



**Master of Business Administration (MBA) Program  
Handbook  
2024 - 2025**

# TABLE OF CONTENTS

PROGRAM INTRODUCTION.....	3
ABOUT STOCKTON UNIVERSITY.....	3
CONTACT INFORMATION.....	4
ADMISSION TO THE PROGRAM.....	4
APPLICATION DEADLINES.....	4
NON-MATRICULATED ENROLLMENT.....	5
DIRECT ENTRY.....	5
PROGRAM ORGANIZATION AND GRADUATION REQUIREMENTS .....	6
GENERAL & CONCENTRATION CURRICULUM.....	7
GOOD ACADEMIC STANDING, PROBATION, AND DISMISSAL PROCEDURE .....	9
PROGRAM DISTINCTION.....	10
TRANSFER CREDIT.....	11
TIME LIMITS .....	11
GRADUATE ASSISTANTSHIP .....	11
GLOBAL REACH.....	13
INTERNSHIP.....	13
INDEPENDENT STUDY.....	14
GRADUATE SCHOLARSHIPS.....	15
GRADUATE COORDINATOR OPPORTUNITIES.....	15
BETA GAMMA SIGMA BUSINESS HONOR SOCIETY.....	15
UNIVERSITY POLICIES.....	16
ACADEMIC HONESTY .....	16

# **PROGRAM INTRODUCTION**

Welcome to Stockton University's MBA program!

The Master of Business Administration (MBA) program prepares students for professional careers in business. The goals of the program are to help students develop critical thinking skills and to provide them with an expanded awareness of the complex political, social and economic environments within which all organizations and individuals must function. Excellent written and oral presentation skills are stressed in this program. The program is oriented both to persons with business backgrounds and to those seeking career changes. An accelerated dual-degree program leading to a B.A. or B.S. and an MBA is also offered and provides students an opportunity to complete an undergraduate and graduate degree in as few as five years.

In addition to students having the opportunity to enroll in the general MBA program, they can choose to enroll in one of the MBA concentrations to build upon the skills that are offered in the core of the general MBA degree. Concentrations are offered in Financial Forensic Investigations, Business Analytics, Marketing, Hospitality Tourism and Event Management Studies, Global Business Sustainability, and Finance. The concentrations are focused areas of study designed to give students greater depth of expertise in a specific field of business studies.

Business is constantly changing and the Master of Business Administration (MBA) program at Stockton is designed to focus on our students mastering today the skills and knowledge that they can use immediately and in the future.

Stockton University's School of Business has earned accreditation by the Association to Advance Collegiate Schools of Business (AACSB), an international body whose accreditation has been earned by only 6 percent of the world's business programs.

## **ABOUT STOCKTON UNIVERSITY**

Stockton University is a coeducational, undergraduate and graduate university of arts, sciences, and professional studies. Stockton is the southernmost and the youngest member in New Jersey's statewide, state-supported system of higher education. Administratively, there are seven major academic units (Schools): Arts and Humanities (ARHU), Business (BUSN), Education (EDUC), Health Sciences (HLTH), Natural Sciences and Mathematics (NAMS), Social and Behavioral Sciences (SOBL), and General Studies (GENS).

Stockton University offers an MBA program that is rigorous, marketable, affordable, and close to home. Our small classes (usually no more than 20-25 students) meet once a week in the evening, at our Atlantic City Campus.

The program is designed to prepare you for professional careers in management of businesses whether you are an individual with previous experience or someone who seeks a career change.

## **CONTACT INFORMATION**

### **Stockton University - Office of Graduate Studies**

Galloway Campus

609-626-3640

[gradschool@stockton.edu](mailto:gradschool@stockton.edu)

### **School of Business**

Galloway Campus, H-Wing

[Business.School@stockton.edu](mailto:Business.School@stockton.edu)

### **Dr. Keith William Diener, Esq.**

Chair, MBA Program

Associate Professor of Business Law and Ethics

[Keith.Diener@stockton.edu](mailto:Keith.Diener@stockton.edu)

## **ADMISSION TO THE PROGRAM**

Students apply for admission to the general MBA Program or the MBA program with concentrations through Graduate Admissions. In order to enroll in the MBA program, students must have a baccalaureate degree from a regionally accredited college or university. Expected application materials include: an application essay, undergraduate transcripts, three letters of recommendation, and a resume detailing managerial work experience (which may include for-profit, non-profit, governmental, and military experience). Students with an undergraduate GPA below 3.0 are required to submit a standardized test score, either the Graduate Management Admissions Test (GMAT) or the Graduate Record Exam (GRE); for others the GMAT or GRE score is recommended. Standardized test scores should be sent to the Graduate Admissions Office. International students are expected to show evidence of English proficiency. Admissions decisions are based on a holistic review of applicant materials.

