

Radford University MBA

Student Handbook: 2013-2014



Experience Business...

Globally, Actively, and Entrepreneurially



Radford University is one of the elite business schools in the world that has achieved Association to Advance Collegiate Schools of Business (AACSB) International accreditation status. AACSB International accreditation represents the highest standard of achievement for business schools and is the hallmark of excellence in management education.

"The RU MBA in particular is noted for the commitment that our faculty brings to connecting with each individual student to ensure their success. Our faculty is the best in building working relationships that last a lifetime."

*Dr. Dennis Grady, Interim Dean
RU College of Business &
Economics*

RU MASTER OF BUSINESS ADMINISTRATION
RADFORD UNIVERSITY

| | |
|--|----|
| Welcome from Dean Grady | 4 |
| RU MBA Overview | 5 |
| RU MBA History | 6 |
| RU College of Business and Economics..... | 6 |
| Mission | 6 |
| History | 6 |
| Communication and MBA Office Contact Information | 7 |
| Important Dates: 2013/2014 | 8 |
| Your Program of Study | 10 |
| Electives-Tailoring Your MBA | 11 |
| Directed Study | 11 |
| Study Abroad Opportunities..... | 11 |
| Academic & Student Policies..... | 12 |
| Class Registration..... | 12 |
| Web Registration Instructions..... | 12 |
| Expectations of Academic Work..... | 12 |
| Standards of Student Conduct | 14 |
| Withdrawal Procedures | 14 |
| Resources..... | 15 |
| Academic Advising | 15 |
| Computing Resources: COBE Computer Lab..... | 15 |
| Library Resources | 15 |
| RU MBA Student Association (MBASA)..... | 15 |
| Graduate Faculty Directory | 18 |

Application for Graduate Degree 19

 Instructions 19

 Application..... 21

(Desire to Learn) D2L Instructions 22

Welcome from Dean Grady

It is our pleasure to welcome you to the RU Master of Business Administration program. The program is dedicated to high standards of excellence and quality and will be a platform from which we hope you will succeed in your career and in your life.



The RU MBA program is a broad-based, cross-functional education in business and economics that is designed to prepare you to take an advanced leadership role in either the private or public sector of the economy. The mission of the program is to create an active learning environment in which responsible business professionals can work collaboratively to compete in a dynamic, global economy.

Your fellow students in the MBA program will be a vibrant mix of traditional, full-time students and working professionals enrolled on a part-time basis in Radford and Roanoke who are working on their degrees in RU MBA courses that are offered throughout the day and evening on the RU campus and at the Roanoke Higher Education Center.

Your faculty will be guiding you as an MBA candidate. They are talented, enthusiastic and are all full-time educators with doctoral degrees and a breadth of industry experience and scholarly productivity. They are truly committed to maximizing the value of graduate education for all of our MBA students and they know just how challenging it is to grow professionally and sustain a balanced life.

We look forward to welcoming you to the College of Business and Economics and having you with us as we “Experience Business” - globally, actively, and entrepreneurially.

Sincerely,

The Purpose of This Handbook

The purpose of this handbook is to clarify what is expected of you as a student as well as what you can expect from the program to lay the groundwork for a successful RU MBA experience. This handbook will familiarize you with the privileges, benefits, and responsibilities of being a student in the RU MBA program. Please understand that this handbook only highlights and summarizes the relevant policies and practices. For detailed information, talk to the RU MBA Office Staff.

The RU MBA program, as with the rest of the world, is constantly changing to meet the evolving and increasingly complex business environment. As a result, these policies may be revised or supplemented throughout your RU experience to better meet your needs as well as those of future RU MBA students. Therefore, the policies can change at any time, for any reason, in order to best meet the demands of the environment.

RU MBA Overview

Experience business differently through the RU MBA program through.....

