



LIVINGSTONE  
COLLEGE

# MASTER OF BUSINESS ADMINISTRATION

## Graduate Student Handbook

2023-2024



**SACSCOC Accreditation Statement**

Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Degree-granting institutions may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Livingstone College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Table of Contents

SACSCOC Accreditation .....	2
<b>Part I: The George E. Battle Jr. School of Business.....</b>	<b>4</b>
History of Livingstone College.....	5
Vision, Mission & Core Values .....	6
Alignments of Mission Statements .....	7
<b>Part II: Graduate Admissions.....</b>	<b>9</b>
<b>Part III: MBA Program Overview .....</b>	<b>13</b>
<b>Part IV: Academic Policies &amp; Program Requirements .....</b>	<b>17</b>
<b>Part V: Tuition, Fees &amp; Financial Support .....</b>	<b>37</b>
<b>Part VI: Academic Support Programs &amp; Other Campus Services.....</b>	<b>44</b>
<b>Part VII: Student &amp; MBA Professional Organizations .....</b>	<b>50</b>

# **Part I. The George E. Battle Jr. School of Business, Entrepreneurship, Innovation and Technology**

## **Welcome**

Welcome to the Livingstone College Master of Business Administration (M.B.A.) Program. The George E. Battle Jr. School of Business, Entrepreneurship, Innovation and Technology. The School of Business prepares students for successful careers in private business and industry, as well as in the public and non-profit sectors. As the problems of the business world have grown increasingly complex, multi-dimensional and multi-cultural, the programs are structured to prepare students as business leaders with specialized education to understand and cope with contemporary business issues. Overall, the School of Business aims to create an environment that is congenial to academic excellence, superior achievement, professional development, collegiate inquiry and community involvement.

## **SACSCOC Accreditation**

Livingstone College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and master's degrees. Degree-granting institutions may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Livingstone College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## **IACBE Accreditation**

The Division of Business at Livingstone College has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees at the listed locations are accredited by the IACBE: Bachelor of Science in Business Administration; Bachelor of Science in Business Administration with concentrations in Accounting and Entrepreneurship. Accreditation is valid through December 31, 2025.

## **Livingstone College**

Livingstone College is a private coeducational, residential, church related, and historically black college, located in the city of Salisbury, the county seat of Rowan, North Carolina. The campus is within an hour's drive of two major metropolitan areas: Charlotte and the Piedmont Triad of Greensboro, Winston-Salem, and High Point.

Comprising four Divisions, namely the Division of Business; Division of Education, Psychology; and Social Work; Division of Liberal Arts and Humanities; and Division of Mathematics and Sciences, the College offers the Associate of Science in Culinary Arts, Bachelor of Arts, Bachelor of Science, and Bachelor of Social Work degrees in about 22 major fields. Largely supported by the African Methodist Episcopal Zion (A. M. E. Z) Church, it provides an education to more than 1,000 students from over 20 states and several foreign countries.

For over 144 years, Livingstone has provided academic operations that are entirely nonsectarian and open to men and women of potential, regardless of their race, religion, or national origin.

## **History of the College**

Livingstone College and Hood Theological Seminary were originally founded as Zion Wesley Institute by a group of A. M. E. Zion ministers in the Cabarrus County town of Concord, North Carolina in 1879. After three brief sessions, directed by principals Bishop C. R. Harris and Professor A. S. Richardson, the Institute ultimately closed in Concord. In 1881, Dr. Joseph Charles Price and Bishop J. W. Hood changed their roles as delegates to the ecumenical Conference and became fund-raisers with the mission to re-establish Zion Wesley Institute. The Rowan County town of Salisbury, just 20 miles northeast of Concord, gave the Trustees a generous donation of \$1,000 and an invitation to relocate the school in Salisbury. They accepted both gifts, and the College re-opened in Salisbury in 1882 with Dr. Price as President. The new site was J. M. Gray's farm called Delta Grove, which consisted of one building and 40 acres of land. In 1887 by an act of the legislature, the name Zion Wesley Institute was changed to Livingstone College in honor of David Livingstone, the great Christian missionary, philanthropist, and explorer.

Since its inception, the College has had two principals and eighteen presidents, including two acting and eight interim presidents. Among its possessions, the College owns 272 acres of land and the physical plant that currently consists of twenty-seven buildings, seven of which are listed in the National Register of Historic Places.

## **The Total Learning Environment**

The "Total Learning Environment" is a holistic approach to academic preparation, whereby we will create a learning environment designed to change attitudes and modify student behavior. Students who matriculate on the campus of Livingstone College, in addition to their academic preparation, will participate in a number of activities and programs designed to enhance the cultural relativity of their past. Students will leave our institution with the academic preparation to compete in our global economy, and where they will have immediate positive impact on our society. Additionally, our students are encouraged to positively address the challenges which plague the African American Community—particularly those challenges that exacerbate with their dilemma.

The center for Holistic Learning will promote both the awareness and mastery of the following modules and concepts: Health, Wellness, and Fitness; Emergency Response and First Aid; Political Action and Social Responsibility; Volunteerism and Public Service; Cultural and Social Awareness; Debt Management, Personal Responsibility and Philanthropy; Individual and Organizational Leadership; Spanish as a Second Language, Technology in the Twenty-First Century; Faith Based Strategies for the Enhancement of the Quality of Life.

## **Vision**

Livingstone's vision is to meet students where they are, take them where they need to be, so that they can command their rightful place in the global society.

Livingstone College will focus on the following areas to implement this vision:

1. Academic Excellence and Global Education.
2. Effective and Efficient Procedures for Comprehensive Management.
3. Human and Physical Resources.
4. Quality of College and Community Life.

## **Mission**

Livingstone College, a private, historically black institution is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian-based environment suitable for holistic learning, Livingstone provides excellent business, liberal arts, STEAM, teacher education, and workforce development programs for students from all ethnic backgrounds designed to promote lifelong learning and to develop student potential for leadership and service to a global community.

## **Core Values**

Core Values are fundamental principles that guide the institution in carrying out its mission. Livingstone College values the academic and religious communities that play a critical role in the continued growth of Livingstone's students, faculty and staff. Core values of the Livingstone College community include:

- Teaching and learning as essential to the holistic environment.
- Student engagement as the foundation for servant leadership.
- Liberal arts training as essential to the development of societal contributors.
- Lifelong learning as a part of the institutional identity
- Communities of learners with engaged students, faculty, staff and alumni.

### **LIVINGSTONE COLLEGE MISSION STATEMENT**

Livingstone College is a private historically black college that is secured by a strong commitment to quality instruction, academic excellence, and student success. Through a Christian-based environment suitable for holistic learning, Livingstone provides excellent business, liberal arts, STEAM, teacher education, and workforce development programs for students from all ethnic backgrounds designed to promote lifelong learning and to develop student potential for leadership and service to a global community.

### **SCHOOL OF BUSINESS MISSION STATEMENT**

The School of Business prepare students for successful careers in private business and industry, as well as in the public and non-profit sectors. As the problems of the business world have grown increasingly complex, multi-dimensional, and multi-cultural, the programs are structured to prepare students as business leaders with specialized education to understand and cope with contemporary business issues. Overall, the School of Business aims to create an environment that is congenial to academic excellence, superior achievement, professional development, collegiate inquiry, and community involvement.

### **DEPARTMENT OF BUSINESS MISSION STATEMENT**

In keeping with the mission of Livingstone College and the School of Business, the Department of Business primary objectives are: (1) to develop positive interpersonal and leadership skills in students; (2) to provide occupational competency that enables an individual to procure a job for which he or she is qualified, and to formulate and implement a career development which is responsive to personal and technological changes; (3) to prepare students for responsible positions in business and computer information systems; (4) to provide a strong foundation in which students may further develop their knowledge and abilities by pursuing post-baccalaureate studies. The above objectives are implemented through the application of information processing, behavioral changes, and social interaction systems of learning.

### **M.B.A. PROGRAM MISSION STATEMENT**

The Master of Business Administration program is specifically designed to attract students and professionals who have earned a bachelor's degree in Business, and who desire to advance their careers in business to excel as business executives or successful entrepreneurs. With its curriculum focus on advanced business principles, the M.B.A. program seeks to develop students into leaders ready to tackle the challenges of today's global business environment. Upon completion of the M.B.A. program, graduates will have increased their business knowledge and broadened their business mindset; expanded their leadership and technical skills; grown their professional network; and boosted their career and salary prospects. Moreover, Livingstone College M.B.A. graduates will distinguished themselves in the workplace, and will stand out in today's competitive market.

## **Professional Code**

As I join the Master of Business Administration (M.B.A.) program at Livingstone College, I solemnly and willingly declare that I will seek to develop the characteristics of an ethical leader. I will deal honestly and ethically in all of my undertakings. I will appreciate the importance of contributing to the development of my profession. I will strive to achieve academic excellence through hard work and integrity. I will respect the rights and dignity of all individuals and embrace their differences. I will seek to develop business communication skills in speech and in writing. I will be mindful of business etiquette attire and conduct myself in a professional and ethical manner. I will present myself in a way that reflects positively on Livingstone College and the business profession. I will serve as a positive role model and mentor to other students interested in business. I will continue life-long learning in order to maintain a high-level of professional competence.

## **Non-Discrimination Policy**

Livingstone College is dedicated to equality of opportunity within its community. Accordingly, Livingstone College neither practices nor condones discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, gender, age, disability or veteran status. Livingstone College commits itself to positive action to secure equal opportunity regardless of those characteristics. For additional information, contact the Federal Compliance Officer.

## **Part II. Graduate Admissions**

### **ABOUT THE M.B.A. PROGRAM**

Livingstone College seeks to admit graduate students with the intellectual ability to perform successfully in the Master of Business Administration (M.B.A.) program. The M.B.A. program is designed to prepare students for advanced careers in business to include management, leadership, and entrepreneurship. Moreover, the program gives students a foundational knowledge of the core business functions. Students become equipped with intellectual and ethical decision-making skills. Students will also graduate with an understanding of business and the global environment. Ultimately, the M.B.A. program will produce graduates who become business executives, entrepreneurs, and global business leaders.

Persons seeking admission to the M.B.A. program must hold a baccalaureate degree in business, accounting, finance or another closely related field from an accredited institution. Students who do not possess a degree in business or a closely related area may be considered for admission into the M.B.A. program if they have met the undergraduate pre-requisite course requirements subject to the Dean/Program Director's approval. The Dean/Program Director will review individual student transcripts to determine if pre-requisite course requirements or significant undergraduate courses in Business taken qualify the student for entry into the program. Additionally, applicants with significant work experience in the business sector will be considered on a case-by-case basis at the discretion and approval of the Dean/Program Director. All applicants must demonstrate their ability and dedication to complete high-quality work on the graduate level.

The M.B.A. program is designed for full-time graduate students to complete the program within two years provided that they follow the 36-credit hour Plan of Study (POS) outlined for the program. The length of the program is further defined by the time needed by graduate students to successfully complete all graduation requirements and earn the 36-credit hours required as outlined in the Plan of Study (POS). All students admitted to the program are required to complete a minimum of 30-credit hours in residence at Livingstone College. Applicants may apply to enter the M.B.A. program at the beginning of the fall, spring or summer semester. The M.B.A. Admissions Committee carefully reviews the academic qualifications of each applicant in a conscientious effort to admit students who have the potential for further academic achievement and growth.

An immunization record for each admitted Livingstone College student is required by law to be on file at Livingstone College prior to registration. The College reserves the right to cancel admission offers to graduate students whose enrollment deposits, police record checks, immunization records, and/or final official transcripts are not received by Livingstone College by the enrollment deposit deadline date.

Graduate students who do not enroll in the term for which they were admitted will have the offer of admission canceled. The re-admit process is necessary by the application deadline date for that term. Any student who supplies false or misleading information or who conceals pertinent facts in order to enroll will be subject to immediate dismissal from the College.

M.B.A. graduation requirements for students who complete their degrees within ten (10) years, whether continuously enrolled or not, will be governed by the *Graduate Catalog* under which the student attended the institution, or any *Graduate Catalog* introduced subsequent to readmission. The governing *Graduate Catalog* will be the one that is more favorable to the student attempting to complete degree requirements.

## **ADMISSIONS PROCESS**

Applications are first submitted to the Office of Admissions. The Office of Admissions considers an application complete once the application, application fee, all transcripts, three letters of recommendation, resume or curriculum vitae, and 500-1000 word personal statement have been received. GRE and GMAT test scores are optional. Once the Office of Admissions has processed a student's complete application, it will be forwarded to the Program Director of the M.B.A. program. The M.B.A. Program Director and other graduate faculty within the Business Department then review the application as a committee, and make recommendations for admission to the Dean of the Business School. The M.B.A. Program Director notifies the Dean of the committee's decision on candidates both accepted and rejected for admission. Admissions decisions are then conveyed by the Dean of the Business School to the Office of Admissions. Applicants are then notified of action taken on their applications. A letter of acceptance is sent to applicants whose credentials are acceptable for admission or readmission to the college. Letters of denying admission to the program are also sent to students who have been rejected.

