

JOHN L. GROVE
COLLEGE OF BUSINESS
MASTER IN BUSINESS ADMINISTRATION



Student Handbook
Fall 2023

Welcome

John L. Grove College of Business

Earning an MBA is hard work, but the benefits are well worth the effort. Some reasons you might consider an MBA program include:

- Advance your career
- Earn higher wages
- Start your own business
- Become a leader in an emerging field
- Gain networking resources
- Enjoy greater job security



Why an MBA at Ship

The John L. Grove College of Business Master in Business Administration degree program offers high quality and outstanding value. Our AACSB-accredited MBA program is designed to help you succeed in a rapidly changing global economy. Our graduate students find the Ship MBA reputable, affordable, and convenient. Our [faculty](#) are committed to teaching and helping you understand the business world and find your place in it.

Ship delivers its MBA degree program in three convenient formats:

- **Ship MBA Evening Face-to-Face:** A full-time or part-time hybrid format designed for working professionals and offered on the Shippensburg campus.
- **Ship MBA Evening Online Synchronous:** A full-time or part-time hybrid format designed for working professionals and offered in an online synchronous format.
- **Ship MBA Online:** A convenient, 100 percent online asynchronous format that can be completed in one year (full-time) or two years (part-time).

Table of Contents

Master of Business Administration - Academics	3
Core Courses	3
Capstone Course	4
Elective Courses.....	4
Concentrations	10
Foundation Courses.....	10
Course scheduling.....	12
Minimum Academic Standards	12
Beta Gamma Sigma	14
Course Registration Guidelines	15
Registration procedures for students admitted with additional requirements	22
MBA Advising Checklist	23
Bookstore Information	25
Helpful Links	26
Academic Dishonesty	27

Masters of Business Administration – Academics

Curriculum

Shippensburg University's general MBA program requires students to complete the following:

- Seven core courses (21 credits)
- One capstone course (3 credits)
- Two elective courses (6 credits)

Students will take seven of the following eight core courses:

MBA 502 Managerial Accounting (3 credits) - Primary purpose is to develop an understanding of the quantitative use of accounting data for decision making within the firm. The focus for most of the course is on developing an understanding of and appropriate use of cost in managerial decision making. Although the appropriate use of cost in this course refers primarily to short-term decisions, the strategic implications of cost analysis are also addressed.

MBA 529 Corporate Financial Management (3 credits) - Explores financial theories, their application, and financial decision models necessary to handle corporate financial problems to maximize the firm value. This course emphasizes the important role of financial management in the global business environment.

MBA 548 IT Management & Innovation (3 credits) - This course examines frameworks, concepts, practices, and examples that help business managers understand the value of IT and generate business value from investments in IT and its complimentary business resources. Topics include strategic alignment of IT with organizational goals, organizational efficiency and transformation enabled by IT, organizational learning and innovation enabled by IT, positioning and managing of the IT function, IT and sustainability. Uses lecture, projects, case studies. This course also examines from business perspective systems and technologies that help companies innovate and deliver business value such as business analytics, cloud computing, enterprise resource planning, customer relationship management, and supply chain systems.

MBA 554 International Business (3 credits) - Presents a broad view of issues facing professionals in the international business area. The topics are broad and include international trade, exchange rates, finance, organizational structure, and international legal dimensions. The student learns to weave the social, technical, cultural, risk and human relations factors into a global context.

MBA 556 Organizational Leadership (3 credits) - Examines the leadership and influence issues that managers face. Attention is given to leading up, down, and across the organization, recognizing that leadership is not limited to managers. Through guest business speakers, cases, readings, projects, and simulations, students gain greater insight and skill in leading. Topics include characteristics of effective leaders, power and influence strategies, crisis management, organizational politics, and leadership assessment.

MBA 565 Contemporary Decision Making (3 credits) - Provides the skills and tools necessary for managers to efficiently solve problems using information technology to support the decision making

process. Using a variety of software packages, structured, semi-structured and unstructured problems will be analyzed and the role of information technology will be investigated. In addition, models based on quantitative and non-quantitative data will be studied.

MBA570 Marketing Management (3 credits) - Detailed study of concepts and procedural alternatives in: the delineation of the market target, the development and implementation of the marketing mix, and the control and analysis of the total marketing effort. The course will be a survey of the marketing mix (product, place, price, and promotion) with emphasis on the strategic fit of these items to the overall execution of providing customers the greatest value proposition possible. Extensive use of cases and analysis will be employed.

MBA 577 Supply Chain Management (3 credits) - Introduces students to an integrated systems approach of supply chain management. The course embraces basic concepts and strategies in managing the full business process from procurement, production, distribution, to final delivery of goods and services. Special topics such as Theory of Constraints, ERP, simulations, and supply chain optimization techniques, are also included in this course to address different key decisions and operational issues of a supply chain.

Students will complete their program with our capstone course:

MBA 593 Strategic Management (3 credits) - Examines strategic analysis and decision making under conditions of dynamic uncertainty, with a focus on cross-functional integration and the management of processes and change. The importance of achieving a fit between the internal and external environment for organizational survival and success is a central issue. This is the capstone course and may only be taken after completion of at least four MBA classes.

Students will choose two of the offered elective courses:

MBA 506 Data Mining for Predictive Analytics (3 credits) - This course covers the basic concepts of data mining and introduces students to the data mining process. The students will learn data reduction, exploration, and visualization. The primary emphasis of the course will be using the data for predictive modeling. Time series forecasting methods are introduced. Students will use large data sets to build models in XLMiner.

MBA 507 Data Mining for Predictive Analytics II (3 credits) - This course is a second level course in managerial data analysis and data mining. The emphasis is on understanding the application of a wide range of modern techniques to specific decision-making situations, rather than on mastering the theoretical underpinnings of the techniques. Upon successful completion of the course, you should possess valuable practical analytical skills that will equip you with a competitive edge in almost any contemporary workplace. The course covers methods that are aimed at prediction evaluation, classification, association rules, and clustering. It also introduces cutting edge interactive data-visualization tools, as well as data reduction techniques. Students will use large data sets to build models in XLMiner.

MBA 511 Marketing Analytics (3 credits) - This course is designed to expose MBA students to the use of analytics in marketing strategy decision-making. Understanding the marketplace has now become an

intense data-driven process, as many global companies have increasingly shifted their priorities in measuring strategic effectiveness to combine traditional marketing research efforts (e.g., descriptive survey analysis and focus groups) with advanced data science practices and marketing dashboard analytics.

