

MBA

Student Handbook



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Table of Contents

Foreword.....	3
Concord University Department of Business	3
Concord University MBA Program	4
Mission and Goals.....	4
MBA Curriculum	4
Program Delivery.....	7
Procedures of the Master of Business Administration Program.....	10
Admission Criteria and Procedures	10
Transfer Credit	11
Advising	11
Faculty and Staff.....	12
Grade Appeal	12
Retention and Termination	12
Grade Change Appeal Procedure.....	13
General Graduate Program Information	14
Blackboard	14
System Requirements.....	14
Browser Requirements.....	15
MyCU Portal.....	15
E-mail.....	15
Financial Aid.....	16
Graduate Student Resources	17
Center for Academic & Career Development.....	17
Child Development Center	18
Counseling Center.....	18
Library Services	18
Student Activities.....	19
Student Affairs	19
Student Health Center	20
Tutor.com.....	20
TITLE IX	20
Veterans Services.....	20

Student Rights and Responsibilities.....	20
Concord University Student Handbook	21
Concord University Academic Catalog	21
Affirmative Action /Equal Opportunity.....	21
Consumer Information	21
Disability Services	21
Sexual Harassment Policies	22
Student Privacy Rights.....	22
Appendix A: Program Progression Sheet	23

Foreword

This handbook provides information about the Master of Business Administration Program at Concord University. It is intended to act as a supplement to the Concord University Student Handbook and Concord University Academic Catalog. It should not be utilized to replace other more comprehensive documents identifying the rights, privileges, and responsibilities as a graduate MBA student. For questions about the content of this document, please contact a member of the business administration faculty, call the department office at (304) 384-5244, see the department web page at www.concord.edu/business or e-mail the department at busdiv@concord.edu.

Concord University Department of Business

The Department of Business welcomes and encourages you to explore our degree options. We offer a variety of disciplines for undergraduate students including accounting, finance, hospitality management, management, marketing, and sport management, in addition to the Master of Business Administration program.

Located in the Nick J. Rahall Technology Center, the Department of Business' highly accomplished and active faculty members work with students, cultivating graduates with leadership, ethical, and teamwork skills. Our graduates earn fulfilling and rewarding positions locally in their home communities, as well as regionally, nationally, and globally. Business graduates can be found in major corporations, governmental agencies, small businesses, park systems, and graduate schools.

Concord University MBA Program

Mission and Goals

The Mission of the Department of Business at Concord University is to transform our students into competent and responsible business leaders through high quality teaching and personalized advising, while stimulating their academic and service zeal. Business faculty engage in active research and service to ensure that our graduates are ready to take on the challenges of the business world.

The Master of Business Administration program's goals stem from the Department and University's Mission and overall learning goals. Graduates of our MBA program will:

- Prepare and present high quality written and oral assignments and projects
- Integrate knowledge of business disciplines, the economic environment, and trends for managerial decision making
- Evaluate real world examples with global and ethical implications
- Explain the importance of using leadership and emotional intelligence in business
- Apply analytical and technical skills to solve problems

MBA Curriculum

The general MBA curriculum is a 30-hour program consisting of a general management focused field of study or one with a human resources emphasis.

The following coursework is required for the general management program:

MBA 560 Managerial Economics –3 hrs

With profit maximization as the goal, this course addresses issues such as market analysis, competition and market structure, product pricing, decision making under uncertainty, and strategy using game theory.

MBA 580 Leadership and Emotional Intelligence –3 hrs

In this course we will examine evidence-based research that links leadership and emotional intelligence. A growing body of social science research offers clear evidence that emotional intelligence (EI) plays a crucial role in leadership effectiveness. This course includes an in-depth review of some of this literature with regard to both leadership effectiveness and emotional intelligence.

MBA 510 Accounting for Managers –3 hrs

This course is an introduction to financial and managerial accounting concepts from a management perspective, with an emphasis on the analysis and evaluation of accounting information as part of the managerial processes of planning, controlling, and decision making.

MBA 530 Marketing for Managers –3hrs

This course applies strategic branding and marketing management skills needed for marketing professionals to successfully design, implement, and manage local, regional, and global marketing brands and plans.

MBA 520 Applied Finance and Practice –3 hrs

This course provides the students with the conceptual framework and application practice using cases, to optimize the financial management decision making process

MBA 590 Project Management – 3 hrs

This course takes a contemporary, decisive, and business-oriented approach to teaching and learning project management. The course will take a thorough look into the foundational concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Topics include strategy and planning, scope, leadership, time and cost management, team building, scheduling, ethics, and risk and resource management.

MBA 540 Data Analytics I –3 hrs

This course examines statistical analysis in business decisions. Topics include sampling distribution, confidence intervals, hypothesis tests, chi-square distribution, analysis of variance (ANOVA), and regression analysis.

