Welcome!

The faculty, staff and administration of the College of Business and Public Administration (CBPA) are happy to welcome you to the College. We are pleased that you have made the decision to continue your education with us and look forward to getting to know each and every one of you.

This mandatory orientation is required for all part-time and full-time, degree-seeking students as a way of introducing you to the CBPA faculty, staff, and incoming classmates. We want you to feel comfortable in the knowledge that we are here to serve you and provide you with the tools, expertise, and resources needed to succeed in your chosen degree program.

We also want to acquaint you with the various policies and procedures of the university and the college; to answer questions before they become problems, and to introduce you to the people and places that you may utilize during your academic career here at Governors State University.

Purpose of Handbook

The purpose of this handbook is to provide you with a resource document to guide you to the appropriate person, office, website and/or policy when questions arise throughout your tenure with us.

Please take the time to familiarize yourself with the contents of the handbook. This handbook is intended to be used as a companion piece along with the Governors State University Student Handbook and the University Catalog. As a student in the College of Business and Public Administration, you are responsible for knowing the degree requirements for your chosen course of study and the university and college policies and procedures.

Again, on behalf of the faculty and staff, welcome to the College of Business and Public Administration. Best wishes for your success with this important step toward your future career goals. Your success is our success!

The College of Business and Public Administration Faculty and Staff
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GOVERNORS STATE UNIVERSITY
MISSION STATEMENT
Governors State University is committed to offering an exceptional and accessible education that imbues students with the knowledge, skills, and confidence to succeed in a global society. GSU is dedicated to creating an intellectually stimulating public square, serving as an economic catalyst for the region, and being a model of diversity and responsible citizenship.

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
MISSION STATEMENT
The College of Business and Public Administration provides an accessible, high quality education to a diverse student body primarily from the Chicago area, while actively engaging in research and service to the community. We empower our students with the knowledge, skills and ethical perspectives needed to succeed in a technologically sophisticated global society.

Core Values
Excellence: a commitment to excellence in teaching, research, and service to the division, the college, the university, the community, and the profession.

Continuous Improvement: a commitment to continuously improve our teaching, research, services, and administrative processes by combining our talents to generate original ideas and perspectives, departing from conventional views to pursue a new approach, conception, or vision.

Diversity: a commitment to diversity and acceptance of wide ranging perspectives, through open dialogue and respectful interaction.

Accountability: a commitment to individual accountability and to shared responsibility, through fair, honest, open and transparent interactions while using resources effectively and efficiently.

ACCREDITATION
At GSU, we insist on providing programs that meet the most rigorous standards. The university is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, but we go further than that. Programs in the College of Business and Public Administration are accredited by the appropriate specialized professional association.

The Accreditation Council for Business Schools and Programs has fully accredited the college’s business programs. New business programs that are implemented after initial accreditation must be in effect for two years and have graduates before ACBSP will grant accreditation to these new programs.

The Master of Public Administration is fully accredited by the National Association of Schools of Public Affairs and Administration (NASPAA).
## 2014 - 2015 ACADEMIC CALENDAR

Web Location: [www.govst.edu/academiccalendar](http://www.govst.edu/academiccalendar)

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<tr>
<td>GSU Closed - Martin Luther King Holiday</td>
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<tr>
<td>Early Start Classes Begin</td>
<td>M 8/11/14</td>
<td>–</td>
<td>–</td>
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<tr>
<td>Term Begins</td>
<td>M 8/25/14</td>
<td>M 12/8/14</td>
<td>T 1/20/15</td>
<td>M 5/18/15</td>
</tr>
<tr>
<td>GSU Closed - Labor Day/ Memorial Day</td>
<td>M 9/1/14</td>
<td>–</td>
<td>–</td>
<td>M 5/25/15</td>
</tr>
<tr>
<td>Graduation Applications</td>
<td>F 9/5/14</td>
<td>–</td>
<td>–</td>
<td>F 2/6/15 for both Spring and Summer term graduations*</td>
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<tr>
<td>GSU Closed - Lincoln’s Birthday Holiday</td>
<td>–</td>
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<tr>
<td>No classes - Spring Break</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>M 3/16/15 – Su 3/22/15</td>
</tr>
<tr>
<td>GSU Closed - Independence Day Observance</td>
<td>–</td>
<td>–</td>
<td>–</td>
<td>F 7/3/15</td>
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<tr>
<td>Last Day to Drop a Class/ Refund Schedule</td>
<td>Published on student class schedule in the portal for individual courses</td>
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<tr>
<td>Thanksgiving Break</td>
<td>GSU open but no classes: W 11/26/14; GSU closed Th 11/27/14 - Su 11/30/14</td>
<td>–</td>
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</tr>
<tr>
<td>Term Ends</td>
<td>Su 12/7/14</td>
<td>M 1/12/15</td>
<td>Su 5/10/15</td>
<td>Su 8/9/15</td>
</tr>
<tr>
<td>Final Grades Deadline</td>
<td>Classes end in semester - seven days after section ends. Full-semester classes - 12/14/14</td>
<td>Seven days after section ends.</td>
<td>Classes end in semester - seven days after section ends. Full-semester classes - 5/17/15</td>
<td>Classes end in term - seven days after section ends. Full-semester classes - 08/16/15</td>
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<tr>
<td>GSU Closed</td>
<td>W 12/24/14 - Th 1/1/15</td>
<td>–</td>
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<tr>
<td>Commencement</td>
<td>May 16, 2015 (for fall 2014 graduates, and spring and summer 2015 candidates for graduation</td>
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COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
DEGREE PROGRAMS

