Henry W. Bloch School of Management

University of Missouri—Kansas City

2011-12 Graduate Student Handbook

Welcome to the Bloch School

Welcome to the Bloch School. We're glad you've chosen us for your graduate education. This Graduate Student Handbook was created to help you navigate your graduate program successfully and easily in order to help you gain the education that you desire. More information can also be found in the UMKC general catalog.

We offer five masters level degrees, the master of business administration (MBA), the master of public administration (MPA), the master of science in accounting (MSA), the master of science in finance (MSF) and the master of entrepreneurial real estate (MERE). Within these degrees, program length may vary depending on past academic work. For instance, the MBA degree varies between 30-48 hours and the new MBA curriculum is 42 hours for all participants. The MSA ranges between 30-63 hours, MSF is 33 hours, MERE and the MPA are both 36 hours. Students will work with staff in the Bloch School Student Services Office (MBA, MPA or MERE) or department faculty (MPA and MSA) to determine specifics of their program at the time of admission.

The MBA, MSF, MERE, MPA and MSA are just five of the degree programs offered by the widely respected Henry W. Bloch School of Management at the University of Missouri-Kansas City. Information about the school and its faculty, leadership, programs and offerings is available here. Knowing something about the Bloch School helps to appreciate the strengths and benefits of your graduate degree.

Prestige

The integrated public and private sector focus of the Bloch School of Management offers students a competitive advantage. The quality of the School is supported by its adherence to international standards for quality education. The Bloch School is accredited by AACSB International – The Association to Advance Collegiate Schools of Business and by the National Association of Schools of Public Affairs and Administration (NASPAA).

The Bloch School, located on a beautiful campus beside Kansas City's famous Country Club Plaza, is nationally ranked with distinction in a wide range of specializations from entrepreneurship and innovation to real estate and nonprofit management.

Bloch has built programs that *are* garnering international recognition through rankings, as well as enthusiastic local, regional, and national support, including the Executive MBA (founded in 1995), the Institute for Entrepreneurship and Innovation (founded in 2005) and the Lewis White Real Estate Center (founded in 2007).

Mission

The Bloch School's mission is straight-forward: it prepares purposeful, entrepreneurial and innovative leaders to meet changing global demands, and advances knowledge and practice through excellent teaching, scholarship, outreach, and service.

Bloch graduates are recognized for their innovative solutions to the challenges of a changing global marketplace, their entrepreneurial mindset, their ethical conduct, and their critical thinking skills. The creative scholarship of Bloch faculty enhances both theoretical understanding and practical applications, and faculty service and outreach activities advance careers by expanding access to learning and professional development.

History

The University has offered business courses since 1933. In 1953, with the support and encouragement of the Kansas City community, the School of Business Administration was established.

The Master of Public Administration program was established in Kansas City in 1961 by the University of Missouri as part of its outreach and extension program. In 1978, UMKC renamed its Department of Public Administration the L.P. Cookingham Institute of Public Affairs, in recognition of the role former Kansas City, Missouri City Manager L.P. Cookingham played in inspiring and supporting professional public management.

In 1986, the School of Business received an endowment from Henry Bloch, co-founder of H&R Block. The MPA program was merged into the new school, and in recognition of Mr. Bloch, the school was named in his honor – the Henry W. Bloch School of Business and Public Administration. In November 2010, the name of the school changed to the Henry W. Bloch School of Management to better align with our mission.

Throughout its history, the Bloch School has maintained close connections to the business and civic community. Faculty and staff regularly consult with local leaders about the skills that they need from Bloch graduates. Those skills are found in the School's curricula across the undergraduate and graduate degrees, executive education, and certificate programs. More than 14,000 Bloch alumni live and work in the greater Kansas City area, forming a powerful network.

World-Renowned Faculty

The Bloch School is known for its very diverse and accomplished faculty. All of the School's full-time faculty members hold the highest terminal degree in their subject areas.

Bloch is home to two of the world's top scholars in innovation; the former founder of Harvard's National Center for Educational Leadership; and other distinguished faculty who have received prestigious awards and recognition for their teaching, research, and service. Bloch faculty publish extensively in top journals; write internationally-acclaimed books; and are in high demand to advise and consult with leading corporations, governmental agencies, and nonprofit organizations across the nation and around the world.

Curriculum

Master of Business Administration (MBA) Curriculum
In the fall of 2011, faculty is introducing a new MBA curriculum. However, during the 1st year of this new program (through spring 2012), the existing curriculum will be available in order to minimize disruption for students who had already planned to pursue the degree under the existing degree requirements. Thus, for the first year, students can elect to follow the program they feel best fits their educational needs.

Existing MBA Degree Requirements
In the existing MBA curriculum, students complete a minimum of 30 hours and a maximum of 48 hours, depending on the student's educational background. Of the total 30-48 hours, 12-18 hours beyond the core must be outside the student's area of emphasis.

MBA core courses stress the knowledge and skills needed to deal with an organization and its personnel. The functional courses (accounting, finance, production, economics and marketing) develop specialized knowledge and skills. In addition, the MBA program stresses leadership and the related social and public responsibilities for those in business.

