

ADELPHI UNIVERSITY

Robert B. Willumstad
School of Business

Adelphi University
Garden City, NY 11530

Graduate Student Handbook

Updated January 2023

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School of Business Location and Leadership

Robert B. Willumstad School of Business Office
Adelphi University
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Garden City, New York 11530
516.877.4670

Robert B. Willumstad School of Business Leadership

MaryAnne Hyland
Dean
Email: hyland@adelphi.edu
Phone: 516-877-4600
Office: Hagedorn Hall of Enterprise, Room 106

Gita Surie
Associate Dean
Email: surie@adelphi.edu
Phone: 516-877-4600
Office: Hagedorn Hall of Enterprise, Room 106

Academic Advisors

Our team of advisors are trained to provide academic assistance to all Graduate Business Program students. However, we ask that you work with your primary advisor that is assigned as that person will be your main contact point for academic advising. Students may meet with advisers from the time of first inquiry through graduation. Considering the individual's interests, desired area of specialization, and time constraints, the student and adviser together formulate a plan of study matching educational needs with the individual's career and professional goals.

Britt'ny Armstrong

Director of Graduate Programs

Email: barmstrong@adelphi.edu

Phone: 516-877-4670

Office: Hagedorn Hall of Enterprise, Room 106

Advisees: Global MBA, Accelerated MBA, 5 year BBA/MBA, MS in Professional Accounting, NYU/Winthrop and CHS cohorts, & Advanced Certificate programs

Tara Gercke

Graduate Student Advisor

Email: tgercke@adelphi.edu

Phone: 516-877-4670

Office: Hagedorn Hall of Enterprise, Room 106

Advisees: MSBA, Traditional MBA students who have progressed through AUI and all other international students, & MS in Supply Chain Management students who have progressed through AUI and all other international students

To schedule an appointment, please utilize your respective advisor's Calendly.

Britt'ny Armstrong: [Schedule an appointment here](#)

Office hours: Monday-Thursday 10AM-6PM, Friday 8:30AM-4:30PM

Tara Gercke: [Schedule an appointment here](#)

Office hours: Monday-Thursday 10AM-6PM, Friday 8:30AM-4:30PM

- Please be respectful of your advisor's time and notify them if you are unable to make your scheduled appointment or need to reschedule at least 24 hours in advance. Please also arrive on time.
- Before your appointment do your homework and come prepared to discuss specific questions you have with your advisors. Consult

academic policies and procedures before appointments so the time can be best utilized.

- It is preferred that you schedule an appointment in advance with your advisor to ensure availability and to discuss any questions or concerns.
- Please be aware of important dates and deadlines found in the Academic Calendar, such as open planning and course registration. Click on the link to access Adelphi's Academic Calendar:
<https://registrar.adelphi.edu/academic-calendar/>.

Graduate Business Program Faculty Directory:

Please click on this link to access: <https://business.adelphi.edu/our-faculty/>

Departmental Chairs

Grace Conway

Accounting & Law Department Chair

Email: conway@adelphi.edu

Phone: 516.877.4620

Office: Hagedorn Hall of Enterprise, Room 334

Zhimin Huang, Ph.D

Decision Sciences & Marketing Department Chair

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Office: Hagedorn Hall of Enterprise, Room 315

Mariano Torras, Ph.D

Finance & Economics Department Chair

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Phone: 516.877.4644

Office: Hagedorn Hall of Enterprise, Room 306

Monica Yang, Ph.D

Management Department Chair

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Phone: 516.877.4649

Office: Hagedorn Hall of Enterprise Room 335

Academic Program Directors

Juan Jaramillo, Ph.D

Academic Program Director for MS Business Analytics

Email: jjaramillo@adelphi.edu

Phone: 516.877.3733

Office: Hagedorn Hall of Enterprise, Room 202

Eunji Lim elim@adelphi.edu

Academic Director for MS Supply Chain Management

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Phone: 516.877.3811

Office: Hagedorn Hall of Enterprise 336

Vision Statement

We aspire to provide an unparalleled learning environment and to be a highly trusted academic and professional source for socially conscious managerial talent.

Mission Statement

We provide students with a distinctive experience focusing on ethics, sustainability, and innovation-aimed at preparing them to be leaders and strategic problem solvers who are ready to meet the rapidly changing needs of today's multicultural society.

We do this through an experience-based and integrated curriculum delivered by a student-centered faculty that is committed to classroom excellence and engaged in peer reviewed scholarship, and through active engagement with alumni and the business community.

Values

At the Willumstad School of Business we are guided by the following values of:

- Mutual respect, civility and concern for others
- Partnership, collaboration, and cooperation
- Openness to new ways of knowing and doing
- Honesty and transparency
- The importance of an underlying liberal arts education

Our School

Adelphi University's Robert B. Willumstad School of Business is located on Long Island in the New York City metropolitan area, the world's leading business center. Our mission is to prepare our students to be ethical leaders with a global perspective, innovators and problem-solvers. The faculty's wide-ranging expertise and experience informs our teaching so that our students master a body of knowledge and develop proficiencies in analytical, critical thinking, and communication skills, in and out of class.

MBA Plan of Study- 33-57 credits

Prerequisites

(6 credits—may be waived depending on prior academic background)

DSC (0207) 501 - Computer Applications Credits: 3.00

DSC (0207) 507 - Mathematics For Managers Credits: 3.00

Foundation Core (Common Body of Knowledge)

(18 credits—may be waived depending on prior academic preparation)

ACC (0201) 500 - Financial Accounting Credits: 3.00

BUS (0204) 551 - Legal & Ethical Environment Credits: 3.00

ECA (0203) 520 - Macroeconomics Credits: 3.00

FIN (0209) 630 - Corporate Finance I Credits: 3.00

MGT (0210) 561 - Management Theory/ Organizational Behavior Credits:
3.00

MKT (0212) 580 - Marketing Management Credits: 3.00

Advanced Core including a Capstone Course

(21 credits—required for all students)

DSC (0207) 573 - Management Information Systems and Business
Analytics Credits: 3.00

DSC (0207) 670 - Statistical Methods Credits: 3.00

ACC (0201) 600 - Accounting For Managerial Analysis Credits: 3.00

DSC (0207) 678 - Creating Organizational Value with Operations and
Supply Chain Management Credits: 3.00

FIN (0209) 734 - Building Shareholder Value Credits: 3.00

MGT (0210) 666 - Leadership & Innovation In Complex Systems Credits:
3.00

BUS (0204) 679 - Strategic Management Credits: 3.00 (Capstone course)

Specialization/Electives

(12 credits–required for all students)

Depending upon interests and career objectives, students can make the focus of their M.B.A. program as broad or as narrow as they wish. Those seeking a broader course of study can select from advanced elective courses that span the entire spectrum of the business curricula.

