



CENTRAL  
STATE UNIVERSITY

# CENTRAL STATE UNIVERSITY

## COLLEGE OF BUSINESS

# MBA HANDBOOK

Fall 2025



# THE ONLINE MASTER OF BUSINESS ADMINISTRATION (ONLINE MBA)

**T**he Online Master of Business of Administration (Online MBA) program at Central State University was approved by the Ohio Department of Higher Education and the Chancellor's Council on Graduate Studies in the Fall of 2020. Approval by the Higher Learning Commission (HLC) was granted in the Spring of 2021 and courses began during in the Fall semester of 2021. This handbook is a compilation of the policies, practices, and procedures employed by the program to facilitate effective and efficient operations of the MBA program. This handbook is comprised of information taken from several sources including the 2022-2023 course catalog, college and faculty handbooks, and agreements in which the university is currently engaged.

The Online MBA program is consistent with the Vision of Central State University "to become a premier institution of excellence in teaching and learning that embraces diversity and produces graduates with the knowledge, skills, and dispositions to make valuable contributions in a global society." This MBA Handbook is to be used as a guide and source of information. Any deviation from established policy is accidental and subject to interpretation by the dean of the college in consultation with the MBA Coordinator.

## **PROGRAM GOALS**

The goals of the MBA program are as follows:

1. Develop a broad knowledge base in management and technology.
2. Develop strategic thinking and managerial decision-making skills essential for solving complex business and organizational problems.
3. Gain critical thinking and strategic management skills required to identify opportunities and frame problems, as well as to make effective real-world decisions in complex, dynamic environments.
4. Acquire essential skills needed to manage individuals and teams in vibrant and multicultural environments successfully.
5. Apply knowledge and skills from the core functional areas of business, including marketing, accounting, finance, economics, and management.

## **PROGRAM FEATURES**

- The Central State University MBA Program is completely online
- The Online MBA program can be completed in one academic year
- Two-year option available with qualifying foundation courses
- One of the most affordable Online MBA programs among all public schools in the state of Ohio
- GMAT/GRE scores not required for applicants
- Courses relevant to business practices in today's modern business environments
- Courses facilitated by doctorally qualified, academically accomplished faculty with decades of practical experience among them
- Two MBA tracks available, General Management and Project Management

## **Admissions into the MBA program:**

Applicants seeking admission to the MBA program must meet one the following criteria:

### **Traditional Admission Process (3.0 GPA and above)**

- Submit graduate admission application
- Have obtained a conferred undergraduate degree from a regionally accredited institution
  - o Have final transcript from institution of undergraduate degree completion listing degree awarded and final GPA.
- Earned over a 3.0 cumulative GPA
- Submit a copy of your current resume
- Secure 2 letters of recommendation (academic and professional)
- Write a letter of interest

### **Conditional Admissions Process (2.50 to a 2.99 GPA)**

- Submit graduate admission application
- Have obtained a conferred undergraduate degree from a regionally accredited institution
  - o Have final transcript from institution of undergraduate degree completion listing degree awarded and final GPA.
- Earned between a 2.50 and 2.99 GPA
  - o Must conduct a virtual interview with three (3) members of the College of Business MBA Committee
- Submit a copy of your current resume
- Secure 2 letters of recommendation (academic and professional)
- Write a letter of interest

\*Applicants admitted on conditional basis will only be allowed to register for one (1) course per term within a semester. Applicant must earn a grade of B or higher in each course, this will allow the student to earn a minimum cumulative GPA of 3.0 or higher after completing six credit hours of graduate coursework.

### **Conditional Admissions Process with Dean's approval (2.25 to a 2.49 GPA)**

- Submit graduate admission application
- Have obtained a conferred undergraduate degree from a regionally accredited institution
  - o Have final transcript from institution of undergraduate degree completion listing degree awarded and final GPA.
- Earned between a 2.25 and 2.49 GPA
  - o Must conduct a virtual interview with three (3) members of the College of Business MBA Committee

- Must conduct a virtual interview with the College of Business Dean (or designee) and one (1) faculty member.
- Submit a copy of your current resume
- Secure 2 letters of recommendation (academic and professional)
- Write a letter of interest

\*Applicants admitted on conditional basis with Dean's approval will only be allowed to register for one (1) course per term for two (2) semesters. Applicant must earn a grade of B or higher in each course, this will allow the student to earn a minimum cumulative GPA of 3.0 or higher after completing twelve credit hours of graduate coursework.

