Penn State Online MBA Handbook for Admitted and Enrolled Students

Introduction

Welcome to the Penn State Online MBA program! The purpose of this document is to give admitted and newly enrolled students a handy reference guide that will direct them to resources needed prior to official registration (and after!). This document will ALSO be posted in the Student Portal, which you will have access to once you have registered for classes. Please save the link to this resource in a place where you can easily find it!

Program Statement

The Master of Business Administration online program requires completion of 48 credits. These credits must be courses at the 500 or 800 level, with at least 6 credits at the 500 level. The student will take 39 credits of required courses in core general management disciplines, and 9 credits in a select area of concentration. All courses will be delivered in an online format. The culminating capstone experience for the program will be MBADM 571, Global Strategic Management.

The program's foundational Pillars of Learning focus on Integration, Collaboration, and Engagement (ICE). Within the core curriculum, *Integration* demonstrates a dynamic relationship between courses or general management topics; *Collaboration* signifies that courses are delivered with an appreciation for the necessity of team work in the contemporary business environment; and *Engagement* allows students the opportunity to participate in active experiential learning.

The Online MBA begins with a face-to-face Residency experience designed to provide technical information, introduce resources, and foster valuable interactions with faculty, staff, and peers. During the Residency experience, students will also begin the core course MBADM 810: Team Performance.

Contents

This document contains information on the following subjects. When selecting a particular subject, you will be taken directly to where the topic is addressed in the handbook.

Program Contacts

Dr. Janet Duck, Faculty Director
Academic Advising
jmd226@psu.edu

Stacey Dorang Peeler, Managing Director
Program Questions
sld138@psu.edu

World Campus Contacts

To contact World Campus resources for help, visit this directory. (Note: Academic advising services for the Online MBA are done through the program office, NOT the World Campus.)

World Campus HelpDesk
800-252-3592 — menu item 4 (in the United States)
814-865-0047 — menu item 4 (local and international)
wdtechsupport@psu.edu

World Campus Bursar (Billing)
814-863-8300
bfo@outreach.psu.edu

Financial Aid Office for World Campus and Continuing Education
814-867-4244
financialaid@outreach.psu.edu

World Campus Career Services
814-867-3672

Registrar
registrar@outreach.psu.edu
814-863-5256

Graduate Enrollment Services
814-865-1795

Penn State World Campus Military Team
814-863-5386

Graduate School Policies

Read an overview of The Penn State Graduate School's Policies.

Residency

While you attend the Orientation Residency, you may find these resources helpful. More information about the Orientation Residency will also be posted on the Student Portal. View a map of the University Park campus and this website for visitors.

Access Account

A Penn State Access Account consists of a user ID and password that allows Penn State students, faculty, and staff to have a Penn State email account and use a full range of online services and resources. The user ID is your initials followed by a one- to four-digit number, such as xyz101. Your email address will be your Access Account plus @psu.edu. Change your password often, and do not share it with anyone. Penn State will never ask for your password. Visit the Access Account and Information Technology Fee page for important information.

ID Cards

As a Penn State student you will receive a Penn State ID card approximately six weeks after your first course begins. The only difference between it and a resident student's card is that the online student's card does not display a photo of the student. Students needing a photo ID card can exchange the non-photo card at a Penn State campus throughout the Commonwealth. For more information, please visit the Penn State id+ web page or call 814-865-7590.

LionPATH

LionPATH is Penn State's student information system, which provides students with access to their academic, registration, and financial records. In LionPATH, students can enroll for classes, view/accept their financial aid awards, view their tuition bills, and check grades, along with many other services.

World Campus Student Portal

Once you have officially enrolled in classes, you will have access to the Student Portal. You need to check this Student Portal on a regular basis (daily is recommended).

