



# ROSEMAN UNIVERSITY OF HEALTH SCIENCES

## MBA Student Handbook

**2018-2019**

*University policies and procedures are included in the University Catalog or may be found on the University website (<http://www.roseman.edu/students/>) registrar/university-policies). The policies and procedures in this Student Handbook are specific to the MBA Program and are supplementary to University policies. In the event that a University policy is in conflict with a policy of the MBA Program, the stricter policy will apply. Revised: October 6, 2017.*

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### **A Message from the MBA Director**

The Roseman MBA program offers students the mastery learning, single-focus, convenient and time-saving block system, while they develop the knowledge and skills to become future innovative leaders, entrepreneurial managers, and effective communicators. The mission of the MBA Program is to prepare competent business professionals for the 21st century. We invite you to visit us and learn about our accelerated block system approach and innovative program.

Sincerely,

A handwritten signature in black ink, appearing to be "Okeleke Peter Nzeogwu".

Okeleke Peter Nzeogwu, MBA, Ph.D.

MBA Program Director



**MBA Faculty & Staff**

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*Administrative Assistant*

## MBA Program Policies and Procedures

Congratulations and welcome to the MBA Program at Roseman University. You have embarked on one of the most important journeys of your career. When you complete the journey, you will have greatly expanded your career opportunities as a business leader.

You likely decided on the MBA because you realize that management knowledge and leadership skills have become increasingly important and that effective managers are in high demand. The Roseman MBA will equip you with knowledge of accounting, finance, economics, decision-making and leadership, and you will become skilled at critical and analytical thinking, entrepreneurial leadership, and effective oral and written communications. These are critical skills for the global competitive economy of this new century.

Whether you are a joint program student, or you are enrolled in the Fast-track evening or one-year weekday MBA program, you have wisely created and expanded career opportunities for yourself. You will earn the MBA while still pursuing your career, or as a joint program student, you will earn the MBA degree simultaneously with your pharmacy degree, dental degree, or orthodontic certificate.

The program is delivered by experienced faculty and prepares students for senior management positions with profit-making enterprises, not-for-profit organizations, or for starting and succeeding in your own business.

In addition to decades of management experience in multiple industries, your MBA faculty is staffed with excellent instructors with doctorates and other advanced degrees. They combine real world experience with theoretical and research-based knowledge gained from advanced academic preparation.

The MBA faculty will be involved in helping you succeed, and they are committed to developing and delivering a graduate business education that is interesting, stimulating and relevant. Roseman MBA graduates are trained with strong leadership, entrepreneurial, and communication skills, and are equipped with in-depth knowledge of business. The Roseman MBA education broadens career opportunities and increases the earning potential of its graduates.

In summary, the Roseman MBA education will:

**Develop Leadership and Entrepreneurship Skills and Business Knowledge:** The MBA program provides the business knowledge and develops the entrepreneurial and leadership skills to prepare you for a successful management career.

**Provide Broader Career Opportunities:** The MBA degree gives graduates more advancement opportunities.

**Avoid Interruption in Work and Career:** If enrolled in the Fast Track evening/weekend program,

students earn the MBA in about 24 to 30 months. This expands your career opportunities. In the Fast-track evening/weekend programs, you can continue to work while completing the MBA.

**Save Time:** For dual degree students, (PharmD and DMD), the program is designed to take advantage of efficiencies in both the programs. Joint program students attend MBA classes prior to starting their program, during summer remediation (if not remediating in their primary program), and during rotations and clinics and complete the requirements of PharmD and DMD programs in three and four years, respectively. (Note that PharmD students on College of Pharmacy academic probation, per COP policy, must focus solely on COP summer remediation and may not register for any MBA courses during the same period. Therefore, PharmD students on COP probation need not submit a course enrollment form for the affected summer and/or rotation periods. Also, PharmD and DMD students cannot take MBA classes (daytime, evening or weekends) when didactic classes are scheduled in their primary programs.)

**Increase Earning Potential:** The MBA allows you to quickly increase your earning potential by completing the degree requirements in less time while still working. Early in their careers, MBA graduates tend to earn more than their peers who do not have an MBA degree.

### **MBA Program Calendar**

The MBA academic calendar usually begins during the first week of July and ends in June the following year. Courses/blocks are scheduled throughout the year except during University approved holiday periods. To enroll in a scheduled block/course, students must complete the course enrollment process at least 30 days before the start of the class. For detailed information about the current schedule, please contact the MBA Program Recruitment, Admissions and Enrollment Coordinator or the Roseman MBA Program Office.

Students may enter the program and begin their course work at the beginning of the academic year. A student may elect to register as part-time and non-degree seeking student. Part-time students are those enrolled in less than twelve (12) credit hours over the course of the regular academic year, not including summer courses.

Students can obtain the MBA academic calendar and course schedule by contacting the MBA Program office.

## **Notice of Requirement to Check Student E-mail on a Daily Basis**

University and MBA Program administration, faculty and staff rely on e-mail to share information with students about policies, procedures, appropriate deadlines, class materials and activities. Students must check their Roseman student e-mail accounts at least once a day (excluding holidays) to make sure that they are aware of current notices and information. If a student experiences a chronic problem accessing his/her e-mail account (i.e., inability to access the account for longer than two business days), he/she must contact the Roseman University Technology Services Help Desk to resolve the situation. Students who experience difficulty accessing their e-mail account, or who do not read notices sent via e-mail in a timely manner, are not exempt from complying with appropriate University and Program rules, regulations and deadlines.

## **Student Organizations and Representatives**

MBA students are encouraged to participate in Roseman student organizations and student activities. Some of the opportunities for MBA student participation include:

- Class Representative for Pharmacy cohorts, CODM cohorts, weekday and evening/weekend program cohorts; and
- MBA Student Liaison Committee (composed of the class representatives).

Students interested in serving in any of these organizations or activities should contact the MBA Program Office at the beginning of the academic year. A student may nominate himself or herself, or another student, as a candidate for election to a position. The candidate receiving the highest number of votes in an election for any position will be appointed to the position.

### **MBA Student Liaison Committee**

The Student Liaison Committee is composed of a class representative for each cohort and campus and other student representatives as selected by the Director/faculty. All representatives and the elected officers must meet their committee obligations and responsibilities to remain in office. In addition, those who undertake activities/engagements not approved by the MBA Director/faculty will be removed from the committee. The Student Liaison Committee shall elect a President, Vice President and Secretary and the term of their office shall be two years. The Committee will meet with the Director and faculty on a regular basis to discuss student, professional and program issues.

Responsibilities of the Student Liaison Committee Officers:

#### **President**

- The President works with the Student Liaison Committee Chair/Program Director in formulating the meeting agenda and leading the meeting discussions.

- The President works with all cohort representatives to ensure their cohort interests and concerns are being discussed.
- The President acts as a liaison with the MBA Program administration and the cohort representatives on behalf of all MBA students.
- The President presides over all meetings and works with the Student Liaison Committee Chair/Program Director to select the time and place of all regular and special meetings.
- The President oversees the duties and activities of all of the committee officers.
- The President is proactive in matters related to hot-button student issues.
- The President may serve in the absence of the Vice-President and Secretary and fulfills the duties of each office as required.
- The Secretary, upon completion of the two-year term, or upon voluntary or involuntary termination, will immediately turn over all paper and electronic records to the Program Director.

