



**HUSTON-TILLOTSON UNIVERSITY
MASTER OF BUSINESS ADMINISTRATION**

**PROGRAM POLICIES AND PROCEDURES
CLASS OF 2020**

**HT MBA Office
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INTRODUCTION

The HT MBA is a 12-course (36 credit hours) hybrid MBA program with a concentration in Management. It offers a blended learning format of online courses (four) and on-campus courses (eight) and is specifically designed for the working professional. The on-campus courses will be offered on Fridays from 6:00pm-10:00pm and Saturdays from 8:00am-12:00pm.

The HT MBA will require the successful completion of 36 credit hours [(seven required core classes (21 credits) and five elective classes (15 credits)] which can be completed in 18 months or less. Courses will be offered in 8-week terms, six terms per academic year. Two courses will be offered each 8-week term making it possible to begin the program in August of one year and successfully completing the program the following August.

The HT MBA Office

The HT MBA Office provides many services to the program in addition to recruiting, admitting, and coordinating the orientation events. Some of the other services that this office provides include:

- Administrative Services – Assists with registering for courses and payment of tuition.
- Academic Advising – Advises on course offerings and program requirements.
- Career Services – Facilitates professional development workshops and graduate career fairs.
- Other Services – Organizes various student/employer networking events.

Program Accreditation

The HT MBA is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The ACBSP is a leading specialized accreditation association for business education that supports, celebrates and rewards teaching excellence. The association embraces the virtues of teaching excellence and emphasizes to students that it is essential to learn how to learn.

This ACBSP accreditation status granted by an international organization communicates the impressive ranking held by the Department of Business Administration. This coveted endorsement demonstrates to major corporations and graduate schools that our programs provide its students with an education of excellence and prepares them to succeed and to lead.

MBA PROGRAM OVERVIEW

Program Expectations

All students are expected to attend every class session. Participation by students in class sessions is considered an important part of the instructional process. We see the exchange of ideas, concepts and personal beliefs as the cornerstone for critical thinking.

In addition to attending each class session, students should practice good academic habits including being prepared for class, paying attention to their instructor or fellow students while they are speaking, and participating in class.

Students should arrive to class on time. Patterns of tardiness or early exits may be counted as absences. Also, students must complete the weekly reading assignments prior to class and be prepared to contribute intelligently in discussions.

Additionally, academic dishonesty is improper and will not be tolerated. Academic dishonesty includes any form of cheating, plagiarism, falsification of records, or giving false information to any University official

Use of Electronics in Class

To limit distractions and disruptions in class, cell phones must be turned off for the duration of the class. Taking a cell phone call in class or walking out of class in order to take a call are inappropriate unless an emergency arises.

While using a computer or tablet to take notes or access academic materials is encouraged, the use of these devices in class for email, social media, or web surfing is unacceptable classroom behavior.

Proper Attire

We want students to be comfortable in the classroom, so the dress code for the classroom is casual. However, for special functions, remember students are not just representing themselves but also the HT MBA program, and therefore, the dress attire is business formal.

When dressing for the classroom, please avoid wearing the following:

- Crop tops, sweatshirts, muscle shirts, excessively tight or revealing tops, or tops with large logos or cartoons
- Sweatpants, pajama pants, beach or athletic shorts
- Baggy, ripped or torn jeans
- Mini or tight skirts

- Slippers, flip-flops
- Hats/caps unless required for religious or cultural purposes

Communication between Faculty and Students

Faculty and staff will communicate with students using their HT email account as well as by telephone. Students are responsible for checking their HT email account and phone messages on a daily basis.

REGISTRATION POLICIES AND REQUIREMENTS

Course Registration

For first-time HT MBA students, registration will take place during the HT MBA Orientation Event which is scheduled in August of each year. The Research Methods course is a pre-requisite for all other courses and must be the first course in which new students are to take.

Continuing students will be registered by their academic advisor in the MBA Office. The academic advisor is responsible for adding, dropping, or making other adjustments to a student's schedule. Continuing students must notify the academic advisor of their intentions to register one month prior to the start of the next 8-week term. The deadline for registration will be announced in class by the instructors as well as posted on the University's learning management system, CANVAS. Students will also receive an email reminder.

If the HT Business Office has a hold on a student's account for whatever reason, the academic advisor will not be able to register the student.

