



Graduate Programs Student Handbook



West Virginia University®

JOHN CHAMBERS COLLEGE OF
BUSINESS AND ECONOMICS

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INTRODUCTION

Graduate Study at the John Chambers College of Business and Economics:

The John Chambers College of Business and Economics is dedicated to sculpting individuals to be the leaders of tomorrow, through emphasizing fundamental coursework in data analytics, ethical reasoning, strategic management, and leadership in all facets.

Our Mission:

Through our people and our values, the John Chambers College of Business and Economics is committed to educating and transforming our students, our state, and our world toward greater prosperity.

At Chambers College, our people are the core of who we are, and our values guide all we do. Service, curiosity, respect, accountability, and appreciation are the mechanisms through which we accomplish our goals. Our primary goal is much more than educating; it's transforming. Whether acquiring, creating, or disseminating knowledge, the process of learning leaves us forever changed, transformed. We embrace that spirit as we help the people and state of West Virginia realize their own transformations.

Our Vision:

The Chambers College fosters a diverse and inclusive culture and builds business leaders while dedicating ourselves to excellence, innovation and ethics. We catalyze interdisciplinary solutions that advance economic growth in the state of West Virginia and beyond.

Through inclusion, excellence, innovation, and acting ethically, we are an integral part of the growth of our students, state, and partners. Education, research, and outreach are critical intermediaries in the transformation of our stakeholders. We are their catalysts for change. We leverage all our areas of expertise to meet and overcome the challenges faced by the people of West Virginia.

Our Values:

- **Service** - We seek opportunities to serve others and are committed to providing the highest quality of service.
- **Curiosity** - We ask questions, seek new opportunities, and change through innovation.
- **Respect** - We are respectful, transparent, and inclusive with each other.
- **Accountability** - We perform at our very best every day to create a University that is responsive, efficient, and effective.
- **Appreciation** - We support and value each other's contributions as we build a community that is One WVU.

Accreditation:

The John Chambers College of Business and Economics is accredited by AACSB International, the principal accrediting organization for business schools. Only 5% of business schools worldwide achieve this distinction.

AACSB International—The Association to Advance Collegiate Schools of Business (AACSB) connects educators, students, and businesses to achieve a common goal: to create the next generation of great leaders. Synonymous with the highest standards of excellence since 1916, AACSB provides quality assurance, business education intelligence, and professional development services to over 1,600 member organizations and more than 800 accredited business schools worldwide.

When educational, professional, and business organizations become members of the AACSB Business Education Alliance, they are part of a movement united to improve the quality of business education around the

world. AACSB connects, shares, and inspires innovation and quality throughout the member network, as well as the business community. The collective strength of the organization is founded on diverse perspectives, a global mindset, and a commitment to making a difference.

With its global headquarters in Tampa, Florida, USA; Europe, Middle East, and Africa headquarters in Amsterdam, the Netherlands; and Asia Pacific headquarters in Singapore, AACSB's mission is to foster engagement, accelerate innovation, and amplify impact in business education.

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CLAIM LOGIN ACCOUNT

If you're new to the University, you must claim your account to obtain a username and password. You will use your credentials to access campus Wi-Fi, Portal, STAR, eCampus and many other WVU systems.

If you are a current WVU employee or student, you must claim your account in the new system when you receive the email notification that your password is near expiration. Your username will not be affected, and you will not have to set up Duo two-factor authentication again.

Note: Parents and guardians should NEVER log into any WVU system using a student's username and password. As an alternative, students can grant their guests access to billing, financial aid, and other information through the Parent/Guest Portal.

How do I claim my account?

1. Go to login.wvu.edu and click Claim Account.
2. Enter your First Name, Last Name, Date of Birth and WVUID or employee number in the corresponding fields.
 - o WVUID (9-digit number) Don't know your WVUID? Look it up.
 - o WVU Employee Number (5-digit number)
3. Click Claim.
4. Review the WVU Security Responsibility Statement and click Accept.
5. Complete the five-question cybersecurity quiz, then click Submit. You must pass the quiz to move on; you can't opt out.

Note: If you fail the quiz, click Retry to take it again. You will be shown new questions each time you take the quiz.

6. After passing the quiz, click Next.
7. Enter a non-WVU email address and/or mobile phone number. These will be used later when you must verify your identity before creating a new password or unlocking your account.
8. Click Submit.
9. Make note of your username and click on the provided link to create your password.
10. Your username will auto-populate in the associated field. Click Continue.
11. Select one of the identity verification options to be sent a passcode either by text, voice message or email to your non-WVU phone number or email address. Click Continue.

Note: You will not see all three verification options if you did not provide a non-WVU email address and mobile phone number during the account claiming process. If you want to add or change your recovery contacts, go to login.wvu.edu.

12. Create a password that meets the on-screen requirements. Click Change password. You will receive an email to your WVU email address letting you know that your password has been created successfully. You can now use your WVU username and password to access WVU systems. Your password lasts for one year.

Having trouble claiming your account?

If you are using Internet Explorer 11 to claim your Login account, you may have trouble completing all of the required steps. Try claiming your account using a different browser, such as Google Chrome.

If your name includes accented letters and you are unable to claim your account or look up your WVUID, contact the Office of the University Registrar (OUR) at 304-293-5355 or email registrar@mail.wvu.edu. OUR may need to update your name in the STAR/Banner system.

ADVISING AND REGISTRATION

DegreeWorks:

DegreeWorks provides a visual checklist of courses and objectives required for graduation.

- DegreeWorks can be accessed via the WVU Portal.
 - DegreeWorks:
 - Allows you to receive real-time advice and counsel
 - Speeds time to graduation
 - Streamlines the graduation process
 - Grants direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, and FAQs
 - Apply for Graduation
 - Learn how to use DegreeWorks: <https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=6616>

Registering for Classes:

An advisor will communicate, via email, the correct course registration number (CRN) for each course for which students should register each semester. Multiple sections of a course are offered sometimes if more than one course is required to meet student demand or to accommodate multiple degree programs that require the course as part of the plan of study. It is important that students register as directed, because the CRNs are assigned to keep student teams together where applicable and to place students in the section of a course designed for the correct major.

