Alfred University
FOUNDED IN 1836

Student Handbook

Masters of Business Administration:

MBA Program

School of Business at Alfred University

MBA- Business Administration

MBA- Accounting

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THE PRINCETON REVIEW BEST 294 BUSINESS SCHOOLS 2012 EDITION

AACSB ACCREDITED

MBA Student Handbook
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PURPOSE OF THE HANDBOOK

This handbook is intended to serve as a **guide** for graduate students and faculty in the MBA program at the Alfred University School of Business. The students and faculty will find it essential as a reference in planning coursework and advising, and as a reference for policies pertaining to academics, professional growth, and other issues. However consulting with the student's advisor, Professor, or Director of the MBA program is recommended for further clarification of a particular issue. The Graduate School catalogue should also be consulted for general requirements of the graduate degree and the particular time schedule for degree requirements.

MISSION STATEMENTS

Mission statements articulate the reasons why an organization exists, while conveying its values in a succinct statement. The MBA Program at Alfred University is shaped by the mission statements of Alfred University and the School of Business. The mission statements are as follows:

Alfred University:
The mission of Alfred University is to provide excellent quality and enduring value through academic and co-curricular programming that is both intellectually challenging and practically relevant. We are culturally diverse and student-centered, and aim to serve an ever changing student population. We seek students with the aspiration and dedication to do well for themselves and for their greater communities. Thus, we prepare our students with the knowledge, skills and life-habits that will enable them to succeed, and to live lives of continuous personal growth and service to others. These outcomes are achieved through a commitment, by the entire AU community, to teaching and research, the pursuit of scientific and technical expertise, artistic creativity, and humanistic learning.

School of Business:
The School of Business advances Alfred University's mission and goals in providing intellectual leadership through teaching, research and service. We provide active-learning driven educational programs in business management to interdisciplinary undergraduate and graduate students who value an intimate, interactive, student-centered learning environment. We develop our students into ethical business leaders who can think critically and communicate effectively in both domestic and global arenas. Our faculty conducts discipline based, applied and instructional research that bridge the gap between business theory and practice.

PROGRAM OVERVIEW

The Alfred University MBA program focuses on critical thinking, teamwork, and decision making. Our cohort model builds a sense of community among MBA students, and offers opportunities for close engagement with faculty and peers.

There are two concentrations within the program: business administration and accounting. The MBA-Business Administration program emphasizes integration of business knowledge and applications to management strategies and decision-making, in addition to sustainable business practices. Graduates of the MBA program are prepared to enter management roles in a variety of business settings, with well-honed skills in decision-making, creativity, business sustainability, problem solving, strategy, and ethics.

The MBA-Accounting track prepares those individuals with an undergraduate degree in accounting for various careers in the accounting professional field, including public accounting, corporate, and government sectors. The program builds on the MBA foundation and core skills while offering advanced training in accounting topics and applied skills.

The MBA-Accounting program is registered with the NYS Department of Education as meeting the 150-credit hour educational requirements for the Certified Public Accountant (CPA). Graduates of the MBA-Accounting program are prepared to sit for the CPA exams.

Accreditation

The Alfred University MBA program is accredited by AACSB-International, as is the undergraduate program.

Full and Part-Time Study

Students may attend the MBA program on a part-time or full-time basis. The program is designed so that full-time students who have completed an undergraduate degree in business can complete their course of study in less than one calendar year. Students who need to complete undergraduate business foundations may need to enroll for three or four full-time semesters. Athletic GAs are permitted to take 18 credits per year, generally a maximum of 9 credits per semester as part of their assistantship benefit. Non-athletic GAs may take 12 - 18 credits to be considered full-time.

Fall and Spring Admission

Students may apply for admission to the MBA program for either fall or spring program start. Students may not begin during the summer semester.

PUTTING THE MBA INTO CONTEXT: HISTORY AND GENERAL DESCRIPTION

Historical Context of the University

Alfred University was founded in 1836 with a goal of providing educational opportunities for all members of the local community. With women comprising the majority of its first graduating class, Alfred University was the first co-educational institution in New York State, and the

second in the United States. Only 14 years later Alfred had admitted its first international student, a woman from Haiti.

