



Graduate Student Handbook

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A Message from the Dean

Congratulations!

As dean of Samford University's Brock School of Business, it is my pleasure to welcome you into our graduate business programs. Not only should you be commended for the noteworthy successes that have led you to this point, but also for your initiative and drive to further your education. It has been my experience through many years that the investment in human capital that comes through graduate business education pays perpetual dividends.

Many things will contribute to a successful experience as you pursue your degree. First and foremost is your willingness to be curious. Learning is a life-long endeavor, and while at the Brock School, you will hone the skills that will enable you to better solve problems while learning to ask the right questions.

You will learn from your coursework, from your professors, and from your fellow students. You will be asked to share your considerable experience as you tackle new situations and new challenges. This will be a team effort, and I encourage you to build relationships with professors and your student colleagues to maximize your experience in graduate school.

This handbook is meant to serve as a useful guide to your graduate education and to support the mentoring and counsel that can be provided by professors, the Office of Academic Programs, or my office.

I look forward to having you as a part of the Brock Business community. I encourage you to work hard and learn to work smart. I anticipate the day we place the master's hood over your shoulders and welcome you into the community of graduate scholars.

Sincerely,

J. Howard Finch
Dean and Professor
Brock School of Business

Samford University and the Brock School of Business

Mission Statement of Samford University

We nurture persons – for God, for learning, forever.

The mission of Samford University is to nurture persons in their development, creativity, faith and personhood. As a Christian university, the community fosters academic, career, and ethical competency while encouraging social and civic responsibility and service to others.

Samford University and Brock School of Business Accreditation

Samford University is accredited by the Commission on Colleges of the Southern Association of College and Schools (SACS) to award associate, bachelors, masters, education specialist, and doctoral degrees. This status was most recently affirmed in 2007 continuing a relationship that Samford has enjoyed with SACS since 1920. The Brock School of Business is also accredited by the Association to Advance Collegiate Schools of Business (AACSB) which is a mark of excellence recognized worldwide and held by less than 5% of business schools.

MBA Program Goals

The MBA degree program at the Brock School of Business provides graduates the skills needed to be successful managers and leaders in a competitive global business environment. The core business functions of accounting, economics, finance, operations, marketing, human resources and organizational behavior, management information systems, and corporate strategy are taught with a focus on problem solving and practical application in the workplace. Specific learning goals articulated for the MBA degree program include:

Cross Disciplinary Competence – integrating business processes across functional areas in order to make holistic, timely and informed decisions.

Critical Thinking and Decision Making – generating and synthesizing information to make and implement timely and informed decisions.

Effective Communication – improving abilities to communicate ideas, analyses, plans, and evaluations to individuals and groups.

Corporate and Social Responsibility – building the capacity and inclination to make decisions based on comprehensive values and to take actions that demonstrate an awareness of and an attempt to serve all stakeholders.

Teamwork – recognizing the importance of effective teamwork, valuing diverse perspectives and skills, and assuming a variety of roles to accomplish team objectives.

MAcc Program Goals

The MAcc degree program at the Brock School of Business provides graduates the skills needed to be successful in the accounting profession whether working for one's own business, a corporate accounting department, a public accounting firm, or a nonprofit/government agency. MAcc students are prepared for a career in the profession and for the successful completion of the CPA exam. Specific learning goals articulated for the MAcc degree program include:

Ethics

Samford MAcc graduates maintain personal and professional ethics and integrity while including appropriate values in developing and maintaining professional careers.

Communication

Samford MAcc graduates effectively communicate ideas, analyses, plans, and evaluations to individuals and groups.

Professional Research Skills

Samford MAcc graduates possess skills to perform basic financial, auditing, and tax research.

Analytical Skills

Samford MAcc graduates possess analytical and problem solving skills necessary to enter the accounting profession.

Teamwork

Samford MAcc graduates recognize the importance of effective team work, value diverse perspectives and skills, and willingly assume a variety of roles to accomplish team goals.

Technical Knowledge

Samford University MAcc graduates possess strong technical skills in the functional areas of accounting (financial, tax, managerial, governmental/NFP) that lay the foundation for success in today's business world.

Admission

Admission Overview

The Brock School of Business welcomes applications from students and professionals with solid academic abilities and managerial potential.

Academic ability is evaluated on the basis of undergraduate and graduate academic records, scores on the Graduate Management Admission Test (GMAT) or GRE General Test, recommendations, and academic recognition. Applicants must have a bachelor's degree from a regionally accredited institution prior to enrolling in the program. Admission standards require students to earn a GMAT or GRE equivalent score* of 480 or better and an index score of 1050 or better using the formula: higher education GPA x 200 + GMAT score.

Managerial potential is evaluated on the basis of the applicant's work experience, recommendations, and professional recognition. Work experience is preferred, but not required. Involvement in continuing education and extracurricular, community, and church activities are considered as part of the admission process.

Admission decisions are made on a rolling basis. Applicants are informed of the application decision by email. Once an applicant is admitted to the program, he/she has an individual advising and orientation session with a graduate program advisor to review program information and policies as well as to determine the individual course plan of study.

International students should also review the international admission standards and application information on our website.

*GRE equivalent scores are determined using the [GRE Comparison Tool for Business Schools provided by ETS](#). Applicants with GRE quantitative scores at or below the 20th percentile may not waive any MBA courses.

Checklist and Deadlines

The Academic Programs Office must receive each item on this checklist for an application to be considered complete. Applications are generally reviewed within one to two weeks of completion. To check application progress, applicants can log-in to their application account and view the status of application items.

Application Checklist

- 1) **Online Application for Admission:** The online application for admission can be found on our website at business.samford.edu. Students or employees with access to the portal should apply through the portal.
- 2) **Recommendation:** Applicants must submit the name and email address of their recommender on the online application form (only one name may be entered). When you submit your application form online, an email will be sent directly to your recommender with instructions and a link to the online recommendation. Before submitting a name, please contact your recommender so that they will expect our email. A recommendation from an employer or educator is preferred.
- 3) **Application Fee:** The \$25 non-refundable application fee is paid prior to submission of the online application form. The application fee is payable by Visa or Mastercard.
- 4) **Official GMAT or GRE* Scores:** Applicants should request for GMAT or GRE scores to be sent to our office from the testing agency.

A GMAT waiver is available for applicants with a bachelor's degree and ten or more years of professional work experience. Applicants may apply for a GMAT waiver by emailing a request to gradbusi@samford.edu once all other portions of the application are complete. Qualifying applicants will be invited for an interview by the Graduate Education Process Committee. All waiver approvals must be complete at least one month before the application deadline.

- 5) **Official Transcript(s):** Applicants must submit official transcripts from all higher education institutions attended. Transcripts are considered official only when they bear the issuing institution's seal and arrive with the seal intact. Transcripts can be sent electronically to gradbusi@samford.edu or by mail to the address below. Electronic transcript submission is preferred.

- 6) **Resume:** Please send a copy of your professional resume electronically to gradbusi@samford.edu.

*GRE scores are converted to an equivalent GMAT score using the GRE Comparison Tool for Business Schools provided by ETS. Applicants with GRE quantitative scores at or below the 20th percentile may not exempt prerequisite level courses (ACCT 511, ECON 512, or FINC 514).

Application Deadlines

Fall Semester – August 1

Spring Semester – December 1

Summer Term – May 1

**International students - please review the application checklist and deadlines under the international student portion of our website for additional requirements.*

International New Student Deposit

As an indication of intention to enroll, all international students are required to submit a non-refundable deposit when they accept admission to the Brock School of Business. The deposit is credited to the student account and used to cover first semester expenses.

Transient Admission

Transient students are non-degree-seeking students who are enrolled and in good standing in a graduate program at another academic institution while take classes at the Brock School of Business. Transient students should complete the Transient Application Form and submit a letter of good standing from their institution to engage in graduate work at the Brock School of Business. Transient status is granted by the Office of Academic Programs. Transient students must meet course prerequisites to register for a course.

Readmission

A previously enrolled student in good academic standing may apply for readmission by completing the Readmission Form. The applicant is held to the admission and curriculum requirements in place at the time of readmission. Students must complete their degree within seven academic years of the original date of matriculation.

Graduate Program Curriculum

MBA Curriculum

Course Title		Credits
MBA Prerequisite Courses*		0-9
ACCT 511	Financial Accounting for Managers	3
ECON 512	Foundations of Economics	3
FINC 514	Corporate Finance	3
MBA Core Program		36
BUSA 505	Managerial Communication and Analysis**	3
ACCT 519	Accounting for Decision Making	3
ECON 520	Economics of Competitive Strategy	3
FINC 521	Managerial Finance	3
BUSA 533	MIS & Communications Technology	3
MNGT 535	HR and Organization Management	3
MARK 541	Marketing Strategy	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
MNGT 561	Strategic Management***	3
	MBA Elective	3
	MBA Elective	3
Total MBA Credits		36-45

* Exemption from ACCT 511, ECON 512, and FINC 514 may be awarded with an earned a C- or better in an approved undergraduate accounting, economics, or finance course at a regionally accredited institution. Students without an equivalent business courses may attempt to test out of the course. Please contact the Academic Programs Office for further details.