Students with an undergraduate GPA below a 3.0 are required to submit a standardized test score, either the Graduate Management Admissions Test (GMAT) or the Graduate Record Exam (GRE). For others, taking the GMAT or the GRE is recommended. The Graduate Management Admission Test (GMAT) is the standardized test required for applicants to the MBA program. The GMAT is designed to measure aptitude for graduate study in management. Applicants must arrange to take the GMAT in sufficient time to permit processing prior to the application deadline. For reporting test results, Stockton's institutional code is 2889.

## **APPLICATION DEADLINES**

While graduate admissions selection committees review applications until the start of the semester, by applying prior to the Priority Deadline, you can ensure that your transition to Stockton is as smooth as possible: you will be invited to the New Student Orientation Event, and have access to priority

registration which means you may have more options for monthly installments of a payment plan, as well as greater options for class selection.

### **Priority Deadlines**

Fall: July 1

Spring: December 1

### **Prerequisite Requirements**

- Successful completion of prerequisite courses
- Minimum undergraduate GPA of 3.0

To be considered for admission to the MBA program, applicants must submit the following by the deadline:

1. [Click here to start your application.](#)
  - a. If you are a recent Stockton graduate, check to see if you qualify for the [Direct Entry Option](#)
2. Application fee: \$50 (non-refundable), submitted with your online application
3. Graduate application essay
4. Three current letters of recommendation sent electronically via the online application.
5. Testing requirement (waived for students with a GPA of 3.0 or higher)
  - a. [Graduate Management Admission Test \(GMAT\)](#). School code: 2889. GMAT waivers may be granted upon request.
  - b. [Graduate Entrance Exam](#) (GRE). School code 2889
6. Resume
7. Official transcripts from all colleges/universities attended (including Stockton) mailed or dropped off directly to the Office of Graduate Admissions.

## **NON-MATRICULATED ENROLLMENT**

Students have the option to enroll for a maximum of two courses on a non-matriculated basis prior to formal admission into the program. Successful performance as a non-matriculated student does not guarantee admission to the program. Contact the Graduate Admissions Office for the forms to complete to be considered for enrollment as a non-matriculated student. For more information see <https://stockton.edu/admissions/non-matriculated-registration.html>

## **DIRECT ENTRY**

Within a year of their undergraduate graduation, graduates of any undergraduate program in the Stockton University School of Business may obtain Direct Entry into the MBA program provided they meet all of the MBA foundation and prerequisite requirements through their undergraduate coursework and have a cumulative GPA of 3.5 or higher. As part of the Direct Entry process, students will not need to complete a traditional graduate application for admission to the MBA program and the Office of Graduate Admissions will also waive the graduate application fee. Direct Entry applicants must complete the electronic Direct Entry Request form and must submit an application essay and a detailed resume. For

more information on Direct Entry refer to <https://stockton.edu/graduate/direct-entry.html>. Students whose undergraduate degree was awarded more than a year prior to applying to the MBA program, should apply to the MBA program through the general MBA admissions process above.

## **PROGRAM ORGANIZATION & GRADUATION REQUIREMENTS**

The program offers students an opportunity to earn a Master's degree in Business Administration which includes a set of required core courses to develop a solid common grounding in operational, tactical, and strategic management concepts and skills as well as a set of electives to allow students to follow their own interests.

The MBA program – including the MBA with Concentrations – is designed for incoming students who have completed the following undergraduate prerequisite courses (information in parenthesis give the Stockton equivalents):

- Macroeconomics (ECON 1200) or Microeconomics (ECON 1400)
- Financial Accounting (ACCT 2110)
- Statistics (CIST 1206)
- Introduction to Management (MGMT 2110)
- Operations Management (MGMT 3120)

The MBA program requires 12 program courses (36 credits), as follows:

- 8 MBA core and capstone courses
- 4 MBA electives.