Undergraduate
- B.S. Accounting
- B.A. Business Administration
- B.A. Business and Applied Science
- B.A. Entrepreneurship
- B.A./B.S. Economics
- B.S./M.S. Accelerated Professional Accounting Program

Graduate
- M.S. Accounting
- M.B.A. (Master of Business Administration)
- M.B.A. Online – Supply Chain Management Accelerated Cohort
- M.S. Management Information Systems
- M.P.A (Master of Public Administration)

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
RESOURCES FOR STUDENTS

www.govst.edu/cbpa

Dean’s Office:
Room G266    708.534.4930
Dr. Ellen Foster-Curtis, Dean
Patricia Thompson, Business/Administrative Associate
Karen Williams, Manager of Enrollment and External Programs

Academic Advising Office
Room G281    708.534.4391
Ruby Williams, Staff Clerk  rwilliams2@govst.edu
Stacy Amedeo, Students A - L  samedeo@govst.edu
Jennifer Taylor, Students M - Z  jtaylor@govst.edu

Advising Office Hours (Fall and Spring) – modified summer hours will be posted
- Monday  8:30 a.m. - 7:30 p.m. (last appointment at 7 p.m.)
- Tuesday  8:30 a.m. - 5 p.m.
- Wednesday  8:30 a.m. - 5 p.m.
- Thursday  8:30 a.m. - 7:30 p.m. (last appointment at 7 p.m.)
- Friday  8:30 a.m. - 5 p.m.

The college has centralized academic advising by professional advisors. Students are encouraged to meet with an advisor prior to beginning their program and at any time they have questions concerning their progress toward degree completion. Please call ahead for an appointment when seeking academic advising so you are able speak to your academic advisor without waiting. There will be periodic times when your assigned advisor will not be available.
Student Study Plan
Student study plans are developed with advisors before the end of the first semester of enrollment. The advisor will explain the degree program, and develop a study plan with the student that will lead to degree completion of the selected major. All CBPA students are required to sign their study plan. The student study plan will detail the degree requirements for the major selected in effect at the time of admission as a degree-seeking student.

Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.

CBPA Student Organizations

Accounting/Finance:
Dr. T.J. Wang, 708.534.4965

APICS-The Association for Operations Management:
Dr. John Simon, 708.534.4954

Delta Mu Delta:
See myGSU portal for information. Email: BPAinfo@govst.edu

ENACTUS:
Dr. David Green, 708.534.4967

Human Resources:
Dr. Stephen Wagner, 708.534.4527

Master of Public Administration:
Dr. Susan Gaffney, 708.534.7626

Management Info Systems:
Dr. Dalsang Chung, 708.534.4935

Pi Alpha Alpha:
Dr. Mary Bruce, 708.235.7627

Society of Collegiate Entrepreneurs:
Dr. Robert Sinclair, 708.534.4934

Graduate Assistantships
The College of Business and Public Administration hires graduate assistants each semester on an as-needed basis. Applicants must be fully-admitted degree-seeking students in the College of Business and Public Administration at Governors State University.

Graduate Assistants are hired to fill a specific position or to complete a specific project. He/she will receive compensation in the form of a tuition waiver and a stipend, in exchange for working 20 hours per week during the semester. Graduate Assistants are hired to fill positions in several areas; each of these positions requires specific skill sets. Applicants must complete the information requested on the Graduate Assistant Information Form; you must also attach a resume. Students interested in being considered for a Graduate Assistantship may download an application from the CBPA website under student resources or contact the CBPA Dean’s Office at 708.534.4930.

Scholarships
Many scholarships are offered by the GSU Foundation and the Alumni Association. Each year the organizations supporting these scholarships devote great effort to raising funds in order to recognize academic excellence and to assist deserving students who need financial help to continue their studies www.govst.edu/scholarships/ or through the GSU portal. Click finances/scholarships.

Tuition Waiver Programs
The College of Business and Public Administration offers its students the opportunity to apply for a tuition waiver on a term-by-term basis. Students interested in being considered for a tuition waiver may download an application from the CBPA website under student resources or contact the CBPA Advising Office at 708.534.4391 or bpainfo@govst.edu.
CBPA STATEMENT OF STUDENT RESPONSIBILITIES

The following CBPA expectations are understood to be minimum expectations. Students should be aware that individual CBPA faculty may have additional or higher expectations. In each case, the student is expected to perform to, at least, the higher of the standards.

Each individual CBPA student is expected to be an active independent learner who:

- Is committed to learning and growth, both individually and as a community of learners.
- Operates with integrity in their dealings with faculty and other students. The GSU Student Handbook details the GSU policies on Civility, Sexual conduct, student conduct, and honesty. Students should be aware that individual faculty members may have additional conduct and honesty policies. In this case, faculty members are responsible of providing student access to these policies and students will be held to these additional policies.
- Engages the learning materials, including course syllabi, with appropriate attention and dedication. Students are expected to obtain all required learning materials within the first week of classes. (This includes, but is not limited to, correct editions of all textbooks and any other required resources, such as required software, etc.) (Students are expected to read, understand, and apply the information provided in each relevant course syllabi.)
- Maintain their engagement when challenged by difficult learning activities.
- Contribute to the learning of others.
- Perform to the standards set by the individual faculty members, for a given course, and those set by the CBPA for all common standards. This includes, but is not limited to:
  - attending all class sessions, arriving on time and staying for the duration of the class period
  - preparing for class
  - participating in the class session/discussion
  - completing all student tasks, including homework, quizzes, and exams, as assigned in the class schedule
  - checking eLearning course site, minimally twice per week
  - check eLearning at least once per day for online courses
  - being committed to a reasonable expectation of time required for course activities
  (In general, CBPA students should expect that a three (3) credit hour course will require a minimum total weekly time commitment of six (6) hours outside of classroom time. (Similarly, a student enrolled in six credit hours can reasonably expect to commit a minimum total of 12 hours weekly to academic activities outside of the classroom.)

To this end, students are expected to be:

- Civil
- Ethical
- Respectful
- Prepared and engaged
- Organized
- Resourceful
- Critical about what they are studying
- Self-managing
• Actively seeking assistance, when needed, by:
  – Asking questions of faculty members and tutors, when available
  – Seeking technical assistance from the ITS helpdesk or eLearning, depending on question
  – Asking classmates
  – Seeking appropriate assistance from the faculty member during office hours
  – Using the library
  – Taking advantage of services provided by the Academic Resource Center

GENERAL CBPA STUDENT RESPONSIBILITIES

1. Students are expected to use professional communication formats both in oral and written form, including e-mail. Slang, text chat abbreviations, etc., are not considered professional communication formats.

2. GSU e-mail is the college and university's official form of communication. Available through myPortal, students will check this e-mail at least once per day during the semester and regularly between semesters for important announcements and communications. (See page 11).

3. University Calendar – Students are responsible for knowing and adhering to all dates published in the University Academic Calendar and semester Course Schedule.

4. MIS competencies – All CBPA students must successfully complete the MIS competency exams before the completion of their second semester of enrollment in CBPA. Students who are unable to achieve the required minimum score must enroll in the corresponding course (specific to the exam(s) they are unable to pass) no later than the third semester of enrollment.

5. Student Study Plan - developed with advisors before the end of the first semester of enrollment. Students are responsible for meeting with their advisor to develop and for following their Student Study Plan. Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.

6. Prerequisite Requirements – students are responsible for ensuring all specific course prerequisites are completed prior to registering for a course. Students will be administratively withdrawn from a course if they have not met the prerequisite requirements. (See page 9).

7. Candidacy Requirements - After admission as a degree-seeking student and completion of a maximum of 15 credit hours, a graduate student, must apply for candidacy. Graduate students are responsible for knowing the requirements for Candidacy. (See page 8).

8. Capstone Courses can only be taken after completion of all common core courses on the student's study plan. An application and approval from the academic advisor is required before a student may register for capstone. (See page 9).

9. GPA Requirement - Undergraduate students must maintain an overall GPA of 2.0. Graduate students must maintain an overall GPA of 3.00 or higher. (See GSU Catalog for information on academic probation, suspension, and holds.)

10. Graduation applications and progress forms are typically due to the Registrar’s Office the first week of your final semester. Students are responsible for knowing and adhering to the graduation application deadline. Applications can be printed from the myGSU Portal by clicking on student resources, Registrar’s office, and forms to find the graduation application (Also see page 9).

11. Students are responsible for registering themselves in courses and meeting all registration, payment and withdrawal deadlines. Registration is not complete until payment has been made. Students are encouraged to register early during the registration period. As registration progresses, courses with low enrollment may be cancelled. To minimize the possibility of a class being cancelled, students are encouraged to register early in the registration cycle.
**Academic Honesty**

The following statements are taken directly from the online version of the University Catalog ([www.govst.edu/catalog/catalog_appendix.htm](http://www.govst.edu/catalog/catalog_appendix.htm)). The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

1. When someone else’s work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person’s own work.
   
a. When using material from a publication (e.g., book, journal, article, film, etc.) that material should be enclosed in quotation marks, or otherwise set off, and the source of the material acknowledged.
   
b. When paraphrasing published material (e.g., using it almost word-for-word) the source should also be acknowledged unless the information is common knowledge in the field.
   
c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
   
d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
   
e. Having someone else prepare material that is to be submitted should only be done with the instructor’s permission to do so.

2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.

3. Hypothetical data should be submitted only with the permission of the instructor to do so and should be clearly labeled as such.

4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.

5. Students may neither give, request, nor utilize assistance during an examination without the instructor’s permission.

Note: These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

**Candidacy Requirements (Graduate Students)**

After admission as a degree-seeking student, a graduate student is also required to apply for candidacy. Application forms are available in the Academic Advising Office, through the CBPA forms area in the myGSU portal, or page 21 of this document. Contact your advisor with questions.

To qualify for candidacy, a student must:

- Satisfy any conditions of admission;
- Complete all preparatory courses with a grade of “B” or better in each course;
- Apply for candidacy after earning a minimum of nine and a maximum of 12 graduate credit-hours. Students who complete more than 15 hours of degree requirements before attaining candidacy status may still be required to complete up to 18 additional hours, approved by the dean, as a candidate before being approved for graduation by the college; and
- Maintain an overall GPA of 3.0 or higher for all course work completed at Governors State University as a graduate student with no more than two grades of “C” in all required course work.
Prerequisite Requirements
Prerequisite courses are courses that are required to be taken before other, higher level courses may be taken. It is the student’s responsibility to make sure all prerequisites are completed prior to registering for a required course. Students may be administratively withdrawn from a course if they have not met the prerequisite requirements.

Capstone Course Registration
Capstone courses is typically taken during the last semester of the program and can only be taken after completion of all common core courses on the student’s study plan. An application and approval is required before a student may register for ACCT8965, MGMT4900, MGMT8900, MIS8979, MIS8989, MIS8999, PADM8900, and PADM8990. To locate the form, go to see page 17, 22 or 23 of this document or download the form in the myGSU portal. Contact your advisor if you have questions.

CAPSIM/ COMP-XM
All BA Business Administration, BS Accounting, BAAS, and MBA students are required to participate in a business simulation system (CAPSIM) and a COMP-XM, Competency Test during enrollment in the capstone course. COMP-XM is an assessment tool to determine and demonstrate what students have learned though their business curriculum and the CAPSIM business simulation experience which is utilized throughout the Capstone course.

The unique two-part COMP-XM examination process uses a business simulation followed by a series of questions that are specific to the results of the answers provided in the prior simulation rounds. Most of the questions require knowledge of specific information drawn from marketing, management, finance and managerial accounting, or a combination of these. A $35.00 fee is charged for the test at the time of registration in the capstone course (MGMT4900 and MGMT8900).

Commencement
A student may graduate in May, August or December. GSU hosts one commencement ceremony each year in May or June. Diplomas will be mailed to students by the Registrar about nine weeks after the end of the semester.

GI Bill Certifications
GI Bill Certifications must be dropped off at the Academic Advisor’s Office each semester for certification. The advisor will certify the courses and forward the form to Financial Aid.

Academic Probation, Suspension and Holds
Students failing to meet the required cumulative G.P.A. for academic good standing for the first time are placed on Probation I for the subsequent semester. If a satisfactory G.P.A. is not achieved by the end of the Probation I semester in which the student was enrolled for credit, the student shall be placed on Probation II for the next semester. If a satisfactory G.P.A. is not achieved by the end of the Probation II semester in which the student was enrolled for credit, the student shall be academically suspended from the university for one year. Students may appeal the length of suspension and seek early readmission through the University Committee on Readmission and Special Admission.

University holds are a means of identifying students with unsatisfied financial or academic obligations to the university. Students with holds may not register until holds are released.

GSU Student Responsibilities
In addition to all specific CBPA student responsibilities listed above, each student is responsible for knowledge of University Policies available in the GSU Catalog www.govst.edu/catalog and the Student Handbook www.govst.edu/studenthandbook.
myGSU Portal
Upon admission to the university, you should have received a login and password for the GSU Portal. The Portal is accessible through mygsu.govst.edu. