

CULVER-STOCKTON COLLEGE

The Culver-Stockton College Master in Business Administration (MBA) Graduate Program is a non-residential online program aimed at adult students who wish to further their knowledge and complete a master's degree. The MBA program gives students the flexibility necessary to complete their education while continuing their careers. The MBA Graduate Program provides a relevant and rigorous educational program through 100 percent online instruction with experienced faculty.

MISSION OF THE COLLEGE

The mission of Culver-Stockton College is to prepare students of promise for a dynamic world through our distinctive experiential curriculum within a supportive learning community founded upon the best values of faith and the human spirit.

MISSION STATEMENT OF MBA PROGRAM

The Mission of the Culver-Stockton College MBA Graduate Program is to provide superb, advanced learning experiences that allow students to achieve mastery level competencies and professionally apply knowledge by building upon the foundations of the undergraduate studies.

EXPECTATIONS OF MBA GRADUATE STUDENTS

The Culver-Stockton MBA has the following expectations of graduate students, which includes advanced learning experiences, professional development, and strategic case analysis.

Advanced Learning Experiences

Students in the MBA Graduate Program will build upon the foundations of undergraduate studies by participating in advanced learning experiences that require students to conduct strategic analyses, think critically, evaluate qualitative and quantitative data, and effectively communicate.

Professional Development

Students in the MBA Graduate Program will advance professionally through application of concepts and theory in a real-world setting. Active learning experiences will be required through hands-on exposure in a business environment.

Strategic Case Analysis

Students in the MBA Graduate Program will conduct analyses and employ critical thinking skills through applications in strategic case analysis, utilizing both quantitative and qualitative data for evaluation and professional communication of results and recommendations.



DEGREE PROGRAM

The Culver-Stockton College MBA Graduate Program is designed for students who already have earned Bachelor's degree in business, accounting, finance or a related field. The programs offered in the MBA Graduate Program include:

- Master of Business Administration with a Specialization in Management
- Master of Business Administration with a Specialization in Accounting and Finance
- Dual-track MBA-MSN offered jointly through Blessing-Rieman College of Nursing

Master of Business Administration with a Specialization in Management

Total Credit Hours Required: 33

- BUS 515: Global Marketing Strategy (3)
- BUS 540: Legal Environment (3)
- ACT 556: Managerial Accounting Decision Making (3)
- FIN 562: Strategic Financial Management (3)
- BUS 565: Data Analysis for Decision Making (3)
- ACT 555: Financial Reporting and Analysis (3)
- BUS 560: Ethical Decision Making (3)
- BUS 533: Operations Management (3)
- BUS 530: Human Resource Management (3)
- BUS 570: Global Strategy (3)
- BUS 575: Strategic Management Capstone (3)

Master of Business Administration with a Specialization in Accounting and Finance

Total Credit Hours Required: 33

- BUS 515: Global Marketing Strategy (3)
- BUS 540: Legal Environment (3)
- ACT 556: Managerial Accounting Decision Making (3)
- FIN 562: Strategic Financial Management (3)
- BUS 565: Data Analysis for Decision Making (3)
- ACT 555: Financial Reporting and Analysis (3)
- ACT 566: Not-For-Profit Accounting and Finance (3)
- FIN 572: Investment Analysis (3)
- ACT 568: Taxation of Business Entities (3)
- BUS 570: Global Strategy (3)
- BUS 575: Strategic Management Capstone (3)



Dual Track MSN/MBA

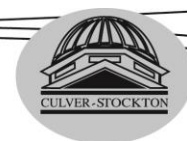
Total Credit Hours Required: 32-34

- BUS 515: Global Marketing Strategy (3)
- BUS 540: Legal Environment (3)
- ACT 555: Financial Reporting and Analysis (3)
- NSG 604: Econ in Health Care and Nursing Services (3)
- NSG 506: Quantitative Research Methods and Stats (3)
- ACT 556: Managerial Accounting Decision Making (3)
- NSG 606: Org. Cultural and Behavioral Patterns (3)
- NSG 601: Health Policy (2)
- BUS 530: Human Resource Management (3)
- NSG 690/691 Capstone (4) OR
- NSG 692/693 Capstone (6)

ADMISSION TO THE MBA GRADUATE PROGRAM

The following are admissions requirements for the MBA Program:

- Have a bachelor's degree from an accredited institution.
- Provide official transcripts from all colleges/universities, including the transcript with conferral of a bachelor's degree. Official transcripts should be sent to Culver-Stockton College MBA Program, One College Hill, Canton, MO 63435.
- Complete the Culver-Stockton College online Graduate Program application through the [MyCulver website](#).
- Provide two professional or educational online references through the [MyCulver website](#).
- A Graduate Management Admissions Test (GMAT) taken within the past five years. An applicant with a degree from an accredited U.S. college or university who has an undergraduate GPA of 3.5 or above may be admitted without a GMAT score. An applicant with a degree from an accredited U.S. college or university who has an undergraduate GPA of 3.0 to 3.49 and five years of full-time business-related management experience may be admitted without a GMAT score. (For information on the GMAT, visit www.mba.com.)
- Have a minimum combination of 200 X GPA plus a GMAT score greater than or equal to 1025 (Waived if GMAT is not required).
- Meet the following prerequisites, the equivalency of Culver-Stockton College's undergraduate courses. Deficiencies may be completed through Culver-Stockton College's [Online Campus Program](#).
 - Principles of Accounting I and II
 - Macroeconomics and Microeconomics
 - Finance
 - Statistics and Business Calculus



Students are required to be proficient in English. If English is not considered applicants' first language, a minimum TOEFL score is required for admission: 550 or higher (paper-based) or 79 or higher (Internet-based). Additional information regarding the TOEFL, including how to register for the test, is available online at www.toefl.com.

The TOEFL will be waived if applicants:

- Prior to review for admission, came from English-speaking countries and were required to take the ACT/SAT test.
- Have received a diploma from an American high school

Upon acceptance to the Culver-Stockton College MBA Program, a deposit of \$150 toward tuition is required to hold your spot.

REQUIRED FOR GRADUATION

To fulfill the requirements for the MBA degree, Culver-Stockton College requires:

- Complete the required 11 courses in their chosen specialization. A grade of at least a "C" must be earned in all MBA courses in order for graduate credit to be earned. No more than two grades of "C" will be allowed to count toward graduation. Courses may be repeated, and the most recent grade will count toward graduation.
- Maintain a cumulative grade-point average of at least a 3.0 on a 4.0 scale.
- Complete the entire program within five years from beginning the program once accepted into the MBA program.
- Undergraduate students may take two graduate courses during their senior year, but the course(s) may not be used to fulfill an undergraduate requirement.
- Students wishing to transfer credits into the MBA program may submit a petition for transfer of credit to the MBA Graduate Committee. No more than three graduate courses (9 hours of credit) will be accepted. Transferred credits must be from an accredited institution and earned within the last five years. Students must have earned at least a "B" in the transferred courses. "Independent Study" courses will not be accepted as transfer credit.

CLEP

CLEP may be an excellent way to accelerate your degree plan. CLEP allows a student to test and receive credit for certain courses. CLEP (College-Level Examination Program) testing is available at many colleges throughout the United States. Tests are available in subjects such as Accounting, Biology, Business Law, Economics, Psychology, Sociology, etc. Additional information is available at www.collegeboard.com/clep. For a complete listing of CLEP examination equivalencies and fees, contact the Registrar's Office at (573) 288-6542 or contact Registrar Chris Huebotter by e-mail at chuebotter@culver.edu or the Office of Graduate Programs at (573) 288-6362 or by e-mail at rjarvis@culver.edu.



FACULTY

Faculty members teaching in the MBA Graduate Program are experienced in online instruction and 100 percent of C-SC faculty have received online training. All faculty members have earned either a master's degree or doctorate in their chosen field and all have years of practical experience in their field as well.

MBA STAFF

Culver-Stockton College has a variety of well-trained experienced staff available to serve you in the areas of admissions, financial aid, career services, business office and academic advising. For information please contact Robin Jarvis in the Office of Graduate Programs:

Phone: (573) 288-6362

E-mail: rjarvis@culver.edu

COURSE REGISTRATION

If you have not yet applied for admission to the C-SC MBA program please complete the Online Application found at <http://www.culver.edu/mba>. The Office of Graduate Studies will assist students to register for their first class. Contact Robin Jarvis via e-mail at rjarvis@culver.edu for more information.

COURSE OFFERINGS

A list of MBA course offerings is available on the Culver-Stockton College website at: <http://www.culver.edu/online-campus/graduate-programs/>. C-SC is also a member of the Online Consortium of Independent Colleges and Universities (OCICU), which provides C-SC access to hundreds of online courses. Culver-Stockton College is a member school and can enroll MBA Graduate students in any class offered through the consortium. Any class taken through a consortium provider school is considered a Culver-Stockton College course and is not a transfer course. Registration is through C-SC and students will be advised by C-SC personnel. After a student is registered at C-SC, classes offered through the consortium can be viewed by students at <http://ocicu.org/>.