Students with 21 or more undergraduate credits in one of the following core course areas will not take that core course and will substitute an additional MBA elective instead: ACCT, MKTG, FINA.

The MBA with Concentrations requires 12 program courses (36 credits), as follows::

- 8 MBA core and capstone courses,
- 3 electives from an area of specialization in the concentration: Financial Forensic Investigations (ACCT), Finance (FINA), Marketing (MKTG), Hospitality Tourism and Event Management Studies (HTMS), Business Analytics (BUSA), or Global Business Sustainability (MGMT).
- 1 other MBA elective (from the concentration electives or from the general MBA electives)

Students with 21 or more undergraduate credits in one of the following core course areas will not take that core course and will substitute an additional MBA elective instead: ACCT, MKTG, FINA.

To allow motivated students to pursue their own interests, with the approval of a student's preceptor and the MBA Chair, MBA students may:

- For the General MBA Program students may take up to two courses from other Stockton Graduate Programs and count them as MBA electives; for the MBA with Concentrations students

may take one course from other Stockton Graduate Programs and count that course as the MBA elective.

- For both the general MBA and the MBA with Concentrations, students may, with the permission of the MBA Chair, pursue an independent study, or substitute a research/thesis project for the capstone course.

[The MBA Degree Map](#) is a suggested plan of study for completion for this program.

## GENERAL & CONCENTRATION CURRICULUM

To graduate with a concentration, (in addition to the core courses) 3 of the 4 electives must be taken and passed in one of the following concentration areas: ACCT, BUSA, FINA, HTMS, MKTG (5000+ level courses). Generally, one course in each concentration area is offered each semester, and on a rotating basis. To declare a concentration, please email the MBA Chair.

**MBA Common Core Courses and Capstone:** The common core is composed of eight courses.

BSNS 5215: Management: Theory, Practice & Vision

BSNS 5220: Applied Marketing Management

BSNS 5225: Applied Financial Analysis

BSNS 5205: Accounting Analysis For Managers

BSNS 5230: Business Decision Analysis

BSNS 5245: Business Information Systems & Technologies

PLAW 5250: Employment Law and Ethics

BSNS 5505: Capstone: Business Strategy and Policy

### MBA Core Courses & Capstone Descriptions

#### **BSNS 5205: Accounting Analysis For Managers**

This course focuses on the development, analysis and use of accounting reports for managers, emphasizing understanding what accounting reports contain, their underlying assumptions and concepts, and the reasons for those assumptions and concepts. The budgeting process and preparing pro-forma financial statements are also covered.

#### **BSNS 5215: Management: Theory, Practice & Vision**

This course focuses on becoming a professional manager with a sound grasp of organizational behavior theory and its application in managing others through systems thinking and the application of management skills. Traditional management theory is covered and students also develop a personal philosophy of management.

#### **BSNS 5220: Applied Marketing Management**

Students will explore and apply advanced concepts and practices of modern marketing management within domestic and global businesses in order to participate in company marketing activities including the preparation of marketing plans.

**BSNS 5225: Applied Financial Analysis**

Utilizing the case study approach, students examine relevant financial issues and derive solutions. Students will use financial tools and techniques to interpret real world financial events, solve financial problems and make optimum decisions under conditions of uncertainty.

**BSNS 5230: Business Decision Analysis**

This course provides students with in-depth knowledge and skills for applying analytical models for decision making in various business situations. Emphasis of this course is on critical thinking through case study, using modeling software for business analytics, and real-world problem solving.

**BSNS 5245: Business Information Systems & Technologies**

This course explores the integration of information technology and business strategy throughout the organization. It highlights information systems that enhance business intelligence, operations, innovation, organization, and customer relationships in order to achieve competitive advantage.

**PLAW 5250: Employment Law and Ethics**

Topics in this course will focus on selected aspects of the law as it pertains to operating a business in a highly regulated legal, social and ethical environment. Topics may range from laws related to operating a new business to laws impacting a going concern.

**BSNS 5505: Capstone: Business Strategy and Policy**

This capstone course focuses on the cross-functional business integration synthesizing material presented in previous courses. The course highlights financial reporting and analysis, global creation and distribution of goods and services, strategic management, legal and ethical environment of business, human behavior in organizations, and entrepreneurship.

**MBA Electives**

Students will choose their additional MBA elective(s) from any of the business courses that are at the 5000 level and above. Below are some example elective courses (although not all will be offered in any two-year period).