Here you will find:
- Important Announcements (Check regularly!)
- Schedule of Upcoming Course Offerings (Course Schedule)
- Your Current Course Enrollments
- Quick Links (Canvas, WebMail, LionPATH)
- Program Contact Information
- MBA Academic Calendar
- List of MBA Program Courses
- Career Services Information
- Student Services Information
- Orientation Residency Information
- FAQs

Canvas

Your courses will be in the learning management system called Canvas. You will be given information about this during Orientation Residency; however, you may want to familiarize yourself with it now and become comfortable with the basics.

Paying for Your Education

Visit the Paying for Your Education page for answers to questions you might have.

Financial Aid

Most Online MBA students are eligible for federal student aid. To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). For complete eligibility guidelines and information on financial aid, please visit the World Campus page of the Office of Student Aid. The World Campus Financial Aid Office can also offer assistance at financialaid@outreach.psu.edu.

In addition, you can find helpful instructions for accepting, declining, or decreasing your financial aid awards or refunds, and much more on the Penn State World Campus Financial Aid page.

Additional helpful sites include:
FAFSA
Federal PIN Registration

Tuition Invoices

You will view and pay your bill in your LionPATH Student Center. Invoices will be produced in first week of August for Fall semesters, the first week of December for Spring semesters and the first week of May for Summer semesters. Payments are due by the 22nd of the month in which the invoice is produced. Payment plans and methods of payment are outlined at Paying Your Semester Bill.

Technology Fee

The amount of the technology fee varies depending on the number of credits in which you are enrolled immediately prior to your first day of the semester and the program in which you're enrolled. (Use our tuition estimator to calculate your estimated costs.)

Visit the Access Account and Information Technology Fee page for more information.

World Campus Course Catalog

Visit the Course Catalog for a listing of upcoming course offerings for future semesters.

Registration

The Scheduling Courses page includes scheduling tutorials to help you with the process and a link to the location through which you can schedule courses.

Please note: You must complete the following actions in LionPATH before you can enroll in courses:

1. **Accept the [Consent to Conduct University Business Electronically](#) (Adobe PDF).** This confirms that you agree to communicate and conduct transactions with the University electronically. You will be prompted to accept this agreement the first time you log in to LionPATH, and then once each year while you are a student.

2. **Complete the [Pre-Registration Activity Guide](#).** This will include updating your personal and emergency contact information, and accepting the [Student Financial Responsibility Agreement](#) (Adobe PDF). This agreement confirms that you accept financial responsibility for payment of your tuition and fees. You will need to accept this agreement each semester.

Registration Timetable (Scheduling Courses)

The outline of when you are eligible to schedule for a semester can be found on the [Registration Timetable](#).

It is recommended that you register soon after you are eligible, as many courses fill up quickly.

Books and Materials

It is your responsibility to order books and materials prior to the start of classes. You will have assignments leading up to the first day of class. Please plan ahead so you are prepared for the start of each semester. Books and materials are usually available through MBS Books three weeks before the term begins. Although you are not required to use MBS Books, it is your responsibility to verify that you are purchasing/renting the correct materials. For details and instructions, please visit the [Course Materials](#) page.

A laptop is required for the program. While our core courses are designed to operate using either Windows or iOS, concentration courses may require software that is compatible only with Windows. Please contact the program office for more information about specific concentration requirements.

Transfer Credits

A maximum of 10 credits earned from a regionally accredited U.S. institution or an officially recognized degree-granting international institution may be applied toward the MBA requirements, if they meet the Grad School requirements and are subject to the program's approval. However, credits earned to complete a previous master's degree, whether at Penn State or elsewhere, may not be applied to a second master's or doctoral degree at Penn State. The Penn State Graduate School Transfer Credit Policy, including requirements, can be found on the [Transfer Credits](#) page.

Grading Policies

Grades will be posted in your [LionPATH Student Center.](#) Grades shall be assigned to individual students on the basis of the instructor's judgment of the student's scholastic achievement. The instructor should provide written notification of the basis for grades to students within the first 10 calendar days of a term. Any changes in that basis should likewise be presented to students in writing. For more information regarding the grading process, please visit [47-20 Basis for Grades](#).

