



**MASTER OF BUSINESS
ADMINISTRATION**

STUDENT HANDBOOK

Geneva College
Beaver Falls, PA

The material in this publication does not constitute a legal contract between the student and the institution. Rather, it is a set of guidelines that are as recent and accurate as possible at the time of printing. The College reserves the right to make changes at any time without prior notice. For up-to-date changes in the Master of Business Administration Program, please contact the Department of Professional and Online Graduate Studies.

Mission Statement

Geneva College is a Christ-centered academic community that provides a comprehensive education to equip students for faithful and fruitful service to God and neighbor.

Master's Programs

Although the organization and administration of master's degree programs are the responsibility of the faculty and administration, students bear the ultimate responsibility for the success of their own graduate education. Master's students must be fully responsible for knowing and complying with all of the regulations and requirements for admission to graduate study and for the completion of degree requirements. It is essential that students become familiar with the policies and regulations as outlined by the program and the institution. Students should ask faculty, graduate program coordinators, or college administrators about the requirements if they are not clear.

NONDISCRIMINATORY POLICY

Geneva College admits students of any race, color, sex, religion and national or ethnic origin to all of the rights and privileges, programs and activities generally accorded or made available to students at the school. Geneva does not discriminate against students on the basis of race, color, sex, religion, handicap, and national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic activities or other school-administered programs.

Some of Geneva College's graduate programs are ministry-focused, preparing students for work within Christian ministries. Consequently they may require a particular religious orientation, experience, or theology as an admissions requirement.

CONTACT INFORMATION

A wide range of questions may be answered through the Department of Professional and Online Graduate Studies Office.

Department of Professional and Online Graduate Studies Office

Mailing address:	724-847-2715 (phone)
Department of Professional and Online Graduate Studies	Toll free 800-576-3111
Geneva College	724-847-4198 (fax)
3200 College Avenue	mbaonline@geneva.edu
Beaver Falls, PA 15010	

ACADEMIC POLICIES OF THE MBA

Learning and Physical Disability Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive; ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act, by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this as early as possible.) Legally, no retroactive accommodations can be provided. Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their professors in relation to particular course requirements. For more details, visit Geneva's website or call 724.847.5005. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC.

Academic Success Coach (ASC)

As a part of your educational experience at Geneva College, an Academic Success Coach (ASC) is available to help you be successful in your courses and, ultimately, in your journey through the ADP. With the help of your instructor, the Academic Success Coach monitors courses to help you stay on track academically. Please remember, if you have any questions or concerns regarding your assignments or other coursework, please go to your instructor first.

The ASC will be contacting you periodically to make sure your academic progress is on track and that you have a workable degree plan in place. Should you be absent from class, miss an assignment, or have another issue impacting your academic progress, your instructor will contact the ASC who will then reach out to establish a plan to help you succeed. If/when the ASC contacts you, please respond immediately.

If you have any questions or concerns regarding your academic progress, degree plan, or simply need to be pointed in the right direction, contact the ASC, who will be happy to work with you and your instructor to help you meet with success in your educational endeavor at Geneva College. To reach the Academic Success Coach, contact the ADP offices at 724-847-6756 or via email at adultdegree@geneva.edu.

The Grading System in MBA

The grading scale for this course is A, B, C, D and F. Geneva includes pluses (+) and minuses (-) in the determination of GPA. Grade points are assigned for each term hour of credit earned according to the following system:

Letter Grade	Percentage	GPA	Explanation
A+	96.51% - 100%	4.0	
A	93.01% - 96.50%	4.0	Excellent
A-	89.51% - 93.00%	3.7	
B+	86.01% - 89.50%	3.3	
B	82.51% - 86.00%	3.0	Good
B-	79.01% - 82.50%	2.7	
C+	75.51% - 79.00%	2.3	
C	72.01% - 75.50%	2.0	Satisfactory
C-	68.51% - 72.00%	1.7	
D+	65.01% - 68.50%	1.3	
D	61.51% - 65.00%	1.0	Less than satisfactory
D-	58.01% - 61.50%	0.7	
F	0% - 58.00%	0.0	No credit given

Students must maintain a 3.0 grade point average to continue in the MBA program. Students may receive a course grade of “C” or lower on their transcript. However, students who receive more than two “C” grades will have to retake one of those courses and receive a higher grade in order to receive the MBA degree.