To register for courses online:

1. Go to portal.wvu.edu
2. Click on "STAR Login"
3. Click on the "Student Services & Housing" tab at the top of the page
4. Click on "Registration"
5. Choose the option "Access Registration Tools"
6. Choose the option "Add or Drop Classes"
7. Select the term for which you'd like to add the classes
8. Select the option "Enter CRNs"
9. Type in the CRNs provided to you by your advisor
10. In the bottom righthand corner, press "Submit"
11. Classes that have been added will appear on this page under the "Current Schedule" section
12. Once you have completed registration, sign out and close your browser.

Note: Some classes have pre-requisites or require approval before registering. Advising and other account holds may also prevent you from scheduling online.

To review your schedule after registration:

1. In STAR, click Student Services & Housing.
2. Click Registration then Concise Student Schedule.
3. From this page, you may review the classes you have added to your schedule. You can make changes to your schedule by clicking the Change Class Options link.

To drop a class online:

If you have mistakenly registered for the wrong class while creating your schedule or wish to drop a class during the semester, view the [Drop a class online through STAR](#) article.

Registration Deadlines:

The Registrar sets “registration window” to prevent having thousands of students logging into the registration system at the same time, leading to slowdowns and registration errors. The Chambers College Graduate Programs Office is committed to providing adequate seats in all required classes, and a later registration window will not affect a student’s ability to register for one of the required courses.

If you have further registration questions, please visit the WVU Registrar’s page at: <https://registrar.wvu.edu/home>

Enrollment Requirements

Credit Limits

Nine credit hours in a fall or spring term and six credit hours in the summer term is the minimum load to be considered a full-time graduate student. Courses taken under the audit option are counted toward attaining full-time enrollment status. Graduate students are not permitted to take more than 17 hours in a term without approval by their college or school and by the Office of Graduate Education and Life. No overload requests will be considered for the summer term. Requests for more than 18 hours in a fall or spring term will not normally be approved. Although students may enroll for up to 17 hours in the summer term, they are strongly discouraged from enrolling in more than 12 hours.

- Please Note: Different definitions of full-time status may apply for financial aid eligibility. For further information, please submit an inquiry to [Hub Link](#).

Evaluation

Evaluation procedures

Students are evaluated on an annual basis by the office of Graduate Programs.

Students not meeting the University GPA standard (2.75) will be placed on academic probation.

Students who do not pass a class will be contacted and advised on how to remediate.

- NOTE: Students not following a standard plan of study will have exceptions noted in DegreeWorks.
- NOTE: Students are responsible for reviewing their DegreeWorks account for accuracy.

Standards

The John Chambers College of Business and Economics requires that a graduate student maintain a GPA of 3.0 or higher to graduate. While a 2.75 GPA will allow you to remain in good academic standing for probation and financial aid purposes, it is not sufficient for graduation from your program.

A student whose GPA falls below 3.0 is strongly advised to meet with a graduate academic advisor for a remediation plan.

A student must maintain a minimum GPA and completion rate for Satisfactory Academic Progress for Federal Financial Aid: <https://financialaid.wvu.edu/home/maintain/academic-progress>. Please contact the Financial Aid Office for assistance.

Probation and Dismissal

A student whose overall GPA falls below 2.75 will be placed on academic probation. The student will have one term to attain a 2.75 GPA. If successful, the probation sanction is removed, and the student will work with an advisor to determine a plan for meeting the 3.0 GPA requirement for graduation.

If the student's overall GPA is still below 2.75 after one term, the student will be dismissed, at the discretion of the Program Coordinator and Associate Dean of Undergraduate and Graduate Programs. A student who earns more than one grade below C will also be dismissed, at the discretion of the Program Coordinator and Associate Dean of Undergraduate and Graduate Programs.

Withdrawing From Classes:

Students are able to withdraw from an individual course or courses during the add/drop period, as well as prior to the university withdrawal deadline found on the academic calendar.

Withdrawal from all courses after the withdrawal deadline is considered a retroactive withdrawal from the University for that term. A retroactive withdrawal for one or more terms may be granted only under extreme circumstances and will require the approval of the academic college or unit in which the student was enrolled for the respective term(s). The Retroactive Withdrawal must be requested within 12 months of the Withdrawal Deadline for the term in question. If the withdrawal is granted, a grade of W will be recorded on the transcript for each course. A withdrawal from all courses constitutes withdrawal from the University for the approved term only.

Course Incompletes:

A grade of "I" (Incomplete) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments at the end of the semester. The grade of Incomplete is typically assigned because of an excused absence from assignments that are unavoidably incomplete, as determined by the instructor. Students who are failing a course (exclusive of the incomplete work) may not request an Incomplete.

An instructor may not assign a grade of "I" without the student's agreement and an Incomplete Contract

- Within the Incomplete Contract, the instructor is required to indicate a grade earned for the course assuming no additional work will be completed. Should the signed contract not be fulfilled, the instructor must either submit a grade of F or the grade indicated in the contract.
- If the student is unable to complete the work during the following term for non-academic reasons, the term of the contract may be extended with the permission of the Dean. Additionally, the term of the contract can be extended if the instructor is not available or a portion of the course, for some legitimate reason, cannot be completed within the original time frame.
- It is the student's responsibility to request the incomplete contract.

Leave of Absence:

Eligibility

Full time undergraduate students, with a GPA of 2.0 or higher, may request a leave of absence when planning to leave WVU for one or more terms, excluding summer sessions. Students who have non-academic holds (i.e., delinquent loans, outstanding fees, etc.) will not be permitted to return from a leave of absence until all outstanding debts have been resolved.

Advantages

Special attention is given to the student on leave of absence. This includes the student's records being maintained in active status and written contact made to the student. Also, the student may use certain campus facilities such as the Writing Lab, Math Lab, Student Counseling Service, and Career Services. Reentry to WVU is made easier for the student on leave of absence including waiver of application fees.