**To be taken in the first semester in the MBA program

***To be taken in the last semester in the MBA program

MBA Concentrations

MBA students may earn a concentration by taking three elective courses in a selected track instead of the normally required two general electives for the MBA degree. Concentrations in accounting, entrepreneurship, finance, international business, and marketing are available. Students must submit a Change of Academic Program form to officially add a concentration. Only students in Good Standing may add a concentration.

Accounting Concentration*		
(select three from the following)		
ACCT 510	Income Tax II	3
ACCT 521	Fraud Examination	3
ACCT 525	Applied Professional Research	3
ACCT 540	Financial Accounting & Reporting III	3
ACCT 570	Financial Statement Analysis	3

*This concentration is designed for students with an accounting undergraduate degree. All MAcc program prerequisites must be met in order to take these MAcc courses. Please contact the Academic Programs Office for details.

Entrepreneurship Concentration		
Entrepreneurship Core		6
ENTR 531	Entrepreneurship: Concepts and Consulting	3
ENTR 555	New Venture Business Planning	3
Entrepreneurship Electives*		3
(select one from the following)		
BUSA 534	Planning & Design for Web-Based Business	3
BUSA 597	Topics in Bus Planning & Entrepreneurship	3
ENTR 543	Corporate Entrepreneurship & Innovation	3
ENTR 544	Social Entrepreneurship & Non-Profit Mgt	3

*Other electives are possible if approved by the Director of Academic Programs. For example, Topics courses in several functional areas (e.g., marketing, finance, or information systems) could serve as viable electives, if approved.

Finance Concentration		
Finance Core		6
FINC 524	Investments	3
FINC 528	Financial Markets and Institutions	3
Finance Electives		3
(select one from the following)		
FINC 570	Financial Statement Analysis	3
FINC 523	Behavioral Finance	3
FINC 525	Bulldog Investment Fund*	3
BUSA 594	Topics in Finance	3

*Prerequisite: FINC 524 Investments

International Business Concentration		
(select three from the following)*		
BUSA 590	Topics in International Business/Field Study	3
ECON 522	International Economics	3
MNGT 532	International Management	3
MARK 542	International Marketing	3

*Other electives are possible if approved by the Director of Academic Programs. For example, Topics courses in several functional areas (e.g., marketing, finance, or information systems) could serve as viable electives, if approved.

Marketing Concentration		
(select three from the following)*		
BUSA 534	Planning & Design for Web-Based Business	3
ENTR 544	Social Entrepreneurship & Non-Profit Mgt	3
ENTR 555	New Venture Business Planning	3
MARK 542	International Marketing	3
MARK 592	Topics in Marketing **	3

*At least two electives must have a MARK prefix to satisfy the requirements for this concentration.

**Topics in Marketing may be taken twice if the topics differ and if approved by the Director of Academic Programs

Pre-MAcc Program

Students must meet the following course requirements before being admitted to the MAcc program. See the exemption policy for details about waiving these course requirements.

Course #	Course Title	Credits
Accounting Prerequisites		
ACCT 211	Accounting Concepts I	3
ACCT 212	Accounting Concepts II	3
ACCT 311	Financial Accounting & Reporting I*	3
ACCT 312	Financial Accounting & Reporting II*	3
ACCT 313	Cost Accounting*	3
ACCT 420	Auditing I*	3
ACCT 470	Accounting Information Systems	3
ACCT 310	Income Tax I*	3
BUSA 252	Legal Environment of Business	3
BUSA 454	Business Law*	3
Non-Accounting Business Courses**		
ECON 201	Principles of Macroeconomics	4
ECON 202	Principles of Microeconomics	3
MARK 311	Marketing Management	3
FINC 321	Financial Management	3
MNGT 303	Principles of Management	3
BUSA 360	Information Systems and Technology	3

*Must be completed in the United States

**These non-accounting business courses are recommended as the best courses for CPA Exam preparation. With BUSA 252 and the two required MBA courses, students will meet the 27 non-accounting business credit requirement necessary to qualify to sit for the Uniform CPA Exam in Alabama. Other business courses may be substituted with permission.

MAcc Curriculum

Course Title		Credits
Accounting:		24
Accounting Core		6-15
ACCT 510	Income Tax II*	3
ACCT 515	Governmental/Not-For Profit Accounting*	3
ACCT 520	Auditing II	3
ACCT 525	Applied Professional Research	3
ACCT 540	Financial Accounting & Reporting III*	3
Accounting Electives		9-18
ACCT 514	Tax Research	3
ACCT 521	Fraud Examination	3
ACCT 555	Internship	3
ACCT 560	Accounting Theory	3
ACCT 570	Financial Statement Analysis	3
ACCT 594	Topics in Accounting	3
Business:		6
Business Courses** (select two)		6
BUSA 533	MIS and Communications Technology	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
ECON 520	Economics of Competitive Strategy	3
FINC 521	Managerial Finance	3
MNGT 535	Human Resources and Organization Management	3
MARK 541	Marketing Strategy	3
	MBA Elective(s)	3-6
Total Graduate Credit Hours for MAcc Degree		30

*Course will be waived with an earned B (3.0) or better in an equivalent undergraduate course at an AACSB institution. Waived courses do not count towards the 24 required graduate accounting credits.

**Must meet prerequisites of courses selected.

Joint Degree Programs

Joint-degree programs allow students to simultaneously pursue degrees in two areas of interest with fewer credit requirements than earning the degrees separately. Graduate joint-degree programs currently offered within the Brock School of Business are:

Professional Accountancy (BSBA/MAcc)
 Master of Business Administration/Master of Accountancy (MBA/MAcc)
 Master of Business Administration/Juris Doctor (MBA/JD)
 Master of Accountancy/Juris Doctor (MAcc/JD)
 Master of Business Administration/Master of Divinity (MBA/MDiv)
 Master of Business Administration/Doctor of Pharmacy (MBA/PharmD)

Professional Accountancy MAcc Curriculum

Course Title		Credits
Graduate Accounting Course Component		25
Accounting Core Courses		16
ACCT 515	Governmental/Not-For Profit Accounting	3
ACCT 520	Auditing II	3
ACCT 525	Applied Professional Research	3
ACCT 540	Financial Accounting & Reporting III	3
ACCT 555	Internship	3
ACCT 599	Contemporary Issues in Accountancy	1
Accounting Electives (select three)		9
ACCT 514	Tax Research	3
ACCT 521	Fraud Examination	3
ACCT 570	Financial Statement Analysis	3
ACCT 594	Topics in Accounting	3
Graduate Business Course Component*		3
BUSA 533	MIS and Communications Technology	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
ECON 520	Economics of Competitive Strategy	3
FINC 521	Managerial Finance	3
MNGT 535	Human Resources and Organization Management	3
MARK 541	Marketing Strategy	3
	MBA Elective	3
Total Graduate Credit Hours for MAcc Degree		28

*Must meet prerequisite of course selected.

MBA/MAcc Joint Degree Curriculum

Course Title		Credits
MAcc Course Component ¹		24
MAcc Core		6-15
ACCT 510	Income Tax II*	3
ACCT 515	Governmental/Not-For Profit Accounting*	3
ACCT 520	Auditing II	3
ACCT 525	Applied Professional Research	3
ACCT 540	Financial Accounting & Reporting III*	3
MAcc Accounting Electives		9-18
ACCT 514	Tax Research	3
ACCT 521	Fraud Examination	3
ACCT 555	Internship	3
ACCT 570	Financial Statement Analysis	3
ACCT 594	Topics in Accounting	3
MBA Course Component ¹		27
MBA Core		
BUSA 505	Managerial Communication and Analysis**	3
BUSA 533	MIS and Communications Technology	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
ECON 520	Economics of Competitive Strategy	3
FINC 521	Managerial Finance	3
MARK 541	Marketing Strategy	3
MNGT 535	Human Resources and Organization Management	3
MNGT 561	Strategic Management***	3
Total Graduate Credit Hours for MBA/MAcc Degree		51

¹Prerequisites for the MAcc program and MBA courses must be met. See the Academic Programs Office for details.

*Course may be waived with an earned B (3.0) or better in an equivalent undergraduate course at an AACSB institution. Waived courses do not count towards the 24 required graduate accounting credits.

**To be taken during the first semester in the MBA program

***To be taken in the last semester in the MBA program

MBA/JD Joint Degree Curriculum

Course Title		Credits
MBA Courses:		27-36
MBA Prerequisite Courses*		0-9
ACCT 511	Financial Accounting for Managers	3
ECON 512	Foundations of Economics	3
FINC 514	Corporate Finance	3
MBA Core Courses		27
BUSA 505	Managerial Communication and Analysis**	3
ACCT 519	Accounting for Decision Making	3
FINC 521	Managerial Finance	3
BUSA 533	MIS & Communication Technology	3
MNGT 535	Human Resources and Organization Management	3
MARK 541	Marketing Strategy	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
MNGT 561	Strategic Management***	3
Shared Law Credits:		9
LAW 673, 625, or 728	Antitrust, Govt. Reg. of Business, or Economic Analysis of Law	3
Choose 6 additional credits from the law elective table		6
Total Credits for MBA Degree		36-45

* Exemption from ACCT 511, ECON 512, and FINC 514 may be awarded with an earned a C- or better in an approved undergraduate accounting, economics, or finance course at a regionally accredited institution. Students without an equivalent business courses may attempt to test out of the course. Please contact the Academic Programs Office for further details.

**To be taken in the first semester in the MBA program

***To be taken in the last semester in the MBA program

MAcc/JD Joint Degree Curriculum

Course Title		Credits
Accounting:		24
Accounting Core Courses		6-15
ACCT 510	Income Tax II*	3
ACCT 515	Governmental/Not-For Profit Accounting*	3
ACCT 520	Auditing II	3
ACCT 525	Applied Professional Research	3
ACCT 540	Financial Accounting & Reporting III*	3
Accounting Electives		9-18
ACCT 514	Tax Research	3
ACCT 521	Fraud Examination	3
ACCT 555	Internship	3
ACCT 560	Accounting Theory	3
ACCT 570	Financial Statement Analysis	3
ACCT 594	Topics in Accounting	3
Shared Law Credits:		6
Choose six credits from the law elective table		
Total Credits for MAcc Degree		30

* Course may be waived with an earned B (3.0) or better in an equivalent undergraduate course at an AACSB institution. Waived courses do not count towards the 24 required graduate accounting credits.

Law Elective Table

Course Number	Course Title	Credits
LAW 532	Payment Systems	3
LAW 533	Secured Transactions	3
LAW 603	Consumer Protection	2
LAW 604	Insurance	3
LAW 605	Banking Law	3
LAW 606	Estate and Gift Taxation	2
LAW 607	Corporate Finance	3
LAW 608	Bankruptcy	3
LAW 609	Partnership Taxation	3
LAW 610	Business Planning	3
LAW 611	Business Bankruptcy	2
LAW 615	Real Estate Transactions	2
LAW 619	International Business Transactions	2-3
LAW 620	Securities Regulation	3
LAW 625	Government Regulation of Business	3
LAW 627	Accounting for Lawyers	2
LAW 634	U.S. Taxation of International Business	2
LAW 635	Nonprofit Organizations: Law and Governance	2-3
LAW 639	Nonprofit Organizations	3
LAW 648	Land Use Planning	2
LAW 655	Corporate Tax	3
LAW 658	Health Care Delivery Systems	3
LAW 664	Estate Planning	3
LAW 667	Labor Law	2
LAW 668	Federal Income Tax I	4
LAW 669	Federal Income Tax II	2
LAW 674	Alternative Dispute Resolution	3
LAW 679	Business Crimes	3
LAW 684	Products Liability	3
LAW 693	Workers Compensation	2
LAW 696	Intellectual Property	2-3
LAW 699	ERISA and Deferred Compensation	2
LAW 699	Employment Discrimination	2
LAW 703	Arbitration	3
LAW 711	State and Local Taxation	2
LAW 728	Economic Analysis of Law	3
LAW 736	Sales	2-3
LAW 746	Business Drafting	2
LAW 761	Business Organizations: Selected Problems	2
LAW 801	Negotiation	2-3
LAW 803	Mediation	2

MBA/MDiv Joint Degree Curriculum

Course Title		Credits
MBA Courses:		30-39
MBA Prerequisite Courses*		0-9
ACCT 511	Financial Accounting for Managers	3
ECON 512	Foundations of Economics	3
FINC 514	Corporate Finance	3
MBA Core Courses		30
BUSA 505	Managerial Communication and Analysis**	3
ACCT 519	Accounting for Decision Making	3
ECON 520	Economics of Competitive Strategy	3
FINC 521	Managerial Finance	3
BUSA 533	MIS & Communications Technology	3
MNGT 535	HR and Organization Management	3
MARK 541	Marketing Strategy	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
MNGT 561	Strategic Management***	3
Shared Divinity Credits:		6
DVET 701	Doctrine and Ethics	3
DVML 625	Pastoral Formation	3
Total Credits for MBA Degree		36-45

* Exemption from ACCT 511, ECON 512, and FINC 514 may be awarded with an earned a C- or better in an approved undergraduate accounting, economics, or finance course at a regionally accredited institution. Students without an equivalent business courses may attempt to test out of the course. Please contact the Academic Programs Office for further details.

**To be taken during the first semester in the MBA program

***To be taken in the last semester in the MBA program

MBA/PharmD Joint Degree Curriculum

Course Title		Credits
MBA Program Credits		30-39
MBA Prerequisite Courses*		0-9
ACCT 511	Financial Accounting for Managers	3
ECON 512	Foundations of Economics	3
FINC 514	Corporate Finance	3
MBA Core		30
BUSA 505	Managerial Communication and Analysis**	3
ACCT 519	Accounting for Decision Making	3
ECON 520	Economics of Competitive Strategy	3
FINC 521	Managerial Finance	3
BUSA 533	MIS & Communications Technology	3
MNGT 535	HR and Organization Management	3
MARK 541	Marketing Strategy	3
BUSA 551	Operations Management	3
BUSA 552	Managing Corporate Integrity	3
MNGT 561	Strategic Management***	3
Shared PharmD Credits (choose 6 credits from the list below)		6
PHRX 415	Financial Management	3
PHRX 674	Association Management	4
PHRX 673	Pharmacy Management	4
Total MBA Credits		36-45

* Exemption from ACCT 511, ECON 512, and FINC 514 may be awarded with an earned a C- or better in an approved undergraduate accounting, economics, or finance course at a regionally accredited institution. Students without an equivalent business courses may attempt to test out of the course. Please contact the Academic Programs Office for further details.

**To be taken during the first semester in the MBA program

***To be taken in the last semester in the MBA program

Academic Policies

Academic Progress & Grading

The possible grades in a graduate business course are A, B, C, D, and F. These grades may be differentiated by pluses and minuses, but do not have to be. Quality points are assigned as follows:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

The minimum grade in a graduate class is a C-. If a student earns a D, he/she must repeat the course, and it must be repeated in the next term offering. If a C (2.0) or better is not earned the second time, the student's participation in the program is terminated.

If a student earns an F, the student's participation in the program is terminated. *Exception:* If a student earns an F in ACCT 511, ECON 512, or FINC 514, the student may repeat the course. The student must repeat the course at the Brock School of Business and may not take other MBA or MAcc courses (except ACCT 511, ECON 512, and FINC 514) until a higher grade is earned. If a C (2.0) or better is not earned the second time, the student's participation in the program is terminated.

Students must complete their degree within seven academic years of the original date of matriculation.

Pre-MAcc Course Grading and Academic Progress

The minimum grade for a Pre-MAcc course is a C (2.0). Students must earn a cumulative Pre-MAcc GPA of 2.5 or higher to be accepted to the MAcc program. An F in a Pre-MAcc course may be repeated – if the student does not earn a C (2.0) or better the second time, the student's participation in the program is terminated.

Course Exemption

MBA Course Exemption

Exemption from ACCT 511, ECON 512, and FINC 514 may be awarded with an earned C- or better in an approved undergraduate accounting, economics, or finance course at a regionally accredited institution. MBA Minor courses are not eligible for exemption by any means.

Students without an equivalent business course may attempt to test out of the course. To earn exemption by testing out, a student must earn a 70% on the prerequisite course final exam. Exemption tests are offered during the final exam time slot in December and May. An additional test is offered in August. Students may attempt the exemption test one time before being required to take the course. The prerequisite course syllabus is provided to the student as a study guide. The fee for each exemption test is \$100 payable to the Brock School of Business upon registration for the test. Students must register for the exam by the deadline determined each term. See the Academic Programs Office for details.

MAcc Course Exemption

Exemption from ACCT 510, ACCT 515, and ACCT 540 may be awarded if the student earned a B (3.0) or better in an equivalent undergraduate course at an AACSB institution. Exempted courses do not count towards the 24 required graduate accounting credits.