Specialization is available to those whose interests lie in one of the more traditional management spheres. Students opting for a specialization choose their electives from a prescribed list of courses relating to that specific discipline. Specializations are available in the following areas: Accounting; Finance; Health Services Administration; Human Resource Management; Management; Management Information Systems; Marketing; Sport Management.

All specializations require 12 credits, which are divided into 9-credits within the discipline of the specialization and a 3-credit elective in any area of students' choosing. If a specialization requires additional coursework (i.e. Human Resources Management), students will complete an elective in the area of their specialization or to meet unmet MBA requirements. For students who have not taken marketing within the MBA program (i.e. it was waived), a marketing course replaces this elective.

Specialization Course Options:

Please note that specialization courses are not offered every semester.

Some are fall or spring only courses.

Accounting ***requires 24 UG credits in accounting**

ACC (0201) 703 - Advanced Auditing Credits: 3.00

ACC (0201) 704 - Advanced Federal Taxation Credits: 3.00

ACC (0201) 707 - Auditing And The Computer Credits: 3.00

ACC (0201) 708 - Seminar in Accounting Theory Credits: 3.00

Finance

ACC (0201) 601 - Financial Statement Analysis Credits: 3.00

FIN (0209) 510 - Securities Markets Credits: 3.00

FIN (0209) 634 - Corporate Finance II Credits: 3.00
FIN (0209) 713 - Seminar in Finance Credits: 3.00
FIN (0209) 737 - Financial Theory and Practice Credits: 3.00
FIN (0209) 738 - Investment Analysis Credits: 3.00
FIN (0209) 739 - Portfolio Management Credits: 3.00
FIN (0209) 743 - International Financial Management Credits: 3.00

Health Services Administration

HSA (0206) 770 - Quality Management and Regulation in Health Care
Credits: 3.00
HSA (0206) 771 - Hospital and Health Care Policy and Management
Credits: 3.00
HSA (0206) 776 - Hospital & Health Care Finance Credits: 3.00

Human Resource Management

HRM (0208) 764 - Selecting for Organizational Excellence Credits: 3.00
HRM (0208) 765 - Developing World Class Human Resources Credits: 3.00
HRM (0208) 766 - Performance Appraisal And Compensation
Administration Credits: 3.00
HRM (0208) 767 - Training and Career Development Credits: 3.00

Management

BUS (0204) 651 - Future Trends in Management Credits: 3.00
BUS (0204) 653 - Business Ethics International Perspectives Credits: 3.00
BUS (0204) 662 - Entrepreneurship/ Intrapreneurship Credits: 3.00 * /ENT
(0215) 662 - Entrepreneurship/Intrapreneurship Credits: 3.00
MGT (0210) 650 - Conflict Management Credits: 3.00
MGT (0210) 791 - Management Styles And Team Building Credits: 3.00

Management Information Systems

DSC (0207) 574 - Information Systems Analysis and Design Methods
Credits: 3.00
DSC (0207) 575 - DataBase Management Systems Credits: 3.00
DSC (0207) 576 - Data Communications Credits: 3.00

Marketing

- MKT (0212) 680 - Sales Promotion Credits: 3.00
- MKT (0212) 780 - Marketing Research Credits: 3.00
- MKT (0212) 781 - Sales Management Credits: 3.00
- MKT (0212) 782 - Advertising Management Credits: 3.00
- MKT (0212) 785 - New Product Management Credits: 3.00
- MKT (0212) 787 - Consumer Behavior Credits: 3.00
- MKT (0212) 681 - Digital Content Marketing Credits: 3.00
- MKT (0212) 691 - Marketing Using Social Media Credits: 3.00
- MKT (0212) 783 - Marketing Analytics Credits: 3.00
- MKT (0212) 788 - Digital and Social Media Marketing Analytics Credits:
3.00

Sport Management

- SPM (0216) 633 - Sport Marketing Credits: 3.00
- SPM (0216) 634 - Sport Alliances and Sponsorships Credits: 3.00
- SPM (0216) 644 - Sport Economics Credits: 3.00
- SPM (0216) 645 - Sport Licensing and Merchandising Credits: 3.00

Global MBA Plan of Study- 45-48 Credits

Core Courses (30 credits required)

ACC (0201) 600 - Accounting For Managerial Analysis Credits: 3.00

- Prerequisite: ACC (0201) 500 - Financial Accounting Credits: 3.00

Waiver Eligible

BUS (0204) 694 - Negotiations & Communications in a Global Context
Credits: 3.00

DSC (0207) 573 - Management Information Systems and Business
Analytics Credits: 3.00

DSC (0207) 670 - Statistical Methods Credits: 3.00

DSC (0207) 678 - Creating Organizational Value with Operations and
Supply Chain Management Credits: 3.00

FIN (0209) 630 - Corporate Finance I Credits: 3.00

FIN (0209) 743 - International Financial Management Credits: 3.00

MGT (0210) 666 - Leadership & Innovation In Complex Systems Credits:
3.00

MKT (0212) 790 - Global Marketing Strategy Credits: 3.00

HRM (0208) 765 - Developing World Class Human Resources Credits: 3.00

-or-

FIN (0209) 738 - Investment Analysis Credits: 3.00

Specialization (9 credits required for all students)

Entrepreneurship

ENT (0215) 662 - Entrepreneurship/Intrapreneurship Credits: 3.00

ENT (0215) 663 - Social Entrepreneurship Credits: 3.00

FIN (0209) 730 - Entrepreneurial Finance Credits: 3.00

-or-

Finance

FIN (0209) 634 - Corporate Finance II Credits: 3.00

FIN (0209) 734 - Building Shareholder Value Credits: 3.00

FIN (0209) 739 - Portfolio Management Credits: 3.00

Electives: 1 Required

MGT (0210) 770 - Management of Technology Credits: 3.00

FIN (0209) 510 - Securities Markets Credits: 3.00

MGT (0210) 650 - Conflict Management Credits: 3.00

MKT (0212) 691 - Marketing Using Social Media Credits: 3.00

ENT (0215) 664 - Entrepreneurship and Family Ventures Credits: 3.00

Capstone: Required

BUS (0204) 679 - Strategic Management Credits: 3.00

Since the Global MBA program is offered through our Manhattan Center (an extension center), students are required to enroll in at least one course through our Garden City campus in order to have their degree conferred.