Also, a student whose cumulative GPA falls below 3.0 will not be able to graduate until they have retaken a course and raised their GPA above 3.0.

Grade of Incomplete (IN)

A grade of Incomplete (IN) is given when a student fails to complete all required coursework work by the final assignment due date identified in the course syllabus. The option of an Incomplete grade is only available to a student if at least 75% of assignments have already been submitted by the final assignment due date.

If a student fails to submit all required coursework by the final assignment due date for a course (Saturday at 11:55 p.m. in week nine of an online course), the instructor will submit a grade of Incomplete (if the student has met the aforementioned 75% stipulation). A one-letter grade deduction will be imposed on the final grade in any course for which an Incomplete grade was submitted, in addition to other penalties that may be imposed by the instructor for lateness.

To rectify an Incomplete grade, the student must contact the instructor to establish a clear timeline for submission of outstanding assignments.

Any Incomplete automatically becomes an F six weeks after the date of the last class session or online academic event.

“F” GRADE

An F is given when course objectives are not satisfactorily achieved. An F grade can be cleared only by repeating the course.

Online Attendance

Students’ consistent and timely participation in an online classroom is an integral component of the opportunity and responsibility that attends membership in a community of Christian learning. As such, students should attend all of the scheduled class sessions for *each* of their courses.

In the online environment, attendance is marked by the completion of an *academic event* within the given timeframe (typically Monday-Saturday in most online courses, defined herein as a *Session*). Academic events include, but are not limited to, submission of a class assignment, participation in a class discussion forum, completion of a quiz or exam, or contacting the instructor and/or the Academic Success Coach in the Department of Professional & Online Graduate Studies.

Non-Attendance in First Session

If no academic event is completed within the first session of an online course for which the student is registered, the student will be administratively withdrawn from the course and will receive a refund in accordance with the online refund policy. The course will not appear on the student’s transcript.

Additionally, as most MBA students take only one class at a time, a student who is administratively withdrawn from a course due to non-attendance in the first week is also assumed to have unofficially withdrawn from the college and will be administratively withdrawn from any other future registrations and from Geneva College. The student will receive a refund for all courses in accordance with the online refund policy. The courses will not appear on the student’s transcript.

Non-Attendance after First Session

Beyond the first session, if no academic event is completed for a class session, the student will be considered absent from that session in that class. Each absence will result in **zeros on the missed assignments** as well as a **half letter grade deduction** from a student's final course grade. The student may talk to his or her instructor regarding options for turning in missed assignments and earning points back, but accepting late work is at the discretion of the instructor and will still involve a late penalty, in addition to the half letter grade deduction from the final course grade. Please note that students who make contact with the instructor and/or Academic Success Coach as an academic event will not receive a half letter grade deduction, but will still receive zeros for any missing coursework.

If a student does not complete an academic event in two consecutive sessions during Weeks 2-4 of a nine-week course, the student will be administratively withdrawn from the course with a grade of WP, WF, or WX. If a student does not complete an academic event in two consecutive sessions during Weeks 5-9 of a nine-week course, the student will receive an F and must repeat the course.

If a student is registered for more than one course, an administrative withdrawal from one course for non-attendance *after the first session* does not necessarily withdraw the student from other courses or from Geneva College.

If a student anticipates a circumstance in which they will be unable to complete an academic event for a session, the student must notify the instructor *prior to the session* and make proper arrangements. Anticipated absences that are defined as *legitimate reasons* include: medical emergency or surgery, military involvement or work-related travel. If these are discussed with the instructor ahead of time, they may not be subject to the half letter grade deduction penalty. This will be at the sole discretion of the instructor and may require written verification of the anticipated absence.

Stop-outs

Students who do not enroll at Geneva for one or more semesters will be considered as withdrawn from the college and must apply for readmission. Students who do not take courses at Geneva for one 9-week block and have no future registrations will also need to complete a "fast-track" readmission process in order to re-enroll. Academic standing will be determined upon readmission. A student who anticipates a need to stop-out of the program should contact the Department of Professional & Online Graduate Studies.

Academic Standing

Academic Continuation

The academic status of each student is determined at the end of every semester (fall and spring) and is normally based on the criteria described below. Students are normally considered to be in “Academic Good Standing” unless their cumulative GPA falls below 3.00. Students who are not in “Academic Good Standing” fall into one of two categories: Academic Probation or Academic Dismissal. Normally, students are placed in one of these categories based on academic performance as described below. Students who have GPAs that qualify them for these categories may be explicitly notified, but absence of such explicit notification does not exempt a student from the status or the consequences of the status.

The college administration reserves the right to place a student on warning, probation, or dismissal for reasons other than the criteria described here. Criteria that might be used to make these judgments include, but are not limited to, specific patterns of poor academic performance, weak progress in completing attempted credit hours, student disciplinary history, poor class attendance, lack of conformance to academic regulations, and so forth.

Note that these statuses are based on term and cumulative GPAs. A term GPA is based only on coursework taken during that term. A cumulative GPA is based on both local hours and any transfer hours completed after matriculation.

Academic Warning

Students who have a cumulative GPA *or* a term GPA less than 3.20 at the end of a semester are on Academic Warning. This indicates that either 1) the student has a cumulative GPA that is sufficiently low to warrant concern about the student’s ability to successfully meet the 3.00 minimum GPA required for graduation or 2) the student had a term GPA that is sufficiently low to warrant additional intervention with regard to academic progress. However, as long as the student’s cumulative GPA remains at 3.00 or above, the student is in “Academic Good Standing.”

Academic Probation

Students who have a cumulative GPA less than 3.00 at the end of a semester are on academic probation. Additionally, students who enter into MBA under probationary acceptance due to GPA are also on academic probation during their first semester. Academic probation status indicates that the student is not making satisfactory progress towards graduation. In order to help students become academically successful, appropriate faculty and staff in the Department of Professional & Online Graduate Studies will determine what, if any, probationary conditions the student may have. Conditions could include, but are not limited to, limiting the student to part-time enrollment, requiring a weekly check-in with the Academic Success Coach in the Department of Professional & Online Graduate Studies, and so forth. Students on academic probation may be required to first re-take courses in which they have failed as the quickest means to raise their GPA, depending on course availability.

Students on academic probation are strongly encouraged to seek assistance from the Academic Success Coach in the Department of Professional & Online Graduate Studies for assistance in academic skills such as effective study habits and time management.

Students who stop out of one or more blocks will have their academic standing evaluated at the time of readmission. Academic standing will be determined by the Dean of Graduate, Adult, and Online programs. The Dean of GAO will review the student's demonstrated coursework, attendance, and other relevant academic items to determine the student's academic standing. Students can be on academic probation for multiple semesters, whether consecutive or not. Students on academic probation will return to Academic Good Standing if they raise their cumulative GPA to a 3.00 or above at the end of a probationary semester.

Academic Dismissal

Academic dismissal occurs when the student has attempted more than twelve local (Geneva) credits and both the student's term *and* cumulative GPA are below a 3.00 at the end of a semester, or when the student's academic performance indicates that it is unreasonable to anticipate eventual completion of degree requirements. Since the dismissal is intended to be permanent, only the lapse of a year or more and a drastic change in circumstances can justify application for readmission to the Dean of Graduate, Adult, and Online programs. The Dean of GAO will grant readmission of a dismissed student only in rare instances. Readmission following dismissal will be based on evidence of improved academic performance or evidence that past difficulties that have affected academic performance have been overcome, and that eventual completion of the requirements for a degree can be reasonably expected.

A student on academic dismissal may appeal to be moved to academic probation status by submitting a written request, along with any supporting documentation, to the Dean of GAO. Such an appeal must be made within 30 days of notice of academic dismissal. The appeal must be based on the assurance of improved academic performance. Such appeals will be granted only in cases where there is clear reason to expect immediate and marked improvement in academic performance and the demonstration that factors that have disrupted academic progress have been successfully addressed. The Dean of GAO may consult with appropriate college staff concerning the student's appeal.

Exceptions to any part of this policy may be granted with the express consent of the Dean of GAO.

ENROLLMENT AND GRADUATION

Continuous Enrollment

The maximum time to complete the MBA program is seven years from the start of enrollment. Students may petition in writing for an extension of one year beyond the seven year time period. In the event that an extension is not granted, the student may appeal the decision.

Graduation

Students must apply for graduation – this does not happen automatically. Application forms are mailed to eligible students in the Fall. The graduation application is to be completed and returned to the Department of Professional and Online Graduate Studies Office. Students who apply for graduation after the deadline will be included for the *next* degree conferring date. Failure to meet stipulated deadlines may result in the student being ineligible for Commencement and will delay the awarding of a diploma. Students who find that they will not complete their requirements for graduation by the date for which they have applied must call or write both the graduate department with which they are affiliated and the Registrar's office to request a change in their degree award date.

If a candidate does not graduate at the expected time, the Registrar will automatically roll the application for graduation over to the next graduation period, if it is in the same calendar year. If the graduation period extends beyond the calendar year for which the application was filed, the student must complete a new application.

Graduating students will participate in the annual graduate commencement ceremony in the Spring. Graduating students will receive information about the purchase of caps and gowns in the Spring.

DISCONTINUING ENROLLMENT/STOP OUT

Occasionally circumstances occur that interrupt a student's ability to continue in the MBA program. Such an interruption needs to be addressed formally and documented through the Department of Professional and Online Graduate Studies. Contact the Program Director for more specific information.

A leave-of-absence is counted as part of the seven-year period allowed for completion of degree requirements.

Student-Initiated Withdrawal from the MBA Program

If for extenuating reasons students must withdraw from the MBA Program, this must be communicated, in the form of a "Letter of Withdrawal," to the Program Director of the Department of Professional and Online Graduate Studies. Students withdrawing from the program without formal written notice to the Program Director of the Department of Professional and Online Graduate Studies will be charged tuition and fees for each term in which they have attended classes. Financial aid will be adjusted according to federal guidelines for students who withdraw. It may be possible for students who must withdraw temporarily from the program to

re-enter another cohort when circumstances allow. Students will receive transcript credit (which may be transferred to other graduate programs, depending on their policies) for all grades earned in courses completed before the official date of withdrawal. This credit will be granted when all financial obligations to the College are fulfilled.

College-Initiated Withdrawal

Apart from withdrawal when a student fails to meet MBA program requirements, there are other critical circumstances under which a student may be withdrawn. Geneva College may at any time initiate dismissal action when a student exhibits evidence of psychological, physical, or behavioral problems that could disrupt the academic process or present a danger to the student or other members of the College community (students, faculty, administration, staff, or others). The following are some situations in which such action would be appropriate:

1. The student's behavior appears to pose a danger to the life, health, or safety of the student or other members of the College community, or to the College, its property, rental property, or property of another member of the College community.
2. The student appears to be suffering from a physical or mental condition which could pose a danger to the life, health, or safety of the student or other members of the College community, or to the College, its property, rental property, or property of another member of the College community.
3. The student's behavior impedes or disrupts the educational process or the authorized activities of other members of the College community.

Procedures

When the College has reason to believe that a student may be exhibiting evidence of the psychological, physical, or behavioral problems described above, appropriate College officials shall consult with the student about his or her condition. The student will be permitted at his or her request, to have an advisor or support person present for all formal consultations with College personnel. At the College's sole discretion, it may require the student to undergo one or more of the following, at the student's expense:

1. Spiritual, psychological, or personal counseling; and/or
2. Psychological assessment and evaluation; and/or
3. Physical examination and evaluation.

Following these evaluations, the student's case will be reviewed by appropriate College officials. If the student fails to submit to counseling or assessment as required by the College, fails to finish relevant psychological or physical health information, or fails to follow through on recommended action or treatment, or if the College determines that there is a danger to the student or to the College community or a likelihood of ongoing disruption of academic process, the student will be subject to immediate dismissal from Geneva College, its classes and activities.

A student who is dismissed is not entitled to any refund of (1) monies paid for books, materials, or fees, or (2) tuition for any coursework that has been completed. The College, at its discretion based upon individual circumstances, may consider a full or partial tuition refund for coursework that has not been completed at the time of the student's dismissal.

GRADUATE PROGRAMS REFUND POLICIES:

In all cases, the official course start date and course end date per the Registrar's office are used in calculations. Students should be aware that the course start date does not always correspond directly with the first day that the class meets.

MBA

- Before the course start date, 100% refund.
- From the course start date up to and including 7 calendar days after the course start date, 100% refund. On and after the 8th calendar day after the course start date, 50% refund.

http://www.geneva.edu/page/studentacc_policies

Withdrawal must be communicated directly to the Program Director of the Department of Professional and Online Graduate Studies in writing immediately by the student. Students withdrawing from the Program who do not give written notice to the Program Director of the Department of Professional and Online Graduate Studies will be charged full tuition and fees for each term in which they have attended modules. Financial Aid will be adjusted according to federal guidelines for students who withdraw.

Note: Fees, other than tuition, are not subject to refund.

NOTIFICATION OF RIGHTS UNDER FERPA FOR GENEVA COLLEGE STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the

records are not maintained by the College official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend a record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or Board of Corporators; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college may disclose education records without consent to officials of another school in which a student seeks to intend to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
Department of Education
Maryland Avenue, S.W.
Washington, DC 20202-4605

ACADEMIC INTEGRITY GUIDELINES FOR STUDENTS AND INSTRUCTORS

This section was adapted from the Academic Integrity Policy passed by the Geneva College Faculty Senate on November 29, 2001.

Academic integrity is a serious matter. Dishonesty is an affront to the character and Law of God, and an insult to the academy and to its professors. It destroys the basic building block for community, and has been called a "crime against nature" and an "obscenity" within the educational context because it violates freedom and trust, which are absolutely essential for effective learning. It limits the ability of the student to reach his or her potential as a child of God and citizen of the Kingdom. For these reasons, it must be fully understood and closely monitored.

Definitions

Honesty is a personal quality of being authentic, truthful, whole or complete, and responsible. People who are honest will be trusted and respected by others.

Dishonesty is the quality of being inauthentic and deceitful to others. It involves abusing or hiding the truth. It breaks trust between people, robs its victims of their sense of security and justice, and shows disrespect for biblical standards of righteousness.

There are several categories of dishonesty that are specific to the academic community. Some of these behaviors typically occur within the context of a specific academic course (categories 1-5 below) while others occur outside the classroom and therefore have broader community implications (categories 6-7 below).

1. Plagiarism: the misattribution or misrepresentation of the intellectual work of another person as one's own, including their ideas, pictorial/graphic materials, and words.
2. Inventing or falsifying information in an academic exercise: e.g., making up a fictitious source or quote; intentionally giving an incorrect citation.
3. Cheating: e.g., obtaining/attempting to obtain answers from another student for an academic test or exercise, or using unauthorized notes during an exam.
4. Allowing one's own intellectual work to be dishonestly used by others: e.g., sharing a term paper, examination or diskette so that another student may cheat.
5. Misrepresenting or disguising one's actions in order to deceive the instructor: e.g., fabricating a reason for having missed a class or a deadline, or turning in a paper for one class that was originally written for another class.

6. Preventing other students from successfully completing an academic assignment: e.g., theft of materials from the library; stealing a diskette, textbook or notes from another student; hiding materials in the library; or ruining a laboratory experiment.
7. Forging a signature on, or unauthorized alteration of, academic documents: e.g., transcripts, registration and drop/add forms, grade books.

Procedural Guidelines

Detection

Where the instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible and all relevant materials confiscated where possible. If there is reasonable doubt about whether an offense has occurred, the instructor should warn the student(s). While instructors must be careful to avoid false accusation, they are free to exercise their professional judgment.

Reporting Procedure

The instructor will confront the student(s) involved with evidence and then report the offense to the Director of Academic Programs for consultation. Prior to making a course-specific judgment about penalties to be imposed, the Dean will be notified about the offense, who will determine if additional disciplinary action may be called for. The Dean will inform the Vice President of Academic Affairs (VPAA) of the details of the case.

Sanctions

For an offense in categories 1-5, several penalty options are available to the instructor, including, but not limited to, the following:

1. informal or formal warning to the student(s) involved, requiring the assignment or test in question to be retaken, with a lower grade,
2. requiring makeup work, with or without a lower grade being assigned,
3. assigning a grade of No Credit (NC) for the assignment in question,
4. lowering the final grade for the course,
5. giving the student a failing grade for the course.

In addition to the above sanctions, the instructor or Dean or VPAA may require for an offense in categories 6-7, sanctions that may include, but are not limited to:

1. informal or formal apologies to the victim(s),
2. restitution for lost or damaged material.

3. Upon recommendation of the Dean, the VPAA may invoke further penalties as warranted by an offense, including:
4. charging fines,
5. placing the student on academic and/or disciplinary probation, suspension or dismissal from the institution,
6. reporting the offense to external authorities.

Appeals Process

Students have the right to appeal disciplinary actions taken in response to academic dishonesty. An instructor's ruling can be appealed to the Department Program Director. If needed, further appeals are taken first to the Academic Programs Oversight Committee, then to the Dean; the VPAA; and, finally, to the President, whose decision is final.

APPEALS POLICY

1. Students who wish to appeal a decision related to admission, retention, course grade, or other matters, must first discuss the issue with the immediate person involved. For example, if a student disputes a course grade, he/she must first discuss the issue with the course instructor who rendered the evaluation. If the issue is not resolved satisfactorily, the student may proceed to step two described below.
2. If a student wishes to pursue an appeal beyond the immediate person involved, he/she must submit a written request to the Program Director of the Department of Professional and Online Graduate Studies. The written request should include a brief description of the dispute and a request for a meeting.
3. If the issue is still not resolved, the student may request a hearing with the Academic Dean of the College. This request should be made through the Office of Academic Affairs. This is in accordance with the Geneva College *Principles and Policies for Graduate Education*.

TECHNOLOGY REQUIREMENTS FOR ONLINE GENEVA COLLEG PROGRAMS

Operating System: Windows XP SP3, Windows Vista, Windows 7, Mac OS X 10.6 or higher.

Browser: Internet Explorer 8, Firefox 14, Google Chrome 20, Safari 5, Opera 9

- (Please note – Mozilla Firefox works best with Moodle. Other browsers may be used, but may not support all functionalities in Moodle, such as online quizzes and the HTML editor. If you find that you are unable to use all the aspects of your course, please download Mozilla Firefox).
- You may need to add an exception for your Moodle website to your browser's pop-up blocker.
- It is also recommended to disable any pop-up blockers in third party toolbars that may be installed in your browser.

Internet Connection: DSL, Cable or high speed Internet connection

(For the best user experience a DSL, cable or faster Internet connection is strongly recommended. Users attempting to use Dialup may experience less functionality and lengthy load times).

Additional Requirements:

Updated versions of Adobe Reader & Adobe Flash Player.

Sound card with speakers and microphone (for selected courses) or audio enabled webcam.

(Ability to record your audio on your computer will be necessary in courses where you will be required to upload an oral presentation).

Microsoft Office applications are strongly recommended. If you do not have Microsoft Office, you must have a word processing program that is able to save documents in Microsoft Office (.docx or .doc) formats.

STANDARDS OF CONDUCT

As adult members of the Geneva College community, students accept certain standards considered essential to accomplish the corporate purpose. These standards provide reasonable boundaries within which freedom can be exercised by all without endangering the rights of others. May our concern be with the “spirit of the law” as well as the “letter of the law.” Please note that any violation of the following standards may result in disciplinary measures that could range from a reprimand to expulsion, depending on the nature, severity, and frequency of the offense.

