Welcome!

Welcome to the MBA program at Texas State University! The faculty and staff of the McCoy College of Business are excited to have you and hope you find your time in the MBA program challenging, gratifying, and successful. Only about 55% of applicants are accepted into the MBA program at Texas State so while your graduate academic career is only beginning you have a lot to be proud of already.

This handbook is designed to provide you with essential information regarding policies, procedures, and expectations that will enable you to succeed as an MBA student. There is a tendency to skim through information contained in a handbook like this. We get it—this isn’t exactly edge-of-your-seat material. It is, however, very important to your success in the McCoy MBA program. You are responsible for understanding and adhering to these policies. If you are in doubt about how a policy or procedure applies to your specific situation, seek clarification from the appropriate McCoy faculty or staff member.

This is your guidebook to the next few years of your graduate education at Texas State. Please take notes, highlight, flag pages, draw awesome pictures and make this book your own. We promise that the more familiar you are with applicable policies and procedures the more enjoyable—and smooth—your time at McCoy will be.

About McCoy

Texas State University’s college of business was originally established in 1970. In 2004 it was named in honor of Emmett and Miriam McCoy, whose transformational donation of $20 million marked the largest gift in the 105-year history of Texas State University. The gift was the impetus for establishing the McCoy College Development Foundation, which provides funding for endowed chairs and distinguished professorships, undergraduate and graduate scholarships, and faculty, student, and program development.

McCoy College provides a curriculum that focuses on developing skills in information technology, oral and written communication, critical thinking, and teamwork. This blending of content and application has been shaped by our faculty and endorsed by our colleagues in the business community as the best way to prepare a diverse student population for successful business careers as responsible global citizens.

All McCoy College degree programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB), the highest accreditation available to schools of business at colleges and universities. Fewer than 5 percent of business schools worldwide have earned this distinguished hallmark of excellence so you are among the best in business!
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Tools and Resources—General Information, Policies, and Procedures

As a Texas State student you have many resources at your fingertips. Below is information on where to find important dates, policies, and forms university-wide. Please refer to these and search the Texas State website before reaching out so you are familiar with processes and able to streamline solutions.

All students are subject to both university and McCoy College policies and procedures. This document is designed to give you information on some common issues but please familiarize yourself with all other university policies not covered here.

Administrative Issues
Catsweb is the most important aspect of the Texas State website (www.txstate.edu) for students. Please search Catsweb for an answer to your question before e-mailing questions to faculty and staff. It has information on:

- **Enrollment and Registration**: registration and class schedule, access periods, class offerings, course catalog, academic calendar, Registrar’s Office website
- **Financial Aid**: deadlines and applications, work study opportunities, financial aid website
- **Billing and Payments**: payment history, tuition and fee rates, student balance, direct deposit sign up, Student Business Services website, emergency and short term loan information
- **Academic Records**: official and unofficial transcripts, enrollment verification, degree audits, applying for graduation
- **Online Services**: activating net ID/e-mail, e-mail forwarding, password recovery, TRACS
- **General campus information**: parking, dining, faculty/staff directory, campus maps, bookstore
- **Help and tutorials** for topics listed above

Graduate Financial Aid
All cohort MBA students are eligible to apply for scholarships and fellowships. Students will be considered for available scholarships through both the McCoy College of Business and the Graduate College by submitting one application through the BOSS system.

Fellowship applications are separate from scholarship applications and can be found on the McCoy graduate website; these are turned in directly to the Dean’s Office. Applications for both scholarships and fellowships are due by February 1 of each year.

To expedite your financial aid processing, after you register for courses every semester, generate your degree audit in Catsweb. If you see any courses showing as “open electives” or otherwise not counting toward your degree, e-mail the MBA Academic Advisor immediately with the specific course, your student ID number, and a screen shot or PDF of your degree audit.