**General MBA track students:** Students will choose a minimum of four electives from among the following acronyms: ACCT, BSNS, BUSA, ECON, FINA, MGMT, MKTG, or PLAW. With

**MBA Concentration Electives:** To fulfill the requirements for a concentration, students will choose 3 elective courses from those in the concentration area of their choice. Students will choose their additional MBA elective(s) from any of the business courses that are 5000 level and above. It is recommended to contact the MBA Director or your preceptor for guidance in choosing electives.

**Financial Forensic Investigations (ACCT 5000+ classes may include):**

ACCT 5340: Understanding Corporate Fraud

ACCT 5410: Fraud Analytics

ACCT 5450: Financial Forensic Investigations

**Business Analytics (BUSA 5000+ classes may include):**

BUSA 5232: Business Analytics for Managers



BUSA 5235: Big Data and Machine Learning  
BUSA 5236: Advanced Business Data Management

**Finance (FINA 5000+ classes may include):**

FINA 5305: Financial Statement Analysis  
FINA 5340: Portfolio Management  
FINA 5345: Financial Institutions and Risk Management  
FINA 5346: New Ventures  
FINA 5348: Managerial Economics

**Marketing (MKTG 5000+ classes may include):**

MKTG 5418: Research Methods for Marketing Decisions  
MKTG 5415: Digital Marketing and Web Analytics  
MKTG 5505: Customer Behavior in a Digital World

**Hospitality Tourism and Event Management (HTMS 5000+ classes may include):**

HTMS 5110: Hospitality and Tourism Research Methods  
HTMS 5112: Current Issues in Restaurants, Resorts, and Event Mgt.  
HTMS 5114: Hospitality entrepreneurs and Leadership  
HTMS 5116: Hospitality Analytics for Decision Making

**Global Business Sustainability (MGMT 5000+ classes may include):**

MGMT 5322: Corporate Sustainability Strategies  
MGMT 5325: Practical Business Ethics  
MGMT 5445: Global Sustainability Stakeholder Management  
MGMT 5450: Marketing and Global Sustainability

For more detailed course descriptions, please visit The University's Course Catalog.

## **GOOD ACADEMIC STANDING, PROBATION, & DISMISSAL PROCEDURE**

A student with a semester GPA below 3.0 or a cumulative GPA below 3.0 will be placed on academic probation and notified accordingly.

A student on Academic Probation is expected to meet with his/her advisor/preceptor to discuss a performance improvement plan upon receiving notification of probation status.

Students on Academic Probation in the MBA program must raise their cumulative GPA to a 3.00 by the time they have taken no more than nine (9) additional graduate credit hours in order to regain good academic standing. A student on probation who does not accomplish this is subject to dismissal from the graduate program and from the University. Written notice of such dismissal will be provided to the student.

After completing the nine (9) additional graduate credit hours noted in the preceding paragraph, if a student is subject to dismissal from the program but has the potential to raise their cumulative GPA above a 3.0 after completing a single three credit hour course, the student is permitted to send a letter of appeal to the MBA Program Chair. This appeal must be submitted within one week of the posting of final grades, and before the student is formally dismissed from the program. If the appeal is successful, the course and the conditions under which the course can be completed will be decided at the discretion of the MBA Program Chair in consultation with the MBA Program Faculty. The “single course to raise the GPA to 3.0” option can only be granted once throughout matriculation in the MBA program.

If there is a procedural error in terminating a student from the MBA program for academic reasons, the student may appeal in writing to the Dean of the School of Business with a copy to the Provost. The appeal must be accompanied by evidence in support of the appeal and must be submitted no later than two weeks following notice of academic termination from the Program.

### **Definition of a Passing Grade**

A letter grade C or above is a passing grade. Students must, however, maintain a grade point average of 3.0 or above. Students must have a 3.0 or above to graduate from the MBA program.

## **PROGRAM DISTINCTION**

### For Students Matriculating Prior to Fall 2022:

Graduates with a GPA of 3.9 or better are eligible for Program Distinction, which is awarded in the spring. Application materials are due to the MBA Program Chair by March 15th (thus post-graduation for Summer and December graduates and pre-graduation for May graduates). These application materials should include:

1. A portfolio of at least two, but no more than three, written projects completed by the applicant for any of the MBA courses taken at Stockton University. The writings can include, but are not limited to, essay examinations or course term papers.
2. An application essay. The application essay should be between 200-400 words setting forth the applicant’s justifications for receipt of the MBA degree with Program Distinction and providing a context for the portfolio of writings. Applicants may also include in the essay a discussion of any other relevant activities undertaken pursuant to completion of course work for the MBA.