MBA 550 Operations and Supply Chain Management – 3hrs

This course will examine the many facets of the ongoing operations of an organization in an economy in which both customers and suppliers are located throughout the world, by proper analysis and application of operations management methods.

MBA 570 Data Analytics II – 3 hrs

This is a course on statistical, mathematical, and business analytical tools to assist in management decision making. Students will get hands on experience using these tools to solve various business problems. Additionally, students will learn conceptual, theoretical, and technical skills that will enable them to learn from data, develop professional visualizations, and accurately communicate their findings.

MBA 595 Applied Business Strategy – 3 hrs

This course is the capstone course for Concord University's MBA program. The application-oriented nature of this course requires students to integrate functional knowledge from the core courses in this program to analyze the external and internal environments, and formulate and implement effective, competitive strategies for organizations.

The following coursework is required for the human resources emphasis program:

MBA 560 Managerial Economics –3 hrs

MBA 580 Leadership and Emotional Intelligence –3 hrs (HR emphasis course)

MBA 510 Accounting for Managers –3 hrs

MBA 530 Marketing for Managers –3hrs

MBA 520 Applied Finance and Practice –3 hrs

MBA 582 Strategic Human Resources I – 3 hrs(HR emphasis course)

In this course students gain a solid business understanding of human resource management skills. Topics will include emerging trends, job analysis and design; employee recruitment and retention strategies; compensation and reward systems; performance management/performance appraisal; training and development; and classification and position management.

MBA 540 Data Analytics I –3 hrs

MBA 584 Strategic Human Resources II – 3hrs (HR emphasis course)

In this course students gain a solid business understanding of additional human resource management skills. Topics will include employment law; labor-management relations; conflict resolution strategies, and negotiating strategies.

MBA 570 Data Analytics II – 3 hrs

MBA 595 Applied Business Strategy – 3 hrs

Professional Growth Series

To supplement the content curriculum of the MBA program, students may also participate in two online seminars, These seminars may be delivered in the fall and spring semesters. The intention of the online seminars are to provide additional training in specific topics that are relevant in various professional settings. Each seminar will be approximately 10 contact hours. Each student will receive a signed certification of seminar completion which can be added to their resume to complement the MBA degree achievement.

For MBA candidates who do not have an undergraduate degree in business administration or undergraduate foundations courses and are accepted conditionally, the student must complete and pass the following courses before being fully accepted in the MBA program.

MBA 500 Business Foundations I --3 hrs

This course is the first of two foundation courses designed to provide the necessary prerequisite foundation principles in the areas of Accounting and Economics, which are required for

prospective students seeking admission into the MBA program who have met conditional acceptance into the program. To be accepted in the MBA program, the student must earn a B or better in this course.

MBA 501 Business Foundations II -- 3 hrs

This course is the second of two foundation courses designed to provide the necessary prerequisite foundation principles in the areas of Finance and Statistics, which are required for prospective students seeking admission into the MBA program who have met conditional acceptance into the program. To be accepted in the MBA program, the student must earn a B or better in this course.

An MBA candidate is eligible to complete the MBA 500 and 501 foundations courses regardless of program admission status. These courses provide a thorough review of the business foundations in accounting, finance, economics, and statistics that are essential for successful completion of the program.

Program Delivery

The degree program can be completed 100% online or through hybrid delivery as a combination of online and classroom-based courses. The MBA can be completed in one year including summer sessions for full-time attendance. The program courses are offered as accelerated 8-week sessions for fall and spring semesters, allowing MBA students to attend full-time, focusing on only two courses per 8-week session. Two 8-week courses are offered during the graduate summer school session.

The primary mode of delivery is online with minimal virtual face-to-face instruction, but students may also choose the hybrid mode of delivery having one class session per course per week. Both of these methods of delivery will enhance access to students in remote areas of southern West Virginia and other geographic localities. Technology options will be utilized for all courses as appropriate to the content of the courses and curriculum. Online courses are delivered through Blackboard learning management systems using a variety of asynchronous (e.g. threaded discussion, e-mail, weblogs, and wikis) and synchronous (e.g. chat, videoconferencing through Zoom Video Communications) methods of delivery. Hybrid courses also utilize the Blackboard learning management system for the asynchronous parts as listed above for this course delivery.

