



**Bluefield State University
Master of Business Administration (MBA)**

**Handbook
2025-2026**

Bluefield State University MBA Program Handbook

Table of Contents

Mission Statement

- 1. Welcome**
- 2. Program Overview/Structure**
 - a. University Mission Statement
 - b. W. Paul Cole Jr. College of Business Mission/Vision Statement
 - c. Master of Business Administration Mission/Vision Statement
 - d. Core Values
 - e. Program Overview
 - f. Programmatic Outcomes
 - g. Accreditation Statement
 - h. Program Structure
- 3. Admissions Process**
 - a. Prerequisites
 - b. GPA
 - c. Level Up
 - d. Prerequisite Foundational Requirements
 - e. Application
- 4. Curriculum Details**
 - a. Course Descriptions
- 5. Academic Policies**
 - a. Grading Scale
 - b. Minimum GPA Requirements
 - i. Academic Probation
 - ii. Automatic Probation
 - iii. Dismissal
 - c. Program Grade Requirements
 - d. Attendance Policy
 - e. Course Load
 - f. Registration
 - g. Academic Integrity
 - h. Add/Drop
 - i. Withdrawal
 - j. MBA Artificial Intelligence Policy
 - i. Permitted Use of AI
 - ii. Prohibited Use of AI
 - iii. Violations and Consequences

- 6. Faculty Information**
 - a. Introduction to Faculty Members
 - b. Faculty Expectations
- 7. Career Development & Support**
 - a. Alumni Network
 - b. Career Preparation
 - c. Club and Student Organization
 - d. Networking Opportunities
 - e. Work-Life Balance
- 8. Assessment & Evaluation**
 - a. Course Assessment
 - b. Course Evaluations
- 9. Code of Conduct**
 - a. Professional Behavior
 - b. Respect & Diversity
 - c. Disciplinary Procedures
- 10. Financial Information**
 - a. Tuition & Fees
 - b. Financial Aid
 - c. Payment Deadlines
- 11. Graduation Requirements**
 - a. Degree Completion Criteria
 - b. Graduation Ceremony
- 12. Contact Information**
- 13. Bluefield State University Campus Resources**

1. Welcome

Dear MBA Students,

Welcome to the MBA Program at Bluefield State University. We are delighted to have you join our community of future business leaders and innovators. Your decision to pursue an MBA marks a significant step in your personal and professional journey, and we are here to support you every step of the way.

Our MBA program is designed to challenge you, inspire you, and equip you with the skills and knowledge necessary to excel in the ever-evolving world of business. You will have the opportunity to learn from distinguished faculty members, engage with diverse peers, and participate in hands-on experiences that will shape your understanding of the global business landscape.

As you embark on this exciting adventure, we encourage you to take full advantage of the resources and opportunities available to you. Get involved in student organizations, network with industry professionals, and seek out leadership roles that align with your passions and goals. Remember, your time here is not just about academics, but also about personal growth, building lasting relationships, and preparing for a successful future.

We are committed to fostering an inclusive and supportive environment where every student can thrive. Should you have any questions, concerns, or need assistance, please do not hesitate to reach out to our dedicated faculty and staff. We are here to help you succeed.

Thank you for choosing Bluefield State University for your MBA journey. We look forward to witnessing your growth and celebrating your achievements over the next year.

Sincerely,

Dr. Tabitha S. Young
MBA Director/Assistant Professor
Bluefield State University

2. Bluefield State University MBA Program

University Mission Statement: The mission of Bluefield State University, a historically black institution, is to prepare students for diverse professions, informed citizenship, community involvement, and public service in an ever-changing global society by providing an affordable, accessible opportunity for public higher education through certificate, associate, bachelor, and master's degree programs.

The W. Paul Cole, Jr. College of Business Mission Statement: The W. Paul Cole Jr. College of Business at Bluefield State University, a historically Black institution, cultivates ethical, globally aware, and professionally prepared graduates by offering innovative and inclusive business education. We empower students to become leaders in diverse professions through high-impact teaching, applied learning, scholarly engagement, and community collaboration. Our programs—spanning bachelor's and master's degrees—are designed to ensure accessibility, affordability, and relevance in an ever-evolving global economy.