Accelerated MBA Plan of Study- 42 Credits

First Term

MGT (0210) 666 - Leadership & Innovation In Complex Systems Credits: 3.00

MGT (0210) 791 - Management Styles And Team Building Credits: 3.00

Second Term

BUS (0204) 689 - Negotiation for the Business Professional Credits: 3.00

DSC (0207) 670 - Statistical Methods Credits: 3.00

Third Term

DSC (0207) 573 - Management Information Systems and Business Analytics Credits: 3.00

ACC (0201) 600 - Accounting For Managerial Analysis Credits: 3.00

Fourth Term

FIN (0209) 630 - Corporate Finance I Credits: 3.00

HRM (0208) 765 - Developing World Class Human Resources Credits: 3.00

Fifth Term

MKT (0212) 580 - Marketing Management Credits: 3.00

DSC (0207) 678 - Creating Organizational Value with Operations and Supply Chain Management Credits: 3.00

Sixth Term

FIN (0209) 734 - Building Shareholder Value Credits: 3.00

BUS (0204) 662 - Entrepreneurship/ Intrapreneurship Credits: 3.00

Seventh Term

FIN (0209) 738 - Investment Analysis Credits: 3.00

BUS (0204) 679 - Strategic Management Credits: 3.00

MS in Business Analytics- 30 Credits

- CSC (0145) 612 - Intro To Computer Programming Credits: 3.00
- DSC (0207) 575 - DataBase Management Systems Credits: 3.00
- DSC (0207) 670 - Statistical Methods Credits: 3.00
- DSC (0207) 681 - Applied Machine Learning Credits: 3.00
- DSC (0207) 682 - Data Visualization For Business Analytics Credits: 3.00
- MGT (0210) 580 - Uses and Abuses of Data in Business Credits: 3.00
- DSC (0207) 783 - Advanced Business Analytics Credits: 3.00
- DSC (0207) 784 - Optimization and Prescriptive Models Credits: 3.00
- DSC (0207) 785 - Text Analytics Credits: 3.00
- DSC (0207) 789 - Strategic Capstone Projects Credits: 3.00

MS in Professional Accounting- 30 Credits

Required Accounting Courses (24 credits)

ACC (0201) 565 - Legal and Professional Responsibilities of Accountants
Credits: 3.00

ACC (0201) 650 - Cost Management and Management Control Credits:
3.00

ACC (0201) 675 - Government and Not-For-Profit Accounting Credits: 3.00

ACC (0201) 703 - Advanced Auditing Credits: 3.00

ACC (0201) 704 - Advanced Federal Taxation Credits: 3.00

ACC (0201) 707 - Auditing And The Computer Credits: 3.00

ACC (0201) 708 - Seminar in Accounting Theory Credits: 3.00

ACC (0201) 710 - Financial Reporting Practice Credits: 3.00

Required Business Course (3 credits)

BUS (0204) 679 - Strategic Management Credits: 3.00

Business Elective (Choose 1) (3 credits)

ACC (0201) 601 - Financial Statement Analysis Credits: 3.00

ECA (0203) 520 - Macroeconomics Credits: 3.00

FIN (0209) 630 - Corporate Finance I Credits: 3.00

Additional Requirement:(No credit)

In addition to the above course requirements, the student must register for and complete all four parts of the Becker CPA Review Course as part of the program to qualify for the MS in Professional Accounting Degree.

MS in Supply Chain Management- 30 Credits

Foundation Courses (6 credits)

DSC (0207) 507 - Mathematics For Managers Credits: 3.00

DSC (0207) 670 - Statistical Methods Credits: 3.00

Foundation core courses may be waived based on prior coursework. If they are waived, they must be replaced by elective courses of the same number of credits waived.

Supply Chain Core(15 credits)

DSC (0207) 573 - Management Information Systems and Business Analytics Credits: 3.00

DSC (0207) 662 - Supply Chain Management Credits: 3.00

DSC (0207) 663 - Procurement & Global Sourcing Credits: 3.00

DSC (0207) 664 - Logistics Management Credits: 3.00

DSC (0207) 678 - Creating Organizational Value with Operations and Supply Chain Management Credits: 3.00

Recommended Elective Course

FIN (0209) 630 - Corporate Finance I Credits: 3.00 *

Electives (3 or 6 credits)**

Select one or two from the following:

DSC (0207) 574 - Information Systems Analysis and Design Methods Credits: 3.00

DSC (0207) 575 - DataBase Management Systems Credits: 3.00

DSC (0207) 576 - Data Communications Credits: 3.00

MKT (0212) 580 - Marketing Management Credits: 3.00

CSC (0145) 612 - Intro To Computer Programming Credits: 3.00

BUS (0204) 653 - Business Ethics International Perspectives Credits: 3.00

FIN (0209) 634 - Corporate Finance II Credits: 3.00

MGT (0210) 650 - Conflict Management Credits: 3.00

DSC (0207) 665 - Service Management Credits: 3.00

MGT (0210) 666 - Leadership & Innovation In Complex Systems Credits:
3.00

DSC (0207) 667 - Supply Chain Risk Management Credits: 3.00

FIN (0209) 738 - Investment Analysis Credits: 3.00

MGT (0210) 770 - Management of Technology Credits: 3.00

DSC (0207) 784 - Optimization and Prescriptive Models Credits: 3.00

Capstone

DSC (0207) 669 - Supply Chain Capstone Credits: 3.00

*Given the evolution of careers in the Supply Chain field, we recommend that Management and Marketing students take Corporate Finance I (0209-630), If students take Corporate Finance I they take 3 credits instead of 6 credits of electives.