Alfred University is a small, yet complex, institution of higher education. We are classified as a Carnegie Master's Level Institution, offering primarily undergraduate programs with selected graduate programs that are professional in nature. AU is comprised of two privately funded colleges: the College of Liberal Arts and Sciences and the College of Professional Studies, which enroll approximately 50% of the student body. The New York State College of Ceramics (NYSCC), a statutory unit of the State University of New York (SUNY), is publicly supported and includes the School of Art and Design and the Kazuo Inamori School of Engineering. Alfred's Graduate School incorporates programs from both non-statutory and statutory sectors, and offers master's degrees, certificates of advanced study, and doctoral degrees in engineering and psychology.

History of the MBA Program at Alfred University

The first business department was established at Alfred in 1938. By 1973 the business programs had grown to an enrollment of 250 undergraduates and The College of Business was established with a dedicated Dean and faculty. AACSB accreditation was initially awarded in 1987. The College moved into the F.W. Olin Building, dedicated to business programs, in 1994. One year later (1995) the New York State Department of Education approved the granting of the MBA degree. In 2010 an accounting concentration was added to the MBA program, with an initial entry class of eight students. An academic reorganization in 2012 led to the renaming of the business unit as the School of Business within the College of Professional Studies. The School of Business currently offers the Bachelor of Science in Business Administration, with majors in Accounting, Finance, Marketing, and the broad major of Business Administration; as well as the MBA for Business Administration and Accounting.

THE CURRICULUM

The curriculum is a broad based Business Administration program that encompasses a new specialization in Accounting. The revised MBA program, to be officially launched in Fall 2016, will emphasize sustainable business practices. Students develop decision-making, teamwork and leadership skills through case study instruction, simulations and projects.

Program Objectives

Graduates of the MBA Program will demonstrate effective leadership and teamwork skills, integrate their functional knowledge of business to make decisions, use a global perspective in decision-making, and understand the need for ethical practices in business.

The MBA curriculum has three components: foundation courses, graduate business core courses, and graduate electives. The 18 credits of foundation courses are drawn from undergraduate courses covering fundamentals of business knowledge and can be completed prior to starting the program, or following acceptance into the MBA program. The graduate business core courses focus on management skills and practices, including such "real-world" skills as negotiation and persuasion, innovative thinking, and business analytics. The graduate electives vary from

semester to semester and represent areas of special interest, including critical thinking, leadership and policy, healthcare policy and sustainable business.

Undergraduate Foundation Courses
It is required that students present evidence of successful completion of 18 credits of undergraduate course work in the following subject areas (see course sequence): Business Administration, Finance, Marketing, Accounting, Statistics, and Management. Advisors will review undergraduate transcripts to determine which courses from prior institutions are accepted, and which undergraduate foundation classes must still be completed.

MBA Accounting Specialization
The Accounting Specialization requires an undergraduate degree in accounting, or completion of 21 credits of undergraduate accounting courses, in addition to the 18 credits of business foundations courses described above. At the graduate coursework level, accounting MBA students complete the graduate core curriculum, but are required to take additional accounting core courses instead of the graduate electives.

Course Sequence – "Old" MBA Program – 30 credits (pre-Fall, 2016)

Business Foundations Undergraduate (may be waived if already completed)

- ACCT 211/212 - Financial/Managerial Accounting (6 credits - 3/3)
- BUSI 113 - Business Statistics (3 credits)
- ECON 201/202 - Micro/Macro Economics (7 credits - 4/3)
- FIN 348 - Managerial Finance (3 credits)
- MGMT 328 - Management & Organizational Behavior (3 credits)
- MGMT 484 - Operations Management (3 credits)
- MKTG 221 - Principles of Marketing (3 credits) Total 28 credits

Graduate MBA Core

- MBA 610 – Leadership Dynamics (3 credits)*
- MBA 613 - International Marketing (3 credits)*
- MBA 614 - Corporate Finance (3 credits)*
- MBA 621 - Business Decision Making (3 credits)**
- MBA 622 - Quality Management (3 credits)**
- MBA 624 - Strategic Management (3 credits)** Total 18 credits

*course offered during fall semesters only
**course offered during spring semesters only

Graduate MBA Electives

Recent elective courses:

- MBA 600 - E-Finance and Online Investing
- MBA 600 - Seminar Innovations Management
- MBA 600 - System Modeling & Analysis
- MBA 620 - Global Dimensions of Management Total 12 credits

Course Sequence – "New" MBA Program – 31 credits (Fall, 2016)

Foundation Courses (MBA Pre-requisites):

- Statistics 3 credits
- Organizational Behavior 3 credits
- Marketing 3 credits
- Managerial Finance 3 credits
- Accounting 3 credits
- Operations Management 3 credits

Total 18 credits

Foundation course requirements can be filled in the following ways:

- Undergraduate business degree (major or minor)
- Undergraduate courses at Alfred University
- Undergraduate business courses from accredited universities
- Online business foundations courses from State University of New York Open SUNY
- Approved MOOCs (Stanford, MIT etc.)
- The student may also test out of the course requirement

MBA Graduate Core:

MBA 624 Strategic Management*	3 credits
MBA 630 Management for Global Leaders*	3 credits
MBA 651 Economics for Managers*	3 credits
MBA 652 Negotiation & Persuasion (A Block)**	2 credits
MBA 661 Creativity & Innovative Thinking (B Block)**	2 credits
MBA 674 Information Technology & Business Analytics**	3 credits
MBA 699 Business Consulting Capstone	3 credits
	Total 19 credits

*course offered during fall semesters only
**course offered during spring semesters only

Sustainable Business Electives:

MBA 681 Business Sustainability*	3 credits
MBA 654 Business Ethics & Corporate Responsibility**	3 credits
MBA 6XX Elective (select from various options)	3 credits
MBA 6XX Elective (select from various options)	3 credits
	Total 12 credits

Health Care Management Electives:

PUAD 535: Healthcare Management	3 credits
PUAD 544: Healthcare Policy	3 credits
MBA 6XX Elective (select from various options)	3 credits
MBA 6XX Elective (select from various options)	3 credits
	Total 12 credits

General Electives:

MBA 6XX Elective (select from various options)	3 credits
MBA 6XX Elective (select from various options)	3 credits
MBA 6XX Elective (select from various options)	3 credits
MBA 6XX Elective (select from various options)	3 credits
	Total 12 credits

Course Sequence – MBA Accounting Specialization - 31 credits

Business Foundations Undergraduate (listed above) *Total 12-1*

Accounting Foundation Courses Undergraduate (may be waived if already completed)

ACCT 212 – Managerial Accounting (3 credits)
ACCT 361 - Intermediate Accounting I (3 credits)
ACCT 362 - Intermediate Accounting II (3 credits)
ACCT 371 - Personal Income Tax (3 credits)
ACCT 372 - Cost Accounting (3 credits)
ACCT 441 - Auditing Theory and Practice (3 credits)
ACCT 471 - Corporate Taxation (3 credits) Total 21 credits

MBA Graduate Core (same as Revised MBA Program Core) Total 19 credits

MBA Graduate Accounting Core (12 credits)

- MBA 655 - Advanced Auditing (3 credits)*
- MBA 653 - Accounting Theory (3 credits)**
- MBA 657 - Advanced Taxation (3 credits)**
- MBA 6XX - Elective (3 credits) – take during fall semesters

Total 12 credits

*course offered during fall semesters only
**course offered during spring semesters

ALFRED UNIVERSITY SCHOOL OF BUSINESS FACULTY - MBA

Zong Dai, D.B.A.
Professor of Management Information Systems; D.B.A. (University of Manchester); MBA (University of Saskatchewan); Graduate Diploma in Economics (Anhui University).

Fred Farley, Ph.D.
Assistant Professor of Management; Ph.D. (Binghamton University); M.S. and B.S. (Case Western Reserve University); B.A. (Thiel College).

Theresa Gunn, Ph.D.
Associate Professor of Accountancy; Ph.D. (TUI University); MBA and B.S. (Alfred University).

Diana Maguire, Ph.D.
Assistant Professor of Management; Ph.D. (Creighton University); MBA and B.A. (St Bonaventure University).

Nadia Nafar, Ph.D.
Assistant Professor of Finance; Ph.D. and MBA (Old Dominion University); BBA (Akhawayn University).