### **Application Dates:**

- ❖ Applications for Fall are due by June 15<sup>th</sup>.
- ❖ Applications for Spring are due by November 1<sup>st</sup>.
- ❖ Applications for Summer are due by February 1<sup>st</sup>.
  
- ❖ **NOTE: Transfer Applicants should follow the same application deadline schedule as non-transfer applications for admission.**

## **Application Procedures for Graduate Students**

Applicants are required to comply with the following:

1. Must hold a bachelor's degree in business, finance, accounting or another closely related area from a regionally accredited institution in the United States, or a comparable degree from an officially recognized college or university outside the United States. Students who do not possess a degree in business may be considered for admission if they have met undergraduate pre-requisite course requirements subject to the Dean/Program Director's approval.
2. Submit a completed application form. A non-refundable fee of \$50.00 must accompany the application.
3. Possess a minimum 2.5 GPA on a 4.0 scale in the last 60 combined hours of undergraduate course work earned from an institution(s) prior to enrollment. In the case of transferred graduate courses, only courses where a grade of B or better will be accepted for credit. A maximum of 6-credit hours can be accepted for transfer credit. Submit official transcripts

from each college or university attended. Transcripts must be sent directly to: Office of Admissions, Livingstone College, 701 W. Monroe Street, Salisbury, North Carolina 28144.

4. Submit three (3) letters of recommendation.
5. Complete a minimum 500-1000 word personal statement describing one's desire to pursue an M.B.A. degree.
6. Submit a resume or curriculum vitae (cv).
7. Submission of GRE or GMAT scores is optional.

### **Admission of Non-Business Degree Holders**

Students who do not possess a degree in business or a closely related area may be considered for admission into the M.B.A. program if they have met the undergraduate pre-requisite course requirements subject to the Dean/Program Director's approval. The Dean/Program Director will review individual student transcripts to determine if pre-requisite course requirements or significant undergraduate courses in Business taken qualify the student for entry into the program. Additionally, applicants with significant work experience in the business sector will be considered on a case-by-case basis at the discretion and approval of the Dean/Program Director.

### **Transfer Admission**

Graduate students who wish to transfer into the M.B.A. program can transfer up to six (6) semester credit hours with grades of "B" or better from another accredited institution. The transfer credit must have been earned at an institution holding AACSB, ACBSP or IACBE accreditation at that time the course(s) were completed. All transfer credit must be approved by the Chair/Dean of the Business School. Graduate students seeking admission by transfer of credits are required to have official transcripts of previous course work forwarded to the Office of Admission by the registrar of each institution they have attended. They must also submit a completed application by the deadline along with the non-refundable \$50.00 fee.

### **International Student Admission**

Livingstone College welcomes interest and inquiry from international students. In addition to meeting regular transfer academic admission requirements, international students must present evidence of their ability to speak, read and write the English language and to meet fully the financial obligations associated with their studies at the college. Students from foreign countries must present the results of the TOEFL examination (Test of English as a Foreign Language) as a part of their application for admission, if English is not their native language. Applicants who are not from an English-speaking country should take the Test of English as a Foreign Language (TOEFL) should have the results sent to the Office of Admissions. Transfer students from foreign institutions must have their transcripts evaluated by World Education Services.

**World Education Services**

**P. O. Box 01-0506**

**Miami, FL. 3101-5060**

**(305) 358-4411**

<http://www.wes.org>

International applicants to the program must demonstrate proficiency in English, which can be achieved by doing one of the following: (1) TOEFL score; (2) Score from another English

proficiency exam; (3) Academic work at an English-speaking institution; (4) M.B.A. Admissions Committee interview.

### **Re-admission**

Former Livingstone College graduate students who have been away from the College for a year or more and wish to return to the college must complete an application for readmission. If readmission is granted, the graduate student is subject to the policies in effect at the time of return. Graduate students who are readmitted can apply course work completed at Livingstone within five years from the semester of readmission. Course work completed prior to the five-year date must be re-taken.

### **Safety and Health Standards**

The Livingstone College safety program complies with the State Occupational Safety and Health Act (OSHA) of 1973.

### **Disabled Students Policy**

Livingstone College is open and accessible to students with disabilities. We are committed to providing assistance to enable qualified students to accomplish their educational goals, as well as assuring equal opportunity to derive all of the benefits of campus life. Individual students with disabilities are encouraged to inform the Admissions Office in writing of any special needs and accommodations. This written communication must be received prior to initial enrollment and the college will advise students of available resources.

### **Students with Disabilities**

Federal law guarantees all students with disabilities in a learning environment reasonable accommodation for their ability. (See Section 504 of the Rehabilitation Act of (1973). Under ADA of 1990, the college must ensure that programs and facilities are accessible to all qualified students. Buildings that are not ADA compliant have been grandfathered, and the campus master plan reflects building improvements that will be consistent with ADA specifications.

### **Mandatory M.B.A. Program Orientation**

All students admitted into the Master of Business Administration (M.B.A.) program are required to participate in a mandatory student orientation session as part of the registration process. At the beginning of the orientation program, students will be introduced to key administrative staff, program faculty, and other administrative staff members. Generally, graduate students will receive greetings from the Vice President for Academic Affairs, the Dean of the Business School, and the M.B.A. Program Director. Orientation sessions include an M.B.A. program overview during which the academic calendar, program timeline, program requirements, plan of study, Graduate Catalog, and Graduate Student Handbook are reviewed. A critical component of the orientation session is the teaching and learning with technology informational segment. Students receive an overview and training as it pertains to Blackboard, JICS-Campus Web, Qualtrics campus survey platform, RedShelf e-books, and other information pertaining to computing, logins, and campus Wi-Fi.

## **Part III. MBA Program Overview**

### **THE SCHOOL OF BUSINESS**

The School of Business prepares students for successful careers in private business and industry, as well as in public and non-profit sectors. As the problems of the business world have grown increasingly complex, multi-dimensional, and multi-cultural, the programs are structured to prepare students as business leaders with specialized education to understand and cope with contemporary business issues. Overall, the School of Business aims to create an environment that is congenial to academic excellence, superior achievement, professional development, collegiate inquiry, and community involvement. In keeping with the mission of Livingstone College, the Program Learning Outcomes (PLOs) of the Master of Business Administration (M.B.A.) program are listed as follows:

1. Demonstrating an awareness of audience, students will deliver professional quality communications of qualitative and quantitative business concepts in oral and written formats.
2. Students will use effective collaboration and teamwork skills to coordinate organizational activities and to manage change.
3. Students will be prepared to become business executives, business leaders, and entrepreneurs.
4. Students will demonstrate knowledge of ethical frameworks for management decision-making and leadership.
5. Students will develop the ability to analyze complex management situations to improve decision-making and increase competitive advantage in a rapidly changing environment.

The above objectives are implemented through the application of information processing, behavioral changes, and social interaction systems of learning. The School of Business has membership with International Assembly for Collegiate Business Education (IACBE). Students in the School of Business are encouraged to consider learning more about and possibly joining any of the following organizations related to business: American Management Association; The American Finance Association; Institute of Management Accountants; Association of; International Professional Accountants; American Accounting Association; Professional Accounting Society of America; American Marketing Association; Sales & Marketing Executives International; Association for Supply Chain Management; Society for Human Resources Management; Accounting & Financial Women's Alliance; The National Association of Black Accountants.

## **THE M.B.A. CURRICULUM**

The M.B.A. program is specifically designed to attract students and professional that earned a bachelor's degree from an accredited institution who desire to advance their careers in business. Livingstone College's M.B.A. program will be a good choice for anyone interested in exceling as a business executive or becoming a successful entrepreneur. Upon completion of the M.B.A. program at Livingstone, graduate students will have increased their business knowledge; grown their professional network; and boosted their career and salary prospects. Students in the current undergraduate Business Administration program who desire to complete an M.B.A. will find it convenient to transition to the new Livingstone M.B.A. program as they are already familiar with the systems and procedures at the college. Professionals in the local business community and surrounding areas will find it convenient to attend the in-person classes. International students will also find this program attractive, and will appreciate the Livingstone College experience and exposure to American culture while studying abroad.

## **REQUIREMENTS FOR THE DEGREE**

Candidates for the M.B.A. degree must complete 36 semester credit hours of course work. Thirty (30) credit hours are core requirement courses, and six (6) credit hours are elective course requirements. A minimum cumulative grade point average of 3.0 (on a 4.0 scale) is required to complete M.B.A. degree requirements.

## **MBA PRE-REQUISITES FOR NON-BUSINESS DEGREE HOLDERS**

Students who do not possess a degree in business or a closely related area may be considered for admission into the M.B.A. program if they have met the undergraduate pre-requisite course requirements subject to the Dean/Program Director's approval. The Dean/Program Director will review individual student transcripts to determine if pre-requisite course requirements or significant undergraduate courses in Business taken qualify the student for entry into the program. Additionally, applicants with significant work experience in the business sector will be considered on a case-by-case basis at the discretion and approval of the Dean/Program Director.

ACC 130 - Introduction to Accounting  
BUS 131 - Introduction to Business and Leadership  
BUS 133 - Statistics for Business  
ECO 133 - Microeconomics and Microeconomics

**MASTER OF BUSINESS ADMINISTRATION PROGRAM**  
**(36 Semester Hours)**

**M.B.A. REQUIRED CORE COURSES: 30 HOURS**

MBA 500	Management Communication	3 Hrs.
MBA 510	Management Accounting	3 Hrs.
MBA 520	International Business	3 Hrs.
MBA 530	Marketing Management	3 Hrs.
MBA 540	Managerial Finance	3 Hrs.
MBA 550	Quantitative Methods for Decision Making	3 Hrs.
MBA 560	Applied Economics in Business Decision-Making	3 Hrs.
MBA 570	Legal Environment for Business	3 Hrs.
MBA 580	Human and Organizational Behavior	3 Hrs.
MBA 599	Strategic Planning and Competitive Analysis (CAPSTONE)	3 Hrs.

**M.B.A. ELECTIVES COURSES: 6 HOURS**

MBA 600	Supply Chain Management
MBA 610	Advanced Entrepreneurship
MBA 620	Investment
MBA 630	Information Systems for Managers
MBA 640	Project Management
MBA 650	Advanced HR Management
MBA 660	Ethics, Law & the Global Business

**Note: Graduate students must select two of the 600-level elective courses to meet M.B.A. degree requirements.**

**PLAN OF STUDY FOR  
MASTER OF BUSINESS ADMINISTRATION  
M.B.A. (36 semester hours)**

**FALL SEMESTER – FIRST YEAR**

MBA 500 Management Communication.....	3 hours
MBA 510 Management Accounting.....	3 hours
MBA 520 International Business.....	3 hours
<i>Total Hours = 9 hours</i>	

**SPRING SEMESTER – FIRST YEAR**

MBA 530 Marketing Management.....	3 hours
MBA 540 Managerial Finance.....	3 hours
MBA 550 Quantitative Methods for Decision Making .....	3 hours
<i>Total Hours = 9 hours</i>	

**FALL SEMESTER – SECOND YEAR**

MBA 560 Applied Economics in Business Decision-Making .....	3 hours
MBA 570 Legal Environment for Business .....	3 hours
MBA 580 Human and Organizational Behavior .....	3 hours
<i>Total Hours = 9 hours</i>	

**SPRING SEMESTER – SECOND YEAR**

MBA 599 Strategic Planning and Competitive Analysis (Capstone).....	3 hours
MBA 600-Level Elective Course.....	3 hours
MBA 600-Level Elective Course.....	3 hours
<i>Total Hours = 9 hour</i>	

## **IV. Academic Policies & Program Requirements**

### **FACULTY TEACHING GRADUATE COURSES**

Graduate faculty must have a terminal degree in the discipline area in which they are teaching. In some special instances, faculty may be approved to teach who have exceptional expertise in their field to qualify them for their teaching assignments in academic programs. In this instance, faculty considered to teach must have formal advanced study or demonstrated competence through independent scholarly activities or professional experiences in the field of specialization that they teach. The Dean and/or Program Director will assign qualified faculty to teach graduate courses. The VPAA appoints faculty to the Graduate Council.

### **GRADUATE LEVEL COURSES**

A student seeking enrollment in graduate level courses will be classified as a degree-seeking student. Livingstone College's graduate level courses are progressively more advanced in academic content than its undergraduate courses. The M.B.A. program is structured to include more advanced knowledge of the discipline. Graduate courses are denoted as 500 and 600-level courses. All incoming students must attend the new student orientation for graduate students.

M.B.A. classes must meet for a minimum of 50-minutes per credit hour. All M.B.A. curriculum courses are 3-credit hour courses. Therefore, to meet the required 150 minutes (contact hours) for a 3-credit hour course, all M.B.A. classes will be offered on campus from 6:00-9:00pm once per week. Summer classes will be offered one hour earlier, from 5:00-8:00pm. Any classes scheduled on Saturdays will meet from 8:30-11:30am. The evening and weekend hour course times are designed to accommodate graduate students with full professional and/or personal lives. Traditional face-to-face class offerings ensure that faculty are available to support and mentor students. Thereby, students benefit from learning alongside and interacting with other graduate students within their cohort. The fall, spring and summer semesters are 16-week terms.