#### Vice President

- The Vice President shall perform the duties of the President in the President's absence.
- The Vice President shall assist the President to act as a liaison between the committee and the program administration.
- The Vice President may serve in the absence of the President and Secretary and fulfills the duties of each office as required.
- The Vice President shall fulfill other duties as directed by the President.
- The Secretary, upon completion of the two-year term, or upon voluntary or involuntary termination, will immediately turn over all paper and electronic records to the Program Director.

#### Secretary

- The Secretary shall prepare and distribute the meeting agendas.
- The Secretary shall record and publish meeting minutes and maintain all records (including attendance) that apply.
- The Secretary shall prepare and respond to all committee correspondence.
- The Secretary may serve in the absence of the President and Vice President and fulfill the duties of each office as required.
- The Secretary will fulfill other duties as directed by the President and Vice-President.
- The Secretary, upon completion of the two-year term, or upon voluntary or involuntary

termination, will immediately turn over all paper and electronic records to the Program Director.

## **Financial Aid, Scholarship, Tuition & Fees**

### **Financial Aid and Scholarship**

Students should contact the Financial Aid Office to discuss various financial aid options and the application process. When funding is available, the MBA Program also awards a limited number of scholarships to qualified students after applying the scholarship donor's criteria. Students are required to inform the Financial Aid Office of all financial assistance (including scholarships) they receive. See the University Student Catalog and contact the Financial Aid Office for more information.

### **Tuition and Fees**

All tuition and fees are published in the student catalog and on the Roseman website (<http://www.roseman.edu/students/bursar/tuition-and-fees/>) and are subject to change without notice upon approval by the Board of Trustees. All fees are mandatory for each student.

Students are responsible for the purchase of course/block materials such as textbooks and any other materials a block/course may require.

### **Payment of Tuition and Fees**

Students may contact the Financial Aid Office to discuss options available for payment of tuition and fees. For more information go to [www.roseman.edu/students/financial-aid](http://www.roseman.edu/students/financial-aid)

### **Tuition and Fees Refund Policy**

The MBA Program follows the refund policy established by the Roseman University of Health Sciences. A description of the University's refund policy is found in the Roseman student catalog and may be accessed online at <http://www.roseman.edu/students/bursar/refund-policies>

### **Financial Responsibilities Must Be Fulfilled to Continue Enrollment**

Students must fulfill their financial responsibilities to the University in order to remain enrolled in the program. See the University Student Catalog for more information.

### **Student Health Insurance**

The Roseman University of Health Sciences policy requires that all students maintain health insurance during their entire enrollment at the University. See the University Student Catalog for more information.

## Academic Policies

### Academic Integrity

To maintain academic integrity and professionalism in the MBA Program, academic/professional misconduct will not be tolerated. All students are expected to behave in a professional manner in all matters relating to their program of study. The MBA Program has established what constitutes academic or professional misconduct policies and the related disciplinary actions.

Academic misconduct includes, but is not limited to the following:

1. Cheating – Cheating is defined as, providing or receiving information and/or assistance during assessments. Examples of cheating include but are not limited to:
  - a. Looking at another person’s paper during an assessment or allowing another person to look at your paper. This also applies to online assessments.
  - b. Collaborating with another person during individual assessments or assignments where the work is to be performed by the individual student. Bringing materials or information to an assessment that is not permitted. It does not matter whether you planned to use it or not.
  - c. Taking an assessment for someone else or having another person take one for you.
  - d. Doing an independent assignment for someone else or having someone do your independent assignment for you.
  - e. Exchanging notes or information between students during an assessment.
  - f. Obtaining information about an assessment that is not authorized.
  - g. Printing and/or removing an assessment from the examination room without permission.
  - h. Changing an answer that has not been authorized on an assessment that has been returned to you for review. This policy applies whether the assessment has been graded or not.
  - i. Presenting joint work (2 or more) as your own independent work.
2. Plagiarism – Taking someone’s work and presenting it as your own without acknowledgement or giving credit to the originator of the work. It includes having someone else write a paper or assignment and putting your name on it and submitting it as your own.
3. Fraud – Falsification of information.
4. Misrepresentation – Providing misleading information.
5. Unethical Behavior – Violation of any ethical standards in your profession and/or academic program. An example of an unethical behavior is knowingly disclosing or participating in the disclosure of client information to unauthorized individuals.
6. Improper Behavior – Disruptive behavior in the classroom or other facilities.
7. Unprofessional conduct - Incompetent, unethical or illegal conduct which may deceive,

defraud or injure clients, fellow students, faculty members or the public. Criminal convictions for crimes against persons or property.

### **Sanctions**

It is general policy that sanctions are consistent with the severity of the violation. Sanctions that may be imposed in instances of academic dishonesty and/or professional misconduct include, but are not limited to:

1. A no-pass (zero or NP) for the assignment.
2. A no-pass (“NP”) for the block.
3. Probation
4. Suspension or Dismissal from the MBA Program.
5. In case of violations of the “Computer and Network Acceptable Use Policy” sanctions range from being barred from the campus electronic network to dismissal from the University.

In all instances, the violation shall be reported to the MBA Program Director, or designee and a permanent record of the violation will be recorded in the student’s academic file. Only those faculty members directly involved in the incident and those serving on panels that might hear a student’s appeal will be notified. If the student is found innocent of the violation, all related entries into the record will be deleted.

### **Attendance at Instructional Periods, Assessments, and Remediation**

Attendance is required at all scheduled instructional periods and all scheduled assessments and remediation/reassessment periods. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. If a student has an absence which would prevent him/her from taking a scheduled initial assessment or initial reassessment, the student *must* request an excused absence from the instructor and Director, as described below. An “excused absence” means a requested absence approved by the Instructor and Director in accordance with this policy. Students shall make this request to the course instructor and Director (See course syllabus for related policies).

The decision to grant an excused absence is at the discretion of the course instructor and the Director. Should a student not provide requested documentation or should a student fail to inform the course instructor and Director within the timeframes specified below, or if administering the makeup activity at an alternate time would impose an undue hardship on the instructor or the university that could not reasonably have been avoided, then an excused absence may be denied. Falsification of documentation is considered a violation of the Program’s Standards of Professional Conduct and will result in disciplinary action up to and including dismissal.

Requests for an excused absence may only be granted for the five itemized reasons below. Makeup assessments and reassessments must be completed by the deadlines outlined below, or students will receive a grade of “No Pass”. Students with prolonged illnesses or other personal issues that result in multiple absences may be denied excused absences and asked to consult with the Director regarding taking a leave of absence (see Leave of Absence).

