

LINCOLN MEMORIAL UNIVERSITY
MASTER OF BUSINESS ADMINISTRATION
CATALOG
2007-2008

Harrogate, Tennessee
August 2007
www.lmunet.edu

This edition of the *Master of Business Administration Catalog*, edited by Dr. William Hamby and Dr. Donald McCarren, supersedes all others.

Policies and information related to the Master of Business Administration (M.B.A.) program are contained herein. For policies and information related to other Lincoln Memorial University graduate programs please refer to the applicable graduate catalog. The official Lincoln Memorial University *Catalog* is the preeminent source of academic policies and information for Lincoln Memorial University.

The policies, programs, curricula, and fees as set forth in this catalog are subject to change at any time at the discretion of Lincoln Memorial University. Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate University official.

It is Lincoln Memorial University policy that any established academic course within the graduate business curriculum which is not offered within a given three-year period is automatically removed from the curriculum and the *Master of Business Administration Catalog*.

In support of the Mission Statement and the principles on which it is based, Lincoln Memorial University is committed to equal opportunity for all students, staff, and faculty and to nondiscrimination in the recruitment, admission, and retention of students and the recruitment, hiring, promotion, and retention of faculty and staff.

Lincoln Memorial University reaffirms its commitment to personnel and educational policies that comply with the requirement applicable to equal opportunity/affirmative action laws, directives, executive orders, and regulations to the effect that no person at Lincoln Memorial University shall, on the basis of age, color, creed, disability, ethnic/national origin, gender, military status, pregnancy, race, religion, sexual orientation, or any other class protected by applicable law, be excluded from participating in, or be denied benefits of, any employment or educational opportunity.

Accreditation

Lincoln Memorial University is accredited by the **Commission on Colleges of the Southern Association of Colleges and Schools** to award associate, baccalaureate, masters, specialist and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Lincoln Memorial University.

Individual program accreditation has been granted by:
American Osteopathic Association Commission on Osteopathic
College Accreditation (*provisional*)
American Veterinary Medical Association
Commission on Accreditation of Athletic Training Education
Council on Social Work Education
National Accrediting Agency for Clinical Laboratory Sciences
National League for Nursing Accrediting Commission

Individual program approval has been granted by:
Kentucky Board of Nursing
Kentucky Council on Postsecondary Education
Kentucky Educational Professional Standards Board
State of Tennessee Department of Education
Tennessee Board of Nursing
Tennessee Higher Education Commission

Memberships

Abraham Lincoln Association
American Association for Higher Education
American Association of Museums
American Association for State and Local History
The American Council on Education
American Library Association
American Universities in Russia, Ukraine
Appalachian College Association
Appalachian College Association Learning Asset Management Project
Appalachian Consortium
Appalachian Osteopathic Postgraduate Training Institute Consortium
Association to Advance Collegiate Schools of Business
Association of College and Research Libraries
Association of College and University Museums and Galleries
Association of Governing Boards of Universities and Colleges
Association of Independent Liberal Arts Colleges for Teacher Education
Association for Supervision and Curriculum Development
Civil War Courier
College and University Professional Association for Human Resources (National)
College and University Professional Association for Human Resources (Tennessee)
The College Board
Consortium for the Advancement of Private Higher Education
Council for Adult and Experiential Learning
The Council for the Advancement and Support of Education
Council for Higher Education Accreditation
Council of Graduate Schools
Council of Independent Colleges
Council on Undergraduate Research
East Tennessee College Alliance
East Tennessee Historical Society
The Foundation for Independent Higher Education

International Alliance for Higher Education
 International University and Business Consortium
 Kentucky Civil War Roundtable
 Kentucky Association of Museums
 The Lincoln Group
 Medical Library Association
 Museum Store Association
 National Association of College and University Business Officers
 National Association of Independent Colleges and Universities
 National Association of Student Financial Aid Administrators
 National Association of Student Personnel Administrators
 National Collegiate Athletic Association
 National Council of Educational Opportunity Associations
 National League for Nursing Council of Associate Degree Programs
 National League for Nursing Council of Baccalaureate Degree Programs
 Oak Ridge Associated Universities
 Private College Consortium for International Studies
 Rural Health Association of Tennessee
 Society for Human Resource Management
 South Atlantic Conference
 Southeastern Library Network
 Southern Association of Collegiate Registrars and Admissions Officers
 Southern Museums Conference
 Tennessee Association of Colleges for Teacher Education
 Tennessee Association of Collegiate Registrars and Admissions Officers
 Tennessee Association of Museums
 The Tennessee College Association
 Tennessee Conference of Graduate Schools
 Tennessee Hospital Association
 Tennessee Independent Colleges and Universities Association
 Tennessee Osteopathic Medical Association
 Virginia Association of Museums

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MISSION AND PURPOSE OF THE UNIVERSITY

Lincoln Memorial University is a values-based learning community dedicated to providing educational experiences in the liberal arts and professional studies. The University strives to give students a foundation for a more productive life by upholding the principles of Abraham Lincoln's life: a dedication to individual liberty, responsibility, and improvement; a respect for citizenship; recognition of the intrinsic value of high moral and ethical standards; and a belief in a personal God.

The University is committed to teaching, research, and service. The University's curriculum and commitment to quality instruction at every level are based on the beliefs that graduates must be able to communicate clearly and effectively in an era of rapidly and continuously expanding communication technology, must have an appreciable depth of learning in a field of knowledge, must appreciate and understand the various ways by which we come to know ourselves and the world around us, and must be able to exercise informed judgments.

The University believes that one of the major cornerstones of meaningful existence is service to humanity. By making educational and research opportunities available to students where they live and through various recreational and cultural events open to the community, Lincoln Memorial University seeks to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission.

MASTER OF BUSINESS ADMINISTRATION MISSION STATEMENT

The mission of the Master of Business Administration program is to provide educational and research opportunities to working adults wanting to develop professionally by enhancing their business skills and credentials.