Requesting a Leave of Absence

The academic leave of absence is designed for the student who wishes to be away from his or her academic endeavors at WVU for one or more fall/spring semesters but intends to return later. To request, a student must complete the leave of absence request form, have it signed by his/her advisor and submitted to the Office of the University Registrar prior to the beginning of the term for which the leave is desired. Leave of absence eligibility will be checked based on grades issued through the previous term. Any student who requests a leave of absence and does not qualify for leave of absence status will be notified. [Leave of Absence Request Form](#)

Time Limits

An initial leave of absence may be requested for up to two academic years. Extension of a leave of absence may be requested for a maximum of three additional years. However, an extension must be requested in writing one year at a time.

Return to WVU

A student who returns to WVU from a leave of absence resumes normal enrollment status (i.e., full rights, privileges, and responsibilities). WVU reserves the right to prohibit the reentry of any student who attempts or completes unsatisfactory academic work at another university or college while on a leave of absence.

Failure to Return

If a student fails to return to WVU by the stated leave of absence return date, the student's name is removed from active status and the student record deactivated.

Time to Complete a Degree

A student's master's degree must be completed no later than 96 months after a student has commenced study at the graduate level of the John Chambers College of Business and Economics.

Graduation:

Application for Graduation:

A student must apply to graduate during the term in which the degree is expected to be conferred.

- Directions and deadlines can be found at <https://registrar.wvu.edu/graduation-diploma>.
- A student who misses the application deadline will NOT graduate that term and will have to reapply the next semester.
- A student who applies to graduate but then fails to meet graduation standards will be removed from the graduation list. In some cases, a student may be able to meet the graduation standards prior to the final reinstatement date and still graduate effective that term. Any student who is removed and not reinstated will have to reapply for the next term.
- Students who are enrolled in a dual-degree program or another graduate program MUST apply to graduate from both programs at the same time. Graduating from only one program affects the number of credits available for the other graduate degree.

Commencement Ceremony:

Students who are planning to walk in the Commencement Ceremony will need to complete an RSVP for the ceremony to ensure accurate information and communication from the organizers of this event.

Please note that applying to graduate is not the same as the RSVP, as some students may opt out of the commencement ceremony.

Students who are within six credits of earning a degree may be granted permission to walk at the Commencement Ceremony. Those students should contact an advisor for contact information to request permission.

FINANCIAL CONSIDERATIONS

Tuition and Fees

Unless waived by the University, students are responsible for all tuition, fees, and other costs. These costs vary from year to year and are subject to change without notice. Current university and college tuition and fees can be found at <https://tuition.wvu.edu/graduate/>. Students who receive financial assistance (e.g., a GA position) or a tuition waiver must still pay college tuition and mandatory university fees each semester. International students may also have to pay an international student fee.

Financial Support:

Graduate Assistantships:

West Virginia University awards very few graduate assistantships annually to incoming and continuing graduate students. GA positions outside of Chambers will not be approved and any exception is at the discretion of the Associate Dean of Undergraduate and Graduate Programs. These graduate assistantships are supported by state appropriations, federal funds, private grants, and contracts. Information about available graduate assistantships is available from students' programs, assistantship supervisors, the Office of Student Employment and other sources.

Regular graduate assistants work an average of 20 hours per week and partial graduate assistants work an average of 10 hours per week as teaching, research, or service assistants. All graduate assistants must be accepted into a graduate degree program and are required to be enrolled full-time while employed during the fall and spring terms (9 credits or more).

Graduate Teaching Assistants

Graduate teaching assistants teach courses, laboratory sections, and recitation sections, or provide other forms of instructional assistance. These assistantships are generally available only through the academic units. The deadline for teaching assistant appointments is no later than the end of the second week of classes in the fall or spring term.

Graduate Research Assistants

Graduate research assistants help faculty members with their research activities. Research assistantships are primarily funded by grants and other third-party sources. Because the arrival of these funds at the University may not coincide with the beginning of an academic term, University policy is that the deadline for research assistant appointments is no later than the end of the fifth week of classes in the fall or spring term. Depending on the source of funding, some research assistantships may not be available to non-US residents.

Graduate Service Assistants

Graduate service assistants typically work in one of the administrative or service offices of WVU. Service assistants work in positions that are related to their program of study and that contribute to their educational experience. Graduate service assistants may be appointed at any time but will only receive a waiver of University tuition and student health insurance if they are appointed by the end of the fifth week of classes in the fall or spring term.

Student Workers

West Virginia University offers various part-time and seasonal student jobs to help offset the cost of education and to build attractive resumes. The WVU Student Employment office is available for one-on-one job search assistance with individual students or student groups. To view and apply for available student employment positions, visit the [WVU Student Employment Website](#).

[Handshake](#) is the premier site for searching internship, part-time and full-time employment opportunities used by WVU's career center.

Tuition waivers:

Waivers of university tuition may be provided for graduate students with assistantships and fellowships, for graduate students who are awarded merit waivers, and for eligible West Virginia University employees. <https://financialaid.wvu.edu/waivers#Tuition>

- These waivers cover university tuition only and do not apply to college tuition or university fees.
- A waiver form must be submitted each term. Deadlines are available at graduateeducation.wvu.edu/funding-and-cost/tuition-waivers.

Additional information on graduate waivers available as well as restrictions, please visit the [Graduate Education website](#).

Please note that waivers may impact other financial aid eligibility as financial aid cannot exceed the cost of attendance.

Additional funding sources

Loans are borrowed funds that must be repaid, usually with interest. <https://financialaid.wvu.edu/loans>

Based on student type, there is information below regarding types of loans available, how to apply, and additional requirements that may need to be completed for the loan to disburse.

- [Federal Direct Unsubsidized Loans](#)
- [Federal Direct Graduate PLUS Loan](#)
- [Private Loans](#)
- [Institutional Loans](#)
- [Scholarships](#)

Student Employment and Payroll Processing:

WVU Shared Services Center provides in-person processing support at several of our open locations on campus. To reduce wait times, we encourage making an appointment at one of these locations. Please contact us by telephone at 304-293-6006 or email at Shared_Services@mail.wvu.edu to schedule an appointment. Don't forget that you need to bring the required documentation, or you won't be able to process.