### **Student Illness**

Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify the instructor no later than two hours after the start of the scheduled assessment or reassessment. Notification can be made by telephone, e-mail, or fax. In order for an excused absence to be considered, a note by a licensed physician must be received no later than one business day following the missed assessment/reassessment. The physician may not be an immediate family member or the student in question, and must have been involved in the provision of care for the illness. Faxed and electronic copies of the physician's note may be accepted, provided that the original copy is received within one week. The MBA Program reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether or not an absence should be approved.

### **Personal or Family Emergency**

Should a student experience an emergency personally or in his/her immediate family ("immediate family" is defined as parent, guardian, spouse, child, or sibling) that would preclude him/her from attending a scheduled assessment or remediation, the student should notify the instructor or MBA Program as soon as possible following the event, but no later than two hours after the start of the scheduled assessment/reassessment. "Emergency" situations include, but may not be limited to hospitalization, death, or other unforeseen, debilitating events. Notification can be made by telephone, email, or fax. Whether or not a request for an excused absence due to personal or family emergency is granted is solely the purview of the instructor and/or Director. The instructor and the Director may request that the student provide documentation of the emergency in order to determine if granting an excused absence is warranted.

### **Bereavement**

A student may request an excused absence from an assessment or reassessment to attend scheduled funeral services for a close friend or family member. The funeral service must be scheduled within five calendar days of the date of the assessment or reassessment to receive an excused absence. The student must notify the MBA Program Director no later than 1:00 PM on the date of the absence. Documentation will be required for an excused absence to be approved, and must be submitted prior to any scheduled make-up assessments.

(See p.25, Policies and Procedures Pertaining to Professionalism)

### **Religious Observance**

It is the policy of Roseman University of Health Sciences and the MBA Program to be sensitive to the religious obligations of its students. Should a student be unable to take a scheduled assessment or reassessment due to a religious obligation, the student must request an excused absence from the MBA Program Director as soon as possible, but not later than the end of orientation week for the school year. The MBA Program Director reserves the right to require the student to provide additional information and/or documentation from a clergyman confirming the religious prohibition asserted by the student if deemed pertinent in determining whether or not an excused absence should be granted.

### Attendance/Participation in Professional Meetings or Approved Professional Engagements

The Program encourages students to attend and participate at professional meetings. In order to receive an excused absence for an assessment/reassessment scheduled during a professional meeting, each student attending the meeting must individually submit a request, in writing to the instructor and Director at least two weeks prior to the assessment/reassessment. The request must be accompanied by a copy of the student's accepted registration for the meeting. For other professional engagements supported by the student's primary program (COP/CODM), a supporting letter/email from the appropriate dean or the designated administrator/faculty is required.

Requests for excused absences are only granted for initial assessments and/or initial reassessments. Makeup assessments and reassessments must be completed by the deadlines or students will receive a grade of "I" and be required to attend remediation. Excused absences are not permitted for makeup assessments or makeup reassessments. Students with prolonged illnesses or other personal issues that result in multiple absences should consult with the Director regarding taking a leave of absence (See Leave of Absence).

If an absence from a scheduled assessment is excused, the student will be assessed during the scheduled reassessment. Since the student could not participate in the team assessment, the student will not be entitled to receive team points for his/her initial assessment on the reassessment day. Otherwise, the student will receive an "I" and will be required to attend remediation for that assessment. Students who had an excused absence for the assessment and do not pass the assessment will have the opportunity for a reassessment. The reassessment must be completed within two business days of the assessment or as stipulated by the instructor and Program Director. Otherwise, the student will receive a "NP" and will be required to attend remediation for that assessment.

If an absence from a scheduled reassessment is excused, the student will have the opportunity for a makeup reassessment. The makeup reassessment must be completed within two business days of the scheduled reassessment or as stipulated by the instructor and director. Otherwise, the student will receive a "NP" and will be required to attend remediation for that assessment.

If a student has an excused absence for both the assessment and the reassessment, the student will have the opportunity for a makeup assessment and reassessment. The makeup assessment and, if necessary, the makeup reassessment, must be completed within five business days of the initial assessment or as stipulated by the instructor and Program Director. If the student has not passed the makeup assessment or reassessment within five business days of the initial assessment, the student will receive a "NP" and will be required to attend remediation for that assessment.

Faculty who compiled the assessment items need to be present during any makeup assessment or reassessment, or make appropriate arrangements with the Program Director. The date and time for the makeup assessment or reassessment may not be scheduled during regular classroom hours.

If an absence from a scheduled assessment is excused, the student will be required to attend the scheduled reassessment and pass that reassessment or attend a scheduled remediation period. If an absence from a scheduled reassessment is unexcused, the student will be required to attend a

scheduled remediation period (to be determined by the faculty in conjunction with the Program Director) and be assessed on those outcomes at that time. More than one unexcused absence is not permitted. Following an unexcused absence, the student will be notified, in writing that any additional unexcused absences will result in the student failing the block and/or being placed on probation (See Probation). Students should refer to the course syllabus for additional information on the MBA attendance policy.

### **Class Start Time, Assessment Start Time and Class Hours Policy**

MBA classes that meet during the evenings (Monday to Friday) will be held from 5:30 p.m. to 9:30 p.m., and those scheduled on Saturday will meet 8:00 a.m. to 5:00 p.m. In the case of the joint degree programs, class times during the first week of a block will be Tuesday through Friday, 8:00 a.m. to 3:00 p.m.; and during the second week, Monday through Friday, 8:00 a.m. to 3:00 p.m. In observance of these posted times, students and all faculty who are scheduled to teach, will be expected to be present during class hours except when otherwise approved by the curriculum committee and the faculty. This does not necessarily mean that faculty has no flexibility and must begin lecturing at 8:00 a.m. or 5:30 p.m. To facilitate learning, faculty has the latitude to allow students to study in their groups or work on special projects; however, that time should be defined and structured, and faculty should be available to assist and facilitate students in their learning. Students will not be allowed, “time off”, “comp time” or time to complete assignments intended as “homework” off-campus during these times unless approved by the Curriculum Committee and faculty body as part of the block plan/syllabus and the block plan/syllabus has been distributed to students in writing.

Similarly, for the Evening/Weekend programs, the mid-course and final or summative assessments are scheduled to begin at 8:00 a.m. on Saturdays for the block unless otherwise approved by the curriculum committee and MBA Program Director. For the joint programs, those assessments are scheduled to begin at 8:00 am during the weekday. Start times for the team assessment and assessment review will be clearly communicated to the students prior to the start of the assessment. Times for remediation review and reassessments must be set and communicated to students.

For the Weekday (for example, PharmD/MBA, DMD/MBA or AEODO/MBA) programs, the scheduled dates for the mid-course and final/summative assessments are the first and last Friday of the block and reassessments are scheduled for the Monday following the assessments. For the Evening/Weekend program, the scheduled dates for the mid-assessments are mid-way (on a Saturday) through the course. Reassessment dates will be scheduled on the Saturday following the initial Saturday assessment. These dates may only be altered in extenuating circumstances and with the approval of the Curriculum Committee and MBA Program Director or his or her designee. Students should refer to the course syllabus for additional information.

