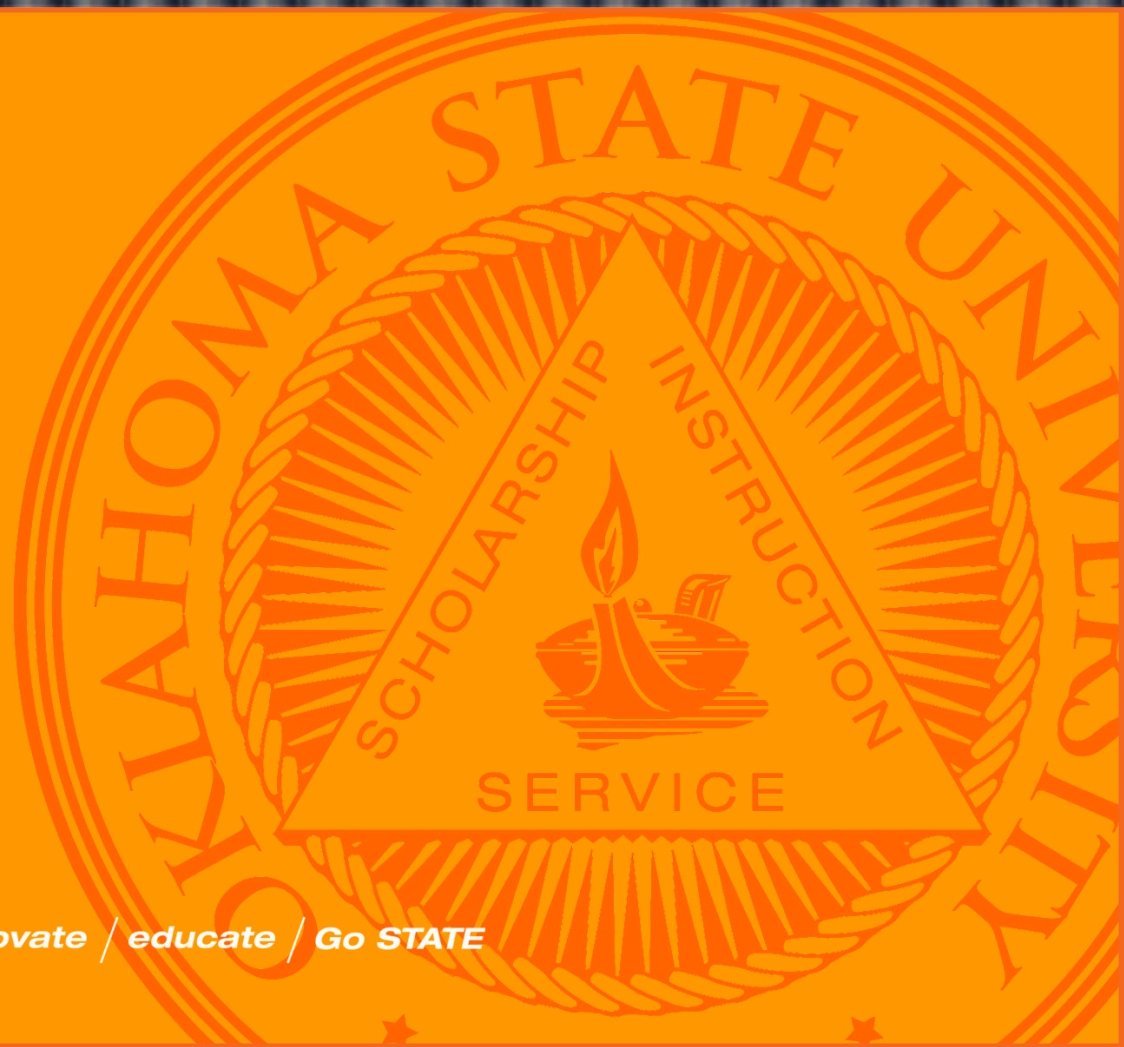


# OSU MBA PROGRAM

## STUDENT HANDBOOK



*create / innovate / educate / Go STATE*

Policies & Procedures  
Supplement to the  
Oklahoma State University  
Graduate College

**MBA Student Handbook**  
**Watson Graduate School of Management**



102 Gundersen  
Stillwater OK, 74078-4022  
(405) 744-2951  
Web site: <http://watson.okstate.edu>

Revised July 2015

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## Watson Graduate School of Management Office and Staff Directory

<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Phone</b>	<b>E-mail</b>
Ken Eastman	Dean	201 Business	405-744-5064	<a href="mailto:ken.eastman@okstate.edu">ken.eastman@okstate.edu</a>
Ramesh Sharda	Vice Dean	102 Gundersen	405-744-2951	<a href="mailto:ramesh.sharda@okstate.edu">ramesh.sharda@okstate.edu</a>
Janice Analla	Assistant Director of Watson Graduate School of Mgmt	102 Gundersen	405-744-2951	<a href="mailto:jan.analla@okstate.edu">jan.analla@okstate.edu</a>
Sarah Chabinak	Academic Counselor	102 Gundersen	405-744-2951	<a href="mailto:sarah.chabinak@okstate.edu">sarah.chabinak@okstate.edu</a>
Lori O'Malley	Career Services Coordinator	103 Business	405-744-2772	<a href="mailto:lori.omalley@okstate.edu">lori.omalley@okstate.edu</a>
Deborah Cooper	Administrative Assistant	102 Gundersen	405-744-2951	<a href="mailto:deb.cooper@okstate.edu">deb.cooper@okstate.edu</a>
Carol Thomas	Administrative Assistant	102 Gundersen	405-744-9000	<a href="mailto:carol.thomas@okstate.edu">carol.thomas@okstate.edu</a>
Trey Alward	Advisor (Tulsa Campus)	Admin. Hall, 1st Floor (Tulsa)	918-594-8445	<a href="mailto:trey.alward@okstate.edu">trey.alward@okstate.edu</a>