MBA Program Coursework Model			
Fall Cohort Start			
	Full-time Attendance – 1 year	Part-time Attendance – year 1	Part-time Attendance – year 2
Fall Semester	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 560, Managerial Economics • MBA 580, Leadership and Emotional Intelligence <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 510, Accounting for Managers • MBA 530, Marketing for Managers 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 560, Managerial Economics <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 530, Marketing for Managers 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 580, Leadership and Emotional Intelligence <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 510, Accounting for Managers
Spring Semester	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 520, Applied Finance and Practice • MBA 590, Project Management OR MBA 582, Strategic Human Resources I <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 540, Data Analytics I • MBA 550, Operations and Supply Chain Management OR MBA 584, Strategic Human Resources II 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 590, Project Management OR MBA 582, Strategic Human Resources I <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 540, Data Analytics I 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 520, Applied Finance and Practice <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 550, Operations and Supply Chain Management OR MBA 584, Strategic Human Resources II
Summer Graduate Session	<p>8-week session</p> <ul style="list-style-type: none"> • MBA 570, Data Analytics II* • MBA 595, Applied Business Strategy** 	<p>8-week session</p> <ul style="list-style-type: none"> • MBA 570. Data Analytics II* 	<p>8-week session</p> <ul style="list-style-type: none"> • MBA 595, Applied Business Strategy**

*Prerequisite required – MBA 540, Data Analytics I

**Prerequisite required, completion of all other MBA courses

MBA Foundations Courses I and II will normally be offered in Summers I and II.

MBA Program Coursework Model			
Spring Cohort Start			
	Full-time Attendance – 1 year	Part-time Attendance – year 1	Part-time Attendance – year 2
Spring Semester	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 520, Applied Finance and Practice • MBA 590, Project Management OR MBA 582, Strategic Human Resources <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 540, Data Analytics I • MBA 550, Operations and Supply Chain Management OR MBA 584, Strategic Human Resources II 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 590, Project Management OR MBA 582, Strategic Human Resources <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 540, Data Analytics I 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 520, Applied Finance and Practice* <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 550, Operations and Supply Chain Management OR MBA 584, Strategic Human Resources II
Summer Graduate Session	<p>8-week session</p> <ul style="list-style-type: none"> • MBA 570, Data Analytics II* • MBA 530, Marketing for Managers 	<p>8-week session</p> <ul style="list-style-type: none"> • MBA 570. Data Analytics II** 	<p>8-week session</p> <ul style="list-style-type: none"> • MBA 530, Marketing for Managers
Fall Semester	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 560, Managerial Economics • MBA 580, Leadership and Emotional Intelligence <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 510, Accounting for Managers • MBA 595, Applied Business Strategy** 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 560, Managerial Economics <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 510, Accounting for Managers 	<p>Courses 1st 8 weeks –</p> <ul style="list-style-type: none"> • MBA 580, Leadership and Emotional Intelligence <p>Courses 2nd 8 weeks –</p> <ul style="list-style-type: none"> • MBA 595, Applied Business Strategy**

*Prerequisite required – MBA 540, Data Analytics I

**Prerequisite required, completion of all other MBA courses

MBA Foundations Courses I and II will normally be offered in Summers I and II.

Procedures of the Master of Business Administration Program

Admission Criteria and Procedures

To be considered for acceptance into the Master of Business Administration Program applicants must meet one of the following options:

- Hold a baccalaureate degree in business administration with a minimum 2.75 GPA from a regionally accredited institution; OR
- Hold a baccalaureate degree with a minimum 2.75 GPA from a regionally accredited institution; the MBA candidate will be required to successfully complete the MBA Business Foundations I and II courses before starting in the MBA coursework. As an alternative, MBA candidates may choose to complete undergraduate course work in Accounting Principles I (3 hours); Principles of Microeconomics (3); Business Statistics (3); and Principles of Finance (3); OR
- Hold a baccalaureate degree in business administration with a minimum GPA of 2.5 from a regionally accredited institution; the MBA candidate must complete the MBA Foundations I and II courses; OR
- Hold a baccalaureate degree in business administration with a minimum GPA of 2.5 from a regionally accredited institution and a minimum GPA of 2.75 in all business administration or related field program courses completed within 5 years of admission; OR
- Hold a baccalaureate degree with a minimum 2.75 GPA from a regionally accredited institution and a minimum of 5 years' professional experience in business; OR
- Hold a doctoral-level degree from a regionally accredited institution.

To submit a completed application:

- Provide official transcripts from all undergraduate institutions (with the exception of Concord University - these are already on file) and graduate institutions;
- Provide 2 letters recommending admission into the program. At least one letter must be from a professional that is knowledgeable of your content background;
- Provide a personal statement addressing the areas identified below. Preparation of this material will help you reflect and better define your business education plans. It will also allow us to know something about you and help us assess your potential and readiness for graduate education and the business profession. The personal statement should be double-spaced, minimum of 2-3 pages in length, include your name on each page, and should address the following:
 - Why do you want to pursue a graduate degree in business? What key life experiences have led you to select business as a profession? In what ways do you think your experiences have prepared you for this profession?
 - What are your long-range professional goals? What work do you see yourself doing and where do you see yourself after graduation?
 - Why is the Concord University MBA program of particular interest to you?
 - A fully online graduate program can create unique challenges and opportunities for students. Even pursuing the degree with hybrid web courses still requires

much online learning. Describe the prior experience you have with online learning

- . Additionally, briefly describe your academic success strategies, including personal time-management, interactions with faculty and other students, and faculty advisement.
- Provide a current resume; AND
- Complete the Application for Admission and submit the application fee.

