

Business Administration (MBA) Student Handbook

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Mission, Vision, and Values

The University and College's mission, vision and values guide what we do in the MBA program.

University mission statement

Metro State University empowers learners to transform their lives and communities through relevant, student-centered education in an inclusive, anti-racist, and supportive learning environment.

University vision statement

Metro State University will deliver the transformative power of higher education to all. As a national leader, we will innovate to meet emerging challenges, remove barriers to access and success, and propel the social and economic mobility of diverse learners and their communities.

University values

Anti-racism

We actively identify, challenge, and change the values, structures, and behaviors that perpetuate systemic racism to create a more equitable and just university. We equip learners to be agents of change.

Inclusion

We seek unity in diversity, find strength in our differences, and create a space where all people feel like they belong and can contribute, while identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic bias against people based on their age, race, ethnicity, gender and gender identity, religious beliefs, immigration status, sexuality, social class, or disability status.

Integrity

We expect and support honesty, transparency, fairness, and curiosity from all members of the university community. We listen to understand, seek reconciliation of differences, and hold each other accountable.

Meaningful Education

We inspire and challenge diverse learners to pursue and apply knowledge for the good of their communities, recognizing competencies achieved through unique lived experiences, discoveries, individualized study, and engagement. We equip learners with the knowledge, communication and critical thinking

skills, and information literacy to analyze and resolve the problems of today and tomorrow.

Transformation

We accelerate social mobility and economic advancement of learners and graduates, their families, and their communities by providing a dynamic and affordable education that helps them achieve their aspirations. Learners see a Metro State University education as a catalyst for their personal transformation.

College of Business and Management Mission Statement

The College of Business and Management at Metro State transforms lives by providing equitable access to a high-quality, affordable business education. With a commitment to inclusion and civic engagement, we engage our diverse learners in acquiring skills and knowledge required to evolve organizations.

The College of Business and Management helps you on your journey to become a better organizational practitioner or manager through high quality instruction and flexible delivery options for undergraduate, graduate, and doctoral degrees. Our innovative programs offer you the benefits of attending a large, urban university, while providing the personal touch of a small college setting.

College of Business and Management Vision Statement

The College of Business and Management is a catalyst for positive change, a beacon of hope, and an institution promoting lifelong learning where learners become passionate citizens and ethical leaders capable of transforming their communities.

Admissions requirements

MBA Program

Applicants to the MBA program must have completed a baccalaureate degree from an accredited institution, prerequisite courses in microeconomics and macroeconomics, or one course combining the two, financial accounting and statistics, and MBA Math or the GMAT prior to starting the MBA program.

The requirement to complete MBA Math or the GMAT is waived for applicants who have completed an undergraduate degree in business administration or a related field within five years of applying.

Applicants must submit an essay explaining their reasons for pursuing an MBA and discussing an ethical dilemma that they have faced, two letters of recommendation, a resume and transcripts from either all previous institutions or from those previous institutions from which they received their baccalaureate degrees and at which they took prerequisites.

Graduate Certificate Programs

Applicants to graduate certificate programs must have completed a baccalaureate degree from an accredited institution and either a prerequisite course in statistics or MBA Math prior to starting the MBA program.

The requirement to complete MBA Math or the GMAT is waived for applicants who have completed an undergraduate degree in business administration or a related field within five years of applying.

Applicants must submit an essay explaining their reasons for pursuing a graduate certificate, a resume and transcripts from either all previous institutions or from those previous institutions from which they received their baccalaureate degrees and at which they took prerequisites.

Students currently in a graduate certificate program who apply to the MBA program do not have to submit letters of recommendation with their MBA application.

Accelerated BS+MBA Program

Applicants to the accelerated BS+MBA program must be enrolled in a College of Business and Management major other than economics, must have completed prerequisite courses in microeconomics and macroeconomics, or one course combining the two, financial accounting and statistics, and must have a grade point average, either overall or in the prerequisite classes, of 3.50 or higher.

Applicants must submit an essay explaining their reasons for pursuing an MBA and discussing an ethical dilemma that they have faced, two letters of recommendation, a resume and transcripts from either all previous institutions or from those previous institutions from which they received their baccalaureate degrees and at which they took prerequisites.

Program requirements

MBA

Students can pursue either the General MBA or an MBA with Concentration.

