LINDSEY WILSON COLLEGE

2020-2021 Academic Handbook

Business Graduate Studies

MBA, MSTM, MBA Blended

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Dear Students,

On behalf of the faculty, staff, and administration, I want to welcome you to the Lindsey Wilson College family. We are sure that during your time here you will see why we consider ourselves a family. We are dedicated to providing you with the best possible educational experience by living our motto of "Every Student, Every Day."

As with any family, communication is the key. We will provide you with all the information you need to be successful, and we ask that you communicate any questions or issues you might have during your time here, so that we can work with you to answer your questions and resolve any issues. At Lindsey Wilson College, we strive to achieve academic excellence, preparing students not only for sustained success in their future professions but also to become life-long learners. Our students are equipped to respond to the challenges of an ever-changing, increasingly-global world, and to empower themselves and their communities.

Lindsey Wilson is a vibrant, diverse, mission-driven community that goes to extraordinary lengths to support students. We want your experience with us to be intellectually engaging, productive and successful – from your first residency through graduation.

Sincerely,

Philip Yoho

Dr. Philip Yoho
Director of Business Graduate Studies

Lindsey Wilson College Mission

The mission of Lindsey Wilson College is to serve the educational needs of students by providing a living-learning environment within an atmosphere of active caring and Christian concern where every student, every day, learns and grows and feels like a real human being.

Institutional Goals

To strive for the highest degree of educational excellence by providing programs based upon the findings of research and sound professional practice.

To create the best possible environment for the individual growth of students through the intentional and cooperative efforts of the entire college community.

To prepare students for life and a career in a rapidly changing world.

To develop intellect, character, and self-esteem through value-centered learning experiences.

Statement of Academic Excellence

Academic excellence is the demonstrated ability to achieve the highest standards in communication, critical inquiry, and cultural literacy through curiosity and creativity as well as profound knowledge in academic disciplines. It is intrinsically connected to developing important intellectual habits and traits associated with critical thinking. In order to help students accomplish academic excellence, teaching institutions engage students in a variety of rigorous learning experiences both inside and outside of the classroom within a context of individualized support and with instructors who have records of achievement in their fields and in teaching. By achieving academic excellence, students are prepared not only for sustained success in their future professions but also to become life-long learners, to respond to the challenges of an ever-changing, increasingly-global world, and to empower themselves and their communities.

A Brief History

Lindsey Wilson College was founded in 1903 as Lindsey Wilson Training School by the Louisville Conference of the Methodist Episcopal Church, South. The school was named in memory of Lindsey Wilson, the deceased nephew and stepson of Mrs. Catherine Wilson of Louisville, Ky. (Today, Lindsey Wilson College continues its affiliation with the Kentucky Annual Conference of The United Methodist Church.)

Mrs. Wilson contributed $6,000 toward the construction of one of the school's first buildings, which now serves as the L.R. McDonald Administration Building. Funding also came from the citizens of Columbia and from Mrs. James Phillips of Lebanon, Ky., for whom Phillips Hall, a women's residence hall, is named. Mrs. Kizzie Russell of Columbia also made substantial gifts.

In its early years, Lindsey Wilson educated grades one through 12. Concentration was on "normal work" to prepare students to be teachers; many continued their education at Vanderbilt University.

In 1923, the school's curriculum was reorganized, and a college department offering a junior college degree was added. In 1934, Lindsey Wilson College closed its academy, and the school became exclusively a junior college. The college, however, maintained a Model Training School from 1933 through 1979.

In 1951, the college was accredited by the Southern Association of Colleges and Schools Commission on Colleges, and in 1985, the college's trustees voted to become a four-year liberal arts college. Lindsey Wilson graduated its first baccalaureate class in May 1988.

The college added a master's degree in Counseling & Human Development in April 1993. The program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and it has been cited by CACREP as a model small-college graduate program. Since then, additional master's programs in business administration and technology management have been added. In fall 2014, the college began offering a Doctor of Philosophy degree in counselor education & supervision, which received CACREP accreditation in January 2018.

While historically the college's focus has been to serve the citizens of Southcentral Kentucky, Lindsey Wilson serves a diverse group of students. In 2018-2019, the college enrolled more than 2,600 undergraduate and graduate students, including 1,061 residential students, with the student body representing 111 of Kentucky's 120 counties, 30 U.S. states and territories, and 35 foreign countries. The college also has community campuses in the Kentucky cities of Ashland, Cumberland, Elizabethtown, Hazard, London, Louisville, Maysville, Prestonsburg, Radcliff, Scottsville, and Somerset, with other community campuses in Virginia (Big Stone Gap, Cedar Bluff, and Wytheville), West Virginia (Logan), Tennessee (Gallatin), and Ohio (Cincinnati and Hillsboro). Lindsey Wilson College also offers two associate, four bachelor's, and two master's degrees fully online as well as one certificate program.

Accreditation

Lindsey Wilson College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor's, master's, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of Lindsey Wilson College. The college is also accredited by the University Senate of The United Methodist Church.

The Bachelor of Arts in business administration is accredited by the International Accreditation Council for Business Education (IACBE).

Lindsey Wilson College does not discriminate against any person on the basis of race, color, sex, age, national and ethnic origin, religion, or disability. Lindsey Wilson College complies with the provisions of Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Age Discrimination Act of 1967.

Equal access to employment opportunities, admissions, educational programs, and all other college activities is extended to all persons. Questions regarding statutes and regulations pertaining to equal opportunity may be addressed to the vice president for Administration & Finance at Lindsey Wilson College.

This handbook is for information only and does not constitute a contract. Lindsey Wilson College reserves the right to make necessary changes without further notice in courses, programs, or financial charges. Additional specific academic information can be obtained from the Registrar's Office.

General Philosophy and Guidelines

All students are members of the Lindsey Wilson College community and are expected to conduct themselves in such a manner as to uphold, and not detract from, the good name of the College and fellow students by full recognition of their responsibilities under the legal, moral, and social standards of God and country. This includes communication with fellow students, faculty and administrators in online environments. The laws of the State of Kentucky confer broad legal authority to regulate student life, guided by considerations of educational policy. All students and student organizations of the College are subject to the rules and regulations of the College. In any situation not specifically covered by a regulation, the College reserves the right to take action that will most effectively protect the welfare of its students and the interest of the College. Students who feel they cannot uphold the principles of Lindsey Wilson College or who feel they cannot live under the rules and regulations of the College should not register. Lindsey Wilson College reserves the right to change or amend its rules and policies when deemed necessary for academic integrity and/or the safety and comfort of its students.

