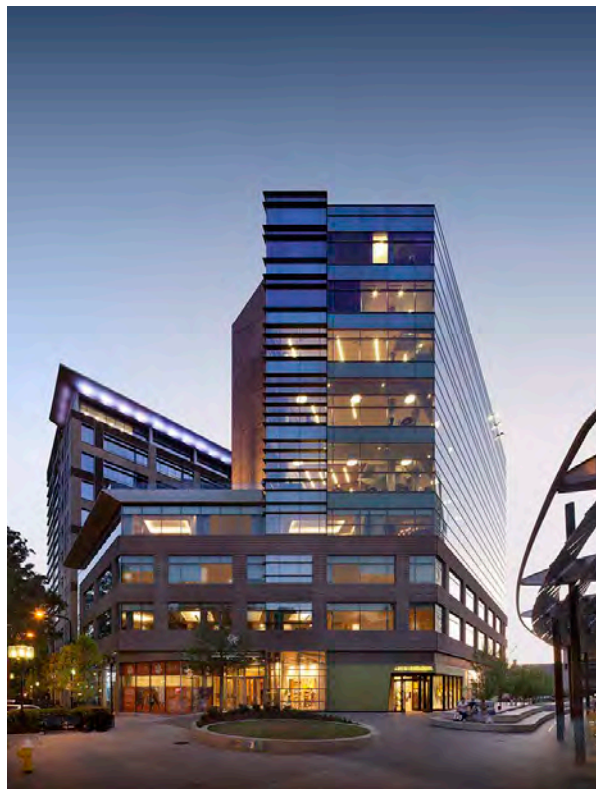




**MASTER OF BUSINESS  
ADMINISTRATION**  
*Clemson University*

# Student Handbook

## 2023-24



Clemson MBA  
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Greenville, SC 29601  
864-656-8184

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## **1 Welcome**

We are delighted that you have chosen to pursue your MBA at Clemson University. This handbook is designed to provide information to assist you in succeeding in all areas of your Clemson MBA experience and to answer some of the most common questions students typically have. While we have tried to cover all of the pertinent information, please feel free to contact us at any time for assistance. The first point of contact is Ms. Melissa Russell: [mar8@clemson.edu](mailto:mar8@clemson.edu) or 864-656-8184; she can refer you to the best resource for your question.

Again, welcome to the Clemson MBA program. We look forward to working with you over the next few years to help you successfully complete your degree.

## **2 General Information for Newly Enrolled Students**

### **2.1 Greenville One Campus**

The full- and part-time Corporate MBA, Online resources, full- and part-time MBA Entrepreneurship and Innovation Concentration, and part-time MBA Business Analytics degree programs are located in downtown Greenville, South Carolina, about 45 minutes away from the main University campus. The Greenville campus, known as Greenville ONE, is located on Main Street in downtown Greenville, SC. Downtown Greenville offers the urban ambiance and amenities to support educational programs geared toward working professionals, executives and adult students.

Our location strategically places college faculty and students at the center of the region's most dynamic business location. The vibrant Greenville business community is a living laboratory for Clemson MBA students. Full-time students can attend classes and simultaneously hold internships or part-time positions in local businesses ranging from start-up IT firms to global Fortune 500 companies. Our central downtown location is very convenient for working professionals in the Greenville community, who can complete their degree during the evening while working full-time to advance their careers. We also offer blended online/in-person part-time programs requiring students to come for 2 residency weekends per semester. Full-time, part-time, and Online students have opportunities to network with members of the business community in a variety of college-sponsored events and they can actively participate in local professional organizations.

### **2.2 Greenville One Facilities**

#### **2.2.1 Location and Access**

The Greenville ONE campus is located at 1 North Main Street, Greenville, SC 29601. A map of Greenville showing the location can be found in Appendix F. The building is a secure facility and you will need a security key fob to gain access. Full-time students will receive their key fobs during orientation; part-time evening students will receive their key fobs at the part-time orientation session or on the first night of class.

Your key fob will be de-activated during any semester that you are not enrolled in courses. All students should turn in their key fobs to the MBA office during inactive semesters and upon graduation.

### **2.2.2 Facilities**

Greenville ONE facility offers a range of classroom styles from traditional to beehive in order to accommodate multiple learning approaches. In addition, there are huddle rooms and other student accommodations. Students also have access to lockers located on the sixth floor of the building that are available on a first-come, first-served basis. A map of the layout of the building is provided in Appendix F. Wireless internet service through Clemson's *eduroam* network is available throughout the building.

### **2.2.3 Email Communication**

After you are accepted to the Clemson MBA program, we will communicate with you only through your Clemson email address. Many important announcements come from various offices on campus as well as the MBA office, and your Clemson email is the only email on file for other university offices, course list-servs, etc. Of course, if you send any member of the MBA staff a message from another email account, we will reply directly to that message so it is not necessary to log into your Clemson email account to communicate with us. If you prefer to have your Clemson e-mail forwarded to another email account, you will find the [instructions on CCIT's website](#).

### **2.2.4 Textbooks**

A list of required textbooks can be [found online at the University Bookstore](#). Simply enter the term, department, and course number to access the list of required materials. You may [purchase your books online](#) from the Clemson University Barnes & Noble bookstore each semester or through the Student Association book exchange.

### **2.2.5 Parking**

Richardson Street Parking Garage is located conveniently within walking distance from the Clemson *ONE* building. Students will be given the option of paying monthly, or by semester, through a negotiated price with Greenville Parking Services. Please contact Jeremy Edmunds Kröber for additional questions at [jmonday@clemson.edu](mailto:jmonday@clemson.edu). Students must fill out the parking application found below and submit it to [Greenville Parking Services](#).

Greenville Parking Services will then issue the student an access card that upon payment of the negotiated, semester price, will allow them access to the garage any time.

\*\*During major events access cards may be disabled and event-parking fees may apply to gain entry in to the parking deck. [A list of scheduled major events](#) can be found on the Greenville Parking Services website.

### **2.2.6 Smoking & Vaping**

Smoking and vaping is not permitted anywhere in the building at any time. Smoking and vaping is permitted outside the building, individuals should remain far away from doorways, and pedestrian pathways while smoking and vaping.

### **2.2.7 Inclement Weather**

University officials monitor local weather conditions in order to make decisions about cancelling classes or closing offices. Since Greenville ONE is located in Greenville, the university will make separate

announcements for Greenville ONE classes in case of inclement weather. You may check the [Clemson University homepage](#) or check local TV and radio stations for information regarding the status of Greenville ONE classes.

### **2.2.8 Weapons, Firearms and Explosive Materials**

No student shall unlawfully possess or use firearms, explosive devices or weapons of any kind. Such weapons may include, but are not limited to, guns, BB guns, air pistols, rifles, knives with at least a 2 1/2-inch blade, martial art devices and bows.

## **2.3 Dress Code & Professional Conduct**

As students enrolled in a professional degree program taking courses in a business environment, it is important that you represent yourself, Clemson, and the MBA program in a professional manner. We currently share the classroom building with other professional units from Clemson University as well as a few other professional organizations, and we are located in the heart of the Greenville business district. Our goal is for you to always be prepared to meet a potential employer, business contact, mentor, or other representative from the Greenville business community in a professional manner.

### **2.3.1 Dress Code**

The dress code for students at Greenville ONE is business casual for day-to-day classes and activities. We define business casual as collared golf shirt or button down shirt and khaki slacks or nice pants for men. No shorts, t-shirts, flip flops, baseball caps, etc. Business casual for women consists of nice top with slacks or a skirt. Again, no shorts, t-shirts, etc.

### **2.3.2 Professional Conduct**

Students are expected to show respect to their peers, the faculty and staff of the MBA program, and members of the business community at all times. During class, students should silence cell phones and keep phones stored (no checking for text messages or sending texts). Similarly, laptops should not be used during class for any purpose other than as specifically instructed by the professor. Students are also expected to show professional courtesy by replying to all invitations from the MBA program or Greenville organizations that require a RSVP and then fulfilling such obligations.

## **2.4 Housing & Transportation**

Clemson University does not offer University housing in the Greenville area and Clemson University programs are not responsible for student housing. Please research the Greenville area and where you want to live in relation to Clemson's Greenville location at 1 North Main Street, Greenville, SC 29601. Students who will be fully dependent on educational loans should select housing options that fit within the Cost of Attendance (COA). The COA is published on the [Clemson Financial Aid website](#) each year.

## **2.5 Regional Information**

The Greater Greenville Convention & Visitors Bureau is an excellent source of information for local sites and attractions. See the Bureau's website [here](#).

## 2.6 Additional Information

The [Graduate School website](#) provides detailed information to help newly admitted students with the many aspects of moving to the area and formally enrolling in the university. Here you will find extensive information on registering for classes, making travel plans, registering for classes, paying tuition bills, immunizations, etc.

## 3 MBA Staff and Faculty

The Clemson MBA staff offices are located on the eighth floor of the Greenville ONE building. MBA staff members are available to help you with matters ranging from academic advising to career placement. Below is a listing of the key MBA staff members who will assist you as you move through the Clemson MBA program. If you are not sure whom to contact for a particular issue, please contact Ms. Melissa Russell at 864-656-8184 in the main office, and she will be able to direct you to the right person.

Who's Who:	How to reach us:	What we can help you with:
Dr. Greg Pickett Director of MBA Program & Senior Associate Dean, Wilbur O. and Ann Powers College of Business	<a href="mailto:pgregor@clemson.edu">pgregor@clemson.edu</a> 864-656-3975	<ul style="list-style-type: none"> <li>• General program concerns or suggestions</li> </ul>
Melissa Russell Administrative Coordinator & Student Services	<a href="mailto:mar8@clemson.edu">mar8@clemson.edu</a> 864-656-8184	<ul style="list-style-type: none"> <li>• General administrative tasks</li> </ul>
Ms. Kristin Allen Hawk Director of Admissions	<a href="mailto:klallen@clemson.edu">klallen@clemson.edu</a> 864-656-8173	<ul style="list-style-type: none"> <li>• Admissions information and criteria</li> <li>• Application status</li> <li>• MBA recruiting events</li> </ul>
Ms. Gail DePriest Director of Corporate Relations and Leadership Development	<a href="mailto:gpriest@clemson.edu">gpriest@clemson.edu</a> 864-915-9900	<ul style="list-style-type: none"> <li>• Leadership development</li> <li>• Corporate partnerships</li> </ul>
Dr. Jane Layton Director of Academic Programs	<a href="mailto:elayton@clemson.edu">elayton@clemson.edu</a> 864-656-8175	<ul style="list-style-type: none"> <li>• Course scheduling</li> <li>• Academic standing (probation)</li> <li>• Transfer course approvals</li> </ul>
Ms. Jamie Patterson Director of Career Services & Student Experience	<a href="mailto:jpatte4@clemson.edu">jpatte4@clemson.edu</a> 864-656-8183	<ul style="list-style-type: none"> <li>• Job placement opportunities (internship and full-time)</li> <li>• Career fairs</li> <li>• Employer relations</li> <li>• Alumni relations</li> <li>• Career counseling/Resume review</li> </ul>
Dr. Matt Klein Director of Business Development	<a href="mailto:mcklein@clemson.edu">mcklein@clemson.edu</a> 843-327-8451	<ul style="list-style-type: none"> <li>• MBAe Business Development Advising</li> <li>• General MBAe questions</li> </ul>
Mr. Devin McGillan Director of Marketing	<a href="mailto:dkmcgil@clemson.edu">dkmcgil@clemson.edu</a> 864-365-0624	<ul style="list-style-type: none"> <li>• Advertising Contracts</li> <li>• Marketing</li> </ul>
Ms. Devin Williams Assistant Director of Marketing	<a href="mailto:devin4@clemson.edu">devin4@clemson.edu</a> 864-656-8090	<ul style="list-style-type: none"> <li>• Marketing</li> </ul>
Mr. Jeremy Edmunds Kröber Program Coordinator, Assistant Director of Operations	<a href="mailto:jmonday@clemson.edu">jmonday@clemson.edu</a> 864-986-9442	<ul style="list-style-type: none"> <li>• Space rental</li> <li>• Student/Faculty support</li> <li>• Weekend cohort support</li> </ul>
Ms. Callie Phillips Assistant Director of Career Services & Student Experience	<a href="mailto:cep8@clemson.edu">cep8@clemson.edu</a> 864-365-0601	<ul style="list-style-type: none"> <li>• MBA Student Association</li> <li>• Student activities and events</li> <li>• Career counseling</li> </ul>