Processing Locations:

- Mountainlair (Room G4A)
Hours: Monday — Friday
8:15 a.m. to 4:45 p.m. Closed daily 12:00 p.m. to 1:00 p.m. for lunch.
- One Waterfront Place (Third Floor)
Hours: Monday — Friday
8:15 a.m. to 4:45 p.m.
- NRCCE (Room 104)
Hours: Monday — Friday
8:15 a.m. to 4:45 p.m. Closed daily 12:00 p.m. to 1:00 p.m. for lunch.
- HSC (Room G280-B)
Hours: Monday — Friday
8:15 a.m. to 4:45 p.m. Closed daily 12:00 p.m. to 1:00 p.m. for lunch.

Remote processing is also still option; please email SharedServices@mail.wvu.edu for instructions on how to process remotely. Please include your full legal name, anticipated start date, and job position accepted. We look forward to helping you as you begin employment at WVU!

Items Needed for Processing:

Hiring Information

Student workers, graduate assistants, work-study students, adjuncts, and all other employees should have received an email from Shared Services titled "Employee Requisition". You must have received this email prior to completing payroll processing.

Direct Deposit Information

The following banking documents may be submitted for direct deposit for a checking or savings account:

- Voided check that includes the full routing and account numbers of the checking and savings account.
- Typed memo from the banking institution that includes the full routing and account numbers. (memos should be on bank letterhead and signed by a bank official).
- Copy of a bank statement that includes the full routing and account numbers.
- Counter Checks - with your full name and address written on the top.

Identification to Present for Form I-9

- Only original, unexpired documents will be accepted. NO PHOTOCOPIES
- Employees must present one item from List A or a combination of one item from List B and one item from List C. You may download and/or print a List of Acceptable Documents.
- All List B documents presented must contain a photo to comply with e-Verify regulations.

UNIVERSITY RESOURCES

Housing:

The [University Housing Office](#) provides information regarding housing owned and managed by the university. The [Office of Campus and Community Life](#) provides information regarding off-campus housing that is independently owned. Listings for privately owned rentals change daily so students should check often to see what is available. It is advisable for students to arrange for housing in person to assure complete satisfaction with living arrangements due to the variable housing environment in Morgantown.

Travel:

Morgantown is conveniently located in close proximity to several major centers of activity throughout Appalachia and the region. Pittsburgh, Pennsylvania is a large city with a major international airport located approximately 75 miles (1 hour) north of Morgantown. To the East, Washington D.C. is 215 miles from the University, and can be reached via car or flight out of Morgantown Airport or Clarksburg Airport just 40 miles south.

Morgantown has no passenger rail services available; however, there are several [bussing options](#) to take students to Washington D.C. and Pittsburgh at a low cost, and around the city to travel to and from classes.

Parking on campus is very limited, and any parking options can be found on the [University website](#).

Student Health:

West Virginia University is committed to providing top quality healthcare for students throughout their education. The [student health clinic](#) is located in the Health and Education Building across from the Student Recreation Center, our convenient care and expert providers are an essential part of your healthcare team. We offer wellness visits, vaccinations, on-site x-rays, lab services, and more. Also, for your convenience, the Health and Education building houses urgent care, travel medicine services, behavioral medicine, and a pharmacy.

The student recreation center is available for students to maintain their physical and mental health. The facility boasts 17,000 square feet of weight and fitness equipment, a 50-foot climbing wall, two swimming pools, and outdoor fields. Students can also enjoy free group exercise classes, wellness programs, and fitness testing and personal training services.

Professional Development:

- [Bloomberg News](#): News website focused on investing, finance, and business management.
- [ENCOVA Center for Innovation and Entrepreneurship](#): ENCOVA seeks to educate students, faculty, and staff about successfully identifying and navigating entrepreneurial opportunities.
- [Center for Free Enterprise](#): Advance teaching, research, and outreach on the free enterprise system and how it relates to increased prosperity and quality of life in West Virginia and the world.
- [Center for Financial Literacy and Education](#): The center works to empower individuals to make better financial decisions by arming them with the tools and confidence to better plan for their financial futures.
- [Center for Asian Business](#): Provide international management education to Chinese business and government organizations and serve as a gateway for Chinese undergraduate and graduate students to enter West Virginia University.
- [Vantage Ventures](#): Vantage Ventures provides individuals - from academics and entrepreneurs to the innovation arms of large companies - a systematic and repeatable process to transform their ideas into scalable businesses.

- The Academic Engagement Success Center: The Academic engagement Success Center is a study center with presentation practice rooms, group work centers, computer bays, and tutors on hand to assist students in a variety of business and communication subjects.
- Nemaocolin Hospitality Innovation and Technology Lab: is a platform for both industry and academia to come together to solve the problems of the hospitality and tourism industry.
- Center for Career Development: The Center for Career Development (CCD) guides students in identifying career opportunities that fit with their skills, interests, and aspirations. We facilitate specialized programs, generate internship and full-time opportunities, and build connections between students and employers.
- Study Abroad: In today's interconnected and global world, having an international experience can help set you apart and give you valuable skills that will help you in the future. WVU is committed to providing unique, educational, and rewarding international opportunities to its students.
- Student Organizations: WVU hosts a wide range of social, academic, and athletic organizations dedicated to student development and recreation.
- The Wall Street Journal: The Chambers College offers a free digital WSJ subscription to all Chambers College students.
- WVU Libraries: West Virginia University provides access to thousands of online databases that provide a basis for performing academic research, as well as subscriptions to academic journals and access to websites that support students throughout their careers.

PROFESSIONALISM POLICY

Professionalism Statement

John Chambers College of Business and Economics Learning Environment

The educational mission of the John Chambers College of Business and Economics is to prepare future business leaders. The ability and willingness to learn reside in the individual. Very high levels of learning can be achieved only if all members of the John Chambers College of Business & Economics community understand and respect their mutual obligations. Each community member defines the quality of this learning environment through his or her daily actions and choices.