Pre-MAcc Exemption

Exemption from Pre-MAcc (MAcc prerequisite) courses is granted with an earned C (2.0) or better in an equivalent course at an accredited institution. Certain courses must be taken in the U.S. – ACCT 311, ACCT 312, ACCT 313, ACCT 420, ACCT 310, and BUSA 454.

Course Repeat Policy

To improve his/her grade and cumulative GPA and upon the recommendation of the advisor, a student may repeat a course in which he/she received a C- or lower. When a course grade of C- or lower is repeated at Samford, only the grade earned in the most recent instance of the course, even if it is lower, will count in the calculation of the cumulative average. The credits count only once. Both courses and both grades remain on the transcript with an indication of which course is counted in the computation of the cumulative GPA. Students must retake the course at the Brock School of Business, and it may only be retaken once.

Good Standing

To maintain a status of Good Standing, students must carry a cumulative GPA of 3.0 or better in all courses completed at the Brock School of Business. A student must be in Good Standing to add a concentration, engage in transient work, or graduate.

Grade Appeal Process

If a student feels that the final grade received in a course represents a biased evaluation of his or her performance relative to the overall class standards, the grade may be appealed. The student should contact the instructor within the first five weeks of the following semester (excluding summer) to seek clarification of the basis for the grade.

If the dispute over the grade cannot be resolved by the initial conference with the instructor, the student may appeal in writing to the appropriate Department Chair with a copy provided to the instructor. The Department Chair will consider the student's written statement, the instructor's statement, and may confer with each. The Department Chair, who does not have the authority to change the grade, shall inform the instructor and the student in writing of his/her recommendation. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor shall notify the Department Chair and the student in writing of his/her decision.

If the dispute cannot be resolved by the Department Chair, the student may appeal to the Associate Dean. The Department Chair will be asked to provide a written recommendation to the Associate Dean. The Associate Dean will review the case which may include meeting with all parties involved. The Associate Dean will provide a recommendation to the instructor which should be weighed heavily by the instructor. The instructor has the ultimately responsibility to determine whether a grade change should be made.

Probation

If a student's cumulative GPA falls below 3.0, the student is placed on academic probation and is required to show improvement in the GPA in the **next** semester. If a student on probation does not improve his/her GPA in the next semester, the student will be required to withdraw from the program. Students on academic probation may not add a concentration, engage in transient work, or graduate.

Registration Cancellation and Reinstatement

Students not paying their bill by the due date are subject to having their registration cancelled until payment is received. A student may be reinstated by paying the balance in full, plus a \$100 reinstatement fee. Following this payment, the student will receive a clearance slip from the Bursar's Office to provide to Student Records as required to re-establish the student's class schedule. **Late fees are not reversed upon reinstatement.**

Students making changes to their schedule after the e-bill has been sent (usually at the beginning of a term or during drop/add) are **required** to make payment in full by the e-bill due date for the term, including additional charges resulting from changes even though they may not have received an e-bill for these additional charges. Failure to make full payment will result in registration cancellation **the next business day after the end of the drop/add period as noted in the academic calendar for your classification.** (*Excerpt from 2012-2013 University catalog tuition and fees payment policy, p.31*)

Transfer Credit

Students with previously existing graduate work from a regionally accredited institution may be eligible to transfer those credits toward their Samford degree. Students may petition to transfer up to 9 graduate credits for the MBA and up to 6 graduate credits for the MAcc. The course must be equivalent to a similar course in the curriculum, and the students must have earned a B (3.0) or better in the course in order for credits to be eligible for transfer. Credits earned more than 10 years from date of application to the graduate program are ineligible for transfer consideration.

Transcript analysis and a determination of the credits are performed at the time of admission. The student is notified before enrolling in the first semester/term. Grades earned at other institutions are not included in the Samford University GPA computation.

Transient Credit

When a degree-seeking Brock School of Business graduate student wishes to take courses at another school to apply towards their Samford degree, they must complete a transient credit enrollment request form for permission to be a transient student at another AACSB accredited institution. Transient credits are generally allowed when the course is not offered at Samford. Students may petition to take up to 6 graduate credits at another institution as a transient student and have the credits transfer. These credits count towards the maximum of nine or six credits allowed as transfer credits. Such petitions are considered on a case by case basis. Students must be in good academic standing, i.e., have a GPA of 3.0 or better to be eligible for transient work. Grades earned at other institutions are not included in the Samford University GPA computation. Students must earn a B (3.0) or better in the transient course for credits to be eligible for transfer.

Withdrawal

Students should notify the Director or Assistant Director of Academic Programs as soon as possible if there is a problem that might involve an immediate interruption in attendance.

Course Withdrawal: A course withdrawal occurs when a student wishes to drop a course, but remain enrolled in at least one other course. A student may drop a course with no academic penalty and receive a full refund of tuition during the drop/add period as outlined in the University catalog academic calendar. After the drop/add period, there is no refund of tuition if a student withdraws from a course. Academic penalty (an “F” in the course) is applied when a student withdraws from a course after the deadline to withdraw from a course without academic penalty as outlined in the University catalog academic calendar

University Withdrawal: A university withdrawal occurs when a student wishes to cancel his/her entire schedule (not be enrolled at all in the term). If a student withdraws after the first

week of the term, there will be a pro-rata financial penalty as outlined in the University catalog. University withdrawals due to medical emergencies or exigent circumstances are considered on a case-by-case basis by the Registrar in Samford Hall.

If a student does not enroll in courses for one academic year (three consecutive semesters/terms), the student's record becomes inactive and the student is automatically withdrawn from the program. A student who is withdrawn for non-registration will need to reapply to the program as outlined in the Readmission policy.

BSOB Academic Services

Academic Programs Office

Address:

Academic Programs

Brock School of Business, Samford University

800 Lakeshore Dr.

Birmingham, AL 35216

Fax: 205-726-4555

Email: gradbusi@samford.edu

Staff:

Barbara Cartledge

Director of Academic Programs

Office: DBH Room 203A

Phone: 205-726-2935

E-mail: bhcartle@samford.edu

Rebekah DeBoer

Assistant Director – Graduate

Office: DBH Room 203E

Phone: 205-726-2040

Email: rdeboer@samford.edu

Patrice Donnelly

Assistant Director – Undergraduate

Office: DBH Room 203F

Phone: 205-726-4443

Email: prdonnel@samford.edu

Doshia Bennett

Program Assistant

Office: DBH Room 203B

Phone: 205-726-2367

Email: dsbenne@samford.edu

Advising

The Director or Assistant Director of Academic Programs academically advises MBA, MAcc, joint degree, and Professional Accountancy students. Students are encouraged to meet with their advisor before registering for each term. International and joint degree students are required to meet with a BSOB advisor prior to registration.

Students are encouraged to read this handbook and the University catalog in their entirety and become familiar with all academic policies.

Class Attendance

Due to the nature of the program, class attendance and active participation are extremely important. When a student is absent, he/she misses a significant amount of material and deprives

other class members of their input. If students know that they must miss more than three scheduled class meetings due to controllable factors, they should take the course at another time. Please discuss any absence with the professor who has sole discretion on how absences are treated for grading purposes.

Class Schedules and Times

The Brock School of Business plans to offer all required core MBA courses in each Fall and Spring semester. Three core MBA courses will be offered on rotation every summer. MAcc courses are scheduled for specific terms. Please see the Academic Programs Office for details about scheduling.

More than six students must register for the course to prevent cancellation. Classes are offered once per week Monday through Thursday, 5:30-7:30pm for early classes and 7:45-9:45pm for late classes in the fall and spring semesters. Early session MAcc classes start at 5:15pm. In the summer terms, classes meet Monday and Wednesday or Tuesday and Thursday from 5:30pm until 8:30pm. Some electives may be offered during the Fall and Spring semesters based on student interest and faculty availability.

DegreeWorks

DegreeWorks is a web-based advising software used by Samford University. This program reflects program requirements, course completion, grade point average, graduation term, and other helpful student academic data. The system also allows individual degree planning through the planner option. Each student will have a course plan entered in DegreeWorks to aid advisors and students during the registration process. If you anticipate a change in your original course plan, please contact the Academic Programs Office so that we may adjust your course planner and graduation term.

Graduation and Commencement

It is the responsibility of the student to see that all graduation requirements are met. A student is required to meet all requirements for graduation as set forth in the *Samford University Catalog* in effect at the time of entrance into the graduate program. Students whose enrollment has been interrupted are to follow the requirements for graduation as set forth in the catalog in effect at the time of readmission to the graduate program.

If the University changes requirements for graduation after the entry of a student into a program, and if those changes better meet the goals of the student, the student may petition the Academic Programs Office to be allowed to qualify for graduation by meeting the newer requirements. If approved, the student will meet all requirements for graduation set forth in the later catalog. In no case may a student qualify for graduation by meeting various requirements set forth in two different catalogs.