### Directory of Key Offices in Stillwater

<b>Office</b>	<b>Address</b>	<b>Web site</b>	<b>E-mail</b>	<b>Phone</b>
Graduate College	202 Whitehurst	<a href="http://www.gradcollege.okstate.edu">www.gradcollege.okstate.edu</a>	<a href="mailto:grad-i@okstate.edu">grad-i@okstate.edu</a>	405-744-6368
Registrar	322 Student Union	<a href="http://registrar.okstate.edu">http://registrar.okstate.edu</a>	<a href="mailto:registrar@okstate.edu">registrar@okstate.edu</a>	405-744-6876
Intl Students and Scholars	250 Student Union	<a href="http://union.okstate.edu/iss/">http://union.okstate.edu/iss/</a>	<a href="mailto:su-iss@okstate.edu">su-iss@okstate.edu</a>	405-744-5459
Financial Aid	119 Student Union	<a href="http://www.okstate.edu/finaid">http://www.okstate.edu/finaid</a>	<a href="mailto:finaid@okstate.edu">finaid@okstate.edu</a>	405-744-6604

### Useful Links

<b>Organization</b>	<b>Web site</b>
Watson Graduate School of Management	<a href="http://watson.okstate.edu">http://watson.okstate.edu</a>
Spears Homepage	<a href="http://spears.okstate.edu">http://spears.okstate.edu</a>
MBA Association Facebook Fan Page	<a href="http://www.facebook.com/osumbaa">http://www.facebook.com/osumbaa</a>
University Academic Calendar	<a href="http://registrar.okstate.edu">http://registrar.okstate.edu</a>
University Academic Integrity Policy	<a href="http://academicintegrity.okstate.edu">http://academicintegrity.okstate.edu</a>
University Health Services	<a href="http://okstate.edu/UHS/">http://okstate.edu/UHS/</a>

## **Fall 2015 Academic Calendar**

<https://registrar.okstate.edu/Academic-Calendar-Fall-2015>

Add/Drop dates for short courses vary; please see <https://registrar.okstate.edu/SIO-Schedule> for details

**Friday, August 14** - Late enrollment fee assessed after this date

**Monday, August 17** - Class work begins

**Monday, August 24** -100% Refund, Nonrestrictive Drop/Add Deadline

**Friday, August 28** - Partial Refund, Restrictive Drop/Add Deadline

**Monday, September 7** - University holiday

**Friday, October 9** - Students' Fall Break (No Classes)

**Monday, November 2** - Deadline to file diploma application (for name to appear in the fall commencement program)

**Friday, November 6** - Drop/Withdraw Deadline

**Friday, November 20** - W/F Withdraw Deadline (withdraw from ALL courses)

**Wednesday, November 25-** First day of students' Thanksgiving break (No classes)

**Thursday-Friday, November 26-27** - University holiday

**Monday-Friday, November 30-December 4** - Pre-Finals Week

**Friday, December 4** - Class work ends

**Monday-Friday, December 7-11** - Finals Week

**Friday, December 11** - Graduate Commencement

**Tuesday, December 15-** Final grades due electronically from faculty  
-Grade reports are compiled shortly after the end of the semester and are made available electronically to the student, the student's adviser and the student's dean.

**Thursday, December 24 - Friday, January 1** - University holiday

## **Spring 2016 Academic Calendar**

<https://registrar.okstate.edu/Academic-Calendar-Spring-2016>

Add/Drop dates for short courses vary; please see <https://registrar.okstate.edu/SIO-Schedule> for details

**Friday, January 8** - Late enrollment fee assessed after this date

**Monday, January 11** - Class work begins

**Monday, January 18** - University Holiday

**Tuesday, January 19** - 100% Refund, Nonrestrictive Drop/Add Deadline

**Tuesday, January 19** - SIS Web Enrollment Closes at Midnight

**Friday, January 22** - Partial Refund, Restrictive Drop/Add Deadline

**Monday-Friday, March 14-18** - Students' Spring Break

**Friday, April 1** - Deadline to file diploma application (for name to appear in the spring commencement program)

**Friday, April 8** - W Drop/Withdraw Deadline (details)

**Friday, April 22** - W/F Withdraw Deadline (details)

**Monday-Friday, April 25-29** - Pre-Finals Week

**Friday, April 29** - Class work ends

**Monday-Friday, May 2 - May 6** - Finals Week

**Friday, May 6** - Graduate Commencement

**Tuesday, May 10** - Final grades due electronically from faculty  
-Grade reports are compiled shortly after the end of the semester and are made available electronically to the student, the student's adviser and the student's dean.

## **MBA Degree Tracks**

### **Full-time: Traditional 18-month Program**

<http://watson.okstate.edu/mba/fulltime/program/>

The full-time general MBA track is comprised of 45-credit hours: 33 hours of common body core curriculum requirements and 12 hours of electives. Core curriculum includes:

- ACCT 5183 Fin Acct Anlys
- ACCT 5283 Managerial Acct
- ECON 5113 Managerial Econ
- MKTG 5133 Marketing Mgmt
- MGMT 5113 Mgmt & Org Theory
- FIN 5013 Business Fin
- FIN 5053 Theory & Prac Fin Mgmt  
or MKTG 5733 Intro to MKTG
- Analytics or MSIS 5633 Bus Tools & Tech
- MSIS 5303 Quantitative Methods in Bus
- MGMT 5303 Corporate Strategy
- LSB 5163 Legal Env of Bus or  
MKTG 5633 Ext Env of Bus or  
MGMT 5073 Bus Ethics

Students can follow a general MBA track or opt for a more specialized plan of study with a concentration in the one of the following areas: Accounting, Entrepreneurship, Business Intelligence, Risk Management, Economics, Information Assurance, Management Information Systems and Telecommunications Management. Pursuit of one of the aforementioned concentrations will result in less flexibility regarding elective hours. <http://watson.okstate.edu/mba/fulltime/concentrations/>

Full-time students are also required to enroll in a one-credit hour Professional Development course each semester. This course involves case competitions, resume development, networking tips and distinguished speakers, as well as other interactive events designed to prepare students for business environments and maximize career opportunities. The following page offers an example of the typical full-time MBA course sequence. This sequence may vary based on course offerings, waivers, summer classes and concentrations. Though course offerings remain consistent, several are offered only in fall or spring.