PARTICIPATION REQUIREMENTS

Regular participation is a requirement for the C-SC MBA Graduate Program. The following are additional requirements:

- Students will have access to [MyCulver](#) on the Monday of the first week of class.
- Participation is required by the Wednesday of the first week of class or the student will be dropped from the course. Please check the syllabus for each class for the definition of course participation.
- Regular participation and timely completion of assignments are required. (C-SC does not offer "self-paced" courses).
- Students are responsible for having all required course materials by the course start date.



COURSE MATERIAL

Once enrolled in a course, students will receive instructions on how to order course materials. Materials for online courses can be purchased online at Culver-Stockton Bookstore at;

<http://bookstore.mbsdirect.net/culver-stockton.htm>. Texts for consortium classes are not available through the Culver-Stockton Bookstore. For courses taught through OCICU, book ordering instructions will be provided by the member institute through which the class is being offered. Instructions may also be found on the OCICU website, <http://ocicu.org/Public/Courses>. Select Culver-Stockton College under the “Students” heading, then click on the “Details” link associated with the appropriate course code. From there, click on the “Order Books” link for detailed instructions.

Shipping time is normally 5-7 days; however, overnight shipping is available for an additional charge.

FEES AND TUITION/ PAYMENT POLICY

Tuition per credit hour is \$500.00. Culver-Stockton College accepts all major credit cards, cash, money orders or personal checks. Tuition in full is due at the time of registration (prior to the beginning of class.) If an employer or third party is reimbursing the student for the course upon completion, the student must submit proof of reimbursement from the employer along with a \$100 deposit.

WITHDRAWAL AND DROP POLICY

If a course is dropped prior to the first day of class, tuition will be canceled and no academic record will be kept.

- No Adjustment to the tuition charge will be made for drops after the first seven calendar days have passed in the 8-week term.
- C-SC must receive drop notification **no later than 5 p.m. CST on the seventh calendar day** in the 8-week term.

Be advised that dropping a course may affect a student’s financial aid. Contact student financial services for more information at (573) 288-6307.

FINANCIAL AID

While the primary responsibility for financing a college education rests with the student, C-SC will assist a student in utilizing the need analysis information from the Free Application for Federal Student Aid (FAFSA). All students applying for financial aid based on need must complete the FAFSA Need Analysis Form each year and designate C-SC to receive the processed application. Need is determined by subtracting the expected family (student and parent) contribution (EFC) as calculated on the FAFSA from the cost of education. For standards of satisfactory academic progress to maintain financial aid eligibility see the [Culver-Stockton College Academic Catalog](#).



TECHNICAL SUPPORT

Live assistance for all technical support questions is available during normal business hours. If you experience technical difficulties outside of normal business hours, please email Robin Jarvis at rjarvis@culver.edu to request assistance. Your request will be given priority with the IT department at the earliest convenience.

ACADEMIC ADVISING

Academic advising is available for all programs/degrees offered. Academic advising is required prior to each registration via e-mail or telephone. Students will be assigned an academic advisor prior to course registration. When a student first enrolls in the MBA program, a degree check should be completed. This degree check will show the student what is needed to complete the degree. A degree check is not, however, a binding contract and is to serve as a guideline only. A student wants to keep in touch with the academic advisor each term they are enrolled. If a student ever has a question about a degree check, they need to ask their advisor about it.

LIBRARY RESOURCES

All students in the Culver-Stockton MBA Graduate Program have full access to the C-SC Library Services. The library collections and electronic databases provide students with access to a vast array of print and non-print resources for research and recreation. The Library's catalog is fully automated and available to students on the campus network as well as in the Library. Also available to students on the campus network are online bibliographic databases with full-text capabilities. C-SC is a member of the MOBIUS Consortium which provides access to over 15 million items in 54 academic libraries in Missouri. Students may request these items online and receive them in a few days in the Library. The Library offers a full range of interlibrary loan services which allows students access to materials held in libraries in this country and abroad.

STUDENT SERVICES

Many student services available to traditional students are also available to MBA graduate students. For additional information see the [Culver-Stockton College Academic Catalog](#).