The learning environment extends beyond the classroom to the myriad interactions among students, faculty, and staff. Though this section focuses on the classroom, many of the issues discussed below apply to the working relationships of the larger community of students, staff, and faculty.

Fundamentals

Four considerations shape the ideal learning environment from the perspective of the Chambers:

1. **Respect for the Individual**
There is a deep respect for the individuality of each student and faculty member. Faculty members can decide what and how they teach. There is an official College pedagogy for the classroom. Teachers are encouraged to tap their own individual talents and experiences and to learn from the talents and experiences of their students.

2. The Classroom as a Place of Learning

Classrooms are places for learning rather than teaching. Learning is not a spectator sport; powerful learning experiences require the commitment of both teachers and students. The role of the faculty is to formulate, organize, and communicate knowledge. The role of the students is to participate actively in the learning process rather than consume knowledge passively.

3. Personal Integrity

Both faculty and students are subject to the highest standards of personal integrity in their interactions with Chambers College colleagues and with external constituencies. Intellectual integrity is at the heart of the academic process. Dishonesty threatens its survival. All participants are expected to adhere scrupulously to the norms established for standards of scholarship. Equally destructive to the academic process is intolerance of other people's ideas, analyses, and perspectives.

4. Continuous Improvement

The John Chambers College of Business and Economics is committed to continuous improvement of all aspects of the school's learning environment. Faculty are encouraged to view the classroom as a laboratory for the testing of cutting-edge, evolving knowledge and techniques. The continuous refinement of important and innovative ideas is preferred over the flawless presentation of outdated material. Consistent with the College's long-standing empirical traditions, a commitment to continuous improvement necessarily requires the measurement of the key elements in the learning environment, the wide dissemination of the results throughout the institution, and the tracking of progress through time. Excellence in a learning environment is attainable only if faculty and students adhere to these ideals. What follows is a set of specific expectations for both students and faculty that derives directly from those ideals. These mutual expectations are neither trivial nor obvious. They are not trivial because everyone must consistently attend to details and align attitudes with behavior to achieve excellence in the learning environment. They are not obvious because of the diversity of cultures and prior experiences among the faculty and students.

Shared Expectations

Expectations for Students

Students should treat their classroom obligations as they would treat any serious professional engagement. This includes:

- Preparing thoroughly for each session in accordance with the instructor's requests.
- Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances.
- Participating fully and constructively in all classroom activities and discussions.
- Displaying appropriate courtesy to all involved in the class sessions.
- Adhering to deadlines and timetables established by the instructor.
- Providing constructive feedback to faculty members regarding their performance. Students should be as objective in their comments about instructors as they expect instructors to be in their evaluations of students.

Professional Development

As a graduate student in the John Chambers College of Business and Economics, it is imperative that you conduct yourself in a professional manner when interacting with fellow students, faculty, staff, industry professionals, and other acquaintances. As a Graduate candidate, it is expected that you will participate in many professional development activities both in and out of the classroom. Several of these events will be sponsored by

the College throughout your time in the program. It is an expectation that you will exhibit professional behavior when participating in these events to ensure that internal and external constituents have a positive impression of the College. It is to your advantage to begin building your professional network early and maintain all interview appointments set with employers or visitors to the College unless there are changes due to unforeseen emergent circumstances. Missing interviews or other professional obligations can lead to negative perceptions of the program as a whole and can have a detrimental impact on future cohorts.

Course Evaluations

One way to measure the key elements of the learning environment is through the Course Evaluation Form. This form is completed by each student at the end of each course.

Standards of Scholarship and Professionalism

As members of the John Chambers College of Business and Economics community, students are expected to conduct themselves in a manner consistent with the norms of an academic and professional community. This includes, but is not limited to, matters of academic integrity, personal and professional conduct, and protection of the rights of other members of this community. We encourage every student to carefully consider the ethical consequences that his or her actions may have upon himself or herself and others and to act accordingly. Violations of these norms are subject to disciplinary proceedings.

Plagiarism

All work submitted to meet course requirements is expected to be the student's own. In the preparation of all papers and other written work, students should carefully distinguish between their own ideas and those that have been derived from other sources. Information and opinions drawn from whatever source are to be attributed specifically to their respective sources. Students should learn and apply the proper forms of citation. Quotations must be properly placed within quotation marks and fully cited. In all cases where material or ideas presented are derived from a student's reading and research, the source must be indicated. Students who submit work either not their own or without clear attribution to original sources will be subject to disciplinary action. Punishment for plagiarism may include expulsion from the university.

Examinations and Other Graded Work

Communication, either direct or indirect, is not permitted between students, or anyone else, during an examination. The use of notes, books, and calculators during examinations is entirely at the discretion of the professor. Violation of the examination rules or dishonesty in an examination will result in disciplinary action. Students may not submit the same paper for multiple courses. A paper may only be submitted for one course. Any exception requires advance approval in writing from the professors concerned. Students handing in group work will be asked to sign and adhere to the John Chambers College of Business and Economics Honor Code as a group.

Be aware that violation of the Honor Code by one member of the group means violation by the entire study group. All students named in the group work will be responsible for the assignment, regardless of how the work was shared amongst the group.

Specific Guidelines for Academic Honesty

The following behaviors may be construed as violations of academic honesty and may be subject to disciplinary action. This list is not meant to be all-inclusive, but gives examples of the general rules above at <http://catalog.wvu.edu/graduate/enrollmentandregistration/#text>

Student Responsibility for Reporting and Preventing Cheating

Students who are aware of cheating have a responsibility to report it. Students may report an incident to the professor directly or to a member of the administration, who will then bring the allegation to the professor. The case must be made in writing, providing names and evidence. The student should ask the professor for clarification if he or she does not understand how the Honor Code pertains to any given assignment. If found guilty of cheating, ignorance of how the Honor Code pertained to the assignment will not be a mitigating factor in his or her defense.