Core Curriculum (24 hours)

The following courses are required for each student (these courses can be waived based on previous academic coursework):

- ACCTNG 5517 Survey of Accounting
- DSOM 5508 Statistical Analysis in Business
- DSOM 5519 Supply Chain & Operations Management
- FIN 5501 Economics for Administration
- FIN 5532 Financial Management
- MGT 5505 Organizational Behavior
- MGT 5510 Legal & International Environment of Business
- MKT 5531 Contemporary Marketing Management

Emphasis Area (12 hours)

Each emphasis area is comprised of 12 hours. No more than 12 hours from any one area (beyond the core) can be used toward the MBA. For the most current information on emphasis areas, consult the Bloch School web site. Students seeking the MBA may specialize in the following emphasis areas:

- Entrepreneurship
- Finance
- International Business
- Leadership and Managing People
- Management
- Management of Information Systems
- Marketing

- Supply Chain and Operations Management

Electives (9-15 hours)

Elective courses must be selected from outside the emphasis area.

Capstone (3 hours)

MGT 5537 Competitive Strategies is taken in the final semester.

Students may pursue the MBA program full-time or part-time. Students who have completed the Bloch School B.B.A. or B.S. in accounting programs with grades of C or better in required courses, and who have met MBA admissions standards, may enter directly into the courses beyond the core of the MBA program and complete the degree requirements with 30 hours of coursework. Additionally, students who have completed an undergraduate business degree from an AACSB-accredited institution and have met the MBA admissions standards are waived from the core with a grade of C or better in the equivalent undergraduate courses.

Students with prior coursework in business (C or better grades) may be exempted from up to 18 credit hours of the 48 required for the degree. Waivers and exemptions are determined based on documentation provided by the student. **Note**: *Students who repeat courses that have been waived from their program may not count the repeated course for credit toward their degree.*

Previous college work in business is not required, but students with no preparation in mathematics and computer applications must complete Math 110 and MIS 202 or the equivalents.

New MBA Degree Requirements
In the new MBA curriculum, students complete 42 credit hours including core and elective classes. They may pursue the program part-time during the 2011-2012 academic year and either part-time or full-time in future academic years.

The program provides a rigorous global management education with a thorough understanding of the functional disciplines, multidisciplinary integration, professional development and real-world problem solving to help prepare graduates for senior management careers.

Core Curriculum (24 hours)

The following courses are required for each student (all courses are 1.5 credit hours):

- PA 5506: Management in Context Immersion
- MGT 5502: Leadership in Organizations
- ACCTNG 5501: Financial Performance and Assessment
- FIN 5502: Corporate Financial Management
- ENT 5502: Introduction to Entrepreneurship
- FIN 5504: Managerial Economics

- MIS 5503: Management Information Systems
- FIN 5505: Global Macroeconomics
- MGT 5501: International Business Environment
- MGT 5504: Legal and Ethical Management Immersion
- MGT 5509: Strategic Management
- MKT 5501: Marketing Management
- MGT 5507: Human Capital Management
- DSOM 5505: Decision Sciences
- DSOM 5507: Operations & Supply Chain Management
- FIN 5507: Strategic Financial Management

Students take the core courses in a specified order so that there are opportunities for students to form cohort groups and helpful networks with each other. The course sequence also gives faculty the ability to assume prerequisite knowledge and in some cases to integrate content across simultaneous courses.

There are two immersion courses (to be taken at the beginning of the 1st and 2nd years) that will take place for five consecutive evenings plus all day Saturday. The 1st immersion course, PA 5506, is required in the student's first semester.

Electives (15 hours)

Students can choose electives based on their educational and career goals. Electives can be entirely "free", meaning, there is no selection format, or students can choose to complete a 12-hour emphasis (plus one free elective). Available emphasis areas are listed below:

- Entrepreneurship
- Finance
- International Business
- Leading and Managing People
- Management
- Management of Information Systems
- Marketing
- Supply Chain and Operations Management

For the most current information on emphasis areas, consult the Bloch School web site.

Capstone (3 hours)

In their final semester, students complete a capstone experience.

Ecosystem of Learning (approximately 12 contact hours required)

As part of the MBA program, students attend a number of weekend seminars, workshops and experiences that enhance professional and personal capabilities. These opportunities put them in touch far beyond the classroom with an ecosystem of resources such as mentors, employers and peers. Specific programs will be advertised each semester.

Master of Entrepreneurial Real Estate (MERE) Curriculum
The MERE is designed for students interested in all aspects of real estate who have decided their career paths require an advanced level of knowledge.

The MERE program fulfills a vital need for graduate real estate education not offered by any university in the region. Enabling real estate entrepreneurs to keep up with today's ever-changing environment, the program addresses real estate trends such as the global shift in attitude towards eco-friendly developments, reducing carbon footprints and the expansion of green technology in new construction. The knowledge gained will allow participants to make real estate decisions that require mastery of complex, interdisciplinary skills and an ability to manage teams of professionals with expertise in various fields.

Core Curriculum (36 hours)

The following courses are required:

- RL-EST 5571: Advanced Real Estate Finance
- RL-EST 5587A: Urban Planning
- RL-EST 55XX: Entrepreneurial Real Estate Business Methods
- RL-EST 5573: Market Analysis and Feasibility Study
- RL-EST 5576: Property Management
- RL-EST 55XX: Capital Markets in Real Estate
- RL-EST 5578: Legal Context of Real Estate Decision Making
- RL-EST 55XX: Construction Means and Methods
- RL-EST 55XX: Valuation
- RL-EST 55XX: Corporate Real Estate Decisions
- RL-EST 55XX: International Real Estate
- RL-EST 55XX: Special Topics in Real Estate

Additional information on the MERE program is available on the Bloch School web site.