Transfer Credit

Students transferring from another MBA accredited program may request to have a maximum of six (6) credits transferred. In order to be considered, the course description(s) and course objective(s) must be comparable to the MBA courses offered at Concord University, and the courses must have been completed within the last five years prior to applying to Concord University's MBA Program.

Transcripts and course descriptions/course objectives will be reviewed by the faculty on an individual basis. Only courses with a grade of a "B" or "A" are considered for transfer credit.

Advising

The MBA Program Director provides academic advising to all MBA students. In addition to traditional office hours, the MBA director offers virtual office hours to accommodate the students' needs for academic advising. Students should be aware of their rights and responsibilities. Additional information concerning students' rights and responsibilities can be found in the Concord University [Student Handbook](#) and [Academic Catalog](#).

The advising process is a mutual contract with both faculty and student responsibilities. In the academic advising process, faculty members are responsible for the following:

- providing information about educational requirements and policies;
- assisting students to plan their educational program;
- assisting students to clarify academic/professional goals and values;
- helping students monitor their academic progress; and
- assisting students in locating appropriate resources to meet their needs.

If self-selection of courses is available to MBA students, each student will receive an email reminding them that it is time to work on scheduling for the next semester as well as a list of classes that are being offered. Students are responsible for the following:

- scheduling and keeping academic advising appointments;
- knowing the requirements of the MBA program, selecting their courses, and monitoring their progress in the program;
- being prepared for academic advising appointments and virtual correspondence; and
- notifying the MBA Program Director by email of any changes (adding/dropping) of classes.

Faculty and Staff

A listing of all faculty in the Department of Business can be found on the Department's webpage or on the University's webpage under Faculty Directory.

Grade Appeal

Students have the right to appeal a grade received in a course. The grade appeal process is defined in the [Academic Catalog](#), Grade Appeal Process.

Retention and Termination

Once the student has been admitted to the Master of Business Administration Program, there are academic and non-academic standards that must be met for continued participation in the program. As specified in the Academic Catalog, MBA students must maintain an overall GPA of 3.0 or better and must earn a minimum grade of "C" to successfully complete a course. If a student drops below the minimum 3.0 GPA, the MBA Program Director will contact the student to provide academic counseling.

Grounds for termination from the MBA Program include:

1. Poor academic performance: MBA students must maintain a GPA 3.00 or better. If a student drops below a 3.00 they are placed on Graduate Academic Probation and have the opportunity to improve their academic standing. If academic standing is not improved, the student will be terminated from the MBA program – see [Academic Catalog](#), Graduate Studies for academic standing requirements.
2. Evidence of inappropriate behaviors by an MBA student in class and/or in group student projects: some examples of inappropriate behaviors include but are not limited to sexual harassment, sexism, racism, the inability to handle conflict situations, and inability to maintain healthy professional boundaries. (defined in BOG Policies [CU-SA-20 Policy on Student Rights and Responsibilities](#) and [CU-HR-37, Nondiscrimination, Sexual Misconduct, and Other Forms of Harassment](#) and the Student Code of Conduct in the [Student Handbook](#))
3. Violation of academic integrity, which includes cheating, willfully plagiarizing, or in any other way engaging in dishonest practices in scholastic study, during examinations, or any other academic endeavor – see [Academic Catalog](#), Academic Policies and Procedures, Academic Integrity Policy.

Performance Review Procedure

- Academic Performance -- The MBA program director, serving as advisor, will provide suitable advice to the MBA student who will work to improve to improve their academic standing to meet program GPA requirements and avoid academic probation.
- Other Issues as Defined Above -- Any business administration faculty member can request a meeting for the purpose of considering information regarding possible student violation of inappropriate behavior and/or academic integrity.

The student will be notified of the faculty's intent to review circumstances related to the area of concern and the student will appear before the MBA committee. The committee will conduct a thorough review and after careful deliberation, will, by majority vote, render one of the following decisions:

1. Determine that there is insufficient information to initiate a corrective action;
2. Determine there is sufficient evidence concerning the designated issues and that a corrective action is realistic. In this case, the student will receive a provisional continuation with an appropriate plan for restoration developed with a designated time for compliance as defined by the Student Code of Conduct and/or be advised of action by the Student Conduct Board.
3. Determine that there is sufficient evidence to warrant a corrective action, which may include termination from the Program as defined by the Student Code of Conduct.

An adverse decision of the committee will be made known to the student by certified mail within five days of the decision.

