



College of Business

Discovery is Our Business!

MBA Handbook

MBA Student Handbook

Updated: Aug. 25, 2016

Introduction

Welcome to the NMSU MBA Program!

The MBA is a professional program designed to provide students with a solid background in business practices and the problem-solving and people skills needed to be successful leaders in the global business environment. Students are admitted with a variety of undergraduate academic backgrounds (such as business, engineering, hotel restaurant and tourism management, and arts and sciences) and range of work experience. Program graduates are prepared for administrative or managerial positions in a wide variety of organizations, both private and governmental.

The purpose of this handbook is to provide important information about the content of the MBA program and tools available to help students succeed in the program. Policies and procedures are subject to change. New versions of this document will be posted on the MBA program web page (<http://business.nmsu.edu/mba>) and updated information will be sent out by email as needed.

Accreditation

The business and accounting programs in the College of Business (COB) are accredited by AACSB International—The Association to Advance Collegiate Schools of Business (<http://bestbizschools.aacsb.edu>) as well as by the Higher Learning Commission of the North Central Association (www.ncahlc.org).



Our AACSB accreditation gives you an edge. It's your assurance that we deliver a quality education and that you will receive top value for your education dollars. Our accreditation can give you an advantage in employment opportunities—employers know you have achieved specific learning goals that meet their job standards. You may also have broader career choices, nationally and internationally, because of the breadth and scope of instruction and experience in your college education.

Student Responsibility

It is the student's responsibility to be informed about deadlines and degree requirements. Please make sure that you are familiar with:

- NMSU's Graduate Catalog at <http://catalog.nmsu.edu>. *General Information* describes rules and regulations for graduate students in general and master's degree students in particular. The MBA program description is provided under the *College of Business* heading;
- the COB's MBA website at <http://business.nmsu.edu/mba>;
- the [Master Schedule](#) provided on the MBA Advising webpage;
- and the information in this handbook.

To look up classes or conduct a course schedule search, use NMSU's Course Schedules webpage at <http://www.nmsu.edu/course>.

Be aware that your @nmsu.edu email account is considered the official communication tool at NMSU. The MBA office will send you information by that method and you are responsible for any information

conveyed by this means. You will find information about forwarding your NMSU email to a preferred email account later in this document.

Administration of the MBA Program

The MBA Office is located in Guthrie Hall 114 and is staffed by Advisor John Shonk. The program is overseen by the MBA Committee in the College of Business in conjunction with the Department Heads, Associate Dean Kathy Brook, and Dean Jim Hoffman. The MBA Committee consists of a faculty member from each of the departments in the college, the associate dean, and the MBA Advisor (ex-officio), as well as an elected MBA graduate student.

Andrea Fletcher, Assistant Dean, serves as the director of the Woodrow Wilson MBA Fellowship in Education Leadership Program. Students in the fellowship program are completing the MBA as part of the cohort-based distance program described below.

Contact information for deans and department heads is listed below.

John Shonk	Advisor	575-646-8003	jshonk@nmsu.edu mba@nmsu.edu
Jim Hoffman	Dean	575-646-4083	jhoffman@nmsu.edu
Kathy Brook	Associate Dean	575-646-4905	kbrook@nmsu.edu
Larry Tunnell	Accounting/Info Sys	575-646-4901	ltunnell@nmsu.edu
Rick Adkisson	Economics, Applied Statistics & Int'l Business	575-646-4988	radkisso@nmsu.edu
Hari Sankaran	Finance	575-646-3201	sankaran@nmsu.edu
Nancy Oretskin	Marketing	575-646-3341	noretski@nmsu.edu
Carlo Mora	Management	575-646-1201	cmora@nmsu.edu
Andrea Fletcher	Woodrow Wilson MBA Fellowship in Education Leadership Program	575-646-7146	afletche@nmsu.edu

Academics

Admission Requirements

Admission to the College of Business MBA program is contingent on admission to the NMSU Graduate School. For details visit the NMSU Graduate School website at <http://gradschool.nmsu.edu>.