Prospective graduates are contacted by Student Records to confirm the student's intent to graduate. Please be prompt in your response to any request from this office.

Commencement is held at the end of the fall and spring semesters. Attendance at Commencement is encouraged for those completing degree requirements. Prospective summer graduates may petition to walk early in the spring commencement if they have three or fewer credits remaining to complete the degree. Please contact the Office of Academic Programs for details.

Registration

Registration is accomplished through the online registration process using Banner. The Brock School of Business Office of Academic Programs will provide assistance and direction as needed. Schedules for the upcoming semester/term will be available to all students online and at the office before the beginning of the registration period for each semester/term. At the Brock School of Business, we try to limit class size to reasonable levels to create a positive learning environment. As such, seats are filled on a first-come-first serve basis. **Please register early** so that you get your desired schedule. When registering, please pay close attention to the prerequisites of each course. For financial aid and visa status purposes, students must be enrolled in at least six credits to be considered full time.

Statement on Academic Integrity

The Samford University community affirms the necessity for academic standards of conduct. Academic dishonesty will not be tolerated. Allegations of academic dishonesty are made through Samford University's Values Violations Process which also sets forth the rights and responsibilities of the accused and the accuser.

Academic dishonesty is the intentional misrepresentation of one's work to deceive for personal gain when in fact said work is not that person's or assisting another to do the same. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication of any kind, and misuse of computer information.

The minimum sanction for academic dishonesty is an earned "F" in the course. Pursuant to the graduate grading policy, an "F" results in a student being removed from the program. An "F" earned in a prerequisite course as a sanction for academic dishonesty also will result in the student being removed from the program.

In practical terms, graduate students should always appropriately cite reference materials and comply with the rules of the project or examination.

Tuition and Financial Aid

Tuition for the coming academic year is usually determined in April. Tuition must be paid by the first day of each semester/term whether or not a student has class that day. Tuition may be paid online or at the Bursar's Office. Policies and methods for tuition and fee payment can be found in the Samford University catalog and the Bursar's Office website. Since most students are employed full-time there is no graduate assistant program offered through the BSOB.

New Student Scholarships

Brock School of Business Academic Scholarship -The Brock School of Business awards this academic scholarship to applicants who display exceptional academic potential through high scores on the GMAT or GRE. Applicants are automatically considered for this scholarship in the application review process, and scholarship recipients are notified prior to enrolling in the graduate program.

Continuing Student Scholarships

Russell Stanley Scholarship - Students enrolled in an MBA entrepreneurship elective course are considered for a \$1,000 scholarship named for a graduate of the MBA program who died suddenly in 1997. Russell was a great advocate of Samford's entrepreneurship focus.

Chris Morgan Scholarship - Chris Morgan was an MBA student when he passed away in 1998. A scholarship fund established in his name helps selected students meet tuition expenses.

*There is no application process for these scholarships -- all students are considered and selected based on academic performance and progress in the program.

Financial Aid Office

A financial assistance program administered by the Financial Aid Office (FAO) has been established to aid students in attending Samford University. For any financial aid questions, please contact the Financial Aid Office directly at 205-726-2905.

The mission of the FAO at Samford University is to assist students in financing the costs associated with obtaining a Samford education. The FAO is located in the Admissions/Financial Aid suite on the first floor of Samford Hall. Office hours are 8:30a.m. - 4:30p.m., Monday through Friday.

Most graduate students are eligible to receive the Federal Stafford Loan. Lending institutions make these loans directly to the students. The application process begins with certification of the application by the FAO. Application forms, available through FAO or lending institutions, should be processed through the FAO at least 10 weeks before registration. There are two types of Federal Stafford Loans: subsidized and unsubsidized. Need-based Stafford loans are subsidized (interest is paid by the federal government); on unsubsidized loans, interest is charged on the loan from the time funds are disbursed.

Student Information and Services

Graduate Student Services

Kyle Bailey
Graduate Student Coordinator
Office: UC115
Phone: 205-726-2737
Email: kbailey3@samford.edu

The office of Graduate and Professional Student Services collaborates with the respective schools to support the academic, personal, and professional development of graduate and professional students at Samford. The office serves as the primary Student Affairs liaison for graduate students on campus.

Rave Emergency Notification

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. (Mobile service plans may charge for the delivery of text messages.) Follow the steps below to register a mobile phone number:

1. Go to www.getrave.com/login/Samford and log in with your Samford-issued user name and password (the same user name and password for e-mail and other Samford services).
2. New users will be prompted to enter a mobile phone number. Return users should click the “Edit” link in the box for a mobile number.
3. Enter a mobile phone number in the space provided and proceed to the confirmation steps.
4. The Rave Alert system will send a test message to your mobile phone. The message will contain a code for you to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add up to three e-mail addresses and three telephone numbers to receive notices. This allows one to add a parent, spouse or other party interested in receiving university emergency notices.

Use of the Rave Alert system is restricted to emergencies. Information supplied to the Rave Alert system will not be used to send general university announcements or other nonemergency communications.

If an emergency situation exists, the carillon (bell tower) atop Davis Library may ring a single bell for five minutes. Check for e-mail or text messages that contain additional information.

Samford Email

Each student is issued a Samford email address. Students can access their email by logging in to the portal (portal.samford.edu) and clicking on the Bulldog Mail icon or by going to bulldogmail.samford.edu. The Samford University email address is the official means of communication with students. Students should use their samford.edu address when emailing offices on campus. Each student should check his/her Samford email regularly.

Samford Student ID Card and Parking Decal

Every student is required to have a Samford Student ID Card. ID cards can be obtained in the Public Safety office in the University Center. For hours, please call 205-726-2040.

Every student is also required to have a parking decal for his/her vehicle. Registration for parking decals is via the Samford portal. Transportation Services will notify students when the registration process is available for the new academic year. Spring and summer new students should register for the parking decal upon enrolling in the program.

Student Information Changes

It is imperative that students notify the Academic Programs Office of any change in student status, academic program, or personal information. Having accurate student information allows our office to accurately advise and communicate with students.

If a student's name has been legally changed (e.g., marriage), then the student must present a social security card and photo identification with the new name to the Academic Programs Office to officially change the name in the Samford system.

Changes in address or phone number should be made by the student in Banner via the Portal. The student must also notify the Academic Programs Office of these changes via email.

Wall Street Journal

Every student and faculty or staff member receives a complimentary online copy of the Wall Street Journal through a partnership with Blue Cross Blue Shield of Alabama. Online access is provided through the Brock School of Business website, and paper copies are available in the Dwight Beeson Hall lobby.

SU Campus Services

*Excerpts from the 2012-2013 University Catalog - www.samford.edu/catalog.aspx
See the catalog or department websites for further descriptions*

Athletics, p.64

The mission of the Department of Athletics is to uphold the mission of Samford University within the context of a continually improving, competitive, diverse, and NCAA-certified athletics program. The athletics department is responsible for the administration and implementation of an intercollegiate sports program that competes in NCAA Division I. In the fall of 2008, Samford began its inaugural season as a member of the nation's fifth-oldest NCAA Division I collegiate athletic association, the Southern Conference. The 17 intercollegiate sports sponsored by Samford University are:

Men	Women
Basketball	Basketball
Cross-Country	Cross-Country
Golf	Golf
Indoor Track	Indoor Track
Tennis	Tennis
Track and Field	Track and Field
Baseball	Softball
Football	Soccer
	Volleyball

Schedules

Schedules for all sports are distributed across campus and posted on the Web site at www.samfordsports.com. All times are Central. All dates and times are subject to change. Contact the Office of Sports Information at (205) 726-2799 or 2802, or visit www.samfordsports.com, to confirm schedules before making special plans.

Ticket Information/Procedures

Currently enrolled Samford students are admitted free to any Samford Athletics ticketed sporting event. Students must show their current Samford ID at the ticket window for individual events. Guest tickets may be purchased at the ticket window on game day or online at www.samfordsports.com. Ticket prices will be posted at each event. Samford students are encouraged to support the Bulldogs on road trips as well. Ticket availability will vary depending on our opponent. Full ticket prices will be charged for away games as they are sold on consignment for opponents. Contact the athletics department concerning specific contests.

Athletic Facilities

There are a variety of athletics and recreational facilities at Samford University. Seibert Stadium hosts home football games in the fall. The facility is equipped with a synthetic turf football field.

Athletics facilities also include the Samford Track and Soccer Stadium across Lakeshore Drive, Joe Lee Griffin Baseball Field, the Samford Bulldog Softball Field, the Pat M. Courington Tennis Pavilion, and the Cooney Field House for football.

The Pete Hanna Center is home to the 5,000 seat Thomas E. and Marla H. Corts Arena. It is the venue for Samford volleyball and basketball, as well as for commencement and other major events. In addition, the Hanna Center is the day-to-day home of the Samford athletics department, and also features a state-of-the-art fitness center for the University community.