Grzegorz Pac, Ph.D.

Associate Professor of Economics; Ph.D. and M.S. (University of Colorado); B.S. (St. Peter's College).

Luis Rodriguez, Jr. LLM, JD

Assistant Professor of Law & Taxation; JD and LLM (New York Law School); MBA (Baruch College); B.S. (Long Island University).

GRADUATE ASSISTANTSHIPS

Assistantships are granted to all full-time students (minimum of 12 credit hours) admitted to the program. These renewable positions provide for remission of approximately one-half the annual graduate tuition. Continuation of the assistantship is dependent upon satisfactory performance of internship duties, as well as satisfactory academic progress in the program. Students who receive graduate assistantships must obtain permission from the MBA Program Director before they accept additional employment within or outside of the University. The Graduate School and Financial Aid Office assist graduate students in obtaining additional forms of assistance whenever possible.

Graduate assistants work 7.5 hours per week with a faculty member or member of Alfred University's professional staff. Assignments could include working on research projects, marketing and recruiting efforts, or serving as teaching assistants for business faculty members. Assistantships are also available as resident directors, student activities supervisors, assistants in the Business and Finance office, or as assistant athletic coaches. All work completed in an assistantship should be viewed as providing valuable work experience and preparation for professional positions.

Graduate assistants (GAs) must complete timesheets each pay period representing the actual hours completed each week. The stipend is set up similar to a salary, with the GA paycheck stable for each pay period, with an accrual of 105 hours total by the end of each semester. An evaluation of GA performance is completed by the supervisor at the end of each semester. Unsatisfactory performance could lead to a change of assignment, supplemental assignments to make up for low cumulative hours, or termination of the assistantship benefit.

PROGRAM POLICIES AND PROCEDURES

Program Admissions

Admissions decisions for the MBA program are determined by the MBA Council – the governing body which sets policy for the MBA program. The MBA Council members will review each applicant according to the criteria established below. The final determination of admission is made by the MBA Program Director.

Admission to the program for both part and full-time students requires the following:

1. Official undergraduate transcripts.
2. Two letters of recommendation from either employers or college professors, whichever is appropriate. Forms are available through the Office of Graduate Admissions, or on-line, for your convenience.
3. Personal statement of graduate educational objectives
4. Resume

Policy Against Discrimination
The following statement is taken from the University's *Graduate School Catalog:*

> *Alfred University considers candidates for admission, applicants for financial aid and applicants for employment on the basis of individual qualifications and does not discriminate on the basis of gender, age, race, color, national or ethnic origin, religion, sexual preference or disability. Further, the University does not engage in any of the said forms of discrimination in the administration of admission and educational policies, scholarship and load programs, the athletic program or in any other school administered program. Alfred University is an equal opportunity, affirmative action employer.*

Non-matriculated Credits
Students who have completed an undergraduate degree are permitted to complete no more than 12 graduate credits prior to matriculation into a graduate degree program. Non-matriculated students may enroll with the permission of the instructor and fulfillment of any prerequisites.

Transfer Credit
Graduate School requirements at Alfred University allow for transfer of up to 6 graduate credits. Once a student has been accepted into the program, consideration will be given to graduate work done at other accredited institutions in courses that were clearly at the graduate level with grade B or better, and appropriate to Alfred University's MBA Program. Students are permitted to transfer credits only for business administration electives. Core courses and accounting cores must be taken at AU. In addition, all coursework, including the transferred credits, must be completed within 6 years.

Every request for transfer of credits is reviewed individually and the faculty advisor must make a recommendation on the student's behalf. Grades earned in courses transferred from other institutions do not affect the student's Alfred University grade point index.

Continuous Enrollment
Continuous enrollment for all MBA students is required in order to assure that students make continual, systematic progress in their program. All students must enroll each semester for an appropriate number of credit hours (minimum of 3 credits) until the completion of all program requirements. Students who are not able to enroll must complete a Leave of Absence form

explaining the reasons for non-enrollment and anticipated date of return to the matriculated program.

Leave of Absence

Alfred University recognizes that there are many good reasons why a student may want to temporarily interrupt his/her education. Therefore the University has established a leave of absence policy that assures a student the right to continue his/her education following a specified leave period. The following principles govern the leave of absence policy:

1. A student must submit the Graduate Leave of Absence Form to the Dean of the College of Professional Studies. The form requires an indication of the reason(s) for the leave and the length of time for which the student wants the leave. Leaves are generally granted for one or two semesters, but may be extended upon application and approval.
2. A leave of absence will not usually be granted for a semester in progress. In the unusual event, where this is the case, the student will be withdrawn from courses in progress.
3. A student who is granted a leave of absence to deal with medical and/or psychological problems may be requested to submit a clinical evaluation to the Dean of Student Affairs before consideration can be given for his/her return to campus.

Grades

The Graduate School grading options are more restricted than the undergraduate curriculum. Instructors may assign the following grades for graduate courses: A, B+, B, C, F, or I. Midterm grades are not required, but may be assigned at the option of the instructors.

Scholastic Standards

The Academic Policies for the Graduate School at Alfred University require a minimum graduate GPA of 3.0 for each semester and cumulatively to remain in good standing. Students may be placed on probation, on extended probation, or dismissed for failure to maintain the minimal GPA or for failure to make satisfactory progress as determined by the graduate program faculty. Please see the Graduate Academic Policies at http://my.alfred.edu/index.cfm/fuseaction/academic_policies.academic_regulation_gr.cfm.

The MBA Council sets scholastic standards for the MBA program, and also serves as the Scholastic Standards Committee to review student progress and make academic status decisions. Students enrolled in the MBA program are permitted to earn one grade of "C" for any graduate level or undergraduate foundations course. The grade of "C" will result in placement on academic probation. A second grade of "C" will result in a determination by the scholastic standards committee for either dismissal or a requirement to repeat the course.

The AU graduate academic policies allow for student appeals of change in academic standing made by their respective Scholastic Standards Committees. Within the College of Professional Studies, such appeals will be heard by a college-wide Scholastic Standards Appeals Committee (SSAC). The college-wide appeals committee allows for review and deliberation by a broader sector of graduate faculty than can be provided within the program Scholastic Standards Committees.

The SSAC is composed of the following individuals:

- Dean of the College of Professional Studies, who chairs the committee
- Director (or designee) of Counseling Programs
- Director (or designee) of School Psychology Programs
- Director (or designee) of Education Graduate Programs
- Director (or designee) of Business Graduate Programs
- One additional faculty member from the student's graduate program will be invited by the Dean to hear the appeal.
- Dean's Administrative Assistant will record the proceedings but has no voting rights

Students who wish to appeal the academic status decisions made by their graduate Scholastic Standards Committees must inform the Dean in writing of their intent to appeal within 10 business days after receiving written notification of the decision. The student should provide a written appeal and any related materials to the SSAC (via the Dean's office) prior to the hearing. The SSAC will review all relevant information related to student progress, and any statements that the student provides to the committee. Students are expected to present their appeals in person to the SSAC, but Skype or telephone appeals will be permitted in cases where a personal presentation is not possible. The decision of the appeals committee will be communicated within five business days to all relevant university parties, including the registrar, student financial aid office, Dean of Students, Graduate Program Director, and advisor. Students who wish to pursue further appeal must follow the Graduate Academic Policies and present the appeal to the Provost.

Withdrawals

A student may withdraw from a course and receive the grade of W with the signature of the instructor and the approval of the student's advisor during the period designated by the University Calendar. A grade of W will be assigned for a course withdrawal. The approval of the student's Dean is required for withdrawal from graduate courses. The Graduate Assistantship will be cancelled if the revised load is less than full-time status. Any questions concerning this should be addressed to the Dean, Director or Financial Aid.

Academic Dishonesty Policy

Academic dishonesty is defined as any action that enables students to receive credit for work that is not their own. Academic dishonesty, as well as fabricating and inappropriately altering or excluding data, is unethical conduct which will not be tolerated in any form. Graduate students at Alfred University are expected to maintain generally accepted standards of academic honesty and professional integrity. Failure to do so may range from failure of the assignment to dismissal. The definitions for academic dishonesty and procedures for handling violations of the AU policy can be found in the Graduate Academic policies at http://my.alfred.edu/index.cfm/fuseaction/academic_policies.academic_regulation_gr.cfm.