All blocks (except the Capstone) will have a minimum of two assessments-which will consist of a mid-block (or mid-course) assessment and a final assessment, in addition to written, oral, and case analysis assignments. The final assessment may or may not be comprehensive.

Any deviations from this policy must be approved in advance by the Curriculum Committee and the MBA Program Director or his or her designee.

## **Curriculum**

Information regarding MBA course curriculum, prerequisites, and descriptions can be found in the Roseman University Catalog.

## **MBA Student's Academic Responsibilities**

Prior to the start of each block/course, you need to get a list of required textbooks (as specified in the course syllabus) and order the texts well in advance of the first class session. The faculty will send you a syllabus before the first class, and every student is expected to come to class with a textbook. As soon as you receive the syllabus, read it, order your text, and determine what preparation is required for your first class. Be certain to come to the first class with your textbook and be appropriately prepared. Always wait to hear from an instructor or wait to receive the syllabus before ordering textbooks – there might be edition changes.

In all of your classes, you will be expected to demonstrate that you understand and can apply analytical and problem-solving skills; that you are able to build productive teams and work collaboratively with others to achieve excellent results; that you can communicate effectively in writing, speak persuasively, and work well with others; and that you can apply what you learned to the analysis and presentation of cases.

Since the emphasis of the program is on peer learning, case analyses, and team projects, your attendance is required at all scheduled instructional periods and all scheduled assessments and reassessment/remediation periods. Absence from instructional periods for any reason does not relieve you from responsibility for the material covered during your absence. If an absence from a scheduled assessment, reassessment, or remediation assessment is excused, then you will be assessed using an assessment with different questions from those given to your classmates.

## **Preparation for Class**

To prepare for each class session, you should read the assignment, familiarize yourself with the concepts, review the cases and summary in each chapter, develop a preliminary set of answers to the case questions, and prepare to be a meaningful participant and contributor to your team assignments, case analyses, class discussions and presentations.

## **Team Assignments and Cases**

Our MBA classes incorporate “active learning”. In addition to the text and cases, each class draws upon previous experience and education, and applies various management concepts and analytical tools to management problems and issues. You are expected to address management problems and opportunities with solutions and strategies. The cases and exercises will normally be analyzed and reported on as a team. In each course, you will study a number of cases, and each team will be expected to present and lead discussions of several cases.

## **Teamwork**

Teamwork is a fundamental element of the Roseman MBA program. Concepts and cases analyzed and presented as a team effort account for a large part of the learning process. Since the blocks/courses require integration of knowledge, team members will need to work closely together and share knowledge of prior course work, apply information from the current course, and draw on relevant experiences.

Each team must quickly adapt to a system of coordination which identifies leadership, distributes the workload fairly, provides team members with new learning experiences, and completes the case and assignment in an effective manner, while also demonstrating knowledge of the case and applicable business concepts.

Team analyses and presentations are expected to demonstrate:

- Thoroughness of analysis (appropriate use of applicable tools, concepts, and techniques);
- Clarity of expression (focus, style, cohesion);
- Organization (appropriate use of visual aids and integration of analysis);
- Adequacy and soundness of answers and recommendations.

In the Roseman MBA program, we learn by doing, discussing and exchanging ideas with others. Peer learning is important as everyone brings a wealth of experience and knowledge. We emphasize thinking critically, communicating effectively, identifying issues, developing arguments, and making decisions. And in the process, you are expected to encourage and support your teammates.

## **Participation**

Class attendance is a necessary but not a sufficient condition for meaningful, valued participation. Participation involves committing to the learning process in the class as demonstrated by your engagement in the learning process. Significant behaviors involve being prepared for class, asking questions, challenging viewpoints, sharing relevant experiences, taking risks, participating in goal development, etc. If other students have not had some subject related exchanges with you at the end of the third day, you will have to wonder about your class participation. Participation also involves your behavior as a team member. Your team members and your instructor will have ample opportunities to give you feedback on your teamwork skills.

The following are guidelines for ensuring the best possible level of participation in your courses:

### **Exceptional/Expected Level of Participation**

- Always prepared for class—had read all material and completed all assignments
- Participated in class discussions by asking questions and offering experiences—every class period
- Encouraged and supported others to participate—good listener
- Realistic risk taker—willing to try new things—actively engaged.
- Embraced uncertainty and paradox
- Devil's advocate—willingly confronted mediocrity (with supportive style)—

- challenged ideas
- Handled conflict constructively by collaborating and integrating new ideas
  - Always took responsibility for own decisions—slow to blame others
  - Took a leadership role in class
  - Willingly took on an extra share of the workload
  - Demonstrated ability to enjoy work—showed good sense of humor—made class fun
  - Captured the spirit of the class

### **Developmental Level of Participation**

- You were almost always prepared for class—didn't prepare one or two times
- Participated in most class discussion by asking a question or commenting on what someone else said
- Encouraged others to participate
- Would go along with some risk taking—would try out new things if others would
- Tolerated uncertainty and ambiguity
- Willing to listen to opposing viewpoints and opinions
- Handled conflict by compromising or accommodating
- Generally took responsibility for own decisions—some tendency to blame self or others
- Tried to take on a leadership role on a couple of occasions
- Generally had a positive attitude

### **Unacceptable Participation**

- Generally skimmed material before coming to class—didn't really read and integrate material
- Hardly ever participated in class discussions
- Interrupted others, criticized or otherwise discouraged others from expressing themselves
- Closed-minded—resisted trying anything different
- No tolerance for ambiguity—wanted everything spelled out
- Disruptive devil's advocate—argued just to show-off
- Handled conflict by dominating or avoiding
- Little acceptance of responsibility for own decisions—clear tendency to blame others
- Avoided leadership challenges—criticized or gossiped about those who tried
- Social loafer—skilled at getting others to do his or her work
- Complained about almost everything (without trying to engage constructive change)
- Did not take advantage of learning opportunities

### **Graduation**

Graduation from the MBA Program requires students to successfully complete all of the program course requirements. Only students who have completed the program may receive their diplomas. A diploma will not be ordered/issued for a student until he or she has successfully completed all requirements (including the Capstone Simulation, Comp-XM simulation and the business plan

project). Joint program students who started the MBA program without an undergraduate degree must complete the PharmD or DMD degree (or earn an undergraduate degree) before the MBA degree can be awarded.

### **Method of Evaluation of Student Progress**

The MBA Program, in alignment with Roseman policy, has set extremely high standards for student achievement. Student progress toward achieving block and program outcomes will be frequently evaluated. Thus, an instructor may give quizzes and other types of assessments during a course. A formal mid-course and final assessment to determine whether a student has attained a particular set of competencies will be scheduled at the mid-point and at the end of each block of instruction. Reassessment and remediation will be available for students who do not initially meet the high assessment standard for competencies. Additional attention will be given to the continuing satisfactory academic progress of students who have been placed on academic probation.

### **Transcripts and Records of Student Performance**

See the University Student Catalog for more information.

### **Transcripts**

A student requesting a transcript must contact the Registrar Office.