The W. Paul Cole, Jr. College of Business Vision Statement: The W. Paul Cole Jr. College of Business at Bluefield State University, a historically Black institution, aims to be a transformative leader in business education by cultivating a vibrant learning community that values diversity, upholds integrity, and promotes sustainable innovation through academic excellence and community engagement.

Master of Business Administration Program Mission Statement: The MBA program at Bluefield State University, within the W. Paul Cole Jr. College of Business, with an emphasis on Organizational Development, prepares principled and adaptable leaders to design, implement, and sustain effective organizational change. Our mission is to develop students' strategic thinking, interpersonal skills, and ethical decision-making abilities, thereby building resilient, inclusive, and high-performing organizations. Through accessible and experiential education, we empower graduates to transform workplaces and strengthen communities in an ever-evolving global economic landscape.

Master of Business Administration Program Vision Statement:

The MBA program at Bluefield State University, within the W. Paul Cole Jr. College of Business, with an emphasis on Organizational Development, fosters leadership and organizational excellence, shaping changemakers who drive innovation, equity, and continuous improvement across industries. Our graduates will redefine success by cultivating cultures of collaboration, empowerment, and sustainability impact.

Core Values

The MBA program at Bluefield State University is guided by a set of core values that define our academic culture, shape the learning experience, and prepare graduates for leadership in a complex and evolving global economy. These values affirm our commitment to preparing professionals who will make significant contributions to their organizations, communities, and the broader global landscape.

Integrity - We uphold the highest standards of honesty, transparency, and ethical decision-making in all aspects of business and leadership.

Excellence - We are committed to academic rigor, continuous improvement, and the pursuit of professional and personal growth.

Leadership - We cultivate the skills, mindset, and character necessary to lead with vision, courage, and responsibility in a complex and changing world.

Innovation - We encourage creativity, problem-solving, and entrepreneurial thinking to meet emerging challenges and opportunities.

Global Perspective - We foster cultural awareness and an understanding of global markets to prepare students for leadership in a diverse, interconnected economy.

Collaboration - We believe in the power of teamwork, respect, and inclusivity to achieve shared goals and strengthen communities.

Program Overview

The Bluefield State University Master of Business Administration (MBA) program, housed in the W. Paul Cole, Jr. College of Business, is designed to provide students with a solid theoretical base for understanding modern business and managerial principles, and to equip them with advanced strategies, tools and techniques needed to facilitate the implementation of these principles. The program has an emphasis on organizational development and is designed to strengthen the managerial and leadership capabilities of managers operating within all sectors of the economy. The program is designed for both business and non-business majors, with non-business majors needing to complete required foundational courses or complete modules for leveling up as needed. The program requires the completion of 30 credit hours and is offered in an online or in person format that caters to the needs of working professionals. The courses are offered in an accelerated, eight-week format, enabling full-time students to complete the program within one calendar year.

Programmatic Outcomes

The W. Paul Cole, Jr. College of Business at Bluefield State University is fully committed to enhancing the knowledge and skills needed to manage and lead organizations in all sectors of our dynamic economy. Graduates of the MBA program (Organizational Development emphasis) will:

PLO 1: Acquire the skills needed to motivate employees, build effective work teams, and create innovative and effective organizational change.

PLO 2: Develop the analytical and technical knowledge and skills needed to lead 21st century workplaces.

PLO 3: Integrate theories and concepts from various business and economics disciplines to enhance managerial and strategic decision making and performance.

PLO 4: Demonstrate effective professional communication and presentation skills, both verbally and in written form.

PLO 5: Understand and appreciate the dynamic global environment that is characterized by diversity in cultures, values, customs, perspectives, and business practices.

PLO 6: Understand the crucial role that legal and ethical responsibilities play in meeting the strategic objectives of organizations and their leaders.