Students have the right to file an appeal challenging the faculty's decision. The first line of appeal is to the faculty. The student may request up to four weeks of additional time to prepare materials for the appeal. Any appeals must be presented in writing.

If the decision is not reversed at the first level, the second line of appeal for the student is to file an appeal with the Director of the MBA Program. If the student feels that this does not resolve the issue, they have the right to file an appeal with the Department Chair, then Dean of the College of Professional Studies and the Provost respectively.

Grade Change Appeal Procedure

Course syllabi also act as a primary source of information regarding course-specific student expectations and policies. Students are given a course syllabus for each course at the beginning of each semester. The syllabus outlines the course expectations and grading processes. Each student is requested to refer to the syllabus often for text or article reading expectations, class discussion and attendance requirements, and testing requirements. If a student questions the grade they earned in the class, they may meet with the instructor to determine specific grades leading to the final grade. The process for the grade change procedure is outlined in the Academic Catalog.

Graduate Forgiveness Policy

A graduate student may repeat up to two courses in which they earned a grade of C or lower. The decision to repeat a course is made between the student and the advisor and must be approved by the MBA Program Director - using the Graduate Grade Forgiveness Form.

General Graduate Program Information

Blackboard

The MBA Program uses the Blackboard e-Education platform, which can be accessed at <https://elearn.concord.edu>. The username is the same as your MyCU account and your initial password is defaulted to your CU ID number (starting with 774). Your account information can be accessed by going to MyPass at <https://accounts.concord.edu>. Blackboard Learn Videos are available for students and can be accessed by logging on to their Blackboard account or at https://help.blackboard.com/Learn/Student/Watch_Videos.

It is the responsibility of the student to keep up with assignments, assessments, and modules as designated within course instructors' syllabi.

System Requirements

Below you will find recommendations for system requirements for the online program. This information is also located in the online student orientation on Blackboard.

Recommended	Windows	Mac
Operating System	Windows 10 or Higher Home/Pro/Enterprise (Please note, Windows 10 in "S" mode is Not Supported for most apps on campus).	MacBook Pro 13" (2018 or newer) installed with current macOS
Internet Browser	Google Chrome Firefox Edge	Google Chrome Firefox Safari
Processor	Intel Core i5 or higher (i.e. i7 or Ryzen 3500)	Intel i5 Processor M1 Processor
Memory	8GB RAM	8GB RAM
Internet Connection	Cable Broadband (high-speed) 15 Mbps or higher	Cable Broadband (high-speed) 15 Mbps or higher

Additional Requirements:

Adobe Reader ([download here](#)) (Before the install make sure you uncheck the download for the McAfee additional software)

Java JRE Version 7 or higher; JRE Version 8 Update 101 ([download here](#))

Respondus Lockdown Browser ([download here](#))

Windows Media Player – Included in clean installs of Windows 7, 8, 10, and 11. However, beginning with Windows 8, Windows Media Player (WMP) is no longer the default media program. To locate WMP, click on your Start menu and type “wmp” and click on the icon to setup the program. After setup, you need to make WMP your default player. To do so, open the Settings app and click on ‘System’. Look for the Default Apps option on the left side. On this screen you can set the default app for Music files along with Movies & TV. Click on both options and select Windows Media Player. If you cannot find WMP on your machine at all, you may need to enable it by opening the Control Panel, then typing “Windows features” and clicking on ‘Turn Windows Features on or off’. Expand the Media Features folder and check the box beside Windows Media Player and it will then install the program.

VLC Player (recommended) – VLC player will open almost all video file formats and is recommended by CU ([download here](#))

Pop-ups enabled - Some Blackboard features display as pop-up screens, so you must either enable popups for <https://elearn.concord.edu> or disable your browser’s pop-up blocker. For instructions on turning your pop-up blockers off, or allowing pop-ups for a specific site, follow these links: [Firefox](#), [Google Chrome](#)

Browser Requirements

[Run the browser checker](#) to see whether Blackboard Learn supports your browser.

MyCU Portal

It is imperative that you login to your “MyCU Portal” account to review information such as your email, blackboard, current class schedule, course grades, account and student loan information. To access “MyCU”, please visit <https://mycu.concord.edu> and click on MYCU/IT: New Account Information. Once on the MyCU/IT: New Account Information page select SSN in the drop down box and enter your Social Security Number and click continue; **this is a secure site and no information will be shared**. Here you will find you user name and Concord ID; you will need this information to log on to your “MyCU” email and Blackboard accounts. **You need to log into your accounts prior to the first day of classes**. Students having problems logging in should contact the IT help desk at 304-384-5291 or email helpdesk@concord.edu . Visit Technology Services at <https://www.concord.edu/technology/> for more information.