**If a student has waived or taken any of these electives, they are not permitted to use the course for this degree.

Advanced Certificate in Business Analytics- 9 Credits

Required Courses

CSC (0145) 612 - Intro To Computer Programming Credits: 3.00

DSC (0207) 575 - DataBase Management Systems Credits: 3.00

DSC (0207) 681 - Applied Machine Learning Credits: 3.00

Advanced Certificate in Digital Marketing 9-12 Credits

***MKT580 could be waived for many students so that they will complete the certificate program with 9 credits. (*The waiver policy for MBA will be applied to the ACDM.)*

Prerequisite (3 credits)

MKT (0212) 580 - Marketing Management Credits: 3.00

*This prerequisite can be waived depending on prior coursework.

Required Courses (6 credits)

MKT (0212) 691 - Marketing Using Social Media Credits: 3.00

MKT (0212) 681 - Digital Content Marketing Credits: 3.00

Elective Courses (3 credits)

MKT (0212) 782 - Advertising Management Credits: 3.00

MKT (0212) 788 - Digital and Social Media Marketing Analytics Credits:
3.00

Advanced Certificate in Finance- 15 Credits

Required (15 Credits)

FIN (0209) 630 - Corporate Finance I Credits: 3.00

FIN (0209) 634 - Corporate Finance II Credits: 3.00

FIN (0209) 738 - Investment Analysis Credits: 3.00

FIN (0209) 739 - Portfolio Management Credits: 3.00

FIN (0209) 743 - International Financial Management Credits: 3.00

Advanced Certificate in Human Resource Management- 15 Credits

Required (15 Credits)

MGT (0210) 561 - Management Theory/ Organizational Behavior Credits:
3.00

HRM (0208) 764 - Selecting for Organizational Excellence Credits: 3.00

HRM (0208) 765 - Developing World Class Human Resources Credits: 3.00

HRM (0208) 766 - Performance Appraisal And Compensation
Administration Credits: 3.00

HRM (0208) 767 - Training and Career Development Credits: 3.00

Students who have taken MGT 561 or HRM 765 at Adelphi within the prior five years may apply the credits for those courses to fulfill the requirements for the ACHR. Students who have taken undergraduate courses in organizational behavior or organizational theory may request that the requirement for MGT 561 be replaced with either BUS (0204) 689 - Negotiation for the Business Professional or MGT (0210) 791 - Management Styles And Team Building instead. Students who completed the undergraduate HR Minor or undergraduate HR Specialization satisfy the HRM 765 requirement and can substitute an alternative 3-credit independent study or internship.

School of Social Work: Students currently enrolled in the MSW program who are interested in earning the ACHR must apply to the Robert B. Willumstad School of Business prior to beginning the courses. If accepted, they may apply the credits for SWK (0404) 722 - Organization Context For Professional Practice to fulfill the MGT 561 requirement.

Advanced Certificate in Management- 15 Credits

Required Courses(12 credits)

BUS (0204) 689 - Negotiation for the Business Professional Credits: 3.00

MGT (0210) 561 - Management Theory/ Organizational Behavior Credits: 3.00 *

MGT (0210) 666 - Leadership & Innovation In Complex Systems Credits: 3.00

MGT (0210) 791 - Management Styles And Team Building Credits: 3.00

*Students enrolled in the MSW program in the School of Social Work may apply credits for SWK (0404) 722 (Organization Context for Professional Practice) to fulfill the MGT 561 requirement.

Elective Course (3 credits)

*Choose any one of the following***

ACC (0201) 600 - Accounting For Managerial Analysis Credits: 3.00

BUS (0204) 662 - Entrepreneurship/ Intrapreneurship Credits: 3.00 /ENT

(0215) 662 - Entrepreneurship/Intrapreneurship Credits: 3.00

BUS (0204) 679 - Strategic Management Credits: 3.00

DSC (0207) 573 - Management Information Systems and Business Analytics Credits: 3.00

FIN (0209) 630 - Corporate Finance I Credits: 3.00

HRM (0208) 765 - Developing World Class Human Resources Credits: 3.00

HSA (0206) 771 - Hospital and Health Care Policy and Management Credits: 3.00

MGT (0210) 591 - Independent Study Credits: 1.00 to 6.00 (under the direction of a full-time faculty member in the WSB, with approval of the department chair for the management area).

MGT (0210) 650 - Conflict Management Credits: 3.00

MGT (0210) 770 - Management of Technology Credits: 3.00

MKT (0212) 580 - Marketing Management Credits: 3.00

MKT (0212) 781 - Sales Management Credits: 3.00

MKT (0212) 782 - Advertising Management Credits: 3.00

Advanced Certificate in Marketing Analytics- 9-12 Credits

***MKT580 could be waived for many students so that they will complete the certificate program with 9 credits. (*The waiver policy for MBA will be applied to the ACDM.)*

Prerequisite (3 credits)

MKT (0212) 580 - Marketing Management Credits: 3.00

Required Courses (9 credits)

MKT (0212) 780 - Marketing Research Credits: 3.00

MKT (0212) 783 - Marketing Analytics Credits: 3.00

MKT (0212) 788 - Digital and Social Media Marketing Analytics Credits:
3.00

Advanced Certificate in Supply Chain Management- 9-12

Prerequisites

DSC (0207) 670 - Statistical Methods Credits: 3.00

*This prerequisite can be waived depending on prior coursework.

Required Courses

DSC (0207) 662 - Supply Chain Management Credits: 3.00

DSC (0207) 663 - Procurement & Global Sourcing Credits: 3.00

DSC (0207) 664 - Logistics Management Credits: 3.00

Graduate Assistantships

Assistantships help graduate students of the Robert B. Willumstad School of Business earn up to six credits of tuition waiver per semester, depending on the faculty's recommendation. Assistantships are very competitive and will be awarded to the most qualified candidates. To apply, download the [Application for Graduate Assistantship](#) and email your completed application to barmstrong@adelphi.edu along with a copy of your resume and a letter of recommendation (optional).

For more information, click on the following link:

<https://business.adelphi.edu/academics/graduate-degree-programs/m-b-a/graduate-assistantship/>

Grading System

Each candidate for a master's degree must complete all graduate course requirements with a minimum GPA of 3.0 on a scale of 4.0. A student who fails to maintain a 3.0 cumulative GPA is placed on academic probation and is subject to possible dismissal. If a student has not withdrawn from a course, or has not completed the course requirements and made no arrangements with the instructor for an Incomplete, the instructor must issue the grade of A, B, C (including plus or minus grades if applicable), or F.