INSTITUTIONAL GOALS

Lincoln Memorial University is a private, independent, non-sectarian University with a clearly defined mission that distinguishes it from other educational institutions. While the University cherishes its heritage and rich traditions, it recognizes that dynamic growth and change are required to meet the needs of today's students. The University has identified the following goals, which are derived from its mission and reflect its vision for the future:

1. Secure and maintain fiscal integrity in all its activities, programs, and operations through concerted efforts to continuously increase its endowment and financial standing.
2. Provide quality educational experiences that have their foundation in the liberal arts and professional studies, promote high personal standards, and produce graduates with relevant career skills to compete in an ever-changing, increasingly global market.
3. Make educational opportunities available to all persons without reference to social status. The University seeks to stabilize undergraduate enrollment by strengthening recruitment efforts and increasing student retention through the creation of an academic and social environment that facilitates success and rewards achievement.
4. Advance the Cumberland Gap and tri-state region through community service programs in continuing education, leadership development, recreation, and the fine and performing arts.
5. Continue as a critical educational, cultural, and recreational center for the area, and to develop and maintain facilities, which are safe, accessible, and conducive to the development of body, mind, and spirit.
6. Attract and retain a highly qualified faculty and staff, committed to teaching, research, and service, by providing the best compensation program possible.
7. Commit resources to support the teaching, research, and service role of the institution and the faculty.
8. Continue to strengthen the faculty and staff development program with priority for allocation of resources determined by institutional needs.
9. Increase technology for all educational sites. Specifically, the University seeks to continuously improve its computer and other technological resources for faculty and students.
10. Develop and implement academic programs in response to anticipated or demonstrated educational need, and to continuously evaluate and improve the effectiveness of current programs.

11. Continue the tradition of providing a caring and nurturing environment where students, faculty, and staff with varied talents, experiences, and aspirations come together to form a community where diversity and growth in the pursuit of academic and career goals are encouraged. The University seeks to develop students' potential in a supportive environment while challenging them to grow intellectually and personally.
12. Provide high quality educational opportunities through selected undergraduate and graduate degree programs for students who live or work a significant distance from the Lincoln Memorial University main campus, and for whom other options are not as accessible or satisfactory.

LETTER FROM THE PRESIDENT



Dear Graduate Student:

The decision to seek a graduate degree is a lofty goal and one that I encourage young, middle-aged, and older adults to pursue at their earliest opportunity. Students seeking graduate degrees want to go above and beyond in their professional life, and have made a conscious decision to excel in their chosen career. LMU is prepared to build upon the foundation that you received in your baccalaureate program, support you to attain your chosen degree, and provide you with the opportunity to acquire the skills necessary to excel.

Inherent in the design of a successful graduate program is a well-prepared faculty who can take their students to the next level and challenge them to their maximum potential. I think you would be hard-pressed to find a better group of educators than the faculty who work at LMU. Be prepared to be challenged. In order to prepare you for the challenges of this rapidly changing world, it is important that you are exposed to an up-to-date, state of the art body of knowledge.

LMU is a wonderful institution with a rich legacy. It is a continuing legacy of individual attention, caring people, and quality academics. I am pleased you have made the decision to join the ranks of thousands of students who have gone before you. LMU graduates are making a difference in the world, and I am confident that with hard work and dedication you will soon be a part of that remarkable group of professional men and women. Please let me, the faculty or staff know if there is anything that we can do to enrich your educational experience. Continue the legacy.....

Sincerely,
Dr. Nancy B. Moody
President

ACADEMIC CALENDAR 2007-2008

Official University Holidays (Offices closed/no classes): July 4; September 3; November 22-23; December 24-28, January 1; March 21; and May 26.

Fall Semester 2007

Freshman Adventure.....	August 18
Matriculation Ceremony (11:00 a.m.)	August 18
Residence halls open (8:00 a.m.)	August 19
Registration/New Student Orientation	August 20
Classes begin	August 21
Last day to complete registration	August 29
Labor Day (no classes, residence halls remain open)	September 3
Convocation (10:00 a.m. in-session classes and resident students)	September 11
Last day to drop course without “WD”	October 10
Homecoming (classes held as scheduled)	October 11-14
Mid-term.....	October 15-19
Last day to drop course without “F”	October 26
Early registration begins	October 29
Residence halls close (5:00 p.m.)	November 16
Fall Break/Thanksgiving holiday (no classes)	November 19-23
Residence halls open (1:00 p.m.).....	November 25
Classes end	December 7
Final exams.....	December 10-14
Commencement (11:00 a.m.).....	December 15
Residence halls close (2:00 p.m.)	December 15

Spring Semester 2008

Residence halls open (8:00 a.m.)	January 6
Registration and New Student Orientation	January 7
Classes begin	January 8
Last day to complete registration.....	January 16
Martin Luther King Day (no classes).....	January 21
Convocation (10:00 a.m. in-session classes and resident students)	February 5
Lincoln Day (special activities)	February 12
Last day to drop course without “WD”	February 22
Mid-term.....	February 25-29
Last day to drop course without “F”	March 12
Residence halls close (5:00 p.m.)	March 20
Good Friday (no classes)	March 21
Spring break (no classes).....	March 24-28
Residence halls open (1:00 p.m.).....	March 30
Early registration begins	March 31
Classes end	April 25
Final exams.....	April 28 – May 2
Commencement (11:00 a.m.).....	May 3
Residence halls close (2:00 p.m.)	May 3

Mini-Term 2008

Term A—10-week session (no classes July 4)	May 27 - August 1
Term B—First 5-week session	May 27 - June 27

Term C—Second 5-week session (no classes July 4).....June 30 - August 1

LINCOLN MEMORIAL UNIVERSITY
MASTER OF BUSINESS ADMINISTRATION CATALOG

Office of the Dean, School of Business 423/869-6254
(Room 106, Business/Education Building; Main Campus)
Office of the MBA Program..... 423/869-6254
(Room 106, Business/Education Building; Main Campus)
Office of the MBA Program - West Knoxville site 865/693-1570
(140 Hayfield Road, Knoxville, TN 37922)

Extended Learning Site

Aligned with the University’s mission “*to advance life in the Cumberland Gap area and throughout the region through its teaching, research, and service mission*” the School of Business offers the MBA program at the main campus in Harrogate and at the West Knoxville extended learning site.

ACADEMIC INFORMATION

Lincoln Memorial University offers graduate studies leading to the Master of Business Administration degree.

The program requires students to analyze, explore, question, reconsider and synthesize old and new knowledge and skills. The curriculum has depth and rigor to develop the specialized skills necessary to prepare students for opportunities in our global economy and environment, while allowing for creativity and vision for the future.

Graduate students are expected to make themselves thoroughly familiar with the regulations of the graduate program and the requirements for the degree.