Transfer Credits

Transfer credits are accepted at Huston-Tillotson University if they are earned at an institution accredited by one of the regional agencies for higher education. Graduate students may transfer in a maximum of six (6) credit hours, either A or B grades, from an Association to Advance Collegiate Schools of Business (AACSB) or ACBSP accredited business school if earned within the last five (5) years. Transfer credit is not counted in calculating a student's cumulative GPA.

Dropping or Withdrawing from Courses

A student may drop a course with the approval of the academic advisor with a full refund during the first week of classes. Dropping a class after the first week of classes is considered a withdrawal. Students wishing to withdraw from a course after the first week

of classes may do so with the approval of their academic advisor, but they will incur a financial penalty. A grade of “W” is recorded for any course a student withdraws from after the designated drop period.

The deadline for withdrawing from a course is before the beginning of the 5th class in the 8-week term. A withdrawal is not official until completed forms are received in the Registrar’s Office. A grade of “F” is recorded on the transcript of students who do not follow University policy on withdrawing courses.

Official Withdrawal

During the period specified in the University calendar, a student may withdraw from the University officially. An Official Withdrawal form may be obtained from the Registrar’s Office. The student will sign and date the form and indicate the reason for withdrawing from the University. The student must obtain signatures of the academic Dean, Provost and Vice President for Academic Affairs, the Librarian, Director of Financial Aid, and the Business Office. The form is returned to the Registrar’s Office for the Registrar’s signature and processing. The student is assigned a “W” for each class in which the student is enrolled. The withdrawal is effective on the date the completed form is submitted to the Registrar’s Office.

Other types of withdrawals are listed in the HT Graduate Bulletin.

ACADEMIC PERFORMANCE

Class Attendance

All students are expected to attend every class session. Participation of students in class sessions is considered an important part of the instructional procedure because the exchange of ideas, concepts and personal beliefs is the cornerstone for critical thinking. We recognize each student brings valuable individual experiences that can enrich class discussion and that class attendance is a critical factor in student success.

Absences: More than two absences in an 8-week session can result in a grade of F. Patterns of tardiness or early exits from class may be counted as an absence. Excessive absences may be grounds for administrative withdrawal.

Grade Point Average (GPA)

A student’s academic standing in the University is expressed in terms of a grade point average (GPA). A student may not count toward the degree any course in which he/she has earned a grade lower than “C.” A student who earns less than a “C” in six credit

hours (two classes) may be denied continuing enrollment. **Students must maintain a minimum of a 3.0 cumulative GPA to remain in the program.**

Grading System

The evaluation of students' overall performance in a course is expressed by the following letter grades: A, B, C, D, F, I, CR, and W.

<u>Grade</u>	<u>Quality Points</u>	
A – Excellent	4	
B – Above average	3	
C – Average	2	
D – Minimally passing	1	A student who earns a grade of “D” in a required course must repeat the course.
F – Failure	0	A student who earns a grade of “F” in a required course must repeat the course.
I – Incomplete	0	

The “I” grade is awarded only when a student has earned a passing average but has failed to complete a vital portion of course requirements (project, paper, examination, experiment, etc.) at the time of the final grade reporting period. The student must provide documents that verify that failure to complete course requirements was due to circumstances beyond ***the student’s*** control.

An “I” grade will be changed to “F” if it is not removed within **six months from the date assessed**. The “I” grade will not be counted as hours attempted until a firm grade is substituted in its place.

It is the student’s responsibility to make arrangements with the involved instructor to complete necessary requirements for removal of the “I.”

CR – Credit

Credits by transfer are treated as regular courses for a degree plan except that upon being accepted by the University, a student will receive a grade of “CR” which is not used in calculating the cumulative GPA.

W – Withdrawal

Official withdrawal from a course or the University after the drop-and-add period.

Grades of CR and W are not used in the computation of a student's cumulative GPA.

Repeating Courses

Students may choose to improve their GPA by repeating courses in which they earn a grade of "C", "D", or "F". Students who earn a grade of "C", "D", or "F" in a required course may repeat the course.

Courses repeated are counted in the degree program only once, and only the highest grade for a repeated course is used in computing the GPA. Students are strongly encouraged to repeat courses as soon as possible. Students receiving veteran's benefits who desire to repeat a course must obtain prior approval from the Registrar's Office due to more restrictive Veterans Administration regulations.

CONTINUOUS ENROLLMENT

The HT MBA student must continuously enroll for at least three credits per 8-week term beginning with the first term started until all degree requirements are accomplished. If a student must interrupt his/her continuous enrollment for health or other extenuating matters, then the student must request a "leave of absence." Failure to maintain continuous enrollment without requesting a leave of absence will cause the student to automatically lose status as an HT MBA student. Once withdrawn from the program, a student must reapply for admission.