### **ASSIGNING COURSE NUMBERS & DEFINITION OF COURSE LEVEL**

Course level, course credit, and course enrollment are important elements in the allocation of college resources. Livingstone College has clear guidelines for determining course-level. Livingstone College awards credits for courses and programs using criteria that conform to commonly accepted practices in higher education. Livingstone College also publishes information related to credit hours for programs of study and graduation in the *Academic Affairs Policies and Procedures Manual*, *College Catalog*, and *Graduate Catalog*. Assigned credit hours are included with course listings when students register for classes.

**500-level courses** are graduate level core courses that makeup the curriculum of the Master of Business Administration (M.B.A.) degree program. These graduate level courses are more rigorous than undergraduate courses.

**600-level courses** are graduate level elective course within the curriculum of the Master of Business Administration (M.B.A.) degree program. These graduate level courses are more rigorous than undergraduate courses.

### **CREDIT/CONTACT HOUR**

Credit hour is defined as a unit for measuring academic progress toward completion of requirements for graduation or certification. The credit hour is a formal measure of a student's progress toward the completion of a program of study and graduation, or credentialing, in the intended degree. A credit hour gauges a major part, but not all that is needed to successfully achieve the intended student learning outcomes of the learning experience. Contact hour at Livingstone is defined as 50-minutes in a teaching-learning environment. Students must have a certain number of contact hours (hours spent in the classroom), to earn credit hours. One credit hour equals to 15-16 hours of instruction. Credit hours are calculated over the full semester, which is generally 16-weeks.

The traditional Carnegie definition of semester credit hour stipulates that one semester credit hour be awarded for fifteen 50-minute classroom lecture-recitation sessions, with each session requiring 2-hours of outside preparation by students. One contact hour is defined as 50-minutes. Therefore, one unit of credit is normally defined as 3-hours (150 minutes) of academic work per week per semester.

### **DEFINITION OF A CREDIT HOUR – GRADUATE COURSES**

Each M.B.A. course is worth three (3) credit hours. All M.B.A. classes will meet once per week for three (3) hours over a sixteen (16) week semester, thereby ensuring that the credit/contact hours have been met for each course of the program. A full-time graduate student carries nine (9) credit hours per semester. The table below shows the semester credit hours, contact hours per week, prep hours per credit, total effort hours per credit, contact minutes per credit hour, total prep minutes per credit hour, and total effort minutes per credit hour for a full-time graduate student.

Course	Semester Credit Hours	Contact Hours per Week	Total Prep Hours	Total Effort Hours	Contact Minutes per Credit Hour	Total Prep Minutes per Credit Hour	Total Effort Minutes per Credit Hour
MBA 500	3	3	6	9	150	300	450
MBA 510	3	3	6	9	150	300	450
MBA 520	3	3	6	9	150	300	450
<b>Spring 2023 Total</b>	<b>9</b>	<b>9</b>	<b>18</b>	<b>27</b>	<b>450</b>	<b>900</b>	<b>1,350</b>

### **STUDENT RESPONSIBILITY**

All students are responsible for completing their academic programs, for satisfying the general regulations stated in this Catalog, for maintaining the required grade point average, and for meeting all other degree requirements. The college urges students to seek guidance from their advisors and other appropriate college officials concerning current policies and requirements related to their education at the College; however, the final responsibility for completing the requirements rests with the students.

Students are required to know and observe all regulations concerning campus life and student conduct. **Students are also responsible for maintaining communication with the College, by keeping their current address, including zip code and telephone number on file with the Registrar's Office, at all times and by use of their Livingstone College email account.**

### **SATISFACTORY PROGRESS (SAP) REQUIREMENTS**

The United States Department of Education requires standards of satisfactory academic progress for students who receive federal funds. Measures must include the student's total academic history, regardless of whether the student received financial aid. In compliance with federal regulations, Livingstone College has established a policy applicable to all financial aid recipients. Satisfactory Academic Progress (SAP) is reviewed at the end of each semester. To meet SAP requirements, a student must maintain a minimum 3.0 GPA in the M.B.A. program.

A graduate student must have an average of 3.0 overall GPA in order for the Master of Business Administration (M.B.A.) degree to be conferred. If a graduate student's GPA falls below a 3.0, he or she is then placed on probation. A student may repeat any graduate course in which a "C" grade was earned one time only. The second grade will count toward the student's GPA, but will not replace the "C" grade.

Graduate students who do not meet SAP requirements will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal to the Appeals Committee for extenuating circumstances. The student's appeal must be in writing (Satisfactory Academic Progress Appeal Request form) at <http://www.livingstone.edu> and supporting documentation regarding circumstances must be provided. **The decision of the Appeals Committee is FINAL.**

**Appeals are considered for extenuating circumstances such as Serious personal injury, illness, death in the immediate family (spouse, parents, children, spouse's Parents, sister, brother, grandparent, grandchild, a person who is legally acting in one of the above capacities) or undue personal hardship.**

Students who have their appeals approved will be required to meet SAP or the conditions in their academic plan at the end of the next payment period to continue to receive financial aid. Students who have not met SAP requirements or the conditions of their academic plan will be placed on suspension.

#### **ACADEMIC SUSPENSION & DISMISSAL**

A graduate student who receives nine (9) hours of "C" grades will be suspended from the M.B.A. program. The graduate students may reapply to the M.B.A. program after one (1) year. The M.B.A. graduate faculty make the decision as to whether or not the student should be readmitted to the program. If the student is readmitted, a graduate faculty advisor will develop an academic plan for the student such that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time. In addition to following the academic plan, the graduate student must repeat the course(s) in which the "C" grade was received, and must earn a minimum grade of "B."

A graduate student who earns a grade of "D" or "F" in a graduate course will be suspended from the M.B.A. program. The student may reapply to the program after one (1) year. The M.B.A. program graduate faculty make the decision as to whether or not the students shall be readmitted to the program. If the student is readmitted, a graduate faculty advisor will develop an academic plan for the student such that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time. In addition to following the academic plan, the graduate student must repeat the course in which the "D" or "F" grade was earned, and must earn a minimum grade of "B" in the course. The course must be repeated the first time offered upon the student's return to the program. No more than one "D" or "F" grade may be repeated.

If a student makes more than one "D" or "F" grade, the student will be dismissed from the graduate program. A graduate student may receive no more than one suspension and have an opportunity to be readmitted to the college. A second suspension will result in the student being academically dismissed from the college.

### **FINANCIAL AID PROBATION**

Graduate students placed on academic probation while receiving financial aid will also be placed on financial aid warning. Graduate students will continue to receive financial aid while on financial aid warning. Probation is the status assigned to a student who fails to make satisfactory academic progress and who has appealed and has eligibility for aid to be reinstated.

### **FINANCIAL AID SUSPENSION**

Graduate students placed on academic probation while receiving financial aid will also be placed on financial aid suspension. Therefore, graduate students will not receive financial aid while on financial aid suspension. Students who fail to meet the standards of academic progress or the conditions of their academic plan after probation during the subsequent payment period are denied further funding.

### **TRANSFER COURSES WHILE ON SUSPENSION**

A graduate student may not take courses for transfer credit at another institution while he or she is on probation.

### **SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

Grades of “W”, “I”, “FA”, “WN”, “WP”, and “WF” will not be treated as completed course work but will be computed in the quantitative measure of satisfactory academic progress. Grades of “A”, “B”, “C”, “D” and “F” will be treated as completed grades and will be taken into consideration when calculating the number of hours completed and the GPA. Financial aid will not be provided for courses taken by audit or coursework that does not count toward the student’s degree or certificate.

### **MONITORING SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

**Cancellation of Aid:** In the event a student’s federal and/or College aid is cancelled, a formal written notice will be sent to the student on or after June 1<sup>st</sup>, informing him/her of the action and requirements for reinstatement and procedures for appealing.

The College recognizes that occasionally situations occur that cause students to fall below the College norm. Students denied financial assistance for failure to meet minimum satisfactory academic progress requirements may appeal in writing to the Financial Aid Appeals Committee. Letters of appeal should specifically explain the extenuating circumstances that affected academic performance. All appeal letters must be submitted with supporting documentation attached. Appeals should also address the course of action that has been taken to correct the problem, thus preventing further disruptions in the students’ ability to qualify for financial aid. The Committee will review all appeals, and students will be notified in writing of the committee’s decision.

**Reinstatement of Aid.** Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing and/or has demonstrated a significant improvement in his/her progress toward the academic degree and/or through an approved appeal. It is the student’s responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or credit deficiencies have been corrected. Aid eligibility will

then be reevaluated and reinstatement will depend upon the availability of funds, regardless of demonstrated eligibility.

**Appeals:** If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. Appeals must be made in writing to the Financial Aid Appeals Committee, c/o Director of Financial Aid and must include an explanation of the student's situation along with a request for reinstatement of financial aid. Supporting documentation should be submitted with the letter of appeal.

It is recommended that letters of appeal be submitted to the Financial Aid Office no later than July 15<sup>th</sup> to guarantee consideration for financial aid.

**NOTE: The financial aid appeals procedure is separate from that of the academic reinstatement appeals process through the Office of the Vice-President for Academic Affairs. The Financial Aid Office will answer any questions regarding the financial aid appeal.**

**Waivers:** Based upon the review of a student's circumstances by Financial Aid Appeals Committee, allowable exceptions to the stated satisfactory progress requirements may be made. All such waivers will be reviewed on an individual basis, taking into consideration special circumstances and improved academic performance.

**Audited Coursework:** Audited courses are not counted toward enrollment status when financial aid is awarded and when quantitative academic progress requirements are evaluated.

**Repeated Courses:** Repeated courses, if completed successfully, will be counted toward the student's enrollment status when awarding aid and when measuring quantitative academic progress (hours earned) requirements. The credits are included in earned credits and the hours attempted only once, and the quality points associated with only the best grade are included in the calculation of the cumulative grade point average.

**Incomplete Grades:** A grade of incomplete ("I") is not considered to be a satisfactory grade for successful course completion, and therefore, is not included in the number of credits earned. If an incomplete grade contributes to a student's credit deficiency, it must be successfully completed before aid can be approved. In the event of a GPA deficiency, a completed grade or removal of an incomplete that corrects a deficiency will satisfy the minimum grade requirement; incompletes ("I's") that result in deficient minimum cumulative grades will not impact eligibility for the current term; however, they will be used to determine eligibility in future terms.

**Withdrawal Grades:** Students withdrawing from a course and receiving a grade of "W", "WP", ("WF"), and "WN" do not earn credits for the course. This may result in a deficiency of the minimum number of credits required to satisfy academic progress standard and, in turn, continued eligibility for financial aid.

**Permanent Exclusion of Credits from Attempted Hours:** In cases where a student must withdraw from the College due to unusual circumstances (i.e., natural disaster and documented psychological condition), the Financial Aid Committee may approve permanent exclusion of the semester's credits from computation of Attempted Hours.

**Transfer Credits:** Credits accepted as transfer work from another institution that were completed prior to a student's initial enrollment in Livingstone College are not included in the computation of the cumulative GPA. Such credits are, however, used to determine a student's classification and cumulative earned credits.

### **THE REGISTRAR'S OFFICE**

The primary function of the Registrar's Office is to maintain accurate and up to date records of all current and former students who matriculated at the College; to organize, oversee, and facilitate the registration of students; to enforce the academic policies and procedures of the College which are established by the faculty, recommended to the administration, and approved by the Board of Trustees. The Office of the Registrar maintains official student records. It is the Registrar who makes the determination as to whether or not students have completed all degree requirements. Enrollment verification, degree audit, and transcript requests are handled by the Office of the Registrar. Office hours for the Office of the Registrar, Monday – Friday 8:00am – 5:00 pm, Price Administration Building, Room 209. To contact by telephone (704) 216-6157/6158.

### **REGISTRATION**

Livingstone College operates on the semester system. All students must register at the beginning of each semester. Each student is assigned a faculty adviser, who assists in planning a program of study. Complete registration instructions are published by the Office of the Registrar. **Students are registered for and entitled to attend classes only when they have completed the prescribed procedures, including the payment of tuition and fees.** New students will be advised regarding courses and registration procedures during orientation sessions before the start of each semester. All students need to report for registration as indicated on the Academic Calendar. A student **cannot** attend a class if he/she is not properly registered for that course **and section**. Failure to follow a proper registration procedure may jeopardize the students' good standing at the College and result in loss of credit. Instructors' class rosters are made up from the official enrollment records maintained in the Jenzabar system. Students whose names are not on the class roster in each class should contact the Registrar's Office to verify their registration.

### **EARLY REGISTRATION**

Early registration is a time period designated each semester to allow the student and advisor to review and plan the student's courses for the upcoming semester. Students who register early may find it less difficult to secure a satisfactory schedule of course. Under no circumstance is early registration considered to be official registration. Students who have registered early but fail to officially register on dates designated for official registration will have their schedule of courses automatically removed by the Registrar's Office. These students who find it necessary to register after the designated dates must select another schedule of courses for that semester and must pay a late registration fee as required by the College

### **LATE REGISTRATION**

A student who enters the College after the designated dates for registration pays a late registration fee as required by the College (payable in full at the time of registration). All registration materials must be submitted to the Office of the Registrar at the conclusion of the registration process.