As your academic work will be conducted solely online appropriate and considerate communication is also expected. Some basic guidelines follow:

- Follow online course instructions about logging on and posting. Generally substantive posts are expected.
- Check the discussion board frequently and respond appropriately.
- Focus on one subject per message and use relevant subject titles.
- Use Standard English punctuation and capitalization.
- Be professional and careful with online interaction.
- Cite all quotes, references, and sources.
- Obtain permission to forward other people's messages.
- Use humor carefully.

Students are expected to be professional and respectful of other students, instructors, Geneva College administration, and staff. That includes verbal and/or physical behavior as well as language used in email, electronic communications, and phone messages.

Geneva College's online MBA program uses electronic and web-based communication as the primary way a student engages the classroom experience. Because of this, users must conform to Geneva College policies and standards, state law and federal law.

Users are prohibited from utilizing Geneva College electronic communications systems and services for any unlawful, unethical, or unprofessional purpose or activity. Examples of prohibited use include but are not limited to:

- Transmission of threats, harassment or defamation.
- Download or distribution of material or programs that could be deemed harmful to Geneva College electronic communications systems or services.
- Violations of any state or federal laws or any applicable Geneva College policy or regulation.
- Intentional access, viewing, download or dissemination of materials containing obscene matter.
- Violation of any software licensing agreements.
- Commercial activities unrelated to the mission of Geneva College. This includes soliciting, promoting, selling, marketing or advertising products or services (e.g. consulting services) or other revenue generating private business operations for personal financial gain to your classmates or instructors.
- Personal Misrepresentation: Representing oneself as another online, or giving false information to any College official, faculty member or office, with intent to obtain a benefit, or to injure or defraud the college or any agency or person.
- Verbal abuse and/or abusive behavior, includes threats of harm, intimidation, harassment, hazing, coercion, and/or other conduct which threatens or endangers the health or safety of any person or which places them in fear of being physically harmed.
- Sexual harassment or misconduct which includes any unwelcome sexual advances or requests for sexual favors or any conduct/discussion of a sexual nature including (but not limited to):
 - a. Obscene or indecent behavior in the online environment through the use of chat, posting of sexually suggestive or explicit material in the Geneva College Moodle environment, or .
 - b. Cyber-stalking a fellow classmate by attempting to contact the student inside/outside the Moodle environment against their wishes.

- Unwelcome sexual advances, requests for sexual favors, or other verbal or electronic conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits.
- Use of profanity / vulgarity or attempts to "mask" profane words through the use of characters to replace words (ex. M@sking a pro@f@ne W0&D).
- Taking the Lord's name in vain in communication.

As a good rule of thumb, students should use business professional communication in all forums, chat rooms, assignments, and activities. This means not using slang, colloquialisms, text-messaging speak, or emoticons. As a Christian college, Geneva College MBA will provide an opportunity for you to discuss matters of faith in all your courses. Speaking about God, quoting scripture passages, and discussing matters of faith can be either an exhilarating or intimidating proposition for some. It is important to be respectful of your classmates even in areas of disagreement so that everyone should feel comfortable and confident in sharing their faith journey in the class environment.

Students in the Master of Science in Leadership Studies program are required to comply with these Standards of Conduct. Please report situations or experiences that violate these standards directly to the MBA program director.

GUIDELINES FOR STUDENT INTERACTIONS IN THE ONLINE ENVIRONMENT

The online classroom environment can be intimidating to adult learners, especially if it is your first experience in a virtual classroom environment. You may be apprehensive in composing and posting your comments and ideas knowing that those comments can be seen by all of your classmates. For many, this may be the first time that peers will be making comments and suggestions about your writing.

This document has been created to help clarify the expectations of Geneva College's MBA program for its students in an online environment. It is meant to serve as an addendum to your class syllabus and expand upon the directions and procedures listed there.