EXCELLENCE: A premier business education accredited by the AACSB

COMMITMENT: A faculty, staff, and university community dedicated to your success

COMPASSION: A flexible schedule to accommodate your work-life balance

PARTNERSHIP: A partner in your educational, business, and future goals through customized programs to meet your business education needs

RU MBA Profile (2013-2014)

Total MBA Students Enrolled:

Men: 66 Women: 40
Full-Time: 47% Professional: 53%

Average GPA as Undergraduates: 3.22

Average GPA for current MBA students:
3.58

Average GMAT Score:

Full-Time: 461

Professional: 482

Average time period for completion of MBA degree: 2 years

Full-Time students complete degree requirements in one and a half to two years.

Professional students complete their degree requirements in two to four semesters.

RU MBA History

The graduate program in Business Administration was approved by the RU Board of Visitors in November of 1979, and submitted for approval to the State Council of Higher Education. In 1982, the first cohort of MBA students at Radford University began the program of study resulting in nine students graduating with their MBA in 1984. The graduate program in business administration offered by the College of Business and Economics at Radford University has been accredited by the AACSB since 1992. AACSB is the “gold standard” for business programs and estimates that less than 5 percent of the world’s business programs earn this level of quality to be accredited by AACSB. RU proudly remains part of this elite community.

RU College of Business and Economics



Mission

Our mission is to provide an active learning environment that develops analytical and innovative business professionals for the dynamic global economy.

History

The RU College of Business and Economics (COBE) has come a long way since its origins in the 1920’s when courses in economics were introduced into the department of social studies. A department of business was officially formed in 1960 and an economics department was established in 1970. In 1985, non-business and economics programs were removed from the school and it was renamed the College of Business and Economic
www.radford.edu/content/cobe/home.html

Communication and MBA Office Contact Information

The majority of the communication between students and the MBA office will occur using the RU email system. To activate your student email account, go to the RU home page (www.radford.edu) and click on the MyRU link in the upper-left corner. Once on the MyRU page, select the account activation link directly under the login and follow the instructions. All MBA students are required to check this email account on a regular basis.

You may contact us at:

MBA Office

P.O. Box 6956
Radford, VA 24141
(540) 831-6712
(540) 831-6655 FAX
rumba@radford.edu

Roanoke Higher Education Center (RHEC)

Roanoke Site Staff
108 North Jefferson Street, Suite 510
Roanoke, VA 24016
RHEC (540) 767-6190
(540) 831-6467 FAX

The RU MBA Director regularly schedules student meetings at both the RHEC and RU campuses. Meetings can be arranged at either facility to best meet your needs and availability.

Important Dates: 2013/2014

IMPORTANT DATES FOR FALL SEMESTER 2013

| | |
|------------------------|--|
| Tuition deadline | http://stuacct.asp.radford.edu/acad_fees/costs.aspx |
| August 26 | Classes Begin (8 a.m.) Labor Day - Classes in Session |
| September 9 | Census Date Last Day to Add or Drop Graduate Classes Last Day to Change to Audit Last Day to Apply for December Graduation and Certificate Completion |
| October 18 | Last Day to Withdraw with Grade of "W" |
| Tuition Deadline | Spring tuition deadline: http://stuacct.asp.radford.edu/acad_fees/costs.aspx |
| November 23-December 1 | Thanksgiving Break |
| December 2 | Classes Resume (8 a.m.) |
| December 6 | Last Day of Classes |
| December 6 | Students Planning to Graduate Fall 2013: All information pertaining to your academic record must be completed by this date. This includes incomplete grade changes, program changes, Comprehensive Exam report, Thesis defense report, and final Thesis copies turned in to the Graduate College |
| December 9-12 | Final Examinations |
| December 13 | Hooding Ceremony |