Availability for Student Use

Some facilities are generally available for use by students in the afternoon through the evening, except when athletic events or practices or Campus Recreation events are scheduled. A schedule of specific hours is available on the Campus Recreation Web site at www.samford.edu/camprec/.

Student IDs are required to use all recreational facilities. Inspection of IDs will be made to ensure that only Samford University students, staff, and faculty are using the facilities. Please cooperate when asked to produce your ID card. In this way, the facilities may be kept available for your use.

Campus Bookstore, p.64

The main campus bookstore is located in the Beeson University Center and is owned and operated by the University. Classroom books, supplies, computer supplies, as well as gift items, are readily available. The bookstore is open Monday through Friday from 7:45 a.m. to 5:00 p.m. and Monday and Thursday evenings until 6:00 p.m. The bookstore is open until 7:00 p.m. during the first week of classes each term.

Campus Recreation, p.65

The mission of the Department of Campus Recreation at Samford University is to provide recreational programs and outdoor adventure activities that will enhance the social, spiritual, emotional, intellectual, physical, and vocational needs of students, faculty, staff, and their spouses in an environment of Christian values. Campus Recreation strives to promote learning, fun, friendship, leadership development, and sportsmanship in a Christian environment by offering quality competitive and noncompetitive activities, employment opportunities, and equipment rental. Campus Recreation employs students in all areas, including facility supervisors, office assistants, intramural sports, fitness instruction, Alpine Tower and Carolina Climbing Wall facilitators, lifeguards, and weight room monitors. There are opportunities for advancement within the department.

Seibert Gym and Bashinsky Field House

Housed in these facilities are three wooden basketball courts, four racquetball courts, a game room with two pool tables and two ping-pong tables, indoor walking track, dance studio, indoor

pool and locker facilities. All that's needed to access these areas is a current Samford University ID card.

Pete Hanna Fitness Center

The fitness center is located on the upper level of the West side of the Pete Hanna Center. This state of the art facility has eight treadmills, eight ellipticals, and four Lifecycles bikes, all with their own personal televisions. Also in the cardio room are several Signature Series Strength Machines. The center also features a free weight room equipped with Hammer Strength equipment. The fitness center is free to all current students, faculty, and staff members at Samford University.

Intramural Sports

The intramural sports program offers many different activities for all levels of ability. Current offerings are basketball, 3 on 3 basketball tournament, billiards, bowling, dodgeball, flag football, foosball, Quidditch, soccer, softball, Super Smash Brothers, table tennis, tennis, Texas Hold'em, Ultimate Frisbee, volleyball, and 4 on 4 volleyball. There are opportunities for participation in state, regional, and national competitions as well.

Fitness Programs

Aerobics classes are offered Monday through Thursday to students, faculty, staff, and spouses for a nominal fee. Hula hoop, kickboxing, jazzercise, spin, step, and Zumba are offered for any level of participant. Varied combinations are utilized to challenge every participant.

Alpine Tower and Carolina Climbing Wall

The Alpine Tower creates challenges and group problem-solving events suitable for any group. The tower is a 50-foot high structure, offering over 30 different climbing routes with varying degrees of challenge. The tower provides an effective method of fostering leadership development, teamwork, trust, communication, and cooperation among a group of participants. The Carolina Climbing Wall is a 50-foot high structure with windows that allows social climbing on both sides of the wall. Whether a first-time or a seasoned rock climber, there is a route marked for everyone.

Sport Clubs

Sport Clubs are student-founded and student-led with the director of campus recreation serving as advisor. Clubs include the Men's Lacrosse, Men's Soccer Club, Swing Kids, Outdoor Adventure Club, Ultimate Frisbee Club, and Women's Lacrosse. For more information on all programs, check out the Campus Recreation Web site at www.samford.edu/camprec/.

Career Development, p.65

The Career Development Center (CDC) is designed to help current students and Samford graduates with a variety of career and job search activities. Career counselors can help with identification and evaluation of areas of interest for a major course of study and/or career choices. Career guidance instruments are available to assist in this process.

The Career Development Center contains information for career research, experiential education research, job search, company research, graduate and professional school research, and other topical information related to careers. The Career Development Center sponsors presentations each semester on a variety of career development topics. Staff members are available to assist with many career search concerns. Employers and graduate school representatives visit the campus to recruit and interview students. The CDC acts as a connecting link between students and employers for part-time, summer, cooperative education, internship, and full-time positions. Job listings are maintained for these areas.

Students and graduates have the opportunity to participate and receive information about various career and recruiting events. CDC services are provided free of charge to current Samford students and alumni.

Computer Services and Resources, p.65-66

Campus Portal Services

All members of the Samford University community have access to a variety of computing resources. A Campus Portal via the Web is the entry point from which all members of the campus community can tap into academic resources, administrative services, community information, e-mail and the Internet—all online, from anywhere. Some of the administrative resources available to Samford students are: grades, class schedules, and account payments. Upon admission to Samford University, students can go to the Samford home page and log into the Campus Portal using the username and password provided by Technology Services.

Computing Assistance

Computer assistance is available from the Technology Services Help Desk, Room 326, Brooks Hall. Assistance is available Monday through Friday 7:00 a.m. until 7:00 p.m. Call (205) 726-2662 or e-mail support@samford.edu for additional information. The computing resources and assistance described here are all free of charge to Samford University students.

Computing Laboratories

Five general access computer laboratories are available to every student, except during times when one or more of the labs may be scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. The general access laboratories offer a substantial suite of software to satisfy routine needs like word processing, as well as more specialized needs such as page layout, presentation preparation, or statistical analysis. Each computer in the general access computing labs is connected to the campus network, which is in turn connected to the Internet. This gives every Samford student access to the World Wide Web and other networked resources. For more information about laboratory resources, see the computer lab page at www.samford.edu/labs.

Library Resources

The online catalog for the Samford Library and several additional library-related resources are available via the campus network. Samford is an active participant in the Network of Alabama Academic Libraries and other consortia that enhance the resources available to the Samford

community. For more information about library resources, see the Library Web page at library.samford.edu.

Wireless Network Access

Samford University is now offering wireless network access across the entire campus, including residence halls and outdoors on the quadrangle. This service provides students and employees the convenience and flexibility of using portable computing devices. For more information, see the wireless networking Web page at www.samford.edu/wireless.

Student-Owned, On-Campus Computers

While Samford strives to maintain the best available computer laboratories, many students may wish to bring or purchase a personal computer, and this is encouraged. Samford does not sell computers but some computer companies offer direct discounts to Samford students. More information about these discount programs and about minimum specifications for student-owned computers is available from the Technology Services Web site at www.samford.edu/ts.

Further Information via the Internet

For more information about computer resources at Samford University, see the Technology Services Web page at www.samford.edu/ts.

Communication Resource Center

The Communication Resources Center (CRC) is a place for all Samford students to get help with their writing and speaking projects. At any stage of these projects, from brainstorming to presentation, students may consult style manuals and seek help from trained peer tutors. In addition to individual tutoring sessions, the CRC periodically offers workshops on various aspects of oral and written communication.

The CRC also serves faculty, offering workshops and handouts on assigning and assessing oral and written communication.

Contact info:

Communication Resource Center, Brooks 222
(205) 726-2137

Dr. Charlotte Brammer, Director, cdbramme@samford.edu

Web Site: www.samford.edu/crc

Counseling Services, p.66

Counseling Services works to provide comprehensive services to students and members of the Samford community, in a safe, caring, and confidential environment. The counseling staff is committed to meeting the needs of individuals from diverse backgrounds by helping them lead effective, empowered, and healthy lives. Counseling Services offers counseling to students

coping with educational, personal, and/or interpersonal issues. The counseling staff helps students adjust to a university environment and to realize their worth and potential. Services include evaluative psychotherapy in individual and/or group settings, referral for long-term personal counseling, couples counseling, study skills help, educational programs, workshops, and lectures. Counseling Services is located in Seibert Hall. For more information, or to make an appointment, please call 726-2065.

Dining Services, p.67

More than just a dining room, the Beeson University Center Cafeteria is a central place in the social life of the University. It is an excellent place for both resident students and commuters to meet new friends and share campus experiences.

The Food Court, located on the ground floor of the Beeson University Center, features fast-food services. Commuting students may deposit money to their student ID card which may be used for purchases in the Food Court and Cafeteria, or pay cash for meals at either location.

Disability Resources, p.67

Disability Resources provides accommodations for qualified students with disabilities. After admission to Samford, qualified students under the Americans with Disabilities Act (as amended) should contact the Director for Disability Resources and provide appropriate documentation for post-secondary education (www.samford.edu/dr). After enrollment at Samford, it is the responsibility of the student to schedule an appointment with Disability Resources in a timely manner. Reasonable accommodations are provided on a case-by-case basis. After appropriate accommodations are determined, Disability Resources will provide students with an Accommodation Memo. It is the responsibility of the student to meet promptly with professors. Professors will grant reasonable accommodations only upon written notification from Disability Resources. For more information, call 205-726-4078, or visit Disability Resources in the University Center within the Career Development Office, Room 205.