Successful applicants, as determined by the faculty of the program, will be awarded an MBA with Program Distinction. The GPA must be 3.9 or above at graduation to be awarded program distinction.

### For Students Matriculating Fall 2022 or Later:

Graduates of the MBA program with a cumulative GPA of at least 3.97 will be awarded an MBA with Program Distinction.

## **TRANSFER CREDIT**

Students who have received credit for graduate study in business at another accredited college or university may receive transfer credit for a maximum of 9 graduate-level credit hours (three courses) if those courses correspond to courses at Stockton University provided the student earned a grade of B or better in the course(s). Students must formally apply to the MBA Program Chair writing to request transfer credit, preferably at the time of the admission application, but no later than the first semester of matriculated study. At a minimum, the student requesting transfer credit must complete the Graduate Transfer Equivalency Form and provide a catalog description of the course, a course syllabus, a description of course content and the textbook used in order to have the course evaluated for acceptability as transfer credits.

## **TIME LIMITS**

The time limit for transfer of graduate credits from other institutions, or graduate courses taken at Stockton, is 6 years from the time the final grade was awarded (excluding the time of leave of absence). If students wish to extend this time limit, they must submit a written request for an extension to the Graduate Admissions Office and to the MBA Program Chair.

## **GRADUATE ASSISTANTSHIP**

Graduate assistants, or GAs, have a unique dual role: they are both graduate students and research, administrative, or teaching assistants who contribute to the academic mission of the university. Graduate students awarded these competitive positions receive a tuition waiver for their work in the classrooms, laboratories, simulation suites, academic units, and offices of the university.

All students who are in good academic standing and are enrolled in a degree seeking program are eligible to apply for a graduate assistantship.

Graduate assistant responsibilities are generally of a professional or quasi-professional nature. These academic assistantships further assist the professional and/or academic development of the graduate student. Assignments are diverse and encompass a wide variety of responsibilities. To the extent possible, graduate assistants are provided assignments that complement their areas of academic study. While the graduate assistant's duties may involve some clerical work, the assistantship is expected to serve as a meaningful learning experience.

For example, a graduate assistant may work collaboratively with faculty and/or staff members:

- Conducting a literature review or library research;
- Refining their skills as a researcher;
- Collecting, coding, and/or analyzing data;
- Creating content, updating and designing a website, a research instrument, or scholarly project.
- Proofreading a research study or field testing an instrument;
- Creating or editing a scholarly presentation or report;
- Research assistance on a curricular project related to one's graduate program, as they relate to research, practical experience, or scholarly work;

- Performing other tasks as determined by the student's graduate program, as they relate to research, practical experience, or scholarly work;
- Assisting with a project related to improving practice and effecting change in graduate education
- Representing a graduate program at meetings or informational sessions.

Graduate assistantships are also an important form of financial support. Assistantships are granted in the form of tuition waiver and can vary from a one credit waiver to nine credits or the maximum tuition charge per semester, whichever is applicable. **All University fees are the responsibility of the student.**

In return for the tuition waiver, **the graduate assistant agrees to enroll in a minimum of 3 course credits per semester**, maintain satisfactory academic progress, and carry out work assignments in an academic or administrative office of the University for a specific number of hours per week for the term of the assistantship.

### **Term of Graduate Assistantship**

Graduate assistantship awards are made on a semester basis, during fall and/or spring academic semesters (August – May). For the most part, the assistantship assignment follows the Academic Calendar, e.g., from the first day of the fall semester through the final day of the fall semester. Occasionally, assistantships are available for summer terms depending upon availability of funding. Award nominations are made by the faculty and graduate program chair of each graduate program and are then forwarded to the Office of Graduate Admissions for final approval. Students who are approved for an assistantship will receive an offer-of-appointment letter from the Office of Graduate Admissions.