Students are encouraged to contact the Financial Aid and Scholarship Department at 512-245-2315 or financialaid@txstate.edu to check eligibility and apply for federal financial aid as well but should be aware that only courses that count toward their degree will be considered for financial aid.
Many companies offer tuition reimbursement. It is each student’s responsibility to provide their company with the appropriate documentation. Many companies require a grade report and/or verification of enrollment, which can be generated in Catsweb after semester grades are posted—typically a week after finals are over. The Academic Calendar, found on the Registrar’s website, gives specifics of the exact date official grades post each semester. If your company requires a certain type of documentation and you are having trouble obtaining it, please contact the McCoy Dean’s Office and we will be happy to assist you.

**Unexpected Time Off**

We do not anticipate this happening but if a cohort student deviates from the required curriculum or needs to take a term off for any reason they must come back as part of the flex program, which can have a significant impact on course options and graduation date. **If a student switches from cohort to flex, it is not possible to rejoin the cohort program.**

It is critical that students that cannot continue as part of the cohort communicate with the Graduate Academic Advisor as early as possible to get information on the necessary paperwork.

**Academic Status**

**Good Standing**
All graduate students must maintain a cumulative graduate GPA of at least 3.0 to remain in good standing with the university.

**Probation**
If an individual’s GPA falls below 3.0 they will be placed on academic probation the following semester. They have one semester to increase their GPA to at least a 3.0. **Students who find themselves on probation should expect to be contacted by their Graduate Academic Advisor.** This is not because they are in trouble; rather, it is to touch base, make sure they are comfortable with their schedule and course load moving forward, and to create a solid plan and expectations for the following semester.

It is crucial for cohort students to stay on top of courses from the very beginning! If they are placed on probation they have two options: 1) The student may remove themselves from the cohort program and retake the courses for which they earned a poor grade as a flex student. By retaking a class, the original grade is replaced by the new one, which makes it much more likely for them to come off of probationary status. However, switching to the flex program will affect course options and graduation date. 2) Students on probation may continue with the cohort curriculum and earn high grades in all of their classes the following term. **This option may not always be possible dependent on the situation details; all students should meet with the Graduate Academic Advisor if they are placed on probation!**

**Suspension**
If a student fails to bring their GPA to a 3.0 or higher during the probationary semester they will be placed on academic suspension from the program and required to sit out for six months. A meeting with the Associate Dean for Graduate Programs will be required before they may enroll in classes again. This is not a “trip to the principal’s office”—we are just concerned when a student struggles academically and if they are going to return after academic suspension we want to fully understand what happened
and have a plan in place to increase their chances of success. Please be aware that anyone placed on suspension and required to sit out will come back under the flex program.

3 C Policy
Any student enrolled in a graduate degree program in the McCoy College of Business Administration can earn no more than two grades of C or lower. Even if the grade of C or lower was replaced with a higher grade as a result of repeating the course, the original grade counts as a “strike” under this policy. Upon earning the third C (or lower), the student is automatically placed on academic suspension and permanently dismissed from their degree program without any possibility of readmission to their program or another degree program in McCoy College.

The 3 C Policy takes precedent over probationary status. So, if a student earns a third C they are automatically dismissed from their program permanently; even if probation does not occur.

Conditional Admittance
If a student is admitted conditionally it is a good idea to decrease external commitments as much as possible in order to focus on doing well in the first nine (9) hours of coursework. Because the cohort schedule does not allow for flexibility of classes, the conditional nine hours of courses must be completed in the fall so it is ideal for students to start strong and focus on doing well then.

Conditional admittance requires that the student make an A or B in the first three classes, not a B average; an A and a C do not cancel each other out in this case. Example: If a student makes one A, one B, and one C in their first nine hours of coursework, conditions are not met because a C was earned even though they have an overall 3.0. Students admitted to the program under conditional status who fail to make an A or a B in each of their first three (3) courses will not be allowed to continue in the program.

The importance of starting out strong for conditionally admitted students cannot be overstated. After successfully completing the first nine (9) hours with either an A or a B in each class the conditional requirement drops off completely; however, all students must maintain a 3.0 cumulative GPA to remain in good academic standing. (See Probation and Suspension section above.)