Accreditation Statement:

- Bluefield State University is accredited by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the U.S. Department of Education. Accreditation by the HLC affirms that the University meets rigorous standards of academic quality, institutional effectiveness, and continuous improvement in support of student learning and success.
- Bluefield State University is committed to aligning the MBA program with the quality standards of the Accreditation Council for Business Schools and Programs (ACBSP) and is currently in the accreditation process

Program Structure

The Bluefield State University MBA program will be delivered in a compressed format that will enable students who enter the program with all foundational prerequisites to complete the program within a calendar year. Part-time students will find degree planning and completion to be convenient and efficient as the annual three-semester cycle will be repeated each year. Classes will be offered in eight-week sessions (two sessions during the fall and spring semesters, one during the summer), with two courses offered during each session. The courses will be offered in an online and in seat format.

MBA 511- This will be the first class in which MBA students will be enrolled. The inbound exam will be administered during the first week of the 8-week course. Students will be introduced to Write and Cite APA 7th edition and be required to complete the module over the 8-week course.

MBA 600- This course will be the last class the MBA student will complete. During the course, the student will be administered the outbound exam during the last two weeks of the course.

Capstone Project: The MBA program culminates in a capstone project, where students apply their knowledge to real-world business challenges or research, in collaboration with a faculty mentor. This course must be taken at Bluefield State University.

3. Admission Process

The MBA program has specific requirements for admission to the program that are covered on the website and academic catalog:

- The Bluefield State University MBA program is open to both business and non-business majors. Applicants with a non-business undergraduate degree must first complete the required foundational coursework before they can be fully admitted and begin graduate-level classes.
- Students entering the MBA program without having completed all program foundational courses will be admitted on a provisional basis and will qualify for full admission upon successfully completing foundational courses or the leveling up modules.
- Students are expected to have earned a **minimum 2.75 Grade Point Average (GPA)** at their undergraduate institution. However, students with GPAs below 2.75 will be considered for admission if their academic performance during their final 60 credit hours of undergraduate coursework demonstrates the potential to be successful in a graduate program.
- Students may satisfy the foundational prerequisites by taking the required course, completing the appropriate College Level Examination Program (CLEP) test, Leveling

Up Onboarding Modules, demonstrating equivalent academic preparation, or receiving a waiver of a prerequisite course based on extensive, documented work experience in the course discipline.

Applicants who have not yet fulfilled the foundational requirements for admission to the MBA program will be granted Provisional Conditional Acceptance. To support students in meeting the foundational requirements, BSU offers an onboarding initiative known as the **Level Up Modules**.

The Leveling Up Modules are designed to equip students with the essential knowledge and skills needed for success in the MBA program. The modules must be completed successfully by the specified date below to allow adequate time for review. Upon successful completion, applicants' admission status will be re-evaluated for full acceptance into the MBA program. The resources remain available to students for two years. The Level Up Modules not only fulfill foundational requirements but also serve as a valuable launchpad for your academic and professional journey in the MBA program.

Academic Leveling Modules Package:

Foundations of Accounting

Foundations of Business Finance

Foundations of Macroeconomics

Foundations of Marketing

Foundations of Microeconomics

Foundations of Operations/Production Management

Foundations of Quantitative Research Techniques and Statistics

Write & Cite Training Module and Competency Exam (APA Format)

Cost= \$264.00**Registration Link:** <https://micro.peregrineglobal.com/site/bluefield/login.php>**Password: BLUES-ALM**

Semester	Level Up Completion Date	MBA Start Date
Fall 2025 1 st 8-wks	July 25, 2025	August 18, 2025
Fall 2025 2 nd 8-wks	September 26, 2025	October 13, 2025
Spring 2026 1 st 8-wks	December 5, 2025	January 20, 2026
Spring 2026 2 nd 8-wks	March 6, 2026	March 23, 2026
Summer 2026	May 1, 2026	May 26, 2026

*****Level up completion dates must be met to begin at the start date indicated above to allow processing time of application, advising, and registration.*****

Prerequisite Foundational Requirements

Applicants who have not completed an undergraduate degree in business administration or the following prerequisite foundational courses (MGMT 210, MRKT 210, ECON 211, or ECON 212, ACCT 202, BUSN 310, and BUSN 350) may satisfy the requirements by one of the following methods:

- The College Level Examination Program (CLEP) test may be taken to meet the foundation requirements.
- Receiving a waiver for a prerequisite course based on extensive, documented work experience in the course discipline.
- Effective June 30, 2025, all non-business majors and business majors who do not meet the foundational course requirements for the MBA must complete the Leveling Up bundle during the admission process two weeks prior to the semester admissions deadline. Upon successful completion of each Leveling Up Module, the student must pass the posttest with a 70% or above.