The HUB, p.67

Located in the Beeson University Center, the HUB is the 24/7 service center for campus and a storehouse of information concerning the University and Birmingham activities, etc. The HUB is staffed 24 hours per day, seven days per week in order to service the varied needs of the students and the University community. Some of its services include package pickup, bicycle rentals, and processing after-hours maintenance requests. The number for the HUB is (205) 726-2407.

Libraries, p.67

Samford offers a wealth of library resources featuring extensive print and electronic collections, as well as multimedia resources that include microfilm, music scores, and audio and video recordings. The online catalog and other electronic resources are available to students 24/7 via the Internet. Other libraries in the Birmingham area cooperate with Samford on a reciprocal basis, increasing the variety of resources directly available to the Samford community.

The Samford University Library is the primary library for all students, faculty, and staff. In addition to books, ebooks, periodicals, unique collections, and electronic resources, the library houses a large government documents collection—serving as an official repository. The Special Collection houses outstanding research materials with particular strengths in Alabama history, Baptist records, and Samford University Archives. Individualized and group instruction in the use of library resources is provided on a regular basis by librarians.

A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms with advanced presentation and conferencing capabilities, and a patron-lounge area are available for patron use.

The University Library is home to the Marla Haas Corts Missionary Biography Collection, the Alabama Men's Hall of Fame, and the Hellenic Scholars' Library.

Post Office, p.68

The post office is located on the first floor of the Beeson University Center, adjacent to the Food Court. All U.S. mail services are provided here, including registered, certified, and insured mail, stamps and postal money orders, and Express Mail Next-Day Service. An inter-office campus service is available for mail to students, faculty, and staff free of charge.

Public Safety, p.68

The Department of Public Safety and Emergency Management is located on the second floor of Beeson University Center and is staffed 24 hours a day, providing a patrol and traffic division, response to emergencies, security patrols and monitoring of persons on campus, and providing other services to the campus community. Crime statistics, as required by federal law, are available on the Public Safety Web site (www.samford.edu/ops/publicsafety/) or by writing or calling the director of public safety.

Samford Printing Services, p.69

Students are welcome to use the services of the University's digital print facility. Located in Room 112 of Brooks Hall, it is equipped with high volume color printers/copiers and equipment to meet any printing requirement. The staff can help students with copies, banners, booklets, and posters, without having to leave campus, and at a competitive price. Samford Printing can only accept payment with a Bulldog Bucks account. Hours are 8:00 a.m. to 6:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:30 on Friday. Their phone number is 726-2830 and e-mail is www.print@samford.edu

University Health Services, p.71

University Health Services (UHS) provides outpatient health-care services to students attending the University. Staffed by a part-time physician and full-time physician assistant, the clinic provides primary medical care services, including acute care for illness and injuries, health maintenance, and management of stable, chronic conditions. Located on the east side of F. Page Seibert Hall, the clinic is equipped with radiology and an on-site CLIA certified lab. Hours of operation are Monday through Friday from 8:00 a.m.-4:30 p.m.

Payment for Services

Payment is expected upon provision of service and may be made by Visa or MasterCard. Co-pays can also be posted to the student's e-bill through the Bursar's office. As a courtesy, we will bill a primary and secondary insurance company when an assignment of benefits is received. The patient is responsible for any balances not paid by insurance carriers. Questions concerning benefits must be directed to your insurance company. Referrals, deductibles, non-covered services and co-pays are the patient's responsibility. UHS is a participating provider with several health insurance carriers. Please refer to the UHS site at www.samford.edu/healthservices for an updated listing.

Pre-Certification/Referrals

If required by the student's insurance carrier, pre-certification or referrals must be obtained prior to visiting UHS. This is the responsibility of the student to obtain.

Pre-matriculation Immunization and Health Form Requirements for Domestic Students

All full-time students enrolled in a degree-seeking program are required to submit the Immunization Record to UHS prior to attending class. The record must be signed by a health care provider or health department stamp.

Pre-matriculation Immunization and Medical Evaluation for International Students

The International Student Immunization Record and Medical Evaluation form should be submitted to UHS prior to the student's arrival on campus. The required forms can be obtained through the Office of International Studies or at www.samford.edu/healthservices. All

international students, regardless of country of origin, are required to report to UHS upon arrival to campus for tuberculosis risk assessment as only domestic documentation of tuberculin skin testing will be accepted.

Deadline for submission

All required documentation must be submitted to UHS no later than two weeks following the first day of class. Failure to do so will result in a hold on the student's record and a non-refundable \$150 fine. Residential students may also be subject to removal from University Housing if their documentation is not complete by the deadline.

Brock School of Business Graduate Faculty

To view faculty profiles, please see the About Us section of the BSOB website.

ACCOUNTING & MIS

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Brock School of Business Graduate Course List

ACCOUNTING

ACCT 510 Income Tax II (3)

Study of tax aspects of operating a corporation, partnership, estate, trust, or limited-liability entity. Includes review of exempt organizations, international and multi-state tax topics, client service oriented settings, and development of tax planning and communication skills. Prereq: Admission to the M.Acc. program.

ACCT 511 Financial Accounting for Managers (3)

Review of financial accounting concepts from a user's perspective, including how financial statements are prepared; the ability to interpret the information provided in financial statements; and the ability to conduct a preliminary financial analysis of a firm. Prereq: None.

ACCT 514 Tax Research (3)

Review and development of skills needed to conduct professional tax research—fact gathering, issue identification, finding and assessing controlling tax authorities, developing and communicating recommendations in spoken and written form. Students use traditional and electronic materials; approach is case-oriented. Prereq: Admission to the M.Acc. program.

ACCT 515 Governmental and Not-for-Profit Accounting (3)

Introduction to governmental and nonprofit accounting and auditing, including accounting methods used at hospitals, universities, and other not-for-profit entities. Prereq: Admission to the M.Acc. program.

ACCT 519 Accounting for Decision-Making (3)

Survey of major issues involved in financial reporting and accounting for management decisions. Alternative accounting methods are identified, with emphasis on the managerial implications of choices among these methods. Prereq: ACCT 511.

ACCT 520 Auditing II (3)

Advanced look at the professional external auditing process, including an in-depth study of auditing standards and processes completed by each student. Prereq: Admission to the M.Acc. program.

ACCT 521 Fraud Examination (3)

Introduction to fraud examination. Course will focus on developing an understanding of how and why occupational fraud is committed; identifying how fraudulent conduct may be deterred; and determining how allegations of fraud should be investigated and resolved. Prereq: Admission to the M.Acc. program.

ACCT 525 Applied Professional Research (3)

Instruction in professional research methods, materials, and techniques to provide students with a

working knowledge of research methodology utilized by practicing accountants in the fields of audit, financial, and taxation. Aims to develop the student's capacity for solving and defending his/her position with respect to particular accounting issues. Prereq: Admission to the M.Acc. program.

ACCT 540 Financial Accounting and Reporting III (3)

Focus on accounting for business combinations and consolidations. Includes standard setting, accounting for partnerships, and annual and interim reporting for public entities. Prereq: Admission to the M.Acc. program.

ACCT 550 Managerial Accounting Seminar (3)

In-depth discussion of major issues in providing accounting information for management decisions. The course relies heavily on case analysis, and develops in students the knowledge and analytical skills necessary for designing, implementing, and using planning and control systems. Topics include cost accumulation, budgeting, transfer pricing, activity-based costing, and behavioral considerations in accounting system design. Open to both M.B.A. and M.Acc. students. Prereq: ACCT 519 or admission to the M.Acc. program.

ACCT 555 Accounting Internship (3)

Academic credit may be awarded for students who complete accounting internships with local firms or businesses. Students should see the chair of accounting for eligibility parameters. Prereq: Permission from the accounting area coordinator and admission to the M.Acc. program.

ACCT 560 Accounting Theory (3)

Study of advanced accounting theory in seminar format. Includes development of financial accounting principles and standards and extensive use of research and discussion. Prereq: Admission to the M.Acc. program.

ACCT 570 Financial Statement Analysis (3)

Analysis of corporate financial reports from a decision-maker's perspective. This course is case-and-applications-oriented and will emphasize the fundamental techniques of financial statement analysis. Building upon a review of accounting and investment concepts, we will cover the analysis (including ratio analysis) and interpretation of financial accounting information including the balance sheet, income statement and statement of cash flows. Additionally, we will examine the use of accounting information in investment and credit decisions, including valuation and debt ratings. Prereqs: Admission to the M.Acc. program..