You online major "mirrors" Geneva Colleges on-the-ground major very closely in terms of content and courses. As such, we expect students to contribute the same level of preparation and involvement that you would contribute for a four hour night class. Because of the asynchronous nature of the online class, not all are online at the same time. You will be the best judge of when to contribute to the online discussions. For many of you it will be in the evening, but for some, it can be during the day, in the afternoon, or whenever you have the ability to concentrate, focus, and compose your thoughts.

In all online classes, the discussion posting typically consists of two parts.

Part I requires you to log into Moodle and post a response to a question or prompt that appears in your syllabus.

Part II of your weekly discussion activity involves responding to your instructor's post and responding to at least one to two of your classmates postings. Usually, this needs to occur by midnight Saturday of the designated week in your syllabus in order for you to move on to the next session.

The Geneva College MBA administration believes that by following this format and by students submitting quality posts, an engaging and beneficial discussion can take place in an online learning environment. Because of the "newness" of this learning environment to you, and since these discussions are graded, there can be many questions that you might have. Questions that the MBA office routinely gets include:

- How many postings do I have to make?
- How are they being graded – quantity or quality?
- Do I have to use proper grammar & APA formatting?
- Is there a limit or minimum number of words that my postings should contain?
- Am I allowed to respond directly to a student before the instructor responds?
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The following guidelines have been developed to assist students in determining the answers to these questions.

The MBA office believes that students should be able to achieve a high level grade within the established criteria presented above if the student focuses on producing a *quality academic posting*.

To assist students in developing a quality academic posting, students should ensure that their posts include the following items:

1. A demonstration of thorough understanding of the course material being discussed.
 - a. Proper use of terminology in the context of the answer or posting. The posting should not contain a regurgitation of material from the text. Instead the student should show understanding and comprehension of the readings by stating the material in your words where possible.
 - b. Use multiple terms from the reading materials. The student should preferably demonstrate the ability to relate concepts and themes that cross over multiple chapters or readings than simply concentrating on one detail or concept.
 - c. Proper APA citation when referencing course textbooks and materials.
2. A demonstration of application and relevancy to the student.
 - a. Appropriate agreement/disagreement with the terms/concept/question and proper evidence given from the text readings for the position taken.
 - b. An appropriate use of a personal example to demonstrate familiarity and application.

- c. If the question or concept being discussed does not currently exist in a student's organization, an example of how it could be incorporated, or how it could be adapted or modified to fit a current situation.
 - d. An analysis of how the idea or concept appears through an understanding of a Biblical worldview, and perhaps how the student's perception of the idea may have changed as a result of the application of a Biblical perspective or critique.
 - e. Demonstrate the ability to view an idea from more than one perspective and to discuss why the perspectives differ.
3. Proper adherence to format, grammar, syntax, and the English language.
- a. Timeliness of postings (posting by the required deadline)
 - b. Sentences should be free from grammatical errors and misspellings.
 - c. Students should **not** use emoticons, text messaging shorthand, or other forms of informal speech (slang, colloquialisms, etc.)
 - d. Students tone should be respectful of others contributions even if opinions differ.
 - e. Recognition and encouragement of others is always appropriate.

When responding back to the instructor, students should use the above criteria as well as ensuring that they respond to any questions asked.

When responding to classmates, students should utilize the above criteria as well as feel encouraged to ask questions of classmates and provide additional insight from readings, outside research, or other experience. Remember to justify (back up) your views by an appeal to authority, to scientific evidence or careful description of anecdotal experiential evidence.

By adhering to these criteria, the Geneva College MBA Program believes that students will be able to provide substantive, quality postings which will be graded accordingly within the requirements listed within the syllabus. Should you feel the need to post additionally in response to a lively discussion or to help a fellow classmate, you are encouraged to do so. Instructors will look favorably on class citizenship behaviors that a student produces during the online session when grading. However a quantity of postings does not compensate for a lack of quality postings as described above.

Also, please note that your instructor may have specific requirements for you or specific instructions to follow. In addition, they may provide you with a grading rubric showing you how you will be graded in your class discussions online. Please direct any specific questions you may have to your instructor.