Master of Public Administration (MPA) Curriculum
Public service offers a career filled with excitement, challenge, and significance. Opportunities are numerous, ranging from positions in local, state, national and international agencies to those in health institutions and nonprofit organizations. There has never been a greater opportunity for public service leaders and executives who can apply their knowledge and skills to solving the most important leadership and community challenges facing these organizations in an increasingly complex and changing world. The master of public administration degree program is offered through the Department of Public Affairs.

The MPA degree will be awarded on completion of 36 semester hours, consisting of 21 hours of required core courses, 9 to 12 hours in a selected emphasis area and up to 6 hours of electives. An internship is recommended for any student without substantial work experience in public, nonprofit or health administration. Individual courses may be waived if a student presents evidence of adequate undergraduate study, but other courses for graduate credit must be substituted to meet the

minimum of 36 hours. **Note:** Students *who repeat courses that have been waived from their program may not count the repeated course toward their degree.*

Core Curriculum (21 hours)

The following courses are required for each student:

- PUB-ADM 5510 Research Methods in Public Administration
- PUB-ADM 5526 The Politics of Administration
- PUB-ADM 5548 Leadership for Public Service
- MGT 5513 Economic Policy and Managerial Control
  -or-
  FIN 5501 Economics for Administration
- PUB-ADM 5525 Financial Accountability and Policy Development
- PUB-ADM 5544 Program Evaluation & Analysis
- PUB-ADM 5530 Capstone Seminar in Public Administration

Students selecting the health services administration emphasis have the following core requirements:

- PUB-ADM 5510 Research Methods in Public Administration
- PUB-ADM 5526 The Politics of Administration
- PUB-ADM 5548 Leadership for Public Service
- PUB-ADM 5530 Capstone Seminar in Public Administration
- HLTH-ADM 5578 The Evaluation and Control of Health Services
- HLTH-ADM 5571 Financial Management Issues in Health and Human Service Organizations
- HLTH-ADM 5585 Seminar in Health Services Administration: Economics of Health and Medicine

Electives (Up to 6 hours)

Elective courses may be selected from public administration, including courses in the student's chosen emphasis area. Courses may also be selected from political science, economics, psychology, sociology, as well as from other graduate fields with approval of the faculty adviser.

Emphasis Areas (9-12 hours)

Students seeking the master of public administration degree may specialize in three emphasis areas:

- Health Services Administration
- Nonprofit Management
- Urban Administration

A student may also tailor a general or specific program in order to meet individual talents, needs or job requirements. Such a program must be developed in consultation with a faculty adviser.

Each emphasis area is comprised of 9-12 hours. For the most current information on emphasis areas, consult the Bloch School web site.

Master of Science in Finance (MSF) Curriculum
The Master of Science in Finance (MSF) is for students and executives seeking specialized training in finance in preparation for financial certifications such as the Chartered Financial Analyst (CFA), and Certified Financial Planner (CFP), as well as for acquiring career advancement skills in a variety of financial fields.

The growing area of financial services demands more well-trained finance graduates at the master's level in the Kansas City market and beyond. The Bloch School of Management's MS in Finance addresses this need by enhancing the depth and breadth of available financial coursework in the area and preparing graduates to expand their educational experience through an entrepreneurial and globally-focused curriculum.

Prerequisite Courses (up to 12 hours)

The following courses are may be required:

- ACTG 5517 Survey of Accounting
- DSOM 5508 Statistical Analysis in Business
- FIN 5501 Economics for Administration
- FIN 5532 Financial Management

Students who have completed equivalent undergraduate courses with a grade of C or better can be waived from prerequisite courses.

Core Curriculum (12 hours)

The following courses are required for each:

- FIN 5552: Global Financial Markets and Institutions
- FIN 5553: Investments
- FIN 5560: Financial Modeling
- FIN 5561: Financial Statement Analysis

Track Courses (9 hours)

The track courses allow students to specialize their program to meet their specific career or educational goals. Available tracks include Financial Analyst, Financial Services Management and Corporate Finance. A flexible design track allows students to work with a faculty member to tailor a program specific to their needs.

Designated Elective Courses (12 hours)

The Master of Science in Finance faculty have identified a group of pre-approved courses to provide additional breadth to a student's program. At least two of the elective classes should be selected from finance (FIN) offerings. In some tracks,

specific designated electives will be prescribed. Members of the finance faculty are happy to help students find electives suitable to their interests and goals.

Learn more about the MSF program by visiting the Bloch School web site.

Master of Science in Accounting (MSA) Curriculum
Advances in technology and organizational sophistication -- in corporations, not-for-profit organizations, government and public accounting -- are causing dynamic changes in the accounting profession. Such developments require that the educational experience of the accountant be expanded.

The master of science in accounting program encompasses advanced analysis in a variety of areas. The total hours required are dependent on the focus of the student's undergraduate coursework. Students may be exempt from certain course requirements based on prior business and accounting coursework and grades earned, with exemptions determined at the time of initial advising and enrollment. Students with no preparation in mathematics and computer applications must complete Math 110 and MIS 202 or the equivalents. **Note:** *Students who repeat courses that have been waived from their program may not count the repeated course for credit toward their degree.*

M.S. in Accounting - Non-Accounting Undergraduates

This program is designed for students with little or no undergraduate accounting coursework. It provides comprehensive coverage of accounting topics necessary for a professional career in the field. Completion of the program also qualifies students for the various examinations leading to professional certification. Stage One identifies prerequisite accounting and business courses that provide the foundation for the Stage Two courses required for the M.S. in accounting degree. Stage One courses may be waived based on equivalent undergraduate coursework taken as part of a bachelor of business administration degree from UMKC or equivalent program. This program is outlined below.