## **GRADUATE STUDENT ADVISEMENT**

Interaction between faculty and graduate students is an integral part of the learning process at Livingstone College. Individual advisement sessions between graduate students and their assigned academic advisors provide opportunities for students to learn more about the philosophy behind the required degree program as well as career opportunities. Through stimulating informal discussions, the advisement process enhances and supplements the learning that takes place in the classroom. The academic advisor's primary role is to help the student plan a course of study so that courses required in a particular program are taken in a proper sequence. The advisor also helps ensure that the student is aware of all graduation requirements. The advisor can also help resolve and prevent academic problems, often referring graduate students to the appropriate academic or other resource. At the beginning of each semester, the advisor posts office hours designating when he/she will be available to graduate students for advisement. Graduate students are required to meet with their academic advisors each semester to receive advisement in selecting courses to be taken in the next semester. Each registration is highly recommended to secure a satisfactory schedule of courses.

## **FULL-TIME STATUS FOR GRADUATE STUDENTS**

Full-time graduate enrollment in the M.B.A. program at Livingstone College constitutes nine (9) credit hours per semester. Anything less than nine (9) credit hours will be considered part-time graduate enrollment. A regular matriculating full-time graduate student should be able to complete the degree program in two years if he or she follows the outlined Plan of Study (POS). Candidates for the M.B.A. are expected to complete a minimum of 36 semester credit hours. Thirty (30) of the thirty-six (36) credit hours will constitute the M.B.A. core requirements. The M.B.A. core requirements along with six (6) hours of electives are required to complete the degree.

## **REPEATED GRADUATE COURSES**

Students are allowed to attempt to repeat a graduate course. However, when a graduate course is repeated, the initial grade earned remains on the student's academic record, and that grade is computed in the final graduate grade point average. Repeated courses, if completed successfully, will be counted toward the student's enrollment status when awarding aid and when measuring quantitative academic progress (hours earned) requirements. The credits are included in earned credits and the hours attempted only once, and the quality points associated with only the best grade are included in the calculation of the cumulative grade point average.

## **GRADING POLICIES**

The M.B.A. program utilizes the standard grading scale for completing graduate credit as listed in the table below:

<b>GRADE</b>	<b>WHAT GRADE MEANS</b>	<b>QUALITY POINTS</b>
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Poor	1.0

F	Failure	0.0
I	Incomplete	0.0
AU	Audit grade	0.0
W	Withdraw	0.0
AW	Administrative Withdrawal	0.0
FA	Failure due to absences	0.0
WN	Withdraw never attended	0.0
WP	Withdraw passing	0.0
WF	Withdraw failing	0.0

All graduate course syllabi include the aforementioned grading scale and clarify how assessments within the class are evaluated. At the end of the semester, students are to check final grades on their JICS portal.

### **AUDITING COURSES**

Students do not receive credit for auditing a class. Audited courses are not counted toward enrollment status when financial aid is awarded nor when quantitative academic progress requirements are evaluated. A student must obtain approval to audit a course from the instructor, faculty advisor, and Vice President for Academic Affairs on a Course Audit Form available from the Registrar's Office. Approval is based on a space-available basis. Additional approval from the Business and Financial Aid offices may also be necessary. The form must be completed and returned to the Registrar's Office before the student attends the class. An auditor is not required to participate in any examinations or graded course assignments.

### **COURSE LOAD**

The academic year at Livingstone College consists of 16-week semesters. The normal load for a full-time graduate student is nine (9) credit hours. A student may not enroll for more than nine (9) credit hours. A student who enrolls in less than nine (9)-credit hours is considered a part-time graduate student.

### **COURSE OFFERINGS**

The College reserves the right to add or delete courses, as it deems necessary. There will be a partial refund of any fees as a result of course cancellation when the student drops below a full-time load. **ADD/DROP (Changes in Enrollment)**. Changes in student enrollment or schedule must be made with the approval of the advisor and by the end of the designated Add/Drop period specified in the College Calendar. Such changes include adding or dropping courses, changing sections, electing to audit courses, and changing the number of credits to be earned in a course (where applicable). All changes in enrollment must be submitted to the Registrar's Office on a Drop/add/Withdrawal Form prior to the end of the Add/Drop period.

### **WITHDRAWAL FROM A COURSE**

Students are expected to honor the schedule of classes selected at the beginning of the semester. There may be instances, however, when the student wishes to withdraw from a course after the end of the Drop period. The decision to withdraw from a course must be made in consultation with the faculty advisor and the instructor of the course. Forms for withdrawing from class after

the end of the Drop period are available in the Registrar's Office. Students must withdraw from a course within the time period indicated on the Academic Calendar.

### **OFFICIAL WITHDRAWAL FROM THE INSTITUTION**

When a student finds it necessary to withdraw from the Institution before the end of a semester, he/she needs to obtain an official Withdrawal Form from the Office of the Registrar, secure the required signatures, and return the form to the Registrar's Office. This procedure must be followed in its entirety for the student to be considered "officially withdrawn." Any student leaving without completing the official withdrawal process receives a grade of "F" (Failure) in each course in which he/she was enrolled.

### **CLASS ATTENDANCE POLICY**

#### **Policy Statement:**

Graduate students are expected to attend all classes regularly and punctually. Graduate students are normally permitted one hour of absence per credit hour in a semester, for example, three hours of absence in a three-semester hour class. Graduate students should also expect that 25% or more absence from the scheduled sessions will likely result in a grade reduction, based on the professor's discretion and the student making up missed assignments; however, absence, itself, cannot comprise more than 20% of the grade. A professor may allow a student to make up or complete academic assignments when the student is absent from class due to:

- A. Documented, prolonged medical illness.
- B. Death in the immediate family requires a church service program, news obituary, or signed statement from the minister or funeral director (3 days maximum, except under unusual circumstances).
- C. A justifiable grave circumstance beyond a student's control.
- D. Representing the College at an official College function.

**Note:** Documentation must be provided for absences resulting from the aforementioned circumstances.

#### **Professor's Responsibility:**

- Professors have the authority, within these guidelines, to set attendance policies and procedures for their classes.
- Professors will include detailed attendance requirements in the course syllabus, to include the percentage of the total grade attributed to attendance. The course syllabus will be given to all graduate students and posted on Blackboard.
- Professors will keep accurate attendance records in Blackboard.

### **Graduate Student's Responsibility:**

- Graduate students are required to satisfy all course requirements regardless of absences.
- Graduate students are held responsible for course information from the first-class meeting of the semester regardless of late enrollment.
- Graduate students are responsible for the attendance requirements for each course in which he/she is registered.
- Graduate students are to notify the instructor of an absence in advance or, in extenuating circumstances, the first day of class attendance after the absence.
- Graduate students must request make-up work on the first day of class attendance after the absence.

### **REGULATIONS GOVERNING ACADEMIC CREDIT**

The grading system is as follows:

<b><u>Grade</u></b>	<b><u>Range</u></b>	<b><u>Quality Points</u></b>
A – Excellent	90-100	4
B – Good	80-89	3
C – Satisfactory	70-79	2
D – Poor	60-69	1
F – Failure	Below 60	0

### **Special grades are issued as follows:**

**Incomplete (I) Grade:** It is assigned by the instructor only when he/she is willing to do so and only under the condition that the student has maintained a passing average and has circumstances beyond his/her control not allowing him/her to complete some specific course requirement(s). The missing work should be complete within the first six (6) weeks of the next semester. The grade of “I” must be removed by the date specified on the Academic Calendar; otherwise, it automatically changes to an “F” (Failure) grade. It is the student’s responsibility to initiate action to remove the incomplete. The student pays a fee as determined by the College to have the “I” removed upon completion of the change of grade procedure.

**Audit (AU) Grade:** Students receive no credit for auditing.

**Withdraw (W):** Students may voluntarily withdraw from a course, adhering to the date indicated on the current academic calendar. No credit hours are assigned and counted into the grade point calculation.

**Administrative Withdrawal (AW)** Students who are forcibly withdrawn from the College for administrative reasons (i.e., immunization non-compliance, disciplinary) are withdrawn “Administratively.” No credit hours are assigned, and “AW” is not counted into the grade point calculation.

**Repeating a Course:** Students may repeat a course if they did not earn a grade of “C” or better. The course may have been taken at Livingstone College or transferred from an accredited institution. While both grades earned at Livingstone are reflected on the transcript, only the higher grade is used to calculate the student’s grade point average. Financial Aid rules apply.

**Failure Due to Attendance (FA):** Students are assigned this grade when he/she reported to class at least one time, failed to withdraw, and has ceased attending. This grade can be appealed through the Grade Appeal Process only if the student provides official documentation stating failure of attendance was beyond the student’s control. This grade does calculate into the student’s grade point average.

**Withdraw Never Attended (WN)** Students are assigned this grade by faculty when he/she never reported to class. It does not calculate into the grade point average.

**Withdraw Passing (WP):** The “WP” grade is assigned by faculty after the regular withdrawal period has ended. It indicates that the student did not complete enough of the course to be graded and achieved a passing grade while in attendance. This grade is not counted for College credit, nor is it used in the calculation of the grade point average.

**Withdraw Failing (WF):** The “WF” grade is assigned by faculty after the regular withdrawal period has ended. It indicates that the student did not complete enough of the course to be graded and did not achieve a passing grade while in attendance. This grade is not counted for College credit, and is used in the calculation of the grade point average.

### **QUALITY POINTS AND GRADE POINT AVERAGES**

To meet Livingstone College’s satisfactory academic progress requirement, the student must attain and maintain a specified standard of academic performance. This standard is determined by the quality point system. The grade received in a course determine the number of quality points earned (multiply the quality points by the credit hours assigned to the course):

Grade of “A” =	4 quality points
Grade of “B” -	3 quality points
Grade of “C” =	2 quality points
Grade of “D” =	1 quality points
Grade of “F” =	0 quality points

The semester grade point average is obtained by dividing the total number of quality points earned that term by the total number of semester hours attempted. Hours associated with a grade of “W” (Withdrawal) are not included.

The cumulative grade point average is obtained by dividing the total number of quality points by the total number of semester hours attempted, whether passed or not. Hours associated with a grade of “W” (“Withdrawal) are not included. **Credits transferred from another institution are not used in the calculation of the grade point average.**

## **PROCESS FOR GRADUATE STUDENT GRADE APPEAL**

The student has the right to appeal a grade that he or she believes is inaccurate or unfair. The student must follow the following protocol to appeal the grade:

1. The student will file a formal written complaint with the professor who taught the course, explaining why he or she believes the grade is inaccurate or unfair. The student will then make an appointment with the professor to discuss the complaint. This complaint must be formally submitted within thirty (30) days after the grade is issued.
2. If the student meets the professor and continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide his or her advisor with a copy of the formal complaint, and then the student's advisor, the student, and the professor will meet to resolve the matter.
3. If the student meets with the professor and the advisor and still continues to believe that he or she has sufficient evidence to show that the assigned grade was inaccurate or unfair, the student will provide the M.B.A. Graduate Program Director under whom the instructor works with a copy of the formal complaint, and then the Graduate Program Director, the student's advisor, the student, and the professor will meet to resolve the matter.

If the grievance is still not resolved, the same procedure moves up the chain of command to the Dean of the Business School, to the Vice President for Academic Affairs, and finally to the President. The grievance process concludes with the determination of the case by the President.

## **CHANGE OF GRADE**

A professor's request to change a grade must be clearly explained in writing and submitted to the Vice President for Academic Affairs for approval. All such requests must be filed no later than a semester after the incorrect grade was issued, not including the summer. Change of Grade forms may be obtained from the Office of the Vice President for Academic Affairs. Once a final grade is issued for a course, no grade change for that course will be made unless there is conclusive evidence that the instructor made an error in computing the grade, transferring the grade and/or removing an incomplete grade.

## **SATISFACTORY ACADEMIC PERFORMANCE POLICY**

Any student whose grade point average (GPA) falls below the required 3.0 GPA for continuous enrollment will be placed on academic probation.

**Academic Warning:** A student will be placed on Academic Warning after the first semester of enrollment and succeeding semester if the cumulative grade point average is less than 3.0.

**Academic Probation:** A student whose grade point average falls below the required 3.0 GPA, based on their credit hours earned will be placed on Academic Probation. **A student will be removed from this probationary status when their cumulative grade point average is in compliance with the College's Academic-SAP requirement.**

## **RE-ADMITTANCE REQUIREMENTS**

Prior to re-admittance any suspended/dismissed student must submit a letter of appeal to the M.B.A. Program Director prior to proceeding with the re-enrollment process through Admissions.

**IF A STUDENT ALSO RECEIVES A SUSPENSION OF FEDERAL FUNDS NOTICE FROM FINANCIAL AID FOR UNSATISFACTORY ACADEMIC PROGRESS, A SEPARATE WRITTEN APPEAL MUST BE SUBMITTED TO FINANCIAL AID.**

**See Financial Aid for more details**

## **CHANGE OF NAME AND ADDRESS**

Graduate students are obligated to notify the Office of the Registrar when there is a change of name and address. Documentation (court order, marriage license) is required when there is a change of name. A graduate student who fails to notify the Registrar's Office may cause delay in receiving mail or notification of emergencies from parents or legal guardians.