### **Assessment Examinations**

The University and its faculty have set the standard achievement for each student at 90% for examination assessments. Therefore, in order to pass an examination assessment, a student must achieve a minimum score of 90% on each assessment. If a student does not achieve a 90%, then he or she must remediate that portion of the curriculum at a pre-designated time, be reassessed and achieve a minimum level of 90%. If a student does not pass the reassessment, the student will receive a “NP” and must attend the scheduled remediation and pass the remediation assessment. If the student fails the remediation assessment, the “NP” will be the final grade for the course. With assessments, a student has three opportunities to achieve the required competency: 1) The initial assessment, 2) the reassessment, and 3) the remediation assessment.

### **Written and Oral Analyses**

In most courses, the instructor will require students to prepare a course project/paper and/or a written analysis of a case and to give an oral presentation of it on assessment day. The written analysis and oral presentation deadlines are specified in the block syllabus and/or by the instructor. If a student submits a written analysis after this deadline, the student shall receive a “NP” grade for the course. Students shall orally present their cases as directed. Students must complete the written analysis and oral presentation at a “P” level or they must revise the analysis and/or presentation until they meet a “P” standard.

Students who do not satisfactorily analyze and/or present the analysis shall be required to rewrite

and/or make another presentation on remediation day. If the remediation day rewrite or presentation is not satisfactory, the student must rewrite or present during another scheduled remediation date. The remediation opportunities and dates are set by the course instructor. At a minimum, the instructor will give the student three chances for assessment (initial written assignment or oral presentation), reassessment and remediation. If the remediation rewrite or presentation is not satisfactory, the student shall receive a “NP” grade for the course.

### **Entrepreneurial Project**

In several courses, MBA 642, 620, 630, 650, 662 and 670, faculty will require students to prepare a written outline/paper of an assigned portion of their entrepreneurial project. The final written Entrepreneurship Project must be submitted by the deadline provided by the Entrepreneurship instructor (MBA 690). (Note: The entrepreneurial plan/project is usually a business plan. Students who already have definite ideas about a business of interest may begin the necessary research early in the program and such students are encouraged to seek early assistance from the faculty.) If a student submits a written analysis after the deadline, the student shall receive a “NP” grade for the course. Students must complete the written analysis at a “P” level or they must revise the analysis until they meet a “P” standard.

### **Comp-XM and Capstone Simulation**

Each student is required to complete the Capstone and Comp-XM Simulations and Board Queries at a time designated by the Curriculum and Instruction Committee and MBA Program Director. These simulations are given during the student’s last course in the program (Capstone course). Failure to take the Capstone and Comp-XM Simulations will result in a “NP” grade for the student’s final capstone course grade. The “NP” will be removed when the simulations are successfully completed by the student.

### **Incomplete (I) Grades**

An Incomplete (I) indicates that a student has not completed the requirements necessary to issue a grade of “P” or “NP” but intends to complete the course at a later time, in accordance with policy. In order to replace the “I”, the student will need to complete the requirements necessary and be assessed. If the student is assessed and meets the standard for passing, the “I” will be replaced with a “P”. If the student is assessed and does not meet the standard for passing, the “I” will be replaced with an “NP”. If the student has not been assessed within one (1) year from the date that the “I” grade was recorded, the ‘I’ converts to a ‘W’. With prior written approval of the MBA Program Director, this time limit may be extended for extreme circumstances (e.g. long-term debilitating injury, extended military service, etc.) up to a maximum total time of 2 years from the date of the assignment of the “I” grade. Replacement of an “I” will be under the direction of the instructor(s) and the MBA Program Director.

### **Withdrawn (W) Grade**

The academic program will record a ‘W’ (Withdrawal) in the student’s academic record and the Registrar will note on the student’s transcript a ‘W’ for the current block and any in-progress longitudinal courses when an academic program determines that a student has withdrawn from the

program under any of the following conditions: 1) the student is not allowed to reapply, 2) the student must reapply to the program to be considered for admission, or 3) when the time limit for conversion of a grade of “I” has been exceeded without an assessment occurring (see above). The grade of “W” will be considered permanent.

### **Student Assessment Policy**

Note: All policies set forth for an assessment apply to the reassessment as well. Any deviation from these policies must be approved, in writing, by the Curriculum and Instruction Committee Chair and MBA Program Director and clearly articulated to students prior to the assessment.

### **Credit for Team Assessment**

Students who participate in the team assessment will receive additional points added to their individual assessment score in the amount of 5% of the total, provided that the team assessment score is at least 95%. If the team score is less than 95%, no additional points will be credited to the students on that team. Participation in the team assessment is mandatory.

### **Extra Credit**

Extra credit points on an assessment will not be allowed.

### **Examination Process**

The length and complexity of the individual assessment should be such that the majority of students can successfully complete the assessment within a two-hour time frame. Following the individual assessment, the students will do the team assessment. Following the team assessment, the faculty member will review the questions on the assessment, providing the students the correct answers.

Faculty must clearly communicate the time allotted for the assessment to the students prior to the start of the assessment.

Faculty must also clearly communicate to students the following times:

- The start time for the team assessment;
- The amount of time allotted for the team assessment;
- The start time for the assessment review;
- The time at which assessments results will be provided to students;
- The time at which the review session will begin on the designated remediation day; and,
- The time at which examination reassessment will begin on the designated remediation day.

Following the return of the assessment results, students will have 30 minutes to address errors in scoring (i.e., Scantron errors, miscalculated scores, assessments labeled as “P” or “NP” in error). Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished.

### **Tardiness**

Students will not be permitted to enter the assessment room any later than 10 minutes after an

assessment has begun. An unexcused tardiness will be considered an unexcused absence and will result in the student forfeiting participation in that assessment.

For the team assessment, failure to be present when the assessment is distributed will result in the student forfeiting his or her additional points.

### **Seating Arrangements**

Faculty reserve the right to designate a pre-arranged seating order. Faculty reserve the right to move students during the assessment.

*Students may ask to be moved at any time prior to, or during the assessment. Granting of this request is at the discretion of the proctor.*

### **Student-Initiated Clarifications During Assessments**

Faculty may determine on an individual basis whether or not questions from students will be answered during the assessment; however, if students' questions will not be answered, faculty must clearly state that to students prior to the start of the assessment.

### **Personal Property Permitted On or About Students During Assessments**

Only the items clearly designated by the instructor (e.g. pencil, calculator, charts, scrap paper) are permitted at the desk. Books, notebooks, papers, handouts, and class-related materials, as well as personal items such as coats, purses, cell phones, and book bags must be kept in a place designated by the instructor(s). Class-related materials may not be retrieved until AFTER the team exam.

### **Cell-phones and Other Communication Devices**

Cell-phones, pagers, and any other 2-way communication devices must be turned off and must be kept with personal items in a place designated by the instructor(s). A student having a cell- phone in his or her immediate possession during the assessment or the team assessment will forfeit his or her right to participate in the assessment or team assessment, and will receive no credit for either assessment.