The General MBA has 32 credits of required courses and 8 credits of electives, which may be selected from the graduate-level offerings of the College of Business and Management or, with the approval of the MBA Director, from around the University.

The MBA with Concentration has the same 32 credits of required courses and 12 credits of coursework related to the area of concentration. Concentrations are offered in Project Management, Management Information Systems (MIS) Finance, Global Supply Chain Management, and Analytics.

The accelerated BS+MBA program allows for up to 16 credits of overlap between the BS and the MBA programs with students taking associated MBA courses in place of undergraduate coursework. Students in the BS+MBA program should take MGMT 600 either before or in the same semester as their first 600-level course. Because MGMT 600 usually will not satisfy undergraduate degree requirements, undergraduate financial aid cannot usually be used to pay for this two-credit course.

The courses that may overlap between the BS and MBA are:

- MIS 600 can be taken in place of MIS 310
- MKTG 600 can be taken in place of MKTG 300
- FIN 601 can be taken in place of FIN 390
- DSCI 681 can be taken in place of DSCI 434
- ACCT 515G can be taken in place of ACCT 515
- FIN 511G can be taken in place of FIN 511

Graduate Certificates

Each graduate certificate has some required courses and may have electives. The number of credits required to earn a graduate certificate varies across the certificate programs.

Minimum grade requirements

Students must receive a grade of C (2.0) or better in a course for it to count toward their degree or certificate.

The option of competence/no competence is not available

A cumulative grade point average of 3.0 and passing grades of C or better for all required courses are required for graduation.

Students whose cumulative GPA falls below 3.0 will be placed on academic warning and will be removed from that status when their cumulative GPA rises above 3.0 and they have repeated and passed and classes for which they did not receive a C or better.

Curriculum

MBA

Required Courses

MGMT 600 – Practical Research Methods
MGMT 620 – Organizational Behavior
MKTG 600 – Marketing Management
ECON 696 – Managerial Economics and Strategy
ACCT 620 – Management Accounting
MIS 600 – Management Information Systems
FIN 601 – Financial Management
DSCI 681 – Operations Management
MGMT 699 – Management: Strategy and Policy

General MBA

Eight credits of electives, which can be graduate-level courses from the College of Business and Management or, with the approval of the MBA Director, from around the University.

MBA with Concentration

An MBA with a concentration involves 12 credits in addition to the required MBA courses. Concentrations are offered in Project Management, Management Information Systems (MIS), Finance, Global Supply Chain Management, and Analytics.

Project Management Concentration

DSCI 620 Project Management
DSCI 630 Project Risk Management
DSCI 691 Project Management Leadership and Problem Solving

Management Information Systems (MIS) Concentration - 12 credits in addition to MIS 600 required in Phase I

Any 12 MIS graduate credits OR

Any 8 MIS graduate credits plus DSCI 620 Project Management (4 credits)

Finance Concentration - 12 credits from the following:

ACCT 515G Financial Statement Analysis
FIN 511G Investment and Portfolio Analysis
FIN 550G International Finance
FIN 560G Financial Markets and Institutions
FIN 595G Advanced Corporate Finance

Global Supply Chain Management Concentration

Prerequisite - DSCI 681 Operations Management
DSCI 640 Supply Chain Management: Concepts and Techniques

IBUS 690 Doing Business Internationally
MKTG 652 Supply Chain Logistics
MKTG 653 Global Sourcing

Analytics Concentration

Required Courses

MIS 671 Problem Formulation and Data Presentation
MIS 687 Business Analytics

Electives - Choose at least four credits from the following:

MIS 685 Data Mining Tools - 2 credits
MIS 686 Advanced Data Mining Tools - 2 credits
MIS 688 Predictive Analytics - 4 credits
MIS 693 Advanced Supply Chain Information Systems - 2 credits
HRM 566G People Analytics - 4 credits

Graduate Certificates

Business Analytics Graduate Certificate

Required (16 credits)

MIS 600 Management Information Systems - 4 credits
MIS 671 Problem Formulation and Data Presentation - 4 credits
MIS 687 Business Analytics - 4 credits
MIS 688 Predictive Analytics - 4 credits

Electives (4 credits)