There is also no lasting record or indication of initial conditional status on your transcript.

Course Load

Long Semesters (Fall and Spring)
Cohort students must follow the cohort curriculum, which requires between ten and thirteen hours of specific courses each fall and spring. As a cohort student, you will be provided special course registration numbers (CRNs) to register for your classes and have a short period of priority registration for the courses you need each term. It is extremely important that you register as early as possible after registration opens. After the priority period is over you forfeit your spot in the required courses for the following semester and flex students may enroll in your place. If cohort students fail to utilize their priority status and cannot get into the courses needed they will be bumped to the flex program for the remainder of their time in the MBA program.
**Summer Courses**
There is only one summer session required in the cohort program that consists of an internship associated with MGT 5395. The internship does not meet regularly as a class but students will be accountable for keeping up with online submission of weekly papers and all other responsibilities while they complete the required 200 hours of work.

**International Students**
Most international students are required by their visa constraints to maintain full-time status in the long semesters. It is critical that the terms of the visa be followed exactly to avoid any serious issues. To ensure there are no problems, international students should contact the Texas State University International Student and Scholar Services (512-245-7966; international@txstate.edu) with any questions they may have.

It is strongly suggested that international students register for classes at the earliest opportunity. If they are unable to register because a class is full there are limited options and they may be stuck taking unnecessary classes to remain in good academic standing—a costly and time-consuming alternative.

**Alternative Locations**
Please be aware that students may be required or encouraged to attend various commitments at alternative locations such as their non-primary campus or off-site businesses. This includes but is not limited to professional development events, final classes, study abroad, and client project meetings related to the capstone course (MGT 5313) field project. These alternative location requirements are not especially burdensome for most students but you do need to be aware of the requirement to attend some functions/meetings off campus.

**Academic Advising**
It is important that every student include their student ID number in the subject line of e-mails to allow staff to look up their file and provide relevant information.

To schedule advising or request course overrides, you may either e-mail your Academic Advisor directly or visit www.graduate.mccoy.txstate.edu and search for “MBA advising” then fill out the necessary form. You will receive a timely response but during high demand times, such as the beginning of registration, allow at least two business days for responses.

**Degree Plans**
If for any reason a student needs to move to flex it is highly recommended that they contact the Graduate Academic Advisor to get the most accurate information available regarding their degree plan and expected graduation date. This will help avoid any class conflicts and graduation delays if possible.
Career Advising
Every student is required to meet with the McCoy Graduate Career Specialist in their final semester. However, it is encouraged that students meet with her prior to the final semester if you need help with:

- Creating a customized cover letter
- Building and editing your resume
- Formal, informal, or virtual interview preparation
- Creating job and internship search strategies

You should expect to hear from the McCoy graduate team regarding scheduling that meeting in your final semester.

Professional Development Seminars
Professional development is a critical component of each student’s education. As such, BA 5100 is a required component of the curriculum that will provide graduate-level soft skills training. Part of the grading requirements each time BA 5100 is taken will include attendance at a certain number of professional development events chosen from a provided list. Attendance at these events will earn you a certain number of professional development units, or PDUs.

These events will cover a wide variety of topics and provide students with soft skills not necessarily acquired in the classroom, but which have proven valuable in MBA-level careers. Each event will clearly state how many units it is worth.

Attendance will be taken at each event and it is the student’s responsibility to ensure they are checked in to receive credit. Credit for attendance will be entered into the MGSA TRACS gradebook within two days of each event; it is each student’s responsibility to keep track of how many units they have completed and how many they still need before the requirement is met. While students must meet the minimum professional development criteria to graduate, everyone is welcome and encouraged to earn more than 18 units if they so choose.

As an ever-evolving part of the MBA program, we are always open to suggested professional development topics from students. If you have a topic you would love to see offered in a future semester or a presenter you know that you would like to introduce, please e-mail it to the McCoy Graduate Career Specialist at mredepenn@txstate.edu.