Stage One

- ACCTNG 5517 Survey of Accounting
- ACCTNG 5550 Accounting Systems & Controls
- ACCTNG 5556 Cost Management
- ACCTNG 5558 Financial Accounting Theory
- FIN 5501 Economics for Administration
- DSOM 5519 Supply Chain and Operations Management
- MKT 5531 Contemporary Marketing Management
- FIN 5532 Financial Management
- DSOM 5508 Statistical Analysis in Business
- MGT 5505 Organizational Behavior
- MGT 5510 Legal and International Environment of Business
  -or-
  MGT 5506 Contract Negotiation and Dispute Resolution

-or-
MGT 5508 Law of Business Associations

Stage Two

(30 credit hours beyond Stage One)

- ACCTNG 311 Intermediate Accounting II
- ACCTNG 5560 Introduction to Auditing
- ACCTNG 5559 Advanced Financial Accounting Theory
- ACCTNG 421 Governmental/Not-for-Profit Accounting
- ACCTNG 409/5557 Introduction to Income Taxation
- ACCTNG 5570 level course in Managerial Accounting
- ACCTNG 5570 level course in Financial Accounting
- ACCTNG 5570 level course in Auditing
- ACCTNG 5570 level course in Tax
- Approved Accounting elective, 5561 or higher

M.S. in Accounting - Accounting Undergraduate

Students with an undergraduate degree in accounting may complete the M.S. in accounting program in a minimum of 30 semester hours if waived from all Stage One courses. Examples of focus areas which students may select follow:

Accounting/Audit Focus (30 hours)

- ACCTNG 5570 Level in managerial accounting, tax, auditing, and financial accounting (12 hours)
- Approved electives in audit or financial accounting (6 hours)
- Approved electives (up to 12 hours)

Taxation Focus (30 hours)

- ACCTNG 5571, 5572, 5573, 5574, 5576 (15 hours)
- ACCTNG 5570 Level in financial accounting, managerial accounting and audit (9 hours)
- Approved electives (6 hours)

Note: Students should ensure that prerequisites are taken in the proper sequence. Prerequisites and program requirements may change. Consult the Bloch School web site.

Navigating your Academic Program

The following information will help you navigate your academic program.

Academic Calendar: Students should consult the UMKC academic calendar for starting dates as well as add/drop deadlines, commencement, etc.

Blackboard: Faculty use Blackboard in different ways. Some post syllabi and handouts. Others use it for announcements, communication, and class discussions. Students are expected to clarify with an instructor how Blackboard will be used in his or her class. You can access Blackboard here housing your UMKC login and password.

Catalog: The catalog is the official site for curriculum policy. Find the most recent catalog or the catalog for the year in which you were admitted here.

Class Schedule: The class schedule is available online. The Pathway system is what students use to view the class schedule and to register for classes.

Computer Resources: The Bloch School Computer Lab is available for your use. Lab staff is available during Lab hours; and they can inform you about software, equipment, and services. The Lab is located in Bloch 110; the lab's website is here.

Courses: Graduate courses in the Bloch School typically meet two evenings per week from 5:30-6:45 (Monday/Wednesday or Tuesday/Thursday) or one evening per week from 7:00-9:45 (Monday through Thursday). Some MPA courses will meet one day per week from 4:00-6:45 or 5:30-8:15. Summer semester courses are offered two nights per week from 6:00-8:30 pm. There are limited weekend courses and these are typically offered in the summer. Students can access course schedules approximately three months prior to the beginning of the semester through the Pathway system.

Email Address (UMKC): All students are assigned a UMKC email address at the time of admission. *This address will be the vehicle for all official communication from faculty, staff and the University*. Students are advised to check this email account regularly and to keep it managed. UMKC mailboxes fill up quickly – and a full mailbox is no excuse for missing an important announcement, deadline, requirement or program change. An easy link is here. Some students prefer to forward their UMKC e-mail to another address. Instructions on how to set up a rule to forward e-mail can be found on here.

Faculty Directory: Here is a listing of faculty in the Bloch School with additional links.

GPA Calculator: Graduate students must maintain a 3.0 grade point average to stay in their program and to graduate (other, more specific grade requirements are noted elsewhere in this handbook, on the Bloch School website and in the university catalog). Calculate your gpa here.

Inclement Weather Policy: In the event of threatening weather conditions, check local media outlets for information on potential class cancellation. The UMKC Alert! notification system provides students, faculty and staff with cancellation information sent via text message, personal or UMKC voice mail, personal or UMKC e-mail, and pager. To sign up for UMKC Alert! go here.

Parking Permits: Student parking is available on side streets, in metered lots or in campus parking lots. Most campus parking lots require a valid parking permit. For information on parking options and the purchase of permits, go to the UMKC Parking Operations Office or to their website.

Pathway: UMKC's student information system is referred to as Pathway. During your tenure at UMKC, you will utilize Pathway frequently. Class schedules, enrollment, financial aid notices and billing statements are all accessed through the Pathway system. For more information and Pathway tutorials go here.

Registration Quick Guide: A handy resource to help students at any point in their program at UMKC. Includes links to information on various University services and policies, fee payment deadlines, add/drop dates, how to get involved, etc. Visit the Quick Guide at http://www.umkc.edu/quickguide/.

Release of Transcripts: University policy prohibits the re-release (including copying) of test scores, transcripts, etc. once received by the University. Students may view their materials in the Bloch School Student Services Office.

Request Transcripts: To request a UMKC transcript of your academic work go here.