Deferred Grades

If, for reasons beyond the student's control, a student is prevented from completing a course within the prescribed time, the grade in that course may be deferred with the concurrence of the instructor. The symbol DF appears on the student's transcript until the course has been completed. Course work must be completed within 10 weeks of the course's scheduled end date. For more details, please visit 48-40 Deferred Grades.

Academic Performance Requirements (and related topics)

The Penn State Graduate School requires a 3.0 minimum GPA to graduate from any of its programs. As such, it is expected that students will maintain a 3.0 GPA in the program. Graduate School policies regarding procedures for termination of the degree program of a graduate student for unsatisfactory scholarship can be found on this University Bulletin page. In addition, for greater detail around issues pertaining to dismissal, performance improvement, reinstatement, advising, honors, etc., please see the full document on academic performance located on the Student Portal.

Additionally, please reference the specific information for OMBA Academic Performance requirements.

Grade Mediation and Adjudication

Students who wish to question or challenge the grade assigned in a course should follow the procedures outlined on the Grade Mediation and Adjudication page.

Withdrawing from the Program

It is strongly recommended that you speak with the faculty director/chair, as well as your instructors, before making a decision to withdraw from the program. View these procedures for withdrawing during a semester.

View the Bursar's Office Tuition Adjustment Policy, which includes the semester's adjustment schedule.

Graduation/Commencement

Students are responsible for declaring their intent to graduate in their final semester of course work. Applications for eligible students can be found in your LionPATH Student Center. Online MBA students will have the opportunity to participate in the Graduate School Commencement Ceremony at University Park. If you plan to walk, you will need to reserve your seat using this Registration Form.

The Penn State Commencement website contains valuable information, including schedules, academic dress, and lodging information.

World Campus Celebration

Each semester, the World Campus hosts a Graduation Celebration for graduating World Campus students and their family and friends. The event takes place from 6:00 to 8:00 p.m. in the Bryce Jordan Center at University Park. We hope you plan to attend this family-friendly event.

Diplomas

Diplomas for MBA students will be mailed approximately four to six weeks after the commencement ceremony to their permanent residence or LionPATH diploma mailing address. Your account must be paid in full before a diploma will be issued.

Transcript Requests

You can request an official transcript through the office of the University Registrar. You are able to print an advising (unofficial) transcript in your LionPATH Student Center.

Career Services

As a Penn State Online MBA student, you will have access to a vast array of customized career services starting from the time you pay your enrollment deposit. The program provides you with access to coaching and resources through Penn State World Campus, the Smeal College of Business, and the Penn State Bank of America Career Services Center for the most comprehensive approach to insuring your goals are met. Our services are designed to assist both those who intend to seek opportunities for growth within their current organizations and also those who may consider moving on to something completely new in the short or long term. To start learning about how you can best utilize our resources, please contact Lynn Atanasoff at lma100@psu.edu.

Grievances

Occasionally, problems arise between a graduate student and other members of the University community outside the classroom. While the majority of problems are resolved amicably through discussion at the program level, remaining disagreements should be addressed first by consulting the faculty chair, followed by the associate dean for professional master's programs at the Smeal College of Business, and finally by the associate dean of the Graduate School for possible remaining options.

For problems that cannot be resolved through any other channel, and which constitute a compelling and serious issue, students may file an Appendix II written grievance. Details regarding the steps in this grievance protocol are found in the online Graduate Degree Programs Bulletin, Appendix II (Resolution of Problems).

Confidentiality

The University recognizes individuals' privacy and the confidentiality of student records as described in the Family Educational Rights and Privacy Act (FERPA) of 1974. Some details are considered directory items and may be released without permission, unless the student has a student-record confidentiality request form on file at the University. Please read this important information on confidentiality of records, directory information, and how to update any of your information with the University.

AI Standards

View specific information about how to report Academic Integrity issues.

Smeal Honor Code

All Penn State Online MBA students are expected to abide by the University Student Code of Conduct and the Smeal Honor Code (Adobe PDF).