### **Eligibility & Enrollment Requirements**

- Students must be matriculated in a degree seeking graduate program at Stockton University.
- Students must be enrolled in at least 3 semester hours of credit during the term in which the credits are assigned.
- Only courses which are required in the student's degree program are eligible for tuition waiver. If a graduate student wishes to enroll in a course that is not required for the degree program in which the student is matriculated, he/she shall be fully responsible for the payment of tuition for the additional course(s).
- Students must have and maintain a minimum cumulative GPA of 3.0 or better and be in Good Academic Standing. Students on probation are not eligible for graduate assistantships. • Violations of the Campus Code of Conduct may also impact a student's eligibility to hold a GA appointment.
- Continuing students must pre-register for classes in order for assistantship credits to be applied to their tuition accounts

Students must submit a Graduate Assistantship Application for each semester in which they would like to receive a tuition waiver. A letter of interest should accompany the application. Returning students should submit their application to the graduate program chair (applications are submitted to the Office of Graduate Admissions only if the student requests an assistantship through that office). New applicants to Stockton University should submit their Graduate Assistant Application at the time of application to

Stockton through the Office of Graduate Admissions. The application needs to be submitted no later than October 31 for spring semesters and March 31 for fall semesters.

Graduate assistants are selected by the program from the pool of submitted applications and are approved by the Office of Graduate Admissions.

Graduate assistants must abide by all University policies and procedures, as well as rules and regulations of the University as set forth in the [Stockton Bulletin](#).

Graduate assistants are expected to conduct themselves in a professional and ethical manner. The assistantship work assignment must be performed in an acceptable manner as outlined by the faculty sponsor.

For more information about assistantships, refer to the [Graduate Assistantship Handbook](#).

## **GLOBAL REACH**

Stockton University's MBA program offers students with a variety of opportunities to study across the globe. Such opportunities include:

1. Dual-degree MBA program with National Chiayi University, Taiwan – allows students to spend a semester taking MBA classes in Taiwan.
2. Faculty-led programs – short term visits to other countries following a class at Stockton.
3. Study Abroad Programs – semester long or summer visits to study in other countries.

To learn more about these global opportunities, and how to apply, please contact the MBA program Chair.

## **INTERNSHIP**

A non-dual degree MBA student is permitted to intern once as an MBA student for course credit. The on-site requirement for MBA students is 114 hours, based on a 3-credit graduate course. Academic internships (credit bearing) are available year-round. The start and end dates for internships correspond to the semester (or summer term) start and end dates.

The business internship course satisfies an MBA elective requirement and is listed on the student's transcript as a 5950 level course: Internship and the name of the company you will be interning. For example: BSNS 5950: Dolan, Bell and Marsella Internship. It is possible, with advance approval, to complete an internship in a concentration area (e.g., ACCT 5950, FINA 5950, BUSA 5950, MKTG 5950, HTMS 5950). For MBA-HAL students, internships are designated MHAL 5950. (Note, the previous numbering for internships was 5900).

Students must be in good academic standing to be registered for an internship. This means, they cannot be on academic probation, as defined in the University Bulletin, at the time they register for the internship. If

a student is already registered for an internship at the time they are placed on academic probation, they must set up a meeting to discuss the academic probation procedure with the internship advisor.

## **INDEPENDENT STUDY**

Independent study is an approach followed at Stockton to encourage close working relationships between students and faculty. Independent study provides opportunities to develop highly individualized, rigorous, and personal learning experiences. This approach fulfills three needs. It permits students to pursue questions not addressed in faculty-directed classrooms, laboratories, or studios; it helps students to develop valuable research skills; and it enables students to test mastery of principles, methods and materials presented in regular classes by instructors. Properly done, independent study should lead to that goal sought by all educated persons, namely the capacity for independent learning throughout life. Students who wish to undertake independent study projects should consult the instructor with whom they wish to work. Projects must be carefully formulated on a Special Project Request Form and signed by the appropriate instructor, student, and dean.

MBA students may, with MBA program chair approval, pursue an independent study in any of the concentration areas, or in general business, under the following course numbers:

***-BSNS 5800***

***-FINA 5800***

***-BUSA 5800***

***-ACCT 5800***

***-MGMT 5800***

***-MKTG 5800***

***-HTMS 5800***

An MBA student seeking an independent study may do so by independently reaching out to MBA faculty in their concentration area or by contacting the MBA Program Chair who will consult with the concentration Associate Chairs to identify potential faculty for an independent study.