CAREER SERVICES

The Career Center is an important part of the professional development of our students and provides resources to assist students with career exploration, career education, and placement. To contact the Career Services Office during normal business hours, please call (573) 288-6570 or e-mail to careercenter@culver.edu



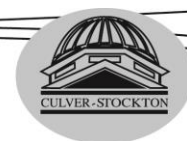
STUDENT RIGHTS

Privacy Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place they may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the college can disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Culver-Stockton College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605.

In conjunction with FERPA legislation, Culver-Stockton College designates the following items as directory information: student name, student address (including local, home and e-mail), student local and home phone telephone number(s), student date and place of birth, academic field(s) of study, photograph(s), video(s), academic advisor, participation in officially recognized sports and activities,



height and weight of athletes, dates of attendance, degrees, honors and awards received, most recent previous school attended, full-time/part-time status and year in school.

Culver-Stockton College may disclose any designated directory information without prior written consent of the student in accordance with FERPA guidelines. Students do have the right to withhold any or all items designated as directory information from being released without prior written consent as long as the Registrar is notified in writing to the contrary by the end of the first week of the semester. However, please be advised that withholding certain designated directory information may hinder verification of educational information for employment opportunities.

Students have the right to allow parents of dependent student's access to copies of any and all academic information. Students must complete a form in the Registrar's Office to allow mailing of grade reports to parents.

A full report can be found in the [Student Handbook](#) which is published annually online.

ACADEMIC HONESTY

Expectations of Students and Faculty:

Academic honesty is required in all circumstances, and students are expected to conduct themselves in such a way that their integrity is unquestioned. Cheating and plagiarism are strictly forbidden and will not be tolerated. The instructor of any course has the right to challenge any student when questionable circumstances arise and to require the student to furnish any relevant material. Appropriate sanctions will be imposed when cheating or plagiarism occurs. Faculty members are required to uphold the college Academic Honesty Policy, discuss it in their classes and include a reference to it in their course syllabi.

Faculty will treat all cases of academic dishonesty as opportunities to impart knowledge, teach skill, and promote the value of academic integrity. Faculty members are required to notify the academic dean of all actions taken with respect to students accused of academic dishonesty. This applies even if a student drops the class after the instructor makes the accusation. The dean will, when in the dean's discretion it is deemed appropriate, notify other college personnel of the infraction.

Definitions:

Cheating includes, but is not limited to, engaging in any of the following practices in regards to any class assignment (which includes papers, projects, homework, examinations, presentations, etc.): stealing an examination or any other material, copying or getting assistance from another student during an examination, collaborating on projects when not allowed by the instructor, submitting work that is not one's own, or assisting a student in any of the aforementioned activities. Due to the nature of certain classes and programs, individual instructors may also have additional academic honesty policies that students should be aware of when in any such classes or programs.



Plagiarism is defined as taking someone's ideas or words and passing them off as one's own. Examples include, but are not limited to: buying or otherwise securing a paper or assignment from someone and submitting it as one's own work; presenting the exact words of a source without citing the source and without putting those words in quotation marks; using another person's ideas without acknowledging the source of those ideas.

Sanctions for Dishonesty:

An instructor who finds a student to be guilty of cheating or plagiarism has the right and duty to impose an appropriate sanction. The instructor has wide latitude in this; however, and may choose such options as asking the student to redo an assignment (perhaps with a lowered grade), giving the student a '0' on a paper, examination or class assignment, or failing the student in the class. Students should also be aware that certain academic and co-curricular programs may have academic honesty policies of their own.

First and Second Offense:

A first offense and a second offense reported to the academic dean carries with them the sanctions imposed by the instructor and a letter from the academic dean. Upon graduation, a first and second violation of this policy will be removed from any student record.

Third Offense:

A third offense reported to the academic dean carries with it possible expulsion from the college.

CREDIT HOURS

The minimum academic load for purposes of classification as a full-time student is six (6) credit hours per semester. In the MBA Graduate Program this would mean taking one (1) course in each of the two 8-week accelerated terms in one semester.

GRADING

Grading at Culver-Stockton College is on a 4.0 scale, as follows:

A=Work of outstanding quality; excellent mastery of course work	4.0 quality points
B=Good work and achievement of course material	3.0 quality points
C=Satisfactory achievement of course material	2.0 quality points
D=Deficiency in mastering course material	1.0 quality points
F=Failure to meet course requirements	0.0 quality points

The minimum cumulative grade-point average required for good standing in the MBA Graduate Program is a 3.0. The grade-point average for determining good standing includes only the coursework completed at Culver-Stockton College. A student must be in good standing at the time graduation.