The President of the College, the Vice President for Student Services, and/or their designated representatives may counsel, admonish, suspend, expel, or otherwise appropriately discipline any student for violating regulations and standards of the College. It is understood that attendance at Lindsey Wilson College is a privilege and any student who does not conform to the standards and regulations of the College may forfeit this privilege. When students enter college, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the College. Student conduct, therefore, is not considered in isolation within the College community but as an integral part of the educational process. All students are expected to know and abide by this code of student conduct. Ignorance is no excuse. The College specifically reserves the right, in its sole discretion, to determine the standards of conduct appropriate for those who become its members.

Lindsey Wilson College demands high standards of personal conduct from each student. Each individual student, as a member of the College community, is encouraged to assist in the development of a loving, responsible, and reasoned community. The College will adopt only such reasonable rules and regulations applicable to students as are necessary for the orderly, harmonious, and beneficial functioning of the whole community. The College expects students to go beyond the letter of the laws of the community and to abide by the spirit, or intent, of all policies and regulations as well. Neither individual students nor organized student groups may act on behalf of; speak for, or in the name of Lindsey Wilson College.

Katie Murrell Library Services

The Katie Murrell Library, housed in the Holloway Building on the A.P. White Campus in Columbia, is a 24,000 square foot facility that serves the educational and other needs of the college community. Extensive library resources are available to all students via the Katie Murrell Library web page. The library provides access to a multimedia collection of 600,000 cataloged titles. This includes 26,000 physical books and AV titles, nearly 550,000 ebooks, and numerous other online resources with literary, scientific, business, statistical, and reference information as well as streaming music and video titles. A juvenile and curriculum collection supports students in the teacher education programs, and a popular materials collection provides access to recreational reading.

The library has 46 public access terminals where students can do research, write papers, complete assignments, and use the Internet. Laser printers and scanners are available all hours the library is open. Students at the A.P. White Campus in Columbia receive a printing allowance each semester that can be used in the library. The library supports and maintains classroom technology at the A.P. White Campus in Columbia.

Library facilities include individual study carrels, group tables, a computer lab, the juvenile/ curriculum collection, a conference room, and group study rooms. Sofas and other casual seating can be found in the New Books and Periodicals areas and in the Thomas D. Clark Reading Room. A wireless network allows Internet access through laptops, tablets, or other mobile devices. Library staff members work to make the library a center of the A.P. White Campus in Columbia and to provide support and instruction to students on the use of the library, its collections, and technology.

Periodicals, Magazines, and Full-Text Databases

Students may access more than 59,000 magazines, newspapers, and journals in online and print formats. The library incorporates numerous full-text databases into its collection, both specialized and general, through the Kentucky Virtual Library and the Appalachian College Association. Students and faculty members have remote and 24-hour access to significant academic and learning resources. In addition to the databases, there are tailored library subjects guides, created by the library staff, for various areas of study. A full list of these guides can be found on the library's web page.

Network, Consortia Affiliations, and Interlibrary Loan Services

The library is a member of the Kentucky Library Network and participates in regional networks of libraries under the Kentucky Virtual Library, Online Computer Library Center (OCLC), the Appalachian College Association (ACA), the Association of Independent Kentucky Colleges & Universities (AIKCU), and the Federation of Kentucky Academic Libraries (FoKAL). Under these partnerships, patrons may borrow books and articles from libraries within Kentucky, in the larger region, and around the country. Using an online interlibrary loan system, students may search for and request items from libraries around the nation. A statewide courier system delivers books and articles from libraries within Kentucky twice a week.

Government Documents

The Katie Murrell Library is a member of the Federal Depository Library Program (FDLP). It receives selected government documents in print and electronic formats. Using the online catalog, students may access over 47,000 documents and government websites. These include periodicals, statistics, census data, legislative information, consumer literature, agency directories, government spending data, and research summaries from all branches of the federal government. A guide to these materials can be found on the library's web page.

Library Orientation and Instruction

Entering students on the A.P. White Campus in Columbia are oriented to the library and to other academic support services during the orientation week Information Fair. The library offers general and specialized instruction to all levels of students through individual assistance, instruction, class visits, and online tutorials. Instructional videos are also available through the library web page and from the online course management system. During their time at Lindsey Wilson College, students work with a professional, student-centered staff to develop their research, knowledge, and information literacy skills.

Community Campus and Online Services

The library provides library services to its faculty and students at all of its community campuses. These include substantial online collections, information packets, online training videos, delivery of books and articles, embedded email assistance, and phone access through a toll-free phone number. Library staff provides video

conferencing for library instruction and individual consultations and create tutorials customized for distance and online students.

Area Resident Services

The library provides measured access to library collections, including the juvenile/curriculum collection, databases, and services for area residents. Visitors may use library computers, printers, and the photocopier, and they may access the campus wireless network. To check items out, area residents must verify their address and also complete and sign an Area Resident Application form.

Conduct Policies

Conduct

Lindsey Wilson College students are expected to conduct themselves in a manner consistent with the ideals of the college community. Enrollment at Lindsey Wilson College is regarded as a privilege which may be withdrawn from anyone who does not respect the standards of the college or the rights of others. Rules and regulations, which govern the lives and conduct of Lindsey Wilson College students, are stated in *The Student Handbook.*

All students are responsible for behaving appropriately as a citizen. *The Student Handbook* is available on the college's website as a PDF document. All students are instructed to log into MyLWC Portal to update their student records and to electronically sign that they have read and understood the student handbook.

Drug-Free Environment

Lindsey Wilson College is committed to providing a healthy and safe environment for its students. The college is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Standards of conduct relating to the unlawful possession, use, dispensing, distribution, or manufacturing of alcohol or illicit drugs are available for review in the Office of the Vice President for Student Services & Enrollment Management. These standards of conduct will be applicable while on Lindsey Wilson College property, and elsewhere while on college business, and/or while attending college-sponsored activities.

Tutoring Services

Academic Success Center

Located in the T.D. & Rowena Everett Center, the Academic Success Center (ASC) offers peer tutoring to aid students in completing class assignments, preparing for examinations, and improving their understanding of content covered in a particular course. In addition, computers are available for students' academic use. Online tutoring is provided for community campus and online students.

Students are encouraged to utilize the center as a resource for improving study strategies and reading techniques. The center also offers assistance with other academic problems. To schedule a live or online tutoring session or for further information or assistance, please contact the Academic Success Center at (270) 384-8038 or at asc@lindsey.edu.

Mathematics Center

Located in Room 129 of the Jim & Helen Lee Fugitte Science Center and available to online and AIM students via scheduled web meetings, the Mathematics Center provides tutoring in mathematics for students enrolled in mathematics courses. The tutoring services are provided at no extra charge. Tutoring appointments are not necessary but are encouraged for those who use the center often or for online tutoring. Course assignments may be completed in the center's computer lab. The center's hours of operation are posted on the entrance door. Please contact Ms. Linda Kessler, mathematics tutor coordinator, at (270) 384-8115 for further information and assistance.

Writing Center

The Writing Center provides one-to-one assistance and group or class workshops to undergraduate and graduate students, faculty, and staff in an effort to support its belief that writing serves as one of the primary means for learning and communicating. Services are free to all experience levels and at any point in the writing process. The center is located in Room 200 of the W.W. Slider Humanities Center. Online sessions are available to Lindsey Wilson College writers at community campuses and to those enrolled in online degree programs. Please contact lwcwc@lindsey.edu for further information and assistance or go to the Writing Center's web page to schedule an appointment online.

Academics

Credit Hours

One semester credit hour will be awarded for a minimum of 750 minutes of instruction that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of instruction (1,500 minutes).

Instruction may take place in a variety of modes, including faculty-led instruction and faculty-mediated learning experiences. Instruction may be virtual as well as face-to-face. Each credit hour awarded requires at least one week of reflection and study on the subject matter of the course. For more information on amount and level of credit hours awarded, please see the academic catalog.

Credit Hour Requirement for Master's Degree Candidates

All master's degree candidates for graduation must complete a minimum of 30 credit hours of acceptable graduate coursework with a minimum cumulative grade point average of 3.00 on a 4.00 scale. Refer to specific degree program for additional requirements. Most master degree programs exceed the 30-hour minimum.

Graduate Load

The maximum load during any semester for the M.B.A. and M.S. Technology Management programs is 12 credits.

Transfer of Credit

The program will accept up to nine credit hours in transfer for equivalent courses from regionally accredited institutions of higher

Transcript Records of Dropped Courses

When a course drop is properly authorized and submitted to the Registrar's Office, the course will appear on the student's transcript record with a designation of W (dropped/withdrawn). No course drops are permitted after more than 75 percent of the instructional days in a course are completed.

Students who wish to drop a course must complete a Drop/Add form, include the instructor and advisor signatures, and submit it to the Registrar's Office. Failure to do so will result in a grade of F for the course. Drop/Add forms may be obtained from the Registrar's Office, the Academic Affairs Office, or the student's academic advisor.

Residency Attendance

Attendance at weekend residencies is mandatory. Students missing one or more sessions (a session is a morning or afternoon meeting of the class) will be expected to make-up the missed session(s) of the residency. A session is considered missed if the student arrives to the session more than one hour tardy. The student is responsible for planning with the course instructor to make-up a missed residency prior to the end of the semester during which it was missed and may be required to travel to the A.P. White Campus for the make-up residency. If an international student misses a session of residency, the instructor is expected to report the absence to the D.S.O. and it could impact the student's visa status. A $300 fee will be charged for the make-up of a full residency (all sessions missed). Students missing more than one full residency will be removed from the program.

***Note: Nonimmigrant students pursuing studies in the United States for the fall 2020 school term may remain in the United States even if their educational institution switches to a hybrid program or to fully online instruction. The students will maintain their nonimmigrant status in this scenario and would not be subject to initiation of removal proceedings based on their online studies. If a student violates U.S. laws or regulations, they could potentially be subject to removal.

Grades

Outcomes Assessment

Lindsey Wilson College participates in programs and assessment services designed to evaluate student learning outcomes in general education courses and in the students' major course of study. Therefore, students may be required to take tests or other evaluations designed to assess educational outcomes at various points in their program of study.

Grading Scale and Quality Points

Students receive a letter grade in each course taken for credit. Each semester hour of credit for each letter grade carries the number of quality points indicated as follows:

Grade	Quality Points	Grade	Quality Points	Grade	Quality Points
A	4.0	B	3.0	C	2.0
A-	3.7	B-	2.7	D	1.0
B+	3.4	C+	2.4	F	0.0

Grade Point Average

A grade point average (GPA) is determined by dividing the total number of quality points by the total number of credit hours attempted in graded courses.

Semester End Grade Reports

All final grades are reported to the Registrar's Office at the end of each semester. All students may view their end of semester grade reports online through BannerWeb.

Incomplete Grades

A grade of I (Incomplete) is given when circumstances beyond a student's control prevent completion of course requirements and when a student has made a formal request for an incomplete prior to the end of the term. Students receiving incompletes are not eligible for the Dean's and President's Lists. The student must complete the coursework within six weeks. That deadline may be extended to 15 weeks if mutually agreed upon with the instructor. Approval of the instructor, the dean, and the Academic Affairs Office or the appropriate SPC regional academic director is required before an incomplete grade can be given. If work is not completed within 15 weeks, the I grade will automatically be changed to an F grade, unless special arrangements for extension have been made by the faculty member and approved by the Academic Affairs Office. Work submitted by a student after a faculty member posts final grades will not be accepted for credit unless arrangements for an incomplete grade were made prior to the end of the term.

Repeating a Course

Courses in which the student has a final grade of D or F may be repeated for credit. Graduate students may also repeat courses in which they have earned a grade of C or C+. An undergraduate student who earns a final grade of C may be approved by the vice president for Academic Affairs 56 or the assistant vice president for Academic

Affairs to repeat a course if the repeat is needed to meet graduation requirements. The grade earned the last time the course is repeated becomes the official grade for the course.

Academic Integrity Appeals

When a faculty member suspects a violation of the college's academic integrity policy, that faculty member contacts the student and then files an Academic Integrity Violation Report with the Academic Affairs Office. The student is notified by letter that the report has been filed. A student who wishes to appeal the finding of an academic integrity violation must submit an appeal in writing (email is acceptable) to the Academic Affairs Office within ten days. The Academic Integrity Committee will then schedule an appeals hearing.

Questioning a Grade – The Student Academic Complaint Policy

A student who wishes to question **an assignment grade or other academic issue other than an academic integrity appeal** should follow the procedure below:

1. Whenever possible, the student will first go to the faculty member who has assigned the disputed grade. Complaints regarding grades should be made within seven (7) days of receipt of the disputed grade and, if possible, will be decided by the faculty member within seven (7) days of receipt. If the disputed grade is the final grade for the course, "receipt" is defined by when the final grade is posted online by the Registrar's Office. (Please refer to the next section for appealing a final grade.)
2. Unless there are extenuating circumstances, the student may, within seven (7) days, request in writing a review of such decision by the dean of the school in which the grade was assigned. Upon receipt of such request, that dean will direct the faculty member and the student to each submit, within seven (7) days, if possible, a written account of the incident, providing specific information as to the nature of the dispute.
3. Upon receipt of these written accounts, the dean will meet, if possible, within seven (7) days with the faculty member and the student in an effort to resolve the dispute and will render his or her decision in writing.
4. If either the student or the faculty member desires to appeal the dean's decision, the student or faculty member may, within seven (7) days by written request to the dean, ask that the matter be reviewed by a Grade Appeals Panel* convened by the Academic Affairs Office.
5. If the disputed grade is assigned at the end of a fall or spring semester and the student and faculty member cannot meet to resolve the issue, the student should contact the faculty member by email within seven (7) days of receipt of the disputed grade. If the issue cannot be resolved by email within the time limit, steps 2, 3, and 4 of the appeal may extend into the beginning of the semester immediately following receipt of the disputed grade by following the timeline above.

A student who wishes to question a **final grade** should follow the procedure below:

1. Confer with the faculty member who assigned the disputed grade.
2. If the disputed grade cannot be resolved, a written request for a grade appeal must be submitted to the Academic Affairs Office within ten (10) calendar days of when the grade was issued or before the first day of the semester following the one in which the grade was issued, whichever comes later. The written request must include the specific bases for the appeal.
3. The Academic Affairs Office will convene a Grade Appeals Panel.*

The Grade Appeals Panel is comprised of the vice president for Academic Affairs, assistant vice president for Academic Affairs or the dean for the School of Professional Counseling, and the director/dean of the academic program/school that houses the course for which the grade is appealed. If one of the members is the faculty member who issued the grade, an alternate will be appointed. The student and the faculty member may appear separately before the panel to explain their positions. The hearing is non-adversarial. Neither the faculty member nor the student may be accompanied by other individuals to the meeting of the Grade Appeals Panel. The Grade

Appeals Panel will notify the student and the faculty member of its decision, if possible, within seven (7) days of the meeting.

Note: During winter break or during the summer, timelines may be extended due to participants' unavailability.

Academic Standing – Graduate Students

Student Rank
Rank or classification as a graduate student is determined by acceptance into a graduate program.

Minimum Acceptable Academic Progress

Federal regulations require that all students who receive any federal or state financial assistance make measurable academic progress toward a degree at Lindsey Wilson College. Progress is determined quantitatively (hours attempted versus hours earned and time frame) and qualitatively (grade point average or GPA). A student's academic performance will be reviewed at the end of the fall, spring, and summer semesters. A student must meet minimum acceptable academic progress by complying with the standard in order to achieve and/or maintain good academic standing. Any students with a 0 to 2.0 term GPA may be placed on probation or suspended.

The minimum acceptable GPA for graduate students is 3.0.

Note: Compliance with standards of minimum acceptable academic progress does not imply that students meet program criteria applicable to particular major fields. In addition, student athletes must adhere to the standards of their individual sports program in order to maintain athletic eligibility.

Students must also earn 66.7 percent of hours attempted each term. Grades of W, F, I, and NC will count as credit hours attempted.

Only transfer credits that are accepted and count toward the degree along with all Lindsey Wilson College credits will be used to determine satisfactory academic progress.

Students failing to meet minimum acceptable academic progress, as outlined above, are subject to the following sanctions.

Probation Semester: Students who fall below the minimum acceptable standards for academic progress will at a minimum be placed on probation. While probation is in effect, a student is subject to suspension from Lindsey Wilson College at any time when, in the opinion of instructors and the vice president for Academic Affairs or designee, the student's academic effort or social conduct fails to demonstrate a responsible approach to studies. Student status will be reviewed at the end of the probation semester.

Suspension Semester: At the end of the probation semester, students who continue to fall below the minimum acceptable standards for academic progress will be suspended from Lindsey Wilson College for a semester. When this happens, a student has the following options for gaining reinstatement:

1. During the suspension term, the student cannot take classes. The suspended student may write a letter to the Admissions Committee requesting readmittance to the college. The letter should outline a plan for being successful upon return to the college. Readmittance should not be assumed. Students readmitted after a suspension will be on probation for the first semester of reenrollment.
2. Students placed on suspension have the right to appeal. Student appeals to the Academic Affairs Council will be reviewed individually according to the following considerations:
   a. Past performance;

b. Mitigating circumstances (e.g., health, family, personal considerations);
c. The performance trend as reflected in the GPA performance over earlier semesters;
d. Achieving the minimum GPA for the student's credit hour standard as defined above;
e. Performance/compliance within the programs assigned as condition of probation; and
f. Other individual circumstances and considerations.

Other Causes for Academic Suspension

Students who demonstrate a callous disregard for learning as stated in the Student Codes section of *The Student Handbook* may be subject to suspension by the vice president for Academic Affairs, in conjunction with either the vice president for Student Services & Enrollment Management or the dean of students. In addition, students who commit academic dishonesty may be subject to suspension or expulsion from the college (see Academic Integrity policy).

Readmission after Academic Suspension

Students may be reviewed for readmission to the college after serving the semester-long suspension through application to the Admissions Committee at the A.P. White Campus in Columbia. The readmission decision will be based upon students' compliance with conditions of suspension, evidence suggesting potential for improvement, and/or other individual factors. Readmission to the college is not guaranteed and should not be assumed. Students readmitted after a suspension will be on probation for the first semester of reenrollment.

Leave of Absence and Withdrawal Policies

Leave of Absence

Students who contemplate leaving Lindsey Wilson College voluntarily and who anticipate that they will not be able to return *the semester following their withdrawal* are encouraged to file for Leave of Absence (LOA) of up to one year (two semesters for A.P. White Campus in Columbia Students; three semesters for CES, community campus, and online students). If unable to return at the end of the first semester on a LOA, a student on LOA may make application for continuation by writing or calling the Academic Affairs Office. The LOA assures re-admission without further paperwork or review by the Admissions Committee and the ability of the student to continue under the terms of the academic requirements that applied at the time the LOA was granted. At any time after return to full-time status, a student who has been on LOA may opt to study under the terms of a later catalog. The Leave of Absence application is available in the Registrar's and Academic Affairs Offices and must be approved by the vice president for Academic Affairs.

Withdrawal from the College

A student contemplating withdrawal from the college should first consult with his or her advisor. If after advisor consultation the student still wishes to withdraw, he or she must contact the Academic Affairs Office, the vice president for Student Services & Enrollment Management, or the LWC Online Office to complete an official Withdrawal form. A student withdrawing from the college before the end of a semester or module forfeits credit for work done in that semester or module. Students who need to withdraw from all of their courses should refer to the Withdrawal Refund Policy located in this catalog.