IMPORTANT DATES FOR SPRING SEMESTER 2014

| | |
|------------------|--|
| Tuition Deadline | http://stuacct.asp.radford.edu/acad_fees/costs.aspx |
| January 20 | Martin Luther King Day - No Classes |
| January 21 | Classes begin (8 a.m.) |
| February 3 | Last Day to Apply for Spring Graduation |
| February 4 | Census Date Last Day to Add or Drop Graduate Classes Last Day to Change to Audit |
| March 8-16 | Spring Break |
| March 17 | Classes resume (8 a.m.) |
| March 21 | Last Day to Withdraw with a grade of "W" |
| May 2 | Last day of classes |
| May 2 | Students Planning to Graduate Spring 2014: All information pertaining to your academic record must be completed by this date. This includes Incomplete grade changes, program changes, Comprehensive Exam report, Thesis defense report, and final Thesis copies turned in to the Graduate College |
| May 5-8 | Final Examinations |
| May 9 | Hooding Ceremony |
| May 10 | Commencement |

Your Program of Study

A proposed Program of Study, including all courses for the MBA degree and deficient foundational knowledge courses, is submitted to the Graduate College after the application is reviewed by the RU MBA Director. The Program of Study for each MBA student is approved by the Graduate College based upon the student's interests and background. The program may be changed as necessary with approval of the MBA Director and the Dean of the Graduate College; however, once a course in the Program of Study has been attempted, it cannot be deleted from the program. Every course in the Program of Study must be completed with at least a grade of "C." The student is not allowed more than two grades of C during the course of their graduate study. A typical MBA Program of Study is included on Page 20 of this handbook.

Each RU MBA student is required to complete at least 36 semester hours of graduate coursework.

Required Courses for MBA (36 hours)

| Course Number and Title | Credits | Term Taken |
|--|---------|------------|
| ACTG 611 Accounting for Decision Making | 3 | |
| MGNT 621 Org. Behavior and Managerial Skills | 3 | |
| MKTG 641 Marketing Management | 3 | |
| ECON 651 Managerial Economics | 3 | |
| ITEC 623 Management Information Skills | 3 | |
| MGNT 624 Operations Management | 3 | |
| FINC 631 Financial Management | 3 | |
| **MGNT 685 Strategic Management | 3 | |
| *Elective | 3 | |

*Electives must be 600 level courses from the College of Business and Economics or 600 level courses outside the College of Business and Economics approved by RU MBA Director.

Electives courses must be approved prior to enrolling in the course.

**MGNT 685 Strategic Management must be taken the *last semester* the student is enrolled with other required courses *or after* the student has completed the appropriate pre-requisite courses that include ACTG 611, MGNT 624, MKTG 641 and FINC 631.

Electives-Tailoring Your MBA

Electives of at least 12 semester hours must be selected from the College of Business and Economics 600 level courses. All of these electives must have a global focus or be an applied project. Other graduate level electives outside the College of Business and Economics must be approved by the RU MBA Director prior to enrollment in the course. Additionally, the RU MBA must be completed by the end of the sixth academic year. This includes any approved MBA transfer credit.

Directed Study

The directed study is an opportunity to apply your acquired business knowledge to a work based environment. RU MBA students may enroll in up to two directed studies while pursuing their MBA, and 1-3 semester hours during any semester. Interested students should complete a request for directed study. Forms are available at the Graduate College's website: (<http://www.radford.edu/content/grad/home/forms-policies/student-forms.html>). All directed studies should support the mission of COBE to help the student to "experience business" by being an applied business experience.

The focus of the directed study is selected by the student and must be approved by the student's supervising professor, the RU MBA Director, and the Graduate Dean. A copy of the approved directed study request must be presented to the Registrar when enrolling in directed study. Approval of all paperwork should be obtained prior to the start of registration for the semester in which the directed study is to be performed. Directed study may be used as an elective in your MBA Program of Study. Students must have completed 12 semester hours before taking a Directed Study.

Study Abroad Opportunities



Summer trip to Australia

RU MBA students can develop their awareness and knowledge of international business by participating in one of several optional summer trips organized each year. The Graduate Faculty has organized and lead students on trips to destinations which include Belgium, China, Australia, Germany, and Greece. Students may earn credit toward their degree by participating in one of these trips. Please stay attuned for information from your faculty or you may contact the Director of RU International Education to discuss customized options.