Alfred University Code of Conduct

All students at Alfred University are expected to follow the Student Code of Conduct. Failure to uphold these standards will result in a review by the judicial board and could result in sanctions ranging from remedial activities for lesser offenses, to expulsion from the university and legal

action for more serious offenses. The Code of Conduct and Judicial Board processes and actions are found at http://my.alfred.edu/index.cfm/fuseaction/student_policies.index.cfm

Sexual Harassment Policy
The Alfred University Board of Trustees has adopted an explicit policy prohibiting sexual harassment throughout the University community. It is the policy of Alfred University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, to view sexual harassment of employees or students as unacceptable conduct that will not be tolerated.

Recognizing its responsibility to uphold the tenets inherent in this policy, the University thus established clear procedures and guidelines designed to educate and inform faculty, students, and staff relative to (1) the definitions of sexual harassment, and (2) procedures for filing and resolving related complaints. The complete statement of policies and guidelines may be found by going to the University website at:
http://contribute.alfred.edu/portals/student_policies/docs/DHSMPolicy8.22.2016.pdf .

Alfred University Grievance Procedure
The faculty of Alfred University recognizes the right of students to seek remedy for grievances and encourages students with grievances to do so. A student grievance is defined as including any disagreement concerning a course, course of study, grades, or any other matter substantively affecting a student's relationship with Alfred University.

For this grievance procedure, a disagreement is defined as being between a student or group of students, and a faculty or staff member of Alfred University. No student shall be penalized or discriminated against for utilizing this procedure.

A grievance must be filed within the term in which the circumstance occurred, or within one month of the incident (i.e., receiving a grade). Steps in the procedure are outlined below.

> **STEP 1:** The student(s) will attempt to resolve any disagreement or grievance with the faculty or staff member in question. If the grievance is not resolved to the student(s)' satisfaction within two academic calendar weeks of initial contact with the faculty or staff member to resolve the grievance, the student(s) may proceed to Step 2 of this procedure.
>
> **STEP 2:** The Step 2 appeal will be to the next logical level of authority within the program in which the student(s) course or program resides, and in which the faculty or staff member being grieved against holds appointment. This would be the MBA Director in the School of Business. If the administrators are party to the grievance, the review will move to the next logical level.
>
> The student(s) will submit a written statement describing the basis for the grievance and the attempt(s) made to date to resolve the grievance with the faculty member. The written statement should be submitted along with available supporting evidence (i.e., a course syllabus, test, term paper, etc.), to the designated Step 2 administrator.

The faculty or staff member grieved against will be notified of the grievance within two weeks of the regular academic calendar of its submission to the Step 2 administrator and will be given a copy of the grievance statement and any supporting evidence concerning the student(s) grievance to the Step 2 administrator. The faculty or staff member will also prepare a written statement with supporting evidence. A copy of this written statement and any supporting evidence will be given to the student(s) within two school days.

Within two academic calendar weeks of receiving statements and evidence from both parties, the Step 2 administrator shall inform both parties in writing of his/her decision. The Step 2 administrator may seek additional evidence or consultation during this review period. Step 2 should be completed in no longer than four academic calendar weeks, beginning with the day that the student(s) submitted a grievance statement to the Step 2 administrator.

STEP 3: If the Step 2 administrator sustains the faculty or staff member's position and the student(s) decide to appeal, the student(s) may request that the grievance decision be reviewed at the next higher level of administrative review. If the Step 2 administrator sustains the student(s) position and the faculty or staff member decides to appeal, the faculty or staff person may also request that the grievance decision be reviewed at the next higher level of administrative review.

In either event, the appeal must be made within two academic calendar weeks of the Step 2 decision. Upon receipt of an appeal from either party, the Step 3 administrator shall inform the other party of the appeal. The Step 3 administrator shall subsequently inform both parties in writing of her/his decision within two academic calendar weeks, beginning with the day either the students(s) or faculty/staff member requests a review from the Step 3 administrator.

If any student enrolled in Alfred University believes s/he has been discriminated against on the basis of age, sex, race, marital status, religion, handicap, or national origin, s/he may contact the affirmative action officer.

GENERAL INFORMATION

- **Class Attendance -** Attendance at all MBA classes is required, individual instructors and faculty will stipulate their attendance policies in their syllabi.
- **Writing Style -** All papers written for courses in the program are to be prepared according to the style presented by the instructor of the specific class
- **Secretarial and Copying Services** – Students will find the Secretary of the School of Business to be a helpful support and source of information regarding registration forms, faculty contacts, and managing work assigned through their assistantships. However, the

students cannot use the resources of the School secretary for copying papers or projects, unless this is performed in conjunction with their assistantships.

- **Lounge (aka MBA Vault)** – There is a room located off of the main computer lab in Olin (2nd floor) that is a lounge for student use. The following are some basic guidelines for the care and use of the room:
    - Lounge use is a privilege
    - Students who use the lounge are responsible for it cleanliness.
    - All food items must be removed to trash cans in the lobby areas to insure immediate collection by cleaning staff.
    - Student leaving the lounge must make sure the door is closed and locked and lights are turned off (especially after late classes)

AU SUPPORTS AND SERVICES

Graduate Student Senate

Students in the MBA Program are encouraged to participate in activities organized by the Alfred University Graduate Student Senate. This organization represents the needs of graduate students across programs to the administration of AU, and works closely with the Dean of The Graduate School to develop programs and services to support graduate students and their programs. In addition the Graduate Student Senate sponsors workshops and professional development events, as well as social activities to help graduate students across campus to get to know each other and build a sense of shared identity at AU.

Information Technology Services (ITS)

Students are expected to establish a user account to utilize the computer systems, and must abide by the rules and policies for use of the facilities.

ITS frequently updates and expands their services and resources, so please contact the Information Technology Services Helpdesk (Ext 2222, on the ground floor of Herrick Library) for your specific needs and questions. The University uses a variety of approaches in making computers available to students. General and specialized computing labs are located throughout the campus providing access to Windows and Apple-MacIntosh systems. Laboratory computers are pre-configured with Windows XP desktop software, Netscape Communicator, and Microsoft Internet Explorer. Specialized software such as SPSS, ANSYS, Visual Basic, C++, Microsoft FrontPage, Adobe PhotoShop, etc., are available in a number of lab settings. Specialized software is available in a number of lab settings. Buildings across campus (including residence halls) have wireless access. An all-night computer lab for use by all University students is located in Herrick Library. A Windows/Apple laptop lending program for students is available through the Technology Lending Program located on the ground floor of Herrick Library. This program enables students with short-term computing needs to borrow a laptop for use anywhere on or off campus. Also, students with multimedia production needs can get assistance at ITS Digital Media Lab located on the ground floor of Herrick Library.

Herrick Memorial Library

Herrick Library has a wide range of print and non-print resources in direct support of Business

and the MBA program. Keep in mind that the Library consistently acquires additional resources, both in print and through web access. Please check with reference librarians for new acquisitions and for information regarding accessing the various resources, including research databases.

The MBA contact person at Herrick Library is Steve Crandall. You may contact him at scrandall@alfred.edu or 607-871-2987, Room 108, Herrick Memorial Library. He is available for individual consultations with you to help with your research or to answer other library-related questions.

Some of the most popular and most useful online sources both print and non-print are found online in the business section of Herrick Library's website. Visit http://libguides.alfred.edu/business to find all this information and more!

Electronic Resources. via Herrick's Home Page, www.herrick.alfred.edu, a student has access to dozens of databases covering a wide variety of subject matters. It can be accessed from any networked computer on campus or from home. To connect from off campus, go to the Herrick Home Page (http://herrick.alfred.edu/). To connect from off-campus, you must have a valid AU e-mail account; if you are having difficulty accessing this service, contact the library by phone at 871-2184 or by e-mail at herrickreference@alfred.edu.

Interlibrary Loan Services. The Interlibrary Loan department at Herrick Library obtains books, articles, and other materials that the library does not own. This service is available to all AU staff, AU faculty, and current graduate and undergraduate students with valid AU IDs. The average time to receive an item is four days for articles and five days for books.

24-Hour Study Room. Open 24 hours/day, 7 days a week, during the academic year.