Students should inform outside parties (e.g., spouses, children, etc.) before an assessment that, if there is an emergency during the assessment and they need to contact the student, they should call the contact provided by the faculty, the general University number at 702-990-4433 or MBA Office 701-968-1678 (during working hours) and request that a staff or faculty member contact the student.

### **Communications and Breaks**

Students may not communicate with anyone (with the exception of the proctors) within the assessment room or anyone outside the assessment room during the assessment. Students may not communicate with anyone from another team during the team assessment.

Restroom breaks will be permitted at the discretion of the instructor. Only one student will be allowed to use the restroom at a time. Faculty reserve the right to accompany any student who leaves the assessment room for a restroom break.

### **Assessment Review**

The assessment review will take place at a pre-designated time following the team assessment. During the assessment review, faculty will have the opportunity to omit questions or to accept multiple or alternative answers. Faculty will use their discretion to omit questions or accept multiple or alternative answers based on student input and their own analysis. If a faculty member who has written assessment items is not present, the faculty present will serve as the substitute for the absent faculty member if no other faculty member has been designated to assume this role. Faculty shall not entertain requests for additional credit for any reason other than errors in scoring after the assessment review has finished. When the review is complete, any requests to omit questions or accept multiple or alternative answers must occur in writing using the Assessment Appeals process (see Assessment Appeals). The written appeal must be submitted to the MBA Program Director within five business days from the day of the assessment or reassessment.

### **Disposition of Completed Assessments**

For summative assessments using Scantron forms, the original Scantron form will be retained by the faculty. In all other cases, the assessment results will be provided to the students, once the results have been recorded. If Scantron forms are not used and a student does not pass a reassessment, the original copy of that student's reassessment must be kept by the instructor and such an outcome must be reported to the student within 48 hours of completion of the reassessment. A copy of that assessment will be made and discussed with the student. The instructor will retain a copy for his or her records and the original copy or give it to the MBA Program administrative assistant and be retained in the student's record.

### **Reassessment and Remediation**

Following each summative assessment, a day is set aside in order to remediate and reassess those students who have not successfully achieved the set of competencies assessed. Students who do not pass will be required to attend a mandatory scheduled review session on the scheduled remediation review day. The review session will be followed by a written reassessment on the same day. Students who are late (10 minutes after the scheduled start time) or fail to attend the review session will not be permitted to take the reassessment and will be required to attend end of program remediation. If a student does not successfully achieve the desired set of competencies following reassessment, the student will be required to remediate. However, it is advised that the review, reassessment and remediation be done as soon as possible to increase the chances for student success.

If a student does not pass three reassessments during an academic year, the student will be placed on academic probation (See Probation). A student will be removed from academic probation once he/she has successfully passed all of the required remediation(s).

### **Academic Standards of Progress**

#### **Unsatisfactory Progress Following Reassessment and Remediation**

Students failing to pass a course after reassessment and remediation will be required to retake the block the next time it is offered and pay the tuition for that block.

Students are allowed to repeat a block only once after failing to pass any end-of-course remediation. Students who fail to pass a remediation of a repeated block, will be required to withdraw from the program.

In the event that a block that a student needs to remediate has been modified and/or is covered by more than one block in a revised curriculum, the Curriculum and Instruction Committee may require a student to complete and pass more than one block assessment.

If a student fails two courses, i.e., receives two (2) “NP”s after exhausting all remediation opportunities during the program, the student will be required to withdraw from the program. The student’s status in such a case will be a withdrawal “not in good academic standing” and the student may request re-admission through the Program’s Admissions Application process (See Withdrawal and Tuition Refunds). (Note that since all business graduate programs require that students maintain a “B” or better grade average, a Roseman MBA student can only earn one “NP” for every 12 semester credits hours successfully completed.)

### **Policies and Procedures Pertaining to Professionalism**

The Roseman University of Health Sciences is committed to instilling in our students the importance of personal and professional honor and integrity. Our expectation is for our graduates to uphold and maintain the level of confidence and trust the public has placed on management professionals. Consequently, as a condition to accepting admission to the University and the MBA Program, each student agrees to abide by basic standards of honesty and academic integrity. Students enrolled in Roseman University will:

- 1) Act with honesty and integrity in academic and professional activities. A student will never represent the work of others as his or her own.
- 2) Strive for professional competence.
- 3) Foster a positive environment for learning. A student will not interfere with or undermine other students’ efforts to learn.
- 4) Respect the knowledge, skills and values of instructors and other professionals.
- 5) Respect the autonomy and dignity of fellow students, instructors, staff, and other professionals.
- 6) Seek treatment for any personal impairment, including substance abuse, which could adversely impact instructors or other students.
- 7) Protect the confidentiality of personal, academic, financial or business information.
- 8) Maintain civil, courteous, respectful, polite and honest interactions with faculty, administration and classroom guest speakers.

Students must comply with the Standards of Professional Conduct. A student's behavior may result in a referral to the University Student Professionalism Board if there are allegations of professional misconduct occurring in the classroom or during team activities/assignments required by the program.

## **Violation of the Standards of Professional Conduct**

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use his or her professional judgment to take appropriate action when an apparent violation occurs.

Inappropriate professional or personal behavior includes, but is not limited to the following:

- falsifying applications, forms or records prior to admission to the MBA Program or while enrolled in the University's professional programs;
- cheating (giving or receiving information and/or representing the work of others as his/her own) or plagiarism (including any errors, omissions, misrepresentations, or falsifications of source material).
- providing or receiving privileged information concerning exam content prior to test time to gain unfair advantage
- giving or receiving unauthorized aid during examination
- disclosing information from an exam to a student who has not taken it
- copying, by any means, exams or exam questions without permission
- excessive absences or non-compliance with the email requirement (see Notice of Requirement to Check Student E-mail on a Daily Basis); disruptive behavior in class, including unprofessional conduct during assessment reviews;
- inappropriate or disrespectful behavior toward fellow students, faculty, staff, guest speakers, or staff/employees on or off campus;
- inappropriate or disrespectful interaction with guest speakers;
- knowingly posting, publishing or circulating derogatory information concerning any member of the student body, University faculty, staff, or preceptor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning;
- misusing or misrepresenting one's status as an MBA student;
- stealing, damaging, defacing, or unauthorized use of any University, student, staff, or University visitor's property;
- unprofessional dress, language, or conduct unexpected among business professionals.
- unauthorized use, copying, dissemination, or unauthorized removal from campus of any confidential or proprietary information of the University or any sensitive or confidential records of students or medical records of patients
- such other and further conduct as the Community would standardly consider unprofessional
- violation of State or Federal law

Depending on the situation, the individual may attempt to resolve the situation on his or her own, or if that remedy is unsuccessful or if the violation is deemed serious, the individual witnessing the violation should report the incident to the classroom instructor. If there appears to be an adequate cause and inadequate redress by the classroom instructor, the individual witnessing the violation will communicate it to the MBA Program Director.