Upon regular admission, a faculty advisor or advisory committee is assigned to the student. However, **the ultimate responsibility for meeting deadlines and knowing graduate program requirements rests with the student.**

Official Academic Records

The Office of the Registrar houses official academic records. The student’s permanent academic record may contain the following:

- Name
- Social Security number (partial number since 1980) or numeric identifier
- Chronological summary of Lincoln Memorial University coursework and grades
- Transfer credits, special credits (SC), and credits by examination (CE)
- Degree earned
- Date(s) degree requirements completed and degree conferred

Instructors report final grades to the Registrar at the end of the course. Students receive their grades electronically through WebAdvisor. Any student wishing to receive a printed copy of his/her grades must submit a written request to the Office of the Registrar before the week of final exams.

To receive due consideration, any challenge regarding the accuracy of a student’s academic record must be submitted in writing by that student to the Registrar within one year of the term in question.

The student may obtain or have forwarded to designated parties copies of his/her academic transcript by submitting a written request to the Office of the Registrar. The University cannot transmit any transcripts electronically (FAX). The cost of each transcript is \$4.00. The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status prior to the release of any official grades, academic transcripts, or access to WebAdvisor.

Tuition and Fees

- \$314 per semester hour: Students pay for the semester coursework at registration

A monthly payment plan option is available which allows students to divide tuition and other expenses into twelve or ten smaller monthly payments, spread over the year. Students will be charged a \$65 enrollment fee. There are no interest charges or other costs. Life insurance covering the interest-free monthly payment plan is included, at no additional cost. For further information, call 1-888-572-8985.

Additional Fees:

Add/Drop Fee	\$15 per course
Independent Study Fee	\$25 per course
Late Registration Fee	\$100
Graduation Fee	\$50
Non-sufficient Funds (NSF) Fee	\$30

Tuition and fees are adjusted annually. There is no out-of-state tuition differential.

Change of Schedule (Add/Drop)

Occasionally the student may determine after the first or second class meeting that he/she needs or wishes to change his/her schedule by adding (enrolling in) and/or dropping (withdrawing from) one or more classes. Such changes should not be made, however, without consulting the academic advisor. **Also, such changes can be made only by using the official Change of Schedule form and fully processing the change through the Office of the Registrar and the Finance Office.**

The student may add courses to her/his schedule through the "last day to complete registration" as announced in the Academic Calendar, and beginning at that date there is a \$15 per course fee for adding or dropping courses. Based on the Academic Calendar regarding dropped courses, there are important **deadlines** which affect the grade or notation that will appear on the student's academic transcript. See the Academic Calendar and take special note of:

Last day to drop without "WD"

If the course is dropped before that date, the course will not appear on the transcript; if the course is dropped after that date, the course will appear on the transcript with a notation of WD (for "Withdrew").

Last day to drop without "F"

If the course is dropped after that date, the course will appear on the transcript with the grade F.

Early Registration and Late Registration

Early registration helps ensure each student a place in classes for the upcoming term, and helps the staff adjust offerings to meet student needs. Students are urged to take advantage of the designated period each term to meet with his/her advisor, plan ahead, and register early. Early registration is confirmed at the ensuing registration period. Early registration

refers to pre-registration for classes and registration confirmation by arranging for payment for classes. All students, except those who pay during early registration, must be present at the regular registration period to complete the process.

The final step in registration is the payment of fees or arranging for alternate forms of payment. Until this step is completed, the student is **NOT officially registered** and is not eligible to attend classes. Students who attend class without completing registration may not receive academic credit for attendance or work completed. Students should carefully plan and register for a schedule on the published registration dates for each term. However, students may register through the published late-registration period. Students must complete by the published “last day to complete registration/add courses” deadline of each semester and financial accounts reconciled by the last day of the semester to receive any transcript credit for the semester. Late registrants must make up missed work and are assessed a late fee.

Withdrawal from the University

“Withdrawal from the University” refers to the official process in which the student withdraws from ALL classes, from the residence hall (if applicable), and from any current student relationship with the University. The student initiates this process by meeting with the Vice President for Enrollment Management and Student Services. After this counseling session, the student receives a withdrawal form, which requires the following signatures: Vice President for Enrollment Management and Student Services; School Dean; Registrar; Director of Financial Aid; Bursar; and for any International Student or a recipient of Veteran’s Benefits, the Director of Admissions. The student must also return his/her student identification card, meal card (if applicable) and parking sticker to the Office of Student Services when withdrawing from the University. Further, any withdrawing student who has received a student loan must have an exit interview with a Financial Aid Counselor.

Caution: Courses for which the student is registered will appear on the transcript with a notation of “WD.” The official date of WD will appear with courses. Further, any student who ceases attending classes before the end of the semester, mini-term, or summer term without completing official withdrawal from the University automatically receives the grade “F” for such course(s), so noted on the student’s academic transcript. Withdrawal from the University does not affect the cumulative GPA of the student if processed by the close of “last day to drop without ‘F’,” as announced in the Academic Calendar.

The financial status of the student is affected by withdrawal from the University in the following ways:

1. Refunds for tuition and fees are credited to the student’s account according to the refund schedule.
2. Housing and meal fees are credited to the student’s account according to the refund schedule.
3. Financial Aid will be prorated to the student according to the Federal Return of Title IV Funds Policy. Withdrawal after the refund period means the student will have used an entire semester’s eligibility of aid.
4. The balance of the student’s account with the Finance Office will be credited or billed to the student as appropriate.
5. Once the student has completed registration, i.e., turned in the registration form to the Office of Finance, the student is liable for all registration fees even though classes have not been attended, unless the student completed an official withdrawal form.

6. Students who are suspended from LMU or ineligible to continue in an academic program because of grade deficiencies and who are registered in advance for the subsequent semester must complete an official withdrawal form.

Refer to “Refund Policies” for detailed information.

Refund Policies

In the event a student drops one or more classes, withdraws, or is administratively dismissed from the University for disciplinary or for financial reasons after registration is completed and prior to the end of a semester of enrollment, the student’s eligibility for a refund of appropriate institutional tuition, room and board charges will be prorated as indicated. A student must complete a Change of Schedule form (obtained from the Office of the Registrar) for dropping one or more classes. Any situation in which all classes are dropped is considered to be a withdrawal from the University. The student initiates this process by meeting with the Vice President for Enrollment Management and Student Services to complete an official withdrawal form. Should the student fail to complete this process, all semester charges will become immediately due and payable (refer to “Withdrawal from the University”).