E-mail

All students are expected to access their MYCU e-mail accounts as the main email communication for the program. E-mail accounts are set up by the computer center (<https://www.concord.edu/technology/>) during the application/acceptance process. E-mail IDs include your last name, first initial of your first name, and date of birth (example: smithp31@mycu.concord.edu). Your initial password is your 774#; you may change your password after the first access. As stated previously, if you are having problems logging in, please contact the the IT help desk at 304-384-5291 or email helpdesk@concord.edu . Visit

Technology Services at <https://www.concord.edu/technology/> for more information and assistance.

Financial Aid

Information on financial aid and student loans can be found on the web at <https://www.concord.edu/financialaid/>. Direct all questions regarding financial aid and student loans to the financial aid office at 1-888-384-5249 or 304-384-6069.

Fax: 304-384-3084 or email: financialaid@concord.edu

The MBA program is administered in 8-week sessions (Fall 1/ Fall 2=Fall Semester), (Spring 1/Spring2=Spring Semester), and (Graduate Summer=Summer Semester). These sessions are grouped accordingly and considered to be one semester as noted above.

Financial Aid Eligibility

In order to receive federal student aid student must have a valid FAFSA on file, financial aid eligibility, and enroll in a minimum of 5 credits in any combination throughout each individual semester. Students will be awarded financial aid upon the assumption that they will be enrolling full-time (6 credits each 8 weeks). Any student deviating from the structure will need to contact the Financial Aid Office immediately.

Changes in Enrollment

Any changes in enrollment status may require a recalculation or return of funds, which may create a balance for you. Dropping a course(s) from one of your 8-week sessions will cause your financial aid budget and your awards to be revised. How your aid is adjusted depends on when you drop the courses.

Dropping a Course Before the Classes Start

If you drop all of your 1st session classes before it begins, but retain enrollment in 2nd session, you will need to advise the financial aid so that we can make the necessary adjustments to your financial aid. If you drop all of your 2nd session classes; but you completed 1st session, this is not considered a withdrawal from the University if you meet one of the following conditions: have completed the requirements for graduation, have completed more than 49% of the countable days in the semester or have earned 6 credits. Failure to meet one of the exceptions means that you are considered a withdrawal. We may need to revise your financial aid budget and any federal funds that have been credited to your account will be recalculated and may have to be returned.

Dropping a Course After the Classes start

If you drop all of your 1st session classes AFTER attending the first day of class, but remain enrolled in the 2nd session, we need your written confirmation regarding your enrollment in the 2nd session. You will have 7 calendar days to respond. We will adjust your aid depending on your response. If in your response, you confirm that you plan on attending 2nd session, your aid may be adjusted. If we do not hear from you or you state that you will not be attending 2nd session, we will have to complete a withdrawal calculation. Aid is projected for all sessions you were enrolled in and any changes will result in a budget and aid adjustment prior to completing

the withdrawal.

Dropping All Classes

If you drop all courses before the 1st session begins, your aid will be reduced to zero. You will need to officially withdraw from the University by completing the form to withdraw on the registrar's webpage at <https://www.concord.edu/academics/registrar.aspx>. Failing to show up for class is NOT considered an official withdrawal. In this case you will be billed for all or a portion of your financial aid.

Be Informed

It is a good idea to discuss your decision about dropping courses or withdrawing with your advisor and with the Financial aid Office before you drop classes or withdraw completely from the University.

Withdrawing From School

Students who elect to withdraw from courses before completing their term, must make known their intent by completing an official notice of withdrawal. Although federal and institutional aid is posted to their account at the beginning of the term, they earn funds as they complete the term. Students who receive financial assistance for that enrollment period will have their financial aid award recalculated according to their withdrawal date and within federal regulations. Students should always check with the financial aid office before dropping or withdrawing.

For more information on the Refund Policy visit <https://www.concord.edu/Financial-Aid/Return-of-Title-IV-Funds-Policy.aspx>.

Graduate Student Resources

Center for Academic & Career Development

The Center for Academic and Career Development (CACD) is a "one-stop-shop" to help students succeed at Concord University. We are committed to assisting students throughout their time at Concord with making the transition from academic pursuits to a successful career path. The CACD works in conjunction with many departments and offices at Concord, including the Office of Financial Aid, Business Office, Registrar's Office, Counseling Center, Office of Disability Services, Student Support Services, drop-in tutoring, Housing and Residence Life, academic colleges and faculty, as well as community organizations. The CACD can assist graduate students with strengthening study skills, formulating a career plan, preparing professional documents, and connecting with internship opportunities, to helping with individual concerns. The Center for Academic and Career Development is open from 8 a.m. to 4 p.m., Monday through Friday. Additional appointments may be made by emailing cacd@concord.edu or careerservices@concord.edu. We can provide services virtually on an as-needed basis and many of our workshops are now offered via zoom.