- Withdrawal from the college is not permitted during the last 30 days of the semester.
- Students who do not complete the withdrawal process as stated above may receive grades of F in all courses in which they were enrolled. These Fs may result in loss of eligibility for financial assistance, whether at Lindsey Wilson College or another institution to which the student transfers.

- Proper withdrawal from the college is important!
- Students who withdraw will be deemed to have met academic progress but may face financial aid sanctions.

Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA)

Student records are maintained under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal act seeks to protect students' rights to access and to privacy by limiting access to student records to those persons authorized by the FERPA regulations or by individual students. Admissions, financial aid, and student service files are retained for five years following the last date of enrollment.

The college reserves the right to contact a dependent student's parent (or a physician of the student's choice) when, in the opinion of the college, notification is necessary to protect the health, well-being, or safety of a student or other persons.

Access to Records

Students may inspect all records pertaining to them that are maintained by the college. The only exceptions to this access are those records exempted under FERPA:

- Directory information, as listed in this publication, is public unless the student requests, in writing, to the Registrar's Office that all or part of such information not be published;
- Name, local and home addresses, telephone numbers, and date of birth;
- Dates of attendance, major field of study, and degrees and awards received; and
- Participation in recognized activities, organizations, and sports (including weight and height or membership on athletic teams).

Access to any other information, except by persons authorized by the student, is strictly limited in accordance with FERPA regulations.

Reproduction of Records and/or Transcripts

A transcript of credits may be obtained from the Registrar's Office for $10.00. Copies of other documents to which the student has legal access are available to the student at 25 cents per page. Transcripts will be forwarded to other educational institutions, agencies, or firms by the Registrar's Office upon written request of the student. The cost is $10.00, payable in advance. Requests for transcripts will usually be processed within two working days; however, during registration periods and immediately following the end of a semester, there may be some delay.

Note: Transcripts will not be released if the student's financial accounts at the college are not fully paid at the time of the request.

Records Maintained by the College

A number of offices and departments maintain records on students, including the following:

- **Admissions:** All materials submitted on behalf of applicants are maintained by the Admissions Office. Upon final registration, these files are transferred to the Registrar's Office.
- **Academic:** Once a student enrolls, all academic records are maintained by the Registrar's Office. Transcripts are permanent college records. Records of academic discipline are held by the Academic Affairs Office for five years following the last date of enrollment.
- **Advising:** First-Year Experience advisors and faculty advisors maintain advising folders on their advisees which may include notes on meetings, copies of the student's schedule, Drop/Add forms, unofficial high school and college transcripts, etc. These folders may be in paper or electronic format.
- **Financial Aid:** All information submitted and collected for the evaluation and disbursement of financial aid is maintained by the Student Financial Services Office. Federal Perkins Loan files are under the control of the vice president for Educational Outreach & Student Financial Services.
- **Student Accounts:** Records of student accounts with the college are maintained by the Business Office, under the control of the vice president for Administration & Finance.
- **Career Services:** Materials made available by the student for career placement, along with materials collected in the course of career planning consultations, are maintained by the Career Services Office.
- **Disciplinary:** Judicial records will be maintained by the office authorized to determine the propriety of the conduct in question. Records of suspension from residence halls and suspension or dismissal from the college are permanent. Files developed in cases in which a lesser sanction has been imposed will be retained for a period of one year after graduation or four years after the date of the action, unless the sanction specifies that it should be retained for a longer period. Judicial records of a student who has voluntarily withdrawn from the college shall be destroyed after two consecutive years of such withdrawal, unless the records include sanctions of suspension from residence halls or suspension or dismissal from the college. In those cases, the records are permanent.
- **Judicial:** These records may be inspected by college officials who have a professional justification for such information. Under no circumstances shall any personally identifiable information be released by anyone to any individual, agency, or organization without prior written consent of the student or as provided by law.
- **Other Non-Academic Records:** Information about co-curricular activities and awards, on-campus residence, and materials gathered for individual student consultations are maintained by the Student Services Office.
- **Health and Counseling Records:** These records are covered by additional regulations and are not available for student review. However, students may request that an appropriate professional of their choice be allowed to inspect these records. Health records are kept by the campus nurse, and counseling records are kept only by the individual(s) consulted by the student.

Questions and Challenges

Students have the right to question the accuracy of their records. The appropriate person in any of the offices listed below will answer questions and interpret information in the files under his/her jurisdiction:

- **Academic Records (classes, grades, etc.):** See Student Academic Complaint Policy or refer to *The Student Handbook*
- **Co-Curricular Records (activities, career development, discipline, etc.):** Vice president for Student Services & Enrollment Management
- **Financial Aid Records:** Director of Student Financial Services
- **Student Account Records:** Vice president for Administration & Finance

If a student believes, after talking with the appropriate officer, that an error exists in the records, he or she may file a written request for a formal hearing. The hearing will be conducted by a panel appointed by the president of the college.

Further Information

The above policies and procedures are designed in coordination or compliance with the requirements of FERPA. Copies of the complete college policy on records and implementation of FERPA regulations are available for review in the college library and Student Services Office. Students may also request additional explanation and interpretation of the policy.

Personal Information Privacy Policy

Protecting the privacy of students, vendors, and all individuals and entities doing business with Lindsey Wilson College is very important to the college. This Privacy Policy Notice explains the type of information we may have about particular persons and the type of information we sometimes share with others, as well as the type of information we will not share.

- **Categories of Nonpublic Personal Information Collected by the College**
    - Information received on applications or other forms.
    - Information received from external governmental, financial, testing, or other organizations.
    - Information received in processing accounts with us and the transactions in those accounts.
- **Categories of Nonpublic Information Disclosed by the College**
    - Information provided to the college required for verification of financial aid eligibility.
    - Information regarding accounts that needs to be available to third-party contractors for collection of delinquent account balances or loans due the college or governmental loan programs.
    - Information requested by an authorized law enforcement process or court order.

Disclosure of Information to Affiliated and Nonaffiliated Third Parties

The college may disclose certain nonpublic personal information to nonaffiliated third parties as permitted by law. The third party must adhere to the privacy principles pertaining to such information with regard to confidentiality. The exchange of information with these entities is deemed important in order to maximize the accuracy and detail of information reported. Information is provided in the following instances:

- The student requests the information be sent.
- Disclosure is required by law.

The college believes that the security and accuracy of nonpublic personal information are confidential and should only be made available to persons who have a need for the information to provide services properly, to act upon a request from the student, or to fulfill the employee's job responsibility.

Any concerns for the security or accuracy of personal information should be directed to the college's privacy compliance officer by phone at (270) 384-8023 or in writing at Lindsey Wilson College, 210 Lindsey Wilson Street, Columbia, KY 42728.

Application for Graduation

Academic degrees are conferred in May, August, and December. Formal commencement exercises are held at the end of the fall and spring semesters. All requirements for a degree must be met prior to participation in the graduation ceremony. Attendance at commencement and baccalaureate is strongly encouraged for all graduates.

Summer graduates may participate in the fall or spring commencement exercises following completion of all requirements for a degree.

A student must complete an Application for Graduation form in the Registrar's Office at the beginning of his or her final term or earlier. Payment of a $60 graduation fee is required.

Note: Graduation honors as listed in the commencement program are calculated after the penultimate term of enrollment. For commencement program purposes, spring graduation honors are calculated at the end of the fall semester; summer graduation honors are calculated at the end of the spring semester, and fall graduation honors are calculated at the end of the summer semester.

Curricular Practical Training (CPT)

Curricular Practical Training (CPT) is an alternative work/study, internship, cooperative education or other type of required internship or practicum that is an integral part of an established curriculum and that a sponsoring employer offers through agreements with Lindsey Wilson College. A degree-seeking student on a student visa may be approved to participate in a CPT opportunity that is an integral part of an established curriculum. Undergraduate students must be enrolled full-time at a U.S. college or university for one full academic year before CPT may be authorized. For some graduate students CPT may be authorized from the first term of enrollment because the programs require immediate participation in academic training. In such cases, because of the ongoing requirement for application of course-work in a professional setting, CPT may be authorized to continue between semesters for students who are preregistered. Under no circumstance may CPT be authorized beyond the program end date listed on a student's I-20.

Academic Catalog Copy

M.B.A.   **Business Administration**

Benson T. Sexton, Ph.D., Dean, School of Business & Communication
J.L. Turner Leadership Center, Room 202
(270) 384-7384   sextonb@lindsey.edu

Philip C. Yoho, D.B.A., Director, Graduate Business Studies
J.L. Turner Leadership Center, Room 216
(270) 384-8183   yohop@lindsey.edu

Mission Statement

The mission of the Lindsey Wilson College Master of Business Administration (M.B.A.) program is to develop effective, ethical business leaders who enhance the economic status and social climate of their communities, their state, and the world.

Job candidates with an M.B.A. enjoy a wider range of career options and greater earning potential. An M.B.A. degree will prepare graduates to move forward into a managerial position or equip them with the knowledge and expertise to start their own business.

The Graduate Management Admission Council (GMAC) reported in their 2013 Perspectives Survey that the median annual salary for M.B.A. degree-holders was $100,000.

It is possible to earn the M.B.A. degree simultaneously with the M.S. in Technology Management. Interested students should contact the Director of Graduate Business Studies.

<div align="center">

Curriculum

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The Lindsey Wilson College M.B.A. program is a 30 credit hour course of study that offers all required core courses in a flexible, online or hybrid format. Students must complete the M.B.A. core requirements, then select one of the two emphasis areas (General Business or Project Management), and must complete the requirements for that area.

A. Core Requirements: 21 hours

- Managerial Accounting (MBA 5033) – 3 hours
- Managerial Economics (MBA 5043) – 3 hours
- Managerial Finance (MBA 5053) – 3 hours
- Marketing Management (MBA 5063) – 3 hours
- Legal & Ethical Environment of Business (MBA 6023) – 3 hours
- Strategic Management (MBA 6043) – 3 hours
- Organizational Leadership (MBA 6093) – 3 hours

B.   **Emphasis Area (select one of the following areas): 9 hours**

1. **General Business Emphasis Requirements: 9 hours**
- Organizational Communications (MBA 5013) – 3 hours
- International Business Management (MBA 6033) – 3 hours
- Organizational Behavior (MBA 6083) – 3 hours

2. Project Management Emphasis Requirements: 9 Hours

- Foundations of Project Management (PM 5003) – 3 hours
- Project Management Principles & Practices (PM 6003) – 3 hours
- Process Management (PM 6013) – 3 hours

TOTAL HOURS: 30 credit hours

Exit Assessment

To graduate the program, all students must successfully complete an exit assessment. The exit assessment requires the following:

- Completion of the ETS M.B.A. Exit Exam;
- Completion of the M.B.A. Exit Survey; and
- Completion of a reflective essay on mastery of student learning outcomes and career plan.

<div align="center">Admission</div>

Program Application Procedure

Applicants to the M.B.A. program will need to:

1. Complete the Graduate School Application for Admission form, which must be submitted online with non-refundable fees of USD 35.00;
2. Submit official undergraduate transcripts from regionally accredited institutions documenting the completion of an undergraduate degree with a minimum cumulative GPA of 2.5.

Students who have not taken undergraduate courses in accounting, economics, and statistics prior to application to the program will be required to take academic leveling courses through Peregrine Academic Services.

International Student Application Procedures for Online Programs

An international student's success will rest on the ability to understand, read, write, and speak English as all classes in the program are delivered in English. Thus, in addition to the application materials required of students from the United States, international students applying to a graduate program must provide proof of English proficiency based on:

- TOEFL minimum score:
    - Internet-based (iBT): 79 composite with 21 writing and 19 reading,
    - Paper-based: 550, or
    - Revised Paper-delivered: 21 writing and 19 reading;
- IELTS minimum composite score of 6.5 (score of 6.0 may be considered);
- English is the student's native language; or
- Student completed undergraduate or graduate program at an accredited U.S. institution.

Students who fail to demonstrate English proficiency may still be considered for admission but will be required to successfully complete a provisional ESL (English as a Second Language) course before being officially accepted into the program and enrolling in classes.

Transfer of Credit

The program will accept up to nine credit hours in transfer for equivalent courses from regionally accredited institutions of higher education.

Graduate Credit without the Bachelor's Degree

The following criteria apply to those students who wish to enroll in master's coursework but who have not earned a bachelor's degree:

- Undergraduates must have senior status;
- They must have a cumulative quality point average of at least 3.00; and
- They must have the permission of the director.

No coursework applied toward undergraduate graduation requirements may be counted toward requirements for a graduate degree. A maximum of nine graduate credit hours may be taken by an undergraduate.

Residency Attendance

Attendance at weekend residencies is mandatory. Students missing one or more sessions (a session is a morning or afternoon meeting of the class) will be expected to make-up the missed session(s) of the residency. A session is considered missed if the student arrives to the session more than one hour tardy. The student is responsible for planning with the course instructor to make-up a missed residency prior to the end of the semester during which it was missed and may be required to travel to the A.P. White Campus for the make-up residency. If an international student misses a session of residency, the instructor is expected to report the absence to the D.S.O. and it could impact the student's visa status. A $300 fee will be charged for the make-up of a full residency (all sessions missed). Students missing more than one full residency will be removed from the program.