Scholarships: The deadline for most Bloch School scholarships is March 1st for the next academic year. Awards are made for the fall and spring semesters (unless otherwise noted). For more information on available scholarships and the scholarship application, go here.

Semesters: UMKC operates on semesters including fall (the end of August through the middle of December); spring (middle of January through the beginning of May); and summer (beginning of June through the end of July). The fall and spring semesters are 16 weeks long and the summer semester is 8 weeks long. The Bloch School has offered limited intercession courses in May and January which includes Study Abroad programs.

Student ID Cards: Students can obtain UMKC photo ID cards at the beginning of the first semester. These ID cards provide access to the University Libraries and other campus buildings and activities. The cards are easily obtainable at the UMKC One Card Office in room 101 A of the University Center building, 5000 Holmes.

Student Organizations: The University as well as the Bloch School has numerous organizations for students to join. For more information about general university student organizations, visit Student Involvement. For information on organizations specific to the Bloch School, go here.

Student Resources: The Forms and Resources site is provided by the university Registrar's Office and gives links to many important things including forms, address change instructions, student directory, Blackboard website, etc. This is a must-have bookmark.

Study Abroad: The Bloch School has a great Study Abroad program that caters to students who can only accommodate shorter excursions (longer programs are available through the UMKC Center for International Academic Programs). These trips, which are part of a course offered in the spring semester, typically occur in mid to late May and last for 7-10 days.

Syllabi: Some syllabi for Bloch classes are available online.

Textbooks: To learn about the textbooks required for your classes and for purchasing instructions, go the UMKC Bookstore.

UMKC Homepage: For information about UMKC in general, other academic programs, etc., visit the UMKC Homepage.

Academic Standards

The minimum academic regulations and degree requirements for graduate study at UMKC are outlined in the UMKC graduate catalog. They are built on University of Missouri requirements for all graduate students and they identify steps for intervention when students encounter difficulty. The regulations can be found here. A few of these policies are outlined below.

Academic Standing and Continuing Enrollment: Students are responsible for keeping apprised of their academic status by referring to their semester grades. To remain in good academic standing, students enrolled in the graduate program must at a minimum meet the following University requirements:

1. A minimum 3.0 (B) grade point average (GPA) is required for all UMKC courses for which graduate credit is given.
2. No course with a grade below B- in any 300-or 400-level course or below C in any 500-level course or above will count as credit toward a graduate degree program; however, these grades will be included in the calculation of a student's GPA.
3. 80% of the credits for the degree must be passed with a grade of B or better.

Academic Probation: Graduate students, regardless of classification, must maintain a 3.0 (B) grade-point average in all coursework taken for graduate credit at UMKC and must meet any additional academic requirements imposed by the school or department. Students are responsible for keeping apprised of their academic status by referring to term grades.

Whenever the cumulative GPA for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0, the student's status for the next term becomes: "On Probation - See principal graduate adviser." The principal graduate adviser, interim adviser or research adviser will review the student's progress and provide counsel, and the following conditions apply:

- A graduate student on probation who is not restored to good academic standing by the end of two successive regular semesters following the term in which the cumulative GPA fell below 3.0 will be declared ineligible to re-enroll.
- While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the following term.
- A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

Course Designations: In general, courses numbered 5000 and above are open only to regularly admitted graduate and Ph.D. students.

Courses numbered 300 to 499 are undergraduate upper division junior- and senior-level courses. Graduate students who enroll in such courses have the option of designating them, at the time of enrollment, as being "not for graduate credit." If the student chooses this option, the grade will not be included in the student's graduate grade-point average and the course may not be included on the graduate

or Ph.D. program/plan of study and will not count toward a graduate degree. In order for a 300- or 400-level course to be accepted for graduate credit, students will be expected to do supplementary work (additional reading, projects, papers and contact hours with the instructor) and to demonstrate graduate-level competency and achievement in the subject. Also, students must take the course for graduate credit and complete it with a grade of B- (2.7) or better. The total number of acceptable 300- to 400-level courses to be applied to requirements for a graduate degree may not exceed 40 percent of the total number of courses applied to graduate or non-interdisciplinary doctoral-degree requirements, or one-third of the total number of courses on the approved Interdisciplinary Ph.D. plan of study. The Bloch School limits students to no more than 6 hours of undergraduate coursework for graduate credit (MSA students should talk with their faculty advisor for exceptions to this policy).

Courses at the 100- and 200-level are not available for graduate credit and will not be applied toward the number of hours required for a graduate degree.

Courses numbered 5580 to 5589 generally are reserved for seminars, workshops and special topics. Consult individual degree programs for possible restrictions on such offerings. The course numbers 5590 to 5598 usually are reserved for non-thesis research, directed studies and readings. Courses numbered 5599 are restricted to research leading to a thesis. Considering this numbering system, no more than 40 percent of courses numbered 5590 to 5599, or other courses which fall in the categories listed above for that course number range, may be applied to a graduate degree program of study, with the exception of the Interdisciplinary Ph.D. study.

Courses numbered 5695 to 5699 are restricted to research leading to a dissertation. Continuous Graduate Enrollment is numbered 5899.

The Bloch School limits its graduate students to six hours of independent study and three hours of practicum. Students can earn up to six hours of credit for internships.