Waiver and Substitution Policy for the MBA & MS in Supply Chain Management Program

Depending upon the student's previous academic background, waivers or substitutions for certain courses may be granted, reducing the total number of overall credits needed to complete a degree program. The Graduate Programs Office will advise as to whether the student qualifies for any course waivers or substitutions upon acceptance into a degree program.

Waivers can only be petitioned for and granted during the first semester as a matriculated student in the Robert B. Willumstad School of Business.

Waivers appear with the (WV) designation next to the applicable course in a student's unofficial transcript on CLASS. No academic credit is granted for waivers. For example, if a student has Macroeconomics waived, it will appear in CLASS as "Credits" (3.00) and "Grade" (WV).

Proficiency Examinations

Students who do not meet the criteria to be considered for course waivers and substitutions may be granted permission to take a proficiency examination in prerequisite course requirements. : Students are eligible to take the proficiency exams if: (1) they have received between a B- and C- in noted pre-requisite and foundation level courses at the undergraduate level (2) have discussed their program of study with their advisor and have been told they qualify for the exam (3) have not already taken the exam or failed the exam. Please review your program plan to determine if your program has waiver eligibility.

If you meet the eligibility requirements (see below), you may have the opportunity to take proficiency exams. Proficiency exams are exams offered by the Graduate Business Office to determine if waivers should be applied to your program plans. Exam dates with a registration form link will be provided via your Adelphi University email account when announced. Students may not register for more than two exams per exam date. Obtaining a passing grade on the exam will allow the student to waive the applicable course in their program. No academic credit is granted for course waivers.

Students are eligible to take proficiency exams if they meet ALL of the following conditions:

- (1) have received between a B- and C- in any of the courses listed below
- (2) have discussed their program of study with their advisor and have been told they qualify for the exam
- (3) have not already taken, failed, or missed the exam

Proficiency exams are currently offered for the following courses:
Financial Accounting (0201 ACC 500)
Computer Applications (0207 DSC 501)
Math for Managers (0207 DAC 507)
Macroeconomics (0203 ECA 520)
Statistical Methods (0207 DSC 670) - MS Supply Chain Management only

Transfer Credit Policy

The transfer of advanced graduate courses should be rare and limited up to six credit hours (2 courses). These courses shall not be counted towards any elective courses. The graduate student should get approval of transfer of advanced courses taken prior to enrollment in the graduate program no later than first semester of admission in the program by the Assistant Dean. The policy on transfer of advanced graduate courses is as follows:

A maximum of six graduate credits hours may be transferred to meet advanced course requirements provided they have been:

- Taken in an AACSB accredited graduate program
- Completed within the last five years prior to entering Adelphi University's Robert B. Willumstad School of Business
- Completed with a grade of B or better
- Comparable to content in courses offered by the Willumstad School of Business

Transfer requests of advanced graduate courses after enrolling in the program should be petitioned to the Director of Graduate Programs and approved by the Academic Standards Committee. The graduate student will petition to the Director of Graduate Programs who shall forward the petition to the respective department chair. If the petition is reviewed and approved by the department chair, it shall then be forwarded to and reviewed by the Academic Standards Committee for final approval. The Academic Standards Committee shall review the transfer of advanced

courses only in extenuating cases. The student is required to complete a minimum of thirty graduate credit hours at Adelphi University to graduate.

Continuous Matriculation

For domestic students, continuous matriculation may be maintained by the completion of at least one course during the calendar year. For international students continuous matriculation may be maintained by the completion of at least three courses (9 credits) during each of the Fall and Spring semesters. For additional information regarding matriculation for International Students, please contact International Student Services. Degree requirements existing at the time of admission will remain in force if the student maintains continuous matriculation. A candidate who discontinues their enrollment for one year or more must apply for readmission. The student will then need to meet any new requirements for admission as well as any new requirements for the degree.

Time Limits

It is believed to be in the interest of the student as well as the school to set a time limit within which the original conditions of matriculation will remain in force. Time limit extensions must be formally approved in writing by the Office of the Dean. Master's degree candidates will be permitted six years (6) within which to complete the requirements for the degree.

Scholastic

Each candidate for the degree must have completed all course requirements with a grade point average of no less than 3.0 (on a 4.0 scale). The method of determining this average is explained by the University Bulletin. Two consecutive semesters with a GPA less than 3.00 will result in dismissal from the program. *Additional information included in Willumstad School of Business Graduate Dismissal Policy section.*

Capstone Course

As part of the capstone course (BUS 679), all MBA students are required to complete two assessment exams: a discipline-specific major field test (MFT) and a School of Business learning goal assessment. Students who do not take the MFT or learning goal assessment will receive an Incomplete (I) in the capstone course and have their graduation application held until completed.

Graduation with Distinction

Graduate degrees are awarded with distinction to outstanding graduate students who have achieved a cumulative GPA of 3.9 or higher. The cumulative GPA is based only on graduate courses taken at the Robert B. Willumstad School of Business.

Graduation Requirements

It is the responsibility of each student to make certain that all the course requirements for graduation listed on their Degree Audit have been met. The student, in accordance with the deadline established in the Official University Calendar, must file a formal application for conferral of the degree or certificate on the Office of the Registrar's website.

Applying for Graduation

Students that are credit eligible for graduation will receive an alert when they log on to eCampus. They will then have access to the online graduation application which they can submit to start the graduation check process-<https://commencement.adelphi.edu/timeline/>. Graduate applications are also available in the Office of the University Registrar, or students can download the Graduation Application from the website:<https://commencement.adelphi.edu/apply/>. Students who have

completed degree requirements but who have not applied for graduation will not receive a diploma nor will the degree be conferred.

Conferring of Degrees Degrees are conferred on May 31, August 31, or January 31. The formal conferring of degrees takes place annually at Commencement in May. Students who will complete their program in August may participate in the Commencement ceremonies but will not receive their degree until they have completed all degree requirements.

Graduation caps and gowns are ordered online:

<https://commencement.adelphi.edu/caps-and-gowns/>

For further information, please contact: commencement@adelphi.edu

Diplomas

Students who are awarded degrees are mailed diplomas certifying that all degree requirements have been met. Diplomas will not be issued to students who have outstanding obligations to the University. The name of the school/college and the degree awarded will appear on the diploma, along with distinction earned. Diplomas do not indicate majors, minors, concentrations, specializations, or tracks; that information is reflected on the official transcript. Lost or damaged diplomas can be replaced by submitting a Diploma Replacement form.

You can also order a certified electronic diploma here:

<https://registrar.adelphi.edu/electronic-diplomas/>

For more information visit <https://registrar.adelphi.edu/graduation/>.

Listed below are some common questions you may have about your diploma. All information can be found on this webpage:

<https://registrar.adelphi.edu/graduation/>

Q: When can I receive my diploma?

A: Diplomas are mailed to graduates eight to ten weeks after the official date of degree conferral. You can also order a certified electronic diploma: <https://registrar.adelphi.edu/electronic-diplomas/>. Diplomas will not be issued to students who have outstanding obligations to the University.

Q: What will appear on the diploma?

A: The name of the school/college and the degree awarded will appear on the diploma, along with Latin honors earned. Diplomas do not indicate majors, minors, concentrations, specializations, or tracks; that information is reflected on the official transcript.

Q: I need to change my mailing address. Who do I contact?

A: Please contact the Registrar's Office:
<https://registrar.adelphi.edu/contact/>

Q: What is a Certified Electronic Diploma?

A: Visit this webpage for more information:
<https://registrar.adelphi.edu/electronic-diplomas/>.

Q: Can I pick up the diploma from your office?

A: Diplomas are issued by the Registrar's Office; you cannot pick them up from the School of Business department. Please visit the Registrar's website for information on their availability.

Q: What if I lose my diploma?

A: Lost or damaged diplomas can be replaced by submitting a Diploma Replacement form.

Beta Gamma Sigma–International Business Honor Society

Beta Gamma Sigma is the international honor society for schools accredited by AACSB International. It recognizes and rewards superior academic achievement and is limited to students who have completed at least one half of their graduate business program, and are in the top 20% of their class. Membership advantages include the Student Leadership Forum, the Scholarship Program, Alumni Chapter Network and the Career Central Job Board.

Communication About Academic Information

The University considers e-mail a formal communication, and the primary method of communicating information to students is through the @mail.adelphi.edu email account. Faculty, staff and students are expected to check their official Adelphi University email account on a frequent and consistent basis in order to stay current with University and/or faculty-student related communications. If using another personal email please forward your @mail.adelphi.edu email address to an email account you check regularly. This includes summer communication.

Grade Changes/Course Related Complaint Process

Grades are submitted only by the instructor of the course. Any change of grade must be approved by that instructor. A grade may be changed only if there is unequivocal evidence that it was the result of computational or mechanical error. Students who believe their grades are incorrect or unfair should:

1. Discuss their course work with the instructor.
2. Review with the course instructor the grading policies for the course
3. If still dissatisfied, disputes concerning grades should be brought to the chair of the department.

4. The chair may choose to discuss the matter with the instructor to try to resolve the issues.
5. If still dissatisfied, students should bring their concerns to the associate dean of the school responsible for the course.
6. The dean may choose to discuss the matter with the chair and/or the instructor to try to resolve the issues.

All disputes concerning the accuracy of a grade must be raised within one calendar year. Grade changes must first be signed by the instructor and then by the department chair and the appropriate dean before being submitted to the Registrar.

Policy Concerning the Grade of I (Incomplete):

Students who cannot complete all the requirements in a class can request a grade of Incomplete. The designation “I” (Incomplete) will be issued when the student has not completed the course requirements by the end of the semester and has obtained permission from the instructor to take additional time to complete the course work. The incomplete designation “I” may be used by instructors only if a student has been excused from the completion of course requirements because of illness or other exceptional, compelling circumstances. Students may have no more than one calendar year after the end of the semester in which the grade was given to resolve Incompletes. Unresolved Incompletes convert to Fs after this time. This then becomes the final grade.

Adelphi University Affirmative Action / Equal Employment Opportunity Policy Statement

Adelphi University is committed to a policy of equal opportunity and non-discrimination regarding all educational, student programs and employment actions and further commits not to discriminate against any individual on the basis of an individual’s race, creed, color, national origin, ethnicity, gender, gender identity, sexual orientation, disability, genetic predisposition or carrier status, age, religion, marital status, veteran status,

family status, domestic violence victim status or any other basis protected by applicable local, state or federal laws.

[Academic Assistance for Students with Disabilities](#)

Graduate students who have a documented disability may be eligible for cost-free reasonable accommodations and academic assistance. Students with disabilities who are in need of accommodations must contact the

Student Access Office

Post Hall Room 107

Phone: 516-877-3806

Email: sao@adelphi.edu

Website- <https://access-office.adelphi.edu/>

Willumstad School of Business Graduate Dismissal Policy

Scholastic Requirements

Students who are accepted to all graduate business programs must maintain a 3.0 GPA while completing the course work. Failure to comply with the conditions of acceptance may result in probation and/or dismissal from the program.

Graduate student performance will be evaluated by the Director of Graduate Programs each semester to assist a student who is falling below the minimum cumulative GPA requirement of (≥ 3.0) or risk probation or dismissal.

Procedure:

1. If a student's cumulative GPA falls below a 3.0 in a given semester, a letter from the dean's office by the Director of Graduate Programs will be sent to the student. The student will be placed on academic probation with a warning of being dismissed if the student does not raise their GPA to the required minimum of 3.0.
2. If the student has heeded the warning and raised their GPA to a 3.0, a letter will be sent to the student stating that they are in good academic standing by the dean's office
3. If the student has failed to bring up their GPA to a 3.0, then a second formal letter will be sent as a final warning of dismissal for the program by the dean's office.
4. If the student has failed after the second warning to bring up their GPA to a 3.0, then a letter will be sent by the dean's office informing them that they are dismissed from the program.

The Department reserves the right to dismiss any student who maintains a GPA below a 3.0. Students may be dismissed from the program for ethical violations (e.g., plagiarism) or an ethical violation.

