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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. Linda Matheson: lparr@clemson.edu or 864-656-3975; 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, 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. Both full-time and part-time 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, incubators 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 Monday for additional questions at 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

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

2.3 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 maintain student housing in Greenville, but the MBA program has worked with local apartment complexes and property management firms to secure special offers on local housing options in the Greenville area. See apartment guide here.

2.5 Regional Information
The Greater Greenville Convention & Visitors Bureau is an excellent source of information for local sites and attractions. The Bureau prepared a self-guided walking/driving tour of the downtown area.
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 making travel plans, registering for classes, paying tuition bills, 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. Linda Parr in the main office, and she will be able to direct you to the right person.

<table>
<thead>
<tr>
<th>Who’s Who:</th>
<th>How to reach us:</th>
<th>What we can help you with:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Greg Pickett</td>
<td><a href="mailto:pgregor@clemson.edu">pgregor@clemson.edu</a> 864-656-3975</td>
<td>• General program concerns or suggestions</td>
</tr>
<tr>
<td>Ms. Linda Matheson</td>
<td><a href="mailto:lparr@clemson.edu">lparr@clemson.edu</a> 864-656-3975</td>
<td>• General university requirements (health forms, proof of citizenship, graduate school forms, etc.) • Local housing &amp; transportation information • One-time program deposit</td>
</tr>
<tr>
<td>Ms. Kristin Allen Hawk</td>
<td><a href="mailto:klallen@clemson.edu">klallen@clemson.edu</a> 864-656-8173</td>
<td>• Admissions information and criteria • Application status • MBA recruiting events</td>
</tr>
<tr>
<td>Ms. Gail DePriest</td>
<td><a href="mailto:gpriest@clemson.edu">gpriest@clemson.edu</a> 864-915-9900</td>
<td>• Leadership development • Corporate partnerships</td>
</tr>
<tr>
<td>Ms. Jane Layton</td>
<td><a href="mailto:elayton@clemson.edu">elayton@clemson.edu</a> 864-656-8175</td>
<td>• Course scheduling • Academic standing (probation) • Transfer course approvals</td>
</tr>
<tr>
<td>Ms. Jamie Patterson</td>
<td><a href="mailto:jpatte4@clemson.edu">jpatte4@clemson.edu</a> 864-656-8183</td>
<td>• Job placement opportunities (internship and full-time) • Career fairs • Employer relations • Alumni relations • Career counseling/Resume review</td>
</tr>
<tr>
<td>Dr. Matt Klein</td>
<td><a href="mailto:mcklein@clemson.edu">mcklein@clemson.edu</a> 843-327-8451</td>
<td>• MBAe Business Development Advising • General MBAe questions</td>
</tr>
<tr>
<td>Ms. Emily Luneau</td>
<td><a href="mailto:eluneau@clemson.edu">eluneau@clemson.edu</a> 864-365-0604</td>
<td>• Admissions information &amp; criteria • Prospective student contact • Application &amp; enrollment status</td>
</tr>
<tr>
<td>Ms. Alrinthea Carter</td>
<td><a href="mailto:alrinh@clemson.edu">alrinh@clemson.edu</a> 864-656-8184</td>
<td>• Academic Advising • Class schedules • GS2 Forms • Leave of Absence forms</td>
</tr>
<tr>
<td>Ms. Emily Gowan</td>
<td><a href="mailto:egowan@clemson.edu">egowan@clemson.edu</a> 864-656-8090</td>
<td>• Advertising Contracts • Marketing</td>
</tr>
<tr>
<td>Mr. Brandon Zellars</td>
<td><a href="mailto:brandoz@clemson.edu">brandoz@clemson.edu</a> 864-656-8090</td>
<td>• Graphic Design</td>
</tr>
</tbody>
</table>
The majority of our MBA professors are members of the Clemson University --- 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 500 students. We have approximately 200 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.

While students are classified as a full-time student or working professional for admission purposes, we offer students the flexibility to arrange their schedules in the way that best meet their needs so that full-time students may enroll in evening classes and working professional students may enroll in day classes. Classes run Monday -Thursday.

4.1.2 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.
4.1.3 MBA Curriculum

The current MBA curriculum consists of 5 Foundation Courses (13 credit hours), 11 Core Courses (27 credit hours), and 3 Elective Courses (9 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” upon admission, 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.

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 AACSBN accredited school provided you earned a B or better in the course. You should discuss transfer credits with Jane Layton or Alrinthea Carter 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.

<table>
<thead>
<tr>
<th>FOUNDATION</th>
<th>CORE</th>
<th>Electives (3 COURSES FROM ANY OF THESE AREAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance &amp; Accounting</td>
<td>Business Communications</td>
<td>Entrepreneurship &amp; Innovation</td>
</tr>
<tr>
<td>Marketing Foundations</td>
<td>Ethics and Leadership</td>
<td>Supply Chain &amp; Info Management</td>
</tr>
<tr>
<td>Business Law</td>
<td>Career Management Seminar</td>
<td>Marketing Analysis</td>
</tr>
<tr>
<td>Decision Modeling</td>
<td>Managerial Economics</td>
<td>Real Estate Development</td>
</tr>
<tr>
<td>Statistics</td>
<td>Managerial Accounting</td>
<td>Study Abroad Options</td>
</tr>
<tr>
<td></td>
<td>Organizational Behavior</td>
<td></td>
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<tr>
<td></td>
<td>Operations Management</td>
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<tr>
<td></td>
<td>Management Info Systems</td>
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</tr>
<tr>
<td></td>
<td>Financial Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advanced Marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic Management</td>
<td></td>
</tr>
</tbody>
</table>

A revised Curriculum Check Sheet that reflects these changes is available on page 44.

4.1.4 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.
4.1.5 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.

4.1.6 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 888 (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 888 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 888 course; if you complete your internship during the summer, then you will incur tuition costs for the number of credits you enroll in.

4.1.7 Full-time Tuition Rates

For academic year 2016-2017 all students enrolled in the Clemson MBA program will be assessed a Premier Program Academic fee per semester for graduate education. See detailed information on the Graduate School website.

Thus, the estimated total for academic tuition and fees will be $9,333 per semester for a full-time in-state student and $15,336 per semester for a full-time out-of-state student.

4.1.8 Part-time Tuition Rates

Students who register for less than 9 hours will be charged the part-time off-campus MBA rate. The MBA tuition is classified as “Tier One”. The current Tier One rates are $697 per credit hour for in-state students and $1,392 per credit hour for out-of-state students. These rates are the 2016-2017 Tier One rates and may increase for 2017-2018. See detailed information on the Graduate School website.

4.1.9 Tuition Rates during Summer Internship

Students who are required to complete 6 credit hours of internship as part of their course of study will register for their internship hours during the semester in which they perform their internship. Most students complete their internship during the summer between their first and second academic years. In this case, you will need to register for a total of 6 credit hours of MBA 888 (MBA Internship) during the summer. The anticipated tuition rate for part-time students effective Fall 2016 is $697 per hour for in
state students ($4,182 for 6 credit hours of MBA 888) and $1392 per hour for out-of-state students ($8,352 for 6 credit hours of MBA 888).

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 compliments 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 designed for working professionals who want to earn their MBA quickly, and on their own time. Most classes are delivered executive style with online class options, and weekend class options at the Clemson ONE building. The MBA in Entrepreneurship and Innovation Part-Time, like its Full-Time option, consists of 36 credit hours of coursework and only begins in the Summer. 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 an EnterPrize Award Competition for all students enrolled in the program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 881 Ethics and Leadership (1)</td>
<td>MBA 848 Entrepreneurial Marketing and Digital</td>
</tr>
<tr>
<td>MBA 888 Entrepreneurial Internship (3)</td>
<td>MBA 831 Communication and Sales (2)</td>
</tr>
<tr>
<td>MBA 845 Management of Technology and Innovation</td>
<td>MBA 849 Entrepreneurial Strategy (3)</td>
</tr>
<tr>
<td>MBA 840 Entrepreneurship and Venture</td>
<td>MBA 847 New Venture Creation (2)</td>
</tr>
<tr>
<td>MBA 852 Social Entrepreneurship (1)</td>
<td>MBA 899 Creativity, Innovation, Entrepreneurship (3)</td>
</tr>
<tr>
<td>MBA 843 Entrepreneurial Accounting (2)</td>
<td>MBA 899 Special Topics in Entrepreneurship (3)</td>
</tr>
<tr>
<td>MBA 844 Entrepreneurial Law (1)</td>
<td>MBA 872 Venture Finance (3)</td>
</tr>
<tr>
<td>MBA 851 Operations and Logistics (1)</td>
<td>MBA 834 Business Plan Capstone (3)</td>
</tr>
</tbody>
</table>

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 during the summer session. Please refer to your cohort’s internship syllabus.

4.2.6 Tuition
The MBA in Entrepreneurship and Innovation program is a special one-year program with a set tuition fee of $28,500 (plus additional fees) that applies for both in-state and out-of-state residents that enroll in the full-time program. The MBAe students that wish to enroll in the part-time program will pay a set tuition fee of $34,992 (plus additional fees) for in-state tuition and a set tuition fee of $43,560 (plus additional fees) for out-of-state tuition.

4.2.7 Tuition Rates during Summer Internship
**Please see syllabus for MBAe Summer Internship details.

4.2.8 Miscellaneous
Clemson MBA program will cover core legal service fees for SC LLC. Students are responsible for all other 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 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 818 Intro to Business Intelligence & Analytics for Managerial Decision Making (3) | MBA 807 Financial Management (3) |
| MBA 804 Analytics & Statistical Modeling for Managerial Decision Making (3) | MBA 866 Data Management &Warehousing (3) |
| MBA 899 Analytics & Application Development (3) | MBA 817 Business Forecasting Techniques & Applications (3) |
| MBA 806 Operations Management (3) | MBA 899 Special Topics (3) |
| MBA 854 Managerial Accounting (3) | MBA 870 Strategic Management (3) |
| MBA 861 Information Systems (3) | MBA 888 Internship (2) |
| MBA 881 Ethics & Leadership (1) |  |

4.3.3 GS2 Forms

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

Students who wish to enroll in the MBA in Business Analytics program will pay a set tuition fee of $34,992 (plus additional fees) for in-state tuition and a set tuition fee of $43,560 (plus additional fees) for out-of-state tuition.
4.4 Study-Abroad Opportunities

4.4.1 Long-term study abroad program (pursuing two graduate degrees)

4.4.1.1 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 21 months — one academic year in Greenville and one 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 form 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. During the summer months, dual-degree students may choose to study in China or India through established Clemson and IESEG programs and/or complete an internship.

See additional details here.

4.4.2 Short-term study abroad programs

4.4.2.1 Oxford

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.

4.4.2.2 Spring Break in Europe: Vienna, Prague, Berlin

MBA 8990 Global Business Transactions

The course will compare and contrast typical U.S. business aspects with those encountered when foreign jurisdictions are involved. We will also discuss often overlooked areas, such as cultural differences, legal differences, ethical differences, U.S. regulatory regimes, foreign regulatory regimes, which can have a significant impact on businesses as they push growth internationally.

• 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)
• Students will have business visits in each city – Vienna, Austria; Prague, Czech Republic; Berlin, Germany
• Free time for cultural exploration in each city

See additional details here.

Dates: Students will travel to Europe March 18th – March 26th. The class will meet weekly during the full Spring 2017 semester.

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.

**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).

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. You can check the registration phase-in schedule online for your specific registration time. Priority is determined by the last three digits of your CU ID number. 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.

Incoming students may wait to register for their first semester during orientation. We will demonstrate the registration process and have someone available to assist you and answer questions about the registration process during orientation. However, some of our evening classes do fill rather quickly, so working professional evening students are encouraged to register early.

**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 Alrinthea Carter. 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** can be viewed online through iROAR. Please note that you will not receive a bill through the mail or by e-mail. 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.

**Payment Methods:**

- **e-Checks:** eChecks are the preferred method of payment and are offered as a payment option with no additional service charge. You may pay via eCheck on iROAR.

- **Credit/Debit Card:** Access via iROAR. Clemson University accepts VISA, MasterCard, Discover and American Express for tuition and student fee payments. **Clemson University does NOT accept in-person credit/debit card payments for tuition and fees.** A 2.75% non-refundable service fee will be assessed at the time of the transaction. (Please note that some debit cards have a daily transaction limit and will decline transactions over a designated dollar amount, regardless of the cardholder’s available balance.)

- **Cash:** Due to increasing security concerns, the Student Financial Services Office will no longer accept cash as a form of payment for tuition. We apologize for any inconvenience this may cause, but we do not want to jeopardize the safety of students/employees carrying cash on campus.

- **Mail:** Checks and money orders can be mailed to: **(be sure to include the student ID#)** Clemson University

Clemson University/Student Financial Services
G-08 Sikes Hall Box 345307
Clemson, SC 29634-5307
Payment Plans are available for fall and spring semesters. There are no payment plans available for summer sessions. Students wishing to use a payment plan will sign-up online at http://iroar.clemson.edu.

International Wire Transfers: Students can send international payments to Clemson through Flywire, which allows you to pay from almost any country and any bank, save on bank fees and exchange rates, and track your payment from start to finish. More detailed instructions may be found by selecting the following: International Wire Instructions.

529 College Savings Plan: Payments that are submitted by 529 savings plans should be mailed directly to the University at:

Clemson University
Student Financial Services
G-08 Sikes Hall Box 345307
Clemson, SC 29634

Be sure to contact your 529 plan’s administrator, as they will provide you with instructions on how to authorize a withdrawal from your 529 College Savings Plan. Keep in mind that processing these payments takes a varying amount of time, depending on the financial institution. Please do not delay requesting funds from your plan, to avoid a late fee on your account.

TigerStripe cannot be used to pay tuition and fees.

Returned Items: A check, eCheck, EFT or credit card given in payment of University expenses that is returned unpaid by the bank creates an indebtedness to the University. Student Financial Services administers matters relating to the collection of all returned items for student payments. Student Financial Services will re-present returned items for payment of academic fees. A $30 fee will be charged for each returned item. If a payment is returned or dishonored for any reason, the student's account may be debited electronically for the amount of the check plus the $30 returned item fee. See details regarding specific penalties for returned payments online.

Receipts: Receipts for tuition payment are available through iROAR. Please print your receipt as soon as possible. The receipts are not available beyond the current semester.

Refund Policy: No refunds will be made on a semester’s tuition and fees after four weeks from the last day to register. In the case of a total withdrawal from the University, refunds will be based on the effective date of the withdrawal. In the case of a withdrawal from one or more courses (not a total withdrawal), refunds will be based on the date the student drops the course using the on-line registration system. To be eligible for a refund, the student’s request must be received from Registrar’s office prior to the beginning of the next fall/spring semester or subsequent summer term. See more information here.
6 Health Insurance

The Clemson University Student Health Insurance Brochure for 2016-2017 is now 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. We do not have a specific recommended laptop for the MBA program; however, most students probably use either a Mac or a Dell. The University’s laptop recommendations are available online as well as a price list and order form.

8 Graduation Procedures

Please notify the MBA office (alrinth@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 Alrinthea Carter 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 wearth@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](https://www.gradschool.clemson.edu/academic-regulations) if you have any concerns.

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

10.1 Grade Point Ratio (Grade Point Average)

In calculating a student's grade point ratio or grade point average, the total number of grade points accumulated by the student 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 calculated. For each credit hour, the student receives grade points as follows: A---4, B---3, C---2, D---0, F---0, I---0, P---0, W---0. Audited courses do not carry credit and are not noted on the student's academic record.

10.2 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.

10.3 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.
10.4 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.**

10.5 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 a C, B, A, Pass or its equivalent.
At the end of each semester, the MBA Academic Director, Jane Layton, is notified of students who have grade point averages below 3.0—either those who failed to remedy a previous probation or those newly added to the list of students on probation. 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 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.

10.6 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 (withdraw) 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.

10.6.1 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 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.

<table>
<thead>
<tr>
<th>Enrollment Limits (Maximum Credit Hours)</th>
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<tbody>
<tr>
<td>Student Category</td>
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<tr>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Full-time students (not on graduate assistantship)</td>
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<tr>
<td>Graduate assistants</td>
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<tr>
<td>Full-time employees</td>
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</tbody>
</table>
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 (and no more than one-third of the graded course credit hours required for a master’s degree) may be transferred to a master’s degree and 48 credit hours of coursework may be transferred to a doctoral degree. All credits transferred to Clemson’s graduate programs must have been completed at a regionally-accredited institution. Credits may be transferred for work completed at off-campus centers of accredited institutions, provided such courses are acceptable, without reservation, in degree programs at those institutions. In all cases, the use of transfer credits must be recommended by the student’s advisory committee and approved by the department. 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 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.