The official withdrawal process begins in the Office of Student Services. A withdrawal form must be completed and all the necessary signatures obtained. *Oral requests do not constitute official notification.* The University official date of withdrawal used to compute the refund is determined by the Office of Finance. Applicable institutional charges for fall and spring semesters will be refunded according to the following schedule:

Through the first official day of classes	100%
After the first official day of classes and during the first week of the semester	90%
During the second week of the semester	75%
During the third week of the semester	50%
During the fourth week of the semester	25%
After the fourth week of the semester	0%

No refund of institutional charges will be made after the fourth week of the semester. Specific dates affecting the schedule of refunds appear on the Registration Policies page of the electronic class schedule, WebAdvisor, which is available on the LMU web site by selecting the Current Students and Faculty link; and/or the Office of Student Services, the Office of the Registrar and the Office of Finance.

Refund schedules pertaining to summer and mini terms are adjusted to the varying length of the terms. They are also available in WebAdvisor by selecting the given term.

Change of Name and/or Address

A student who changes name, residence, or mailing address is expected to notify immediately, in writing, the Registrar’s Office regarding the change. Any communication from the University which is mailed to the name and address on record is considered to have been properly delivered.

Technology

Incoming students must be computer literate, able to use software for e-mail, word processing, web browsing, and information retrieval. Students must have home (non-school) access to the Internet for communicating with instructors and accessing learning resources.

WebAdvisor

WebAdvisor is a web-based information management tool that allows students to access Lincoln Memorial University's administrative database. Information/functions available through WebAdvisor include Search for Classes, Student Profile, Class Schedule, Grades, Student Account and Financial Aid. The student's account with the Finance Office must be paid in full and Perkins student loans must be in a current non-defaulted status in order for the student to access their academic grades on WebAdvisor. To access WebAdvisor on the Internet from LMU's web site go to <https://webadvisor.lmunet.edu>.

Each student is assigned a unique username and temporary password (which must be changed upon first log-in to WebAdvisor). **It is the responsibility of each student to ensure that his/her password remains confidential. Lincoln Memorial University does not accept responsibility for any password-related breach of security. The student has the option to decline the assignment of a username and password to access WebAdvisor.**

Library Services

Library services are provided for all graduate students through the campus library, through the library terminals located at extended learning sites, and/or through Internet access to the main campus databases. Students are given access codes and procedures by library personnel and instructors at the beginning of each semester.

Residency Requirement

There is no residency requirement for the graduate degrees.

Time Restrictions/Limitations

All requirements for graduate degrees must be completed in no less than one year and within seven years of initial graduate enrollment. Any exception to this policy requires approval of the Academic Council and the Dean of the School of Business.

Applicable Catalog

The student must meet the requirements of the *Master of Business Administration Catalog* in effect at the time of entry into the program. In no case will a student be permitted to meet the requirements of a *Master of Business Administration Catalog* in effect prior to initial graduate program enrollment.

Family Educational Rights and Privacy Act (FERPA)

The University complies with the provisions of the Family Educational Rights and Privacy Act, 1974, as amended. This law maintains that the institution will provide for the confidentiality of student education records.

No one outside the institution shall have access to nor will LMU disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion LMU may provide directory information in accordance with the provision of the Act to include: student name, address, telephone number, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports,

and weight and height of members of athletic teams. Currently enrolled students may withhold disclosure in writing to the attention of the Registrar.

Students may not inspect and review financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case LMU will permit access only to that part of the record which pertains to the inquiring student.

Lincoln Memorial University maintains a list of all persons except other college officials who have received a copy of the student's education record. A copy of the LMU institutional policy on the release of education records is on file in the President's Office and the Office of the Registrar.

Criminal Background Check Policy

If a student is assigned for clinical experiences/practicum at a clinical affiliate, other affiliate agency, organization, or school requiring a criminal background check, the student will be required to provide the requested information. Students are allowed in the facility at the clinical affiliates, other affiliate agency, organization, or school's discretion. If the agency denies the student's acceptance into the facility, the student will not be able to complete the clinical/practicum/field experience and will be withdrawn from the program.

In certain situations, investigative background reports are ongoing and may be conducted at any time. **Access to the program may be denied at any time by the agency or Lincoln Memorial University.**

Transfer Graduate Credit

A maximum of nine semester credit hours at the graduate level may be transferred to the MBA program (**must** have a five or above as the first digit of the course number). These credit hours may not have been applied to a previous degree and **must** carry a grade of "**B-**" or better. Credits transferred into any graduate degree program at Lincoln Memorial University must be earned after the required entrance degree was posted on the transfer transcript. Course credit earned more than five years previous to the current semester will not be approved for transfer credit. Only credit/course work from a degree-granting accredited institution, recognized as such by a regional accrediting body, will be accepted for transfer. All transfer credit must be approved by the Dean of the School of Business. Grades and quality points for transfer work will be included in the calculation of the LMU graduate GPA.

Correspondence Study/Prior Learning Credit

No graduate credit is accepted by Lincoln Memorial University for work done by correspondence or through any program awarding credit for prior non-college sponsored learning.

Graduate Credit for Undergraduate Seniors

The LMU student who has not completed all requirements for the baccalaureate degree may be eligible for master-level graduate study as an undergraduate senior. The student must have an overall GPA of at least 3.0 and must be within fifteen semester credit hours of completing the total credit hours required for the baccalaureate degree. Course credit used to meet baccalaureate degree requirements may **not** be used to meet graduate degree requirements. To enroll for graduate courses under this provision, a student must adhere to

the regular admission procedures and secure the written permission of the Dean of the School of Business.

Student Work and Class Attendance

Students are expected to attend classes regularly and meet all requirements of the course in order to receive a passing grade. All course examinations must be completed. Final examinations are administered the last week of the term.

Grading System

A student receives a grade for most registered course work (except "Audit"). Grades are indicated by letters and assigned quality points as shown below. Credit toward a degree program will be granted only for courses in which a grade of "C" or better is earned. Students may earn only two (2) grades of "C". A third "C" results in dismissal from the program.