MBA 532 Marketing Research (3 credits) Investigate how all types of business research are conducted as well as determining the quality and validity of research reports and findings. Business research is an important management tool that exerts a major influence on decision-making. It provides insights into and solutions for organizational problems. The pedagogy will be applied and real world. Extensive use of cases and actual business problems will be utilized. Finally, greater emphasis on using the power of the Internet and computer software to conduct business research will be employed.

MBA 533 Business Operations and Logistics Planning (3 credits) Introduces students to scope and variety of logistics operations as they pertain to transforming resources into goods and services. Topics include demand forecasting, planning for logistics operations, resource management, production and service delivery strategies, and quality assurance.

MBA 534 Buyer Behavior (3 credits) Primary goal is to enhance student's understanding of customer behavior and ultimate goal is for student to develop effective marketing techniques. Includes consumer psychology as well as its relevance for marketing researchers and managers. Presents a comprehensive, systematic, and conceptual framework for understanding people as consumers and organizational buyers. Makes heavy use of models from psychology and social psychology. Topics such as demographics, lifestyle, information processing, motivation, social influence, brand loyalty, attitude measurement and change, and decision-making are studied. Other topics may include cross-cultural differences in customer behavior, ethics, and the impact of technology on customer behavior.

MBA 547 Management Information Systems & Applications (3 credits) - Information systems (IS) are pervasive, because information is the single most power resource in every business function in every industry. Knowledge of information is not always explicitly stated as a job requirement, but it is an essential element of success in virtually any position. Not everyone in business needs to be an IS professional with comprehensive and technical know-how, but everyone needs a deep-enough understanding of the subject to know how to use and manage IS in his or her profession. This course covers a managerial overview of various major Management Information Systems topics. It provides MBA students with a right balance of technical information and real world applications to manage IS specialists and business applications in order to support their work in the best possible way.

MBA 550 European Business Environment (3 credits) Explores the current environment for business in Europe, with particular emphasis on the European Union. Compares and contrasts business practices in Eastern and Western Europe with those typical in the United States. Includes travel to Europe and visits to businesses, government institutions, and cultural sites in order to gain first-hand knowledge of European business practices and prospects. Examines the current economic conditions in Europe and possible scenarios for the future.

MBA 552 Entrepreneurship (3 credits) Examines all aspects of starting a new business, with emphasis on the critical role of recognizing and assessing opportunities. Topics include attributes of entrepreneurs and entrepreneurial careers, creating and evaluating opportunities, writing business plans, and financing new ventures.

MBA 557 Negotiation (3 credits) Course is designed to provide students with skills needed to approach negotiation and bargaining situations with confidence. This includes providing frameworks for the analysis conflict and its origins, knowledge about one's own tendencies in negotiation, and a chance to experiment with negotiating techniques in a variety of contexts. Topics include: integrative and distributive negotiations, individual differences in bargaining styles, coalitions, team negotiations, negotiating through agents, and ethical issues in negotiation. Course content is delivered through readings, cases, and lecture, however, considerable emphasis is placed on inside and outside class negotiation simulations and subsequent classroom discussion.

MBA 558 Ethics and Sustainability (3 credits) This course is a combined conceptual and application course. The course will explore the various concepts of business ethics, social responsibility, corporate citizenship and sustainability. This course will specifically explore stakeholder theories, environmental and social concerns, criticisms of capitalism as well as specific ethical and social issues that would apply to the various business fields including employee relations, marketing, operations, finance, and accounting. The course will also explore the application of these concepts to various business cases.

MBA 559 The Practical, Legal, Ethical, and Strategic Implications of Employment and Labor Regulation (3 credits) This course explores the major areas of the legal regulation of the employment relationship necessary for all managers to be successful. Topics include the Doctrine of Employment at Will and its exceptions - common law and statutory, EEO laws and their impact on all facets of business operations, the Americans with Disabilities Act, leave laws including the FMLA, the developing law of alternative dispute resolutions systems, administrative law including workplace safety law, unemployment, and worker's compensation and private and public sector labor law. Course also prepares managers to be able to identify potential legal issues and to understand their responsibilities as defined via court rulings and statutes. This course is intended to give managers the tools to handle the area of employment compliance in a Practical, Legal, Ethical and Strategic manner.

MBA 571 International Marketing Management (3 credits) The purpose of the course is to investigate the concerns and factors that surround international marketing strategy on a global scale. This course will focus on assessing opportunities in international markets, marketing strategy development in relation to the international marketing environment, and measuring global market needs.

MBA 575 Global Supply Chain Management (3 credits) This class starts by exploring the strategic nature of the global supply chain. The class will illustrate the impact of globalization on the business decisions for demand fulfillment, e.g. procurement, location, and distribution. Investigates how global supply chains utilize global markets for both supply and demand. Shows how enhanced information systems can lead to decreased costs and more efficient outcomes. Explains how global supply chain partners can be evaluated. Deliberates efficient organizational structures for fulfilling global demand. Shows global risk and provides risk management tools to mitigate. In addition to being exposed to the theory, case studies will be used to further reinforce the material's application in practice.

MBA 581 Health Care Financial Management (3 credits) - Healthcare Financial Management introduces students to the most important principles and applications of healthcare finance. Coverage includes both accounting and financial management topics. Examines the most used tools and techniques of health care financial management, including financial accounting and financial statements; managing cash, billings, and collections; making major capital investments; determining costs and using cost information in decision-making; pricing and service decisions; budgeting; and analyzing financial performance.

MBA 582 Health Care Information Technology (3 credits) - This course provides a comprehensive overview of health care information technology (HIT), including the effects of the external environment and government policies on its evolution; the expanded role of the CIO; the basics of hardware, software, and communication systems; the types of operational, management, and clinical applications; and the value HIT brings to the enterprise. The concepts included reflect a broad vision of HIT management as a combination of technology, information, and manpower leadership.

MBA 583 Health Care Law (3 credits) - The course deals with the law regulating health care in the United States, including physicians, providers, hospitals, insurers and patients. The course will focus on the special impact of the legal system on access and delivery of health care services.

MBA 584 Health Care Strategic Management (3 credits) - This course is designed to provide students with an active understanding of the role of strategy in healthcare organizations in the modern healthcare environment. It uses both academic models as well as practical examples and application to help students become familiar with the dynamic environment in which strategies must be formulated and implemented. The course will emphasize the use of management skills coupled with an understanding of the complex healthcare environment to evaluate strategic opportunities and to develop and implement strategic plans. The course will emphasize the importance of ethical decision-making, professionalism, and the use of effective written and oral communication skills.

MBA 590 Selected Topics in Business Administration (1-3 credits) Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

MBA 591 Selected Topics in Business Administration (3 credits) Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

MBA 594 Selected Topics in Business Administration (3 credits) Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

MBA 595 Selected Topics in Business Administration (3 credits) Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

MBA 596 Business Practicum (3 credits) This course is designed so that MBA students can apply their course work to actual problems found in the real world. Working closely with faculty and under direct supervision, students will formulate, analyze, solve, and report on actual problems that are job-related. Using skills, tools and concepts acquired in the classroom, students tackle complex and “messy” problems in an effort develop their management and problem solving abilities.

MBA 597 Selected Topics in Business Administration (3 credits) Opportunity to offer courses in areas of departmental major interest not covered by the regular courses.

MBA 599 Selected Topics in Business Administration (3 credits) Opportunity for student to pursue in-depth study on a topic or issue of personal interest under the direction and guidance of a department faculty member.

ACC 511 Financial Accounting Topics (3 credits) -Advanced problems in consolidated financial statements, accounting for derivatives and hedging, and selected topics dealing with governmental

accounting, governmental units, and not-for-profit organizations. Selected references to professional literature and uniform CPA examination problems. Three hours lecture per week.

ACC 512 Controllership (3 credits) - Evaluates the business environment related to the controller level of managing the firm. Selected topics include: Working capital policy and management, Long-term capital financing, Enterprise continuity related to risk management; Planning and budgeting; Business performance; Cost behavior and cost-volume-profit modeling; Project management and implementation; Human resource management for the accounting department; Customer relationship management from the credit and collection perspective; Corporate social responsibility; Ethics. Prerequisites: ACC 312 or equivalent. Three lecture hours per week.

FIN 512 Investment Analysis (3 credits) - Provide an understanding of the investments environment and process and analytical skills in security valuation and the formulation of investment strategies. The investment decisions concern how much to invest in each security and when to make these investments. The topical coverage include such as introduction and analyses of various investment instruments, risk-return tradeoff, diversification concepts, fundamental analysis, and application of portfolio theory.

FIN 520 Financial Risk Management (3 credits) - This course offers the analysis of a best in practice corporate financial risk management system. Financial risk management is a process of identifying, measuring, and controlling financial risk exposure. The course addresses how to control for market, liquidity and credit risk. Operational risk is discussed. Topics include corporate risk tolerance, value at risk, Monte Carlo simulation, scenario analysis, stress testing, credit derivatives, and risk management failures.

FIN 525 Multinational Business Finance (3 credits) - Examines the challenges of multinational finance for global managers. Multinational Business Finance requires an understanding of cultural, historical, and institutional differences. Although domestic and multinational enterprises (MNEs) must deal with exchange rate risk, MNEs face political risks that are not normally part of domestic finance. Financial theories and concepts must be modified to deal with international influences on sources of capital, cost of capital, capital budgeting, working capital management, taxation, and credit analyses.

FIN 533 Applied Financial Analysis (3 credits) - A finance course designed to teach how to integrate finance concepts and managerial techniques in making financial decision to maximize the firm value. Students learn how finance is related to other functions of a firm, how to evaluate a firm's financial performance, risk-return tradeoff, capital budgeting and decision making process, cost of capital , leverage effects and capital structure, mergers and divestitures, and working capital management.

ISS 515 Information Systems Project Management (3 credits) - Introduces the student to the principles and practices necessary to be an effective information systems team member or project manager. Covers project scope, time, costs, quality and human resource management techniques as applied to project management problems and issues unique to the IS environment. Student will obtain hands-on experience using MS Project as well as other project management software. Course emphasis on the techniques of project management, leadership, teamwork, and project risk management. Casework is a major part of this course.

ISS 550 Database Design (3 credits) - Designed to provide the student with the fundamentals of a database environment and address data and information management issues in a global multi-user business environment. Students will develop an understanding of the various roles within the data

administration function of an organization. Covers the design and development of database management systems and various computer platforms.

ISS 570 Information Analysis (3 credits) - Designed to provide the student with the necessary skills to accomplish the systems analysis and logical design of information systems. Includes the role of a modern systems analyst as a problem solver in the business organization. Progresses through the Systems Development Life Cycle (SDLC), and includes project planning, project management, and feasibility assessment. Different methodologies, models, tools, and techniques used to document requirements, analyze and design systems will be introduced.

SCM 510 – Introduction to Logistics & Transportation Management (3 credits) - The course introduces students to the theories, concepts, and practice of logistical operations needed to support the supply chain. It investigates the rise of logistics management from a minor business function to its current role as the backbone of the supply chain. Covers issues related to state of the art methods of delivering goods and services to customers through efficient inventory management, materials flow, transportation, warehousing, and procurement.

SCM 515 Procurement Management (3 credits) - This course is designed to give students a foundation in the theory and practice of purchasing and sourcing. Presented in the course are concepts, procedures, and issues related to negotiations, sourcing, pricing, procurement, cost management and global supply management. Strategies and challenges facing purchasing and sourcing in a global environment to maintain competitive advantages are considered.

SCM 555 Supply Chain Quality Management (3 credits) - This course introduces students to the principles, concepts and strategies needed for managing quality in a manufacturing or a service environment. Historical perspectives and theories of quality management are considered. The design of quality systems is studied from a market, customer, and managers prospective. State of the art skills and tools for quality assessment are covered providing insight into the implementation and maintenance of quality systems. The origins and principles of continuous improvement and their impact on quality management are explored.

SCM 570 Supply Chain Management Theory and Practice (3 credits) - Covers theory, principles, and practices in designing, planning, and operating a supply chain. The course considers the historical development, impact, and role of supply chain management in today's society. It investigates the role of information and transportation networks within the supply chain. Also discusses how firms develop and formulate strategy and design of their supply chains to improve competitive advantage.

SCM 590 Warehousing and Distribution Management (3credits) - Considers the theory and best practices for designing, operating, managing material handling systems as they relate to warehousing. This course discusses warehouse location, design, and work force issues with regard to warehousing operations. It also considers warehousing strategies which minimizes supply chain inefficiencies and allows product accumulation, consolidation, and customization. Addresses a variety of principles and systems needed to create and manage world-class warehousing.

Concentrations

Students completing their MBA at Shippensburg University may decide to add a concentration to their degree. All concentrations, except Accounting, replace the two electives in the general MBA with concentration courses and require two additional concentration courses. These concentrations increase the total credits needed to graduate to 36. The Accounting concentration is restricted to students with advanced undergraduate coursework in Accounting. This concentration simply replaces the electives with Accounting courses and can be completed in 30 credits.

Concentration	Total Credits (Including Core Courses)	Concentration Courses
Accounting:	30 Credits	<i>MBA 502 - Managerial Accounting required core course</i> ACC 511 - Financial Accounting Topics ACC 512 - Controllership
Business Analytics:	36 Credits	MBA 506 - Data Mining for Predictive Analytics I MBA 507 - Data Mining for Predictive Analytics II MBA 511 - Marketing Analytics ISS 550 - Database Design
Finance:	36 Credits	<i>MBA 502- Managerial Accounting and MBA 529 - Corporate Financial Management must be completed before taking FIN concentration courses</i> FIN 512 - Investment Analysis FIN 520 - Financial Risk Management FIN 525 - Multinational Business Finance FIN 533 - Applied Financial Analysis
Healthcare Management:	36 Credits	MBA 581 - Health Care Financial Management MBA 582 - Health Information Technology MBA 583 - Health Care Law MBA 584 - Health Care Strategic Management
Management Information Systems:	36 Credits	<i>MBA 548 - IT Management & Innovation recommended core course</i> ISS 515 - Information Systems Project Management ISS 550 - Database Design ISS 570 - Information Analysis MBA 547 - Management Information Systems & Applications
Marketing Concentration:	36 Credits	<i>MBA 570 - Marketing Management required core course</i> MBA 511 - Marketing Analytics MBA 532 - Marketing Research MBA 534 - Buyer Behavior MBA 571 - International Marketing
Supply Chain Management:	36 Credits	<i>MBA 577 - Supply Chain Management recommended core course</i> <i>Four of the following:</i> SCM 510 - Logistics and Transportation Management SCM 515 - Procurement Management SCM 555 - Supply Chain Quality Management SCM 570 - Supply Chain Management Theory and Practice SCM 590 - Warehousing and Distribution Management

Foundation Courses

Depending on their previous coursework and experience, students may be asked to complete some or all of the foundation course curriculum before continuing with the general MBA core and elective courses. Students who are “conditionally” accepted will be notified of any foundational requirements in their acceptance letters.

BSN 511 Business Operations & Analysis (4 credits) - This course explores the responsibilities and processes needed for a business to provide a product or service to customers. Case studies and real-world examples are used extensively to investigate the problems encountered in these business operations. Quantitative and non-quantitative methods and models are used in the analysis of topical subject areas such as forecasting, capacity planning, materials management, scheduling, and quality control. This course is part of the graduate business certificate and does not count toward the MBA degree.

BSN 520 Economics for Business Administration (2 credits) - This course introduces economic concepts that are fundamental to understanding many of the issues faced by business firms. Specifically, the course focuses on the application of economics principles that managers, directors, and executives really need to know for meaningful careers in business and will actually use in business administration practice. This course is part of the graduate business certificate and does not count toward the MBA degree.

BSN 519 Essentials of Information Systems (2 credits) - This course is designed to provide students with an overview of technology in the business environment, including such topics as data analysis, database management, and information privacy/security. This course is part of the graduate business certificate and does not count toward the MBA degree.

BSN 521 Essentials of Accounting (2 credits) - Essentials of Accounting introduces the basic concepts of financial accounting and the financial management of corporations. The course focuses on the accounting concepts, practices and principles that guide the preparation of the balance sheet, income statement, statement of stockholders' equity, and statement of cash flows. This course is part of the graduate business certificate and does not count toward the MBA degree.

BSN 530 Essentials of Finance (2 credits) - Essentials of Finance is to teach basic financial concepts and principles so that students can be better prepared for MBA529 (Global Managerial Finance) and other MBA courses. Topical coverage includes “the role of financial management, financial markets and institutions, analyses of cash flows and financial statements (including financial ratios), and the Time Value of Money (concept and application with real-world issues). This course is part of the graduate business certificate and does not count toward the MBA degree.

BSN 531 Essentials of Organizational Behavior (2 credits) - Organizational behavior examines human behavior in organizations and considers the practical skills managers need to motivate peers and subordinates, make decisions, deal with conflict, and succeed in a team-based environment. This course is part of the graduate business certificate and does not count toward the MBA degree.

BSN 534 Essentials of Marketing (2 credits) - The primary purpose of this course is to provide an overview of the discipline of marketing, both as a philosophy of business and as a series of business practices. The course will explore how to manage organizations' basic and higher-order resources and

respond to the external market environment. This course is part of the graduate business certificate and does not count toward the MBA degree.

MBA core course	Foundation course prerequisite (or equivalent undergraduate coursework)
MBA 502 Managerial Accounting	BSN 521 Essentials of Accounting
MBA 529 Corporate Financial Management	BSN 530 Essentials of Finance
MBA 548 IT Management & Innovation	BSN 519 Essentials of Information Systems
MBA 554 International Business	BSN 520 Economics for Business Administration
MBA 556 Organizational Leadership	BSN 531 Essentials of Organizational Behavior
MBA 565 Contemporary Decision Making	BSN 511 Business Operations & Analysis
MBA570 Marketing Management	BSN 534 Essentials of Marketing
MBA 577 Supply Chain Management	BSN 511 Business Operations & Analysis

Course Scheduling.

In general, four sections of each MBA core course are offered every academic year – one section in each of the two eight-week parts-of-term in both the Fall and Spring semesters. Elective and concentration courses are mostly offered in the Summer and Winter terms, but may be offered in the Fall and Spring as well (particularly in Accounting and Supply Chain Management). The three-year projected course schedule may be found here:

https://www.ship.edu/globalassets/business/mba/MBA_Master_Schedule.pdf (this is subject to change based upon available resources and demand, but every attempt will be made to adhere to the plan).

Keep in mind that taking two courses in an eight-week session is an equivalent workload to four courses in a traditional sixteen-week semester. Part-time students are advised to take only one course per eight-week session.

The core and capstone courses are offered in all three formats: asynchronous online, synchronous online/hybrid, and face-to-face/hybrid. As the asynchronous format is the most popular, the bulk of sections are in that format. Synchronous and face-to-face sections are offered in combination. That is, although synchronous and face-to-face students are registered for separate sections, they attend the same live lecture sessions – face-to-face students in the classroom and synchronous students on Zoom. All elective and concentration courses, as well as the BSN prefix foundation courses are in the asynchronous online format.

Minimum Academic Standards

As a graduate student at Shippensburg University, you are expected to maintain satisfactory academic standing, which requires a cumulative QPA of a 3.0 (B) or better each semester.