Alcohol and Other Drugs

All members of the university community should be aware of the requirements of local law concerning the consumption, possession, and sale of alcoholic beverages. The university expects each member of the community to be responsible for his or her own conduct and for the consequences of that conduct. Any violation of the university alcohol and other drug policy by a student will result in appropriate disciplinary proceedings, as well as possible legal action.

Sexual Harassment

The university is committed to maintaining an academic environment in which its members can freely work together, both in and out of the classroom, to further education and research. The university cannot thrive unless each member is accepted as an autonomous individual and is treated civilly, without regard to his or her sex, or, for that matter, any other factor irrelevant to participation in the life of the university. Members of the university should understand that this standard must shape our interactions regardless of whether it is backed up by the threat of sanctions. Certain types of behavior may be inappropriate even though not “illegal”; speech can be offensive, even though allowed. Sexual harassment including sexual assault by any member of the university community is prohibited. Without feeling constrained by specific definitions, any person who believes that his or her educational or work experience is compromised by sexual harassment or sexual assault should feel free to contact an advisor or director in his or her appropriate program office to discuss the situation. For further information, please see the University’s official policy at <https://www.wvu.edu/>.

Probation, Suspension, Dismissal:

- Probation, Suspension, and Dismissal:
<http://catalog.wvu.edu/graduate/enrollmentandregistration/#probationsuspensionanddismissal>
- [Appeals](#)

Professional Attire:



Business Casual:

- Nice pants/slacks
- Skirts and dresses that are knee length
- Blazers and cardigans with flats, boots, or closed-toe shoes
- No jeans, shorts, sundresses, or athletic wear
- Ties optional



Business Professional:

- Mix and match suit jackets and pants/skirt in solid, dark or neutral colors
- Light colors can be worn underneath
- Keep patterns subtle
- Shoes should be closed-toe heels or dress shoes



Interview Attire:

- Matching suit jacket and pants/skirt in solid, dark or neutral colors.
- Minimal jewelry
- Standards may vary by industry

PROGRAM SECTIONS:

On-Campus Programs

Master of Accountancy (MAcc):

Program Coordinator: TBA

The MAcc program is a thirty-hour program, which can be completed in one year of full-time study. The program requires that the student has an undergraduate degree and meets specific accounting and business course prerequisites. Work experience is not a requirement for admission. Careful selection of degree candidates limits the size of classes, leads to high-quality efforts in the program, and permits frequent and direct contact between students and faculty. The full-time program consists of two twelve credit-hour semesters and a six credit-hour summer session.

The MAcc program is ideally suited to students who intend to become Certified Public Accountants (CPA). To become a licensed CPA, candidates are required to complete 150 hours of college courses. The MAcc program provides thirty-credit hours of course work in the form of a thoughtful curriculum. The program not only fills the gap between the typical 120 hours undergraduate accounting degree but also provides students the opportunity to develop specialized skills in the highly sought after specialty areas of Tax, Business Data Analytics, and Assurance,

Forensic and Fraud Examination. MAcc students are required to purchase and use the Becker CPA Exam Review program to prepare for CPA exam while taking graduate accounting courses. Additionally, MAcc students are required to take at least two parts of the CPA exam to complete the MAcc program.

In addition to earning a master's degree, WVU has three goals for each MAcc student. Goal # 1 land a good job to launch a successful business career, #2 pass the CPA exam, #3 build lasting long-term relationships with fellow students and the WVU accounting faculty. The program is designed to support MAcc students in achieving these goals. WVU has an excellent career development center and MAcc students have exceptional placement rates. Many WVU MAcc students have passed all four parts of the CPA exam prior to graduation.

A full listing of MAcc courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/accountancy/#admissionstext>

Master of Business Administration (MBA):

Program Coordinator: Dan Shahar

The Chambers College Master of Business Administration (MBA) is a full-time, on-campus program beginning in June each year with graduation the following May. The WVU MBA program prepares students for business leadership and administration primarily through three developmental avenues.

First, at the core of the MBA program is an experiential learning orientation. Students provide consultative services to businesses and other entities that range in size and scope from those located in the State to those that operate internationally. Consulting engagements are arranged in conjunction with the Brick Street Center for Innovation and Entrepreneurship, and typically involve teams of four to six students.

Second, the program incorporates seminar sessions where guest speakers are invited to relay professional and practical experiences. These sessions may take the form of a traditional guest speaker format or case study where students interact with executives in solving case problems based on actual scenarios. Third, business theory, practice, and implementation tools are provided through traditional in-class delivery.

A full listing of MBA courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/businessadministration/#admissionstext>

Master of Industrial Relations and Human Resources (MSIRHR)

Program Coordinator – Rebecca Thacker, Ph.D.

The Department of Management offers the MS Industrial Relations and Human Resources). This AACSB-accredited program of study prepares students for professional positions in human resource management and labor relations. The curriculum is aligned with the standards set forth by the Society of Human Resource Management (<http://www.shrm.org>).

Professional opportunities for MS Industrial Relations and Human Resources graduates include such positions as human resource business partner, human resource manager, labor relations specialist, training coordinator, talent acquisition specialist, compensation analyst, and benefits administrator. Many graduates find

employment with Fortune 500 companies. Other positions include opportunities in government such as National Labor Relations Board Field Examiner, positions with the Federal Mediation and Conciliation Service, state and local Human Rights Commission representatives, and Department of Labor compliance officers. Some find positions with organized labor, all levels of government, and advocacy organizations. The Management Department, in conjunction with the John Chambers College of Business and Economics Center for Career Development, makes a concerted effort to place graduates in positions that fulfill students' career objectives.

The MS Industrial Relations and Human Resources program is a full-time program of instruction designed to be completed in four semesters. Accepted students will begin in the summer semester, with planned graduation after completing program requirements at the end of the following summer semester (summer, fall, spring, summer).