Grade	Definition	Quality Points Per Semester Hour
A	Superior (Quality of work exceptional)	4.00
A-	Excellent (Quality of work above course expectation)	3.67
B+	Very Good (Quality of work better than satisfactory)	3.33
B	Good (Quality of work satisfactory)	3.00
B-	Average (Quality of work meets minimum requirements)	2.67
C+	Below average (Quality of work less than satisfactory)	2.33
C	Minimum passing grade (Unsatisfactory graduate-level work)	2.00
F	Fail	0.00
I	Incomplete; work must be completed within the first six week of the next semester; otherwise, the grade automatically becomes an "F" unless an extension is granted by the Dean of the School of Business	
NC	No Credit; allows for a later grade with no penalty to the student	
AU	Audit	
WD	Withdrawal	
P	Pass; carries credit but no quality points	

Some graduate courses are graded P-Pass/F-Fail and are identified under "Course Descriptions."

The student's GPA is determined by the total number of letter-graded (A-F) semester credit hours attempted (not the number of semester credit hours passed).

Probation Status

Probation constitutes a warning of insufficient progress. In order to remain in good academic standing, the graduate student must maintain a grade point average of 3.0 (B). The

grade point average considered for academic progress is the GPA of the current program. The grade point averages from previous degrees at Lincoln Memorial University may not be averaged into the current GPA. A student whose cumulative GPA falls below a 3.0 in a given semester is placed on probation the following semester. A student whose cumulative GPA falls below a 3.0 (B) for two successive terms will be suspended and is no longer eligible to participate in the graduate degree program.

Appeals Procedure

A student who is placed on probation or suspended from the program and feels that the probation or suspension is unfair has a right to appeal. The student who wishes to appeal a probation or suspension has 30 days from the postmark on the letter of notice to present the appeal in writing to the Dean of the School of Education. The Dean will respond to the student's appeal within two weeks of the receipt of the letter of appeal. Should this response be unsatisfactory to the student, a meeting with the Dean may be requested. The Dean and the student must inform each other of any additional attendees to the meeting. The student may continue this appeal to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final.

Plagiarism

Plagiarism is the presentation of someone else's words or ideas as one's own (see APA Manual*, pp. 349-350). One of the most common forms of plagiarism is the paraphrasing of several phrases, sentences or ideas in a paragraph with only one citation at the end of the paragraph resulting in confusion between the cited content and the researcher's own words or ideas. Another common form is the practice of substituting words or phrases while retaining the original author's form and structure.

Plagiarism in any form is one of the most egregious violations of professional ethics an author can commit. Submission of plagiarized material, even by accident or through ignorance, is a severe infraction of the professional ethical code and can result in expulsion from the program. To avoid plagiarism:

- Cite sources within the text for all phrases or ideas that are quoted or paraphrased.
- Cite sources within the text in the format delineated in the APA Manual*, pp. 207-214.

*the 5th edition of the *Publication Manual of the American Psychological Association* (2001).

Certification of Authorship

All student papers must include the following Certification of Authorship statement:

I certify that I am the author of this paper titled _____ and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited any sources from which I used data, ideas, or words, either quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this course. I understand that falsification of information will affect my status as a graduate student.

Student's Signature _____ Date _____

Repeating Graduate Courses

Students may repeat any course a maximum of three (3) times. Only the most recent grade will be used in computing the cumulative GPA. However, all attempts will remain a part of the permanent academic record.

Graduate Student Course Load

The maximum load for a graduate student is nine (9) semester credit hours during fall and spring semesters, three (3) semester hours during mini-terms, and 12 semester credit hours for the summer session.

Orientation/Advisement

Each semester new graduate students are assigned academic advisors and are required to attend a new student orientation. The orientation session provides students with critical information for progressing through each degree program. The information includes admission, program, and exit requirements. The advisement process is important in that advisors assist in the formulation of comprehensive examinations and in the monitoring of internships and field experiences. Advisors are accessible throughout the program for academic advisement. Advisors' personal telephone numbers, e-mail/web page addresses and office hours are posted on each syllabus.

Graduation Requirements

No student will be allowed to participate in Commencement exercises until all degree requirements have been met. The following requirements must be met for earning the degree:

1. completion of 36 semester credit hours of MBA approved courses;
2. a minimum cumulative GPA of 3.0 (B);
3. a passing score on the final evaluation; and
4. payment of all fees.

Second Masters Degree Requirements

A maximum of twelve (12) semester credit hours (excluding thesis hours) of graduate credit earned from the first LMU masters degree may be applied toward the second degree provided that the courses are appropriate for the second masters degree (as determined by the faculty advisor and Dean of the School of Business). The credit must be earned within the last five (5) years.

GENERAL ADMISSION REQUIREMENTS

Categories of Admission

Admission to the graduate program is possible in four (4) categories:

1. **Regular graduate student status.** Applicants with credentials indicating adequate preparation and ability to complete the program successfully may receive regular student status.
2. **Non-degree or transient student status.** Persons otherwise qualifying for admission to graduate studies but not seeking admission to the degree program are classified as non-degree or transient. Individuals wishing to pursue graduate study at Lincoln Memorial University in this classification must submit an application for admission.

Non-degree or transient students later wishing to enter the program must then petition the MBA admissions committee for admission as degree-seeking students. The applicant must then follow the process outlined for regular graduate student status.

The non-degree or transient student who wishes to become a regular graduate student may apply up to nine (9) semester credit hours earned while in non-degree or transient status. Course credit transferred from non-degree to degree must have a grade of at least "B" and be relevant to the degree sought.

3. **Conditional student status.** A person who does not meet the requirements for admission but who feels strongly that he/she can do graduate work may, under special circumstances, be allowed conditional status. In this category, students may take no more than six (6) semester hours of graduate course work within the conditional semester and earn no grade less than "B." A grade less than "B" disqualifies the student from full graduate admission.
4. **Auditor status.** The student wishing to audit courses may enroll by completing an application for admission form, registering for the course, and paying the appropriate fees. An "AU" notation will appear on the academic transcript signifying that the course was taken for audit, not for credit. Examinations are not required, grades are not earned, and credit is not awarded for audited courses.

POLICY FOR ADMINISTRATION OF GRADUATE ASSISTANTSHIPS

Programs of graduate study are designed to transform the individual from student to knowledgeable practitioner or professional scholar. When a graduate assistantship is well conceived and executed, it serves as an ideal instrument to facilitate the desired transformation. The primary goal of an assistantship is to facilitate progress toward the graduate degree.

The graduate assistant is expected to perform well academically to retain the assistantship. He/she is to be counseled and evaluated regularly by appropriate faculty to develop professional skills. The graduate assistant is expected to meet the obligations of the assignment and work a specified number of hours (departments using graduate assistantships are responsible for establishing the job description for each assistantship). He/she is to work under the supervision of experienced faculty/staff and to receive necessary in-service training for the assignment. The graduate assistant receives financial support for graduate study by contributing to the mission of the University. The totality of responsibility may be greater than that required of other students, but the opportunities for professional development also are greater for the graduate assistant.

Definition

An assistantship is a financial award, in the form of tuition waiver, to a graduate student for part-time work in a program of the University while pursuing a degree. Graduate assistants are appointed to perform various types of duties. Most commonly the duties relate to supervisory or administrative functions of the university. According to the most recent IRS regulations, graduate assistantship awards are considered taxable income.

Qualification of Graduate Assistants

Graduate assistants must be currently enrolled in a graduate program with all requirements completed for admission to degree candidacy.

Application Process

Graduate students wishing to apply for assistantship are to secure application forms and a description of the application procedures from the office of the School of Business.

Work Assignments and Related Factors

Work assignments for each assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant's obligation to make satisfactory progress in his/her program. Therefore, to the extent possible the department using the graduate assistant should describe the assignment to reflect the time requirements to be spent performing the tasks of the assignment appropriately. In situations where the work assignment cannot be specifically described or must be changed from the initial assignments, the graduate assistant should clearly be informed before agreeing to, or continuing the assignment.

Required Application Dates

All graduate assistant application materials and required admission materials must be submitted within the following dates:

Full year	June 1 - July 15
Spring	October 1 - November 15
Summer	March 1 - April 15

Any exceptions to the stated application dates must have the approval of the Dean of the School of Business.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

The Master of Business Administration degree is a thirty-six semester credit hour program intended for upwardly mobile professionals and recent graduates with exceptional academic backgrounds. The core curriculum focuses on business theory and applications by integrating case studies, research, presentations, and seminars. The objective of the program is for the student to be able to apply the principles of accounting, finance, economics, information technology, management, marketing, business strategy, and business ethics within a contemporary global business environment. Students are able to choose electives in their area of interest and work closely with a faculty advisor on an applied research project. The curriculum facilitates attainment of professional business certifications.

MBA Core Requirements		Sem Cr Hrs
MBA 511	Quantitative Methods	3
MBA 512	Business Research	3
MBA 513	Business Research Project	3
MBA 521	Analysis of the Business Enterprise I	6
MBA 522	Analysis of the Business Enterprise II	6
	TOTAL CORE	21
MBA	Elective Courses	15
	TOTAL PROGRAM	36

Students without an academic background in business will be required to take additional prerequisite courses in accounting, economics, and statistics. These requirements will be determined by the academic advisor on an individual basis.

Admission

Lincoln Memorial University seeks highly qualified and motivated individuals for admission to the Master of Business Administration degree program. As part of admission requirements, students must submit the application for admission, the \$25 application fee, official transcripts of all undergraduate and graduate course work from accredited institutions, and three (3) recommendation forms from professionals in the field who are familiar with their work and ability and can, therefore, evaluate potential for success in the graduate program.

In addition, the student must have:

1. a baccalaureate degree in business that meets the core requirements of the LMU Bachelor of Business Administration (B.B.A.)* degree with a minimum accumulated GPA of 3.0 overall and 3.25 in the business major, **OR** a non-business degree with a minimum 3.0 GPA and completion of prerequisite courses in accounting and economics as prescribed by the MBA Program Coordinator. These courses will not count toward the 36 semester credit hours required for completion of the MBA;
2. two (2) years of work experience in a managerial capacity, **OR** an overall GPA of 3.75 and recommendations indicating extraordinary academic potential; and
3. two (2) semesters of college math including college algebra and statistics. Students without these courses will be required to take them prior to admission.

Entering students must complete all requirements for admission by the end of the first regular academic semester during which they have taken graduate course work. Undergraduate prerequisite courses do not count toward the first semester of graduate course work.

International students must have a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). In cases where a foreign student is otherwise qualified for admission to the program, but his/her TOEFL score indicates the need for additional English language instruction, he/she might be admitted conditionally to the program pending satisfactory completion of the necessary courses.

The admission decision is based on an evaluation of all application materials submitted by the individual. The following are criteria utilized in the decision process:

1. Previous work experience
2. Undergraduate GPA
3. Graduate GPA
4. Specific course work
5. Recommendation forms

*Refer to the current LMU Catalog for information on the LMU B.B.A. degree requirements

Admission to Degree Candidacy

Upon submission of all admission requirements and prior to the completion of nine (9) semester credit hours of graduate course work, the student's credentials will be presented to the MBA Admissions Committee for consideration for admission to degree candidacy.

Elective Areas

With the guidance of a faculty advisor, students may focus their 15 elective hours on the following fields of business or choose the electives most relevant to their needs.

Financial Management
Health Care Administration
Management Information Systems (MIS)
Public Policy

Final Evaluation

As part of the outcomes assessment procedures, MBA 513 - Business Research Project will be used as evidence that the student has mastered the fundamental areas of business included in the MBA core requirements. As such the written project will be submitted to no less than three (3) business faculty members, including the primary instructor, who will assess the paper as *Acceptable* or *Not Acceptable*. If the paper is deemed *Not Acceptable* by one (1) or more of the faculty, those faculty members will offer their reasons for rejecting the paper and provide guidance on how to improve the work. As part of the requirements for the degree, the final approved paper must be completed within seven (7) years of initial enrollment.

COURSE DESCRIPTIONS

MBA 505 - Essentials of Economics

3 cr hrs

Survey of economic theory as it relates to household and business decision-making, market structures and strategy (microeconomics), national income, unemployment, and determination of the price level (macroeconomics), foreign trade, international finance. **This course is for non-business majors who are prospective MBA students. Credit DOES**

NOT count toward the 36 hour requirement of the MBA program. Offered summer only.

MBA 506 - Essentials of Accounting 3 cr hrs

Survey of essential accounting concepts and procedures, accounting for cash, short-term investments, and accounts receivable, inventory, long-term assets, property, plant & equipment, and intangibles, liabilities, stockholders' equity, financial statement analysis, cash flows, cost-volume-profit analysis, activity-based costing. **This course is for non-business majors who are prospective MBA students. Credit DOES NOT count toward the 36 hour requirement of the MBA program.** Offered summer only.