Leave of Absence

A leave of absence gives students the opportunity to get a temporary pass from enrolling in the program. Students applying for such a leave of absence must have an extenuating circumstance. Such a request is submitted in writing to the Dean of the SBT prior to the first day of classes of an 8-week term.

During the leave of absence, students retain their graduate student status and retain their HT email account. However, they are not allowed to reside on campus nor are they eligible to receive financial aid.

SATISFACTORY ACADEMIC PROGRESS

GPA Requirement

The HT MBA students must demonstrate satisfactory academic progress by maintaining a cumulative Grade Point Average (GPA) of 3.0 or higher on a 4.0 scale. Students who fail to maintain satisfactory academic progress will be subject to a sanction of academic probation or academic dismissal.

Academic Probation

Below are the steps taken by the HT MBA Office if a student's GPA falls below 3.0:

1. The student receives a warning letter immediately after the 8-week term in which his/her overall GPA falls below 3.00.
2. If the student is not able to bring the GPA to a 3.0 during the succeeding 8-week term after receiving the warning letter, the student is then placed on academic probation.
3. If the student is still not able to bring the GPA to a 3.0 after two 8-week terms from getting the warning letter, the student is dropped from the HT MBA program.

Dismissal from the Program

Students will be dismissed from the program if they fail to achieve good academic standing or fail to show substantial academic progress after two 8-week terms following a notice of academic probation. Students who are dismissed from the program must wait one academic year (six 8-week terms) before submitting an application for readmission.

Right to Appeal a Grade

The grade represents an instructor's evaluation of a student's performance in a given course. This grade is not changed unless evidence exists of a clerical or computational error. A student who believes that an error has occurred should request a grade re-evaluation by completing an official Appeal of Grade form. A request for a grade re-evaluation must be submitted within one calendar year of the date on which the grade was officially issued. Student grade appeals are handled according to the following procedure:

1. The student completes an Appeal of Grade form provided by the Provost and Vice President for Academic Affairs. A reasonable justification for review of the grade must be included in the written appeal. Notification of the appeal is forwarded to the instructor for review and action.

2. The student arranges a conference with the instructor to obtain criteria for the assessment of the final grade that was assigned. If a student cannot schedule a meeting with the instructor, **the student** contacts the HT MBA Office which will arrange a conference between the student and the instructor. Every possible effort should be made to resolve any disagreements at this point.
3. The student's grade may be changed at this step of the appeal procedure by written consent of the instructor if the findings warrant such modification. A Change of Grade form must be completed and forwarded to the Dean's Office who will in turn submit to the Registrar's Office.
4. A student who is not satisfied by the outcome of the appeal to the instructor may request that the written appeal be forwarded to the Dean of the School.
5. If the Dean is unable to bring resolution to the appeal, the student may appeal to the Provost and Vice President for Academic Affairs.
6. The Provost and Vice President for Academic Affairs will make every effort to resolve the grade conflict issue within a 30-day period of receipt of the appeal from the Dean.

Five-Year Completion

There are two 8-week terms in each of the fall, spring, and summer semesters. A full-time graduate course load is 9 hours taken over Fall 1 and Fall 2 terms and the same during Spring 1 and Spring 2 terms. **EXAMPLE:** A student may register for 6 credit hours in Fall 1 and 3 credit hours in Fall 2. This would constitute full-time.

The maximum time allowed for degree completion is within five (5) years of a student's initial registration.

Conduct, Academic Discipline, Grievances

Refer to the HT Graduate Bulletin for all matters involving Student Conduct, Academic Discipline, and Grievances.

GRADUATION REQUIREMENTS

Students may apply for graduation during the Spring 2 term, but not before April 1st. This applies only to students who expect to complete all graduation requirements at the

end of Spring 2, Summer 1, or Summer 2 terms. Once students complete an application to graduate, the HT MBA Program Office will provide students with additional information.

In addition to completing the requirements for the HT MBA, candidates for graduation must comply with the following:

1. Credits for graduation must total a minimum of 36 semester hours. Repeated courses are counted only once toward degree completion. Undergraduate credits do not count towards the total credits for MBA graduation.
2. A student must have at least a 3.00 cumulative GPA.
3. A student may transfer up to 6 semester hours to the program. However, the remaining 30 semester hours of credit must be earned in residence at Huston-Tillotson University.
4. A student may graduate under the requirements set forth in the Graduate Bulletin in effect at the time of the student's initial enrollment provided the coursework is completed within five years.