Medical Leave of Absence

Students requesting a withdrawal from the University because of medical reasons must submit the appropriate medical documentation and a letter requesting a medical withdrawal to the Office of Academic Services and Retention. This must be done during the semester for which the leave is requested. Students approved for Medical Withdrawal might have a credit posted to their account to be applied toward future semesters. All unused credit will be forfeited after one year of issuance and tuition and fee charges will not be refunded. Students who withdraw from the University for Medical Reasons will be dropped from all of their courses. Students wishing to return after a Medical Withdrawal must submit medical documentation clearing them for return to the Office of Academic Services and Retention. Please refer to the website for additional instructions, <http://academics.adelphi.edu/asr/pdf/medical-leave.pdf>

Leave of Absence

If a graduate business student would like to take a semester or more off, please notify your advisor to seek approval. If approved, contact the Office of Academic Services and Retention <OASR@adelphi.edu> to have your LOA formally recorded. Without such notice, students will be dropped from the official roster of degree candidates.

Readmission

Readmission to the University, except from a medical leave, is sought in writing from the Program Director of the appropriate school or college and is subject to the particular readmission policies of that graduate program.

Vehicle Registration

In order to park on campus, you must obtain a parking permit. Bring the following items to the Office of Public Safety and Transportation, Levermore Hall, Room 113

1. University I.D. with current validation sticker
2. Valid vehicle registration showing plate number and description of vehicle
3. Bursar's receipt or other proof that you are a registered student or employee

Parking Decals must be affixed to the rear bumper, driver's (left) side, or taped to the left rear windshield. All vehicles must be registered with the Office of Public Safety and Transportation annually.

[Academic Calendar](#)

Keep track of important academic dates and deadlines by reviewing the University academic Calendar:

<https://www.adelphi.edu/academics/academic-calendar/>

Please note that all dates are subject to change at the university's discretion. This calendar does not apply to Special Sessions courses.

Please see the Special Sessions calendar for details:

<https://registrar.adelphi.edu/academic-calendar/>

[Events Calendar](#)

Stay up to date on Adelphi event by accessing our Events Calendar:

<https://www.adelphi.edu/events/>

[Emergency Closings](#)

Adelphi students, faculty and staff are encouraged to sign-up for the University Mass Notification System to receive instant alerts and closing information. Call the University Alert Hotlines for vital campus alerts, emergency information, and announcements regarding inclement weather, delays, closings, or power outages.

Website: <http://about.adelphi.edu/campus-locations/closing/>

Garden City Campus:516.877.6870

Manhattan Center:516.877.6872

Adelphi will also use the RAVE Alert emergency notification system to instantly broadcast urgent messages and deliver instructions to the campus community. You can change or update your registered devices through the RAVE Manage Profile Dashboard accessible through eCampus.

[Important Adelphi Contacts](#)

One-Stop Student Services Center

Levermore Hall, 008 LL

Phone: (516)877-3080

Email: onestop@adelphi.edu

Website: <https://www.adelphi.edu/one-stop/>

Office of the University Registrar

Levermore Hall, Lower Level Room 8

Phone: (516)877-3300

Phone: (516)877-2210 (on-campus only)

Email: registrar@adelphi.edu

Website: <http://ecampus.adelphi.edu/registrar/>

Office of Student Financial Services

Levermore Hall, Lower Level Room 1

Phone: (516)877-3080

Email: financialservices@adelphi.edu

Website: <http://ecampus.adelphi.edu/sfs/graduate.php>

Swirbul Library

Phone: (516)-877-3570

Email: simpson@adelphi.edu

Website: <http://libraries.adelphi.edu/>

Adelphi University Bookstore

Ruth S. Harley University Center

Phone: (516) 877-3900

Email-adelphi@bkstr.com

Website: <https://www.bkstr.com/adelphistore/home>

Center for Career and Professional Development

Nexus Building, Room 225

Phone: (516) 877-3130

Email: careercounselor@adelphi.edu

Website: <https://career-center.adelphi.edu/>

The Writing Center

Nexus Building, Room 129

Phone: (516) 877-3296

Email: writingcenter@adelphi.edu

Website: <http://writing.adelphi.edu/>

The Learning Center

Nexus Building, First Floor

Phone: (516) 877-3200

Email: learningcenter@adelphi.edu

Website: <http://learning.adelphi.edu/about/>

Academic Services and Retention

Nexus Building, Room 145

Phone: (516)-877-3150

Email: baltimor@adelphi.edu

website: <http://academic-services.adelphi.edu/about/>

IT Help Desk

Swirbul Library Information Commons, 2nd Floor

Phone: (516) 877-3340

Email: helpdesk@adelphi.edu

Website: <https://www.adelphi.edu/it/support/>

International Student Services

Post Hall, Room 203

Phone: (516) 877-4990

Email: internationalstudentservices@adelphi.edu

Website: <https://www.adelphi.edu/international-services/>

WSB Policy on Graduate Student Academic Integrity

I. Policy Description

This document describes the process through which issues of academic integrity as they apply to graduate students in the Willumstad School of Business will be addressed.

II. Reason for the Policy

Adelphi University calls for issues of academic integrity involving graduate students to be resolved at the academic unit level. Hence, this policy document.

III. Policy

1. All members of the School are responsible to familiarize themselves and abide by all rules and procedures related to academic honesty outlined in this policy.

2. The following statement will be communicated to all graduate students in the Willumstad School by faculty and staff and by inclusion in the Student Handbook.

The School is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Willumstad School of Business, I accept the School's Policy on Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals.

3. Examples of academic misconduct must be communicated to all graduate students at the start of their program of study by the School and at the start of the semester by the faculty members teaching the course. The Appendix to this policy provides such a list.

4. It will be the goal of the School to settle all cases within 8 weeks of their occurring.

IV. Procedures

The general procedures for dealing with allegations of academic misconduct involve a two-step process: informal resolution and formal resolution.

Many cases may be appropriately addressed by informal resolution between the student suspected of misconduct and his/her instructor/department chair. If the case is not resolved, it has to be addressed formally through the Dean's Office.

Informal resolution

1. If a graduate student is suspected of misconduct outside a course, the department chair (and appropriate faculty members) may review the evidence and the facts of the case promptly with the student, and settle the case directly with the student. If the case is not settled, the department must submit the case in writing to the Dean's Office.