MBA Application Process:

Step 1-Complete the **online application form**.

Step 2- **Submit two letters of recommendation and a 2 – 3-page statement of purpose.**

Step 3- Send all **official undergraduate transcripts** to the Bluefield State University Admissions Office at admissions@bluefieldstate.edu.

Step 4- Send unofficial transcripts to Dr. Young to expedite the admission process while waiting for the official transcripts to be sent to admissions.

Email: tyoung@bluefieldstate.edu | Phone: (304) 327-4146

Step 5- Interview with the Director of the MBA program, Dr. Tabitha Young

Email: tyoung@bluefieldstate.edu | Phone: (304) 327-4146

Completed applications must be received no later than three weeks before each start date. If the applicant misses the application deadline the application will be in review for the next upcoming start dates.

Semester	Application Completion Date	MBA Start Date
Fall 2025 1 st 8-wks	July 25, 2025	August 18, 2025
Fall 2025 2 nd 8-wks	September 26, 2025	October 13, 2025
Spring 2026 1 st 8-wks	December 5, 2025	January 20, 2026
Spring 2026 2 nd 8-wks	March 6, 2026	March 23, 2026
Summer 2026	May 1, 2026	May 26, 2026

Transfer of Credits Information

Students transferring to Bluefield State University from another MBA accredited program may request to have a maximum of six (6) credits transferred. In order to be considered, the course description and course objectives must be comparable to the MBA courses offered at Bluefield State University. To ensure accurate evaluation of transfer credit eligibility for the MBA program, the student is required to submit both the official course syllabus and course description during the term in which the course was taken. These documents are necessary to determine whether the course meets the 70% equivalency threshold required for transfer approval. Transcripts, course descriptions, course objectives, and course syllabi will be reviewed by the MBA course content expert. Only courses with a grade of a “B” or above will be considered for transfer credit.

MBA Admissions Advisory Committee: Dr. David Balok, Dean Grogan, Dr. William Teng, Dr. Joel Vance and Dr. Tabitha Young

4. Bluefield State University MBA Curriculum Course Descriptions

MBA 511 -Organizational Behavior and Analysis (3 credit hours)

In this course, behavioral science theories, concepts, and techniques are integrated to enable the student to better understand human behavior in organizations. Topics include: the staffing, motivation, and job satisfaction of employees; decision-making and the integrative role of management in organizations; interpersonal group behavior, group dynamics and the use of work teams; leadership styles; the contribution of communications; the impact of power, politics, and conflict in organizations; organizational culture; the impact of technology on organizations; work stress; and the dynamics of organizational change and development.

MBA 521 -- Business Analytics for Managers (3 credit hours)

This course provides students with the fundamental concepts and tools needed to understand and capitalize upon the emerging field of business analytics. It examines statistical concepts and processes used in descriptive and predictive analytics, including regression. Other topics include forecasting, risk analysis, simulation, data mining, and decision analysis. Emphasis is placed on how to effectively utilize and interpret analytical models and results to enhance organizational decision making.

MBA 531 -- Marketing Management (3 credit hours)

This course examines the development and implementation of marketing efforts to carry out a firm's strategy in its target markets. Particular emphasis is placed on marketing strategies designed to create and deliver maximum value to customers and other organizational stakeholders. Students consider problems of consumer needs, market segmentation and targeting, product planning, promotion, distribution, and pricing.

MBA 542 -- Managerial Accounting (3 credit hours)

This course emphasizes the use of accounting data in managerial decision-making processes and in planning and controlling businesses. Topics include cost behavior, cost-volume-profit analysis, product costing, budgeting, transfer costing, variance analysis, activity-based costing, differential costing, capital budgeting, and strategic planning and control.