Course Repeat Policy: Whenever students repeat a graduate-credit course, they must submit a course repeat form to the Registration and Records Office no later than the fourth week of the term (*Students will actually submit this form to the Bloch School Student Services Office for appropriate signatures and approvals and then Student Services staff will submit the completed form to Registration and Records.*). Students seeking graduate degrees are limited to repeating no more than 20 percent of the credits applicable toward a graduate degree. If approved by the school or department or Interdisciplinary Ph.D. supervisory committee, students may repeat a course once to improve the grade-point average or satisfy the program requirements. The second grade received will be used to calculate the grade-point average that will be used in satisfying degree requirements.

The course repeat form can be downloaded at here.

Course Waiver Guidelines: Course waivers are determined by a review of the student's undergraduate/graduate transcript. For MBA, MSF and MERE students this review is conducted as part of the admission process. For MS Accounting and MPA students such assessments are made by the faculty advisor during the student's initial advising session. Waivers for MBA core classes or MS Accounting Stage I classes are granted if a comparable course(s) has been completed with a grade of "C" or better.

In some cases, courses may need to be reviewed by the faculty member currently teaching the class. The student will be asked to provide a course syllabus to assist in this process.

Grade Appeals: Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. The grade appeal procedure is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance.

The grade appeals process for the Bloch School can be found here.

Grade Reports: The University posts student grades on Pathway approximately one week after finals end.

Graduation and Academic Honors: To graduate, a student must:

- have successfully completed all required courses
- have a cumulative GPA of 3.00 for all courses with 80% of the courses passed with a grade of B or better
- file an application for graduation and a program of study with the Bloch School Student Services Office in the semester prior to the one in which you plan to graduate (MPA students are asked to complete a program of study once they have completed 18 credit hours)
- pay in full all bills and fees owed to the University

Here is more information on graduation including details on the ceremony.

Beta Gamma Sigma Honor Society is the national honor society for business studies. It is analogous to Phi Beta Kappa in arts and sciences and Sigma Ix in science. It is the highest academic honor accorded to a Bloch School MBA, MERE, MSF or MSA student and constitutes the earning of honors for graduates. Honor graduates, who accept the invitation to join Beta Gamma Sigma, wear a gold and blue cord with their cap and gown at University Commencement. They are also initiated into the Society at the Bloch spring commencement exercise. At most, 20 percent of a graduating class may be elected to Beta Gamma Sigma at graduation. In 2009, for example, only graduate students with GPAs of 3.82 or higher received induction into Beta Gamma Sigma.

Pi Alpha Alpha is a national honor society that recognizes and honors students with high academic achievement in public affairs. Students who have a GPA of at least 3.7 for a minimum of 18 semester hours toward the MPA are eligible to be

nominated for membership. Invitations are extended to qualified students each spring.

Incomplete Grades: An instructor may give a grade of Incomplete (I) to students who have been unable to complete the work of the course because of illness or other valid reasons beyond their control. Students who receive an incomplete must complete the required work within one calendar year to avoid an automatic F. The instructor may, however, specify a shorter completion period. A grade of incomplete is only appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course or by attending additional classes. Students with an incomplete should not re-enroll n the course in order to finish outstanding requirements. In other instances, students should withdraw and enroll in the course in a future semester.

Leave of Absence: UMKC's Leave of Absence Policy provides a means for students to take an approved leave of absence from a degree program without being required to go through the re-admission process upon return to the University. Students who are approved for a leave of absence will be allowed to register for classes during the "priority registration time period" for the next semester they return from their approved leave of absence period. The full leave of absence policy can be found here.

Overload of Hours: Graduate students enrolled in nine or more credits during a regular semester or five credits during a summer session are considered full-time students (status may be slightly different when determining federal financial aid eligibility so contact the Financial Aid and Scholarships Office for more information). All students registered for fewer than those specified totals are classified as part-time students, unless they hold a teaching or research appointment at UMKC. This designation of full-time is for academic purposes only and does not apply to assessment of fees or degree program residency requirements.

Students wanting to take more than 12 credit hours in the fall or spring semesters or more than 10 hours in the summer semester must first get approval from the Bloch School. Petitions for overloads can be submitted to staff in the Bloch School Student Services Office.

Plagiarism, Academic Dishonesty, and Responsible Referencing: *The University of Missouri Student Code of Conduct* can be found here. The Code outlines student misconduct for which students can face disciplinary action or removal from the program or School. It is particularly helpful for graduate students returning to the classroom after years away to review the section on academic dishonesty so that there are no oversights.

Plagiarism is a serious intellectual offense. **It will not be tolerated**. Without exception, it will trigger an investigation consistent with University of Missouri policies. Be on notice that faculty members regularly review all written assignments using *Turnitin* software or other methods of checking for responsible referencing of source materials.

In the case of suspected academic misconduct, the instructor must report the incident to the Bloch School Dean's Office according to the guidelines printed in the University catalog. The issue is then investigated by the Bloch School Dean's Office and the Dean of the School of Graduate Studies.

Confirmed academic dishonesty results in serious sanctions imposed by the School of Graduate Studies, including suspension or expulsion from the University.

NOTE: *Students are responsible for understanding guidelines for documentation and for responsible referencing*.

Time Limit on Degree Credit for Master's Degrees: Credit over seven years old at the time of graduation, which is included on the master's or educational-specialist program of study and has not been applied to a previous degree, may not be counted toward the fulfillment of a graduate degree program unless validated to the satisfaction of the department or School and the School of Graduate Studies. Petitions and affidavits for this purpose may be obtained from the School of Graduate Studies. A maximum of 30 percent of the student's program of study may be validated under this procedure. Only coursework completed at UMKC can be considered for validation. In connection with an authorized leave of absence, an exception to the time limitation may be approved in advance.