If your cumulative QPA drops below 3.0, you will be placed on academic probation, and if your cumulative QPA drops below a 2.0, you will be dismissed from the degree or professional certification program.

Students on academic probation must raise their cumulative QPA to 3.0 by the end of the next semester in which they register (Spring term semester = January-May; Full summer term = Summer term A and B; Fall term semester = August-January) or they will be dismissed from the degree or professional certification program.

Notice and Appeal

If you are academically dismissed you will be notified in writing by the Registrar's Office. You may appeal your dismissal by the date indicated in the dismissal letter by writing a letter to the Chair or Program Director of the department from which you were academically dismissed. Only upon the approval of the department Chair or Program Director will an appeal be granted.

Readmission of Dismissed Students

If you are dismissed for academic reasons, you may not apply for readmission to the university for one academic term (excluding summer and winter sessions) following your dismissal. Dismissed students may, however, take classes as a non-degree student in any department other than the one from which you were dismissed. Should a previously dismissed student take classes as a non-degree student and then successfully apply for re-admission, the decision to count for credit courses taken as a non-degree student lies in the sole discretion of the admitting department. To apply for readmission to a degree-granting graduate program, you must submit the appropriate application form to the Admission's Office with the regular application fee.

Readmission is never guaranteed following academic dismissal and as such the application should present evidence you can perform academically at the level needed to obtain a graduate degree or professional certificate. Any graduate student who fails to enroll in any courses at Shippensburg University for 24 continuous months will be placed on inactive status and must submit the appropriate application form to the Admission's Office with the regular application fee.



Beta Gamma Sigma

We invite only the “Best in Business.”

Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a baccalaureate or post-baccalaureate (master’s) program at a school accredited by AACSB international.

Mission of the Society: *The mission of the International Honor Society of Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to cultivate and celebrate leadership and professional excellence, to advance the values of the Society, and to serve its lifelong members.*

Membership Requirements:

To be eligible for membership, the academic ranking of those being considered must place them in the upper 20 percent of their respective master’s class in the business school. Graduate students in multi-year programs may become eligible at the end of their first year.

Membership places one among a very select group. Of all those in the U.S. who receive master’s degrees in business each year, approximately 8 percent earn membership. As a result, fewer than 8,000 graduate students worldwide are inducted into Beta Gamma Sigma each year.

BGS Membership Benefits:

- Lifetime recognition for outstanding academic achievement
- Opportunities to connect with the “Best in Business” through the BGS Alumni Network
- Discounts on valuable products and services including publications, test prep, technology and professional attire
- CareerCentral: the BGS Career Resource Center

History of the Society:

Beta Gamma Sigma was founded as a national organization in 1913 at the University of Wisconsin, University of Illinois and University of California. With the global expansion of AACSB International, Society membership is no longer limited to those who have studied in the United States or Canada.

Beta Gamma Sigma continues to recognize the most outstanding students in business and management. *With 100 years of honoring academic excellence, the Society knows that its membership of more than 750,000 comprises the brightest and best of the world’s business leaders.*

Beta Gamma Sigma Central Office
125 Weldon Parkway
Maryland Heights, MO 63043-3101 USA

Email: bgshonors@betagammasigma.org
Phone: 1-314-432-5650
Website: www.betagammasigma.org

MBA Course Registration Guidelines

First, consult the suggested study plan/course schedule for the MBA program that is included in this packet.

MBA Student:

We strongly suggest that you follow one of the recommended study plans unless you have a very good reason to deviate from it. Electives in the MBA program are mostly offered online and in the summer and winter terms. Core classes are normally only offered in the fall and spring. It is suggested that students who work full time should not take more than two classes per semester. You have up to seven years to complete the MBA.

Things to consider when taking certain courses:

1. It is highly recommended that you take MBA 502 Managerial Accounting and MBA 529 Global Managerial Finance before taking additional MBA courses.
2. You are required to take at least four core MBA courses before taking MBA593 Strategic Management
3. If required, foundation courses should be completed early in the program as these serve as prerequisites for core courses and core courses may serve as prerequisites for elective and concentration courses.

Here is the MyShip Portal link: <https://ship.edu/>

This is where you will do most of your administrative functions such as registering for class, seeing your unofficial transcripts, schedule, and payment statements, etc. You will not receive an official bill in the mail, but you will receive an email reminder. At that point you will need to get into the system and either pay online or print a copy of your statement and mail it into the university.

Site abbreviations:

Shippensburg University – Main, GRH006 or GRH401

Estimated registration periods:

March for summer and fall

October/November for winter and spring

To confirm that you are enrolled in the course/s you registered for:

To verify enrollment after you register you can go directly into “Schedule Details” or “Schedule” under the Registration tab to ensure that you are enrolled in the course.

Student MyShip Portal

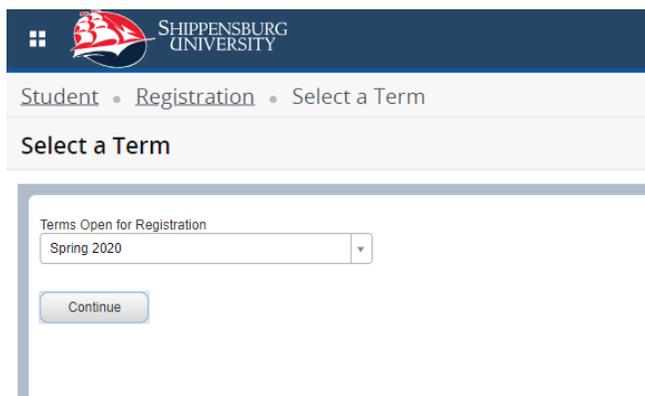
Course Registration

1. Sign in to Student Self Service

1. Go to <https://ship.edu> to access the login page.
2. Click on the blue “**My Ship**” in the upper left hand side of the screen.
3. Sign in using Shippensburg University Email ID (in all lowercase) and email password
4. Click Login after entering Ship email and password



2. Click on the **Student** tab. Then Choose “**My Academics**” from the drop down list.
3. Choose “**Register for Classes**” under the **Registration Tools**
4. Select the Term you wish to register for and choose continue.



5. **To add a course:** From this point, you can Enter Search Criteria to find courses you are looking for.
 1. Classes that match your criteria entered will pop up.
 2. To add the desired course, just choose “Add” on the far right of the screen beside the course.