Child Development Center

Located in South Towers Residence Hall, operates a licensed childcare program for children ages 6 weeks through 12 years. Your child may be eligible for free or reduced childcare. jsimis@concord.edu

Counseling Center

Contact the CU Counseling Center to ask about telecounseling appointments counseling@concord.edu or 304-384-5290.

Library Services

The J. Frank Marsh Library is open 65.25 hours a week, 5 days a week during academic sessions and extended hours during Finals Week. The library offers a variety of print, audiovisual, and online materials including books, eBooks, DVDs, magazines, newspapers, academic journals, streaming educational videos, and online databases. Computers and Wi-Fi are provided for on-campus use of online resources and off-campus access to databases is available to all current students. Printing is available for free; however, students need to provide the paper.

The general collection consists of 173,819 items and an online catalog provides information on specific materials available. Materials not owned by the library, including journal articles, can be requested through a free interlibrary loan service. Library staff members provide one-on-one assistance to students in person or digitally through email at library@concord.edu. Marsh Library houses the University Archive, Special Collections, Honors Lounge, GRIP Tutoring Center, the Concord University History Museum, and is a federal repository with access to over one million items.

Research Guide for MBA students:

Databases:

- *EBSCO-Academic Search Complete, Business Source Elite, Business Source Complete, Regional Business News, GreenFILE, Legal Information Reference Center*
- *Gale-Academic OneFile, Entrepreneurship*
- *Sage-Business & Management Discipline Hub*

Library of Congress Call Numbers for Physical Books:

- *HA Statistics*
- *HB Economic theory. Demography*
- *HC Economic history and conditions*
- *HD Industries. Land use. Labor*
- *HF Commerce*
- *HG Finance*
- *HJ Public finance*

** Students can also find general resources in other sections of the databases and call numbers of the physical library **

Use the QR Code below to sign up for your digital library card.

Sign Up for Your Library Card Digitally!



Student Activities

Graduate students are welcome at activities sponsored by the University. Events are shared regularly via the student listserv and the MyConcordU portal. Many workshops, special speakers, etc. are now available virtually. Also, look for events such as virtual trivia nights, escape rooms, and other social activities that you can join online. Concord students w/their CU ID can also get free or discounted rates at some area businesses/state parks (e.g., Pipestem State Park; Free Fridays @ The Ritz Theater in Hinton, WV; Thursdays Free Mini Golf or Climbing at Mountain State Mini-Golf & Outside-In Climbing Gym in Beckley, WV)

Student Affairs

Concord Student Affairs has the major responsibility for student life at Concord University. Facilities, programs, and services within the Office are designed to extend and enhance the academic curriculum. Student Affairs works to facilitate the personal development of an increasingly diversified student body. The Office of Student Affairs encourages each student to become involved in the process of his or her own education, development, and personal growth. VP of Student Affairs & Dean of Students, Dr. Sarah Beasley (sbeasley@concord.edu or 304-384-6035), Contact her with questions about student life, student services, [student complaints](#), etc.

Student Health Center

Located on campus in Wooddell Hall, the Health Center provides basic level medical care for acute minor illness or injury, but also provides referrals for outside services. Services of the Health Center are included in your student fees. Your student fees cover the cost of the deductibles, co-pays, and co-insurance. Students are responsible for costs incurred outside of the Health Center including lab work, x-rays and rescriptions. www.concord.edu/studenthealth or 304-384-6355.

Area walk-in clinics not affiliated with Concord: MedExpress (Walmart Plaza in Princeton, open 8 a.m.-8 p.m., (304) 425- 7615), New Hope Family Practice (365 Courthouse Rd, (304) 425-3922); Bluestone Health, (304) 431-5499.) (Note: Concord University is not endorsing specific medical services. We are providing names for convenience and information only. Other local physicians may accept Concord University students. PCH maintains a physician directory via: pchonline.org/our-staff/)

Tutor.com

You can access tutor.com, free 24/7 tutoring, through any of your Blackboard course shells. Tutor.com offers tutoring and help in a wide variety of areas relevant to graduate work including, but not limited to, research papers, research skills, statistics, research methods, quantitative & qualitative methods, citations, study & success skills, resume/cover letter review, mock interviews, and many more.

TITLE IX

Concord University is committed to creating a safe environment where all are free from discrimination, sexual harassment, and sexual misconduct. We encourage all members of the Concord University community to report discrimination, sexual harassment, and sexual misconduct. To do so, email titleix@concord.edu, complete an online Referral Form (under Student Life webpage > Resources & Forms), or contact the Title IX Coordinator at (304) 384-5289.

Veterans Services

Concord University is proud to welcome all Veterans and their families. Contacts: Veteran Certifying Official- Lucinda Gonderman (lgonderman@concord.edu, 304-384-5323) or our Veterans Advocate- George Williams (gwilliams@concord.edu, 304-384-6300) for assistance.