If petitioning for validation of any coursework, students must initiate this process at least one full semester prior to the intended graduation due to the length of time it takes to process these requests.

Withdrawals and Stop outs: Graduate students may withdraw from a course at any time prior to the first day of the final examination period, provided the permission of the instructor has been obtained. However, after the mid-term, students will be academically assessed. If failing at the time of withdrawal, students will be graded "WF" (withdrawn failing).

Until the time they have completed all coursework on their approved programs of study, graduate students in good standing who have not enrolled for up to two semesters may re-enroll without applying for readmission. Students who attend other schools in the interim must submit transcripts of such work from each institution attended and submit a new application for admission. Graduate students are considered inactive after a lapse of two or more regular semesters of enrollment. Subsequently, inactive graduate students who want to continue must follow the same admission procedures as those required for new applicants. After a lapse of three or more terms, graduate students will re-enter under requirements in effect at the time of readmission. Also see the Leave of Absence policy in this handbook.

Classroom Expectations

There are fairly common expectations for classroom behavior to encourage the creation of an open, comfortable, and welcoming learning community. These expectations include:

Attendance Policy: Each faculty member will have their own individual attendance policy and this should be highlighted in the course syllabus. If an emergency or illness occurs, students should contact the course professor prior to missing a class session, if at all possible.

Cell phone use: The classroom is a no cell phone zone. That includes beeps to announce new text messages. Please turn off your phone during class and wait until break time or after class to make and to receive calls and messages. If you expect an important message, please let the instructor know before class that you may need to get up to leave class in order to take the call.

Class Preparation: Faculty members will assign course material for students to prepare in anticipation of each class. Each student is expected to come to every class period fully prepared. Class participation is a major path to graduate learning – and is often graded in individual courses – lack of preparation greatly affects course grades as well as learning. Good class participation is not just how often you speak. It is how well your comments further the discussion at hand, integrate materials from course readings, apply ideas and concepts to real world problems, and illustrate deep thinking about the subject matter.

Deliverables: Students will receive a syllabus during or prior to the first class period. This will include class meetings, assignments and deliverables due for each course. The course professor has sole discretion for extending deadlines for assignments and for making up tests and exams. It is a student's responsibility to check due dates, understand criteria for assignment assessment and make sure s/he meets the expectations of each course instructor. Faculty has their own norms and preferences. Learning to identify and to meet diverse expectations are critical leadership skills.

Faculty recognizes that graduate students have many demands on their time. However, we ask you to plan ahead as needed to meet your course and program commitments.

Disabilities or Special Needs: The Bloch School seeks to create an environment that supports all students in their learning. Students who desire accommodations for special needs under the Americans with Disabilities Act should contact the Office of Disabled Student Services at 235-5696 or disability@umkc.edu.

Guest speakers: Many faculty members supplement their course lectures with guest speakers. These visiting scholars, CEOs and community leaders are giving their time to support your education. During these exchanges, students represent

the Bloch School. Well-prepared and incisive questions reflect well on the class and on the program as do respectful actions such as engagement in discussion, no laptop use beyond note taking, staying in the room throughout the session, active listening, refraining from distracting chatter with neighbors and so on.

Laptops in the classroom: Professors have their own preferences. Some will declare no laptop use during their classes. Students are asked to respect that. When laptops are allowed, students are asked to use them only for class notes or for internet use as and when requested by the professor.

Starting times: Course times are generally either 5:30-6:45 pm twice per week or 7:00-9:45 pm once per week (some public administration classes are offered from 4:00-6:45 pm and 5:30-8:15 pm once per week). Please be punctual for the benefit of the instructor and fellow classmates.

What to wear: Dress comfortably. Unless there is a guest speaker, informal attire is the rule (though many students come straight from work and thus may be dressed professionally). The rooms may vary from cool to warm so dressing in layers makes sense.

Bloch School Student Services Office

Staff members in the Bloch School Student Services Office are available to help students with their customer service needs including admissions, advising, graduation and course requirements. Advising for the MBA, MERE and MSF programs are done by Student Services staff; advising for the MPA and MSA programs is done by department faculty.

Bloch School Student Services Office
University of Missouri – Kansas City
5110 Cherry Street, Room 115
Kansas City, MO 64110-2499
Phone: 816.235.2215
Fax: 816.235.2708
E-Mail: bloch@umkc.edu
Website: http://www.bloch.umkc.edu

Staff
Kami Thomas, Assistant Dean for Student Services
Nancy Wilkinson, Director of Student Services
Gene Pegler, Manager of Student Recruitment
Scott Ezzell, Academic Advisor
Erica Hoffman, Academic Advisor
Asia Williams, Academic Advisor
Jean Ann Kouns, Administrative Assistant

MBA Advising
Nancy Wilkinson, wilkinsonn@umkc.edu
Bloch School Student Services staff, blochadvising@umkc.edu

MERE Advising
Bloch School Student Services staff, blochadvising@umkc.edu

MPA Advising (Assigned at time of admission to program)
David Renz, renzd@umkc.edu
Nick Peroff, peroffn@umkc.edu
Arif Ahmed, ahmedar@umkc.edu
Brent Never, neverb@umkc.edu

MS Finance Advising
Nancy Wilkinson, wilkinsonn@umkc.edu
Fred Hays, haysf@umkc.edu
John Clark, clarkjm@umkc.edu

MSA Advising
Howie Krueger, kruegerl@umkc.edu
Georgia Smedley, smedleyg@umkc.edu

Campus Services

Graduate students have full access to the resources of the Bloch School and University. A full listing of campus resources, university policies and links to University of Missouri – Kansas City services and programs is available on the UMKC Website. Some of those services are detailed below.