- Independent studies fill an elective requirement in the MBA, or, if taken in a specific concentration, can fill a concentration elective requirement.
- The work required by an independent study should be similar to the amount of work required by any other course in the MBA program.
- There is no guarantee as to the availability of faculty to advise an independent study in a particular term.
- Independent studies are generally intended to provide students with a way of exploring a specific area of study that students would not otherwise be able to explore through the MBA program's curriculum.
- The exact contours, including assignments, of an independent study, should be developed between the student and advising faculty, and submitted to the MBA program chair, along with the appropriate form, for approval.

- These same principles apply to MBA-HAL students seeking an independent study in the MBA-HAL program, which requires MBA-HAL program chair approval, and is designated as MHAL 5800.

## **GRADUATE SCHOLARSHIPS**

The Stockton Foundation Scholarship awards up to \$2500 in funds to both incoming and current graduate level students. Students who were in the Educational Opportunity Fund (EOF) program as undergraduates are also eligible for EOF Graduate Grants. Once graduate students are enrolled at Stockton, they can also apply for other Foundation scholarships as continuing graduate students.

## **GRADUATE COORDINATOR OPPORTUNITIES**

Graduate Coordinator positions are an important form of financial support for degree-seeking graduate students and are offered by various offices throughout Stockton University. Graduate Coordinators (GCs) are first and foremost, graduate students pursuing an education. Graduate students who hold graduate coordinator positions benefit educationally and professionally. They gain experience in leadership, interpersonal effectiveness, and performance evaluation; acquire administrative experience; and several transferable skills.

### **Eligibility**

- Candidates must be enrolled at Stockton University as a matriculated Graduate student during the time of employment
- Bachelor's degree with prior experience that demonstrates an understanding of leadership and student development
- Strong oral and written communication skills
- Graduate Coordinator Benefits

Each job has its own respective set of benefits. Job descriptions must be carefully analyzed for a specific set of benefits/rewards/etc.

## **BETA GAMMA SIGMA BUSINESS HONOR SOCIETY**

Founded in 1913, Beta Gamma Sigma is the international business honor society for AACSB-accredited schools, which are approximately 5% of business school programs around the world. Inducted as students, BGS members go on to serve in critical leadership roles in corporate, entrepreneurial, government, non-profit, and academic sectors. Members currently reside in all 50 U. S. states and more than 190 countries. Notable members include Nobel Prize winners, Olympians, inventors, CEOs of major global companies and nonprofit organizations, deans of the top business schools, and others who are making the world a better place at all levels of contribution through social enterprise, service, and leadership. Beta Gamma Sigma is a proud member of the Association of College Honor Societies (ACHS).

### Eligibility

Colleges or universities can extend an invitation to eligible BGS members. Some schools have more restrictive criteria for membership in Beta Gamma Sigma. [Click Here for Webpage](#)

Invites are sent to:

- Undergraduates from second-semester sophomore and up in the top 10% of their class
- Top 20% of master's students after completing half of their program
- Doctoral candidates who have successfully defended their dissertation
- Transfer students who meet the above criteria and have completed one full year of coursework at their chapter's university
- Select business faculty members of AACSB-accredited schools

## UNIVERSITY POLICIES

In addition to the resources located in this handbook, students should be aware of the University Policies that are in the [Stockton Bulletin](#). In the event that there is a conflict between the provisions of this Handbook and the University Policies, the University Policies as set forth in the current Stockton Bulletin and elsewhere shall supersede anything set forth in this Handbook.

## ACADEMIC HONESTY

As an academic institution of merit and integrity, Stockton University affirms its commitment to the honesty and excellence of all academic work conducted by students of the Stockton academic community. Academic dishonesty is a serious violation of academic procedure and the Campus Conduct Code and is subject to severe sanctions including suspension and expulsion. The range of sanctions that may be given will be contingent on several factors, including:

- The decision of the faculty member making the charge
- Whether it is the student's first offense or a repeat offense; and
- The extent and nature of the offense.

It is possible that a first offense may carry a penalty of suspension or expulsion. The University makes two primary demands of its students in the area of academic honesty:

- That each individual exercise the utmost care in planning and preparing the work presented for academic consideration, and
- Members of the academic community conscientiously ensure the validity and protect the integrity of academic work and the grades earned for such work.

Please see the University's Student [Code of Conduct](#), including Academic Honesty. Please see the [University's Academic Honesty Procedure](#).