## **GRADE REPORTS AND TRANSCRIPTS**

Graduate students may view their grades and unofficial transcripts in the JICS portal. Graduates receive a "complimentary" copy of their transcript upon graduation. A fee of ten dollars (\$10) is payable in advance for each copy thereafter. All requests for a transcript must be made in writing and should include the following: name, date of birth, Social Security Number and/or ID number, dates of attendance or date of graduation (if applicable), the address where the transcript is to be mailed/forwarded, and signature of the requestor. The request forms may be obtained from the Registrar's Office and/or the College's website. Transcripts are withheld if students have not met their financial obligations to the College, including the graduation copy. Graduate students may review their records by making requests to the Registrar.

An **official transcript, bearing** the school seal, may be issued to the student in a signed, sealed envelope upon request or will be sent directly to the agency or official for whose use it is requested. The agency or official is asked not to release the official transcript to the individual.

## **EVALUATION OF TRANSFER STUDENTS' TRANSCRIPTS**

The following rules apply to the evaluation of transfer students' transcripts:

1. Only courses from accredited institutions are considered for evaluation and are evaluated by the Registrar and Dean of the Business School, based on the course content, descriptive title, credit hours, and grade.
2. All acceptable courses are transferred by a descriptive title and semester hours earned, but without a letter grade. No transfer credit is allowed for any grade below "B." Only courses that are degree applicable will transfer.
3. The transfer credit for a quarter system grade, when converted to a semester system, is two-thirds of the quarter hours; for instance, 3-quarter hours are worth 2-semester hours.

4. The credit-hour difference between Livingstone courses with a 4-hour credit base and a 3-hour transfer course requires the transfer student to make up the credit-hour deficit through electives, preferably within the same discipline, and in all cases under the advisor's guidance.
5. Course work over ten (10) years old will not be automatically accepted for transfer. Acceptance of such courses will be determined by the M.B.A. Program Director, in consultation with the Dean of the School of Business, and approved by the Vice President for Academic Affairs. No more than six (6) credit hours will be accepted.
6. Livingstone students are not allowed to transfer credits they earn at other institutions during their academic or disciplinary suspension from Livingstone College.

### **ACADEMIC DISHONESTY/INTEGRITY POLICY**

Livingstone College does not condone academic dishonesty; it expects all students to maintain high ethical standards in all of their coursework. Actions that the College considers violations of the Academic Dishonesty/Integrity Policy include: plagiarism, cheating, and fabrication/falsification. The following is a list of the actions with explanations that the College considers to be violations of this policy. This list is not exhaustive; other actions may be considered violations of the policy.

- **Plagiarism:** Plagiarism is stealing another person's words or ideas and passing them off as your own. When a student puts his or her name on a paper or report or any work assignment at Livingstone College, he/she is declaring ownership of that work. The student is saying that he/she has written the work and that the words and ideas contained therein are his or her own, except for the citations from outside sources, which should be documented.
- **Cheating:** Cheating includes using materials, resources, or other methods during the course that are not authorized or are not the student's own work. Copying another student's work, whether it is a homework assignment or an examination, is considered cheating. Working together to complete an assignment to be submitted is also cheating, although this does not necessarily apply to group projects assigned by the instructor of a course. Sending or arranging for another student to take any graded exercise, quiz or test, as a substitute for himself or herself or the student providing information to another during a graded exercise will be considered a violation of the Academic Dishonesty/Integrity policy.
- **Fabrication/Falsification:** The deliberate creation of non-existent data/results is considered fabrication. Fabrication involves the changing of data. This also includes students signing attendance rolls for one or more students.

Graduate students found guilty of violating the College's Academic Dishonesty/Integrity Policy may be subject to a number of penalties. Penalties range from those that may be imposed by a class professor to those that the College can impose. Graduate students who are suspended for the violation of the policy **will not** be permitted to make up work missed during the suspension.

When a professor observes a violation of the Academic Dishonesty/Integrity Policy by a graduate student, the case shall be handled in accordance with the following procedures: The professor shall inform the student that he/she has been accused of engaging in academic misconduct. The professor must afford the graduate student an opportunity to clarify his/her position. If the graduate student accepts the accusation, the professor may impose any Faculty-Level disciplinary action of his/her choice. A professor may take any of the following actions against the student. (Note: The disciplinary action taken is left to the discretion of the professor.

#### **Faculty-Level Disciplinary Actions:**

1. Warn the student verbally or in writing.
2. Require the student to redo the assignment (either at a full or reduced grade for the assignment).
3. Reduce the grade for the assignment/activity
4. Give the student an "F" or "0" (zero) for the assignment
5. Assign an "F" for the course.

In addition to the above penalties, the faculty member shall submit a letter detailing the facts of the incident and the penalties imposed at the faculty level to the Dean of the Business School and the Vice President for Academic Affairs. This letter must be sent within five working days of the disciplinary action taken and shall be kept in the student's academic file for future reference.

#### **College-Level Disciplinary Action**

The College may initiate the following disciplinary Actions:

1. Suspend the student from the College.
  - a) The length of suspension time should be no less than one week and no more than one semester.
  - b) For the duration of the suspension, the student will not be allowed to make up the missed work.
2. Expel the student from the College.
3. Take other disciplinary actions as deemed appropriate.

## **Appeal Procedure for Students Violating the Academic Dishonesty/Integrity Policy**

The right of appeal shall be granted to any student who has been found to violate Livingstone College's Academic Dishonesty/Integrity Policy.

### **Step 1**

If a graduate student disagrees with the disciplinary action proposed by the professor, the graduate student should submit a written letter of appeal to the M.B.A Program Director. The letter of appeal should be submitted within five working days from the date that the student is informed of the action that has been proposed by the faculty member. The letter should include:

- The course number, title, section, and time scheduled for the course in which is alleged to have violated the Dishonesty/Integrity Policy.
- The specific violation that the student is alleged to have committed; and
- The action being requested by the student.

Within ten working days following the receipt of the appeal, the department chair should review all documented information related to the alleged violation submitted by both the student and professor. He or she then meets with the student and professor for clarification of all the information related to the alleged violation. Within three working days following the meeting, the department chair informs the student and the professor of his or her decision. The Dean of the School of Business may:

- Agree and approve the disciplinary action proposed by the professor for the violation;
- Reduce the disciplinary action proposed by the professor for the violation;
- Invoke a more serious penalty or penalties than that proposed by the professor for the violation.

### **Step 2**

If the student disagrees with the decision, he/she may appeal the decision to the Dean of the School of Business. The student has five working days to appeal the M.B.A Program Director's decision. The student is required to submit his or her appeal in writing to the Dean of the School of Business, the M.B.A. Program Director, and the professor who has proposed penalties for violation of the policy.

The Dean of the School of Business will conduct an investigation of the incident by reviewing all the information submitted by the faculty member, the graduate student, and the M.B.A. Program Director concerning the violation. The Dean's investigation will also include interviews with the student, the professor, the M.B.A Program Director, and any other individual(s) who may be able to confirm or deny the violation with which the graduate student has been charged.

After a thorough investigation of the charge and the disciplinary action proposed by the professor, the Dean of the School of Business will provide the faculty member, the graduate student, and the M.B.A. Program Director with written copies of his/her decision as to whether the Academic Dishonesty Policy was violated and whether the disciplinary action proposed is appropriate. The Dean's investigation should be completed within ten working days, followed by the disposal of

the case. If the graduate student accepts the Dean's decision, the appeal process is ended. The Dean may:

- Uphold the decision of the M.B.A. Program Director.
- Reverse the decision of the M.B.A Program Director, or
- Recommend a college-level disciplinary action for violation of the Dishonesty/Integrity Policy.

### **Step 3**

Should the graduate student disagree with the Dean's decision, he she may make a final appeal. Within ten working days the student submits a written request, stating his/her desire to appeal the dean's decision in which the violation occurred to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall establish a committee to hear the final appeal. This committee should include two professors (one from the department in which the violation occurred), two students (one from the department in which the violation occurred), and one administrator. The only outside individuals who will be allowed in the meeting are witnesses supporting either the faculty member or the graduate student. The committee will inform in writing the professor who has proposed disciplinary action and the graduate student of the time, date and place of the appeal's hearing. The committee will hold a closed meeting to conduct the appeal's hearing. After each party has presented their evidence, the committee will dismiss all parties to discuss the evidence. This committee will be responsible for deciding whether the student violated the Academic Dishonesty/Integrity Policy and whether the proposed disciplinary action is justified. After reaching a decision, the committee will report its decision to the Vice President for Academic Affairs. The Vice-President for Academic Affairs will inform both the professor and the graduate student of the final decision concerning the appeal within five working days.

The Vice President for Academic Affairs may:

- Uphold the Dean's decision;
- Reverse the decision of the Dean; or
- Impose more severe college-level disciplinary.

The appeal process is ended following the issuance of the decision of the Vice President for Academic Affairs.

### **DEAN OF STUDENTS**

The primary role of the Dean of Students is to educate the entire College community about relevant campus policies and respond to student needs through personal attention and advocacy. The Dean of Students supports students through individual services, innovative programs, co-curricular opportunities and policy oversight and development.

## **STUDENT CODE OF CONDUCT**

The aim of the Student Code of Conduct or disciplinary procedures is to encourage responsible behavior, to maintain social order, and to protect the rights of every person in the College community. Essential to the aim of disciplinary procedure is the principle of “fundamental fairness,” which provides the framework for the adjudication of student misconduct and breach of institutional policies and regulations. The spirit of the judicial process is based upon good faith – a mutual trust between the College and the student. The College believes that certain rights and responsibilities are indispensable to the achievement of the purposes of higher education. The Colleges standard of conduct includes statements for specific provisions governing appropriate student conduct and the range of sanctions that may be imposed upon persons who violate those standards. **The standards of conduct are published in the Graduate Student Handbook, and each student has a responsibility to become familiar with this document.**

## **GRADUATE STUDENT COMPLAINTS**

Occasionally, conflict may arise between a graduate student and professor. If such a conflict should occur, it can most likely be resolved through a discussion between the graduate student and professor of record. The vast majority of graduate student grievances can be resolved between the graduate student and professor without the need to escalate the complaint to the next level. If the attempt to resolve the conflict is unsuccessful, the graduate student should contact the M.B.A. Graduate Program Director. The Program Director will then provide the necessary level of intervention and support that the graduate students needs by investigating the complaint and rendering a fair and prompt decision on the matter at hand. The Program Director can answer the graduate students’ questions about the grievance process, especially given the nature of the student’s complaint and the responsibility of various offices fielding a student’s grievance given the nature of the complaint.

In accordance with Livingstone College policy, complaints of harassment, sexual or otherwise, and allegations of plagiarism or other scholarly misconduct will be directed to the appropriate offices authorized to address them. Complaints involving discrimination, harassment, or sexual misconduct are reported to the Dean of Students and referred to the Title IX Coordinator. Allegations of cheating, plagiarism or other scholarly misconduct will be reported to the Vice President for Academic Affairs.

When lodging a complaint, graduate students are required to complete a written **Student Complaint Form**. The designated person in the office where the student complaint is being filed then has the responsibility of converting the written complaint into electronic format by entering the details of the written complaint into Advocate Simplicity. Once the complaint has been entered into the system, the complaint is then assigned to the appropriate office to be addressed and resolved. Academic complaints and grade appeals are handled by the Office of Academic Affairs. Disciplinary Appeals are handled by the Dean of Students in the Office of Student Affairs. Student account and Financial Aid appeals are handled by the Office of Business and Finance. Civil rights, discrimination, and Title IX complaints are handled by the Title IX Coordinator in the Office of Student Affairs.

## **REQUIREMENTS FOR GRADUATION**

Livingstone College confers upon students the Master of Business Administration (M.B.A.) degree which requires 36 semester credit hours. Additionally, all M.B.A. degree candidates must do the following:

1. File an application for graduation with the Office of the Registrar.
2. **Earn a minimum overall grade point average of at least 3.00 on a 4.00 scale with no grade lower than a “B” in any course required for the degree.**
3. Maintain the required 3.0 GPA requirement throughout the course of the degree program.
4. Complete 30 semester credit hours in residence at Livingstone College.
5. Satisfy all financial obligations to the institution.
6. Receive approval from the faculty and Board of Trustees.

**A student will be allowed to participate in graduation exercises only when ALL requirements for the degree as specified in the Graduate Catalog have been completed.**

**NOTE: Students are normally expected to graduate according to requirements listed in the Graduate Catalog under which they enter the college. If for any reason their attendance is interrupted for a year, they must meet new requirements. Degrees are withheld from students who have a financial obligation to the college. The responsibility for completing graduation requirements rests with the student. Each graduate student must become familiar with the Graduate Catalog, maintain a minimum 3.0 grade point average, and satisfy all other requirements for graduation. Advisors will counsel and advise, but the final responsibility is that of the student.**

## V. Tuition, Fees & Financial Support

### Tuition and Fees

The tuition and fee schedule for the MBA program and the tuition remission application for employees are included. Please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and complete the FREE Application for Federal Student Aid Form online if you intend to apply for a student loan. Livingstone College's Federal School code is 002942. If your residence status is commuter, then you will not need on-campus housing for the program.