All persons approved for graduation are encouraged to participate in the commencement exercises.

GLOBAL EDUCATION OPPORTUNITIES

Global Study Trip

Students enrolled in the IBUS 5313 - International Business and Global Strategy course are required to spend 10 days in destinations that are carefully selected by the HT MBA faculty and administration. The focus of each trip is relevant business trends and current events.

These trips, which combines a mix of business visits with cultural activities, will help the students gain the skills necessary to examine global issues. They will visit with a variety of stakeholders in the country selected to gather data for use in completing a class project upon their return to the US.

The group is accompanied by an HT MBA faculty member who will provide academic guidance. A faculty in the host country will help coordinate the visits to the various stakeholders and help facilitate cultural tours.

Depending on the country selected for the Global Study Trip, the total cost is between \$2,500-\$3,000 (airfare, food, housing, local transportation, cultural tours) and usually takes place during the Summer 1 term, which is when the IBUS 5313 course is offered.

INTERNATIONAL STUDENTS

The Office for International Programs provides information and support services for international students, scholars and their families. Contact this office at OIP@htu.edu for all F-1 visa issues.

SUPPORT SERVICES

Library Resources

The Downs-Jones Library has a fully integrated automated library system which allows students, faculty and staff access to thousands of bound books, more than 160,000 eBooks in various disciplines, and 250,000 e-journals, as well as access to leading news and opinion magazines. As a participating library in Journal Storage (JSTOR), ProQuest, and TexShare (a state-wide resource sharing program), the Huston-Tillotson University community is able to access African American newspapers (1827-1998) online, 98 electronic databases (full-text journal articles included), borrow books directly from other libraries, and request materials through interlibrary loan. The library also provides online chat reference for remote users and LibGuides research guides.

Other library resources can be accessed at the HT MBA's Library Resource Room at the HT Center for Entrepreneurship and Innovation (CEI), where the MBA courses are offered. The Library Resource Room has business-specific books, journals and databases that students can access between 9:00am-11:00pm daily or 24-hours remotely.

The HT MBA program supports students' business research needs through a combination of resources including the access to computers, printers, scanners, and wireless.

Information Technology

Internet Services. Huston-Tillotson University offers a wide array of computing, networking, and media services to students, faculty, and staff. These services are in place to facilitate teaching, learning and administrative activities that support course enrollment, advising, grade reporting and other recordkeeping functions.

Wi-Fi service is available seven days a week at the HT MBA site. Off- campus students can access their email at www.htu.edu.

Should students have any issues with WiFi, Canvas, or their email, they can contact the HT IT department at helpdesk@htu.edu. In case of a disruption in the Internet and/or CANVAS for an extended period, the due date for assignments will be changed to the next day.

Equipment Loan Program

While the HT MBA students are required to have their own equipment to help them successfully navigate through their courses, the HT MBA program has equipment on hand that can be loaned out in cases of emergency. The Equipment Loan Program includes laptops, projectors, cameras, and calculators.

Group Study Rooms

There are several rooms at the CEI that can be used for group study rooms. One of the rooms has video conferencing capability. Appointments for use of these study rooms must be made with the HT MBA Office at least a week in advance.

Other Types of Support Services

For other types of support services such as financial aid, counseling, and disability issues, go to the HT Graduate Bulletin.

OTHER RESOURCES

Student Club – Honor Society

Delta Mu Delta ($\Delta\mu\Delta$) International Business Honor Society recognizes academic excellence in Baccalaureate, Master's, and Doctorate degree business administration programs at Association of Collegiate Business Schools and Programs (ACBSP)- accredited schools.

An invitation to join $\Delta\mu\Delta$ confirms that a student has a proven track record of working hard to achieve excellence in his/her studies. It shows that the student has the knowledge and drive to succeed in a business career. Membership in $\Delta\mu\Delta$ is the highest international recognition that business students can earn. A student must have a minimum 3.5 GPA to apply for membership.

National Black MBA Association

The National Black MBA Association (NBMBA) leads in the creation of educational opportunities and economic growth for Black professionals. This organization is committed to making an impactful and sustainable difference in the communities in which its members work and serve. As a member of the National Black MBA Association, you will enjoy valuable networking opportunities with over 14,000 active members in 40 chapters across the country. If interested in learning more about the NBMBA – Austin Chapter, contact the HT MBA Office.