MBA 552 -- Managerial Economics (3 credit hours)

This course explores the application of both macroeconomic and microeconomic analyses in the formulation and solving of management problems and the determination of business policy. Topics include economic optimization, demand analysis, demand estimation and forecasting, production and cost analysis, marginality, the effects of different market structures on organizations' decision-making processes, and ways in which various macroeconomic forces (e.g., business cycles, inflation, unemployment, monetary and fiscal policies, changes in interest rates and exchange rates) impact managerial decision making and firms' behavior.

MBA 562 -- Managerial Finance (3 credit hours)

This course examines many of the salient issues faced by financial managers. Topics include: the financing of current operations, long-term financing, ratio analysis, investment analysis, valuation techniques for sources of funds, cost of capital, capital budgeting, managing both business risk and financial risk, capital structure, dividend policies, mergers and acquisitions, and global financial markets.

MBA 571 -- Organizational Theory, Structure and Leadership

This course focuses on the design and operational components of organizations. It examines various competing theoretical perspectives on the precedent conditions contributing to the efficient operation of organizations, as well as the conditions that limit organizational effectiveness and efficiency. Students will assess the relative strengths and weaknesses of various organizational designs and examine the environments most suitable for each design.

MBA 582 -- Decision Support Systems

This course will tie the traditional view of decision support to the rapidly evolving topics of database management and data warehousing. As organizations have transitioned into network-based environments, the nature of decision support tools has become increasingly complex. Decision support systems will be a critical success factor for survival in modern organizations. This course will provide a foundation for the use of models within the context of building and using these decision support systems. Emphasis will be placed on emerging trends and technologies within the field.

MBA 591 -- Human Resource Management

This course identifies the ways in which effective human resources programs contribute to organizational success. It takes a hands-on approach, emphasizing the student's use of effective human resource management tools, including computer applications in human resources. Topics include the development of recruitment and staffing strategies in various work environments, effective interviewing, employee development and retention, establishing compensation systems that are legal and provide motivation to employees at all levels of the firm, and creating and implementing effective employee and labor relations programs.

MBA 600 -- Strategic Management

This is the capstone course for the MBA program, integrating functional knowledge gleaned from all courses into the formulation of business strategy. It requires the application of technical expertise, organizational development theories and strategies, and financial analysis to business strategy assessment, formulation, and implementation. Extensive use of business simulations and case studies within the context of a competitive environment provides students with an opportunity to apply their knowledge and skills to enhance organizational decision making and performance.

5. Academic Policies

The MBA program at Bluefield State University maintains rigorous academic standards to ensure students develop the critical thinking, analytical, and leadership skills necessary for success in the business world. To uphold these standards, the following grading and GPA policies apply:

Grading Scale:

- A = 90-100%
- B = 80-89 %
- C = 70-79%
- F = 69% and below (Failing) student will automatically be required to retake the class the next time the course is offered. No class can be taken more than twice.

Minimum GPA Requirements:

- **Good Academic Standing:** Students must maintain a minimum cumulative GPA of **3.0** on a 4.0 scale to remain in good academic standing.
- **Academic Probation:** If a student's cumulative GPA falls below 3.0, they will be given a warning and if over the next 8 weeks the student's GPA has not improved, the student will be placed on academic probation for the next 8-weeks. During probation, the student must demonstrate improvement by raising their GPA to 3.0 or higher by the end of the probation period.
- **Dismissal:** Failure to achieve a 3.0 GPA after the probation period will result in dismissal from the program. Students will be eligible to reapply after one year.

Grade Requirements:

- Any grade of **F** requires the course to be retaken at the earliest opportunity.
- Incomplete can only be granted if 70% of the course work has been completed. The student must have earned a "C" or better in the course at the time the Incomplete Grade Contract is signed.
- The student must complete all remaining work within a specified timeframe, by the end of the following 8 weeks, or the "I" will be converted to an "F."
- If a student has an incomplete grade, they will only be permitted to take one course until that incomplete is satisfied.
- No more than two Cs are allowed, and the student must maintain a 3.0 or higher. A cumulative 3.0 GPA is required to meet the graduation requirement.