**An example of a 18 month sequence for full-time students can be found on the following page.**

<b>First Semester (Fall)</b>					
Prefix	Number	Course Title	Semester	Credits	Notes
MBA	5100	Professional Development	FA	1	CORE
ACCT	5183	Financial Acct & Analysis	FA	3	CORE
ECON	5113	Managerial Economics	FA	3	CORE
MGMT	5113	Mgmt & Org Theory	FA	3	CORE
Elective		Any Business Discipline	FA	3	Elective
<b>Total 1<sup>st</sup> Semester Hours: 13</b>					

<b>Second Semester (Spring)</b>					
Prefix	Number	Course Title	Semester	Credits	Notes
MBA	5100	Professional Development	SP	1	CORE
ACCT	5283	Managerial Accounting	SP	3	CORE
FIN	5013	Business Finance	SP	3	CORE
MKTG	5133	Marketing Management	SP	3	CORE
MSIS	5303	Quantitative Methods	SP	3	CORE
<b>Total 2<sup>nd</sup> Semester Hours: 13</b>					

<b>Third Semester (Summer)</b>					
Prefix	Number	Course Title	Semester	Credits	Notes
Elective		Any Business Discipline	SU	3	Elective
Elective		Any Business Discipline	SU	3	Elective
<b>Total 3<sup>rd</sup> Semester Hours: 6</b>					

<b>Fourth Semester (Fall)</b>					
Prefix	Number	Course Title	Semester	Credits	Notes
MBA	5100	Professional Development	FA	1	CORE
MGMT	5303	Corporate Strategy	FA	3	CORE
Elective		Any Business Discipline	FA	3	Elective
FIN	5053 or	Theory & Practice Fin MGMT	FA	3	CORE
MKTG	5733 or	Intro to MKTG Analytics			
MSIS	5633	Bus Tools & Tech			
MKTG	5633 or	External Env of Bus	FA	3	CORE
LSB	5163 or	Legal Env of Bus			
MGMT	5073	Bus Ethics			
<b>Total 4<sup>th</sup> Semester Hours: 13</b>					

<b>Total Program Hours: 45</b>					
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## Part-time Program

<http://watson.okstate.edu/mba/parttime/program/>

Designed for individuals without the time to pursue a full-time course of study, the part-time MBA program is self-paced and allows for a limited number of credit hours each semester. The 42 hour part-time program consists of 30 hours of core curriculum, consistent with that of the full-time program, plus 12 hours of electives. Core curriculum includes:

- ACCT 5183 Fin Acct Anlys
- ACCT 5283 Managerial Acct
- ECON 5113 Managerial Econ
- MKTG 5133 Marketing Mgmt
- MGMT 5113 Mgmt & Org Theory
- FIN 5013 Business Fin
- FIN 5053 Theory & Prac Fin Mgmt  
or MKTG 5733 Intro to MKTG
- Analytics or MSIS 5633 Bus Tools & Tech
- MSIS 5303 Quantitative Methods in Bus
- MGMT 5303 Corporate Strategy
- LSB 5163 Legal Env of Bus or  
MKTG 5633 Ext Env of Bus or  
MGMT 5073 Bus Ethics

## Dual Degree Programs

<http://watson.okstate.edu/mba/dual/>

The Spears School offers three dual degree master's programs:

The **Doctor of Osteopathic Medicine-MBA** is a 36-hour program, with 30 hours of the MBA's core coursework in the fall and spring semesters and six elective hours taken in the summer. The DO/MBA is open to students of the College of Osteopathic Medicine with the approval of both the directors of Osteopathic Medicine and the MBA program. The GMAT and business prerequisites are not required.

The **Doctor of Veterinary Medicine-MBA** allows vet students to complete MBA coursework concurrently with their field requirements.

The **Accelerated MBA-MSTM Dual Masters** is more than a technical MBA. This dual degree allows full-time students to earn both the MBA and the Master of Science in Telecommunications Management (MSTM) degrees in two and a half years. Students will fully complete the core courses of both programs and share nine elective hours to meet the degree requirements.

The **UPAEP-MBA dual program** offers students in the U.S. and Mexico an opportunity to study business on an international level. After studying approximately one year at each university, graduates will receive an MBA from OSU and a master's degree in one of the two programs from UPAEP. Advisors from each university will work closely together to ensure that the student takes all the necessary courses to complete degree requirements from each institution.

## Plan of Study

A Plan of Study serves as a contract between a student and the university; it is a key element in assisting a student in identifying and successfully completing degree requirements. The original online plan of study will be submitted after discussion with the MBA Program Assistant Director or Academic Counselor and must be submitted to the Graduate College before a student enrolls in the seventeenth hour of graduate coursework. The plan of study should include a list of the core courses and planned electives in the intended sequence of enrollment. This plan is flexible and can be changed prior to the semester of graduation. For military students using tuition assistance, an additional Microsoft Word form is available by request.

Changes in the plan of study may be made with the approval of the MBA Assistant Director when the student's interests change or when course scheduling requires such changes. Prior to graduation the student will be required to submit a final plan of study (refer to graduation checklist). A sample of a completed plan of study can be found in the appendix.

## Course Rollouts

Many courses within the MBA program are offered continuously throughout the year. Some, however, are only offered in either the fall or spring. The following core course rollout is intended to help students more easily determine their program track.

	Prereq	Class Number	Description	FALL	SPRING	SUMMER
<b>Core</b>		ACCT 5183	Financial Accounting & Analysis	STW, TUL, DL	DL	Classes are available in the summer. However, course availability is unpredictable. Please work with your advisor.
	ACCT 5183	ACCT 5283	Managerial Accounting	DL	STW, TUL, DL	
	ACCT 5183	FIN 5013	Business Finance	TUL, DL	STW, DL	
	ACCT 5183 & FIN 5013	FIN 5053	Theory & Practice, Fin. Mgmt	STW	STW, TUL, DL	
		ECON 5113	Managerial Economics	STW	TUL, DL	
		MKTG 5133	Marketing Management	STW, DL	TUL, DL	
		MGMT 5113	Mgmt & Organizational Theory	STW, TUL, DL	STW, TUL, DL	
		MSIS 5303	Quantitative Methods of Business	TUL, DL	STW, DL	
		MKTG 5633 or MGMT 5073 or LSB 5163	External Environment of Business Business Ethics Legal Environment of Business	TUL DL STW, DL	STW DL TUL, DL	
	all FIN & ACCT	MGMT 5303	Corporate Strategy	STW	TUL, DL	
	MBA 5100	Professional Development <b>(Full Time ONLY)</b>	STW	STW		

**Key: STW = Stillwater, TUL = Tulsa, DL = Distance Learning**

Note: This class schedule is expected to be maintained on an annual basis, regardless of year. However, there is a small possibility that these classes could change without prior notice. If a change occurs, the MBA program will do everything in its power to ensure a suitable replacement is added. Please work with your advisor regarding changes in course offerings and adjustments in your plan of study.