To be considered for admission to the MBA program, an applicant must meet one of the following four criteria:

- Received an undergraduate degree with a GPA of at least 3.5 from an institution with business accreditation by AACSB International or ACBSP; or
- Completed the GMAT with a minimum score of 400 and a combined GMAT score and undergraduate GPA such that $(\text{GPA} \times 200) + \text{GMAT} \geq 1050$; or
- Received a graduate degree from a regionally accredited U.S. college or university; or
- Completed at least four years of relevant, full-time, post-degree, professional work experience and an undergraduate degree with a GPA ≥ 3.25 from an institution with business accreditation by AACSB International or ACBSP.

Curriculum

Background Knowledge. Although the MBA program is designed to encourage participation by students with a variety of educational backgrounds, the curriculum is fast paced. As a consequence, a minimum level of background knowledge in specific disciplines is expected of all entering students. The requisite background knowledge includes knowledge and skills in these disciplinary topics: managerial accounting, financial accounting, macroeconomics, financial analysis, marketing, calculus and statistics. Students must establish competency in the background knowledge within the first year of admission to the MBA program. Effective with students admitted for spring 2013, students may take no more than 9 MBA course credits before completing the background knowledge courses.

Students may demonstrate competency in the background knowledge through evidence of successful completion (with a grade of A or B) of undergraduate courses in the specific disciplines, or by successful completion of discipline-specific examinations administered by relevant departments.

Students who wish to demonstrate competency in any background knowledge discipline through examination may do so by taking the appropriate competency examination(s) prior to beginning their first semester of enrollment in MBA courses. Examinations are offered for each of the seven background knowledge topics and are administered by academic departments in the College of Business. Each competency exam can be taken only one time. A satisfactory competency examination score will satisfy corresponding prerequisites. Upon request, the MBA office will provide interested students with relevant details.

NMSU courses which satisfy the background knowledge requirements are listed on the MBA Advising & Registration webpage under Background Knowledge (Prerequisites) for the MBA Program. Courses from other institutions deemed equivalent will also satisfy the background knowledge requirements.

This information is provided on our MBA Course Requirements webpage:

- [Background Knowledge](#).
- [Required Courses](#).
- [Transfer of MBA Credits](#).
- [Elective](#). Each student selects at least one elective from the “MBA Approved Electives” list. The elective may also serve as one of the courses for a specialization.

MBA Optional Specializations. NMSU’s Graduate Catalog describes a specialization as a collection of coursework in a specific area that is part of a degree program. Specializations are created with the approval of the Graduate School and appear on the student’s transcript.

Specializations in the MBA program are optional and are offered in:

- Information Systems (please check with the Accounting and Information Systems Department on the availability of courses)
- Finance
- Agribusiness

Our Degree Requirements & Schedules webpage provides details on [MBA Optional Specializations](#). If you are considering or are committed to a specialization with your MBA degree you are requested to declare this as soon as possible. This will be mutually beneficial because it will activate the following: We are able to code your student record in Banner to reflect the specialization and you will be referred to the department for the planning of your specialization courses which may have prerequisites. The coding in Banner is especially important as this will ensure that your specialization is declared and

included as part of your student transcript. Furthermore, advance planning of scheduling specialization courses is essential because required courses may be offered only once a year. Not all required specialization courses are offered in the evening.

Sequencing of Classes. MGT 590 and BA 590 are capstone courses and must be taken in the last semester of the program. Students are expected to complete ACCT 503, BLAW 502, FIN 503, and MKTG 503 prior to taking BA 590. The remaining classes may be taken in any order as long as the student has satisfied the prerequisites. The more quantitative courses are ACCT 503, ECON 503, FIN 503, and MGT 512. Students may want to take this into account when creating their schedules.

The majority of courses are offered in the fall and spring with the exceptions of FIN 503 (taught only in the fall) and ACCT 503 (taught only in the spring). Summer offerings depend on the availability of funding.

To help you in planning your schedule refer to the Master Schedule at the link below where there is long-run scheduling information about the days that we plan to teach the required courses during fall and spring semesters: <http://business.nmsu.edu/academics/graduate-programs/mba/advising>.

You are requested to pay particular attention to these schedules so that when you are ready to plan your final semester there is not a conflict of courses with the two capstones BA 590 and MGT 590.

BA 590, Professional Paper and Presentation. BA 590 is one of two capstone courses (along with MGT 590). As such, it brings together all the business disciplines to help students understand how they interact. It must be taken during the final semester of the program (exceptions are sometimes approved by the Graduate School for students completing specializations after they complete their required MBA core courses).

Students will work in teams to study a problem or situation facing an organization using concepts and tools from courses in the MBA program. At the end of the course, the team will present projects in a written report and an oral presentation that should reflect:

- High quality written and oral presentation skills,
- Well-developed team skills (interpersonal skills), and
- The proper application/integration of tools and concepts from multiple MBA courses.

Prerequisites: Minimum of B average (with no grade less than C) in: ACCT 503, BLAW 502, FIN 503, and MKTG 503.

Master's final exam. The final exam is a requirement of NMSU's Graduate School for every student completing a master's degree and is conducted by a committee consisting of at least three faculty members. For MBA students, the final exam is an oral exam conducted as part of the requirements for BA 590.

At the time of the final exam, a graduate student must have an NMSU cumulative graduate grade-point average of at least 3.0 and must be enrolled in the final semester of course work.

According to the Graduate Catalog, students who fail the final exam may, with recommendation of the faculty adviser (the BA 590 instructor) and the approval of the graduate dean, be granted a second exam after a lapse of at least one semester.

Time Limits. University policy provides that a graduate degree program cannot contain courses taken more than seven years ago.

Human Subjects Research. Students in the MBA program conduct research in BA 590 as well as other classes. If this research involves human subjects, special rules apply. These rules are administered by NMSU's Institutional Review Board (IRB): <http://compliance.research.nmsu.edu/IRB>.

Training may be required.

Delivery of Courses

MBA courses taught by NMSU are offered in several different formats and sometimes in several different locations. You need to be aware of what this involves for purposes of planning your own MBA coursework.

Las Cruces Campus. The program offered on the main campus includes face-to-face, blended, and online delivery. However, some courses are not offered in multiple formats and some courses are not offered online. Students may start the program in the fall or spring semester and in the summer. They may complete the program in the fall or spring (taking BA 590); they may complete the program in the summer if resources permit us to offer the required courses. Some planning is required to finish the program in your preferred time frame.

On the web page below you can find information about the days on which main campus courses will be taught each semester so that you can plan the sequencing of your courses. Typically students should expect to spend at least three full semesters (excluding summer) to complete the degree.

- Schedules: <http://business.nmsu.edu/academics/graduate-programs/mba/advising>

Evening courses make our program accessible to both full-time and part-time students, and allow both groups to be exposed to the widest possible variety of backgrounds, perspectives and ideas. This diversity enriches your educational experience to the greatest extent possible.

Cohort Based Distance MBA Program. Starting in fall 2015, we began offering an online MBA program with a synchronous component delivered online or face-to-face on the Las Cruces campus. That is, students in the program will be expected to participate in classes one evening per week (currently Wednesday or Thursday) either in person in Las Cruces or via Adobe Connect online.

Course Costs. For all courses in the MBA program students pay at least the standard NMSU graduate tuition and fees. Students enrolled in online courses are required to pay additional distance education fees which have been approved by NMSU. There are special fees for the cohort-based distance MBA program that began in fall 2015.

Grades/Probation/Suspension

To graduate, a student must have a cumulative GPA of 3.0. However, grades of C are counted toward the requirements of the degree as long as a B average is maintained. Effective with students admitted for fall 2014, students must graduate with at least a 3.0 grade point average in all courses required for the general MBA degree. Courses in which only a D or F is earned may not be counted toward the degree and must be repeated.