MBA 511 - Quantitative Methods 3 cr hrs

Prepares the student for the variety of quantitative methods needed for subsequent MBA coursework, including the Business Research Project. Successful completion of this course and an additional six (6) semester credit hours - in addition to other program entry requirements - marks successful acceptance to the MBA program.

MBA 512 - Business Research/Analysis 3 cr hrs

An introduction to research methodology with emphasis on research design, compilation, analysis and interpretation. The final product is a detailed proposal for the Business Research Project that includes a literature search, problem specification, identification of data sources, and discussion of analytical methods. Prerequisite: MBA 511

MBA 513 - Business Research Project 3 cr hrs

Students utilize research and problem-solving methods developed in the core MBA curriculum to analyze a real-world business situation. The final product is a substantive research report that demonstrates competence in empirical research, analytical methods, and knowledge of the relevant scholarly literature. Prerequisite: MBA 512

MBA 515 - Ethics 3 cr hrs

This course addresses the concept of classical theories and ethics in corporate decision-making. This course will address the conflict between economic and social objectives in a domestic and social context. Topics include global ethical approaches, corporate social responsibility, and business function ethical standards. As a case and simulation course, students are encouraged to develop individual philosophies in their approach to ethical decision-making and problems.

MBA 516 - Human Resource Management 3 cr hrs

The course examines the analytical nature of recruiting and selecting employees for long-term organizational growth. Primary topics include job analysis, testing, EEO concerns, HRD, job evaluation, and compensation administration. As a project-based course, attention is given to developing a job analysis and creating a recruitment and selection plan for organizational positions.

MBA 521 - Analysis of the Business Enterprise I 6 cr hrs

This course addresses decision-making, strategic planning, and problem solving from the theoretical approach of economics, quantitative methods, information technology, marketing, and organization theories. Additional emphasis is placed upon the ethical aspects of the global business environment. Prerequisites: MBA 505 and MBA 506 or equivalent undergraduate business coursework.

MBA 522 - Analysis of the Business Enterprise II 6 cr hrs

This course addresses the quantitative assessment of the business enterprise within the framework of existing financial regulations, reporting practices, and financial management needs. Prerequisites: MBA 505 and MBA 506 or equivalent undergraduate business coursework.

MBA 540 – Legal Environment of Business 3 cr hrs

Legal issues, commercial law, and regulations relevant to managers of the business enterprise.

MBA 545 - Marketing Strategy

3 cr hrs

This course emphasizes the application of strategic marketing planning and development issues such as product development, integrated promotion, pricing, and distribution/supply chain management for maintaining a complete product life cycle and creating customer value in a dynamic global environment.

MBA 548 - Global Marketing

3 cr hrs

As a project-based course, cultural diversity is explored for marketing success in international and global markets. Global markets and their implications for market selection, entry, strategies, and distribution are implemented in international market planning.

MBA 560 - Global Management

3 cr hrs

This course examines the nature and scope of international organizations. Primary business functions and the application of managerial decision-making methodology in areas such as planning, organizing, leading, and controlling are used to study successful global firm operations. As a project and case course, the challenges of multinational and multicultural companies will be discussed.

MBA 565 - Managerial Economics

3 cr hrs

A lecture course that introduces the theory of the firm including the origin of demand and supply. The course also introduces basic empirical techniques to estimating key economic relationships. Students are asked to solve managerial problems using basic economic principles and tools. Further, students are taught techniques for forecasting costs/demand/etc. Prerequisites: MBA 505, BUSN 300 and BUSN 270 or equivalent course work

MBA 575 - Theory of Organizations

3 cr hrs

This course examines the organizational context affecting individual behavior and organizational performance contributions. Topics include organizational structure, culture, function, organizational development, team dynamics, and role set interactions. Individual and organizational changes will be explored for implementing the use of change agents and action research.

MBA 590 - Organizational and Strategic Management

3 cr hrs

A seminar course that discusses the development of business strategies through long- and short-term plans to maximize business goals. Simulations that improve analytical skills are used with the emphasis placed on evaluating national and international business environments for processes and improvements for strategic advantage. Prerequisites: completion of eighteen (18) semester hours of the MBA core.

MBA 595 - Special Topics in Business

1-3 cr hrs

In this course a special topic is developed by a member of the graduate faculty. The topic enriches the existing course offerings and affords expanded learning and experiences for students. Topics are announced in advance and the faculty member submits an outline with requirements to the Dean of the School of Business. Students are allowed a maximum of two (2) special topic courses.

MBA 614 - Administration of Health Care Organizations

3 cr hrs

An examination of the management of health care organizations from the perspective of the CEO or administrator. Key topics covered include analyzing the health care organization's mission and purpose, internal/external environment, culture, process of change, organizational structure and design, the role of the manager, and decision-making processes.

MBA 615 - Health Care Topics and Issues

3 cr hrs

An examination of the U.S. health care system using a systems approach. Topics include history, culture and values, policy, financing, delivery and outcomes. Guest speakers introduce key topics and issues currently affecting their organization's activities in the health care system.

MBA 616 - Health Care Finance

3 cr hrs

Application of key financial concepts and techniques. Examines the financial environment in the health care industry including managed care, and financial information required by managers to make decisions and recommendations for their organization. Students examine problems, case studies, and use software applications.

MBA 617 - Health Care Information Systems

3 cr hrs

Examines the development and use of information systems in health care organizations. Topics include: examination of clinical and administrative MIS systems and models; collecting, storing, and retrieving data to support management activities; and the use of MIS in the area of strategic planning and quality management.

MBA 620 - Health Care Law and Ethics

3 cr hrs

Introduces key information and concepts for managers on the legal basis and application of law in the health care industry. Examines ethical problems and issues facing health care managers.

MBA 624 - Public Policy and Public Finance

3 cr hrs

This course examines the processes shaping public policy in the United States. The core of the class includes analysis and discussion of public goods, social insurance and redistribution, and taxation. Emphasis is placed on the current issues in public policy and their impact on the agents and the processes.