Attendance Policy:

- Lack of participation within the first week of class will result in removal from the class.
- If a student is not verified by their professor due to lack of participation, the student will not be readmitted. The student will need to wait and enroll in the next eight-week cycle.

Course Load:

- Full-time students are those enrolled up to nine credits. No more than 12 credit hours are permitted to be taken per semester.
- Part-time students are those enrolled in no more than six credit hours per semester.
- Students are limited to two courses per eight-week cycle.

Registration:

- The MBA Director will serve as the academic advisor for all MBA students.
- The MBA Director will register all MBA students for their class schedule.

Academic Integrity:

- Cheating, plagiarism, or any form of dishonesty will result in severe academic penalties, including possible dismissal from the program.

Add/Drop: Students may add or drop a course by the Friday of the course's first week.

Withdrawal: The cut-off to withdrawal from a course will be the end of the sixth week of the course.

MBA Program Artificial Intelligence (AI) Use Policy:

This policy establishes guidelines for the responsibility and ethical use of AI tools during course work as an MBA student.

Permitted Uses of AI

Students may use AI tools in the following contexts, unless otherwise restricted by course-specific guidelines:

- **Research Support:** Summarizing academic articles, generating topic ideas, or identifying relevant sources.
- **Writing Assistance:** Improving grammar, clarity, and structure of written assignments.
- **Data Analysis:** Assisting with coding, statistical modeling, and interpreting datasets.
- **Presentation Development:** Designing visual aids, drafting outlines, and brainstorming formats.
- **Business Simulations:** Exploring strategic scenarios or generating mock business plans.

Prohibited Uses of AI

To maintain academic integrity and ensure meaningful learning, the following uses are strictly prohibited:

- **Plagiarism:** Submitting AI-generated content as original work without proper attribution.
- **Unauthorized Exam Assistance:** Using AI tools during closed-book exams, quizzes, or take-home assessments unless explicitly permitted.
- **Misrepresentation:** Presenting AI-generated insights or recommendations as personal analysis without disclosure.
- **Learning Evasion:** Relying on AI to complete assignments without engaging in the underlying educational process.

Violations and Consequences

Misuse of AI tools may result in disciplinary action under the MBA program's academic integrity code, including:

1. First Offense - Formal Warning

- Action: Student receives a written warning.
- Educational Component: Mandatory academic integrity workshop or AI ethics module.
- Record: Incident documented but does not affect academic record unless repeated.

2. Second Offense -Grade Penalty

- Action: Assignment or exam receives a grade of zero.
- Notification: Student and faculty advisor are notified.
- Record: Noted in academic file; may affect eligibility for honors or scholarships.

3. **Third Offense or Severe Violation** – Suspension or Dismissal

- Action: Student may face suspension for one or more terms or permanent dismissal.
- Review: Case reviewed by Academic Integrity Committee.
- Appeal: Student may appeal against the decision through formal channels.

Encouraging Responsible Innovation

The MBA program encourages students to explore AI as a transformative tool in business. Responsible experimentation, critical evaluation, and ethical application are key to developing future-ready leadership.

6. Faculty Information

The MBA faculty comprises experienced academic and industry professionals dedicated to fostering student development. Faculty members are available for virtual office hours and mentoring to support your academic journey.

MBA FACULTY		
Dr. David Balok	dbalok@bluefieldstate.edu	304-327-4109
Dr. William Teng	wteng@bluefieldstate.edu	304-327-4322
Dr. James Wright	jwright@bluefieldstate.edu	304-327-4082
Dr. Joel Vance	tvance@bluefieldstate.edu	304-327-4087
Dr. Tabitha Young	tyoung@bluefieldstate.edu	304-327-4146

Faculty Expectations of Students:

- Active participation in class discussions.
- Completion of assignments and exams on time.
- Monitor email announcements.
- Respectful and professional conduct.

7. Career Development & Support

Alumni Network: Our strong alumni support provides mentorship, career advice, and networking opportunities to help students advance in their careers.