Best Practices
The McCoy MBA program has less structure than students may have experienced during their time as an undergraduate. While this may take a little getting used to, it allows for more chances to explore issues, discuss with peers and faculty, and innovate.
Expectations
Each student is expected to 1) Communicate with faculty, peers, and staff about issues they may encounter as early as possible, 2) Come to class and meetings on time, prepared, and ready to discuss the topic(s) at hand, and 3) Participate fully in class, online forums or discussions, and group meetings.

How to Excel
In short: Do your best. Over the years we have encountered MBA students who dash into class at the last minute, do the bare minimum on homework and group projects, and don’t attend social or professional development events. While it may be technically possible to complete graduate school in this manner it is likely your knowledge, skill sets, and professional network will be subpar compared to an MBA student who always did their best, made an effort to attend professional development and networking activities, and prioritized their education. You will get out of this program what you put in.

Professionalism
Students should communicate with all faculty, staff, peers, and clients in a professional manner. This includes but is not limited to verbal, written, and electronic communication. We hope this goes without saying but every semester disrespectful communication is an issue with a handful of students. Please consider the tone, factual information, and format of every single email you send. A good rule of thumb is to not send an email when you are upset or frustrated; save it as a draft and come back to it in an hour. You’ll be surprised what sounded appropriate at the time no longer seems like a message you want to be associated with.

Bear in mind that you represent not just yourself and your peers, but all McCoy MBA graduates (and for that matter, all Texas State graduates). Think about how hard you will work to earn your MBA. Now think about someone with “McCoy MBA” on their resume or business card acting immature and foolish in a professional setting. That person drags down the entire brand. Don’t be that person.

Students are not required to dress in professional clothing for regular class periods, but professional dress is highly encourage for presentations, client meetings, or professional development activities. When in doubt, dress up.

Pay attention to details in all communications. While the most common instance of this will be related to courses, it also applies to communication from university administration. The Registrar’s Office, Graduate College, Student Business Services, and Financial Aid departments all send out relevant information on various deadlines. If, for example, a student misses the deadline to apply for graduation in their final semester, they will not be allowed to graduate until the following term. That may sound a little extreme but it is surprising how often that exact situation occurs.

Be respectful of others. You may not agree with every opinion you hear in graduate school, but you should always be professional. Likewise, learn to appreciate criticism from peers, professors, and staff. Don’t take it personally when your work or opinions are critiqued.
McCoy Graduate Student Association
The McCoy Graduate Student Association, or MGSA, is a group comprised of current business graduate students, faculty, administrators, and McCoy alumni across all business programs in the College of Business. The MGSA typically meet several times a semester for social events, community service activities, and professional development opportunities. Leadership opportunities within the MGSA (officers and committee chairs) are available at both the San Marcos and Round Rock campuses and are a great way to shape the organization while building solid resume material. Matt Painter, MBA Program Director, serves as the Faculty Advisor to the organization. Please contact him via e-mail, mpainter@txstate.edu, if you are interested in serving as an officer or committee member/chair.

Study Abroad
Studying abroad for cohort students is a required component of the cohort experience that takes place in your last semester. Experiencing the politics, culture, and economy of another country has proven to be extremely beneficial to students both personally and professionally and there are few other times in your life you will be presented with such a unique opportunity to experience travel like this.

Details of the trip will be provided closer to the semester in which it is scheduled.

Scholarship applications for the study abroad program are due online through the Study Abroad Office as early as November of the year prior to each trip. However, there is additional and entirely separate funding available through the McCoy College of Business. Students are welcome and encouraged to apply for study abroad scholarships through both McCoy and the Study Abroad Office; in that case, they will fill out two separate forms in addition to the study abroad application itself.

MBA Internships
Students in the cohort MBA program are required to complete an internship for course credit to earn three hours of elective credit toward their degree as MGT 5395 during the summer. All internships require prior approval through the MBA Program Director to ensure graduate-level job duties.