## **Enrollment Requirements**

Students are required to be enrolled in at least two credit hours each semester in which they are using physical or faculty resources of the University (students holding graduate assistantships should note that additional requirements apply). Regardless of the number of hours taken, a student may not count more than 16 credit hours taken in the fall or spring semester toward a degree. During the summer session, a student may not count more than nine credit hours taken in any session during the eight-week summer session toward a degree. No more than three credit hours taken during the first summer session (intercession) may count toward a degree. Summer intercession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the eight-week summer session. For any short course session less than eight weeks in length, enrollment shall not exceed one credit hour for each week.

*\*International students on F-1 or J-1 visas must maintain full-time status during the first semester of enrollment, and during each fall and spring semester thereafter.*

## **Creative Component**

The creative component of the MBA program (MGMT 5303 Corporate Strategy) is intended to serve as a capstone strategy course. Largely case and consulting based, it provides a bridge between the academic and real worlds. It is designed to integrate the core curriculum and concepts taught within the program, allowing students to learn through applied projects and high level simulation.

## **Time Limit for Degree Completion**

Per *OSU Catalog*: Students are expected to complete the requirements for a certificate, master's, or specialist degree within seven years from first enrollment after admission to the program. After that time a student must submit a written petition to the Graduate College requesting an extension of time to degree completion. Credit for all courses on a graduate plan of study must have been awarded within ten years of completion of all degree requirements. Any exception to these time limits must be approved by the dean of the Graduate College.

## **Academic Standards**

### **MBA Program Academic Standards**

The MBA program standards require a higher level of performance from students than those of the Graduate College. Students must maintain a minimum grade point average of 3.0 (“B”) to remain in good academic standing. Only courses that apply to the MBA degree requirements are considered in the computation of this grade point average. The following academic sanctions may occur if a student does not meet satisfactory academic progress:

*Academic Probation:* MBA students will be placed on academic probation following their second “C” grade. Students will be dismissed from the program upon receiving any “C” grade thereafter, even if the C grade is received in the semester of graduation.

*Academic Dismissal:* If a student’s performance is determined unsatisfactory by the MBA Graduate Studies Committee, they may be dropped from further study in the MBA program. In addition to unacceptable academic performance, academic dishonesty and academic misconduct are considered to be unsatisfactory performance.

*Any student earning a grade of "D" or lower (whether currently on strict academic probation or not) will automatically be dismissed from the MBA program.*

Dismissed students are permitted to submit a written request for reinstatement with an explanation of why they should be reinstated to the MBA Graduate Studies Committee. Permission to continue in the program will be granted only if the Committee believes extenuating circumstances resulted in the low grades.

Should the student be readmitted for study in the MBA program, the student will be required to retake at the earliest offering any course in which a "D" or "F" was earned. Students removed on the basis of the “3 Cs policy” may be required to repeat one or more of the classes in which a C was earned. Readmission would be only under the conditions of strict academic probation. The Graduate Studies Committee may attach additional requirements to the readmission.

### **OSU Graduate College Academic Standards**

The Graduate College requires that students maintain a minimum grade-point average of “B” (3.00), as well as (1) maintain good standing as a graduate student and (2) meet requirements for a degree. In determining whether a student has met minimum requirements for a degree, grades for courses on the plan of study are averaged separately from courses not on the plan of study. Students must maintain a cumulative GPA of at least 3.00 in order to continue enrollment in the Graduate College. Additionally, in order to receive a degree, students must have a minimum 3.00 GPA in the course work listed on the plan of study.

The dean of the Graduate College reviews the academic progress of any graduate student who receives a grade of “C” or lower in a class. No course with a grade below “C” can be used as part of the minimum number of semester credit hours required for the degree. The dean recommends one of four actions based on the student’s current semester performance and past academic history.

1. Departmental Notice: the department is notified and is encouraged to review the student’s performance to determine if any departmental intervention is needed.
2. Academic Probation: any student whose overall GPA drops below a 3.00 or who receives more than two grades below “B” is subject to being placed on academic probation. Students placed on academic probation must earn a minimum grade of “B” in each course during the next semester of full-time enrollment or two semesters of part-time enrollment.
3. No Further Enrollment Without Departmental Consent (NFEWDC) occurs if:
  - a. If the student was admitted on academic probation and did not meet the requirements of the admission.
  - b. If the student was on academic probation the previous semester, or
  - c. If the dean believes the student’s overall academic performance warrants departmental intervention, then the student is not permitted to enroll further without the consent of the department. To continue in the program, the student must submit a written petition to the Graduate College requesting reinstatement and outlining a plan to remedy the academic situation. This petition must be accompanied by a letter of support from the department head or graduate coordinator. Failure to submit such a reinstatement petition could result in the canceling of pre-enrollment for the upcoming semester.
4. No Further Enrollment (NFE) results when any student has consistently performed below the acceptable standards for graduate students. The student is not permitted to continue graduate study at OSU.

## **Petitions**

All student petitions (readmission, course substitutions, transfer courses, etc.) must be submitted to the MBA Assistant Director for approval by MBA Graduate Studies Committee by specified deadlines or prior to the semester in which the students wishes to take petitioned course.

## **University Academic Integrity Policy**

Oklahoma State University is committed to instilling and upholding integrity as a core value. All members of the Oklahoma State University community are entrusted with academic integrity, which encompasses the fundamental values of honesty, trust, respect, fairness, and responsibility. Therefore, students, instructors and members of the Academic Integrity Panel are expected to demonstrate academic integrity through the following actions.

The highest level of ethical behavior and integrity will be maintained in all classes. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627.

The complete policy can be found at: <http://academicintegrity.okstate.edu/>

## **Transfer Credits**

Transfer credits are approved through the OSU Graduate College and the MBA Graduate Studies Committee. Transfer of graduate credits to the Graduate College is possible only when the student was formally admitted to the graduate college at another accredited institution and the course(s) was certified as graduate credit by that institution. The transfer work must be recommended by the advisory committee as a part of an approved plan of study. The acceptance of transferred work requires the recommendation of the student's advisory committee and approval by the dean of the Graduate College at the time a plan of study is submitted. A maximum of nine credit hours with a grade of "B" or better in each course can be accepted as transfer credits toward a master's degree.

Approval from the MBA Graduate Studies Committee is obtained through the normal petition process. Courses must be from an institution that is an accredited member of the Association to Advance Collegiate Schools of Business (AACSB). Upon completion of the transfer course work, the student is required to provide the Watson Graduate School of Management Office with an official copy of the transcript covering the transfer course(s).