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Mission Statement

The mission of the Lindsey Wilson College Master of Science in technology management (M.S.T.M.) program is to provide a quality graduate program building upon undergraduate studies and experience in management and technology to serve a newly evolving portion of the business world.

M.S.T.M. program graduates will enjoy a wide range of career options and greater earning potential. An M.S.T.M. degree will prepare graduates for managerial positions and to develop needed skills to start their own business within the technology area.

It is possible to earn the M.B.A. degree simultaneously with the M.S. in Technology Management. Interested students should contact the Director of Graduate Business Studies.

Curriculum

The Lindsey Wilson College M.S.T.M. program is a 35 credit hour course of study that is offered through a combination of hybrid and fully online courses. The program is designed to integrate academic concepts and work experience through educational coursework and case studies. Students are also required to enroll in an internship that connects course content to the employment settings.

A. Core Requirements: 35 hours

- Organizational Communications (MBA 5013) – 3 hours
- International Business Management (MBA 6033) – 3 hours
- Organizational Behavior (MBA 6083) – 3 hours
- Computer & Network Security (MSTM 5003) – 3 hours
- Disaster & Recovery Planning (MSTM 5013) – 3 hours
- Emerging Technologies (MSTM 5023) – 3 hours
- Information Infrastructure (MSTM 5033) – 3 hours
- Internship (MSTM 5901) – 1-2 hours*
- Issues in Cyberlaw (MSTM 6003) – 3 hours
- Management Information Systems (MSTM 6013) – 3 hours
- Project Management (MSTM 6023) – 3 hours

Students enroll in the internship for 1-2 hours per semester for a required total of 5 hours.

TOTAL HOURS: 35 credit hours

Exit Assessment

To graduate the program, all students must successfully complete an exit assessment. The exit assessment requires the following:

- Successful completion of program key assessments;
- Completion of the M.S.T.M. Exit Exam (fee may apply); and
- Completion of the M.S.T.M. Exit Survey.

Admission

Program Application Procedure

Applicants to the M.S.T.M. program will need to:

1. Complete the Graduate School Application for Admission form, which must be submitted online with non-refundable fee of USD 100.00;
2. Submit official undergraduate transcripts from regionally accredited institutions documenting the completion of an undergraduate degree with a minimum cumulative GPA of 2.5.

Students who have not taken undergraduate courses in technology and management may want to consider taking coursework prior to enrolling.

International Student Application Procedures

An international student's success will rest on the ability to understand, read, write, and speak English as all classes in the program are delivered in English. Thus, in addition to the application materials required of students from the United States, international students applying to a graduate program must provide proof of English proficiency based on:

- TOEFL minimum score:
    - Internet-based (iBT): 79 composite with 21 writing and 19 reading,
    - Paper-based: 550, or
    - Revised Paper-delivered: 21 writing and 19 reading;
- IELTS minimum composite score of 6.5 (score of 6.0 may be considered);
- English is the student's native language; or
- Student completed undergraduate or graduate program at an accredited U.S. institution.

Students who fail to demonstrate English proficiency may still be considered for admission but will be required to successfully complete a provisional ESL (English as a Second Language) course before being officially accepted into the program and enrolling in classes.

Transfer of Credit

The program will accept up to six credit hours in transfer for equivalent courses from regionally accredited institutions of higher education.

Graduate Credit without the Bachelor's Degree

The following criteria apply to those students who wish to enroll in master's coursework but who have not earned a bachelor's degree:

- Undergraduates must have senior status;
- They must have a cumulative quality point average of at least 3.00; and
- They must have the permission of the director.

No coursework applied toward undergraduate graduation requirements may be counted toward requirements for a graduate degree. A maximum of nine graduate credit hours may be taken by an undergraduate.

Residency Attendance

Attendance at weekend residencies is mandatory. Students missing one or more sessions (a session is a morning or afternoon meeting of the class) will be expected to make-up the missed session(s) of the residency. A session is considered missed if the student arrives to the session more than one hour tardy. The student is responsible for planning with the course instructor to make-up a missed residency prior to the end of the semester during which it was missed and may be required to travel to the A.P. White Campus for the make-up residency. If an international student misses a session of residency, the instructor is expected to report the absence to the D.S.O. and it could impact the student's visa status. A $300 fee will be charged for the make-up of a full residency (all sessions missed). Students missing more than one full residency will be removed from the program.

Course Descriptions

For a list of graduate courses being offered in a specific semester, please visit the Lindsey Wilson College online course schedule.

Lindsey Wilson College's graduate course descriptions are listed for the following degrees:

- The M.B.A., with an emphasis in general business,
- The M.S. in technology management, and

Course Numbers

Each digit in the course numbers represents the following:

- First digit: Identifies course level.
- Second and third digits: Program use (may suggest sequence or common-numbered courses).
- Fourth digit: Credit hours.

Course Prerequisites and Corequisites

- **Prerequisites on courses are absolute:** Prerequisites provide knowledge and skills essential for student success in the courses for which they are listed.
- **Corequisite(s):** The corequisite listed in the course description indicates that the student intending to take the course described must also enroll in the corequisite course. The courses must be taken simultaneously, and they cannot be added or dropped independently.
- **Prerequisite(s) or instructor's permission:** Although students are advised to take the prerequisite first, faculty have the option of overriding the prerequisite by using the electronic override. Paper copies of Drop/Add forms will not be accepted, as electronic overrides will assist the Registrar's Office to monitor courses that have prerequisite/permission applications.
- **Recommended:** Recommendations are advisory in nature and suggest that the course material might better be learned if the recommended course is taken first.
- **No prerequisite:** Any student in the program can take the course.

Credit Hour Requirement for Master's Candidates

All master's degree candidates for graduation must complete a minimum of 30 credit hours of acceptable graduate coursework with a minimum cumulative grade point average of 3.00 on a 4.00 scale. Refer to specific program for additional requirements. Most master's degree programs exceed the 30-credit hour minimum.

Master of Business Administration

M.B.A. _____ **MBA**

MBA 5013 – Organizational Communications – 3 credit hours

This course emphasizes oral and written forms of business communications as well as interpersonal and organizational communications and includes exploration of the various techniques, instruments, processes, and styles employed by leaders to communicate effectively within organizations and ethical considerations in communications.

MBA 5033 – Managerial Accounting – 3 credit hours

This course emphasizes the development and use of accounting information for management planning, control, and decision making.

MBA 5043 – Managerial Economics – 3 credit hours

Students will learn how to apply the analytical tools of economic theory to decision making by management.