Career Preparation: The MBA program offers services to assist students in preparing for the workforce:

- Resume workshops
- Interview preparation
- Job fairs and recruitment events
- APA 7th Edition (Research)

Clubs & Organizations: Students can join clubs, such as:

- FBLA (Future Business Leaders of America)
- Other opportunities listed on campus website

Networking Opportunities:

- Guest speakers
- Industry conferences
- Alumni events

Work-Life Balance: The program is designed to be flexible, but we encourage students to maintain a healthy balance between academic, professional, and personal life.

8. Assessment & Evaluation

Course Assessment: Students will be required to take an inbound exam at the start of the MBA program and an outbound exam upon completion of the program.

Course Evaluation: Students will be asked to evaluate each course and instructor at the end of the semester. This feedback is used to improve the quality of the program.

9. Code of Conduct

Professional Behavior: Students are expected to exhibit professionalism in all academic and extracurricular activities.

Respect & Diversity: Faculty and staff promote a respectful and inclusive learning environment for all students.

Disciplinary Procedures: Failure to adhere to the Code of Conduct may result in disciplinary action, including probation or expulsion from the program.

10. Financial Information

Tuition & Fees:

- Tuition rates are provided on our webpage at <https://bluefieldstate.edu/degrees/tuition/>.
- Additional fees include technology fees.

Financial Aid:

- Financial aid options are available in the financial aid office. Visit: <https://bluefieldstate.edu/financial-aid/>
- Graduate students will be eligible to receive financial aid through the semester in which they attempt their 31st semester hour.
- To receive financial aid, the graduate student must maintain an overall GPA of 3.0 or better.
- Graduate students will be suspended from financial aid after the semester they attempt their 31st semester hour.

Payment Deadlines:

- Tuition is due at the start of each semester. Specific deadlines are available in the **myBSU** student portal.

11. Graduation Requirements

To graduate, students must:

- Complete all required coursework with a minimum GPA of 3.0.
- Successful completion of the capstone project.

12. Contact Information

Director of MBA: Dr. Tabitha Young

tyoung@bluefieldstate.edu

(304) 327-4146

Dean: Karen Grogan

kgrogan@bluefieldstate.edu

(304) 327-4086

13. Bluefield State University Resources

Technology Requirements: You can access your Moodle account, student records, course registration, course grades, and other information through the myBSU Portal, available at <https://mycampus.bluefieldstate.edu>. A complete list of technology requirements is available on your Moodle Shell Link.

Computer Skills Requirements:

- The operating system recommended Windows 10 or higher; or MacBook that will support Microsoft Office.
- Saving and locating files and folders on a computer.
- Copying, cutting, and pasting text.
- Using a word processing application, such as Microsoft Word.
- Attaching and uploading documents and assignments.
- Sending and receiving email.
- Using a supported web browser to access your course and navigate other online resources on the Web.

TECHNOLOGY TOOLS AND SUPPORT:

Moodle: If you need Moodle assistance, please contact an LMS support team member 304-327-4545 or via email: moodlesupport@bluefieldstate.edu.

Helpdesk: For help with campus technology services other than Moodle, use the [Help Ticket System](#). Be sure to indicate your issue in detail to help expedite your request. You may also contact Computer Services at 304-327-4090, Monday-Friday from 8:00 a.m. to 5:00 p.m.

Email and Mobile App: Go to [Computer Services](#) for Wireless Connection Instructions and Email Instructions for Mobile Devices. Log in to the Mobile App to access all information for the course, including access to your Bluefield State student information. Please link your BSU Live Email to the device you use the most for additional course information and announcements.

STUDENT SUPPORT:**The William B. Robertson Library**

Use of the campus library is useful and necessary for completion of research for written assignments. Librarians help students and researchers using library collections. A library orientation for the course, either online or at a location, will be necessary before the end of the term. For more information, go to <https://bluefieldstate.edu/academics/library> or use the Library Resources link under the myBSU navigation menu.

Counseling Center

The Counseling Center is open for mental health concerns, change of major, permit to withdraw, and other student issues. The Center is located in Conley Hall, Rooms 304 and 305. The hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

Contact counselingcenter@bluefieldstate.edu, 304-327-4444, or 304-327-4016 to schedule an appointment.

Tutor.com

24-hour online tutoring is provided for your courses in many subjects using highly qualified tutors and teachers. Tutor.com is available under the myBSU navigation menu and on the Moodle Learning Management System.