Career Services
The UMKC Career Services Center website provides resources for job seekers and for employers, and it includes guidance on resume building and on other career management information. UMKC Career Services also provides access to Career Network, an employment database that offers nationwide job listings. This service is free to both job seekers and employers.

The Bloch Career Launcher website offers information on career planning and job searches. It includes a listing of seminars, networking events, job postings, job search web links, and more. The *Bloch Career Launcher* is located on Blackboard (under the "My Organizations" tab on each student's Blackboard homepage) and is available to Bloch School students only.

The UMKC Career Services Center has a satellite office located in the Bloch School, room 16. This office can be reached at (816) 235-5845; please call for office hours. Additionally, students may visit the main Career Services Office at 4825 Troost room 205, or contact them at (816) 235-1636.

Swinney Recreation Center
5030 Holmes Street
(816) 235-1556: Membership
(816)235-2712: Campus Recreation
(816) 235-5470: Fax
src@umkc.edu
http://www.umkc.edu/src

Swinney Recreation Center includes the following:

- A 25-meter indoor/outdoor pool
- An 1/8-mile indoor track
- Handball, racquetball and squash courts
- A fitness training center
- A wellness center
- Numerous aerobic training machines
- Five multipurpose courts

Graduate students are eligible to use Swinney Recreation Center. Your UMKC ID will identify you as eligible.

In conjunction with the Swinney Recreation Center, the UMKC Campus Recreation and Intramural Department offers a variety of individual and team sports and programs. Student Intramural leagues consist of flag football, volleyball,

basketball, kickball, softball, and Ultimate Frisbee. Individual tournaments include table tennis, golf chipping, three point shot, and many others. Aerobics and swimming lessons (group or private) are also available.

UMKC Counseling, Health and Testing Center
4825 Troost, Suite 206
Kansas City, MO 64110
Phone: (816) 235-1635
Fax: (816) 235-5534
Website: http://www.umkc.edu/chtc/
Email: chtc@umkc.edu

The University Counseling, Health and Testing Center offers a range of comprehensive services to students, including counseling for personal concerns at no or modest costs.

UMKC HelpLine
Administrative Center, Room 336
5115 Oak Street
(816) 235-2222
(818) 235-6504: Fax
http://www.umkc.edu/helpline
helpline@umkc.edu

The Bloch School Student Services Office is normally your first stop for information about the School and services available. However, students may have a larger question about the University or access to services. In such cases, the HelpLine provides a confidential, independent resource for problem solving and information sharing about the University. The UMKC HelpLine services students, staff, faculty, and the community via phone, e-mail, walk-ins, and appointments.

The HelpLine is also the contact for information on access to health services while on campus, hours of University operation, and a host of other topics.

University Libraries
There are multiple University Libraries. Bloch students have access to them as well as to inter-library loan programs and other library services.

UMKC also has a business librarian, Chris LeBeau who can be reached at (816) 235-6371 or lebeauc@umkc.edu.

The business librarian is knowledgeable about business-related information access, resources, and management. She is available to assist with research projects, the identification of primary and secondary *source materials, instruction on the use of databases, or responses to general how to* questions on research and documentation.

Administrative Offices, University Libraries
Miller Nichols Library, Room 212
800 E. 51st Street

(816) 235-1531: Administration
(816) 235-1534: Reference
(816) 235-1526: Access Services
http://library.umkc.edu/

Writing Support
Students are supported in their writing developments by access to the staff of two UMKC resource centers. The **Bloch School Communications Center** (816-235-2624), located in Bloch 227, specializes in assistance with written and oral business communication. The Center will focus on brainstorming, writing and editing for message effectiveness, enhancing public speaking skills and serving as a resource for the development of the writing skills required for success in your graduate program. The Bloch Communications Center also has a writing reference collection for browsing.

The UMKC Writing Center at 5201 Rockhill Road (816-235-1146) is a university-wide resource. It offers one-on-one coaching and editing help at student request. Workshops and study space are also available.

Appointments are required for both writing centers, and advanced planning is needed to secure a spot during heavy-demand times like the end of the semester. Students using the UMKC Writing lab are advised to request staff members who are experienced working with graduate-level writing and assignments. To work effectively with staff at either center, students should take their paper draft, a copy of the assignment, and the course syllabus.

A number of university-based online writing sites are also very helpful. One favorite is the **Online Writing Lab (OWL)** at Purdue University. The website offers a wide range of supports from basic grammar and business letter writing to theory building and how to construct a strong research-based argument. The site is known for its contrasting examples of good vs. weak writing: students see common mistakes and learn steps for avoiding basic writing traps. This site is regularly used by university faculty and by writing professions!

Other UMKC Offices

Admissions Office
816-235-1111
admit@umkc.edu
www.umkc.edu/admissions

Cashier's Office
816-235-1365
cashiers@umkc.edu
www.umkc.edu/adminfinance/finance/cashiers

Financial Aid and Scholarships Office
816-235-1154

finaid@umkc.edu
www.sfa.umkc.edu

Office of Services for Students with Disabilities
816-235-5696
disability@umkc.edu
http://www.umkc.edu/disability/default.asp

Parking Office
816-235-5256
www.umkc.edu/adminfinance/parking

Registration and Records Office
816-235-1213
registrar@umkc.edu
www.umkc.edu/registrar

UMKC Police
816-235-1515
http://www.umkc.edu/adminservices/police/