The MBA Program Director shall designate another full time faculty member to first make a preliminary inquiry into the allegation(s) to determine if there exists sufficient basis to conduct an investigation. If an investigation is deemed warranted, the Director will meet with the student to inform him/her of the allegation; and with the class instructor present, the student will be allowed to respond. The administrator will determine if sufficient facts exist to mediate and resolve the problem alleged by the accuser(s) and the student. If sufficient facts exist to resolve the problem alleged by the accuser(s) the administrator can then determine appropriate punitive action (if any) based upon the findings of fact. If the appropriate administrator from the College/Program identifies academic and/or professional misconduct that the student does not accept responsibility for, the administrator will refer the matter to the VPSS or designee. The VPSS or designee will refer the matter to the University Student Professionalism Board (USPB).

For additional information about the USPB process, please see the University Website (<http://www.roseman.edu/students/registrar/university-policies>).

### **Resolution of USPB Findings**

1. The Director will meet with the full-time faculty to consider the USPB's report. It is solely the responsibility of the Director to determine appropriate sanctions should the USPB determine that it is more likely than not that the charges made are true. The Director will make a final determination as to the disposition of the matter, and will forward this decision to the Vice President for Student Services, and the student within 5 business days, or within an extension approved by the Chancellor of the Henderson, Nevada campus following receipt of the USPB's report.
2. The student may appeal the decision as outlined in the University catalog: <http://www.roseman.edu/students/registrar/university-policies>.

### **Consequences of Unsatisfactory Achievement of Academic and/or Professional Standards**

#### **Probation**

The MBA Program Director will communicate with students who exhibit unsatisfactory or deficient academic performance on probation. The MBA Program Director also will inform a student who exhibits inappropriate professional conduct on campus about probation. Students on probation are required to satisfy and comply with the terms and/or conditions of their probation.

#### **Academic Probation/Withdrawal "Not in Good Academic Standing"**

If a student receives three (3) "NP"s after reassessment, while waiting end-of-course remediation (i.e., student has not failed the courses), the student will be placed on academic probation. The MBA Program Director will acknowledge the student's placement on academic probation and will specify the terms of probation in a written document. Included in this document will be: (1) a statement informing the student that he/she must receive a "P" final grade in at least one course/block in order to continue in the program. This document will be emailed or hand-delivered to the student.

Under normal circumstances, a student will be removed from academic probation once he/she

has successfully passed all of the reassessments required during remediation.

During academic probation a student is required to meet regularly with his or her MBA Program faculty advisor or the course instructor(s) where remediation is required.

### **Probation for Professional or Personal Misconduct**

Students who exhibit inappropriate professional or personal behavior will be placed on Probation for Professional or Personal Misconduct. Violations can also lead to suspension or termination from the program. As stated above, inappropriate professional or personal behavior includes, but may not be limited to the following: excessive absences, disruptive behavior in class, inappropriate or disrespectful behavior toward fellow students, faculty, or staff, and, unprofessional dress, language, or conduct as defined by the MBA Program Faculty and/or professional business expectations.

Matters involving a student's inappropriate professional or personal behavior on campus will be brought to the attention of the MBA Program Director who will subsequently bring it to the full-time faculty's attention. The MBA Program Director will acknowledge the student's placement on Probation for Professional or Personal Misconduct, and will specify the terms of probation in a written document, including further disciplinary action to be taken should the terms of probation not be met within the specified time. This document will be delivered either to a student's university email address, by certified mail or hand-delivered to the student.

During the probationary period, the MBA Program Director shall be responsible for monitoring the student's progress toward meeting the terms of probation. Once the student has satisfied the terms of probation, the MBA Program Faculty and Director shall render a decision regarding the student's status in writing to the student.

### **Suspension**

The Program reserves the right to suspend a student at any time in order to safeguard its standards of scholarship, professional and personal conduct, and/or orderly operation.

The Director can place a student on suspension as a result of unprofessionalism by the student. Additionally, the Director may suspend a student even if he/she has not been placed on probation and/or if the student's conduct has not been reviewed by the USPB.

Suspension may be imposed for up to one calendar year. Students suspended for more than 45 days will be considered withdrawn for Federal Student Aid and enrollment reporting purposes.

The MBA Program Director will notify the student of his or her suspension, including the terms and conditions of the suspension, within a reasonable timeframe. The decision shall be delivered to the student via e-mail to his/her university email address or by hand or by certified mail and receipt acknowledged by signature. A student can be required to begin the suspension even if he/she refuses to accept the hand-delivered notice of the suspension, neglects to check his/her email, or refuses to sign the certified mail receipt. This decision will also include the length of time the suspension will be in force. During any imposed suspension, the student is prohibited from attending

or participating in any instructional sessions or any MBA Program or University events that are not open to the general public.

At the end of the suspension period, the student may petition the MBA Program Director, in writing, to allow him/her to return. The MBA Program Director shall consider the request and notify the student and the administrative officers, in writing, of the exact date and conditions under which his or her status will be reinstated or the official termination date of the student.

### **Termination**

The Roseman University of Health Sciences MBA Program reserves the right to terminate a student at any time in order to safeguard its standards of scholarship, professional and personal conduct and orderly operation. Any action which threatens or endangers, in any way, the personal safety and/or wellbeing of self or other, or which disrupts or interferes with the orderly operation of the MBA Program or University shall be cause for immediate termination of the student. A student who is terminated may not be reinstated under any circumstances.

### **Withdrawal**

Continued attendance in the MBA Program is a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct.

The MBA Program reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by act of matriculation.

### **Voluntary Withdrawal**

Application for voluntary withdrawal from the MBA Program must be made in writing to the MBA Program Director. Except in rare and special circumstances, the application will be accompanied by a personal interview with the MBA Program Director. Every effort should be made by the student to assure that no misunderstandings or errors occur in the withdrawal process. The MBA Program Director will provide the student with the forms necessary to process the official withdrawal. Withdrawal is not complete until the required forms are signed by the student, and the MBA Program Director.

The procedure for Voluntary Withdrawal is as follows:

1. The student makes a written request to the MBA Program Director to voluntarily withdraw from the College.
2. The MBA Program Director or designee completes the necessary university withdrawal forms.
3. The MBA Program Director or designee schedules and attends the withdrawal interview with the student, as necessary, and the terms of withdrawal agreed to, if any, are put in writing.

4. The completed withdrawal form and terms of withdrawal are signed by the program's designee.
5. Once all forms are signed and dated, the withdrawal process is complete.

### **Involuntary Withdrawal**

As stated in the Academic Standards of Progress earlier, students who fail two (2) courses during the program are required to withdraw from the program "not in good academic standing." Such students who leave the MBA Program without completing the established withdrawal procedure within 10 days will automatically be terminated from the University. A student who is not registered for a course for 45 calendar days will be considered withdrawn.

The procedure for Mandatory Withdrawal is as follows:

1. The MBA Program Director will inform the student in writing that due to unsatisfactory academic progress, the student is required to withdraw from the MBA Program.
2. The MBA Program Director or designee completes the necessary university withdrawal forms.
3. The MBA Program Director or designee schedules and attends the withdrawal interview with the student, as necessary, and the terms of withdrawal agreed to, if any, are put in writing.
4. The completed withdrawal form and terms of withdrawal will be signed by the student and returned for signature to the MBA Program Director.
5. Once all forms are signed and dated, the withdrawal process will be complete.