2. If a graduate student is suspected of misconduct within a specific course, the faculty member responsible for the course shall review the evidence and the facts of the case promptly with the student, and may settle the case directly with the student. The faculty member may consult with the department chair to resolve the case. If the case is not settled this way, the department must submit the case, in writing, to the Dean's Office for resolution, with a copy to the department chair.

Formal resolution

The resolution of allegations of misconduct not resolved by the informal procedure includes two principal phases: (1) an inquiry and (2) a hearing.

1. After the Dean's Office receives the case from the faculty member/department chair, the Dean (or his/her appointee) will conduct an

enquiry which may include, among others, interviewing the accused student and witnesses, and examining pertinent documents.

The enquiry process will start within 7 working days of receiving the written complaint.

If the inquiry finds that the allegation against the student is without merit, all parties will be informed within 7 working days of that determination.

If the inquiry finds that the allegation has a reasonable basis, the Dean's office may settle the case with the student in consultation with the department chair/faculty member and impose an appropriate penalty. A report to this effect will be appended in the student's file.

2. Where a settlement is not possible, the Dean's Office will convene a Hearing Panel to review the case. The Panel will consist of two graduate students, two faculty members from outside the department in question, and a representative of the Graduate Office of the School/Office of Student Affairs on campus. The Hearing Panel can question the student, the faculty member, and any other person relevant to the case and examine any documents. The decision of the Hearing Panel will be communicated to the Dean, the student, the faculty member/department chair along with any recommended penalty, if appropriate.

In the absence of any appeal of the decision of the Hearing Panel by the student within 14 days of being notified, it will be presumed that the findings of misconduct have been accepted by the accused student.

Any appeal by the accused student of the decision of the Hearing Panel must be in writing to the Dean and can only be on procedural grounds.

The decision of the Dean will be final.

V. Documentation and Sanctions

Formal documentation about academic misconduct cases will be maintained in the Dean's Office. All previous cases will be considered in determining an appropriate sanction(s) if the student is found responsible.

Sanctions for additional violations will be more severe than first violations.

Sanctions for violations will be determined by the faculty member in consultation with the Department Chair and may include – redoing of assignments, completing additional assignments, retaking of exams, lowering of grade, and expulsion from course.

APPENDIX

Academic misconduct include, but is not limited to, the following:

1. Cheating on examinations
2. Plagiarism
3. Reuse of the same or substantially similar assignments for more than one course
4. Improper use of the Internet
5. Improper use of electronic devices
6. Unauthorized collaboration
7. Alteration of graded assignments
8. Forgery and falsification
9. Lying
10. Facilitating academic dishonesty
11. Unfair competition

Examples of the above are provided below:

CHEATING ON EXAMINATIONS

- Use of unauthorized materials (e.g., notes, books) during an in-class or take-home examination
- Consultation of unauthorized materials while being excused (e.g., on a restroom break) from an examination room
- Discussion of an exam's contents during its administration
- Copying answers from another student
- Obtaining an examination or answers to an examination prior to its administration

- Studying from an old exam whose circulation was prohibited by the instructor

PLAGIARISM

- Submission of the same or substantially similar work of another person, such as an author or classmate
- Use of the results of another student's work (e.g., exam, homework, computer code, lab report) while representing it as your own
- Improper documentation of quotations, words, ideas, or paraphrased passages taken from published or unpublished sources

REUSE OF ASSIGNMENTS

- Submission of the same or substantially similar assignment to fulfill the requirements of more than one course

IMPROPER USE OF THE INTERNET

- Plagiarism from a published or unpublished Internet source
- Improper documentation of an Internet source
- Use of paper writing services or paper databases on the Internet

IMPROPER USE OF ELECTRONIC DEVICES

- Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, computers,

PDA's) during examinations

- Use of electronic devices to communicate within or outside an examination room (i.e., use of cellular phones is not permitted during an exam)
- Storage of test answers, class notes, and other references in electronic devices for use during examinations

UNAUTHORIZED COLLABORATION

- Collaboration when solving homework problems or writing lab reports, computer programs, or papers unless explicitly approved by the professor

ALTERATION OF GRADED ASSIGNMENTS

- Submission of an examination or assignment for a regrade after making changes to the original answers or text

FORGERY AND FALSIFICATION

- Falsification or invention of data in a laboratory experiment
- Citation of nonexistent sources or creation of false information in a written assignment
- Attributing to a source ideas or information that is not included in the source
- Forgery of university documents, such as letters and transcripts
- Impersonating a faculty member

LYING

- Request for special consideration from professors or university officials based upon false information or deception
- Fabrication of a medical or emergency excuse as a reason for needing an extension on an assignment or for missing an examination
- Claiming falsely to have completed and/or turned in an assignment
- Falsely reporting an ethics violation by another student

FACILITATING ACADEMIC DISHONESTY

- Intentionally or knowingly aiding another student to commit a violation of academic conduct
- Allowing another student to copy from one's own examination paper during its administration

- Providing copies of course materials whose circulation was prohibited (such as exams or assignments) to students enrolled in or planning to take that course
- Taking an examination or completing an assignment for another student, or permitting another student to do so on one's behalf

UNFAIR COMPETITION

- Willfully damaging the academic efforts of other students
- Stealing another student's academic materials (e.g., books, notes, assignments)

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Campus Map

● Parking ■ Gates ● ADA Accessible

← N

SOUTH AVENUE

CAMBRIDGE AVENUE

BROMPTON ROAD

ADELPHI UNIVERSITY

AHE Alumni House
ALH Alumnae Hall
BLH Blodgett Hall
CHH Chapman Hall
CRS Center for Recreation & Sport
EDH Eddy Hall
EHA Earle Hall A
EHB Earle Hall B
ELC Early Learning Center
GMB Grounds Maintenance Building
HHE Hagedorn Hall of Enterprise
HRH Harvey Hall
HWC Hy Weinberg Center
KFA Adele & Herbert J. Klapper Center for Fine Arts
LNH Linen Hall
LVH Levermore Hall
NEX Nexus Building
PAC Performing Arts Center
PSB Public Safety Booth
PSH Post Hall
RHA Residence Hall A
RHB Residence Hall B
SCB Science Building
SWB Social Work Building
SWL Swirbul Library
UNC University Center
WDH Woodruff Hall
WLH Waldo Hall
PG Parking Garage

CAMPUS DIRECTORY