10.10.1 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.
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 Employment 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;
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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 directed at a specific person that would cause a reasonable person to –

   i. fear for the person’s safety or the safety of others.
   ii. suffer substantial emotional distress.

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

<table>
<thead>
<tr>
<th>Course Number, Name (Credit Hours)</th>
<th>Course Description</th>
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</thead>
<tbody>
<tr>
<td><strong>FOUNDATION CLASSES</strong></td>
<td></td>
</tr>
<tr>
<td>MBA 803 Statistical Analysis of Bus Ops (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 819 Introduction to Accounting &amp; Finance (3)</td>
<td>Basic concepts of accounting and 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 accounting and finance.</td>
</tr>
<tr>
<td>MBA 829 Marketing Foundations (2)</td>
<td>Principles and concepts involved in planning, pricing, promoting, and distributing goods and services.</td>
</tr>
<tr>
<td>MBA 837 Legal Environment of Business (2)</td>
<td>Legal and case analysis of court systems and dispute resolution, contracts, business torts, EEOC, Age Discrimination in Employment Act, Americans with Disabilities Act, Employment-at-Will compared to union participation; international legal considerations as these topics relate to business concerns.</td>
</tr>
<tr>
<td>MBA 859 Managerial Decision Modeling (3)</td>
<td>Management science techniques and their application to a wide range of managerial decisions. Topics include queueing models, linear programming, transportation problems, and simulation.</td>
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<tr>
<td><strong>CORE CLASSES</strong></td>
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<tr>
<td>MBA 850 Business Communications (1)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 880 Seminar (1) – Career Management</td>
<td>Discussion of topics in professional development for MBA students through workshops and other activities. To be taken Pass/Fail only.</td>
</tr>
<tr>
<td>MBA 881 Ethics &amp; Leadership (1)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 806 Operations Management (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 807 Financial Management (3)</td>
<td>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</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MBA 809</td>
<td>Organizational Behavior (3)</td>
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<tr>
<td>MBA 854</td>
<td>Managerial Accounting (3)</td>
</tr>
<tr>
<td>MBA 861</td>
<td>Management Information Systems (3)</td>
</tr>
<tr>
<td>MBA 862</td>
<td>Managerial Economics (3)</td>
</tr>
<tr>
<td>MBA 860</td>
<td>Advanced Marketing Strategy (3)</td>
</tr>
<tr>
<td>MBA 870</td>
<td>Strategic Management (3)</td>
</tr>
<tr>
<td>MBA 888</td>
<td>Internship (2-6)</td>
</tr>
</tbody>
</table>

**ELECTIVES**

**NOTE THAT MANY ELECTIVE COURSES HAVE DEPT. DESIGNATIONS OTHER THAN “MBA” – THE LISTING BELOW IS ORGANIZED BY DEPARTMENT**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MBA 811</td>
<td>International Business Management (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 845</td>
<td>Technology and Innovation Management (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 874</td>
<td>Managing Continuous Improvement (3)</td>
<td>How to initiate and lead change toward a total quality environment; basic tools of quality management; use of teams to achieve change;</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>MGT 875</td>
<td>Enterprise Development (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MBA 899</td>
<td>Selected Topics in Business Administration (3)</td>
<td>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 be 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.</td>
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**MGT DEPT ELECTIVE COURSES**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>MGT 812</td>
<td>Supply Chain Management (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MGT 820</td>
<td>Service Operations Management (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MGT 866</td>
<td>System Analysis and Design 3(2,1)</td>
<td>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.</td>
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</table>

**MKT DEPT ELECTIVE COURSES**

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
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<tbody>
<tr>
<td>MKT 861</td>
<td>Marketing Research (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MKT 862</td>
<td>Quantitative Methods in Marketing (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MKT 863</td>
<td>Buyer Behavior (3)</td>
<td>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.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Description</td>
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<tr>
<td>MBA/MKT 828</td>
<td>Services Marketing (3)</td>
<td>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.</td>
</tr>
<tr>
<td>MKT 866</td>
<td>Selected Topics in Marketing (3)</td>
<td>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.</td>
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</tbody>
</table>
Appendix B: Electives

All Clemson MBA students admitted to the program beginning Summer 2012 are required to complete three elective courses. This applies to students who attend class full-time and those who attend class part-time in the evening.

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 the MBA Academic Program Director Jane Layton (elayton@clemson.edu) 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.