All charges for tuition and fees are assessed on a semester basis and are due and payable at the time of registration for each semester. In addition to cash, checks, and money orders, the College also accepts MasterCard, American Express, VISA, and Discover credit cards.

Transcripts, grades, and degrees earned will be withheld pending satisfaction of all obligations to the College. All previously incurred expenses and accounts must be paid in full prior to registration for a new semester. Students enrolled in classes are subject to being dropped for the semester if all tuition and fees are not paid by the payment deadline for the semester and if balances of prior semesters are not paid in full.

<b>MASTER OF BUSINESS ADMINISTRATION</b>		
<b>Non-Boarding</b>		
	<b>COST</b>	<b>9 HRS PER SEMESTER</b>
Tuition per credit hr.	\$600.00	\$5,400.00
General Fees	\$1,178.46	\$589.23
Book Rental	\$401.70	\$200.85
Technology Fee	\$1,698.50	\$849.25
<b>Total (per semester)</b>		<b>\$7,039.33</b>

<b>MASTER OF BUSINESS ADMINISTRATION</b>		
<b>Boarding</b>		
	<b>COST</b>	<b>9 HRS PER SEMESTER</b>
Tuition per credit hr.	\$600.00	\$5,400.00
General Fees	\$1,178.46	\$589.23
Book Rental	\$401.70	\$200.85
Technology Fee	\$1,698.50	\$849.25
Room Charge		\$3,262.02
Board Charge		\$3,531.88
<b>Total (per semester)</b>		<b>\$13,833.23</b>

### **LIVINGSTONE COLLEGE REFUND (REPAYMENT) POLICY**

A student is entitled to a refund once the student's account reflects a credit balance. A credit balance is not created until most or all of the financial aid awarded is received by the college. Charge adjustments for withdrawal from the College or reduction in course load are based upon the date on the Official Withdrawal Form or the last date of attendance as determined by the College. In general, any outstanding financial obligations to the College will be deducted from the amount refunded. All fees are non-refundable except those covered by Title IV Refunding Requirements. Room and Board charges are not refundable. Tuition is refundable as per the following schedule:

<b><u>Withdrawal Period</u></b>	<b><u>% of Tuition Refund</u></b>
Within 1 week after the 1 <sup>st</sup> day of classes	70%
Within 2 weeks after the beginning of classes	40%
Within 3 weeks after the beginning of classes	25%
After 3 weeks from the beginning of classes	0%

Please note that failure to attend class does not constitute withdrawal from the College. To withdraw, the student must follow the College's withdrawal procedure completely.

## **LIVINGSTONE COLLEGE REPAYMENT POLICY**

When withdrawing or ceasing to be enrolled prior to completing 60% of the semester, a portion of the total federal aid received may need to be repaid immediately. The amount of federal aid that must be repaid is determined via the Federal Formula for Return of Title IV funds (Section 484B of the Higher Education Act). This law also specifies the order in which funds are to be returned to the financial aid programs from which they were awarded, starting with loan programs.

Repayment may be required when cash has been disbursed from financial aid funds in excess of the amount of aid that was earned (based on the date of total withdrawal) during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV and (other than FWS) for which the student qualified by the percentage of time during the term that he/she was enrolled.

1. If more aid was earned than was disbursed, the student may receive a late disbursement for the difference.
2. If more aid was disbursed than was earned, the amount of Title IV aid that the student must returned is the amount not earned.

The responsibility for returning unearned Title IV aid may be shared between the College and the student. It is allocated according to the portion of disbursed aid that could have been used to cover College charges, and the portion that could have been disbursed directly once those charges were covered. Livingstone College will distribute the unearned aid back to the Title IV Programs, as specified by law. Students will be billed for the amount that is owed to the Title IV Programs as well as any amount due to the College that would have been used to cover College Charges, as a result of the returned Title IV funds.

Withdrawal from the College or dropping classes may impact the amount of financial aid awarded. Students should consult the Office of Student Financial Aid to review the consequences prior to withdrawal or dropping classes.

## **PAYMENT DEFAULT**

Student registering with the college agree to the following conditions:

- Payment to the College is expected in full before registration unless an agreed upon payment plan is in place.
- Student not returning to the College (graduation or non-registration for the immediate subsequent semester) are required to pay any balance in full within 30 days.

In the event of a default under the terms of any payment arrangement with the college, the student shall have a period of fifteen (15) days to cure such default by paying the then outstanding balance in full. Thereafter, the college may employ an attorney or outside collection agency to enforce the college's rights and remedies and the student of the balance hereby, agree to pay the college reasonable attorneys' fees not exceeding a sum equal to fifteen percent (15%) and/or collection fee charges up to 40% of the outstanding balance owing the college plus all other reasonable expenses incurred by the college in exercising any of the college's rights and remedies upon default. The failure to exercise any right or remedy by the college hereof shall not be a waiver or release of such rights or remedies or the right to exercise any at another time.

# FINANCIAL AID

## OFFICE OF STUDENT FINANCIAL AID AND SCHOLARSHIPS

### Financial Aid

Livingstone College maintains a well-staffed Office of Student Financial Aid and Scholarships (OSFA) that offers financial aid counseling to students on the best way of financing their education at Livingstone. The College also maintains a Student Accounts Office that offers guidance on strategies or payment options to assist with financing a college education and loan repayment. Both offices welcome consultations with students. They can be reached at (704) 216-6069 or (704) 216-6081. The Office of Student Financial Aid and Scholarships is located in the Price Building. Office Hours are Monday-Friday 8:00AM – 5:00PM.

### **Applying for Financial Aid**

All students who wish to be considered for financial aid to help meet their college expenses are urged to submit all necessary applications by the College's priority funding date of March 15<sup>th</sup>. Applications received after March 15<sup>th</sup> including the (FAFSA) cannot be assured of consideration for priority funding and may not receive all possible funds available. Students must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as early as October 1<sup>st</sup>. Each eligible student will receive an award letter specifying the amount of financial aid granted and the conditions of the award.

### **Types of Financial Aid**

Graduate or professional students may be eligible to receive aid from the following federal student aid programs:

- The William D. Ford Federal Direct Loan (Direct Loan) Program. This is the largest federal student loan program. Under this program, ED is your lender rather than a bank or other financial institution. There are two types of Direct Loans that graduate or professional students enrolled in a program leading to a degree or certificate may receive:
- Direct Unsubsidized Loans-Eligible students may borrow an Unsubsidized loan for each academic year.
- Direct PLUS Loans (GRAD PLUS)-Eligible graduate or professional students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a PLUS loan. A credit check will be completed during the application process. Get more information about federal student loans at [StudentAid.gov/loans](http://StudentAid.gov/loans).

### **GRADUATE TUITION AND FEES**

Tuition per credit hour	\$600.00
General Fees	\$1,178.46
Book rental-e-books	\$401.70
Technology fee	\$1,698.50

**\*Tuition and Fees are subject to change without notice. A graduate student who requires on-campus housing will be charged the appropriate housing fee as outlined.**

## **SATISFACTORY PROGRESS (SAP) REQUIREMENTS**

The United States Department of Education requires standards of satisfactory academic progress for students who receive federal funds. Measures must include the student's total academic history, regardless of whether the student received financial aid. In compliance with federal regulations, Livingstone College has established a policy applicable to all financial aid recipients. Satisfactory Academic Progress (SAP) is reviewed at the end of each semester. To meet SAP requirements, a student must maintain a minimum 3.0 GPA in the M.B.A. program.

A graduate student must have an average of 3.0 overall GPA in order for the Master of Business Administration (M.B.A.) degree to be conferred. If a graduate student's GPA falls below a 3.0, he or she is then placed on probation. A student may repeat any graduate course in which a "C" grade was earned one time only. The second grade will count toward the student's GPA, but will not replace the "C" grade.

Graduate students who do not meet SAP requirements will be placed on financial aid suspension. Students on financial aid suspension may submit an appeal to the Appeals Committee for extenuating circumstances. The student's appeal must be in writing (Satisfactory Academic Progress Appeal Request form) at <http://www.livingstone.edu> and supporting documentation regarding circumstances must be provided. **The decision of the Appeals Committee is FINAL.**

**Appeals are considered for extenuating circumstances such as Serious personal injury, illness, death in the immediate family (spouse, parents, children, spouse's Parents, sister, brother, grandparent, grandchild, a person who is legally acting in one of the above capacities) or undue personal hardship.**

Students who have their appeals approved will be required to meet SAP or the conditions in their academic plan at the end of the next payment period to continue to receive financial aid. Students who have not met SAP requirements or the conditions of their academic plan will be placed on suspension.

## **ACADEMIC SUSPENSION & DISMISSAL**

A graduate student who receives nine (9) hours of "C" grades will be suspended from the M.B.A. program. The graduate students may reapply to the M.B.A. program after one (1) year. The M.B.A. graduate faculty make the decision as to whether or not the student should be readmitted to the program. If the student is readmitted, a graduate faculty advisor will develop an academic plan for the student such that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time. In addition to following the academic plan, the graduate student must repeat the course(s) in which the "C" grade was received, and must earn a minimum grade of "B."

A graduate student who earns a grade of “D” or “F” in a graduate course will be suspended from the M.B.A. program. The student may reapply to the program after one (1) year. The M.B.A. program graduate faculty make the decision as to whether or not the students shall be readmitted to the program. If the student is readmitted, a graduate faculty advisor will develop an academic plan for the student such that, if followed, will ensure the student is able to meet satisfactory academic progress standards by a specific point in time. In addition to following the academic plan, the graduate student must repeat the course in which the “D” or “F” grade was earned, and must earn a minimum grade of “B” in the course. The course must be repeated the first time offered upon the student’s return to the program. No more than one “D” or “F” grade may be repeated.

If a student makes more than one “D” or “F” grade, the student will be dismissed from the graduate program. A graduate student may receive no more than one suspension and have an opportunity to be readmitted to the college. A second suspension will result in the student being academically dismissed from the college.

#### **FINANCIAL AID PROBATION**

Graduate students placed on academic probation while receiving financial aid will also be placed on financial aid warning. Graduate students will continue to receive financial aid while on financial aid warning. Probation is the status assigned to a student who fails to make satisfactory academic progress and who has appealed and has eligibility for aid to be reinstated.

#### **FINANCIAL AID SUSPENSION**

Graduate students placed on academic probation while receiving financial aid will also be placed on financial aid suspension. Therefore, graduate students will not receive financial aid while on financial aid suspension. Students who fail to meet the standards of academic progress or the conditions of their academic plan after probation during the subsequent payment period are denied further funding.

#### **MONITORING SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

**Cancellation of Aid:** In the event a student’s federal and/or College aid is cancelled, a formal written notice will be sent to the student on or after June 1<sup>st</sup>, informing him/her of the action and requirements for reinstatement and procedures for appealing.

The College recognizes that occasionally situations occur that cause students to fall below the College norm. Students denied financial assistance for failure to meet minimum satisfactory academic progress requirements may appeal in writing to the Financial Aid Appeals Committee. Letters of appeal should specifically explain the extenuating circumstances that affected academic performance. All appeal letters must be submitted with supporting documentation attached. Appeals should also address the course of action that has been taken to correct the problem, thus preventing further disruptions in the students’ ability to qualify for financial aid. The Committee will review all appeals, and students will be notified in writing of the committee’s decision.

**Reinstatement of Aid.** Financial aid eligibility may be reinstated when the student has reestablished satisfactory academic standing and/or has demonstrated a significant improvement in his/her progress toward the academic degree and/or through an approved appeal. It is the student's responsibility to notify the Financial Aid Office in writing when cumulative GPA requirements have been met and/or credit deficiencies have been corrected. Aid eligibility will then be reevaluated and reinstatement will depend upon the availability of funds, regardless of demonstrated eligibility.

**Appeals:** If, due to extenuating circumstances, students fail to meet academic progress requirements, they may appeal the termination of their financial aid. Appeals must be made in writing to the Financial Aid Appeals Committee, c/o Director of Financial Aid and must include an explanation of the student's situation along with a request for reinstatement of financial aid. Supporting documentation should be submitted with the letter of appeal.

It is recommended that letters of appeal be submitted to the Financial Aid Office no later than July 15<sup>th</sup> to guarantee consideration for financial aid.

**NOTE: The financial aid appeals procedure is separate from that of the academic reinstatement appeals process through the Office of the Vice-President for Academic Affairs. The Financial Aid Office will answer any questions regarding the financial aid appeal.**

## **VI. Academic Support Programs & Other Campus Services**

### **The Success Center Mission Statement**

The Livingstone College Success Center is a one-stop holistic, multidimensional support center, serving our students, faculty, and community. Recognizing the holistic needs of our student population, the primary goal of the Success Center is increased retention. The Success Center's programs and services are designed to provide and/or coordinate the academic, cultural, social, and counseling support needed to persist until graduation from Livingstone College.