The Academic Success Center

The Academic Success Center is funded to serve BSU students and their academic success. The program's goals are to improve academic performance, increase retention and graduation rates, and help accommodate students with diverse special needs. Contact the Academic Success Center in Basic Science B110 or 304-327-4097.

Disability Support and Special Accommodations

Any student who feels she/he may need an accommodation based on the impact of a disability should contact the Academic Success Center at 304-327-4098 in Basic Science Room 110 to coordinate reasonable accommodations for students with documented disabilities. Bluefield State University conducts its courses and policies in compliance with the Americans with Disabilities Act. For more information, see [ADA Accommodations](#).

Based on documentation and recommendation of services from physicians and therapists, the following services can be provided to students with disabilities:

- Extended test time
- Proctored tests

- Adaptive software
- Note-takers
- Sign-language interpreters
- And more (depending on the recommendation of therapist and/or physician)

GENERAL ACADEMIC POLICIES:

Student Honor Code: Enrollment in this course acknowledges tacit consent in the following Honor Code Statement:

I affirm that I have read and understand the Bluefield State University General Catalog statements on academic integrity and academic dishonesty, and the Student Handbook/Planner statements on plagiarism and records. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity statement by reporting any instances of academic dishonesty to the appropriate faculty member or administrator.

It is the student's responsibility to read the [Academic Catalog](#) and the [Student Handbook](#).

Academic Appeals: Student rights and responsibilities regarding appeals of a final course grade assigned by an instructor are addressed in the [Academic Catalog](#) and the [Student Handbook](#).

Withdrawing from a course: It is the student's responsibility to withdraw from a course prior to the deadline as published within the academic calendar. Withdrawing from a course is accomplished by securing a Drop/Add Form and having it signed by appropriate instructors and administrators. Drop/Add Forms are available in the offices of the Registrar, the Vice President for Academic Affairs, the Dean, and the advisor. Signatures required on a Drop/Add Form are the advisor and course instructor. After obtaining the required signatures, the student must submit the Drop/Add Form to the Office of the Registrar.

AI Ethics Syllabus Statement: In this course, we will explore the ethical use of Artificial Intelligence (AI) tools for academic purposes. Students are expected to maintain originality and academic integrity in their written assignments, refraining from using AI to generate or plagiarize content; students must do their own critical thinking. AI tools can be used as aids for grammar checks, vocabulary suggestions, content change suggestions, brainstorming, and sentence structure improvement, but not as replacements for personal effort and creativity. Students will critically analyze AI-generated content and engage in guided exploration of AI tools under the professor's supervision. If the professor has a reasonable suspicion of AI usage based on several factors, including a high Turnitin percentage (70% or higher), along with the overall style, consistency, and quality of the assignment, he/she has full authority to require a revision or rewrite. If the professor suspects AI has been used inappropriately, the case will be documented with the institution. If the student opts not to do a re-write, the professor may fail the assignment. Repeated or egregious noncompliance with the ethical use of AI may lead to consequences, including adherence to the Institution's academic integrity policies. This policy

applies to all assignments, including both high stakes papers and lower-stakes weekly assignments.

Please note that individual faculty may have additional requirements related to the use of AI. In addition to the Institution's policy refer to the MBA AI Policy that was adopted September 16, 2025.

Communicable Illness STATEMENT

If you have a documented excuse that you are unable to attend the in-class sessions due to illness or other temporary or emergency situation (e.g., self-quarantining, travel restrictions), you are still expected to complete all assignments by the deadlines. The school's policy on absences (excused and unexcused) is still in effect unless superseded by any exigency guidelines. If you are physically unable to complete the course requirements, you may receive an Incomplete grade for the semester until all work can be safely completed. Note that all Incompletes must be accompanied by medical or other official documentation. You will also have the option to withdraw from the course prior to the associated deadline. Your instructor will work with you as best they can to accommodate individual circumstances while maintaining the course objectives and curriculum requirements. Individual cases will be decided by your instructor with the guidance of the Department Chair, the Dean, and in cases of international students, the Director of International Studies.