MBA 625 - Forecasting

3 cr hrs

This course presents a survey of economic models, econometrics, and other considerations in predicting economic and political outcomes. Use of market alternatives to forecasting and problems in assessment of forecasting methods is discussed using actual data series. Prerequisite: MBA 511

MBA 634 - Electronic Commerce

3 cr hrs

This course deals with the emerging field of electronic commerce. While the focus will be on management issues, the course will attempt to strike a balance between technology and strategy. We plan to cover the economic and technological foundations, the infrastructure, and the main technologies employed, as well as the various business strategies being used for electronic commerce (both business-to-consumer and business-to-business). Prerequisite: familiarity with basic computer software or permission of instructor

MBA 635 - Management Information Systems

3 cr hrs

This course covers issues related to using information technology (integrated computer and telecommunications systems) to manage the information which belongs to a modern organization. Topics which are covered include: computer hardware and software, data communications and computer networks, and the design and implementation of information systems.

MBA 636 -Telecommunications

3 cr hrs

This course addresses the transmission of data, voice, and video, including transmission systems and associated hardware and software; types of networks; introduction to the OSI model, LANs and WANs; network security considerations; and applications of networks. While the technical aspects of telecommunications will be covered, the emphasis will be on the management issues, not the technology. Prerequisite: MBA 635

MBA 637 - Systems Development Concepts

3 cr hrs

This course introduces the fundamental concepts and techniques of information systems analysis and design, including the systems development life cycle. The tools and techniques used for analysis, planning, design, and documentation of information systems will be covered from a management point of view. Topics include data flow analysis, data structuring, process flow analysis, file design, input and output design, and program specification. Prerequisite: MBA 635

MBA 638 - Project Management

3 cr hrs

An introduction to the management of projects, with particular emphasis placed on the interdisciplinary nature and broad application of project management. Topics covered include project selection and initiation, management of risk, planning, financing, scheduling and resource allocation, human resources, quality control, evaluation and termination. Prerequisite: MBA 635

MBA 644 - Financial Institutions and Markets

3 cr hrs

This course examines the role of financial institutions in wealth creation. Emphasis is primarily on U.S. institutional structures including banking, primary and secondary capital markets, government institutions (the Fed, Department of the Treasury, etc.), and financial intermediaries. Further, the determinants of interest rates and foreign currency exchange rates will be discussed. Prerequisite: MBA 505 or equivalent course work

MBA 645 - Portfolio Management

3 cr hrs

Analysis of financial instruments and markets. Modern Portfolio Theory applied to alternatives for portfolio management, financial derivatives and risk management.

MBA 646 - Problems in Financial Management

3 cr hrs

A problem-solving course designed to teach wealth maximization through valuation of capital assets. The use of accounting information to forecast financial outcomes is emphasized. In addition, the implication and inclusion of risk into financial planning and valuation will be examined. Prerequisites: Math for Business, Principles of Accounting, and Principles of Economics.

ADMINISTRATION

Officers of the University

Nancy B. Moody, D.S.N.President
Sherilyn R. Emberton, Ed.D. Vice President for Academic Affairs (VPAA)
Ray E. Stowers, D.O. Vice President and Dean, DeBusk College of
Osteopathic Medicine
Pamela A. Moon, Ed.D. Vice President for Enrollment Management
and Student Services
Randy Eldridge, M.B.A., C.P.A..... Vice President for Finance
Cynthia Cooke-Whitt, M.Ed. Vice President for University Advancement

Academic Officers

Evelyn G. Smith, M.S. Assistant VPAA
Randy Evans, D.V.M. Dean, School of Allied Health Sciences
Agnes M. Vanderpool, Ph.D. Dean, Hamilton School of Arts and Sciences
William L. Hamby, Jr., Ph.D. Dean, School of Business
Fred Bedelle, Jr., Ed.D. Dean, Carter and Moyers School of Education
Mary A. Modrcin, Ph.D. Dean, Caylor School of Nursing

MASTER OF BUSINESS ADMINISTRATION FACULTY

Ron Dickinson, 2007Associate Professor of Business
B.A., University of California; M.S., University of Arizona; Ph.D., University of Mississippi
Michael E. Dillon, Jr., 2006 Assistant Professor of Business
B.A., Kenyon College; M.B.A., Xavier University; Ph.D., Univ. of Cincinnati
William L. Hamby, Jr., 2006.....Professor of Business;
Dean, School of Business
B.S., University of North Alabama; Ph.D., University of Alabama
Donald McCarren, 2004 Assistant Professor of Business;
Program Director, Master of Business Administration
B.A., Hofstra University; M.B.A., Fairleigh Dickinson University; Ph.D., University of
Miami
James Parham, 2007 Associate Professor of Business;
Interim Chair Department of Management, Marketing, and General Business
B.S., Central State University; M.S., Eastern State University; M.B.A., National University;
Ph.D., University of Michigan
Loren Rice, III, 2004 Associate Professor of Business;
Chair for the Department of Accounting, Economics, Finance and CIS
B.S., Rockford College; M.A., Ph.D., University of Tennessee-Knoxville

INFORMATION DIRECTORY

Area Code 423

General Inquiries, Campus Operator 869-3611

The Abraham Lincoln Library and Museum	869-6237
Academic Affairs	869-7000 (fax number 869-6258)
Admissions and Recruitment	869-6280
Admissions Toll Free.....	1/800-325-0900
Athletics	869-6285 (fax number 869-6382)
Bookstore	869-6306
Finance Office.....	869-6315 (fax number 869-4825)
Financial Aid.....	869-6347
Finley Learning Resources Center	869-6219
Graduate Business Department	869-6254
Graduate Education Department	869-6374
Graduate Nursing Department	869-6324
J. Frank White Academy.....	869-6234
Human Resources	869-6302
President's Office	869-6392
Registrar.....	869-6313
Sigmon Communications Center	869-6312
Student Services.....	869-6212 (fax number 869-6387)
Tagge Center for Academic Excellence.....	869-6310
University Advancement	869-6351 (fax number 869-6370)
Upward Bound/Student Support Services Program	869-6373

Dean - Office Directory

Allied Health Sciences	869-6205
Hamilton School of Arts and Sciences	869-6203
School of Business	869-6254
Carter and Moyers School of Education	869-6374
Caylor School of Nursing	869-6324

Undergraduate Academic Departments

Allied Health.....	869-6205
Business	869-6254
Education	869-6266
English	869-6339
Humanities and Fine Arts	869-7075
Mathematics and Natural Sciences	869-6472
Nursing	869-6324
Social Sciences	869-6233
Social Work	869-6323

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