### **Retention Center**

The gateway to Success Center services is the Retention Center which provides one-access to all support services on campus, including academic assistance; personal counseling and mentoring; and academic advising. The Retention Coordinator also manages student alerts and referrals in cases of academic or behavioral issues, and facilitates communication among faculty, staff, administrators and students. **704-216-6335.**

### **Reading Center**

The Reading Center assists students with assessment and improvement of their reading skills and abilities. In addition to one-on-one tutoring, small-group, and workshops on reading skills and strategies, the Reading Center is the focal point of reading-level testing via Edmentum, which is also utilized to create individual prescriptions for student improvement in reading, writing and math. **704-216-6980**

### **Writing Center**

Located in Dodge Hall, the Writing Center provides a variety of Academic Support Services to implement the initiatives of the QEP. The Writing Center provides reading classes, and workshops to assist both students and faculty. The Writing Center offers assistance in all courses of study, at all stages of the writing process. Students are encouraged to visit for assistance, not only with their essays and research papers, but also with their resumes, academic research, speeches, application essays/personal statements, PowerPoint presentations and creative writing projects. The Writing Center is open 9 a.m. to 8 p.m. Monday through Thursday; it closes at 5 p.m. on Friday. It is open 9 a.m. – 3 p.m. on Saturday.

The Writing Center offers assistance to students in all courses of study, at all stages of the writing process from initial ideas to planning, research, drafting, and revision. Students are encouraged to visit for assistance, not only with their essays and research papers, but with any project that includes a substantial writing or academic research component: speeches, application essays/personal statements, PowerPoint presentations, creative writing projects, and more. The Writing Center provides major support for the College-Wide Writing Initiative (W.I.) as well as the QEP "Write for Life: Improving Student Writing Through Writing in the Disciplines." **704-216-6179**

For 144 years, Livingstone College has created learning opportunities to actualize its founding mission to provide an educational environment that enables students to develop their potential for leadership in and service to a global community. It is this imperative that provides the impetus for the institution's Quality Enhancement Plan (QEP): "Write for Life: Improving Student Writing through Writing in the Disciplines." The goal of the Livingstone College's "Write for Life" QEP is to introduce, reiterate, and foster in students the capacity and desire to write well. Specifically, Livingstone will strive to improve and enhance the clarity, coherence, and context awareness of student writing as students prepare to "Write for Life" in the 21st century.

Because effective writing is contextual, the choice to focus on Writing in the Disciplines means students will be given multiple opportunities to practice writing both in and out of the classroom through discipline-based instruction that also privileges metacognitive awareness, the writing process, and an effective, efficient feedback loop. Students will be given the opportunity to experience writing as an activity of persistence, engagement, and personal development. Metacognitive practices will be engaged throughout the process through assessment and evaluation as outlined in order to achieve the noted outcomes as faculty implement additional writing process and feedback strategies into their teaching.

### **Math/STEM Center**

The Math/STEM Center is named for its focus on four interrelated content areas: Science, Technology, Engineering, and Math. In addition to college mathematics skills assistance at all levels, the Math/STEM Center also offers skills assessments using Edmentum, plus tutoring and workshops for related skills in all disciplines. **(704) 216-6304. Tutoring is available in the Success Center from 9 a.m. to 8 p.m. Monday through Thursday, from 9 a.m. to 5 p.m. on Friday, and from 9 a.m. to 3 p.m. on Saturday.** In addition, group workshops on a variety of skills and topics are held, as scheduled, during the fall & spring terms.

### **Andrew Carnegie Library**

The Andrew Carnegie Library was erected in 1908 as a gift from Andrew Carnegie. It houses the College's main library collection, as well as a media room, an archives room, a classroom, and specialized areas for use by patrons. The library also provides access to an Internet accessible computer lab with printing capabilities for students available during all open hours of the library. Other campus computer labs available for student use are housed in Ballard Hall, Price Building, Tubman Building, the Success Center and the School of Hospitality Management & Culinary Arts.

### **Academic Computing**

The IT Department of Livingstone College provides campus networking, computer equipment and software for interdepartmental computing needs to include email, internet access and integrated databases. Livingstone College graduate students have ready access to all campus computing facilities to include the Ballard Hall computer lab in the Business School; Andrew Carnegie Library computer stations, Tubman computer lab, Price Building computer lab. All graduate students are issued laptops for their individual academic computing needs. Campus Wi-Fi and mobile hotspots ensure accessible internet services while on campus.

## **Campus Book & Retail Store**

The Campus Book & retail Store is located in the Walls Center Building. Academic supplies, other supplies, and college paraphernalia are available for purchase. Livingstone College is an e-book campus that uses the company named RedShelf. All student e-books can be accessed through Blackboard. E-book fees are included as part of student tuition and fees.

## **RedShelf e-books**

The campus book rental program provides the main e-book for each course that a student is enrolled. RedShelf is the eReader streaming platform that the Livingstone College uses for students to digitally access textbooks. The e-book rental fee is included in the student's general fees. RedShelf is an EdTech company that provides affordable and efficient digital textbooks and course materials. RedShelf is the content delivery system used on campus for all digital course materials. RedShelf grants students access to their digital course materials on the first day of class through the link installed in Blackboard, the campus learning management platform. Course materials are located within the course on Blackboard, and once the professor activates the course, the students is then able to access their e-book. The professor decides where in the course to place the link to the course materials. Redshelf is a cloud-based reader that is accessible anytime, anywhere and is compatible with any internet enabled device.

## **Mail Center**

The campus mailroom supports the activities of the college by providing mail distribution, collection, and processing of incoming, outgoing or inter-office mail. The mailroom staff are responsible for assessing their internal customers' emerging needs and constantly altering service deliveries to meet these needs. All students are provided with a campus address.

## **Health Services**

The role of Health Services at Livingstone College is to provide modern medical care and optimal supportive services to all students. We are here to promote prevention through the teachings of safety, promotion of health and wellness standards, programming and immunization against infectious diseases. The role of Health Services supports the College's mission of the holistic approach empowering the student through education so that they can make better informed decisions regarding their health. Our philosophy is to provide modern medical care for the student on campus; thereby eliminating debt to the student from emergency room visits and having to purchase medications. Prevention is our main priority. The ultimate objective of Health Services is to offer supportive services and programs that assist the student in maintaining their optimal health; both physical and emotional. To instill good health and hygiene practices of personal and community health living. All graduate students are required to have student health insurance that meets the minimum standard of showing proof of health insurance coverage. Students already covered by an insurance policy can easily opt out of the school insurance plan by supplying documentation proving insurance coverage. Students who fail to supply proof of health insurance will automatically be enrolled and billed for the college's health insurance coverage plan.

Health Services provides the following services to students:

- Help students with obtaining needed immunizations required for admission. North Carolina state law requires that all full-time students provide to date immunization records upon admission.
- Physical exams are required for full time admission. For those students which need help with physicals-we have clinic weekly with a licensed physician.
- Any medical information provided to Health Services by a student is kept confidential.
- Health teachings and programs are provided with emphasis based on prevention.
- Coordination of weekly clinic with College physician for medical and health needs.
- Emergency care with referrals to hospitals and community medical facilities if indicated.
- Basic accidental and sickness insurance coverage is provided to all students enrolled.

Office Hours: Monday-Friday –9:00 a.m. 6:00 p.m. Clinic Hours: Wednesday, 8 a.m. – 5:00 p.m. *\*Hours are subject to change.* In case of illness, students (on or off campus) are to report to Health Services either in person or by telephone at (704) 216-6111. During normal business hours the student should visit the Health Center to be evaluated by the nurses or M. D. When Health Services is closed, the nurse on call can be paged. In emergency situations, notify Security at (704) 216-6164 and or dial 911.

## **Counseling**

The Counseling Center provides assistance to students related to their physical, social, and emotional development, and, more importantly, to their personal needs or problems. Individual or group counseling, guidance, and educational methods are used to help students become more productive in their lives.

The goals of the Counseling Center are to:

1. Assist students to become self-directed as they are taught skills to help them make satisfactory decisions for their personal lives.
2. Encourage behavior modification and provide guidance for those students experiencing difficulty in making appropriate choices with regard to their problems at Livingstone College.
3. Provide counseling services to enhance the physical, social, and cultural development of all students.
4. Refer students, depending on individual situations, to appropriate services.

## **Disability Services**

Livingstone College values the diversity of its campus community. The college prides itself on being an equal access institution, and thus admits qualified students regardless of any disabilities they may have. The Coordinator of Student Disability Services coordinates efforts to ensure that students with disabilities receive reasonable accommodations. Dr. Reid also serves as a consultant to faculty, staff, and students on campus. To ensure that the best practices are followed, accommodations made for students will correlate with the Association on Higher Education and Disability (AHEAD) organization on “Supporting Accommodation Requests: Guidance on Best Practices.” Reasonable accommodation consists of: (1) assistance with the registration process; (2) testing accommodations; (3) extended testing time; (4) oral testing; (5)

distraction free testing environment; (6) readers and/or scribes; (7) adaptive technology and equipment. At Livingstone College, the goal is to create an accessible and effective learning environment where students with disabilities can complete their education and training.

5. A student with a disability has the right to request both academic and non-academic accommodations ensuring equal access. Students are not required to disclose their disability status. However, students seeking accommodations relative to their disability are responsible for making a written request, and to provide appropriate documentation. Having a disability does not automatically qualify a student to receive accommodations. Disability support services will be provided based on diagnostic information and functional limitations.
6. Livingstone College seeks to accommodate students with requests that are determined to be reasonable, and that do not compromise the integrity of academic and programmatic standards. Current and prospective students with a disability who would like to request accommodations or more information about disability resources and services on campus should contact: **Dr. Tarsha Winston Reid** at [treid@livingstone.edu](mailto:treid@livingstone.edu) or (704) 216-6899.

## **Public Safety**

Livingstone College Public Safety Department consists of Security Officers as well as sworn police officers. Our mission is to provide support to the overall mission of Livingstone College; to support and enhance the learning process. The Office of Public Safety at Livingstone College is established to provide quality law enforcement and public safety services to our Livingstone College community focusing on goals, objectives, values and partnerships to provide protection of life and property and to reduce crime. The partnership between Livingstone College community and its law enforcement is an important link to ensuring the safety to all Livingstone College community. The mission will be accomplished through reasonable and prudent law enforcement and the quality service to the student body, faculty and staff based upon high ethical, professional, legal, and moral standards. The Powers and Authority of campus police officers are as follows: Campus Police Officers, while in the performance of their duties of employment have the same powers as municipal and county police officers.

## **Campus Ministry**

The Campus Ministry is designated to embody the mission of the institution. The Campus Minister keeps the institutional values that are in the Christian faith before the entire community. The campus Minister is empowered to direct the spiritual aspect of campus life, which building an orderly and wholesome environment for all. The ministry is further designed with a multiplicity of roles to meet the needs of the campus population: advocacy, intervention, assessing, correcting, and pastoral counseling. The Campus Ministry is vital to the life of this church related institution. Students, faculty, and staff are encouraged to discuss sensitive personal issues in confidence with the campus minister, who can provide assistance, spiritual guidance, and direction toward the resolution of problems and conflicts.

## **Parking Policy**

Faculty and staff parking decals are \$60.00 per academic year and \$80.00 per academic year for designated parking (parking spaces that are already in existence with name/title on the signage). Designated parking spots will not be created. Payroll deduction is available for faculty and staff through the Payroll Office. Student parking decals are \$30.00 per semester or \$60.00 per academic year. At the beginning of each semester, students must renew their decals by paying a \$30.00 fee to the Business Office. All decals are available in the Public Safety Office. A receipt of payment, valid driver's license, and registration card are required to receive a parking decal. Students must also bring a copy of their current schedule showing their classification. Faculty, staff, and students will not be allowed on campus without a parking decal showing current academic year. Vehicles parked on campus without the appropriate parking decal are subject to be ticketed, towed or booted. Please note that having a parking decal does not guarantee a parking space.

## **Athletics**

Consistent with the College's mission, Livingstone College will provide a National Collegiate Athletic Association (NCAA) Division II program secured by a strong commitment to quality instruction. The intercollegiate athletic program will provide an environment in which student Athletes from all ethnic backgrounds can develop their potential for leadership and service to society. Additionally, the Department of Athletics will operate within the parameters of all governing bodies including Central Intercollegiate Athletic Association (CIAA) and the NCAA. The general direction of all intercollegiate athletics is under the Athletic Advisory Committee. While the College seeks, at all times, to promote athletic activities, it adheres to the principle that all such activities must be pursued with a view to encourage exemplary sportsmanship and individual development.

## **Intramurals**

The mission of Livingstone Intramurals and Recreation Program is to enrich the educational experience and promote wellness by providing high quality physical recreation opportunities through the medium of sport; to provide programs and services that promote the maintenance of good mental and physical health as well as improve personal skills and promote social interaction; and to create an atmosphere that encourages individuals to develop a lifelong pattern of positive recreational activity regardless of skill level. All events, programs, activities, and facilities are open to all students, faculty members, and staff of Livingstone College.