To Waitlist Yourself for a Course:

1. You will get to the course list by following steps 1-4 for “Adding a Course.”
2. If a class is full, it will have a red exclamation point saying “**FULL**”
3. You can still add this course to your schedule to get on the waitlist by selecting “**Add**” as you did in step 5 for adding a course. When it shows on your summary in the bottom right hand corner, on the drop down list select “**Waitlist**” and submit. This will add you to the Waitlist for the course.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
Corporate Financial Managem...	MBA 529, 60	3	27628	Distance E...	Pending	Waitlist
IT Management and Innovation	MBA 548, 60	3	27625	Distance E...	Registered	None
Managerial Accounting	MBA 502, 03	3	27623	Distance E...	Registered	None
Supply Chain Management	MBA 577, 60	3	27619	Distance E...	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop **Submit**

4. You will be notified by the MBA office secretary if room opens up in the course for you to be successfully added. The secretary will add you and send a confirmation email that you are added to the course for the selected term.

Common Add Course Errors:

If you encounter a registration error, you would not be able to self-register for that course without obtaining permission and override from the appropriate office.

A common registration error is the “**Cohort Restriction.**” This restriction occurs for students that try to register for courses in formats other than the format they applied to the program in (ie “On Campus” students trying to enroll in “online” courses). This restriction can sometimes be overridden by the MBA office secretary by contacting MBA@ship.edu.

MBA 593 CRN 27618: Cohort Restriction

Title	Details	Hours	CRN	Schedule Type	Status	Action
Strategic Management	MBA 593, 60	3	27618	Distance E...	Errors Preventing Regist...	Remove
Warehousing and Distribution...	SCM 590, 60	3	27630	Distance E...	Registered	None
IT Management and Innovation	MBA 548, 60	3	27625	Distance E...	Registered	None
Managerial Accounting	MBA 502, 03	3	27623	Distance E...	Registered	None
Supply Chain Management	MBA 577, 60	3	27619	Distance E...	Registered	None

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop ?

To Drop a Course:

1. Follow steps 1-4 from the regular Course Registration directions above.
2. When you get into the term that you wish to drop a course for, you will see the “Summary” in the bottom right corner of your page.

- This is where you will elect to drop the course. Under “**Action**,” you can select the drop down arrow and choose “**Drop**” and then click “**Submit**” to save your changes.

Summary						
Title	Details	Hours	CRN	Schedule Type	Status	Action
IT Management and Innovation	MBA 548, 60	3	27625	Distance E...	Registered	Drop through WEB ▾
Managerial Accounting	MBA 502, 03	3	27623	Distance E...	Registered	None ▾
Supply Chain Management	MBA 577, 60	3	27619	Distance E...	Registered	None ▾

Total Hours | Registered: 9 | Billing: 0 | CEU: 0 | Min: 0 | Max: 12

Conditional Add and Drop **Submit**

****Before dropping a course, please review the University’s Withdrawal/Refund Policy****

Visit: https://www.ship.edu/student_accounts/refund_schedule/

Schedule Details

The student schedule details will show you detailed information regarding the courses for which you are currently registered.

Schedule	Schedule Details
Class Schedule for Spring 2020	
<p>▶ IT Management and Innovation Master Business Administration 548 Section 60 Registered Class Begin: 03/16/2020 Class End: 05/08/2020 03/16/2020 -- 05/08/2020 [Su Mo Tu We Th Fr Sa] - Type: Class Location: Shippensburg University Building: By Appointment Room: None Instructor: Dao, Viet (Primary) CRN: 27625 Message: Registered through INB Hours: 3 Level: Graduate Campus: Online Schedule Type: Distance Ed Approved Instructional Method: 100% Online Grade Mode: Standard Waitlist Position: 0 Notification Expires: None</p>	
<p>▶ Managerial Accounting Master Business Administration 502 Section 03 Class Begin: Registered 01/21/2020 Class End: 03/13/2020 01/21/2020 -- 03/13/2020 [Su Mo Tu We Th Fr Sa] - Type: Class Location: Shippensburg University Building: By Appointment Room: None Instructor: Rummell, Janice (Primary) CRN: 27623</p>	
<p>▶ Supply Chain Management Master Business Administration 577 Section 60 Class Registered Begin: 01/21/2020 Class End: 03/13/2020 01/21/2020 -- 03/13/2020 [Su Mo Tu We Th Fr Sa] - Type: Class Location: Shippensburg University Building: By Appointment Room: None Instructor: Langella, Jan (Primary) CRN: 27619</p>	

Schedule

The “Schedule” option allows you to view what your course schedule looks like for the week with course days and times. This is the tab beside the Schedule Details mentioned before.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5pm							
6pm		IT Management and Innovation			Organizational Leadership		
7pm							
8pm							

Logout

Logout of the session by going to the upper right hand corner of the banner and clicking the icon beside settings and choosing “Log Out.” Close the window to insure no one can use the back button to enter your record.

Registration procedures for students admitted with additional requirements:

Students admitted with foundation course requirements will not be able to register for courses that have a required foundation course as a prerequisite until they complete the foundation course or prescribed undergraduate equivalent. The MBA secretary will need to be notified if undergraduate equivalent courses are taken and transcripts will be required if they are taken at universities other than Shippensburg.

Foundation course		Core course
BSN 520 Economics for Business Administration	is a prerequisite for...	MBA 554 International Business
BSN 519 Essentials of Information Systems	is a prerequisite for...	MBA 548 IT Management and Innovation
BSN 511 Business Operations and Analysis	is a prerequisite for...	MBA 577 Supply Chain Management MBA 565 Contemporary Decision Making
BSN 521 Essentials of Accounting	is a prerequisite for...	MBA 502 Managerial Accounting
BSN 530 Essentials of Finance	is a prerequisite for...	MBA 529 Corporate Financial Management
BSN 531 Essentials of Organizational Behavior	is a prerequisite for...	MBA 556 Organizational Leadership
BSN 534 Essentials of Marketing	is a prerequisite for...	MBA 570 Marketing Management

Shippensburg Equivalent Undergraduate course		Foundation course
ECO 113 Principles of Economics	may replace...	BSN 520 Economics for Business Administration
MIS 142 Business Computer Systems	may replace...	BSN 519 Essentials of Information Systems
SCM 200 Statistical Applications <u>AND</u> SCM 330 Supply Chain and Operations Management	may replace...	BSN 511 Business Operations and Analysis
ACC 200 Fundamentals of Financial Accounting	may replace...	BSN 521 Essentials of Accounting
FIN 311 Financial Planning and Analysis	may replace...	BSN 530 Essentials of Finance
MKT 205 Principles of Marketing	may replace...	BSN 534 Essentials of Marketing
MGT 305 Organizational Behavior	may replace...	BSN 531 Essentials of Organizational Behavior

MBA Advising Checklist

The Director of the MBA Program, Dr. William Oberman (wdober@ship.edu), serves as the official academic advisor for all MBA students. All advising questions should be directed to him.