Experiential learning opportunities are embedded in many courses in the curriculum, enabling students to work on meaningful, applied projects while learning core content. Additionally, all students complete an applied internship experience. Many organizations return to WVU each year seeking MS in Industrial Relations and Human Resources students as summer interns, and many of those lead to full time employment offers upon degree completion. Other co-curricular learning opportunities include the General Electric Interview Competition (GEIC), PepsiCo Case Study Competition, WVU Talent & Culture Fellowship opportunity, collective bargaining simulations, site visits with HR professionals, and the opportunity to develop international HR skills while traveling abroad.

A full listing of MS Industrial Relations and Human Resources courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandconomics/industrialrelations/#admissionstext>

Online Programs

Master of Business Data Analytics (BUDA):

Program Coordinator - TBA

The Business Data Analytics (BUDA) program at the John Chambers College of Business and Economics is located at the intersection of prescriptive analytics and data science for business. Prescriptive analytics uses techniques from operations research, operations management, and global supply chain to help businesses achieve better decisions. Data science for business entails the use of data management technologies, data mining, machine learning and visualization techniques to help organizations better use the large-scale data they collect to optimize business outcomes. Additionally, the curriculum lends itself to large scale data set analysis for problems such as sports management, healthcare research, or the investigation of solutions for societal issues.

Students will have the knowledge and skills to demonstrate expertise in statistical techniques, data mining, database utilization, and analytical tools. They will also apply data analytics to decision making in organizations, improving performance metrics and measurement, risk indicators, assessment and response, and compliance. BUDA graduate students will use business analytics to synthesize data trends and identify competitive drivers, as well as successfully communicate the analysis and findings of an analytics initiative using data analytics visualization tools and advanced presentation skills to facilitate data-driven decision making.

All BUDA students work on experiential learning projects with companies and clients and present their results in a C-Suite level presentation at the conclusion of their capstone project. The mission of our program is to

enhance a student's ability to use analytics and data science techniques to support informed business decisions and increase organizational value.

A full listing of BUDA courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandconomics/businessdataanalytics/#admissionstext>

Degree Options:

The John Chambers College of business and economics provides four additional options of the BUDA program to add on "bolt-on" certificates; 12 credit hours in one of four fields to provide further expertise in a given field, added on to an existing degree option for those not pursuing the MS in Business Data Analytics.

- Graduate Certificate in Business Data Analysis
- Graduate Certificate in Business Data Science
- Graduate Certificate in Business Data Technology Management
- Graduate Certificate in Business Operations Research

MS in Business Cybersecurity (CYBR):

Program Coordinator - Christopher Ramezan Ph.D.

WVU's Business Cybersecurity Management Program provides students with the knowledge, tools, and expertise to build, work within, or lead effective cybersecurity operations teams. It allows students to work in teams with expert faculty conducting hands-on technical labs, learning complex technologies while working with a flexible schedule and location independence. Experiential learning is a hallmark of the Chambers College, and the cornerstone of our CYBR program. Students will work on a live cybersecurity project with a major corporation, which allows students to display their abilities to their public or private team sponsors. Teamwork, research, resourcefulness, and problem-solving are key to success in the capstone course, CYBR program, and the cybersecurity field at large.

Students can also graduate with at least two technical certifications along with their CYBR degree. While the goal is for students to pass the Certified Information Systems Security Professional (CISSP) certification, material for eleven industry certifications are in the coursework. Although the program requires the learning of challenging technical material, entry into the program does not assume or require depth in technology fields. The program is constructed in such a way as to allow students from all backgrounds to get up to speed quickly, while simultaneously challenging those with deep technical expertise.

A full listing of CYBR courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandconomics/businesscybersecuritymgmt/#admissionstext>

MS Forensic and Fraud Examination (FFE):

Program Coordinator- TBA

The John Chambers College of Business and Economics is a thought leader in Forensic Accounting and Fraud Examination (FAFE) education. The College offers two graduate programs specializing in this emerging field of study: a four course Graduate Certificate and a thirty-hour program Master of Science. Our academic offerings provide accountants, anti-fraud professionals, law enforcement and regulators with the requisite knowledge, skills, and abilities to practice in this field and there are multiple career opportunities in the public and private sectors.

The programs include multiple in-class/online investigative case engagements that students complete and present and defend their work in front of practicing professionals.

A full listing of FFE courses can be found [here](#)

Admission Requirements: <http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/ffe/#admissionstext>

M.S. Human Resource Leadership (MSHRL):

Program Coordinator- Jamie Field, Ph.D.

By focusing on developing advanced professional knowledge, data-driven decision-making skills, and leadership capabilities, our thirty-credit hour, online M.S. in Human Resource Leadership allows graduates to be positioned to compete in a growing market and see continued upward movement along their career-path.

Our M.S. Human Resource Leadership students will be subject matter experts with the ability to make data-driven managerial decisions, and graduate with the skills to assume leadership roles within their organizations. Students will possess both the technical Human Resource Leadership skills in demand by national employers, as well as the “soft” or “people” skills frequently absent from on-the-job training.

Our students will be educated in how to understand business practice and strategy from an integrated perspective that is not limited to a functional “silo.” Students will apply their learning to improve the performance of organizations in local, state, and federal contexts by leveraging the diverse talents of human capital.

A full listing of MSHRL courses can be found [here](#)

Admission Requirements:

http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/human_resource_leadership/#admissionsrequirementstext

Online MBA (OMBA):

Program Coordinator- Alicia Plemmons, Ph.D.

The Online Master of Business Administration (OMBA) is a thirty-hour program that delivers results for students by offering exciting experiential-learning projects, consultative engagements, and opportunities to develop enhanced business acumen - yielding the essential professional skills that are needed for top job placement. Our Carnegie Research Level 1 (R1) OMBA program is forging new paths for students via experiential learning projects, consultative engagements and entrepreneurial thinking.

A full listing of OMBA courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandconomics/businessadministration/#admissionstext>

Online Healthcare MBA (HMBA):

Program Coordinator- Alicia Plemmons, Ph.D.

The healthcare industry in the United States accounts for a staggering \$3.65 trillion, equivalent to 17.9% of the total US GDP, with projections indicating it will rise to 19.4% by 2027. This growth is accompanied by significant disruptions, including technology-driven changes, shifts in payer dynamics, an aging population, location-based health crises, evolving government regulations, and rampant fraud.