## **Withdrawing**

### **Withdrawing from the University**

Withdrawing refers to withdrawing from all courses for which a student is enrolled for a given semester. Initiated in the student's dean's office, the request for withdrawal can be submitted via mail fax to the student's dean's office if the student is unable to appear in person. Any student who withdraws prior to the end of the twelfth week of a regular semester or the sixth week of a summer session, or proportionate periods for block or short courses, will receive a grade of "W" (withdrawn) on the student's academic record. A student who withdraws after the 12th week of a regular semester or the sixth week of a summer session but prior to "Pre-finals Week," will receive a grade of "W" (withdrawn) or "F" (failing) as assigned by the instructor of each course. The grade of "W" or "F" will be recorded on the student's academic record and the grade of "F" will be calculated in the grade-point average. After the beginning of "Pre-finals Week" a student may not withdraw from the University and will be assigned only the grade of "A," "B," "C," "D," or "F" or (when appropriate) "I," "NP," "P," "S," "U," or "R" by the instructor of each course at the end of the semester or summer session.

**International students** must consult with the Office of International Students and Scholars (ISS) before withdrawing for the semester. Under new reporting regulations required by the Student and Exchange Visitor Information System (SEVIS), withdrawing for the semester can put a student's visa status in jeopardy.

**Military students** Pursuant to SB 1830: The Oklahoma Student Veteran Leave of Absence Act of 2014, Oklahoma State University shall grant a Military Leave of Absence (MLOA) not to exceed a cumulative five years to a student who is a member of the active uniformed military services of the United States and is called to active duty. In summary, the act states that the student shall be eligible to:

1. Withdraw from and receive a refund for any or all classes for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
2. Receive an incomplete grade for any or all classes for the period of active duty status; provided that the student has completed a minimum of 50% of all class work prior to being called to active duty and the student completes all classes upon returning from active duty. The student's admission status and GPA shall not be penalized, and the student shall experience no loss of institutional financial aid.

To pursue a Military Leave of Absence/Withdrawal, please fill out the MLOA form <https://registrar.okstate.edu/sites/default/files/Documents/Forms/EnrollmentForms/mloa.pdf> and contact the Watson Graduate School of Management office for further assistance.

### **Withdrawing from the MBA Program**

Students who wish to withdraw from the MBA program, but not the university, must notify the program office to do so.

## **Graduate College Leave of Absence**

<http://gradcollege.okstate.edu/leave-of-absence-policy>

Oklahoma State University (OSU) graduate students are expected to maintain active status through continuous enrollment from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence (LOA) is the most appropriate course of action. International students must consult with the International Students and Scholars (ISS) office to ensure compliance with Federal immigration policy. Example situations that may lead a student to explore a leave of absence request are medical, personal, employment and military service. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues – see University policies and guidelines for additional information. A student status of “good standing” (academic and conduct) is generally required for a leave of absence.

## **Graduate Assistantships**

Graduate Assistantships are granted to students in the full-time 18 month traditional track on a competitive basis with regard to undergraduate grade point average, competitive GMAT score, letters of recommendation, and other factors such as previous work experience and relevant skills. For students who are already in the MBA program, academic performance in the program will be taken into consideration. Assistantships are usually awarded for the academic year and graduate assistants will be evaluated at the end of the academic year. Students with assistantships should be enrolled in at least 9-credit hours each semester that they have an assistantship and no student will have an assistantship for more than three semesters.

### **Duties and responsibilities**

Graduate assistants are expected to perform all duties required by the assigned professor(s).

### **Requirements**

Students are expected to remain in good academic standing and will be required to relinquish an assistantship under any of the following circumstances:

1. Earned a grade of “C” or lower for a course taken in the immediate past semester.
2. Completed less than nine hours in the preceding semester. A grade of “I” may not be counted towards credits earned except under extenuating circumstances.
3. Received an unfavorable rating from the student’s assigned professor(s).



Being awarded a Graduate Assistantship is a privilege. Commitments will be honored as long as resources permit and the student meets progress expectations toward completion of degree requirements and fulfilling duties to assigned professor(s).

### **International Students GTA/GRA Award Provisions**

There are specific requirements that must be met in order for a non-native English speaking student to be considered eligible for a Graduate Teaching Assistantship (GTA) or Graduate Research Assistantship (GRA) appointment. Students should keep in mind that meeting these requirements does not automatically award them a GTA or GRA, but it makes them eligible to be considered for one.

This relates directly to the “speaking” portion of the TOEFL or IELTS tests. There are two separate tests that a student may have to pass. These tests are the VERSANT and ITA.

Requirements:

- Score of 26 or higher on the speaking section of the TOEFL iBT (or 8.5 or higher on the speaking portion of the IELTS). Neither the Versant English Test nor the ITA test is required.
- Score of 22, 23, or 24 on the speaking section of the TOEFL iBT (or score of 7.0, 7.5, or 8.0 on the speaking portion of the IELTS) AND score 250 or higher on the ITA test. Students scoring from 240 to 249 on the ITA test are required to enroll concurrently in GRAD 5991 in order to engage in instructional duties. The Versant English Test is not required.
- Students with a score below 22 on the speaking section of the TOEFL iBT (or below 7.0 on the speaking portion of the IELTS) are advised to seek English language training. After one semester of residence at OSU students may take the Versant English Test. A score of 68 or higher will qualify the student for the ITA exam. Students who receive ITA scores of 250 or higher are cleared for instructional duties. Students scoring from 240 to 249 on the ITA test are required to enroll concurrently in GRAD 5991 in order to engage in instructional duties.
- Students who do not have access to the TOEFL iBT or the IELTS prior to arrival at OSU may receive authorization to take the Versant English Test. A score of 68 or higher will qualify the student for the ITA test. Students who receive ITA scores of 250 or higher are cleared for instructional duties. Students scoring from 240 to 249 on the ITA test are required to enroll concurrently in GRAD 5991 in order to engage in instructional duties.

## **Information About the Versant and ITA Exams**

- The tests are administered at OSU's University Assessment and Testing (UTA) services.
- The Versant™ English Test automatically evaluates the spoken English skills of non-native English speakers, using speech processing technology and the advanced science of linguistics.
- The Versant is available almost daily. Specific guidelines must be met before you can register.
- The ITA test is a **five minute** (timed) teaching presentation given to an audience of test raters and other students who are taking the test. After the presentation is finished, there is a 3-5 minute period for questions from the audience.
- The ITA is given in August and January, immediately prior to the beginning of the fall and spring semesters, respectively.
- The University Testing and Assessment website is <http://uat.okstate.edu/>. Please visit that site for details about the tests and registration procedures.