The process of securing a graduate-level internship is the responsibility of each student and must be completed and approved by the MBA Program Director prior to beginning work. Many corporate internships require interested students to go through an extensive application process that may begin as early as November of the prior year. These positions are usually very valuable and have a high likelihood of turning into full-time job offers (with excellent performance, of course), just be aware that if you do not plan ahead you may miss out on these.

Once enrolled in the internship class, students will be required to complete 200 hours of work and submit weekly reports describing any projects they are working on and what they are learning. At the end of the semester the student will receive an evaluation from their supervisor and submit a more in-depth final paper with insights on the final project and everything they have learned.
Communication

With a good understanding of these policies and excellent communication there are very few questions or issues that we cannot work through together. Where things typically go sideways, however, is when questions or issues are communicated poorly and/or at the last minute—or after the fact. We are here to help, and we pride ourselves on great customer service. But good communication is critical.

Please set up your Texas State e-mail account immediately. You MUST pay attention to your Texas State e-mail or you will miss critical pieces of communication from both the university and the McCoy College of Business.

Newsletters are e-mailed to your Texas State e-mail account frequently. We include important academic and professional development dates, news about MGSA socials, program updates, and other news that is specific to the McCoy graduate programs. Take a few minutes and read through the entire document.

In addition to e-mail, we communicate extensively through our Facebook group. The official McCoy Graduate Student Association Facebook group is https://www.facebook.com/groups/McCoyGSA/. If you have not already, please request to join the group. While we won’t clutter your newsfeed, we will provide updates and event invitations that you might otherwise miss.

E-mail signatures: Each semester we encounter students who—unintentionally or otherwise—represent themselves as already holding an MBA degree when in fact they are a student. It is completely acceptable to represent yourself as an “MBA Student.” It is misleading to have your signature or LinkedIn profile say: “Your Name, MBA” as this indicates you already hold that degree. Beginning the first day of your final semester it is appropriate to change your signature to say “MBA Candidate” rather than MBA student.

Also, unless you are an employee of Texas State University, please make sure your signature line clearly states your status as a student and not simply “Texas State University” as sometimes this can be misconstrued.

Exit Exam

The Texas State Graduate College requires all master’s students to pass a comprehensive examination, which “could consist of the completion of a capstone course, defense of a thesis, or an actual written or oral exam.” All MBA students are required to take MGT 5313 as their capstone course in their last semester of the program. Included in that course is a consulting project with a company in the community which culminates in a case competition among class groups at the end of the semester and qualifies as the comprehensive exam.

All paperwork verifying passing grades will be submitted to the Graduate College by the Dean’s Office and noted in the student’s file.
Contact Information
Dean’s Office (McCoy Hall 530): 512-245-3591

Dr. Bill Chittenden – Associate Dean of Graduate Programs
chittenden@txstate.edu

Mr. Matthew Painter – MBA Program Director
mpainter@txstate.edu

Ms. Michelle Redepenning—Graduate Career Specialist
mredeppening@txstate.edu

Mrs. Brittany Naylor – Graduate Academic Advisor
bnaylor@txstate.edu
Curriculum Outline

MBA Full-Time Cohort

Fall 2020 – 10 hours
____ BA 5100A: “Business Professional Development”
____ BA 5351: “Organizational Performance for Competitive Advantage”
____ ACC 5361: “Accounting Analysis for Managerial Decision Making”
____ QMST 5334: “Advanced Statistical Methods for Business”

Spring 2021 – 13 hours
____ BA 5100B: “Business Professional Development”
____ BA 5352: “Developing the Financial Perspective in Organizations”
____ ECO 5316: “Managerial Economics”
____ MGT 5314: “Organizational Behavior and Theory”
____ MKT 5321: “Marketing Management”

Summer 2021 – 3 hours
____ MGT 5395: “Graduate Business Internship”

Fall 2021 – 10 hours
____ BA 5100C: “Business Professional Development”
____ MGT 5313: “Strategic Management”
____ MGT 5321: “Supply Chain Management”
____ BA 5368A: “MBA International Experience”

TOTAL MBA: 36 HOURS