in the MBA Program).

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 Student Conduct Regulations, the university's Discrimination and Harassment Policies, or the university's policy on Acceptable Use of Computing Resources. The Student Conduct Regulations and the procedures for enforcement of those regulations may be reviewed at arcweb.sos.state.or.us/pages/rules/oars_500/oar_576/576_tofc.html. Students must also comply, in all respects, with the 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 which 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 an MBA Program 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 MBA Program 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.

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

ACADEMIC POLICIES

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 for academic programs within seven (7) calendar days following the issuance of a notice from the college identifying the student's 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 executive director for teaching and learning, and then to the Graduate Program Committee.

Challenges to Academic Regulations and Requirements:

Student grievances to academic regulations and requirements under the jurisdiction of the College of Business will be appealed first to the associate dean for academic programs 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 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 within seven (7) calendar days following the issuance of that decision. The provost's decision on the appeal is the university's final decision.

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 Academic Programs.

ACADEMIC POLICIES

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 acknowledgment. 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 oregonstate.edu/admin/stucon/achon.htm).

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 questioning 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 dismissed from the MBA Program. If a student wishes to appeal any of these actions, the student must submit a written request for review. The appeal will be reviewed by the associate dean for Academic Programs. If the appeal is denied, the student can make further appeal in keeping with university policy.

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 materials 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.

Expectation of Professional Conduct

Professional Classroom Conduct:

The MBA is a professional program. 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 on all other candidates within the MBA Program.

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.

MBA Student Code of Conduct and Ethics:

We, the students of the Master of Business Administration program 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 this MBA Program 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 MBA 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, and past, present and future MBA 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 MBA 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 this MBA program shall treat another with intentional disrespect. Our MBA 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 MBA students, we expect high standards of personal conduct from all of us. We expect these same high standards from MBA faculty and staff in their relations with MBA 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 MBA students are quantitatively judged by grades and minimum GPA requirements. We expect each member of the MBA Program to push himself or herself, to consistently demonstrate their personal best throughout their MBA 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 MBA graduates will make our OSU MBA brand a respected and valuable one for years to come. Unprepared MBA 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 MBA academic journey ends at graduation, our bond as OSU MBA alumni lasts all the days of our lives. We pledge to continue to support the OSU MBA Program by staying connected, supporting future classes and visiting campus whenever possible to share our experiences and to inspire future graduates.

ACADEMIC POLICIES

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 home page: oregonstate.edu/dept/grad_school/grievance.php

ADDITIONAL RESOURCES

Below you will find a listing of additional resources that might be useful to you. If you do not find what you are looking for below, please also search the main OSU website; there you will find a comprehensive listing of all resources that Oregon State University has to offer. Please feel free to contact us directly at OSUMBA@oregonstate.edu with any questions you may have; we will do our best to connect you to the services you need.

Billing

100 Kerr Administration Building
Windows 9 – 12
Monday – Friday, 8:30 a.m. to 4:30 p.m.
Phone: 541-737-2597
Fax: 541-737-0625
cashiers.office@oregonstate.edu

Where can I view my bill? You can view your bill via Online Services. Once you have logged into your online services choose the Student Account Information menu option. You can also go to myBill.oregonstate.edu to view your bill.

Bookstore & Textbooks

663 SW 26th Street, OSU campus
(across from Reser Stadium)
541-737-4323
Monday – Friday, 8 a.m. – 6 p.m.
Saturday, 10 a.m. – 5 p.m.
Closed Sunday

OSU Bookstore is a nonprofit corporation that has been serving Oregon State University and the city of Corvallis since 1914. As a nonprofit corporation, profits are returned up front in the form of sales discounts. Search the website for textbooks, Beaver apparel, general books, electronics and more. For a list of textbooks for your courses you can use the OSU Bookstore site and get a price comparison at osubeaverstore.com/Academics/. NOTE: You are not obligated to purchase your textbooks from the OSU Bookstore.