In this evolving landscape, the healthcare sector urgently requires well-trained leaders. These leaders must be capable of managing diverse teams, navigating the complexities of healthcare business, guiding organizations through challenging transitions, and providing innovative solutions to enhance the healthcare system, ultimately leading to improved health outcomes.

Professional opportunities within healthcare, especially for medical and health service managers, are set to grow by a remarkable 20% in the next decade. Our HMBA program is tailor-made for individuals aspiring to enter the healthcare industry or current healthcare professionals looking to formalize and expand their business acumen to take on leadership roles within their organizations.

A full listing of HMBA courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandconomics/healthcarebusinessadministration/#admissionsrequirementstext>

Doctoral Programs

Doctorate of Business Administration (DBA)

Program Coordinator: Christian Schaupp Ph.D.

The Doctorate of Business Administration (DBA) program at WVU offers experienced business professionals a pathway to explore academia, consulting, and advanced professional positions. With a focus on research, in-depth exposure to business literature, and a supportive environment through faculty guidance and mentorship, we ensure a comprehensive learning experience for our students. The online delivery of the program allows you to seamlessly maintain momentum in your career while pursuing your doctoral degree. Additionally, optional on-campus residences are available to further enrich your educational journey.

At WVU, we understand the importance of flexibility and relevance. The DBA is completed in three years and offers concentrations in accounting, economics, management, and marketing.

The DBA program is built on three foundational areas:

Core and Research Methodology:

We understand the importance of equipping our students with strong research skills. You will receive intensive instruction in research methods and statistics, laying the groundwork for conducting empirical research of the highest caliber.

Areas of Emphasis:

The DBA program offers four foundational Areas of Emphasis: Accounting, Economics, Management, and Marketing. These areas provide students with in-depth knowledge and expertise in crucial aspects of business. Our program AoEs tailor your degree to suit your interests and set you up with a diverse skill set, empowering you to excel in a wide range of professional settings and contribute significantly to the business world.

Research and Dissertation:

Under the guidance of your faculty mentor, you will have the opportunity to put your research skills into practice. This stage of the program will allow you to engage in meaningful and impactful research aimed at solving real-world problems within the industry.

A full listing of DBA courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandconomics/businessadministration/dba/#admissionsrequirementstext>

PhD in Economics

Program Coordinator: Jane Ruseski, Ph.D.

A highly individualized program to match your interests The College offers the Doctor of Philosophy (Ph.D.) degree with specializations in health economics, international economics, monetary economics, public economics, regional and urban economics, and resource economics. Our program is built around an applied curriculum with a strong theoretical and quantitative foundation. The Ph.D. in Economics program at WVU offers small classes and an "open-door" policy that allows students the opportunity to speak with faculty members in a personal environment.

Our program presents a wide variety of job opportunities. Most commonly, our graduates look for initial employment in academia. This preparation they receive as students, together with their success in publishing research articles, has made our graduates extremely competitive in the job market.

A full listing of Economics PhD courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/economics/#admissionstext>

PhD in Business Administration - Finance

Program Coordinator: Bingxin Li, PhD.

The Ph.D. in Business Administration with a major in Finance is a full-time, in-residence program lasting 4-5 years. It is a relatively small, high-quality program. The primary goal of the program is to prepare students for careers in research and teaching at comprehensive universities. The program of study requires the satisfactory completion of coursework, a first-year summer research paper, a comprehensive examination, and a dissertation. Students will take courses in various finance topics, economics, econometrics, research methods, and statistics. The program distinguishes itself with small classes and an "open-door" policy, which allows for close interaction between students and faculty to discuss ideas and work on joint research projects. Early involvement of students in faculty-directed research projects provides students with the opportunity to develop a pipeline of research while in their doctoral program of study. Our aim is that all students will present their work at academic conferences and have at least one published scholarly paper by the time they graduate. Students also gain teaching experience by teaching undergraduate finance courses typically after their first year in the program.

The Ph.D. in Business Administration with a major in Finance is a full-time, in-residence program lasting 4-5 years. It is a relatively small, high-quality program. The primary goal of the program is to prepare students for careers in research and teaching at comprehensive universities. The program of study requires the satisfactory completion of coursework, a first-year summer research paper, a comprehensive examination, and dissertation research.

The program is built around an applied curriculum with a strong theoretical and quantitative foundation. The residency requirement is important because the doctoral degree has aspects of an apprenticeship which can only be accomplished on campus, working directly with the business faculty, and because teaching on campus is a requirement of the program. To prepare Ph.D. candidates for university teaching responsibilities, students are expected to teach after their second year in the program. They will work closely with faculty to ensure quality instruction and receive feedback on their development as university-level teachers.

A full listing of Finance PhD courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/businessadministration/finance/#admissionstext>

PhD in Business Administration – Marketing

Program Coordinator: Jody Crosno Ph.D.

The Ph.D. in Business Administration with a major in Marketing is a full-time, residential program that seeks to prepare students to contribute to the marketing discipline through the discovery, development, and dissemination of knowledge. The goal is to strive for continuous improvement in training world-class researchers and college professors who can conduct independent, original academic research and teach university-level courses in their major areas of study. The concentration in marketing allows you to acquire in-depth knowledge and expertise, as well as competence in quantitative and qualitative research methods.

Coursework will be tailored to students' specific interests to provide depth in key areas most relevant to their planned research. Numerous seminars encourage students to meet faculty and students from other departments.

A full listing of Marketing PhD courses can be found [here](#)

Admission Requirements:

<http://catalog.wvu.edu/graduate/collegeofbusinessandeconomics/businessadministration/marketing/#admissionstext>

Handbook Signature Page

I have read and understand the information in the WVU John Chambers College of Business and Economics Graduate handbook. I understand I will not be permitted to participate in courses unless I have read, signed, and submitted this form to JATurner@mail.wvu.edu.

Student Signature:

X

Printed Name:

X