## **Graduate Assistant Health Insurance**

OSU offers free health insurance coverage for graduate assistants during the school year and throughout the summer months. Graduate assistants automatically receive this coverage as long as they are working .50/FTE (20 hours per week) and are enrolled in six or more graduate credit hours in the spring and fall, or three hours during the summer. Students may decline coverage, should they choose to do so. University Health Services is the primary provider for this coverage and students covered by this plan are encouraged to seek medical care at OSU Health Services whenever possible.

For more information about this service at the University Health Services website at [www.okstate.edu/UHS/](http://www.okstate.edu/UHS/) (Click on the GA/TA/RA Health Plan button on left menu), or by calling the Student Health Insurance And Medical Claims office at (405) 744-7023.

## **Case Competitions**

Case studies and competitions are an integral part of the MBA program. This approach to learning allows students to gain hands-on experience in problem solving and consulting, enhance their presentation abilities, hone their leadership and team skills, and gain constructive feedback from experienced judges. All full-time MBA students are required to participate in program sponsored Executive Interactions, designed to maximize the learning objectives of the case study approach.

Each year, four students who are particularly successful in the Executive Interactions are invited to join the travel case competition team. This team enjoys sponsored travel to several competitions annually and has the opportunity to gain immense real-world experience.

## **Study Abroad Opportunities**

MBA students are encouraged to participate in the Study Abroad and Travel programs. International travel broadens a student's knowledge of the world around them and the global economy. They gain first-hand knowledge of different cultures and methods of business, gain business contacts for future internships and employments, and enhance their skill-sets with diverse experiences. Students travel to locations around the world, visiting companies and cultural sites, meeting with local officials and business leaders, as well as sightseeing. Study abroad opportunities are not limited to those offered through the Spears School of Business and students are encouraged to work with their academic advisor in how study abroad opportunities can fit into their curriculum requirements.

## **Graduation Process**

Each degree-seeking graduate student must be enrolled in at least two hours of course eligible for graduate credit during the graduating semester (defined as the semester in which they satisfactorily complete all degree requirements).

### **Filing for Graduation**

Students are required to file the following forms within the first month of the semester of intended graduation. Completion of the following forms is ultimately the responsibility of the student.

1. *A revised Plan of Study* must be submitted to <http://planofstudy.okstate.edu> and the Program office notified by email for approval by the Committee or Assistant Director. The final plan of study should reflect all classes successfully completed for degree requirements. Once approved by the Committee or Assistant Director, the plan will be forwarded to the Graduate College.
2. *A Graduation Clearance form* should be filled out by the student and submitted with the revised Plan of Study.
3. *A diploma application* should be filed with the Registrar's once the Graduate College has approved the revised plan of study and Graduation Clearance Form. Instructions for filing your diploma application can be found at: <http://www.okstate.edu/registrar/Graduation.html>

In addition to the above requirements, international students must also file a final semester verification form with the Office of International Students and Scholars.

## **Career Planning**

The Career Consultants for Graduate Studies in the Spears School of Business – located in 103 Business - are available for assistance with everything from developing a winning resume to negotiating job offers.

Transitioning from a student to a professional takes effort and there are no guarantees. While the number one method for finding a job is utilization of a personal network, the Career Consultants for Graduate Studies organizes and prepares numerous resources for students to explore career options, develop networks and navigate a course to career success.

### **Services offered**

- Career assessment
- Correspondence development
- Strategy development
- Computer-assisted mock interviews
- Resume development/critique
- Job positions
- Resume referral to employers

### **Resources**

- Career Insider
- HIREOSUGRADS.com
- H1 Base
- CareerLeader Assessment
- Evisors

### **Career Building**

*Professional Development:* A one-credit hour Professional Development Course, required of all full-time students, includes case competitions, resume development, networking tutorials and a Distinguished Speaker Series. The course is offered each semester and is geared toward creating well-rounded professionals, by providing students exposure to real world business environments and opportunities.

*Speakers:* An array of speakers is selected each year to address the SSB graduate student groups. Speakers include experts in dining etiquette, nationally known presentation and leadership coaches as well as a variety of other topics. In addition, MBA students have access to many programs hosted by the SSB Center for Professional and Executive Development at no personal cost.

*Networking events:* Held to assist students with the difficult task of building a personal and professional network, networking events are hosted in Stillwater, Tulsa and Oklahoma City. Such events allow students to connect with program alumni and potential employers in a relaxed atmosphere.

*National Conferences:* When possible, students are given the opportunity to apply for sponsorship to attend selected national conferences, case competitions and job fairs. Included are conferences by the National Association of Women MBAs, the National Society of Hispanic MBAs, the National Black MBA Alliance,

the Texas Investment Forum, CiscoLive, among others. Notice to apply for selection occurs each semester.

*Periodical Subscriptions:* Most successful CEOs make a habit of reading professional journals to stay abreast of news/information relevant to their company. Therefore, the Spears School supplies *Wall Street Journal* subscriptions to full and part time students enrolled at the Stillwater and Tulsa campuses.

## **MBA Association**

Students admitted to the OSU MBA program are automatically eligible to become members of the MBA Association and are encouraged to participate in its activities. The organization, like the MBA program, is composed of students from various backgrounds, each with relevant contributions to make. One of the aims of the Association is to establish a closer bond among MBA students through informal meetings, networking activities and community involvement.

The activities of the organization are social, professional and philanthropic. The Association sponsors guest speakers from industry and government to bring real world perspective and networking opportunities to the students. The Association also sponsors various intramural sports teams, socials and group events for the MBA students. A major goal of the Association is to elicit community involvement within the MBA program. This not only serves a philanthropic purpose and sheds positive light on the program, but also helps students become well rounded and build their resumes.

The primary benefits of the Association are: building stronger relationships with classmates, networking with industry professionals and alumni, and involvement within the program and community. Students are strongly encouraged to become actively involved within the association. Those interested in more information or leadership roles should inquire within the Watson Graduate School of Management Office.

## Appendix

## **Definitions**

**Concentration:** A concentration is directly connected to enrollment in MBA program. A concentration shows a skill set in a specific area and is noted on the student's transcript but not on the diploma. Concentration courses are taken in addition to the required core courses for your degree. A student can use the courses needed to complete a concentration as the electives required for the MBA degree. All concentrations are taken in conjunction with the required core courses.

**Certificate Program:** A certificate is not necessarily connected to the MBA. The courses required for a certificate can also be used as electives for a degree. Certificates can also be earned as a standalone and are available to all students at Oklahoma State University.

A student may have to take additional courses to receive a certificate or concentration.

## **CONCENTRATIONS**

### **MBA with Accounting Concentration**

<http://watson.okstate.edu/mba/fulltime/concentrations/acct/>

Students fully admitted to the MBA program who meet the following qualifications may obtain a concentration in Accounting.

1. Meet the School of Accounting (SOA) GPA, GMAT and TOEFL admission requirements.
  2. Meet the SOA prerequisite coursework requirements:
    - Student must have an undergraduate Accounting degree or complete the following courses with a GPA of 3.25 or better and at least a “B” in each course:
      - ACCT 3013 Federal Income Taxation
      - ACCT 3103 Financial Accounting and Reporting Concepts
      - ACCT 3113 Financial Accounting and Reporting Applications and Research
      - ACCT 3203 Cost Accounting
      - ACCT 3603 Accounting Information Systems
- \*ACCT 5183 and ACCT 5283 may not be substituted for the prerequisite courses.

Students in the MBA Accounting Concentration will select from the same accounting courses as MS Accounting students. MBA students in the Accounting concentration will be permitted to enroll in eighteen (18) hours of graduate accounting coursework.

The SOA will offer the following courses as a concentration:

1. ACCT 5113 Financial Research or ACCT 5013 Tax Research
2. ACCT 5103 Contemporary Accounting Theory
3. ACCT 5503 Fraud Examination & Advanced Assurance Services
4. Three (3) electives may be selected from the regularly offered MS accounting course for which the student has the prerequisites.

Students in the MA Accounting Concentration may not take Acct 5183 and ACCT 5283 for graduate credit or as part of the concentration.



**MBA/Accounting Concentration  
Proposed Curriculum**

<b>Prefix and Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
ACCT 5113 or	Financial Accounting Research	3
ACCT 5013	Tax Accounting	
ACCT 5103	Seminar in Contemporary Accounting Theory I	3
ACCT 5503	Auditing and Assurance Services	3
Elective	ACCT Grad Elective	3
Elective	ACCT Grad Elective	3
Elective	ACCT Grad Elective	3
	<b>Total Hours Required</b>	<b>18</b>

## MBA with Risk Management Concentration

<http://watson.okstate.edu/mba/fulltime/concentrations/risk/>

Students fully admitted to the MBA program who wish to obtain a concentration in Risk Management would be required to complete the following coursework.

Proposed curriculum for an MBA/Risk Management Concentration:

<b>Prefix and Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
FIN 5223	Investment Theory and Strategy	3
FIN 5763	Derivative Securities and the Management of Financial Price Risk	3
FIN 5550 (Risk Mgmt)	Special Topics in Finance	3
STAT 4203	Mathematical Statistics I	3
STAT 4043 or	Applied Regression Analysis	3
ECON 5213	Introduction to Econometrics	
	<b>Total Hours Required</b>	<b>15</b>

## MBA with Economics Concentration

<http://watson.okstate.edu/mba/fulltime/concentrations/econ/>

Students fully admitted to the MBA program who wish to obtain a concentration in Economics would be required to complete the following coursework. A prerequisite for most of the courses in the Economics track would be ECON 5113 Managerial Economics. In addition, the econometrics and forecasting courses have a prerequisite of STAT 3013 or equivalent.

Proposed curriculum for an MBA/Economics Concentration:

Prefix and Number	Course Titles	Credit Hours
ECON 5023		3
ECON 5033	Macroeconomic Analysis	3
ECON 4213 or	Econometric Methods	3
ECON 5213	Introduction to Econometrics	
<i>2 or More from the Following</i>		
ECON 4223	Business and Economic Forecasting	3
ECON 5010	Research and Independent Studies	3
ECON 5013	Contemporary Environmental Policy	3
ECON 5703	The Economics of Organization and Competitive Advantage	3
ECON 5713	Industrial Organization I	3
	<b>Total Hours Required</b>	<b>15</b>

## MBA with Telecommunication Management Concentration

<http://watson.okstate.edu/mba/fulltime/concentrations/tcom/>

The telecommunication concentration provides students with an in-depth understanding of information systems. It provides a solid general business foundation from the MBA curriculum in combination with graduate level TCOM courses.

Proposed curriculum for an MBA/Telecommunication Concentration:

<b>Prefix and Number</b>	<b>Course Title</b>	<b>Credit hours</b>
ECEN 5553	Telecommunications Systems	3
MSIS 5773	The Upper Layers of Telecommunications Systems	3
MSIS 5213	Information Assurance Management	3
MSIS elective class		3
MSIS elective class		3
	<b>Total Hours Required</b>	<b>15</b>

## MBA with Information Assurance Concentration

<http://watson.okstate.edu/mba/fulltime/concentrations/ia/>

The information assurance concentration requirements will meet requirements for students to earn a certificate from the Committee on National Security Systems, as well as provide a solid general management foundation from the rest of the MBA curriculum.

Proposed curriculum for an MBA/Information Assurance Concentration:

<b>Prefix and Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MSIS 5773	The Upper Layers of Telecommunications Systems	3
MSIS 5213	Information Assurance Management	3
MSIS 5233	Applied Information Systems Security	3
MSIS 5243	Information Technology Forensics	3
MSIS 5253	Advanced System Certification & Accreditation	3
MSIS 5273	Legal and Ethical Issues in Information Technology	3
	<b>Total Hours Required</b>	<b>18</b>

**MBA with Management Information Systems  
(Advanced Digital Business Systems)**

<http://watson.okstate.edu/mba/fulltime/concentrations/mis/>

Proposed curriculum for an MBA/MIS Concentration:

<b>Prefix and Number</b>	<b>Course Title</b>	<b>Credit Hours</b>
MSIS 5123	Enterprise Resource Planning	3
MSIS 5133	Advanced Information Technologies for Electronic Commerce	3
MSIS 5223	Object-oriented Programming Applications for Business	3
MSIS 5643	Advanced Database Management	3
MSIS 5653	Advanced Systems Development	3
MSIS 5633	Business Intelligence Tools and Techniques	3
	<b>Total Hours Required</b>	<b>18</b>