Student Rights and Responsibilities

As a student at Concord University, it is important for you to become familiar with your rights and responsibilities. The University staff are available to help you become aware of and understand these rights and responsibilities, although it is in your best interest to read and become knowledgeable to facilitate your success at Concord University.

There are several documents available to help you become aware of the things you need to know about your rights. Primary sources available to you include:

Concord University Student Handbook

Each student at Concord University is provided access to an electronic student handbook. The handbook provides information about offices and services at the university. It provides a statement on campus organizations and identifies existing campus organizations. Complete policy related to housing regulations is provided. A major component covers information related to rights of students, including appropriate appeals procedures. Handbook available under the Student Life section: <https://www.concord.edu/student-life/> (Student Information Tab).

Concord University Academic Catalog

You may find the Concord Academic Catalog online at <https://catalog.concord.edu/>. The catalog outlines a number of areas that will help you in understanding your rights and responsibilities as a student at Concord University

Affirmative Action /Equal Opportunity

Concord University adheres to the principle of equal opportunity without regard to race, sex, color, creed, national origin, or physical handicap. This policy extends to all programs and activities supported by the University as stated in [BOG Policy 47](#).

The University does not discriminate on the basis of race, color, sex, religion, national or ethnic origin, sexual orientation, or disability as identified and defined by regulations and law, in the administration of admissions, educational policies, curriculum, the selection of textbooks, scholarship and loan programs, athletic opportunities, and employment.

Consumer Information

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, requires institutions to provide easy access to information for students. This page contains links to information resources for prospective and enrolled students covering institutional information, accreditation and affiliations, student financial assistance, teacher education programs, athletics, health and safety, student outcomes and voter registration. You can access all of the information at <https://www.concord.edu/about/accreditation-and-affiliations/consumer-information.aspx>

Disability Services

For students with disabilities who need assistance with academic or facilities issues, please contact the Office of Disability Services, at 1-304-384-6086 in the Student Center or e-mail the office at nellison@concord.edu. For complaints or concerns about disability services, please see the disability protocols and grievance procedures as listed in the Concord University Student Handbook, or ask for these from the Office of Student Affairs. Additional information can be found at <https://www.concord.edu/student-life/student-health-wellness/disability-services.aspx>

Sexual Harassment Policies

It is policy at Concord University that sexual harassment, assault, or any other form of harassment, will not be tolerated. The University affirms that students have a right to study in a positive atmosphere free of discriminatory harassment . To the end, Concord University has adopted [BOG Policy 37](#) which gives the definition of discriminatory harassment and outlines the procedures to follow in the event a student or employee believes harassment is occurring or has occurred. In the event that a student needs help with a past or current sexual assault, the University has a Sexual Assault response team. Information can be found by calling the S.A.R.T. Chair – Terri Philpott at 304-384-5282 (work) or 304-462-9082 (home). Information on contacting other members found at www.concord.edu/student-life/office-of-public-safety/sexual-assault-response-team-s-a-r-t

Student Privacy Rights

Concord adheres to the provisions of the Family Educational Rights and Privacy Act (FERPA). For more information about student rights under this statute, please contact the Registrar's Office, Room 202, Marsh Hall (extension 5237). This policy is available from the Registrar's webpage at www.concord.edu/academics/registrar (under the Student Information tab) along with the FERPA release form.

Appendix A: Program Progression Sheet

Concord University
Master of Business Administration
Registrar's Office Official Document

2023-2024 Catalog

NAME: _____

Master of Business Administration (30 Credit Hours)				
No	Title	HRS	GP	QPTS
MBA General Curriculum				
MBA 510	Accounting for Managers	3		
MBA 520	Applied Managerial Finance	3		
MBA 530	Marketing for Managers	3		
MBA 540	Data Analytics I	3		
MBA 550	Operations and Supply Chain Management	3		
MBA 560	Managerial Economics	3		
MBA 570	Data Analytics II	3		
MBA 580	Leadership and Emotional Intelligence	3		
MBA 590	Project Management	3		
MBA 595	Applied Business Strategy	3		
MBA Human Resources Emphasis Curriculum				
MBA 510	Accounting for Managers	3		
MBA 520	Applied Managerial Finance	3		
MBA 530	Marketing for Managers	3		
MBA 540	Data Analytics	3		
MBA 560	Managerial Economics	3		
MBA 570	Data Analytics II	3		
MBA 580	Leadership and Emotional Intelligence	3		
MBA 582	Strategic Human Resources I	3		
MBA 584	Strategic Human Resources II	3		
MBA 595	Applied Business Strategy	3		

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A hard copy of the progression sheet can be downloaded from the Registrar's webpage at <https://www.concord.edu/academics/registrar>