MBA 5053 – Managerial Finance – 3 credit hours

The course provides insights into and understanding of financial concepts along with practical approaches to analysis and decision making. Includes topics such as financial planning, management of working capital, analysis of investment opportunities, source of long-term financing, and dividend policy.

MBA 5063 – Marketing Management – 3 credit hours

This course will focus on techniques and practical application of planning, market analysis, and strategic design with an emphasis on integration of product, price, promotion, and distribution.

MBA 5901 – Internship – 1 credit hour

This course provides students with an opportunity to gain practical work experience that is connected to graduate coursework for the MBA program. This optional, for-credit internship requires students to document work experiences, including hours worked and tasks completed, in a job placement related to the field of study. In addition to internship responsibilities, students will complete written research to connect practical experiences with graduate coursework. Students generally are expected to work a minimum of 20 hours per week to complete expectations for this course, must be enrolled in at least once course required for the completion of the MBA program, and maintain a minimum GPA of 3.0. This course may be repeated for a maximum of five credit hours.

MBA 6023 – Legal & Ethical Environment of Business – 3 credit hours

The emphasis of the course is on the legal and ethical issues affecting the manner in which businesses operate, including contracts, product liability, regulation, anti-trust, and employment.

MBA 6033 – International Business Management – 3 credit hours

This course will emphasize organizational behavior within a global format, prepare the student for dealing with the cultural, social, and ethical issues of working within the world market, and will focus on how and why the world's countries differ and the economics and politics of world trade. Also, this course will investigate the global monetary systems, the strategies and structures of international business, and the roles of international business's functions.

MBA 6043 – Strategic Management – 3 credit hours

The course will integrate many sub-disciplines in business, including ethical and societal considerations, analytical procedures in business, and decision making with a case-oriented context. Focus is on clarity of thought and method, oral and written communications, and strategic planning methods. *Prerequisites:* Permission of school's dean.

MBA 6083 – Organizational Behavior – 3 credit hours

The course will emphasize organizational behavior within complex work organizations. Topics include organizational structure and theory, work redesign, perception and attribution, learning, motivation, groups, conflict, power, influence, leadership, and decision-making.

MBA 6093 – Organizational Leadership – 3 credit hours

This course presents a comprehensive, integrative, and practical focus on leadership. The course examines leadership theories/concepts that have emerged over the past several decades. In addition, students will survey contemporary perspectives on ethics, networking, coaching, organizational cultures, diversity, learning organizations, strategic leadership, and crisis leadership. Upon completion of the course, students should be able to explain the role of individuals as leaders, including traits, attitudes, ethical perspectives, behaviors, and styles; analyze sources of influence and their relevance to different leadership situations; compare the principal theories of leadership and evaluate their relevance to different leadership situations; demonstrate the ability to apply specific leadership skills to relevant contexts; evaluate and apply concepts of followers, teams, and team leadership; analyze and apply different approaches to organizational leadership; discuss the conditions that impede or facilitate organizational change; and plan and implement a change effort within an organization.

PM 5003 – Foundations of Project Management –

Project Management Essentials will focus on the essential activities of project management that include: planning, implementation, scheduling, project control, closure, and termination. In addition the course provides a generic approach and perspective to the project management process.

PM 6003 – Project Management Principles and Practices –

The field of Project Management Knowledge utilizes the "holistic" approach that provides students with the skills, knowledge, and abilities to manage technology, people, culture, stakeholders and other diverse elements necessary to complete a project. Utilization of leadership, team building, conflict resolution, negotiation, and influence in equal amounts with traditional technical skills of any field will be practiced.

PM 6013 – Process Management –

The focus of this course is on the Process Architecture (PA) which is a methodology for managing data throughout the project life. The objective of PA management is to enable project completion at an accelerated pace and in a cost-effective manner. The student will be exposed to a process that involves assorted process groups and diverse knowledge areas. Students will identify learning curves, contract management, quality management, and modern developments and changes.

Master of Science – Technology Management

<u>M.S.</u>   <u>MSTM</u>

MSTM 5003 – Computer & Network Security – 3 credit hours

This course provides the background on security issues relating to computers and communication systems including mobile and internet technologies. This course will develop security awareness for use and implementation of information processing components such as networks, applications, and operating systems. Procedures and algorithms for virus detection, encryption, and database security will be discussed.

MSTM 5013 – Disaster & Recovery Planning – 3 credit hours

This course focuses on practical processes of disaster response planning and mitigation for security professionals working in both public and private organizations. Almost every business and organization must deal with business continuity and IT disaster recovery at some level. Areas addressed include risks to companies' and organizations' critical business resources, IT systems and processes related to the onset of cloud computing technology, the proliferation of wireless mobile devices, severe weather related incidents, and other types of disasters both human-engineered and natural.

MSTM 5023 – Emerging Technologies – 3 credit hours

This course addresses academic research and practical applications related to technological ventures. Topics focus on opportunity, strategy, laws covering intellectual property, and financial aspects of technology enterprise.

MSTM 5033 – Information Infrastructure – 3 credit hours

This course introduces fundamental concepts of data communication and networking, such as network structure, cybersecurity issues, and trends in communications and networking. Practical application of content is made through case study analysis.

MSTM 5901 – Internship – 1-2 credit hours

This course provides students with an opportunity to gain practical work experience that is connected to graduate coursework for the MSTM program. This required, for-credit internship requires students to document work experiences, including hours worked and tasks completed, in a job placement related to the field of study. In addition to internship responsibilities, students will complete written research to connect practical experiences with graduate coursework. Students generally are expected to work a minimum of 20 hours per week to complete expectations for this course, must be enrolled in at least once course required for the completion of the program, and maintain a minimum GPA of 3.0. This course may be taken for 1-2 credit hours per semester and repeated up to 5 credit hours.

MSTM 6003 – Issues in Cyberlaw – 3 credit hours

This course explores the legal and policy issues associated with the Internet and cyberspace. The course will focus on cases, statutes, regulations, and constitutional provisions that affect people and business interacting through computers and the Internet. Topics include intellectual property, e-commerce, online contracts, cybercrimes, torts, and privacy issues.

MSTM 6013 – Management Information Systems – 3 credit hours

The course focuses on how today's businesses use information technology to achieve expected outcomes and corporate missions. It covers the topics of organizational change, ethical issues of information systems, information systems

processes, application of project management concepts to technology infrastructure, and compliance and security concern in information technology.

MSTM 6023 – Project Management – 3 credit hours

This course covers theories supporting effective communication, planning, and tools used in project management. Strategies for gaining internal support for change and mitigation of failure are discussed. Practical application is made through case studies of management change processes.