Ms. Athena Russell Assistant Director of Academic Programs	<a href="mailto:athena@clemsun.edu">athena@clemsun.edu</a> 864-656-8182	<ul style="list-style-type: none"> <li>• Scheduling coordinator</li> <li>• Student override support</li> <li>• Academic program support</li> </ul>
Ms. Carson Perry Watts MBA Academic Advisor	<a href="mailto:ecperry@clemsun.edu">ecperry@clemsun.edu</a> 864-656-3975	<ul style="list-style-type: none"> <li>• Academic Advising</li> <li>• Class registration (MBAc PT, Online, MBAdbc)</li> <li>• GS2 Forms</li> <li>• Leave of Absence forms</li> </ul>
Mr. Troy Thieman-Ruhl MBA Academic Advisor	<a href="mailto:tthiema@clemsun.edu">tthiema@clemsun.edu</a> 864-365-0606	<ul style="list-style-type: none"> <li>• Academic Advising</li> <li>• Class registration (MBAe, MBAbA, MBAc FT)</li> </ul>
Ms. Paige Kegley Assistant Director of Admissions	<a href="mailto:pkegley@clemsun.edu">pkegley@clemsun.edu</a> 864-365-0604	<ul style="list-style-type: none"> <li>• Admissions Information &amp; Criteria</li> <li>• Prospective student contact</li> <li>• Application &amp; enrollment status</li> </ul>
Ms. Galia Rodriguez System Programmer/Developer II	<a href="mailto:galiar@clemsun.edu">galiar@clemsun.edu</a>	<ul style="list-style-type: none"> <li>• IT Support</li> </ul>
Mr. Jonathan Clayton IT Consultant II	<a href="mailto:jclayto@clemsun.edu">jclayto@clemsun.edu</a> 864-656-7975	<ul style="list-style-type: none"> <li>• IT Support</li> </ul>

The majority of our MBA professors are members of the Clemson University --- Wilbur O. and Ann Powers College of Business & Behavioral Science faculty. The MBA program includes faculty from the Management, Marketing, Economics, Accounting & Finance departments at Clemson. In addition, we draw on the expertise of seasoned professionals in the Upstate business community as adjunct instructors. A directory of current MBA faculty to brief bio sketches is located in Appendix D.

## 4 Academic Overview

### 4.1 MBA – Corporate Program

#### 4.1.1 Full-time and Working Professional (Part-time)

The Clemson MBA Program currently enrolls approximately 600 students. We have approximately 250 students pursuing their degree on a full-time basis during the day and more than 300 working professional students who work full-time during the day and complete their degree in the evening program. We offer a full slate of classes for working professionals in the evening.

Generally, full-time students will complete their courses during the day with their cohort, while part-time students will take courses in the evenings. The main exception to this pattern is for some elective classes that may be offered only in the evenings in order to allow all students access to those courses.

#### 4.1.2 Online

Unlike traditional programs, our flexible online MBA program allows you to select the class structure that best fits your schedule and learning style - and change it anytime during the semester. That means you can join a live class through video conferencing, allowing you to participate fully and ask questions at any time. If you want to view the lecture but can't join live, then you will have the option of a recorded version. Each lecture is built by our instructional design team and has been constructed with both learning models in mind. In addition to our specially-developed MBA Online courses, you may also choose from any online class offered in our existing MBA Corporate catalogue. This creates maximum flexibility to support your schedule and needs. Only with Clemson's online MBA program can you select a different format each week.

### 4.1.3 Non-degree Seeking

Some students who do not meet all requirements for formal admission may be recommended to apply as a non-degree seeking student. Non-degree seeking students take 12 credit hours of MBA course work while enrolled as a non-degree student. Non-degree seeking students cannot receive federal financial aid and must pay a second application fee if applying for the degree-seeking program. After completing 12 credit hours and earning a 3.0 GPA or higher, a non-degree seeking student can apply to the degree-seeking program and complete their MBA.

### 4.1.4 MBA Curriculum

The current MBA curriculum consists of 7 Foundation Courses (13 credit hours), 8 Core Courses (24 credit hours), and 4 Elective Courses (12 credit hours), for a total of 49 course credit hours. Additionally, students with less than 2 years of post-graduate career-relevant experience must complete a pre-approved, supervised, for-credit internship (6 credit hours).

Each admitted student receives a “Curriculum Check Sheet” at the initial academic advising meeting, and this sheet indicates the specific courses you must take to complete your degree. You will see a check mark on the line beside any course that has been waived for you based on previous academic coursework. Any questions can be directed to your advisor.

Students with sufficient undergraduate or graduate academic coursework may be exempted from any or all of the Foundation classes. Students may not be exempted from any of the Core courses based on prior undergraduate coursework; however, students may transfer up to 12 credit hours of equivalent graduate level coursework from another AACSB accredited school provided you earned a B or better in the course. You should discuss transfer credits with Jane Layton, Carson Watts or Troy Thieman as these are approved on a case-by-case basis.

A general overview of the MBA curriculum is provided below, and a more detailed summary with course numbers, names, and descriptions is located in Appendix A. Information regarding elective courses is located in Appendix B.

<b>FOUNDATION</b>	<b>CORE</b>	<b>Electives (4 COURSES FROM ANY OF THESE AREAS) *</b>
Introduction to Finance	Managerial Economics	*Work with your assigned Academic Advisor to discuss elective options
Introduction to Accounting	Managerial Accounting	
Managerial Decision Modeling	Organizational Behavior	
Statistics & Intro to Analytics	Operations Management	
Business Communications	Management Info Systems	
Ethics and Leadership	Financial Management	
Career Management Seminar	Advanced Marketing	
	Strategic Management	

A revised Curriculum Check Sheet that reflects these changes is available on page 46.

#### **4.1.5 Course Planning Schedule**

In order to help you plan your course schedule and map out your path to graduation, we have prepared a Full-Time Course Planning Guide for our full-time students that shows three different scenarios based on your academic background and work experience. For part-time evening students, we have prepared an Evening Course Planning Guide that shows the anticipated course offerings for each semester. See Appendix C.

#### **4.1.6 GS2 Forms (Plan of Study)**

Every degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) with the Office of Enrolled Student Services. The Plan of Study must be filed by the middle of the second semester following matriculation for Master's students. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Office of Enrolled Student Services receives the Form GS2. You can download the GS2 form from the [Graduate School's forms page](#).

#### **4.1.7 Internships**

All full-time students with less than two years of post-graduate career-relevant work experience are required to complete an approved business-related internship. Students must complete six credit hours of MBA 8880 (pass/fail) and satisfactorily complete the course requirements to pass the class and receive the credit for the internship. You must work 360 hours to satisfy the 6-credit hour requirement. Most students will complete their internship over the summer between their first and second years of study. In this case, students will register for a total of 6 credits of MBA 8880 during summer session 1 and/or summer session 2. It is permissible to complete more than one internship – for example, a 3-credit internship in the summer with one company, and a separate 3-credit internship with another company during another semester. The MBA Career Services Department will assist students in identifying internship opportunities, reviewing resumes, and preparing for interviews. Note that tuition applies for the MBA 8880 course; if you complete your internship during the summer, then you will incur tuition costs for the number of credits you enroll in.

#### **4.1.8 Full-time Tuition Rates**

The Clemson MBA program is assessed as a Premium graduate program. Please see the [Graduate School's Tuition and Fees](#) for detailed information. As defined by the Graduate School, full-time students are enrolled in 9 or more credit hours.

Additional required fees (including tests) are not included in the tuition rates quoted. Tuition rates are subject to change.

#### **4.1.9 Part-time Tuition Rates**

The Clemson MBA program is assessed as a Tier One graduate program. Please see the [Graduate School's Tuition and Fees](#) for detailed information. As defined by the Graduate School, part-time students are enrolled in less than 9 credit hours.

Additional required fees (including tests) are not included in the tuition rates quoted. Tuition rates are subject to change.

#### 4.1.10 Online Tuition Rates

The Clemson MBA program is assessed as an Online Tier One graduate program. Please see the [Graduate School's Tuition and Fees](#) for detailed information. As defined by the Graduate School, part-time students are enrolled in less than 9 credit hours. Traditional, face-to-face students are allowed up to 9 credit hours of online course work without having to switch to the Online tuition rate.

Additional required fees (including tests) are not included in the tuition rates quoted. Tuition rates are subject to change.

#### 4.1.11 Tuition Rates during Summer

Tuition rates for summer are billed at part-time rate (including Internships).

Please see the [Graduate School's Tuition and Fees](#) for detailed information. Additional required fees (including tests) are not included in the tuition rates quoted. Tuition rates are subject to change.

#### 4.1.12 Enrollment Fee

All degree-seeking Clemson MBA students are required to pay a \$500 enrollment fee. This fee will secure a seat in the program for you and cover MBA Student Association activities, dues and events. This fee is not included in your tuition charges, nor does the tuition you pay cover the MBA enrollment fee. Credit cards (Visa, MasterCard, American Express and Discover), postal money orders, or bank checks are accepted. If you choose to pay with a check, please make your check payable to "Clemson University." If you would like to pay via credit card, [please click here](#). A receipt will be sent to you via email. The enrollment fee is due at the time you accept your seat in the program. **This enrollment fee is non-refundable.**

### 4.2 MBA – Entrepreneurship and Innovation Concentration (MBAe)

#### 4.2.1 Full Time Entrepreneurship and Innovation

The MBA in Entrepreneurship and Innovation Concentration is a concentration within Clemson University's Master of Business Administration. It complements the existing MBA degree program aimed at general management knowledge with a focus aimed at individuals seeking business training directed toward new business creation. This concentration area is designed for individuals seeking to realize their emerging business dreams, existing owners of start-up companies seeking to expand their entrepreneurial knowledge and recent graduates of universities that have decided not to pursue initial careers in corporate settings.

The Clemson MBAe is a one-year intense experiential program where students begin with an idea, apply rigorous business principles, and graduate with both an MBA degree and a market-ready business. Students will receive the foundational MBA skill set as well as the opportunity to bring their ingenious ideas to the marketplace. Students are expected to dedicate approximately 60 hours per week to combined individual, group, and experiential study.

Admission is based on students' academic background, standardized test scores (TOEFL for applicants whose native language is not English), business idea presentation, work experience (resume), and letters of recommendation. For more information regarding the admissions process or program specifics please visit [www.clemson.edu/mba](http://www.clemson.edu/mba).

#### 4.2.2 Part Time Entrepreneurship and Innovation

The Part-Time Clemson MBAe is a unique blended program consisting of online classes coupled with a few weekends per semester in person in our facility in Greenville. This blended delivery affords students the ultimate flexibility along with the advantage of in-person learning and networking opportunities with other students. The in-person classes are scheduled for two mandatory residency weekends (Friday-Sunday) per semester, and the remainder of coursework is completed online. The goal of the MBA in Entrepreneurship and Innovation part-time is to provide students with the opportunity to either innovate within their current organizations or allow students to start a new venture while working at their current organizations.

Admission is based on students' academic background, standardized test scores (TOEFL for applicants whose native language is not English), business idea presentation, work experience (5 years), and letters of recommendation. For more information regarding the admissions process or program specifics please visit [www.clemson.edu/mba](http://www.clemson.edu/mba).

#### 4.2.3 Curriculum

The Entrepreneurship and Innovation Concentration within the MBA program includes 36 hours of coursework. The coursework covers topics such as Entrepreneurial Mindset, Building Business Insights, Advanced Business Learning as well as EnterPrize Awards and Innovation at Work Competitions for all students enrolled in the program.

MBA 8810 Ethics and Leadership (1)	MBA 8480 Entrepreneurial Marketing and Digital
MBA 8880 Entrepreneurial Internship (3)	MBA 8310 Communication and Sales (2)
MBA 8450 Management of Technology and Innovation (3)	MBA 8490 Entrepreneurial Strategy (3)
MBA 8400 Entrepreneurship and Venture Management (2)	MBA 8470 New Venture Creation (2)
MBA 8520 Social Entrepreneurship (1)	MBA 8990 Creativity, Innovation, Entrepreneurship (3)
MBA 8430 Entrepreneurial Accounting (2)	MBA 8990 Special Topics in Entrepreneurship (3)
MBA 8440 Entrepreneurial Law (1)	MBA 8720 Venture Finance (3)
MBA 8510 Operations and Logistics (1)	MBA 8340 Business Plan Capstone (3)

#### 4.2.4 GS2 Forms (Plan of Study)

Every degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) with the Office of Enrolled Student Services. The Plan of Study must be filed by the middle of the second semester following matriculation for Master's students. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Form GS2 is received by the Office of Enrolled Services. You can download the GS2 form from the [Graduate School's forms page](#).

#### 4.2.5 Internships

All students in the Entrepreneurship and Innovation Concentration must complete an internship course as part of their program requirement. Please refer to your cohort's internship syllabus for additional information.

#### 4.2.6 Tuition

Please see the [Graduate School's Tuition and Fees](#) for detailed information. Additional required fees (including tests) are not included in the tuition rates quoted. Tuition is subject to change.

#### 4.2.7 Miscellaneous

Students are responsible for all fees associated with filing and operating their business.

### 4.3 MBA - Business Analytics Concentration (MBABA)

#### 4.3.1 Part-time Business Analytics

Applied business analytics allows a manager to leverage this data using statistical analysis, including explanatory and predictive modeling and fact-based management, to drive decision-making. Analytics may be used as input for making decisions across all realms of business including marketing, human resources, customer service or research and development.

This program is a unique blended program consisting of online classes coupled with a few weekends per semester in person in our facility in Greenville. This blended delivery affords students the ultimate flexibility along with the advantage of in-person learning and networking opportunities with other students. The in-person classes are scheduled for two mandatory residency weekends (Friday-Sunday) per semester, and the remainder of coursework is completed online.

#### 4.3.2 Curriculum

The Business Analytics Concentration within the MBA program includes 36 hours of coursework. The coursework covers topics such as

MBA 8180 Intro to Business Intelligence & Analytics for Managerial Decision Making (3)	MBA 8070 Financial Management (3)
MBA 8040 Analytics & Statistical Modeling for Managerial Decision Making (3)	MBA 8660 Data Management & Warehousing (3)
MBA 8990 Analytics & Application Development (3)	MBA 8170 Business Forecasting Techniques & Applications(3)
MBA 8060 Operations Management (3)	MBA 8990 Special Topics (3)
MBA 8540 Managerial Accounting (3)	MBA 8700 Strategic Management (3)
MBA 8610 Information Systems (3)	MBA 8880 Internship (2)
MBA 8810 Ethics & Leadership (1)	

#### 4.3.3 GS2 Forms (Plan of Study)

Every degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) with the Office of Enrolled Student Services. The Plan of Study must be filed by the middle of the second semester following matriculation for Master's students. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Office of Enrolled Student Services receives the Form GS2. You can download the GS2 form from the [Graduate School's forms page](#).

#### 4.3.4 Internship/Project with Company

A project based course tailored to working professional students.

#### 4.3.5 Tuition

Please see the [Graduate School's Tuition and Fees](#) for detailed information. Additional required fees (including tests) are not included in the tuition rates quoted. Tuition is subject to change.

### 4.4 MBA – Digital Brand Communication Concentration (MBADBC)

#### 4.4.1 Part-time Digital Brand Communication

Digital Brand Communication offers elevated instruction in the art and science of brand building in areas such as digital analytics, content and media, digital brand experience planning and E-commerce. Students will have the opportunity to solve real-world brand challenges through hands-on coursework.

The MBA in Digital Brand Communications has been designed specifically for working professionals, featuring the convenience of online learning along with opportunities to develop strong connections over residency weekends, as well as the unique opportunity to share courses with master's level graduate students from other disciplines. In-person classes are scheduled for two weekends (Friday-Sunday) per semester, and the remainder of the coursework is completed online. Incoming students take part in orientation and Statistics Bootcamp in July of their first year.

#### 4.4.2 Curriculum

The Digital Brand Communication Concentration within the MBA program includes 36 hours of coursework. The coursework covers topics such as

MBA 8190 & 8160 Intro to Accounting & Finance (4)	MBA 8070 Financial Management (3)
MBA 8810 Ethics & Leadership (1)	MBA 8080 Business Data Analytics & Visualization (3)
MBA 8210 Brand Insights & Digital Trends (3)	MBA 8590 Decision Modeling(3)
MBA 8600 Advanced Marketing (3)	MBA 8550 E-Commerce Platforms (3)
MBA 8220 Digital Content Strategy (3)	MBA 8090 Organizational Behavior & HR Development (3)
MBA 8700 Strategic Management (3)	MBA 8730 Digital Strategy Capstone (3)
MBA 8230 Digital Media Planning (3)	

#### 4.4.3 GS2 Form (Plan of Study)

Every degree-seeking student must file a Plan of Study or graduate degree curriculum (Form GS2) with the Office of Enrolled Student Services. The Plan of Study must be filed by the middle of the second semester following matriculation for Master's students. Students who do not submit their Plans of Study in accordance with these guidelines will have their privilege to register for courses blocked until the Office of Enrolled Student Services receives the Form GS2. You can download the GS2 form from the [Graduate School's forms page](#).

#### 4.4.4 Internship/Project with Company

A project based course tailored to working professional students.

#### **4.4.5 Tuition**

The Clemson MBA in Digital Brand Communications Program is assessed as a Premier Graduate Program and has a special tuition rate outside of the traditional graduate tiers. Please visit the [Graduate School's Tuition and Fees](#) schedule and the [Student Financial Services Tuition and Fee Calculator](#) for detailed information.

### **4.5 Study-Abroad Opportunities**

#### **4.5.1 Long-term study abroad program (pursuing two graduate degrees)**

##### **4.5.1.1 Clemson MBA/IESEG MIB**

Students may pursue complementary business degrees from Clemson University and the IESEG School of Management in France. Students in this program earn their Master's in Business Administration (MBA) from Clemson and their Masters of International Business (MIB) from IESEG. Students must apply to and be accepted into both degree programs because you are earning two distinct degrees from two separate institutions.

Students spend at least one academic year in Greenville and at least one academic year in Paris — to complete the requirements for both degrees. This program is geared toward students who have exempted their foundation courses and can complete the majority of their core Clemson MBA courses in one year. Students typically complete all courses except for MBA 870 and their elective courses at Clemson, then transfer those 4 remaining courses from their IESEG coursework to Clemson to complete their MBA degree requirements.

All instruction at IESEG is in English, although students are encouraged to study French.

See additional details [here](#). Prior to applying all students must meet with Troy Thieman-Ruhl.

#### **4.5.2 Short-term study abroad programs**

##### **4.5.2.1 Oxford (Summer Session II)**

###### **MBA 8110 International Business Management**

The purpose of the course is to arm students with skills needed to analyze international business opportunities, develop sound strategies and execute on a global scale. As part of the course, students will be divided into four teams and will be assigned a company to work with. The entire class will visit all four of the companies, but the assigned team will lead discussions at each location directly with the executive team (CEO, CFO, etc.).

- Two weeks of intensive coursework at Magdalen College, Oxford University and extensive site visits to the four companies assigned for projects.
- Each team will be assigned to one of the four companies to work with the executive team on identifying the company's growth opportunities.
- Participation in a formal Oxford University reception, followed by a lecture on a global issue presented by an Oxford University faculty member.
- Tour of either Rolls Royce or Jaguar Land Rover manufacturing plant.
- Presentation of proposals to companies via video conference.
- Upon completion of the course, students will receive a Certificate of Attendance from Oxford University.



## **MBA 8990 Global Leadership**

Accepted students will have the opportunity to enroll in MBA 8990 Global Leadership as an additional elective credit while in Oxford with no additional program fee.

Because international business often requires teams to mobilize quickly, students in this program will utilize the brain based results (Herrmann Brain Dominance Instrument\*) for quickly becoming a high performance team. The business of “thinking” will be at the core of interactive exercises, which will focus on how to leverage the quadrants of the brain for more effective problem solving, better communication and a higher level of customer interface.

See additional details [here](#).

**Dates:** Summer session II.

**Estimated Costs:** Typical cost for the program is estimated at \$2100\* program fee (plus tuition and airfare). Trip fee includes cost of three daily meals, tours, cultural activities, company visits, and lodging in Oxford student housing.

\*Subject to change.

### ***4.5.2.2 Spring Break in Europe***

#### **MBA 8990 International Investments**

The main objective of the international investment course is to introduce students to investments and to teach them how to create a well-diversified investment portfolio, which should include diversification into international stocks. When considering international stocks to buy for their portfolios, students need to consider the state of the economy of that country and the policies that they have in place. Understanding the culture, customs, and etiquette also gives a perspective on how the Italian markets can react in different states of economy. During the visit to Rome, students will meet with management teams of Italian corporations and will learn, firsthand, how business policies and Italian government laws impact the organization's operations, and ultimately the stock price.

- One week abroad during Spring Break built in as part of MBA 8990 Global Business Transactions
- Class will meet weekly at Greenville ONE throughout the full Spring semester (with the exception of the week in Europe)
- Free time for cultural exploration in each city

See additional details [here](#).

**Dates:** Students will travel to Europe during the university scheduled Spring Break.

**Estimated Costs:** Typical cost for the program is estimated at \$1,200\* program fee (plus tuition and airfare). Trip fee includes hotel, logistic transportation between countries, breakfast, and company visits.

\*Subject to change

\*\*Please see syllabus for further information on class options and details.

## 5 Course Registration Information

### 5.1 Class Schedule

The Clemson University Academic Calendar is [posted on the University's website](#).

However, please note one important difference for MBA courses – we always start on the Monday preceding the university's official start date during Fall and Spring semesters. This is because all of our MBA courses are scheduled as block classes that meet only once a week during fall and spring. We post a copy of the MBA class schedule on the MBA website at the bottom of the [Current Students](#) page.

#### 5.1.1 iROAR

The iROAR system provides access to your class schedule, grades, financial aid, university account, unofficial transcript, and optional fee items. You will also use this system to update your address, make credit card payments, and print receipts for employer reimbursement. Access iROAR at <http://iroar.clemson.edu>.

To login, you will use your nine-digit Clemson University ID number (sent to you by the Graduate School upon acceptance). Your PIN is the last four digits of your social security number. If you do not know your ID number, please contact us (864.656.3975 or [mba@clemson.edu](mailto:mba@clemson.edu)).

#### 5.1.2 Registration Instructions

**How to Register:** Registration typically opens in late March/early April for the following fall semester, and in late October/early November for the following spring and summer semesters. Graduate students do not have a priority schedule; all students may begin registration at 8am on the day registration begins. Use [iROAR to register for classes](#). Select “Web registration” and sign in using your CU ID Name (same as the first part of your email address) and password. Specific [registration instructions are available online](#).

**Requesting Admission to a Course that is Full:** If you attempt to register for a course and find that it is full, you should put your name on the “request log” by contacting Carson Watts. We will admit students on a first-come, first-served basis from the request log as openings may become available.

**Dropping a Class:** If you want to drop a class, use the [drop function in iROAR](#). Note that you will not be automatically dropped if you stop attending and you will receive a grade of “F” unless you officially drop the class.

**Note:** Part-time students who are enrolled for only one course and wish to drop that course need to contact Enrolled Student Services at (864) 656-5339 to drop the class; this cannot be done through iROAR. Dropping to 0 hours will result in your being un-enrolled from the university, and you will need to re-enroll in order to register for classes again in a subsequent semester.

**International Students:** Please pay extra attention to enrollment requirements pertaining to your Visa status.

**Re-Enrollment:** In order to re-enroll if you have been un-enrolled from the university due to dropping your only course or not taking a course for one semester or longer, you will need to follow the instructions and [complete the re-enrollment form found online](#).

**Grades:** Grades are available online at the end of each semester through IROAR. For working professional students, if your employer requires that you have an official grade report for reimbursement or other purposes, [you can request one](#).

### 5.1.3 Tuition & Fee Payment

Payment & billing information are available exclusively online through [iROAR](#). Payment methods, due dates, etc are found [here](#). If you experience any problems submitting your payment, please contact the Office of Student Accounts Receivable at (864) 656-5592 or email [studentbillingquestions@clemson.edu](mailto:studentbillingquestions@clemson.edu).

## 6 Health Insurance

The Clemson University Student Health Insurance Brochure is available [online](#).

Redfern Health Center (RHC) provides efficient and economical primary care for Clemson University students but there are times when students may need specialty care that RHC cannot provide. For example, treatment for an illness or injury that requires hospitalization, diagnostic radiology, surgery or long-term care requires access to facilities outside the scope of student health services. High costs associated with health care can result in potentially devastating medical bills that could interfere with educational and career objectives.

Clemson University has always recommended that students have health insurance to ensure access to health services and to provide coverage for serious illness or injury that may require hospitalization or specialty care. Graduate Student Government (GSG) has addressed this issue to support mandatory comprehensive health insurance coverage for graduate students with a health insurance subsidy provided to Graduate Assistants.

Clemson University requires the following categories of graduate students have comprehensive health insurance:

- Students enrolled in 9 hours on the main campus
- Graduate assistants
- International students.

This is a hard waiver requirement administered by RHC. Students in these categories will be charged for the Clemson University Student Insurance with tuition and fees. Students already covered by parent, spouse or employer group plans may submit an online request for waiver of the Student Insurance fee. Insurance plans submitted for waiver must comply with the *Patient Protection and Affordable Care Act* requirements. All waiver requests are verified with the insurance company submitted before waiver will be granted. To view waiver requirements for domestic students [click here](#); international students, [click here](#).

For more information, see the Student Health Insurance plan FAQ located [here](#).

## 7 Student Computers

Students are required to have a laptop computer for the MBA program. MBA has special software that runs on x86 and x64 so a student must have access to Windows. For more information click [here](#).

Online Students must have access to reliable internet. We recommend having a modern Wi-Fi router in your personal residence; avoid public Wi-Fi access when connecting to online classes. Students also need to have a functioning webcam and mic built into their computer or purchase an external one.

We highly recommend students use their own personal computers, workplace owned laptops often do not allow software to be installed or access other wireless networks.

We do not have a specific recommended laptop for the MBA program; however, the University's [laptop recommendations are available online](#) as well as a [price list and order form](#).

### 7.1 WebEx Teams – Systems Requirements

Operating System Requirements		
Windows	XP SP3, Vista 32-bit/64-bit, Windows 7 32-bit/64-bit, 2008 Server 64-bit	
Mac	10.6 Snow Leopard, 10.7 Lion and 10.8 Mountain Lion	
Browser Requirements		
Browser	Windows	Mac
Internet Explorer	8 and 9 (32-bit/64-bit)	
Mozilla Firefox	10-15 See the Firefox release schedule at <a href="https://wiki.mozilla.org/RapidRelease/Calendar">https://wiki.mozilla.org/RapidRelease/Calendar</a> .	10-15 See the Firefox release schedule at <a href="https://wiki.mozilla.org/RapidRelease/Calendar">https://wiki.mozilla.org/RapidRelease/Calendar</a> .
Safari	Same browser versions supported by OS versions above	
Google Chrome	latest version as of September 2012 See the Chrome release schedule at <a href="http://www.chromium.org/developers/calendar">http://www.chromium.org/developers/calendar</a> .	latest version as of September 2012 See the Chrome release schedule at <a href="http://www.chromium.org/developers/calendar">http://www.chromium.org/developers/calendar</a> .

Microsoft Outlook Requirements:

- Microsoft Outlook 2007 SP2 and later
- Microsoft Outlook 2010 (32-bit and 64-bit editions; all service packs)

System Requirements:

- Intel Core2 Duo CPU 2.XX GHz or AMD processor (2 GB of RAM recommended)
- JavaScript and cookies enabled
- Active X enabled and unblocked for Internet Explorer (recommended)
- Java 1.6.0\_33 to Java 1.6.0\_35 or Java 1.7.0\_5 to Java 1.7.0\_7

For more information, click [here](#).

## 8 Graduation Procedures

Please notify the MBA office ([ecperry@clemson.edu](mailto:ecperry@clemson.edu)) the semester **before** you plan to graduate so that we can assist you in making sure that you have completed all academic requirements and keep you posted regarding graduate school deadlines for graduation procedures.

Students must submit a final GS2: Plan of Study showing the final list of all courses that will be counted toward their MBA degree and a Graduation Application and diploma order form.

Your final GS2 form may be submitted at any time so long as the courses listed on the form accurately reflect the courses you will have taken by graduation. Students often must revise their initial GS2 form within the two semesters prior to graduation because your electives may differ from those listed on your initial plan of study. Fill out the GS2 form and submit it to Carson Watts for approval and routing to the graduate school.

**Application for Graduation:** Students apply for graduation through their IROAR account. Choose the "Apply for Graduation" under the "Student Record" menu. If you have questions or problems about applying for graduation, call Enrolled Services at 656-5339 or email [weartha@clemson.edu](mailto:weartha@clemson.edu).

Note that an initial fee of \$75 with an additional charge of \$5 each day thereafter will be assessed when the GS2 form or the application for graduation via [IROAR](#) is submitted after the deadline. Late fee payments must be made directly to the Bursar's Office (located in Sikes Hall).

If you choose not to participate in the official graduation ceremony, you may either pick up your diploma on campus or have it mailed to you. If you wish to pick up your diploma, you may pick it up at 104 Sikes Hall on the main university campus beginning the Monday following graduation. If you wish to receive your diploma by mail, you need to send a letter requesting that your diploma be mailed to you along with your mailing address and a check for \$10 made out to Clemson University to: 104 Sikes Hall, Box 345125, Clemson University, Clemson, SC 29634.

## 9 Career Services

The Clemson MBA Career Services Department assists MBA students in preparing for and securing internships and full-time positions. Students receive assistance in preparing a professionally written; accomplishment based resume as well as guidance in developing a job search strategy. The required one-hour seminar course "Managing Your Career" allows students to create all job search documents and learn how to effectively interface with employers. Students are given a career assessment allowing them to understand their best job fit. The career services department works closely with the Michelin Career Center on the main university campus to engage our MBA students in the Center's annual career fairs and to keep students linked to a job-posting system for both full-time positions and internships. In addition, the Career Services department also hosts various Employer Spotlights and a Corporate Networking Forum each spring exclusively for MBA students that brings over 20 employers from the region to our Clemson *ONE* campus to interview students for internships and full-time positions. The mission of the MBA Career Services Department is to help each student develop a life-long career consciousness allowing them to create and implement an ongoing strategic career plan.

## 10 Academic Regulations

The Graduate School website is the most detailed and up-to-date source of information regarding Academic Regulations for Clemson graduate students. While this MBA student handbook is current at the time of print/posting, any changes enacted by the Graduate School will override the information in this handbook; therefore, it is always prudent to double-check the [graduate school website for academic regulations](#) if you have any concerns.

The following information answers some of the most common questions students have regarding course modalities, the grading system, GPA requirements, academic probation, etc. and is taken directly from the Graduate School Academic Regulations webpage for your convenience:

### 10.1 Course Modalities

Coursework offered in the MBA program may be offered to students using several possible modes of instruction: Traditional, Hybrid, Online Synchronous, or Online Asynchronous modalities.

#### **Traditional:**

Sections with traditional delivery will meet at Greenville ONE during the assigned day and time. Students are expected to attend class weekly and adhere to the attendance policy outlined in the course syllabus.

#### **Hybrid:**

These sections have a scheduled day and time for lectures, but with a varied schedule of in-person and online lectures. Students will rely on each instructor's syllabus and their communication for meeting expectations.

#### **Online Synchronous:**

These courses meet fully online, with a scheduled day and time to join lectures virtually. These sections are also intended for Online MBA students, who may not be able to attend class each week and will rely on additional resources provided in Canvas, as well as the recordings from the live lecture of a course. Please note that the Online MBA program provides flexibility in attendance but sets the expectations of pre-set dates/times for exams and presentations.

#### **Online Asynchronous:**

These courses are taught fully online without scheduled meeting times for lectures.

### 10.2 Grade Point Ratio (Grade Point Average)

In calculating your grade point average (GPA; sometimes referred to as a grade point ratio or GPR), the total number of grade points accumulated is divided by the total number of credit hours attempted at Clemson during the semester, session, or other period for which the grade point ratio is being calculated. For each credit hour, the student receives grade points as follows:

A: 4.00, A–: 3.66, B+: 3.34, B: 3.00, B–: 2.66, C+: 2.34, C: 2.00, C–: 1.66, F: 0, I: 0, W: 0.

Audited courses do not carry credit and are not noted on your academic record.

### 10.3 Grading System

Most graduate courses are graded on an A-B-C-F scale. Thesis and dissertation research, and a small number of unstructured courses approved by the Graduate Curriculum Committee as non-graded courses, may be taken at the graduate level on a pass/fail (P/F) basis. Courses graded P/F are not included in the academic average; however, the grade P or F is placed on the student's permanent academic record. Graduate students may not request graded courses to be converted to the pass/fail option. Only credit hours for which a grade of pass (P) is achieved apply toward the number of credit hours required for the degree. A minimum grade of C in all courses must be earned for the courses to apply toward a degree. Students who receive a grade of Incomplete (I) while enrolled in Graduate School remain ineligible for graduation, including earning a master's degree en route to a doctorate degree, until the incomplete work has been made up and a letter grade submitted to the Registrar's Office.

### 10.4 Academic Redemption

There is no opportunity at the graduate level for academic redemption. All grades earned will factor into the grade point average. Courses repeated will be averaged into the grade-point average and will be recorded on the student's transcript.

### 10.5 Academic Probation

**Policy:** Graduate students who fail to meet the following minimum academic standards for graduate studies at Clemson University are placed on academic probation. These minimum standards include: a cumulative B average (3.0 grade point ratio) in all graduate-level courses (6000-level or above), a B average in all courses listed in the Plan of Study (Form GS2), and an overall cumulative B average in all courses (undergraduate and graduate) since admission to the Graduate School, excluding those taken on a pass/fail basis. The cumulative B average requirement applies independently to graduate degrees; that is, a new grade point ratio computation begins after the completion of the first degree. A minimum grade of C on any coursework must be made for the course to apply toward a degree. Students who fail to meet these requirements become ineligible for graduation and remain on academic probation until nine additional semester hours of graduate credit have been earned and the new cumulative average reflects the required 3.0 grade point ratio or they qualify for graduation by earning the requisite 3.0 grade point ratio.

**Restrictions:** Due to the lack of contribution to the improvement of the overall GPA, students with a cumulative GPA below a 3.0 will not be allowed to do the following: a) transfer credits towards the MBA program, b) enroll in courses that award a Pass/Fail grade.

**Procedure for student:** Graduate students placed on academic probation should meet with Jane Layton, MBA Academic Director, to ensure that the expectations for removal of the probationary status are clearly defined and understood. Students who fail to remove the probationary status as prescribed are subject to academic dismissal and will not be permitted to continue in the Graduate School without the recommendation of the MBA Academic Director, Jane Layton and written approval of the Graduate School. Withdrawal from a course while on probation will not be allowed unless prior approval is obtained from the Graduate School. Any unauthorized withdrawal will be considered as unsatisfactory academic performance.

\*\*Probationary Forms can be [found on the Graduate School's website](#).

## 10.6 Dismissal

**Policy:** A graduate student may be dismissed from the Graduate School at any time for failure to maintain an adequate academic status or to maintain satisfactory progress. Adequate academic status is a 3.0 cumulative grade point ratio in all coursework attempted since admission to the Graduate School, including undergraduate coursework taken as required prerequisites or co-requisites. Satisfactory progress includes work on research, theses, dissertations, qualifying or comprehensive examinations and/or required projects. Notification of dismissal is sent to the student by the Graduate School.

Failing to pass the same course twice or receiving multiple failing grades in the MBA program may result in immediate dismissal. A passing grade is an A, A-, B+, B, B-, C+, C, C- Pass or its equivalent.

At the end of each semester, the Graduate School will designate the level of probation (R-1 or R-2) to be assigned to each student or will determine that the student should be dismissed. A student may be recommended for dismissal by the MBA Academic Program Director or may be administratively dismissed by the Graduate School. A student recommended for dismissal by the program may have failed to maintain either an adequate academic status or satisfactory progress. A program wishing to recommend dismissal of a graduate student should submit a request, along with a rationale, to the Dean of the Graduate School. Note that a student may appeal a dismissal if he/she believes the dismissal to be unfair or improper. For academic appeal processes please refer to the graduate school student handbook.

## 10.7 Dropping Courses

The academic calendar provides official dates for withdrawing from a class without record or without final grades. Withdrawal from graduate coursework is strongly discouraged. Students who officially withdraw within the first two weeks of classes will have no grades recorded. Those who officially withdraw after the first two weeks and prior to the last five weeks will have a grade of W (withdrew) entered on the academic record. Failure to attend classes or verbal notification to instructors does not constitute withdrawal. Students must drop a course as described above or be credited with a failure (F). Students must use the online registration system to drop a course. If the student is dropping all courses, please see "[Withdrawing from Clemson University](#)." The date on which the student withdraws online is the official date of withdrawal recorded by the Registrar.

### 10.7.1 Dropping Courses, International Students

Prior to dropping courses, international graduate students must receive authorization from an advisor in the Office of International Affairs. It is important that international students not fall below the required full-time enrollment mandated by the Bureau of Citizenship and Immigration Services.

### 10.7.2 Leave of absence

A student in good academic standing (minimum 3.0 GPA and has successfully met other program or Graduate School requirements) who must interrupt a graduate program may request a leave of absence from graduate study. A leave of absence may be granted for up to 12 months, with a possible renewal of up to one additional 12-month period.



A student not in good standing (GPA lower than 3.0 or failed critical program or Graduate School requirements; e.g., comprehensive or qualifying exams) may also request a leave of absence. However, the Graduate School may also choose to dismiss the underperforming student where future success seems unlikely. Should the request for the leave of absence be approved by the Graduate School, the student will return in the same academic status as prior to the leave.

A leave of absence is usually granted for compelling personal, family, medical, or professional reasons that require the student to suspend graduate study and to be absent from the University for a period of time. During a leave of absence, students are expected to be focused on these non-academic priorities. A leave of absence is not intended to be a mechanism for you to avoid tuition costs while making progress toward a degree. Therefore, you may not make progress toward your degree requirements while on leave (e.g., taking comprehensive or qualifying exams; completing incomplete grades; submitting, revising, or defending a thesis or dissertation; conducting independent research, etc.). A student on leave will maintain access to basic CCIT services such as University email, but should not use other University resources such as research labs, faculty time, recreation facilities, or health and wellness services.

**Procedure for student:**

The plan to take a leave of absence from your program should be discussed first with your major advisor and/or program coordinator well in advance of your intended leave. These faculty members will inform you of concerns at the program level that must be understood and/or addressed prior to leave, including issues of departmental or program financial support. Formally notify the program and the Graduate School of your intended leave by completing the online form GS-LoA Request for Leave of Absence. After you complete this form, forward it electronically or hand deliver a hard copy to secure the necessary signatures from your graduate program advisor or coordinator. Incomplete forms will not be approved by the Graduate School and you thus will be considered not in compliance with the Continuous enrollment policy. If you are an international student, you should check regulations on how a leave would impact your visa status and other important factors.

**10.7 Enrollment Limits**

Maximum enrollment limits for graduate students refer to graduate and undergraduate credits combined. During the summer sessions, if the six-week and three-week sessions run concurrently, the total credits are not permitted to exceed the maximum for the six-week session.

<b>Enrollment Limits (Maximum Credit Hours)</b>			
<b>Student Category</b>	<b>Semester (Fall &amp; Spring)</b>	<b>6-week session (Summer sessions)</b>	<b>3-week session (Maymester)</b>
Full-time students (not on graduate assistantship)	15	6	3
Part-time students (enrollment above said credit hours results in full-time tuition rates)	8	6	3
Graduate assistants	12	6	3
Full-time Clemson employees	9	6	3

Full-time students: note that the graduate school upper limit of 15 credits per semester is NOT flexible for any student.

## 10.8 Master's degree, time limit

A master's student has six years to complete a degree; therefore, all coursework to be credited toward any master's degree must have been enrolled in and completed within six calendar years prior to the date on which the degree is to be awarded. When recommended by the student's advisory committee and approved by the graduate dean, as many as six credit hours of coursework taken at Clemson University, completed outside the six-year limit, may be revalidated by a written comprehensive examination based on the latest syllabus and course content. Independent study courses are not subject to revalidation. Coursework completed outside the six-year time limit at an institution other than Clemson University may not be transferred to Clemson. Courses taken at any institution other than Clemson University may not be revalidated for graduate credit at Clemson (see also "[Course revalidation](#)").

## 10.9 Transfer credits (Corporate MBA Only)

**Policy:** All transfer credits must be verified by submission of an official transcript from the institution at which the work was completed. Up to 12 credit hours of coursework from an AACSB accredited university (and pre-approved by the Academic Program Director) may be transferred to the MBA program. In all cases, the use of transfer credits must be recommended by the student's advisor and approved by the MBA program. Grades earned for courses taken at institutions other than Clemson University will not be included in the student's grade point ratio. Courses to be considered for transfer credit completed outside the six-year time limit may not be transferred to Clemson. Courses taken at any institution other than Clemson University may not be revalidated for transfer credit at Clemson. Valid transfer credits will appear on the student's transcript as credits earned.

Under no circumstances will transfer credit be awarded for courses in which a grade lower than B (or its equivalent) has been received, or for courses graded on a pass/fail basis, for continuing education units, courses completed outside the six-year time limit, correspondence, extension, or in-service courses or for concentrated courses and workshops that award credit at a rate exceeding one credit per week. All transfer courses listed on Form GS2, [Plan of Study](#) must be courses taken for credit from a regionally accredited, degree-granting institution whose scholastic reputation is acceptable to Clemson University.

Transfer courses for the MBA program must be taken at an AACSB-accredited institution. The list of AACSB-accredited schools can be [found on the AACSB website](#).

Students on academic probation will not be approved to transfer courses for the MBA program.

## 10.10 Transcript-Registration Hold

A **registration hold** will be placed on the records of degree-seeking graduate students if not all final-official transcripts have been submitted prior to registering for the student's 2<sup>nd</sup> term.

**Please note:**

- Many **international universities** do not issue Final Degree Certificates until a year after completing the degree. **Provisional Degree Certificates**, which are available sooner, **are acceptable** from

- international institutions, if a Final Degree Certificate is not available during the student's first term of enrollment.
- This registration hold will not be placed on Certificate and Non-degree students.

### **10.11 Academic integrity**

**Policy:** Violations of the principles outlined in the graduate philosophy on academic integrity will be pursued to the fullest extent according to the procedures outlined below. Violations of academic integrity include violations in coursework, research, independent projects, practica, internships, comprehensive and qualifying exams, theses and dissertations and other publications or works submitted as requirements for receipt of a degree. Non-degree seeking students may also be charged with violations of academic integrity.

This policy broadly defines and provides examples of violations of academic integrity, categorizes the seriousness of violations into four levels and establishes guidelines for discerning appropriate sanctions for each. As there is no way to identify within this policy all of the possible violations of academic integrity, the policy and ensuing procedures are intended as a general guide for faculty in all colleges to enable consistent, reasonable and fair judgments of graduate student actions incongruous with the fundamental values and general philosophy described above. It further describes the steps to be followed by faculty bringing charges against graduate students for violations of academic integrity.

The authority to resolve cases of violations of academic integrity by enrolled graduate students is vested in the Graduate Academic Integrity Committee.

#### **10.11.1 Definitions, explanations and examples of violations of academic integrity**

Violations of academic integrity may include, but are not limited to, the following:

**Cheating.** Cheating involves giving, receiving, or using unauthorized aid on any academic work submitted for grading including but not limited to coursework, laboratory assignments, research projects, comprehensive and qualifying examinations, theses and dissertations or using computer center account numbers that belong to another person without the permission of the account owner. Unauthorized aid includes collaborating with classmates or others when explicitly prohibited, using online paper mills or paying individuals to prepare research papers, reports or projects, submitting identical work to satisfy the requirements of more than one class without the approval of the faculty, or using textbooks, notes, the web and other sources when instructed to work alone.

**Fabricating/falsifying information.** Fabricating or falsifying information involves actions such as making up data that were not collected, stating that studies were conducted that were not, indicating that original source material was read when information was obtained from secondary or tertiary sources, making up references not used or identifying sources that were not consulted (for example, telephone interviews).

**Facilitating violations of academic integrity.** Facilitating violations of academic integrity involves students intentionally assisting others to violate the principles of academic integrity (for example, allowing friends access to their work, or instructing students on ways to solicit aid on papers, projects, take home exams, tests for state and national licenses, etc).

**Failing to cite contributors.** Failing to cite an author or multiple authors involves not giving credit to individuals who have contributed significantly to a work (paper, research project, poster, etc.) and claiming the final product as one's own.

**Plagiarizing.** Plagiarizing is theft of the work accomplished by someone else. It includes copying and pasting words, phrases, sentence structure, computer code or files, images, or ideas from any source, including the Internet, and attributing the work to one's own efforts. Blatant examples of plagiarism include failure to use quotation marks, to indent text of more than three lines and failure to cite consulted sources either in footnotes, endnotes or within the body of the text of a document. More subtle examples of plagiarism include paraphrasing or using others' conceptual frameworks for developing creative works without acknowledgment or permission or citing a source within the text but then directly quoting the materials without the use of quotations marks or text indentation.

**Thwarting others' progress.** Thwarting others' progress involves editing, deleting or otherwise destroying computer files that belong to another person or intentionally stealing or destroying property which prevents others from using it to gain needed information to complete assignments, for example, library materials on reserve, materials on loan by a faculty member or reports and documents made available for student use by external companies, state and federal agencies, etc.

#### **Levels and Sanctions**

For specific information regarding violation levels and accompanying sanctions for academic integrity violations, [see the policies and procedures on the Graduate School website.](#)

## **11 Anti-Harassment and Non-Discrimination Policy**

Clemson University's full official Anti-Harassment and Non-Discrimination Policy, including reporting and complaint resolution procedures, may be [viewed on the University's website.](#)

The *Policy Statement* and *Definitions* sections from this document are copied below:

#### **"POLICY STATEMENT:**

This document defines Clemson University's policy regarding harassment/discrimination. Clemson University is committed to an educational and work environment in which all individuals are treated with respect and dignity, free from harassment and/or discrimination. Accordingly, it is the policy of Clemson University that harassment/discrimination as defined in this policy, by employees, students or non-employees will not be tolerated. It is also the policy of Clemson University that retaliation against any person who has filed a complaint of harassment/discrimination or who has assisted or participated in any manner in the investigation and resolution of a complaint of harassment/discrimination is prohibited and subject to disciplinary action.

Clemson University will respond promptly to all complaints of harassment, discrimination, and retaliation. Immediate and appropriate corrective action will be taken when it is determined that harassment has occurred. The available complaint resolution processes are described below and differ depending on whether the person allegedly violating the policy is a student or non-student.

Violation of this policy can result in any disciplinary action that the University deems appropriate up to and including termination from employment (employees), dismissal from the University (students) or

disassociation/removal from campus (visitors and other non-students). More information about possible sanctions can be found in section V of this policy.

The policy is intended to meet Clemson University's responsibilities under Titles VI and VII of the Civil Rights Act 1964, the Pregnancy Discrimination Act of 1978, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employments Act of 1967, the Age Discrimination Act of 1975, the Vietnam Veterans Readjustment Assistance Act of 1974, the Genetic Information Nondiscrimination Act of 2008, the Violence Against Women Act, and applicable provisions of the South Carolina Human Affairs Law.

#### DEFINITIONS:

**Discrimination:** Discrimination is the denial or exclusion of an individual or group of individuals from participation in or receiving the benefits of any program or activity of the University. Discrimination based on race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g. opposition to prohibited discrimination or participation in the statutory complaint process, etc.) is prohibited. Examples may include exclusion from employment, benefits, or access to academic programs and opportunities.

**Harassment:** In general, harassment is unwelcome verbal or physical conduct, based upon race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, status as a military veteran, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process), that unreasonably interferes with the person's work or educational performance or creates an intimidating or hostile work or educational environment.

Examples may include, but are not limited to, epithets, slurs, jokes or other verbal, graphic or physical conduct.

**Sexual Harassment:** Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature including sexual violence. Sexual violence is defined as sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see definition of consent below). A number of different acts fall into the category of sexual violence and are defined as follows:

1. **Sexual Assault and/or Battery:** Any attempted or actual act of nonconsensual sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of a person's body or of any other object into the oral, genital or anal openings of another person's body. This includes forcible or non-forcible sex offenses under the uniform crime reporting system of the Federal Bureau of Investigation:

- Rape – The carnal knowledge of a person without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacitation;
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacitation;

- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
  
- Non-forcible sexual intercourse with a person who is under the statutory age of consent (In South Carolina the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.)

2. Sexual Coercion: The act of using pressure through threats, alcohol or drugs, or force to have sexual contact with someone against his or her will. Persistent attempts to have sexual contact with someone who has already refused is a type of sexual coercion.

3. Sexual Misconduct: Any other nonconsensual conduct of a sexual nature including but not limited to touching, fondling, kissing, groping, indecent exposure, sex-based cyber-harassment, peeping or other voyeurism, forcing others to view sexual activity, and/or the non-consensual photography, video or audio taping of sexual activity.

4. Dating/Relationship Violence: Dating/Relationship Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such relationship shall be based on a) the length of the relationship, b) the type of the relationship and c) the frequency of interaction between the persons involved in the relationship. This includes sexual or physical abuse or the threat of such abuse.

5. Domestic Violence: A felony or misdemeanor crime of violence committed by:

1. A current or former spouse or intimate partner of the victim;
2. A person with whom the victim shares a child in common;
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
4. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
6. Stalking: Stalking is defined as a course of conduct<sup>[1]</sup> directed at a specific person that would cause a reasonable person<sup>[2]</sup> to –
  - i. fear for the person's safety or the safety of others.
  - ii. suffer substantial emotional distress<sup>[3]</sup>.<sup>[4]</sup>

*[1] Course of Conduct means two or more acts, including but not limited to, acts in which a stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.*

*[2] Reasonable Person means a reasonable person under similar circumstances and with similar identities to the complainant.*

*[3] Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.*

*[4] Stalking is not always directed at someone due to his/her gender/sex. Even if it is not related to sex or gender, it is prohibited and will be addressed through this policy and the appropriate procedures for handling complaints.*

Additional information on policies and procedures for equitable treatment (including information related to affirmative action, individuals with disabilities, military veterans, etc.) can be found [on the Office of Access and Equity website](#).

## **12 Standards of Conduct**

Clemson University prohibits the illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs on University property (Greenville ONE) or as part of any University activity. More specifically:

- a. No student shall unlawfully manufacture, use, possess, distribute or dispense any illegal drug, controlled substance or alcohol.
- b. No student under 21 years of age shall possess, sell, purchase or consume alcoholic liquor, beer or wine.
- c. No student of legal age shall purchase for, or sell or provide to, a person under 21 years of age any alcoholic liquor, beer or wine.
- d. No student of legal age shall possess or consume alcoholic liquor, beer or wine except during special events approved and sponsored by University Academic Programs.

## Appendix A: MBA Corporate Curriculum Overview and Course Descriptions

Course Number, Name (Credit Hours)	Course Description
<b>FOUNDATION CLASSES</b>	
MBA 8030 Statistical Analysis and Introduction to Analytics(3)	Application of modern statistical inference in business operations. Topics include testing statistical hypotheses, consequences of making decisions with incomplete information, univariate and multivariate regression with emphasis on business applications and design of experiments and analysis of variance. Special attention is given to efficient and relevant data collection and interpretation.
MAB 8160 Introduction to Finance (2)	Basic concepts of finance with emphasis on using financial data for decision-making; measuring, processing, reporting, and analysis of financial information; use of discounted cash flow analysis in valuation and the measurement of risk and return. Designed for MBA students lacking background in finance.
MBA 8190 Introduction to Accounting (2)	Basic concepts of accounting with an introduction to basic principles of accounting and to demonstrate how accounting techniques are applied in decision-making. Designed for MBA students lacking background in accounting.
MBA 8590 Managerial Decision Modeling (3)	Management science techniques and their application to a wide range of managerial decisions. Topics include queuing models, linear programming, transportation problems, and simulation.
MBA 8500 Business Communications (1) <i>Take this course in conjunction with MBA 880 &amp; MBA 881; together they comprise one 3-hour block of credit</i>	Techniques, skills, problems, and approaches for effective business communications; strengths and weaknesses of various communications forms with concentration on informative and persuasive models. Includes practical experience in written work and presentations, video and verbal feedback, teamwork, problem solving, and situational presentations. To be taken Pass/Fail only.
MBA 8800 Seminar (1) – Career Management <i>Take this course in conjunction with MBA 850 &amp; MBA 881; together they comprise one 3-hour block of credit</i>	Discussion of topics in professional development for MBA students through workshops and other activities. To be taken Pass/Fail only.
MBA 8810 Ethics & Leadership (1) <i>Take this course in conjunction with MBA 850 &amp; MBA 880; together they comprise one 3-hour block of credit</i>	Exposes MBA students to various ethical, leadership and personal development venues through a combination of speakers, networking activities, workshops, competitions, personal development exercises and other related activities. To be taken Pass/Fail only.
<b>CORE CLASSES</b>	
MBA 8060 Operations Management (3)	How firms create value and how decisions in the areas of capacity, facilities, technology, vertical integration, workforce, quality, production planning/materials control, and organization influence a firm's ability to add value; decisions and analysis tools used for these decisions. Preq: MBA 803 or equivalent, or consent of instructor.
MBA 8070 Financial Management (3)	Theory of financial management as it relates to the financial problems faced by business concerns. Concepts developed are used to assess the validity of emerging formalized techniques for improving decision making in the financial area. Topics include financial planning, short-and



	long-term fund raising, capital budgeting, the administration of working capital, recapitalization, listing of securities, and reorganization. Case material and problems are used. Prereq: MBA 819 or equivalent and MBA 803 equivalent.
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MBA 8090 Organizational Behavior (3)	Theories and models of behavior; human resources management concepts and processes as they apply to managing individual and work-group behavior in organizations. Organizational behavior topics include leadership, motivation, and teamwork. Human resource management topics include human resources strategy, selection, performance evaluation, reward systems, and employee development.
MBA 8540 Managerial Accounting (3)	Analysis, interpretation, and use of accounting information for planning and control in business and nonbusiness organizations. Includes profit planning, budgeting and standards; product and segment costing and evaluation; and case studies and computer-based assignments. Preq: MBA 819 or equivalent or consent of instructor.
MBA 8600 Advanced Marketing Strategy (3)	Advanced marketing theory and critical thinking skills applied to support strategic decision making. Data analysis and advanced marketing models are employed with emphasis on building analytic and assessment skills. Offered spring semester only. Preq: MBA 829 or equivalent or consent of instructor.
MBA 8610 Management Information Systems (3)	The critical role of information systems in contemporary business organizations; key information systems and technologies; their impacts both within and across organizational settings.
MBA 8620 Managerial Economics (3)	Use of economic analysis in managerial decision making. Topics include the theory of cost, production, industrial organization, coordination, and control of the firm, from theoretical concepts to actual decision making.
MBA 8700 Strategic Management (3)	Investigation of the ongoing process of positioning a firm for competitive advantage in its changing business environment focusing on the role of general managers in formulating and implementing strategies for single and multi-business firms. Business cases, class discussions, and group projects are used to integrate content from previous business courses. Offered spring semester and summer session only. Preq: MBA 807 and 809; pre- or co-req: MBA 860; or consent of instructor.
<b>INTERNSHIP CLASS</b>	
MBA 8880 Internship (2-6)	Preplanned, preapproved, faculty-supervised internship designed to give students on-the-job learning in support of classroom education. A 2-credit hour internship must be no less than 120 contact hours; a 6-credit internship must be no less than 360 contact hours.
<b>ELECTIVES</b>	<b>NOTE THAT MANY ELECTIVE COURSES HAVE DEPT. DESIGNATIONS OTHER THAN "MBA" – THE LISTING BELOW IS ORGANIZED BY DEPARTMENT</b>
<b>MBA PROGRAM ELECTIVE COURSES</b>	
MBA 8110 International Business Management (3)	Survey and analysis of managerial theory and the practice of international business, including the influence of cultural, economic, political and financial factors affecting the management of the firm. Case studies of companies engaged in international business are discussed.
MBA 8450 Technology and Innovation Management (3)	Interdisciplinary examination of problems and issues in integrating technology and innovation into processes and products; evaluating tangible and intangible aspects of new technology adoption; management research and development; and functional integration of

	marketing and operations.
MBA 8740 Managing Continuous Improvement (3)	How to initiate and lead change toward a total quality environment; basic tools of quality management; use of teams to achieve change; quality function deployment; ISO 9000; supplier development; and use

	of survey methods to track progress of change. Preq: MGT 803 or consent of instructor.
MBA 8750 Enterprise Development (3)	Studies the entrepreneurial process from conception to birth of new venture emphasizing discovery, searching for opportunities, and gathering resources to convert opportunities to businesses. Students learn how to evaluate entrepreneurs and their plans by working in teams to write a business plan for a new venture.
MBA 8990 Selected Topics in Business Administration (3) MBA 8990 Advanced Leadership (3) MBA 8990 Global Business Transactions (3) MBA 8990 Brand Management (3) MBA 8990 Business of Sport and Entertainment (3) <b>Current regular offerings:</b> MBA 8990 Creativity in Business (3) COURSE OFFERED ON-LINE ONLY <b>**Students can take a maximum of 9 Credits in MBA 8990</b>	Current topics in business administration as they relate to the manager. May be repeated for a maximum of nine credits with different topics.  Focus on developing techniques for creative thinking within a business context; building understanding and abilities in creativity by becoming familiar with both personal creativity and business creativity in order to increase one's capacity to generate new ideas and be more innovative in the business environment.
<b>MGT DEPT ELECTIVE COURSES</b>	
MGT 8120 Supply Chain Management (3)	In-depth study, through case studies and readings, of methodologies for designing and managing integrated, international supply chain networks. Topics include supply network design, distribution strategy, strategic alliances, inventory management, coordinated product and network design, and information systems for supply chain.
MGT 8200 Service Operations Management (3)	Concepts and techniques of service operating system design and management. Topics include characteristics of services, service system performance measurement, queuing and automation, planning and control in different service environments, and international service operations. Preq: MGT 803 or consent of instructor.
MGT 8660 System Analysis and Design 3(2,1)	Software engineering methods and techniques specific to analysis and design of information systems. Topics include concepts and methods for valuation of IT applications, data gathering, and process, data and object-oriented modeling analysis and design.
<b>MKT DEPT ELECTIVE COURSES</b>	
MKT 8610 Marketing Research (3)	Marketing theory and critical thinking to support decision making; data analysis and advanced marketing models are employed with emphasis on building assessment skills. Primary topics are gathering primary and secondary data, questionnaire design, sampling, experimental design, data collection and data analysis. Preq: Enrollment in MS in Marketing or MKT 860 or consent of instructor.
MKT 8620 Quantitative Methods in Marketing (3)	Advanced quantitative analytic methods and their use in translating facts into meaningful information. Provides practical understanding of several advance quantitative data analytic procedures including both predictive and interdependence techniques. Application to case analysis format to broaden analysis skills. Preq: MKT 861 or consent of instructor.
MKT 8630 Buyer Behavior (3)	Buyer decision processes in the purchase and consumption of goods and services by both businesses and consumers. Topics include economic, sociocultural and psychological aspects of buying behavior; decision-making processes and buyer choice; individual and group level influences on consumer behavior; and implications of consumer behavior for marketers. Preq: Enrollment in MS in Marketing or MKT 860 or consent of instructor.

MBA/MKT 8280 Services Marketing (3)	Nature of services marketing and the special requisites that distinguish successful services marketing from goods marketing. Topics include promoting and making the service tangible, designing optimal service operations, the ideal service worker, pricing of services and critical points of services delivery. Preq: MBA 829 or equivalent.
MKT 8660 Selected Topics in Marketing (3)	Current topics in marketing theory and research. Topics vary with developments in the marketing profession. May be repeated for a maximum of six credits, but only if different topics are covered. Preq:MKT 860 or consent of instructor.

## **Appendix B: Electives**

All Corporate MBA students are required to complete 12 credit hours of elective courses.

The list of elective courses that are typically offered are listed in Appendix A. Please note that there may occasionally be courses offered by other departments that could substitute for one of these classes – contact your academic advisor for assistance if you are interested in taking a course that is not listed as a standard pre-approved course.

## **Appendix C: MBA Corporate and Part-Time Course Planning Guide**

The following pages contain course-planning guides, curriculum check sheet, and program layouts for different scenarios based upon your previous academic experience and work experience.

**\* The MBA Department attempts to replicate the same semester schedule each year, but cannot guarantee the availability of all courses and the exact meeting days and times for all future semesters. All students are advised to meet with an academic advisor well in advance of the next academic registration to plan their individual schedules. All students planning to graduate within the next academic year are strongly advised to meet with an academic advisor to minimize the chance that a scheduling conflict will jeopardize timely graduation.**

## Clemson MBA DAY Course Planning Guide Greenville ONE

*Use the projected course offering list to assist in planning your courses. While we do plan to offer these courses, we cannot absolutely guarantee this schedule (classes could be cancelled because of lack of enrollment, faculty schedule conflicts, etc.)*

Course	Fall	Spring	Summer
<b>FOUNDATION</b>			
MBA 8030 Stats Analysis & Intro to Analytics(3)	YES	NO	YES
MBA 8190 Intro to Financial Accounting (2)	YES	YES	YES
MBA 8160 Intro to Finance (2)	YES	YES	YES
MBA 8590 Managerial Decision Modeling (3)	YES	YES	YES
MBA 8500 Business Communications (1)*	YES	YES	NO
MBA 8800 Career Management (1)*	YES	YES	NO
MBA 8810 Seminar on Ethics & Leadership (1)*	YES	YES	NO
<b>CORE</b>			
MBA 8060 Operations Management (3)	NO	YES	YES
MBA 8070 Financial Management (3)	NO	YES	YES
MBA 8090 Organization Behavior & HR Dev (3)	YES	YES	YES
MBA 8540 Managerial Accounting (3)	NO	YES	NO
MBA 8610 Information Systems (3)	NO	YES	YES
MBA 8620 Managerial Economics (3)	YES	NO	YES
MBA 8600 Advanced Marketing Strategy (3)	YES	NO	YES
MBA 8700 Strategic Management (3)	YES	NO	YES
<b>INTERNSHIP</b>			
See page 2 for emphasis course schedule	<b>YES</b>	<b>YES</b>	<b>YES</b>

\* MBA 8500, 8800, and 8810 comprise one three-hour block and must be scheduled together; they cannot be taken separately. Each of the three courses will meet for approximately 5 weeks of the semester during the 3-hour timeslot.

<b>EMPAHSIS*</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
Supply Chain	MGT 8690 - Project Mgt MBA 8450 – Tech & Innov. Mgt.	MGT 8120 – Supply Chain Mgt	MGT 8690 – Project Mgt
Entrepreneurship/Innovation	MBA 8990 - Creativity MGT 8690 - Project Mgt MBA 8450 – Tech & Innov. Mgt.	MBA 8750 - Enterprise Dev. MBA 8990 – Advanced Leadership	MBA 8990 Creativity (online) MGT 869 Project Mgt MBA 8990 – Advanced Leadership (online)
Services Science	MGT 8690 - Project Mgt	MGT 8200 – Service Operations MBA 8650 – Taxation of Business Decisions MBA 8740 – Managing Cont. Improvement	MGT 8690 - Project Mgt
Marketing Analysis	MBA 8600 – Advanced Marketing MBA 8290 – Marketing Foundations	MKT 8660 – International Marketing MKT 8620 – Quantitative Methods	
Other - May apply to any emphasis area but see Emphasis Area Guide for specific guidelines and restrictions		MBA 8990 – Business Sports & Entertainment MBA 8990 – Social Media Strategy	MBA 8110 – International Business Management MBA 8990 – Global Leadership (MBA 8110 + 8990 are part of the Summer Oxford Program)

\*It is not required to declare an emphasis area specialization as part of the Corporate MBA, but rather a way to organize available courses. All schedules are subject to change, dependent on faculty availability and student interest.



## Clemson MBA EVENING Course Planning Guide Greenville ONE

*Use the projected course offering list to assist in planning your courses. While we do plan to offer these courses, we cannot absolutely guarantee this schedule (classes could be cancelled because of lack of enrollment, faculty schedule conflicts, etc.)*

Course	Fall	Spring	Summer
<b>FOUNDATION</b>			
MBA 8030 Stats Analysis & Intro to Analytics(3)	YES	NO	YES
MBA 8190 Intro to Financial Accounting (2)	YES	YES	YES
MBA 8160 Intro to Finance (2)	YES	YES	YES
MBA 8590 Managerial Decision Modeling (3)	YES	YES	YES
MBA 8500 Business Communications (1)*	YES	YES	NO
MBA 8800 Career Management (1)*	YES	YES	NO
MBA 8810 Seminar on Ethics & Leadership (1)*	YES	YES	NO
<b>CORE</b>			
MBA 8060 Operations Management (3)	YES	NO	YES
MBA 8070 Financial Management (3)	YES	YES	YES
MBA 8090 Organization Behavior & H RDev(3)	YES	YES	YES
MBA 8540 Managerial Accounting (3)	YES	YES	YES
MBA 8610 Information Systems (3)	YES	YES	YES
MBA 8620 Managerial Economics (3)	YES	YES	YES
MBA 8600 Advanced Marketing Strategy (3)	YES	YES	YES
MBA 8700 Strategic Management (3)	YES	YES	YES
<b>EMPHASIS*</b>			
See page 2 for emphasis course schedule	<b>YES</b>	<b>YES</b>	<b>YES</b>

\* MBA 850, 880, and 881 comprise one three-hour block and must be scheduled together; they cannot be taken separately. Each of the three courses will meet for approximately 5 weeks of the semester during the 3-hour timeslot.

EMPAHSIS*	Fall	Spring	Summer
Project Management	MGT 8690 - Project Mgt MBA 8450 – Tech & Innov. Mgt.		MGT 8690 – Project Mgt
Entrepreneurship/Innovation	MBA 8990 - Creativity MGT 8690 - Project Mgt MBA 8450 – Tech & Innov. Mgt.	MBA 8750 - Enterprise Dev. MBA 8990 – Advanced Leadership	MBA 8990 Creativity (online) MGT 869 Project Mgt MBA 8990 – Advanced Leadership (online)
Global Management (Requires Study Abroad)		MBA 8990 – International Investments Strategy (Study Abroad during Spring Break in Europe. Location TBA)	MBA 8110 – International Business Management + MBA 8990 – Global Leadership (Both Courses are part of Summer in Oxford Program)
Marketing Analysis	MBA 8990 –Digital Marketing	MKT 8660 – International Marketing (offered on Main Campus only)	MBA 8990 – Brand Management
Business Analytics	MBA 8990 – Data Analytics and Visualization MBA 8990 – Digital Marketing MBA 8990 – Business Analytics Models		
Other - May apply to any emphasis area <u>but</u> see Emphasis Area Guide for specific guidelines and restrictions	MBA 8990 – MBA Executive Class MBA 8990 – Strategic Human Resource Management		MBA 8990 – Strategic Human Resource Management MHA 7210 – Health Care Delivery Systems MHA 7170 – Topics in Health Economics

\*It is not required to declare an emphasis area specialization as part of the Corporate MBA, but rather a way to organize available courses. All schedules are subject to change, dependent on faculty availability and student interest.