MIS 685 Data Mining Tools - 2 credits
MIS 686 Advanced Data Mining Tools - 2 credits
MIS 693 Advanced Supply Chain Information Systems - 2 credits
MIS 673 Knowledge Management - 2 credits
MIS 660I Management Information Systems Student-Designed Independent Study (SDIS) - 1-8 credits

Information Assurance and Information Security Graduate Certificate

REQUIREMENTS (20 CREDITS)

MIS 600 Management Information Systems - 4 credits
MIS 683 Process Analysis and Design - 2 credits
MIS 675 Risk Analysis in Information Technology - 2 credits
MIS 680 Introduction to Information Assurance - 4 credits
MIS 681 Enterprise Security Management - 4 credits
MIS 682 Analysis of Strategic and Tactical Security IT Planning - 4 credits

Management Information Systems Generalist Graduate Certificate

REQUIREMENTS (22 CREDITS)

Courses listed and eight (8) additional MIS graduate level credits.

MIS 600 Management Information Systems - 4 credits

DSCI 620 Project Management - 4 credits

MIS 671 Problem Formulation and Data Presentation - 4 credits

MIS 675 Risk Analysis in Information Technology - 2 credits

Systems Analysis Graduate Certificate

REQUIREMENTS (20 CREDITS)

Courses listed plus 4 additional MIS credits

MIS 600 Management Information Systems - 4 credits

DSCI 620 Project Management - 4 credits

MIS 643 Telecommunications and Internet Management - Part One - 2 credits

MIS 657 Database and Client/Server Systems - 2 credits

MIS 665 Systems Design and Decision Support - 4 credits

Global Supply Chain Management Graduate Certificate

PREREQUISITES (4 CREDITS)

DSCI 681 or Instructor's consent

DSCI 681 Operations Management - 4 credits

REQUIREMENTS (12 CREDITS)

MKTG 652 Supply Chain Logistics - 2 credits

MKTG 653 Global Sourcing - 2 credits

IBUS 690 Doing Business Internationally - 4 credits

DSCI 640 Supply Chain Management: Concepts and Techniques - 4 credits

Project Management Graduate Certificate

REQUIREMENTS (12 CREDITS)

DSCI 620 Project Management - 4 credits

DSCI 630 Project Risk Management - 4 credits

DSCI 691 Project Management Leadership and Problem Solving - 4 credits

Transfer credit rules and appeals processes

Up to 16 credits may be transferred from another program. Credits transferred into the MBA program must be at the same level at the sending institution and a grade of C or better must have been earned in the class for it to transfer.

Courses may be transferred as equivalent to either required or elective courses or may be transferred as elective credits for the MBA program.

Information about the course (course description, syllabus, etc.) should be sent to the MBA Director with a request that the course be transferred. The MBA Director will typically share this information with the relevant department chair within the College of Business and Management and ask that department to determine whether the course should transfer as equivalent, as elective credits, or not at all.

Advisor assignment and changing advisors

Students in the MBA and BS+MBA programs will be assigned both a professional and a faculty advisor.

Students may request a different advisor by contacting either the MBA Director or the CBAM Director of Advising.

Academic standing requirements and appeals processes

Students whose cumulative GPA falls below 3.0 will be placed on academic warning and will be removed from that status when their cumulative GPA rises above 3.0 and they have repeated and passed and classes for which they did not receive a C or better.

A student who is on academic warning for more than one semester and is not making progress toward good academic standing may, by decision of the MBA director, be suspended.

If a student in a CBAM Masters or Graduate Certificate program is suspended, they may appeal this suspension.

The letter informing a student that they have been suspended should include the following:

1. The student has the right to appeal the suspension, the deadline for an appeal, and that the CBAM Dean will make the decision about the appeal.
2. A recommendation that they contact the program director, the CBAM graduate advisor and their faculty advisor* regarding their appeal.
3. If they are an international student, they should contact International Student Services to inform them of their suspension and to seek guidance as to how to respond and potential implications for their immigration status.

If a student wishes to appeal a suspension, they should work with their faculty advisor, the CBAM advisor for graduate students, and the director of their graduate program to prepare the appeal. This appeal should explain

the student's understanding of what factors contributed to their being suspended, an explanation of why these factors will not be a barrier in the future and their plan for future academic success. The graduate program director, the CBAM advisor for graduate students and the CBAM Director of Advising should discuss the appeal and make a recommendation to the CBAM Dean as to whether it should be granted. The graduate director should then discuss the appeal with the CBAM Dean before the Dean decides about the suspension appeal.