Students whose cumulative GPA falls below 3.0 are placed on probation. If, during the next enrollment period, they do not achieve a cumulative GPA of at least 3.0 or show substantial improvement in the quality of their work, the student will be suspended for a semester.

Academic Conduct & Integrity

Graduate students are expected to “observe and maintain the highest academic, ethical, and professional standards of conduct.” (NMSU Graduate Catalog: <http://catalog.nmsu.edu>.)

Students are expected to be familiar with NMSU’s Student Code of Conduct in the Student Handbook at <http://studenthandbook.nmsu.edu>. This document provides rules of conduct and definitions of misconduct.

College of Business expectations concerning professional behavior are provided below.

Disability & Discrimination Information

Disability services and information are provided by NMSU’s Student Accessibility Services Office website at <http://sas.nmsu.edu>.

Discrimination policy and procedures are located on NMSU’s Office of Institutional Equity/EEO website at <http://eeo.nmsu.edu>.

MBA Financial Assistance

The MBA Program and the College of Business offer some graduate assistantships but resources are limited. The assistantships available involve working in support of instructional activities in the COB, usually for 10-20 hours per week. Interested students can find more information about the application process at <http://business.nmsu.edu/academics/graduate-programs/mba/assistance>. At the same site, students can find more information about MBA scholarships and summer fellowships.

Professional Standards/Expectations for the College of Business

Preamble

This document describes the professional standards and general expectations of the internal constituents of the College of Business at New Mexico State University. These guidelines are for the purpose of setting an ideal for the organizational culture of the College of Business and not as binding legal obligations.

Professional Standards/Expectations of All Internal Constituents

- Conduct themselves ethically, honestly, and with integrity in all situations.
- Make every effort to prevent discrimination and harassment.
- Treat all faculty, staff, administrators and students with mutual respect.
- Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
- Safeguard any confidential information.
- Use the university's property, facilities, supplies, and other resources effectively and efficiently.

Professional Standards/Expectations of Faculty

Professional Values and Integrity

- Factually and completely report any conflict of interest they may have in carrying out their job.
- Follow university guidelines designed to support student involvement in university-sponsored activities.

Teaching

- Remain current in their field and share knowledge of the field by applying appropriate innovations in learning theory and pedagogy.
- Cover pertinent material in their courses.
- Be accessible and maintain communication with students.
- Use performance measures that relate to student mastery of course and program objectives.
- Make expectations and standards for all performance measures clear to students.
- Provide suitable and timely feedback for all performance measures.
- Assign grades on all performance measures with care and fairness.
- Encourage appropriate feedback and display a willingness to make changes when appropriate.
- Clearly state and enforce expected academic integrity standards.
- Make a conscious effort to consider social sensitivities in the presentation of classroom materials.

Research

- Appropriately cite the contributions of co-writers and others in scholarly writing.
- Honestly represent the findings of scholarly activities.
- Pursue scholarly activities to a degree sufficient to fulfill their contractual obligations.

Service

- When possible, participate in meaningful campus and community organizations and endeavors.
- Make good use of time by efficiently and effectively participating in committee endeavors.
- Be conscientious, responsible, and knowledgeable in the execution of advising responsibilities.

Professional Standards/Expectations of Administrators

- Report any conflict of interest in conducting their job to the appropriate authority.
- Provide leadership in the implementation of strategic directions for the college.
- Demonstrate a personal commitment to improving the reputation, stature, and resources of the college within the campus, local, state, and broader communities.
- Make and implement professional decisions in an ethical manner without consideration of personal gain and/or favoritism.
- Ensure transparency and openness of communication in the formulation and implementation of all college policies, procedures, rules, regulations and guidelines.
- Provide all constituents of the college with a reasonable opportunity for response to all administrative policies and decisions without reprisal.
- Demonstrate fiscal responsibility and reasonable transparency in the management of all college resources.
- Exercise fair and objective evaluation in decisions related, but not limited, to promotion, dispute resolution, and disciplinary action amongst faculty, students and staff.
- Follow through with commitments made to faculty members, students, staff and/or members of the community at large in a responsible and expeditious manner.