### **Administrative Withdrawal (Others)**

For joint program students who withdraw (voluntary or involuntary) from their primary program (PharmD, AEODO or DMD) but wish to continue in MBA program, they can continue except for PharmD students who do not have a Bachelor's Degree. Because such PharmD students (without an undergraduate degree) then fail to meet MBA admissions requirement (continued enrollment in the COP), they must withdraw from the MBA Program or they will be administratively withdrawn on the same date as when withdrawn from the College of Pharmacy. Notwithstanding, any student not registered for a course for 45 calendar days will be administratively withdrawn.

### **Conditions for Readmission for Students Withdrawing "in Good Academic Standing"**

Students who withdraw "in good academic standing" (i.e., not on academic probation) are not assured of readmission unless it is a part of the final written decision and/or agreement made between the MBA Program Director and the student. Unless circumstances determined by the MBA

Program Director warrant, students who are granted re-admission following withdrawal in good academic standing can reenter at the point previously completed (if the previous courses completed are within the last seven years). The student will pay for the remaining blocks and will be expected to proceed normally through the program.

### **Conditions for Readmission for Students Withdrawing “Not in Good Academic Standing”**

Students, who withdraw while on academic probation, do so “not in good academic standing.” Students who withdraw “not in good academic standing” may request re-admission through the MBA Program’s Admissions Application process unless otherwise stipulated.

### **Leave of Absence**

A student in good academic standing (i.e. not on academic probation) may request a leave of absence due to occurrence of medical problem(s), serious personal problems, financial problems, or pregnancy. **Students on an approved leave of absence will be considered withdrawn for Federal Student Aid and enrollment reporting purposes. Students may be required to begin repayment on outstanding federal student loans during an approved leave of absence longer than 180 days.**

Students requesting a leave of absence must apply in writing to the MBA Program Director. In the event of a medical problem, the request must be accompanied by a letter from a physician describing the nature of the disability for which the leave is requested and the estimated length of time needed for recovery. The MBA Program Director shall determine whether or not the leave is to be granted and the conditions under which the student may return to school. Students requesting leave of absence should note that there is a seven-year time limit for completing the MBA program.

A leave of absence requested for a full academic year will be for one year only with expected reinstatement at registration for the following year. Leave of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to the MBA Program Director at least three months prior to the requested date of return. It is the student’s responsibility to keep the MBA Program Director informed of any change of address while on a leave of absence.

If the student has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Leave of absence may be extended to a maximum of two years. The terms and conditions of the leave will be determined by the MBA Program Director.

The procedure for obtaining a leave of absence is as follows:

1. The student makes a written request to the MBA Program Director for a leave of absence.

2. The MBA Program Director prepares the necessary leave of absence forms.
3. The MBA Program Director and the student meet to discuss the request. The MBA Program Director shall determine whether or not to grant the request and the terms of the leave of absence, if granted. Any terms shall be put in writing for the student and the MBA Program Director to sign.
4. If the request is granted, the student shall complete the leave of absence form, sign and date it. The student shall then return the completed form to the MBA Program Director who shall sign and date it.
5. Once all forms are signed and dated, the leave of absence process is complete. For purposes of calculating tuition reimbursement, the official date of the leave of absence will be the original date of receipt of the student's request, providing the leave is granted.

## **Student Appeal Process**

### **Assessment Appeals**

If a student feels that an assessment has been evaluated unfairly or in error, he/she should submit a written account of his or her reasons for believing he/she has not been evaluated fairly or in error to the MBA Program Director by 5pm on the 5<sup>th</sup> business day after the assessment.

The MBA Program Director shall determine if the situation merits convening the Student Assessment Appeals Committee. The Student Assessment Appeals Committee is convened on an as-needed basis, and is composed of two faculty members and one student appointed by the MBA Program Director.

After considering the points-of-view of both the student and the faculty member(s), the Student Assessment Appeals Committee shall make a recommendation to the MBA Program Director who shall render his or her decision. The MBA Program Director shall communicate this decision in writing to the student and the faculty member(s) involved. The decision of the MBA Program Unit and the Director is final.

### **Appeals of Withdrawal Decisions**

Two "No Pass" in any two (2) MBA blocks will automatically results in a student being required to withdraw "not in good academic standing." The requirement to withdraw and any stipulations or conditions regarding the student's return to the program may not be appealed. However, students may appeal the outcomes of an assessment as noted above.

### **Appeals of Probation Decisions**

If a student feels he/she has been treated unfairly in a matter involving probation, he/she may appeal that decision to the Director. The written appeal must be submitted to the MBA Program Office within five (5) business days of notification of probation. The Director shall consider the appeal

and render his/her decision. The Director communicates this decision in writing to the student, and the full-time faculty. The decision of the Director shall be final, effective immediately.

### **Appeals of Suspension or Termination Decisions**

If a student feels he/she has been treated unfairly in a matter involving suspension or termination, he/ she may appeal that decision in writing to the Director. The written appeal must be submitted to the MBA Program Office within five (5) business days of notification of suspension or termination. The Director shall consider the appeal and render his/her decision. The Director shall communicate this decision in writing to the student and the full-time MBA faculty. If the suspension or termination was imposed by the Director, the student may appeal directly to the Chancellor of the Henderson, Nevada campus, using the procedures below.

If the student is still dissatisfied, he/she may appeal the Director's decision in writing to the Chancellor of the Henderson, Nevada campus. The written appeal must be submitted to the office of the Chancellor of the Henderson, Nevada campus within five (5) business days of notification of the Director's decision. The Chancellor of the Henderson, Nevada campus shall consider the appeal and render his/her decision. The Chancellor of the Henderson, Nevada campus shall communicate this decision in writing to the student and the Director. The decision of the Chancellor of the Henderson, Nevada campus shall be final, effective immediately.

When the Director concludes that it is more likely than not that the student does not pose a threat to the safety or well-being of the members of the University community, the student shall have the opportunity to continue to attend classes and participate in all sanctioned program activities until such time as any/all appeals are exhausted. The student is expected to behave in a professional manner during this time period. Any disruptions of class or University operations or any other unprofessional behavior may result in rescission of the student's opportunity to attend class and/or all sanctioned program activities. A student who is terminated may not be reinstated under any circumstances.

The MBA Program reserves the right to terminate a student at any time in order to safeguard its standards of scholarship, professional and personal conduct, and orderly operation.

### **Record of Students' Complaints**

The student may submit a written complaint to the MBA Program Director. A student may also submit a written complaint to a student class officer (e.g., class president, vice president). The MBA Program Director will formally investigate a student's written complaint. If the complaint involves the MBA Program Director, the Henderson Campus Chancellor will assume responsibility for leading the investigation. All written complaints will be kept in a confidential, secured file in the MBA Program Director's office. Student complaints must be filed within ten (10) business days of the date of occurrence.