## **Career Services**

The Career Services office assists students and alumni in developing a career plan, making decisions about further education, and obtaining employment. The Career Services center serves as liaison between students and potential employers in a variety of fields, including area businesses and local governments. Some of the services offered include career counseling, preparation for job interviews, professional dress and deportment/etiquette instruction, and participation in career fairs. Career Services also partners with the Livingstone College Writing Center to offer free assistance in writing resumes, cover letters, personal statements, and application essays.

**(704) 216-6222.**

## **VII. Student Organizations, MBA Associations & Professional Organizations**

**The School of Business** has membership with International Assembly for Collegiate Business Education (IACBE). Students in the School of Business are encouraged to consider learning more about and possibly joining any of the following organizations related to business:

American Management Association

The American Finance Association

Institute of Management Accountants

Association of International Professional Accountants

American Accounting Association

Professional Accounting Society of America

American Marketing Association

Sales & Marketing Executives International

Association for Supply Chain Management

Society for Human Resources Management

Accounting & Financial Women's Alliance

The National Association of Black Accountants.

### **MBA ASSOCIATIONS & PROFESSIONAL ORGANIZATIONS**

Below are examples of professional associations that offer free or deeply-discounted memberships to MBA students.

## **GENERAL MBA ASSOCIATIONS**

### **American Management Association**

The association, which also publishes the well-known AMACOM series of management books, offers a student membership that provides real-world information directly from leading business and management experts. The package includes member-only subscription content plus discounts on books and seminars. Individual membership costs \$250 per year, while e-memberships are free for one year.

## **SPECIALIZED MBA ASSOCIATIONS**

### **The American Finance Association**

The AFA is an academic organization devoted to the study and promotion of knowledge about financial economics. The organization has published the Journal of Finance since 1946 and sponsors an annual meeting with speeches and presentations of papers on financial topics. Online student memberships are free.

### **Institute of Management Accountants**

An IMA student member can learn about the accounting and financial management profession, explore future career options, and build his or her resume and professional network. Student members receive access to many IMA membership benefits at significantly reduced rates. The annual IMA student membership fee costs \$39 (regularly \$230) and provides discounts on the Certified Management Accountant (CMA) certification and exam fees along with other benefits.

### **Association of International Professional Accountants**

The AICPA is the largest professional association of CPAs in the United States. Membership enables students, while still in school, to grow their professional networks. Joining as a student affiliate member is free and includes discounts and scholarship opportunities.

### **American Accounting Association**

Founded in 1916, the American Accounting Association is the largest community of academic accountants. The association shapes the future of accounting through teaching, research, and networking. Student memberships cost \$100.

### **Professional Accounting Society of America**

PASA works with college students to ensure that they receive an education in the real world of public accounting. The association helps collegiate members find the best job opportunities, employment information, and industry contacts to make career decisions easier. PASA provides students with a variety of member benefits, and memberships are free.

### **American Marketing Association**

Membership in the AMA connects students to marketers across all specialties to collaborate, network, and gain practical experience. Students benefit from industry sector knowledge and insights combined with additional academic resources. AMA annual dues cost \$29 a year, plus the cost of collegiate chapter dues, where applicable.

### **Social Media Club**

Based in San Francisco, the Social Media Club's mission is to expand digital media literacy, promote industry-standard technologies, share best practices, and encourage online ethics. SMC enables members to explore personal and professional interests by helping them connect with a community of peers based on both location and interest. Annual student memberships cost \$25.

### **Sales & Marketing Executives International**

SMEI is the only global professional association for sales and marketing executives. Members access online forums, educational webinars, and peer connections for knowledge sharing. SMEI's professional certification programs create a worldwide standard for individuals seeking recognition for professional competencies. Membership costs \$225 per year.

### **Association for Supply Chain Management**

Full-time university students interested in pursuing careers in the supply chain, logistics, or operations management may qualify for the association's free membership program. ASCM members make up a community of over 45,000 supply chain professionals worldwide. Members have access to more than 1,000 educational ASCM learning and development resources including informational videos, on-demand education, insightful webinars, APICS certification courseware, in-person seminars, and more.

### **Society for Human Resource Management**

The largest global HR professional society, the Society for Human Resource Management (SHRM) represents more than 300,000 members in over 165 countries. Within the United States, SHRM has over 575 affiliated chapters. For nearly 70 years, the association has been a leading resource provider advancing the practice of HR management and serving the needs of human resource professionals. Student benefits and resources include scholarships, conferences, HR news, research reports, and networking events. Student membership costs \$49 per year.

### **Professionals in Human Resources Association**

The Gardena, California-based PIHRA is the largest affiliate of the Society for Human Resources Management. The association represents more than 4,000 individual members in Southern California with 17 chapters in the counties of Los Angeles, Orange, Riverside, San Bernardino, and Ventura. Like SHRM, PIHRA dedicates efforts to the continuous enhancement of human resources through networking, learning, and advocacy. Student memberships cost \$30 annually.

### **American Association of Healthcare Administrative Management**

The AAHAM is the premier professional organization in healthcare administrative management, a national membership association that represents a broad constituency of healthcare professionals. The professional development of members comprises one of the primary goals of the association. Publications, conferences, seminars, benchmarking, professional certification,

and networking offer numerous opportunities for increasing members' skills and knowledge. Student memberships are free.

## **DEMOGRAPHIC MBA ASSOCIATIONS**

### **Accounting & Financial Women's Alliance**

The Accounting & Financial Women's Alliance enables women in financial and accounting fields to contribute to their profession as well as achieve their potential. The association welcomes university students attending at least half-time and majoring in accounting or finance. Student memberships cost \$45 annually.

### **The National Association of Black Accountants**

A nonprofit membership association, the NABA dedicates its mission to bridge the opportunity gap for black professionals in careers related to accounting and finance. NABA student chapters operate on more than 150 campuses across the U.S., offering the opportunity to network with the professional community, enhance the student community, and build leadership skills. Annual student memberships cost \$35.

### **Prospanica**

With thousands of members and several chapters in both Puerto Rico and the United States, Prospanica (formerly the National Society of Hispanic MBAs) was created to nourish Hispanic leadership through professional development and graduate management studies. Prospanica helps prepare Hispanics for leadership roles throughout the U.S. to provide sensitivity and cultural awareness in management positions. Student members receive resources, educational tools, and scholarship eligibility for the \$30 annual fee. Undergraduate student membership is \$15.

## SENIOR ADMINISTRATORS

**Davis, Anthony J.**

D.Min., United Theological Seminary  
M.A., St. Mary's University  
B.S., Livingstone College

President

**Alexander, State**

Ph.D., Nova Southeastern University  
M.B.A., Queens College  
B.A., University of West Florida

Executive Assistant to the President  
VP of Communications and Public Relations

**Randall, Kelli**

Ph.D., Emory University  
M.A., Pennsylvania State University  
B.A., Emory University

Vice President of Academic Affairs  
SACSCOC Accreditation Liaison

**Dickens, Reginald**

BS., Park University

Vice President for Business and Finance

**Lewis, Orlando**

Ed.D., National-Louis University  
M.A., University of Rhode Island  
B.S., Tennessee State University

Vice President for Student Affairs

**Brooks, Anthony**

M.B.A., Claflin University  
B.A., North Carolina Central University

Vice President for Enrollment Management

**McGriff, Manuel**

M.S., Southern Illinois University  
B.A., Johnson C. Smith University

Special Assistant to the President for Retention

**Dr. Jacqueline Miller**

PsyD., Ashford University  
MHA, Pfeiffer University  
B.A., Catawba College

Director of Human Resources

**Earl, Renarde D.**

B.A., North Carolina Central University

VP of Public Safety & Chief of Police

**Springs, Andre**

B.S., Fayetteville State University

Interim Director, Athletics

**Teague, Pete**

B.S., UNC-Chapel Hill

Interim VP for Advancement/Special Assistant to the President

## GRADUATE BUSINESS FACULTY

**Simon, Terrence**

Ph.D., Capella University  
M.S., Walden University  
BSoc Sc., University of Guyana

Associate Professor, Business  
& Accounting

**Shariff, Mohammed**

Ph.D., University of Texas  
M.B.A. (Finance), University of Texas  
M.B.A, Institute of Business Administration  
M.A., (Economics) The University of Karachi,  
Pakistan  
BSc., The University of Karachi, Pakistan  
B.B.A., (Hons) Institute of Business Administration,  
Pakistan

Department Chair, Associate Professor  
of Business & Accounting

**Sharma, Rajeshwar D.**

Ph.D., Kurukshetra University, Kurukshetra, India  
LL.M. (Constitution Law), University of Missouri  
LLB., Meerut University, India  
M.B.A., Pfeiffer College  
B.A., Agra University, Agra, India; LL.B. (J.D.)

Dean & Professor, Division of  
Business & Accounting

**Singh, Nisha**

Ph.D., Hemwari Nandan Bahuguna Garhwal  
University, India  
MBA, Strayer University  
M.A. Hemwari Nandan Bahuguna Garhwal  
University, India  
B.S. Hemwari Nandan Bahuguna Garhwal  
University, India

Associate Professor of Business  
& Economics

# WHERE TO FIND ASSISTANCE

Dial 704-216 and the appropriate extension for assistance:

Operator/Switchboard .....6000/6212  
(Toll free) 1-800-835-3435

## ACADEMICS

Academic Affairs..... 6195

### *Divisions:*

Business .....6827/6020

Education, Psychology, & Social Work.....6921/6899

Liberal Arts & Humanities.....6804/6972

Mathematics & Sciences .....6137/6049

## ADMISSIONS

Front Desk .....6000

Toll Free .....1-800-835-3435

## ATHLETICS

Athletic Director ..... 6933

General Information..... 6012

Intramurals ..... 6013

Sports Information Director..... 6013

## AUTOMOBILE

Parking Permit ..... 6244

Registration ..... 6244

Theft..... 6164

## BILLS

Student Accounts ..... 6083

Cashier ..... 6075

## CAMPUS TOURS

Admissions Office ..... 6001

Student Affairs ..... 6185

## CHANGE OF ADDRESS/OTHER INFORMATION

Registrar's Office..... 6157

## CHANGE OF MAJOR Academic Advisor Division Dean

Registrar's Office..... 6157

## CLASS REGISTRATION

Academic Advisor

Registrar's Office..... 6157

## COMMUNITY INFORMATION

Career and Community Services..... 6222

## COMPUTER ASSISTANCE

IT & Tech Support .....6401

**EMERGENCY**

Residence Hall Director  
Campus Police ..... 6164  
College Nurse ..... 6111  
Local Emergency Medical System (EMS) ..... 911

**ENROLLMENT VERIFICATION**

Registrar’s Office .....6157/6925

**FINANCIAL AID**

Financial Aid Office ..... 6069

**GRADES**

Registrar’s Office ..... 6157  
JICS Campus Web (www.livingstone.edu) Enter ID # and  
Password

**GRADUATION**

Academic Advisor  
Division Dean  
Registrar’s Office ..... 6157

**HEALTH SERVICES**

College Nurse ..... 6111

**MAJOR**

Academic Advisor  
Division Dean  
Registrar’s Office.....6157/6925  
Success Center.....6065

**I.D. PICTURES**

For Lost IDs, see Cashier to pay fee ..... 6175  
To have ID made ..... 6130

**LOST AND FOUND**

Campus Police ..... 6164  
President’s Office.....6098  
Student Affairs.....6185

**PARKING/TRAFFIC VIOLATIONS**

Campus Police .....6244/6164

**PUBLIC SAFETY**

Office .....6244  
Security Booth ..... 6164

**PUBLICITY/MEDIA**

Public Relations Office .....6151/6067

**REFUNDS**

Cashier ..... 6075  
Student Accounts ..... 6081/6083

**SCHOLARSHIPS**

Financial Aid Office ..... 6069

**STUDENT ACTIVITIES/ORGANIZATIONS**

Student Activities..... 6272

Student Affairs..... 6185

**STUDENT SERVICES**

Campus Minister..... 6309

    Career and Community Services..... 6222

    Counseling Services..... 6100

Student Support Services ..... 6063

The Success Center..... 6063

TRIO Program.....6062

**TELEPHONE**

Director of Telecommunications ..... 6037

**TRANSFER CREDITS**

Registrar’s Office ..... 6157

**TRANSCRIPTS**

Cashier (To pay fee) ..... 6075

Registrar’s Office ..... 6157

*See website for request form or to print unofficial copy JICS Campus Web (www.livingstone.edu) using ID# and Password*

**TUTORING**

College Skills ..... 6043

Math Center ..... 6304

Reading Center ..... 6931

Tutoring ..... 6063

Writing Center ..... 6170

**VALIDATION**

Student Accounts.....6081/6083

**VETERAN’S BENEFITS**

Registrar’s Office .....6158/6925

**WITHDRAWAL FROM CLASS** Signature of Faculty Advisor Signature of Instructor

Academic Affairs..... 6195

Submit form to Registrar’s Office ..... 6157

**WITHDRAWAL FROM THE COLLEGE**

Academic Affairs Office ..... 6195

Counselor.....6100

Enrollment Management.....6002

Registrar’s Office .....6157/6158/6925





*Livingstone College*

Livingstone College  
701 West Monroe Street  
Salisbury, North Carolina 28144  
704 216 6000 or 800 835 3435