Career Development Center

The Career Development Center, located in the Steinheim building above the Powell Campus Center, is dedicated to the principle of helping all students develop essential career related knowledge and skills. This includes but is not limited to resume and cover letter development, interviewing and networking skills, and assistance with the job and internship search. The Career Development Center offers the following services:

- One-on-one appointments to address career related issues
- An online graduate school database and computer based career guidance systems
- Saxon JobLink: Alfred University's job and resume posting web portal
- Numerous career events including the Engineering Career Fair, Graduate School Fair, Internship & Summer Job Fair, Etiquette Dinner and Professional Image Show, just to name a few
- A database of alumni contact that represent a variety of educational and professional backgrounds
- Free, lifelong services to Alumni

Counseling and Wellness Center

The Counseling and Wellness Center is located in the north wing of the Crandall Center for Counseling and Health Services, near the Saxon Inn. The office, a component of Student Affairs, provides a comprehensive range of counseling, developmental, and educational services to promote the personal growth of University students. These services are provided by National Certified Counselors and are completely confidential in accordance with standards set by the American Counseling Association.

All assistance at the Counseling and Wellness Center is free and available to currently enrolled undergraduate and graduate students. Appointments can be arranged by calling (607) 871-2300 or by stopping by the office. Please keep in mind that some of our division's students may work in the Counseling Center for their assistantships. If you want to use these services and are concerned about confidentiality, please contact the Director of the Counseling and Wellness Center, directly at the above number.

Special Academic Services

Special Academic Services, located in Herrick Library, provides support services, consultation, and advocacy for students with learning, physical, and/or psychological disabilities. Services for persons with disabilities shall complement and support, but not duplicate, the University's regular existing services and programs. The University strives to provide equitable and efficient services to all students. In addition, Special Academic Services is available to consult with faculty, staff, and administration on disability related issues, determining reasonable and appropriate accommodations for students with disabilities, and facilitating the delivery of services.

Assurance of equal educational opportunities rests upon legal foundations established by federal law, specifically Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. By federal law, a person with a disability is a person who:

(1) has a physical or mental impairment;
(2) has a record of such impairment; or
(3) is regarded as having such an impairment that substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

Alfred University is dedicated to providing full access to all its facilities, student programs, activities, and services, and reasonable accommodations in the instructional process, in compliance with these guidelines. Services that the University provides are designed to maximize independence and encourage the integration of students with disabilities into all areas of college life.

Students with disabilities are given the opportunity to self-identify by completing the "Special Needs" form. Those students wishing to self-identify are requested to indicate their specific disability, and to provide the Special Academic Services office with current and appropriate medical, psychological, psychoeducational, or neuropsychological documentation indicating their disability and suggested accommodations.

The form also provides a section where the student may give their signed consent authorizing Special Academic Services staff to release information regarding the student to Alfred University faculty, staff, Health Center staff, Counseling and Wellness Center staff, and the Child and Family Services staff, as may be necessary and appropriate to provide the student with services. The phone number for the office is 871-2148.

Writing Center
The Writing Center provides free writing assistance to all Alfred University students, faculty, and support personnel. Whether you need help discovering ideas, organizing information, brushing up on basic grammar, revising a final draft, taking essay exams, or preparing technical documents, the Writing Center can help you improve your writing abilities and gain confidence as a writer. The Writing Center is located in Seidlin Hall, Room 003, Ground Floor. Undergraduate tutors mainly staff the Writing Center, but Dr. Vicky Westacott, the Director, is available to meet with our students. You may call her at 871-2245 or e-mail her at fcobb@alfred.edu.

Off Campus Housing
A limited number of rentals (apartments and rooms) are listed through the Office of Residence Life. The University does not at any time enter into the relationship between a landlord and tenant. The University maintains a list of those rentals that landlords wish to list and does not attempt to evaluate the suitability of the facility. For more information on rentals, call 871-2186. Each summer, our division secretaries also maintain an informal list of available rentals. Many student rentals are communicated via "word of mouth." To gain access to this method of identifying housing, one should talk with off-campus students, watch bulletin boards (especially in the Campus Center), and talk with community members.

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MORE INFORMATION:

Visit our website for more info at http://business.alfred.edu/mba/