Academic & Student Policies

Class Registration

Registration for MBA classes is restricted to individuals who have been accepted into the MBA program or received approval from the MBA Director. It is highly recommended for graduate students to register for classes during the early registration period to ensure registration in desired classes. All scheduled MBA courses are subject to a minimum enrollment of 12. Students admitted into the MBA program (who have foundational knowledge deficiencies) must complete all deficiencies prior to enrolling in MBA courses.

Web Registration Instructions

1. Go to RU homepage: www.radford.edu
2. Select the “MyRU” icon
3. For new users: select “Account Activation” and follow the instructions. You will be returned to the Highlander Connection page
4. Login- enter username and password
5. Select the “Academics” tab on the left side of the page
6. On the “Academics” tab on the right side there is a section called “Quick Links”
7. Under “Quick Links,” select the “Student Information System” link
8. Select “Registration”

Expectations of Academic Work

The College of Graduate and Professional Studies monitors the quality standards of all RU graduate work. To graduate, the student must have a minimum 3.0 grade point average overall. In addition, every course in the Program of Study must be completed with at least a grade of C. It is the policy of the graduate school that a student is not allowed to have more than two C's during their graduate studies or they will be dismissed from the RU Graduate College. Please refer to your Graduate College Catalog for specific policies and procedures governing this policy (<http://www.radford.edu/content/grad/home/admissions/graduate-catalog.html>).

The quality of work completed is recognized by the assignment of grade points to various letter grades. The student's academic standing depends upon the number of semester hours of work successfully completed and upon the number of grade points accumulated. Radford University uses a four point system in which points are assigned to grades as follows*:

A
= 4.0 points
A-
= 3.7 points
B+
= 3.3 points
B
= 3.0 points
B-
= 2.7 points
C+
= 2.3 points
C
= 2.0 points
C-
= 1.7 points
D+
= 1.3 points
D
= 1.0 point
D-
= .7 points
F
= 0 points

**At the beginning of Spring 2010, your faculty adopted an option of a "+/-" system for their individual classes. Please refer to your professor's syllabus for class-specific grading systems.*

Per the graduate catalog, a student who has not met the minimum 3.0 grade point average in his/her Program of Study or overall, may, during their last semester, take up to six semester hours to make up deficiencies. These courses must be approved by the Advisor, Department Chair, and Graduate College Dean.

If at any point a student earns a cumulative grade point average below 2.0, the student will be dismissed from the Graduate College. Further, if at any point a graduate student's grade point average in graduate courses falls between 2.0 and 3.0, the student will be placed on probation. A full-time student who is on probation must take a reduced course load of no more than nine semester hours of course work in a given term. A Professional (part-time) student on probation may take no more than five semester hours of coursework in a given term.

To return to good standing, a student must earn a minimum cumulative grade point average of 3.0 within the first nine graduate credit hours attempted after being placed on probation. A

student who does not meet the minimum cumulative grade point average in that time period will be dismissed from the Graduate College.

For more information regarding academic policies please visit:

<http://www.radford.edu/content/grad/home/admissions/graduate-catalog.html> and select the catalog for your current year.

Standards of Student Conduct

Graduate students are expected to act in an ethical manner appropriate to academic life and to meet the expectations expressed in the RU Standards of Student Conduct Handbook. The RU Standards of Student Conduct Handbook is available for review at:

<http://www.radford.edu/content/student-affairs/home/dean-of-students/code-of-conduct.html>. Students are expected to become familiar with the content of this publication.

Withdrawal Procedures

The student may complete a withdrawal form in the Registrar's Office or notify the Registrar's Office in writing or via email that he or she wishes to withdrawal from one or more (but not all) classes. The withdrawal is not complete until the Registrar's Office has been notified.

Students must contact the Student Accounts Office located in Heth Hall to initiate a request for refund of tuition if the class was dropped prior to the census date. A student who drops a class prior to the conclusion of schedule adjustment will receive no grade. A student who withdraws from class after schedule adjustment but before the end of the 8th week of the semester will receive a grade of "W" (withdrawal). A student who withdraws from class after the 8th week in the semester will receive a grade of "F." A student may not withdrawal from more than three (3) graduate classes. Anything beyond the third withdrawal results in an automatic "F." Further, a student can request one (1) University withdrawal and one (1) medical withdrawal over the course of your RU career. Please contact the College of Graduate and Professional Studies for more details.

Resources

Academic Advising

Students are responsible for reviewing the graduate catalog and meeting all requirements and deadlines. The MBA Director is the official advisor for all MBA Students. MBA students who have questions about their change of status, graduation, or other requirements should consult with the Graduate College. This includes assistance with required paperwork, deadlines, etc. However, it is each student's responsibility to meet all deadlines and submit all required paperwork. A calendar of important deadlines for graduate students is available at <http://www.radford.edu/content/grad/home/admissions/dates-deadlines.html>.

Computing Resources: COBE Computer Lab

The COBE has two general purpose Computer Lab facilities available for use by all students. The facilities are located on the first and second floor of the COBE Building and offers access to computers, hardware, and software. The Computer Labs are open in the Fall, Spring and Summer terms when the building is open.

The key services offered by the COBE Computer Lab include high speed duplex black and white and duplex color laser printing, scanners, internet access with Windows computers, Microsoft Office Suite, Adobe Suite, and RU-specific course software.

Library Resources

The John Preston McConnell Library supports and enhances the university's academic programs by providing collections, access, and instructional services for students. Students are able to access databases and online periodicals from home as well as on campus. Currently, McConnell Library contains more than 500,000 print and electronic resources.

McConnell Library offers a wide range of services to students including: borrowing of printed materials, reference and research assistance, access to computers, printers, and photocopiers, equipment checkout, interlibrary loan, and library survivor workshops. Further, the library offers graduate students a lounge located on the fifth floor in Room 562 where graduate students can meet and have access to computers and a printer.

For more information on services offered by the McConnell Library please visit:
<http://library.radford.edu> .

RU MBA Student Association (MBASA)

The MBASA is the campus organization for MBA students. The RU MBASA utilizes the strengths of its students and alumni to enhance the post-graduate experience and the overall development of business students by providing intellectual, social, networking, and

professional development activities that supplement program coursework. For more information on the MBA Student Association please visit <http://mbagrad.asp.radford.edu>. All students are encouraged to join this organization.

Program of Study Form

Name: _____ ID#: _____ SSN: _____

Intend to take classes in: Radford ___ Roanoke ___

Expected Graduation Date: May / August / December _____ Year

Status: Part-Time (6 hours or less) ___ Full-Time (9 hours or more) ___

Applied for COBE Graduate Assistantship: YES ___ NO ___

| Course Number and Title | Credits | Term Taken |
|--|---------|------------|
| ACTG 611 Accounting for Decision Making | 3 | |
| MGNT 621 Org. Behavior and Managerial Skills | 3 | |
| MKTG 641 Marketing Management | 3 | |
| ECON 651 Managerial Economics | 3 | |
| ITEC 623 Management Information Skills | 3 | |
| MGNT 624 Operations Management | 3 | |
| FINC 631 Financial Management | 3 | |
| MGNT 685 Strategic Management | 3 | |
| * Elective | 3 | |

*Electives must be 600 level courses from the College of Business and Economics or 600 level courses outside the College of Business and Economics approved by MBA Director. Electives courses must be approved prior to enrolling in the course. MBA students must submit a Program of Study to their Advisor for approval during the first semester of enrollment. The MBA Director serves as the advisor to all MBA students. Prerequisite courses must be completed prior to enrolling in MBA courses.

MBA Student Date

MBA Director Date

Graduate College Dean Date

College of Business and Economics Directory

| DEAN'S OFFICE (BOX 6950) | <i>Office</i> | <i>Ext.</i> | MANAGEMENT (BOX 6954) | | |
|---|---------------|-------------|---|---------|-------------|
| Dr. Dennis Grady, Interim Dean | BE 302 | 5187 | Dr. Dale Henderson, Chair | BE 366C | 5384 |
| Dr. George Santopietro, Assoc Dean | BE 305 | 5891 | Ms. Barbara Willard, Admin Assis | BE 366D | 6433 |
| Asst to Dean | BE 303 | 7833 | Admin Assist | BE 366D | 5481 |
| Ms. Debbie Pauley, Exec. Secretary | BE 300 | 5382 | Dr. Hooshang Beheshti | BE 384 | 5380 |
| FAX | | 6103 | Dr. Bruce Blaylock | BE 396 | 5816 |
| | | | Dr. Bruce Brown | BE 270 | 6630 |
| | | | Dr. Steve Childers | BE 276 | 5192 |
| ADVISING CENTER (BOX 6974) | | | Dr. Iain Clelland | BE 376 | 5073 |
| Ms. Nasim Schwab, Advising Coordinator | BE 245C | 5476 | Dr. Gary Fetter | BE 367 | 5134 |
| Ms. Melanie Butler Assistant Advisor | BE 245B | 6612 | Dr. Vernard Harrington | BE 372 | 5591 |
| Assistant Advisor | BE 245A | 6405 | Mr. Mike King | BE 271 | 5081 |
| Ms. Darlene Hill Admin. Assistant | BE 244B | 5074 | Dr. Jerry Kopf | BE 388 | 5075 |
| Graduate Assistants | BE 246A-D | 5074 | Dr. Danylle Kunkel | BE 368 | 2456 |
| FAX | | 5901 | Dr. Thomas Lachowicz | BE 364 | 6038 |
| | | | Dr. Shu Wang | BE 361 | 5139 |
| MBA OFFICE (BOX 6956) | | | Dr. Tal Zarankin | BE 362 | 5080 |
| James Coley | BE 345 | 6712 | Graduate Assistant | BE 363 | N/A |
| Main Line, Graduate Assistant | BE 343 | 6905 | FAX | | 6438 |
| FAX | | 6103 | | | |
| | | | MARKETING (BOX 6917) | | |
| ACCOUNTING/FINANCE & BUSINESS LAW (BOX 6951) | | | Dr. James Lollar, Chair | BE 366E | 5121 |
| Dr. Dan Davidson, Chair | BE 266E | 5071 | Ms. Barbara Willard, Admin Assis | BE 366D | 6433 |
| Ms. Teresa Chapman, Admin Assistant | BE 266D | 6595 | Admin Assist | BE 366D | 5481 |
| Administrative Assistant | BE 266D | | Dr. Carol Bienstock | BE 370 | 5301 |
| Dr. Felix Amenkhienan | BE 392 | 5669 | Dr. Duncan Herrington | BE 394 | 5258 |
| Dr. Steven Beach | BE 284 | 5087 | Dr. Gary Schirr | BE 286 | 6245 |
| Dr. Douglas Brinckman | BE 382 | 5131 | Dr. Andrea Stanaland | BE 278 | 6497 |
| Dr. Bruce Chase | BE 245F | 5744 | Dr. Angela Stanton | BE 373 | 5011 |
| Dr. Michael Chatham | BE 280 | 5604 | Dr. Wilbur Stanton | BE 374 | 5015 |
| | BE 290 | 6446 | | BE | 5954 |
| Dr. Rodrigo Hernandez | BE 273 | 6454 | Dr. Maneesh Thakkar | BE 288 | 6294 |
| Dr. Abhay Kaushik | BE 292 | 6426 | Dr. Hsin-Min Tong | BE 380 | 5310 |
| Dr. Clarence Rose | BE 398 | 5185 | Graduate Assistant | BE369 | N/A |
| Dr. Helen Roybark | BE 296 | 5106 | FAX | | 6438 |
| Dr. Lynn Saubert | BE 390 | 5076 | | | |
| Dr. Wayne Saubert | BE 378 | 5491 | GNAC (Box 6953) | | |
| FAX | | 6209 | Dr. Bruce Chase, Director GNAC | BE 245F | 5744 |
| | | | Ms. Patty Hill, Program Coord. GNAC | BE 245E | 6734 |
| ECONOMICS (BOX 6952) | | | FAX | | 6735 |
| Dr. Prahlad Kasturi, Chair | BE 266 C | 5884 | | | |
| Ms. Teresa Chapman, Admin Assistant | BE 266D | 5100 | SBDC (Box 6953) | | |
| Admin Assistant | BE 266D | | Counselor SBD | BE 234 | 7027 |
| Dr. Seife Dendir | BE 294 | 5437 | R. Anthony Byrd Counselor SBD | BE 235 | 6733 |
| Eftila Tanellari | BE 268 | 5890 | Valerie Goad Admin Assistan | BE 231 | 6056 |
| Dr. Nozar Hashemzadeh | BE 298 | 5888 | FAX | | 6735 |
| Dr. Alexei Orlov | BE 282 | 5889 | | | |
| | BE 264 | 5070 | CENTER FOR ECONOMIC EDUCATION (BOX 6952) | | |
| Ms. Jennifer Sobotka | BE 267 | 6225 | Dr. Prahlad Kasturi, Director | BE 261 | 5884 |
| Dr. Sumati Srinivas | BE 371 | 5999 | | | |
| Dr. Kiertisak Toh | BE 272 | 5892 | | | |
| Dr. Charles Vehorn | BE 274 | 5885 | | | |
| FAX | | 6209 | | | |

Application for Graduate Degree

RADFORD UNIVERSITY COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES

Instructions

You need to apply for your degree no later than the census date of the semester in which you plan to graduate. Mail the form to the College of Graduate and Professional Studies, Box 6928, Radford University, Radford, VA 24142, or bring it to Lucas Hall.

| <i>Completing Degree Requirement:</i> | <i>Deadline for Graduation Application:</i> |
|---------------------------------------|---|
| December (Fall 2013) | September 9, 2013 |
| May (Spring 2014) | February 3, 2014 |
| August (Summer 2014) | May 23, 2014 |

Review of Graduation Status:

After your application has been approved by your department, your Program of Study will be checked by the Graduate College to see that all requirements have been met. You and your advisor will be notified in writing by the Graduate College of any materials needed to complete your clearance for graduation. Please direct questions concerning your clearance to Jeanne Cox at the Graduate College at (540) 831-6344.

Late Applications:

If you apply after the application deadline, your diploma may not be ready and your name may not be in the commencement bulletin, but you will be allowed to participate in Commencement and Hooding. MBA candidates must have completed all requirements (including submission of the thesis) no later than the last class day of the semester.

Graduation Dates:

Degrees are conferred three times per year, but formal commencement exercises are conducted in May and December. The date the semester or summer term officially ends appears on the diploma as the degree conferring date. Diplomas are available approximately 8 weeks after the term ends.

Instructions for Commencement and Hooding:

Each candidate will receive information regarding Commencement from the Registrar's Office. Instructions will be included concerning the purchase of academic regalia, other events that will take place and exact schedules. Each candidate will receive information regarding Hooding from the Graduate College. An invitation by email with an RSVP card will be sent to each degree-seeking graduate student who has applied to participate. You must return this card to be hooded.

Transcripts Showing Degree Conferral:

After all requirements are completed, graduates may have transcripts sent by providing a written request to the Registrar's Office in Heth Hall. It should be noted that transcripts showing degree conferral cannot be sent until two weeks after the end of the semester or summer term.

Reapplication for Degree:

If degree requirements are not completed by the term indicated on this application, it is the responsibility of the student to complete a new Application for Degree. For more information, call (540) 831-6344.

Application

RADFORD UNIVERSITY
College of Graduate and Professional Studies
P. O. Box 6928; Lucas Hall
Radford, VA 24142

(540) 831-6344
jacox@radford.edu
(rev. 02/08)

APPLICATION FOR GRADUATION AND/OR PARTICIPATION IN HOODING AND COMMENCEMENT CEREMONY

This form is due in the Graduate College Office no later than the census date of the semester you expect to complete your requirements to graduate. You will receive written notification of your graduation status after review of your program of study. Please keep a copy of this form for your records.

This application must be typed or printed clearly in black ink. (We need the information to be legible.)

SEMESTER IN WHICH YOU WISH TO PARTICIPATE IN GRADUATION CEREMONIES: _____

(Not applicable in summer)

SEMESTER IN WHICH YOU EXPECT TO COMPLETE ALL REQUIREMENTS FOR DEGREE: _____

DO YOU PLAN TO ATTEND THE HOODING CEREMONY? ___ YES ___ NO

(Not applicable in summer)

DO YOU PLAN TO ATTEND THE COMMENCEMENT CEREMONY? ___ YES ___ NO

(Not applicable in summer)

NAME IN FULL AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA.

FIRST _____ MIDDLE _____ LAST _____

STUDENT I.D. _____

LOCAL ADDRESS _____
Street City State ZIP

HOME ADDRESS _____
Street City State ZIP

HOMETOWN (to appear in Commencement Program) _____
(Not applicable in summer)

E-MAIL ADDRESS _____

DAYTIME PHONE NO. _____ HOME PHONE NO. _____

DEGREE YOU ARE RECEIVING (M.F.A., Ed.S., M.S.W., M.S.N., M.A., M.S., M.B.A.) _____

PROGRAM AREA/MAJOR and CONCENTRATION/OPTION: _____

DO YOU PLAN TO CONTINUE CLASSES TO COMPLETE A CERTIFICATE PROGRAM? Yes ___ No ___

PLEASE ENSURE ALL CHANGES IN YOUR GRADUATE PROGRAM SINCE ITS ORIGINAL APPROVAL HAVE BEEN APPROVED AND THEY ARE PART OF YOUR PERMANENT RECORD. IN ADDITION, TRANSCRIPT(S) CONFERRING YOUR UNDERGRADUATE DEGREE AND FOR ALL TRANSFER COURSES SHOULD BE SENT DIRECTLY TO THE GRADUATE COLLEGE.

I hereby apply for graduation from Radford University. I certify that the above information is correct. I understand that I must also enroll during the next semester to complete my requirements and that my qualifying for graduation is subject to final review.

Student's Signature Date

APPROVALS:

Advisor's Signature Date Program Director and/or Department Chair's Signature Date

After obtaining signatures return to the Radford University Graduate College, P.O. Box 6928 Radford, Virginia 24142

(Desire to Learn) D2L Instructions

All Radford University students are provided with an account in the D2L system. In order to access D2L, go the Radford University homepage (<http://www.radford.edu>).

- Once at the homepage, select “My RU” link in the upper-left corner of the screen.
- Enter your user name and password when prompted to do so.
- Once you have logged into your My RU page, you will find a red graduation cap icon labeled D2L in the top right hand corner of the page. Click on the icon and you will be taken to the D2L site.
- Inside D2L you will find a list of classes you are currently enrolled. You are able to click on each one of your courses, which will take you to the home page for that course. Along the top of the page are a series of menu items, which include the following:
 - **Class List:** provides a listing of each of the students within the course. Students can choose to click on the name of a particular student to send them an email. There is also a feature that allows you to send an email to everyone in the course.
 - **Content:** allows the professor to post the course syllabus, additional course materials, study guides, etc.
 - **Dropbox:** enables professors to post assignments with specific deadlines associated with them. Students are able to download the assignment and post their completed submissions up until the deadline associated with the assignment.
 - **Discussions:** allows for students and the professor within a particular course to post discussion items that all parties are able to see regarding course topics.
 - **Grades:** contains a comprehensive listing of grades posted by the professor.
 - **Email:** provides confirmation that files have been successfully submitted into the dropbox. This is an email account that is separate from your RU email account. Some professors utilize the D2L email to correspond with their students and some only use the RU email address.

For questions or issues pertaining to D2L, please contact the D2L Helpdesk via email at d2lhelp@radford.edu.