Professional Standards/Expectations of Students

- Behave, write, and speak professionally, respectfully, and courteously at all times.
- Be respectful of university property and not engage in its destruction or misuse thereof.
- Complete all assignments and exams to include proper citations with academic honesty in accordance with professor's instructions.
- Honor the policies set for each class with respect to attendance, assignments, and dress codes and the use of electronic devices.
- Conduct all university-related electronic correspondence with respect for the recipients.
- Respect the intellectual property of other people, including appropriate use of copyrighted material.
- Follow the [Ten Commandments of Computer Ethics](#) found on the website of the [Computer Ethics Institute](#).

Tools for Managing Your Enrollment

Online Registration

Students are expected to register themselves online. Detailed instructions appear in the NMSU Course Schedule and near the end of this information sheet.

In some cases you may have a “hold” which prevents you from registering. This may reflect the need to make a payment to the university or may be an academic “hold” that requires you to meet with an advisor first.

If you do not register yourself, we will need to have you complete an add slip or provide an email documenting your request.

Adds, Drops, and Withdrawals

If you wish to register or make changes in your courses early in the semester, you can accomplish this online.

Whenever you make a change, you should exit Banner and then re-enter to confirm that the transaction was completed as you intended.

The schedule of classes provides details about making a down payment and about the financial implications of changing your enrollment.

- Courses dropped very early in the semester do not appear on your transcript and do not require tuition payment.
- Courses dropped later appear with a “W” on the transcript, indicating you have withdrawn.
- If you seek to withdraw from all your courses (withdraw from the university) you will not be able to do so online. That is, you cannot withdraw from your last class online. To withdraw from your last class, go to the Registrar’s Office in the Educational Services Building or contact the MBA Office for assistance.

Scheduling Classes

To help you in planning your schedule, please refer to the link below for long term scheduling information about the days that we plan to teach the required courses during fall and spring semesters:

- MBA Class Scheduling <http://business.nmsu.edu/academics/graduate-programs/mba/advising>

NMSU’s Course Schedules webpage provides the most current information. It can be found through:

- [MyNMSU](#)
or
- <https://www.nmsu.edu/course>

All MBA core courses on the main campus are taught in the evening or online.

For students on the Las Cruces campus, at least one elective course is offered in the evening; other electives may be online or earlier in the day. That is, you will be able to complete the elective online or in the evening but it may not be your preferred elective.

Communications with Students

Your @nmsu.edu email account is the official channel of communication with NMSU. You are responsible for the information communicated by the University and the College of Business to this account.

We send out general information about deadlines for adding, dropping, degree applications, etc., as well as information relating to your academic progress. NOTE: you may also be emailing your course instructors through Canvas at <https://learn.nmsu.edu>.

Please check this email regularly or forward your NMSU email to your preferred address. If you have difficulties forwarding your email, please contact NMSU's ICT help desk. Online contact information is at <http://help.nmsu.edu>; email help@nmsu.edu; help desk phone 575.646.1840.

How to forward your @nmsu.edu email to a preferred account

1. Go to my.NMSU.edu at <https://my.nmsu.edu/web/mycampus/home>.
2. Click: Self Service.
3. Click: Personal Information.
4. Select: E-mail Addresses.
5. Click: Auto-forward instructions.

STAR Degree Audit

One of the tools available for your use is the STAR audit to which you can log on using your myNMSU ID and password. The STAR audit is currently being used by Graduate Student Services to certify degrees.

This software allows you to check your courses against those required for graduation and see which remain to be completed.

1. Log on at <https://degreeaudit.nmsu.edu>.
2. Log in using your username and password for myNMSU.
3. You will be prompted to select a:
 - Campus: Las Cruces
 - College: Graduate
 - Degree program: MBA, and a
 - Catalog year.
 - If you are completing a specialization, select the MBA program with the relevant specialization.