ACCT 599 Contemporary Issues in Accountancy (1)

Discussion of current issues confronting the accounting profession. Includes presentations by practicing professional accountants and managers. Prereq: Admission to the M.Acc. program.

BUSINESS

BUSA 505 Managerial Communications and Analysis (3)

Provides first semester MBA students with foundational skills in the areas of communication, case analysis, management, marketing, and data analysis necessary for student success in the Brock School of Business MBA program.

BUSA 533 Management Information Systems (MIS) and Communications Technology (3)

Study of the design, development, and implementation of management information systems (IS). Includes issues related to managing the IS function and current developments in information technology that are impacting managerial decisions.

Prereq: BUSA 505

BUSA 534 Planning and Design for Web-Based Business (3)

Includes steps for planning and implementing an e-commerce site. Students will learn how to create a custom business model; select hardware, software, and a hosting service to meet business needs; choose appropriate type of site by researching alternatives; choose correct vendors to match needs; and build an impressive website.

BUSA 551 Operations Management (3)

Examines the planning, design, execution, and coordination of all activities that create goods or provide services. Addresses how upper level management can improve decision-making in both manufacturing and service sectors. Pre: BUSA 505.

BUSA 552 Managing Corporate Integrity (3)

Explores fundamental principles and best practices for managing corporate ethics, compliance, and social responsibility in today's business environment. Topics and assignments cover both domestic and international business issues, emphasizing the challenges of making decisions in a climate of increasing demands for transparency and accountability. Through focused readings, simulated corporate scenarios, meetings with corporate executives, and class discussions, students will develop competencies in managing employee and corporate conduct. Pre/co-req: BUSA 505.

ECONOMICS

ECON 512 Foundations of Economics (3)

Survey of the theorems, tools, and techniques of basic economic analysis. Provides an integrated framework of micro and macroeconomics, preparing the student for more advanced study in ECON 520. Prereq: None.

ECON 520 The Economics of Competitive Strategy (3)

Study of the methods used in making economic decisions in an uncertain world. Topics such as forecasting economic activity and decision making using game theory, are discussed. In addition, the course examines the effects of the global economic environment on business decisions.

Prereq: ECON 512; pre/co-req: BUSA 505

ECON 522 International Economics (3)

Graduate-level analysis of the theoretical principles underlying international trade, investment, and the international monetary system. Includes effects on domestic and foreign economics of commercial, monetary, and fiscal policies. Prereq: ECON 512.

ENTREPRENEURSHIP**ENTR 531 Entrepreneurship: Concepts and Consulting (3)**

Study of critical concepts in new ventures and small businesses. Key topics will include management, marketing, and financial issues related to successfully starting a new business or operating a small or family business.

ENTR 543 Corporate Entrepreneurship and Innovation (3)

Graduate-level examination of the role of innovativeness in managerial processes, product design, and process design. The shrinking global environment is forcing a shift in emphasis from management of stability and control to leadership directed toward speed of product or service delivery, empowerment, flexibility, and continuous improvement. Any existing organization, whether a business, a church, a labor union, or a hospital is faced with the task of promoting and managing organizational innovation.

ENTR 544 Social Entrepreneurship and Non-Profit Management (3)

Graduate-level examination of management topics unique to the particular objectives of nonprofit firms, including mission setting, governance, assessment, and fundraising. Using case studies and practitioner writings, the course develops an applied framework for analyzing key strategic issues for the nonprofit firm. Students integrate course content by developing a strategic plan for a new or existing nonprofit.

ENTR 555 New Venture Business Planning (3)

Examination of entrepreneurs and their activities. Critical course objective is the development of an entrepreneurial perspective, helping students to understand and evaluate diverse entrepreneurial situations while providing practice responding to those situations. Secondary course objective includes preparation of a firstcut business plan for a new business. Prereqs: BUSA 505

FINANCE**FINC 514 Corporate Finance (3)**

Study of concepts and skills used in financial decision-making and analysis. Includes valuing assets, determining the cost of capital, calculating the most appropriate leverage and capital structure, understanding the dynamics of international finance, analyzing working capital needs, and forecasting funds flow. Prereqs: ACCT 511.

FINC 521 Managerial Finance (3)

Study of the strategies and tactics of acquiring and applying financial assets, measuring results, and matching requirements with funding sources. Includes coverage of international financial issues. Prereq: FINC 514; pre/co-req: BUSA 505

FINC 523 Behavioral Finance (3)

Study of the various behavioral barriers to appropriate financial decisions and actions, how these behavioral patterns often conflict with the underlying assumptions of classical finance theory, and how these contradictions can be dealt with most appropriately. Prereq: FINC 514 or permission of the instructor.

FINC 524 Investments (3)

We focus on the great ideas that have helped to shape modern investment thoughts and practice. Particular emphasis is placed upon an enquiry into a central theorem of investing: is the market efficient? Throughout this course, practical aspects of individual and institutional investing will also be discussed. The course structure will be a seminar format. Contemporary topics and events will be discussed each week. Prereq: FINC 521.

FINC 525 Bulldog Investment Fund (3)

Students are selected to participate in The Bulldog Fund, a student-managed investment portfolio. They analyze existing positions, research new investment ideas, present their proposals, and report results to Samford's Investment Committee. Prereq: FINC 524 and permission of the instructor.

FINC 528 Financial Markets and Institutions (3)

Study of various types of financial institutions – banks, insurance companies, and mutual funds – and the regulatory and competitive environment in which they exist. Specific areas addressed include: the role of government in financial markets, the changing competitive boundaries of financial service firms, the markets for various financial instruments including money markets, bonds, stocks, futures, options, swaps, foreign exchange, and the measurement and management of risk among financial institutions. Prereq: FINC 521.

FINC 530 Personal Financial Planning (3)

Provides students with a broad-based knowledge of the key elements of financial planning. Key topics include: budgeting, credit issues, taxation, investments, insurance, retirement planning, and estate planning. Course goals include both an understanding of current practice and the development of analytical abilities that should prove useful as options change due to new products, new technologies, and changes in the law. Prereq: FINC 514 or permission of the instructor.

FINC 570 Financial Statement Analysis (3)

Analysis of corporate financial reports from a decision-maker's perspective. This course is case-and-applications-oriented and will emphasize the fundamental techniques of financial statement analysis. Building upon a review of accounting and investment concepts, we will cover the analysis (including ratio analysis) and interpretation of financial accounting information including the balance sheet, income statement and statement of cash flows. Additionally, we will examine the use of accounting information in investment and credit decisions, including valuation and debt ratings. Prereqs: ACCT 519 and FINC 521, or by permission of instructor

MANAGEMENT

MNGT 532 International Management (3)

Graduate-level case-based course highlighting management issues encountered by companies when they conduct business overseas.

MNGT 535 Human Resources and Organization Management (3)

Examines the strategic, planning, and organizational issues associated with managing people in different and complex organizations. Upon completion, students will be able to understand the challenges of managing the staffing process within businesses. Pre/co-req: BUSA 505.

MNGT 561 Strategic Management (3)

Study of strategic management and policy-making processes that provide direction, unity, and consistency to overall organizational action. Integrates learning experiences from required courses in the curriculum by concentrating on decisions made at the senior management level. To be taken in final semester prior to graduation. Pre/co-reqs: BUSA 505, ACCT 519, ECON 520, FINC 521, BUSA 533, MNGT 535, MARK 541, BUSA 551, BUSA 552.

MARKETING

MARK 541 Marketing Strategy (3)

Review of the planning and execution of marketing strategies designed to facilitate the exchange of goods and services in a global environment in seminar format. Through case study, lecture, and team-based projects, students examine marketing management issues that arise due to cultural, economic, political, legal, financial, and technological differences among nations. Prereq: BUSA 505

MARK 542 International Marketing (3)

Provides a global approach to the study of current marketing management issues faced by both goods and service-producing industries. The course focuses on understanding myriad economic, social, and cultural differences among countries today. It addresses the economic and political implications of international trade, foreign investment, and ethical issues faced by companies operating globally.

ADDITIONAL MBA ELECTIVES

Electives designed for advanced study in a topic area. Specific prerequisites will appear on the schedule.

ACCT 594 Topics in Accounting (3)

BUSA 590 Topics in International Business/Field Study (3)

FINC 594 Topics in Finance (3)

BUSA 595 Topics in Information Systems (3)

ENTR 597 Topics in Business Planning and Entrepreneurship (3)

BUSA 599 Topics in Business Law Regulation (3)

ECON 593 Topics in Economics (3)

MNGT 591 Topics in Organizational Behavior (3)

MNGT 596 Topics in Human Resources (3)

MNGT 598 Topics in Organizational Leadership (3)

MARK 592 Topics in Marketing (3)



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