The Dean will make a final decision on the suspension appeal.

If the suspension appeal is granted the student will be put on probation and will have a registration hold put in place until they meet with their faculty advisor. While they will be able to remain in classes for the semester immediately following their suspension and appeal, they will be unable to register for subsequent semesters unless and until they complete the academic success workshop and meet with their faculty advisor to discuss their plan for future academic success.

If the appeal is not granted the student will be removed from classes immediately and will be informed that they are eligible to apply for reinstatement after three semesters and given details about how to do this. This removal will be communicated to the Registrar's Office.

Students who have been academically suspended from a graduate program may apply for reinstatement no sooner than one calendar year after their last semester of attendance. To apply for reinstatement, they have to write a letter to the dean describing the underlying reasons for the academic difficulties that led to their suspension and explain changes that suggest they will be successful going forward. Reinstatement decisions are made by the College and are not guaranteed.

Continuous registration, leave of absence, and time limit extensions

Students who go nine semesters (including summer semesters) without taking a class must re-apply to the MBA program.

Students are normally allowed up to five years to complete the MBA program. Extensions may be granted by the MBA Director upon request.

Dismissal grounds and appeals

Suspension for academic standing will happen as described earlier in this Handbook.

Suspension or dismissal for other reasons will be as described in relevant University policies and procedures.

Students may be subject to discipline up to and including dismissal for academic integrity violations.

<https://www.metrostate.edu/academic-integrity>

The Student Guide to Academic Integrity states: "The integrity of the learning process is important in an educational context. Students must present their own original work to their teacher in order to demonstrate and improve their mastery of concepts and skills. Academic dishonesty undermines this relationship between learner and teacher that forms the foundation of higher learning."

Metropolitan State University has identified violations and has created a number of sanctions for these violations:

- Cheating
- Academic Misconduct
- Academic Fraud
- Fabrication
- Falsification
- Forgery
- Plagiarism
- Double Submission
- Collusion

The relevant University policy and procedure and associated resources are available through the following links:

[Policy 2190: Student Academic Integrity](#)

[Procedure 219: Student Academic Integrity](#)

[Academic Integrity and Plagiarism Resources](#)

Students may also be subject to dismissal for violations of the University's [Student Code of Conduct](#).

From the Procedure:

"Metropolitan State University believes that every student is accountable for his or her individual behavior especially as it imposes on the freedom, rights and safety of another individual or to the extent that it impacts upon the

atmosphere and environment conducive to the educational mission of the university community.

“Consistent with the mission statement and values of this university, student conflict and mistakes are viewed as an part of lifelong learning and as an opportunity for personal growth and development. This objective is cultivated through the implementation of this student conduct code procedure, which balances the importance of student accountability with the opportunity for education and making amends. Within this context, specific kinds of behavior are judged to be unacceptable and may serve as a basis for expulsion. These include, but are not limited to disorderly and/or disruptive behavior, physical assault or threat of physical assault; theft or attempted theft; vandalism or willful property damage; trespassing (unauthorized presence) or failure to heed a lawful order, academic dishonesty; fraud and/or willful misrepresentation; and possession of alcohol and/or illicit substances.”

[Policy 1020: Student Conduct Code](#)

[Procedure 112: Student Conduct Code Procedure](#)

Student support resources

Questions or problems specific to the MBA or Graduate Certificate programs should be directed to your academic advisor, faculty advisor or the MBA Director.

General questions about registration, financial aid and other University administrative matters can be directed to Gateway Student Services at gateway@metrostate.edu .

The University offers a wide variety of student support resources including, but not limited to

- Career Center
- Child Care Resources
- Veterans' Services
- Food Pantry
- Fitness Center
- Students Life and Leadership Development
- Student Parent Resource Center
- Financial Aid

- Counseling Services
- Emergency Grants
- International Student Services
- Lactation Support and Resources
- American Indian Student Services
- African and African American Support Services
- LGBTQIA+ Student Services
- Asian American Student Services

The full range of student support resources and services can be found at:

<https://www.metrostate.edu/students/support>