### **Graduate Transfer Admission Process (3.0 GPA and above)**

Candidates using graduate degree to qualify for admission must meet the following criteria:

- Student must have at least a 3.00 GPA (on a 4.0 scale)
- The student must have been enrolled in a business program at a regionally accredited institution at the graduate level.
- The student must have at least 12 credit hours (one semester) to transfer in order to use the graduate GPA to qualify for admission.
- To qualify for admission using the graduate GPA, the classes must have been taken in the past seven years.

All international students need to complete the additional items

- TOEFL or IELTS score is required for international students. The applicant must have a TOEFL score of 79 or higher (internet-based test) or a minimum score of 6.0 on the IELTS.
- Submit evaluated transcript via World Education Service (WES).

## **Cost of the MBA Program:**

Current graduate tuition (effective Fall Semester 2021) is \$550 per credit hour for in-state students. Out-of-state students will pay \$650 per credit hour unless they have earned BA or BS degrees from undergraduate programs in the state of Ohio. For more information on program cost, contact the Bursars office. For exact amounts including the cost of fees and program assessments, please be sure to contact Cash Management or the Bursar's Office.

## **Financial Aid**

All students are required to complete and submit a FAFSA application when applying for graduate school. For information regarding financial aid at Central State University, contact the Office of Financial Aid at 937-376-6579. More information may also be available on the university website.

## **Scholarships**

Scholarships for outstanding performers are periodically awarded by the Office of Financial Aid. Occasionally, there will be applications for scholarships sent out by the Dean of the College of Business for scholarships. These scholarships will be announced, and students will be given adequate time to apply for the scholarships. In many cases, the scholarships are paid to the students. If the students are fully funded, the scholarships are paid to the university on behalf of the student. These scholarships may not be payable to the student.

# Curriculum Requirements

| <b>Core Courses (8 Required Courses, 24 Credit Hours)</b> | <b>Credit Hours</b> |
|---|---------------------|
| MBA 5100 - Managerial Accounting                          | 3                   |
| MBA 5110 - Corporate Finance                              | 3                   |
| MBA 5120 - Organizational Behavior                        | 3                   |
| MBA 5130 - Marketing Management                           | 3                   |
| MBA 5140 - Quantitative Methods for Managers              | 3                   |
| MBA 5150 - Corporate Economic Decision Making             | 3                   |
| MBA 5160 - Business Ethics                                | 3                   |
| MBA 5170 - Management Information Systems                 | 3                   |
| Total Core Hour (Eight courses)                           | 24 credit hours     |

| <b>Specialization Courses* (4 Required / Specialization s, 12 Credit Hours)</b> | <b>Credit Hours</b> |
|---|---------------------|
| <b>General MBA Track (MBA 6500 is required)</b>                                 |                     |
| MBA 6100 - Investments (MBA 5110 is the prerequisite for Investments.)          | 3                   |
| MBA 6110 - International Business   | 3                   |
| MBA 6120 - Supply Chain and Corporate Logistics                                 | 3                   |
| MBA 6130 - Leadership   | 3                   |
| MBA 6500 - Capstone Class / Strategic Management                                | 3                   |

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| <b>Project Management Specialization (12 credit hours)</b>        | <b>Credit Hours</b> |
|---|---------------------|
| MBA 6200 - Fundamentals of Project Management                     | 3                   |
| MBA 6210 - Project Initiation and Selection                       | 3                   |
| MBA 6220 - Project Implementation                                 | 3                   |
| MBA 6510 - Capstone Class / Advanced Project Management Practices | 3                   |

## **Program Completion Requirements**

### **Academic Progress**

Upon admittance into the program, the successful applicant must maintain a minimum grade of “B” or better in every course, with no more than one grade of “C” throughout the entire graduate program. Students who receive more than one grade of “C” or lower will not be allowed the continuance of the program until an appeal for re-admittance is granted. The academic appeal must be completed prior to the beginning of the next term in which the student is enrolled. Students will have up to five (5) years to complete the graduate MBA program. Exceptions to this timeline will be determined on an individual basis and by the MBA Committee in the College of Business. If the termed time for completion is not fulfilled, the student may forfeit all or partial credits previously achieved.

### **Program Schedule and Advising**

Courses will be administered as eight-week sessions during the A and B Terms currently used for scheduling courses at Central State University. Classes in Term A during the fall semester begin the 3rd week in August, coinciding with the first day of classes for classes running the full semester. Courses in Term B begin the 2nd week in October. For the spring semester, Term-A classes begin the 2nd week in January, and Term-B classes begin the 3rd week in March. Beginning the fall semester of 2022, students will be provided with check sheets to keep track of their



own academic progress. Students will also self-register for classes after consulting with their respective academic advisor or the MBA Coordinator.

## Expectation of Students

Students in the MBA program are expected to maintain the academic standards of Central State University as outlined in the Student Handbook. Satisfactory academic progress is defined by Financial Aid and those expectations are found in the University Course Catalog.

## CSU's Business Faculty hold degrees from top research and business institutions



The Ohio State University  
Kent State University  
University of West Virginia  
Capital Technical University  
Baldwin Wallace University  
Concord University  
Walden University  
Grand Canyon University

Central State University  
Wright State University  
University of Phoenix  
Nova Southeastern University  
University of Memphis  
Indiana Wesleyan  
Capella University  
Franklin University

# Academic Standing Policy

## General Policy

Graduate students are expected to maintain at least a cumulative grade point average of 3.0 throughout the program. Additionally, a grade point average of 3.00 is required for graduation from any of the graduate programs in the College of Business. Students may use only one grade of “C” or three semester credit hours toward graduation. Any grade of “D” received in a graduate course must be repeated and may not be used toward any graduate degree in the College of Business.

## Probationary Status

If a student falls below the 3.00 grade point average, the student will be placed in a probationary status. While on probation, students must meet the following criteria to remain in the program:

- The student must work with their academic advisor to ensure success,
- The student will work closely with faculty members and utilize office hours for additional support,
- The student must earn a 3.0 grade point average during the probationary period,
- The probationary period will last one full semester, and the student will successfully complete at least 6 credit hours during the semester in which the probationary period occurs.

If the student does not successfully complete the probationary period, or if the student's grade point average is not improved, they will be suspended from the program. Students who are academically suspended from the program can petition the decision to be suspended. The petition to appeal must be received by the MBA coordinator or the dean of the College of Business within five to seven calendar days of suspension. All appeals will be reviewed by the Office of the Registrar. If the appeal is not granted, the student will be dismissed from the program. If the appeal is successful, the student returns on continued probation. After a second suspension, students are dismissed from the program.

### **Academic Misconduct**

All cases of academic dishonesty or misconduct will be reviewed by the MBA Committee. The MBA Committee will determine if the offense rises to the level of suspension or dismissal from the program.

### **Graduate Transfer Credit Policy**

- . A student must have satisfied all criteria for full or conditional admissions before being eligible for transfer credit.
- . Transfer credits must not have been used in the conferral of a prior graduate degree.
- . All transfer credit must have a grade of B (3.00) or better. Alternative grading scales will be reviewed and deemed acceptable by the individual programs and school or college administration.
- . Courses eligible for transfer credit must be at the graduate level. A maximum of 12 (twelve) credit hours may be eligible for transfer credit with approval of the academic department.
- . Credits must be relevant to the applicant's degree or equivalent to a course in the degree program.
- . Coursework must have been completed within three years of the date of application into the graduate program.

### **Degree Audits and Graduation**

Students are expected to complete a degree audit after speaking to their academic advisor. This conversation should happen prior to the student registering for their final semester. After the degree audit is submitted, the student must complete the graduation application with the Office of the Registrar. This application is available in the Student Self-Service Menu and there is a fee for the application. All requirements for the degree must be completed prior to the date established by the Office of the Registrar before and before the student is allowed to commence in the graduation ceremony. Students must secure the appropriate academic regalia through the university bookstore in order to participate in the commencement ceremony.



## **CSU: A Destination Learning Environment**

Approved - January 2023 / Revised August 2025