<i>Conditional Admittance Foundation Courses</i>		Completed
4 credits	BSN 511 - Business Operations & Analysis	
2 credits	BSN 520 – Economics for Business Administration	
2 credits	BSN 519 - Essentials of Information Systems	
2 credits	BSN 521 - Essentials of Accounting	
2 credits	BSN 530 - Essentials of Finance	
2 credits	BSN 534 - Essentials of Marketing	
2 credits	BSN 531 - Essentials of Organizational Behavior	

A One Year Plan:

Course Number		Course Name		Timing
Spring 20XX				
MBA 5XX		Core Course		In Person/Online
MBA 5XX		Core Course		In Person/Online
MBA 5XX		Core Course		In Person/Online
MBA 5XX		Core Course		In Person/Online

Summer 20XX				
Elective		Choose One Elective Course		Online Summer A/B
Elective		Choose One Elective Course		Online Summer A/B

Fall 20XX				
MBA 5XX		Core Course		In Person/Online
MBA 5XX		Core Course		In Person/Online
MBA 5XX		Core Course		In Person/Online
MBA 5XX		Capstone Course		In Person/Online

A Two Year Plan:

Year 1

Course Number	Course Name			Timing
Spring 20YY				
MBA 5XX		Core Course		In person/Online
MBA 5XX		Core Course		In person/Online

Summer 20YY				
		Choose One Elective Course		Summer A/B

Fall 20YY				
MBA 5XX		Core Course		In person/Online
MBA 5XX		Core Course		In person/Online

Year 2

Spring 20YY				
MBA 5XX		Core Course		In person/Online
MBA 5XX		Core Course		In person/Online

Summer 20YY				
		Choose One Elective Course		Summer A/B

Fall 20YY				
MBA 5XX		Core Course		In person/Online
MBA 5XX		Capstone Course		In person/Online

Bookstore Information

How to Order Books Online from the Bookstore:

1. Go to <http://bookstore.ship.edu>
2. Put your mouse over the Books link in the top left of the tabs on the main page
3. Click on Textbook and Course Materials
4. Select the term from the dropdown
5. Select the department: MBA
6. Select the course number
*Note you can look up course numbers in the Self-Service Banner where you originally scheduled your courses. Login to SSB, click student, click registration, and click schedule.
7. Select the section (also on SSB)
8. Make your selections for each required material based on your preferences
9. Click ADD TO CART
10. To add more books from additional courses, click ADD ANOTHER COURSE and repeat steps four through nine
11. To checkout, click GO TO CART
12. After reviewing your selections, click the checkout button
13. If this is your first time ordering books, click the Register button
14. Fill in your information and click the Create Account button
15. Complete the steps of putting in your payment options to complete the transaction

Note: Other sources may be used to order course materials/textbooks such as Amazon.com or Half.com.

Professional, Continuing & Distance Education Studies Students now have more options than ever!

Here at Shippensburg University Bookstore, we understand the challenges that come with being a remote student. To help reduce the stress of preparing for your new classes away from campus, we would like to share with you how you can collect your textbooks, supplies and Shippensburg University apparel without having to make the extra trip.

Visit our website at www.ship.bkstr.com to view all of our products. Click on "Textbooks and Course Materials" in order to search for your classes by course. Choose to have your order shipped directly to you via FedEx Ground, Second Day or Overnight. And while you browse, please look for our new textbook options that will help save YOU money!

- Approximately 50% of our textbooks are currently Rentable, saving YOU up to **55% off** of the new book price. Rental saved Shippensburg University students over **\$580,000** this Fall Semester! You even have the option to print a shipping label from our website to ship the book back to us by the last day of finals.
- CafeScribe is a new interactive digital option for students, and can save you **40-60%** off the new book price. Once you purchase from the website, you will receive an access code via the receipt that will be emailed to you. Then, login to www.cafescribe.com to access your digital copy. **CafeScribe** can be used by any device with a web browser (even your iPad or Android!) Read, highlight, take notes and even print portions of the text.



We, at the Shippensburg University Bookstore, value you as a customer, even if you are not able to visit us on campus. If you have any questions, comments, or concerns, please do not hesitate to contact us.

Helpful Links

MBA Website	http://www.ship.edu/mba
Office of the Registrar (scheduling information)	http://www.ship.edu/registrar/
Campus Map	http://www.ship.edu/Visit/Campus_Maps/
Shippensburg Parking Information	http://parking.ship.edu
Tuition and Fees	https://www.ship.edu/graduate/assistantships/graduate_tuition_and_fees/
MBA Course Schedule	https://www.ship.edu/business/mba/mba_course_schedules/
Graduate Assistant Program	http://www.ship.edu/Graduate/Assistantships/About_Graduate_Assistantships/
Graduate Catalog	http://www.ship.edu/catalog/graduate/
Career Development Center	http://www.ship.edu/career
Banner Login – Student Information Management Program	https://manifest.ship.edu/myship/login?service=https%3A%2F%2Fmy.ship.edu%2Fc%2Fportal%2Flogin
D2L Brightspace Login – Course Management Program	http://d2l.ship.edu
Helpful Content to Operate Zoom	https://support.zoom.us/hc/en-us/categories/200101697
Shippensburg University Bookstore	https://www.bkstr.com/shippensburgstore/home/en
Weather Alerts	http://www.ship.edu/weather

Academic Dishonesty

It is the policy of Shippensburg University to expect academic honesty. Students who commit breaches of academic honesty will be subject to the various sanctions outlined in this section. This policy applies to all students enrolled at Shippensburg during and after their time of enrollment.

Definition

As used in this policy, the term academic dishonesty means deceit or misrepresentation in attempting (successfully or unsuccessfully) to influence the grading process or to obtain academic credit by a means not authorized by the course instructor or university policy. A breach of academic honesty is committed by students who give, as well as receive, unauthorized assistance in course and laboratory work and/or who purposefully evade, or assist other students in evading, the university's policy against academic dishonesty.

Academic dishonesty includes but is not limited to:

- Bribing, or attempting to bribe, faculty or staff personnel in order to attain an unfair academic advantage.
- Possessing course examination materials prior to administration of the examination by the instructor without the instructor's consent.
- Using unauthorized materials or devices such as crib notes during an examination.
- Providing and/or receiving unauthorized assistance during an examination.
- Using a substitute to take an examination or course.
- Misusing transcripts, records, or identification, such as forgery or alteration of transcripts.
- Allowing others to conduct research for you or prepare your work without advance authorization from the instructor, including, but not limited to, the services of commercial term paper companies.
- Plagiarism, as the term is defined in the section *Plagiarism*.
- Intentionally and without authorization falsifying or inventing any information or citation in an academic exercise, such as making up data in an experiment or observation.

The preceding list is only for purposes of illustration. Other forms of inappropriate conduct may also be subject to charges of academic dishonesty.

Resolution of Charges

When an instance of academic dishonesty is alleged, the issue should be resolved on an informal basis between the student and faculty member. If an informal resolution cannot be achieved, a formal process of deciding culpability and assessing sanctions will be followed. If the student has committed a previous violation, the formal process must be followed.

Informal Resolution

A faculty member who obtains information that a student has been dishonest should act promptly to resolve the issue. The faculty member should first contact the Dean of Students to determine if this is the first violation for the student. If the suspected incident is not the first, the offense must be handled through the formal resolution process.

For a first violation, the faculty member may attempt to resolve the issue informally with the maximum penalty to be a grade of F in the course. If the faculty member feels the offense warrants a more severe penalty, the matter must be resolved through the formal process.

For the matter to be resolved informally, the faculty member must meet with the student and present any evidence of a violation. The student will be given an opportunity to provide an explanation after hearing the evidence. If the faculty member determines a violation has occurred, he/she will complete the Settlement of a Charge of Academic Dishonesty form. This form will include the penalty that the faculty member will apply.

The form is then given to the student, who has 72 hours to seek advice and decide whether to sign. If the student agrees to accept the penalty, he/she must sign in the presence of the faculty member. The faculty member will then implement the accepted penalty and forward the settlement form to the Dean of Students. The form will be kept on records for five years and may be used if the student is accused of another academic dishonesty offense or any other violation of the Student Code of Conduct. The information will only be used for internal purposes and will not be disclosed outside the university.

If the student refuses to sign, the faculty member may pursue the matter through the formal resolution process.

Formal Resolution

An allegation of academic dishonesty must be resolved through a formal process if the student disputes the charges or does not accept the penalty proposed by the faculty member. The formal process must also be followed if the incident is not the student's first violation.

In the formal process, an allegation of academic dishonesty will be treated as a violation of the Student Code of Conduct. The charges will be resolved through the Judicial Process administered by the Dean of Students. The Dean of Students and an academic administrator designated by the Provost will consult to determine if sufficient information is present to warrant further action.

If there is sufficient information to proceed with the complaint, the steps outlined in the "Student Code of Conduct and Judicial Process" section of the student handbook *Swataney* will be followed. Academic dishonesty cases must be heard by the university judicial hearing board; the judicial officer option is not available for these cases. Appeals of academic dishonesty decisions will be handled by the Vice President for Student Affairs and the Provost.

Penalties

The Student Code of Conduct contains a list of sanctions, which may be imposed for violations. In addition to those in the Code of Conduct, the following two sanctions may be imposed against students found to have committed acts of academic dishonesty:

- **Grade Reduction**
The grade for a particular unit of work or for the entire course may be reduced.
- **Imposition of a Failing (F) Grade.**
The student may receive an F for the course.

These two penalties may be imposed through the informal settlement process or the formal hearing process. More severe penalties, including suspension or expulsion, may only be imposed through the formal process. Additional stipulations may be attached to any sanction.

Plagiarism

Plagiarism is a form of academic dishonesty. Shippensburg University will not tolerate plagiarism, and the faculty will make all reasonable efforts to discourage it.

Plagiarism is your unacknowledged use of another writer's words or specific facts or propositions or materials in your own writing. When other writers' words or materials (even short phrases or specific terminology) are used, you should put these words, phrases or sentences inside quotation marks (or else indent and single-space more extended quotations), and you should then cite the source of the quotation either in the text of your writing or in footnotes. Failure to do so may be considered plagiarism. When the propositions of another writer are restated in your own words (paraphrased), you should also indicate the source of the paraphrased material in your own text or in footnotes. Comparable citation should be made for borrowings from media other than printed texts, such as lectures, interviews, broadcast information, or computer programs.

The more flagrant form of plagiarism is your submission of an entire paper or computer program or lab report (or a substantial portion of a longer work) written by someone else and presented as your own work. This can include material obtained from a friend, from a fraternity or sorority file, from duplicated student writings used for analysis in other writing courses, from commercial sources, or from published materials. Another common form of plagiarism is the unacknowledged borrowing from other sources (either words or propositions) and the integration of such material in your own work.

Certain situations may cause conscientious students to fear plagiarizing when they are not really plagiarizing. These include:

Improper format for documentation

Improper documentation is not plagiarism but a technical academic problem. Different professors, different academic departments, and different academic disciplines have various ways of documenting borrowed materials. Each professor should make clear to you how he/she wants borrowed materials documented for given writing or programming assignments. You should make every effort to understand precisely what your professor expects regarding documentation. As long as you make a clear effort to document all borrowed materials, you are not plagiarizing.

Use of supplemental individualized instruction on an assignment

Various tutorial resources are available at the university, including a writing center and assistance from faculty who assist students during the process of composing a paper. When you seek these kinds of

legitimate academic assistance, you are not plagiarizing. In fact, you are making an extraordinary attempt to improve your writing and academic performance. In such cases, you should inform your instructor of the fact you have sought assistance from a given source on an assignment. This acknowledgement should be stated on the cover sheet of your paper or program. The prohibition against plagiarism should in no way inhibit or discourage you from seeking legitimate supplemental instruction in developing an assignment.

Use of a proofreader

If you are unsure of your ability to produce finished drafts that are virtually error-free, you may use such resources as hired typists, more editorially proficient friends, tutors, or writing center personnel to insure your finished papers are relatively error-free. You should indicate on the title page the fact your paper was typed and/or proofread by someone else. The prohibition against plagiarism should in no way inhibit or discourage you from using available reference and/or human editorial resources in seeking to produce an error-free final copy of a paper.

In summary, plagiarism is the unacknowledged borrowing of another writer's, speaker's or programmer's words and/or propositions. To avoid plagiarism, you should acknowledge assistance received in developing and/or proofreading a paper. If you need or desire such assistance, you should not be discouraged from seeking it because of the university policy on plagiarism.