Campus

Campus map:

An interactive map is available at oregonstate.edu/campusmap/

Photo virtual campus tour:
oregonstate.edu/ua/webcomm/osu_virtual_tour/osu.html

Photo slide show of Corvallis: Take a virtual tour of Corvallis and the surrounding area and learn more about life in 'the heart of the valley' in a slide show created by the OSU School of Electrical Engineering and Computer Science.

eecs.oregonstate.edu/advantage/slideshow-corvallis/index.html

ID Center

Memorial Union, Room 103
(located in basement, follow signs)
Monday – Friday, 8:30 a.m. – 4:30p.m.
541- 737-2493

College of Business Career Success Center

102 Austin Hall
csc@oregonstate.edu
541-737-8957
business.oregonstate.edu/careers

The Career Success Center (CSC) connects OSU College of Business students with the potential employers. Students gain the resources needed to obtain internships, interviews and jobs, while employers and recruiters meet profession-ready employees prepared to make an immediate impact. The CSC also provides various opportunities

to network and gain experience in interviewing skills, etc. For more information, [visit business.oregonstate.edu/careers](http://visit.business.oregonstate.edu/careers)

Counseling and Psychological Services

500 Snell Hall (5th floor)
Monday – Friday, 8 a.m. – 5 p.m.
541-737-2131
CAPS@oregonstate.edu
oregonstate.edu/counsel

Counseling and Psychological Services provides counseling, consultation, outreach and education to OSU students, faculty and staff. They do this in order to facilitate students' academic success, mental health and personal development and to promote a culture of positive mental health at OSU.

Some resources at CAPS, like the Mind Spa, are available to everyone on campus. Some counseling resources are only available to students, who pay a health fee.

Disability Access Services

A200 Kerr Administration Building
Monday-Friday, 8 a.m. – 5 p.m.
541-737-4098
disability.services@oregonstate.edu

Disability Access Services (DAS) offers an array of services to students with documented disabilities, and assists faculty, staff and other members of the OSU community with access consultation and accommodation requests.

ADDITIONAL RESOURCES

Intercultural Student Services

Intercultural Student Services (ISS) is committed to the access and retention of underrepresented and multiple-identity students by providing facilities, cultural programs, activities, support services and leadership development opportunities. For more information on ISS visit oregonstate.edu/dept/iss/

International Student Advising and Services (ISAS)

1600 SW Western Blvd., Suite 130
University Plaza
Monday - Friday, 8 a.m. - 5 p.m.
541-737-6310
isas.advisor@oregonstate.edu

International Student Advising and Services (ISAS) provides ongoing advising, programming and services to international students and their dependents regarding visa and immigration status, employment, travel, cultural adjustment, enrollment issues, dependents and more.

International Living Learning Center

1701 SW Western Blvd.
Corvallis, OR 97333

LGBT Outreach & Services

245 Snell Hall/MU East
541-737-6342
LGBT.Services@oregonstate.edu

The Office of LGBT Outreach & Services provides resources, referrals and advocacy for the lesbian, gay, bisexual, transgender, queer, questioning, intersex and allied (LGBTQQIA) communities at OSU. It is also the

advising unit for LGBTQQIA student groups, clubs and organizations, including the OSU Pride Center.

MyOSU

Online Services or MyOSU is the medium by which you will conduct much of your business with the university. From Online Services or MyOSU you may add/drop/withdraw courses, update your current mailing address, view unofficial transcripts, order official transcripts, view and pay your bill and review financial aid information.

OSU Ombuds Office

116 Waldo Hall
Monday - Friday, 8:30 a.m. - 5:30 p.m.
541-737-4537

The University Ombuds Office (U00) is a free resource that provides informal, impartial, and confidential conflict management services to all members of the OSU community. An ombuds (also ombudsman or ombudsperson) is a designated neutral who will help you explore your options, develop a plan, and assist you with the skills needed to address adversity more effectively.

OSU Athletics

OSU competes in NCAA Division I in many sports, within the Pac-12 Conference. If you are interested in attending athletics events, visit the Athletics website for schedules and ticketing information: osubeavers.com

Parenting Resources and Dependent Care

OSU's Family Services offers several services to university-affiliated families: oregonstate.edu/childcare/family-services

Find local babysitters, nannies, child care and senior home caregivers near you at care.com/osu

Family Connections offers parent education classes, child care information and referrals and information on a wide variety of family resources in Linn and Benton counties (sports, clubs, science and nature opportunities, summer camps, music, etc.): linnbenton.edu/liberal-arts-social-systems-and-human-performance/family-connections

Parking

Transit and Parking Services
100 Adams Hall
Monday - Friday, 7:30 a.m. - 4:30 p.m.
541-737-2583
oregonstate.edu/dept/facilities/taps/

Getting a parking permit:

You can purchase a permit at a permit kiosk, online or at the Parking Services Office. Permits are required for all vehicles parked on campus, except during open periods and in metered spaces

Religion and Family Activities

OSU Religious Advisors Association–
Spiritual Life @ OSU: studentlife.oregonstate.edu/main/healthy-campus-initiatives-hci/spiritual-life-osu

Many students express an interest in developing spirituality during their university years. Opportunities to do so with other students can be explored through the religious/spiritual/philosophical groups on campus. All groups are coordinated by the Religious Advisors Association in cooperation with Student Involvement and the Office of the Dean of Student Life at Oregon State University.

Places of worship in Corvallis:
yellowpages.com/corvallis-or/churches-places-of-worship

List of spiritual student groups at OSU:
oregonstate.info/deanofstudents/sites/default/files/raa_flyer_2012-13.pdf

Sexual Assault Support Services (SASS)

500 Snell Hall
Monday – Friday, 8 a.m. – 5 p.m.
541-737-7604

SASS offers support, information and counseling for female and male survivors of unwanted sexual contact and interpersonal violence. Services are confidential and free for OSU students. They also provide consultation for those seeking information about how to help a survivor. Please feel free to call for more information about their services.

Sports and Recreation

Dixon Recreation Center
Monday – Friday, 6 a.m. – midnight
Saturday, 9 a.m. – 10 p.m.
Sunday, 10 a.m. – midnight
oregonstate.edu/recsports/

Grad students can use any of the recreational facilities on campus whenever they are open; all you need is your OSU ID card.

Outdoor equipment can be rented at oregonstate.edu/recsports/outdoor-recreation-center

Intramural sports teams can be joined through Recreational Sports at oregonstate.edu/recsports/intramural-sports

Student Health Services

201 Plageman Building
Monday – Friday, 9 a.m. – 6 p.m.,
Saturday, 10 a.m. – 3 p.m.
541-737-9355

If you have any questions regarding student health services visit studenthealth.oregonstate.edu/

The Graduate Writing Center

125 Waldo Hall
Monday – Friday, 10 a.m. – 4 p.m.
541-737-5640
cwl.oregonstate.edu

Supports all OSU graduate student, post-doc and faculty writing needs. For graduate students who are working on their thesis/dissertation or who are producing seminar papers, essays and other course-related writing, the GWC provides one-on-one consultations. Although graduate students are themselves the content experts, the GWC can help with writing-related

activities including brainstorming, argument development, organization, clarity of expression and citation/documentation.

The Graduate Writing Center will facilitate workshops throughout the year on topics specific to graduate student writing. Please check the calendar of events on the front page of the Writing Center website for information about the dates, locations and topics for upcoming workshops.

Veterans Services

Dean of Student Life
A200 Kerr Administration Building
541-737-8748
veterans@oregonstate.edu
studentlife.oregonstate.edu/veterans

If you have any questions not addressed on the website please email your inquiry.

Women's Center

Benton Annex
Monday – Thursday, 9 a.m. – 6 p.m.
Friday, 9 a.m. – 5 p.m.
541-737-3186

The Oregon State University Women's Center, established in 1973, offers learning experiences that help women transform themselves and society. Its educational programs reflect the diverse views of women from all walks of life. The center provides advocacy, support, programs, resources and opportunities to translate concerns into action.

COLLEGE OF BUSINESS CODE OF HONOR



INTEGRITY | RESPECT | RESPONSIBILITY

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.