## MBA with Entrepreneurship Concentration

<http://watson.okstate.edu/mba/fulltime/concentrations/eee/>

Proposed curriculum for an MBA/Entrepreneurship Concentration:

Prefix and Number	Course Title	Credit Hours
EEE 5113	Entrepreneurship and Venture Management	3
<b>Select 9 hours of the following</b>		
EEE 5610	Adv Entrepreneurship Practicum <ul style="list-style-type: none"> <li>• Entrepreneurship Initiative – WalMart</li> <li>• Project Management Consulting</li> <li>• Advanced Practicum CIE Scholar</li> </ul>	3
EEE 5653	Venture Capital	3
EEE 5220	Entrepreneurship Marketing	3
EEE 5313	Emerging Enterprise Consulting	3
EEE 5663	Imagination in Entrepreneurship	3
EEE 5263	Corporate Entrepreneurship	3
EEE 5133	Dilemmas & Debates in Entrepreneurship	3
EEE 5213	Entrep in Science/Technology	3
EEE 5403	Social Entrepreneurship I	3
EEE 5513	Growing Small & Family Ventures	3
EEE 5703	Project Management for Entrep	3
EEE 5993	Preparing Effective Business Plans	3
EEE 5713	Native American Entrep	3
EEE 5803	Operating an Entrep Firm	3
EEE 5333	Launching a Business: First 100 Days	3
EEE 5200	Advanced Topic Entrepreneurship <ul style="list-style-type: none"> <li>• Commercializing of New Tech</li> <li>• Real Estate Development</li> </ul>	3
<b>Total Hours Required</b>		<b>12</b>

## Data Mining Certificate

<http://watson.okstate.edu/datamining/program/>

Students must apply through the Graduate College and submit a plan of study for the Data Mining Certificate once you are a student. Best suited for students with a technical background in MIS, CS, or Mechanical Engineering

Prefix and Number	Course Title	Credit Hours	Prerequisites
MKTG 5983	Data Base Marketing	3	
MKTG 5963	Data Mining and CRM Applications	3	MKTG 5983
<b>Select 6 hours of the following</b>			
MKTG 5500	Creating Value through Services and Digital Marketing	1	
MKTG 5500	Strategic Digital Business Management	2	
MKTG 5243	Base SAS Programming	3	
MKTG 5253	Advanced SAS Programming	3	MKTG 5243
MKTG 5883	Advanced Data Mining	3	MKTG 5963
MKTG 6413	Advanced Marketing Research	3	MKTG 5983
MSIS 5633	Business Intelligence, Tools and Techniques	3	
MSIS 5643	Advanced Data Base Management	3	
	<b>Total Hours Required</b>	<b>12</b>	



## Marketing Analytics Certificate

<http://watson.okstate.edu/marketinganalytics/>

Designed more for MBA students, this concentration focuses on application of the Data Mining process rather than creation of the process.

Prefix and Number	Course Title	Credit Hours	Prerequisites
MKTG 5733	Intro to Marketing Analytics	3	
MKTG 5743	Advanced Marketing Analytics	3	
<b>Select at least 6 hours of the following</b>			
MKTG 5500	Current Topics in Marketing Analytics (a series of 1-2 credit courses)	1-2	
MKTG 5243	Base SAS Programming	3	
MKTG 5883	Advanced Data Mining	3	MKTG 5743
MSIS 5633	Business Intelligence, Tools and Techniques	3	
MSIS 5303	Quantitative Methods in Business	3	
MKTG 6413	Advanced MKTG Research	3	Instructor Permission
MKTG 5313	Marketing Research Methodology	3	
	<b>Total Hours Required</b>	<b>12</b>	

## Business Sustainability Certificate Program

<http://watson.okstate.edu/sustainability/>

Prefix and Number	Course Title	Credit Hours
MGMT 5023	Sustainable Enterprises	3
MGMT 5083	Business and Social Responsibility	3
<b><i>Select 6 hours of the following</i></b>		
MGMT 5031	Leading Org Change	1
MGMT 5051	Creating Ethical Work Places	1
MGMT 5061	Managing Confrontations	1
MGMT 5073	Ethical Leadership and Org	3
MGMT 5093	Business and non-Profit Org	3
MGMT 5533	Leadership Challenges	3
MGMT 5563	Crisis in Organizations	3
EEE 5213	Entrepreneurship in Science and Tech	3
EEE 5403	Social Entrepreneurship	3
EEE 5603	Supporting Emerging Enterprises	3
	<b>Total Hours Required</b>	<b>12</b>

## Non-Profit Management Certificate Program

<http://watson.okstate.edu/sustainability/>

Prefix and Number	Course Title	Credit Hours
MGMT 5093	Business & Non-Profit Organizations	3
MGMT 5163	Fundraising for Non-Profits	3
<b><i>Select 6 hours of the following</i></b>		
MGMT 5031	Leading Org Change	1
MGMT 5051	Creating Ethical Work Places	1
MGMT 5061	Managing Confrontations	1
MGMT 5023	Sustainable Enterprises	3
MGMT 5083	Business and Social Responsibility	3
MGMT 5533	Leadership Challenges	3
MGMT 5563	Crisis in Organizations	3
MGMT 5713	Negotiation & Third Party Dispute Resolution	
EEE 5213	Entrepreneurship in Science and Tech	3
EEE 5403	Social Entrepreneurship	3
EEE 5603	Supporting Emerging Enterprises	3
	<b>Total Hours Required</b>	<b>12</b>

## Marketing Analytics Concentration and/or Certificate

<http://watson.okstate.edu/mba/fulltime/concentrations/marketing-analytics/>

Prefix and Number	Course Title	Credit Hours	Prerequisites
MKTG 5733	Intro to Marketing Analytics	3	
MKTG 5743	Advanced Marketing Analytics	3	MKTG 5733
<b>Select at least 6 hours of the following</b>			
MKTG 5243	Base SAS Programming	3	
MKTG 5313	Marketing Research Methodology	3	
MKTG 5500	Web Analytics & Digital marketing	1	
MKTG 5500	GIS Applications in Marketing	1	
MKTG 5500	Consulting in Marketing Analytics	1	
MKTG 5883	Advanced Data Mining	3	MKTG 5963
MKTG 6413	Advanced Marketing Research	3	Instructor Approval
MSIS 5633	Business Intelligence, Tools and Techniques	3	
MSIS 5303	Quantitative Methods in Business	3	
	<b>Total Hours Required</b>	<b>12</b>	