## MBA in Entrepreneurship and Innovation Concentration Full-Time Program

Summer		
<b>MBA 8990</b>	Creativity, Innovation and Entrepreneurship (3)	Creativity and innovation in entrepreneurship and business
<b>MBA 8490</b>	Entrepreneurial Strategy (3)	Case based class focused on the applications of strategic thinking and best practices in new ventures
Fall		
<b>MBA 8310</b>	Communication and Sales (2)	Elevator pitches, presentations and sales strategies
<b>MBA 8430</b>	Entrepreneurial Accounting (2)	Basic accounting techniques and integrating
<b>MBA 8470</b>	New Venture Creation (2)	Students work to set up a new venture, build
<b>MBA 8480</b>	Marketing and Digital Strategy (3)	Basic marketing principles and digital strategies such as web optimization and social media
<b>MBA 8810</b>	Ethics and Leadership (1)	Leadership and Soft Skill Training
<b>MBA 8880</b>	Entrepreneurial Internship (3)	Required for all students
Spring		
<b>MBA 8400</b>	Entrepreneurial and Venture Marketing (2)	Techniques, skills, problems and advanced concepts of entrepreneurship and venture management
<b>MBA 8440</b>	Entrepreneurial Law (1)	Legal issues from setting up a new business to protecting intellectual property
<b>MBA 8450</b>	Management of Technology and Innovation (3)	Study the strategies and best practices employed in technology and new product development
<b>MBA 8510</b>	Operations and Logistics (1)	Production, design, safety, environment and logistics
<b>MBA 8520</b>	Social Entrepreneurship (1)	Social entrepreneurship embracing sustainability and hybrid entrepreneurship principles
<b>MBA 8720</b>	Venture Finance (3)	Basic financial concepts and entrepreneurial applications including various forms of funding and raising capital
<b>MBA 8990</b>	Negotiations (3)	Topics range from growing family owned businesses to corporate entrepreneurship
Summer – Mini A		
<b>MBA 8340</b>	Business Plan Capstone/Enterprise Award (3)	Students work to finalize business plans and give presentations to business leaders who will award funds to the best proposals

## MBA in Entrepreneurship and Innovation Concentration Part-Time Program

Summer		
<b>MBA 8810</b>	Ethics and Leadership (1)	Leadership Skills and Soft Skill Training
<b>MBA 8990</b>	Creativity, Innovation and Entrepreneurship (3)	Creativity and innovation in entrepreneurship and business
<b>MBA 8990</b>	Introduction to Internship (1)	
Fall		
<b>MBA 8490</b>	Entrepreneurial Strategy (3)	Case based class focused on the applications of strategic thinking and best practices in new ventures
<b>MBA 8880</b>	Internship (2)	
Spring		
<b>MBA 8430</b>	Entrepreneurial Accounting (2)	Basic accounting techniques and integrating accounting principles into everyday business activities
<b>MBA 8510</b>	Operations and Logistics (1)	Production, design, safety, environment and logistics
<b>MBA 8440</b>	Entrepreneurial Law (1)	Legal issues from setting up a new business to protecting intellectual property
<b>MBA 8520</b>	Social Entrepreneurship (1)	Social entrepreneurship embracing sustainability and hybrid entrepreneurship principles
Summer		
<b>MBA 8450</b>	Management of Technology and Innovation (3)	Strategies and best practices employed in technology and new product development
<b>MBA 8470</b>	New Venture Creation (2)	Setting up a new venture, building networks and creating a business plan
Fall		
<b>MBA 8480</b>	Marketing and Digital Strategy (3)	Basic marketing principles and digital
<b>MBA 8990</b>	Special Topics (3)	Topics range from growing family-owned businesses to corporate entrepreneurship
Spring		
<b>MBA 8400</b>	Entrepreneurship and Venture Management (2)	Techniques, skills, problems and advanced concepts of entrepreneurship and venture management
<b>MBA 8720</b>	Venture Finance (3)	Basic financial concepts and entrepreneurial applications including various forms of funding and raising capital
Summer		
<b>MBA 8340</b>	Business Plan Capstone (3)	This course will focus on students "Innovation at Work" Project or "Business Proposal" competition
<b>MBA 8310</b>	Communication and Sales (2)	Elevator pitches, presentations and sales strategies



## Part Time 24 Month Program – Fall Start Only

Orientation & Statistics BootCamp		
As part of new student orientation, students will attend a mandatory residency weekend in July for the Statistics BootCamp preparatory course.		
FALL – first year		
Course Number & Title	Credit Hours	Description
MBA 8180 – Intro to Business Intelligence & Analytics for Managerial Decision Making	3	Online course designed to introduce common language, terminology and concepts related to business analytics as well as basic statistical concepts and skills.
MBA 8040 – Analytics & Statistical Modeling for Managerial Decision Making	3	Data management, model fitting, model interpretation and analysis, linear models, exploratory data analysis, classification and regression.
PRING – first year		
Course Number & Title	Credit Hours	Description
MBA 8990 – Business Analytics Programs	3	Logical problem-solving processes understanding the structure of Python and key libraries/packages for data engineering and visualizations.
MBA 8060 – Operations Management	3	Capacities, facilities, tests, vertical integration, workforce issues, materials control and other issues related to business operations.
SUMMER – first year		
Course Number & Title	Credit Hours	Description
MBA 8540 – Managerial Accounting	3	Analysis, interpretation and use of accounting information for planning and control in business decisions.
MBA 8610 – Information Systems	3	Critical role of information systems in business organizations.
FALL – second year		
Course Number & Title	Credit Hours	Description
MBA 8070 – Financial Management	3	Theory of financial management as it relates to the financial problems faces by business concerns
MBA 8660 – Data Management & Warehousing	3	Focus on realizing business advantage and potential of data assets, operational and business intelligence in managerial decision making.
SPRING – second year		
Course Number & Title	Credit Hours	Description
MBA 8170 – Business Forecasting Techniques & Applications	3	Study of techniques and their applications for developing and assessing business forecasts
MBA 8990 – Special Topics - Marketing	3	Marketing principles essential to leading and managing the marketing function of an organization. Key topics addressed within.
SUMMER – second year		
Course Number & Title	Credit Hours	Description
MBA 8700 – Strategic Management	3	Ongoing process of positioning a firm for competitive advantage in a changing environment
MBA 8880 – Internship (Capstone Project)	2	Required for all students. Project-based course in conjunction with MBA 8700
MBA 8810 – Ethics & Leadership	1	Leadership and soft skills training.

The Part-Time MBA in Business Analytics program delivery is blended online and in-person.

- Students will meet in person twice a semester for one course for the residency weekends.
  - Class times: Friday (12pm-8pm), Saturday (8am-8pm), Sunday (8am-12pm)
- Remaining course(s) is completed online over the semester.

# MBA in DIGITAL BRAND COMMUNICATIONS



## Part-Time 24 Month Program – Fall Start Only

### Orientation & Statistics BootCamp

As part of new student orientation, students will attend a mandatory residency weekend in July for the Statistics BootCamp preparatory course.

### FALL – first year

Course Number & Title	Credit Hours	Description
MBA 8190 & 8160 – Intro to Financial Accounting & Intro to Finance	4	Basic concepts of Accounting and finance
MBA 8810 – Ethics & Leadership	1	Leadership and soft skills training
MBA 8210 – Brand Insights & Digital Trends	3	Strategic, business-focused overview of brand communication channels and their impact on the customer journey as it relates to brand building

### SPRING – first year

Course Number & Title	Credit Hours	Description
MBA 8600 – Advanced Marketing	3	Data analysis and advanced marketing models are employed with emphasis on building analytic and assessment skills
MBA 8220 – Digital Content Strategy	3	An overview and application of brand building content strategies and evaluation metrics via digital channels to achieve business goals

### SUMMER – first year

Course Number & Title	Credit Hours	Description
MBA 8700 – Strategic Management	3	Investigation of the ongoing process of positioning a firm for competitive advantage in a changing environment
MBA 8230 – Digital Media Planning	3	An overview and application of digital media channels and tools to drive brand awareness and business growth

### FALL – second year

Course Number & Title	Credit Hours	Description
MBA 8070 – Financial Management	3	Theory of financial management as it relates to the financial problems faces by business concerns
MBA 8080 – Business Data Analytics & Visualization	3	Basic theories of cognition and data visualization are covered using industry standard software

### SPRING – second year

Course Number & Title	Credit Hours	Description
MBA 8590 – Decision Modeling	3	Survey of decision modeling techniques useful in managerial decision making
MBA 8550 – E-Commerce Platforms	3	Explore key E-commerce channels and their role in driving brand sales and business growth

### SUMMER – second year

Course Number & Title	Credit Hours	Description
MBA 8090 – Organizational Behavior & HR Development	3	Human resource management concepts & processes as applied to managing individual & work-group behavior in organizations
MBA 8730 – Digital Strategy Capstone	3	Digital strategy capstone project digital channel planning tactics are applied

Part-time MBA in Digital Brand Communications program delivery is hybrid – a blend of online and in-person courses.

- Students will meet in person twice a semester for one course during residency weekends at Greenville ONE. *Class times:* Friday (12pm-8pm), Saturday (8am-8pm), Sunday (8am-12pm).
- Remaining coursework is completed online over the semester.



## MBA Curriculum Checklist

### Foundation Courses (13 credit hours):

*Courses may be waived based on prior undergraduate or graduate coursework at the discretion of the MBA office.*

		Semester Hours
_____	MBA 8030 Statistical Analysis of Business Operations	3
_____	MBA 8190 Introduction to Financial Accounting	2
_____	MBA 8160 Introduction to Finance	2
_____	MBA 8590 Managerial Decision Modeling	3
_____	MBA 8500 Business Communication	1
_____	MBA 8800 Career Management	1
_____	MBA 8810 Seminar on Ethics and Leadership	1

### Core Courses (24 credit hours):

		Semester Hours	Prerequisites
_____	MBA 8060 Operations Management	3	MBA 8030
_____	MBA 8070 Financial Management	3	MBA 8160
_____	MBA 8090 Organizational Behavior & Human Resource Development	3	
_____	MBA 8540 Managerial Accounting*	3	MBA 8190
_____	MBA 8600 Advanced Marketing Strategy	3	
_____	MBA 8610 Information Systems	3	
_____	MBA 8620 Managerial Economics	3	
_____	MBA 8700 Strategic Management	3	MBA 8070, 8600

\*If you have a bachelor's degree in accounting from an AACSB accredited school within the last five years or you have at least two years of experience in managerial accounting, please replace MBA 854 with an additional emphasis course.

### Elective Courses (12 credit hours)\*\*:

		Semester Hours	Prerequisites
_____	Elective Course	3	Varies by course
_____	Elective Course	3	Varies by course
_____	Elective Course	3	Varies by course
_____	Elective Course	3	Varies by course

### Internship (6 credit hours)\*\*\*:

		Semester Hours
_____	MBA 8880 Internship	6

\*\*Students can work with their academic advisor to enhance their MBA degree through a diverse set of elective courses, some of which can be combined toward an emphasis area or a certificate offering.

\*\*\*Internship is require for full time students with less than two years of professional experience.

## **Appendix D: Faculty Biosketches**

Faculty biosketches may be found in the [directory](#) on the Wilbur O. and Ann Powers College of Business website.



**Appendix E: Map of Greenville ONE**



<https://www.google.com/maps/place/1+N+Main+St,+Greenville,+SC+29601/@34.851126,-82.4015494,17z/data=!3m1!4b1!4m5!3m4!1s0x885831d1f94696af:0xb981f265b8befb44!8m2!3d34.851126!4d-82.3993607?hl=en>

# Appendix F: Greenville ONE Floor Plan

## 5<sup>th</sup> Floor:



Clemson at Greenville One  
Fifth Floor Plan



6<sup>th</sup> Floor:



Clemson at Greenville One  
Sixth Floor Plan



7<sup>th</sup> Floor:



Clemson at Greenville One  
Seventh Floor Plan



# 8<sup>th</sup> Floor:



Clemson at Greenville One  
Eighth Floor Plan

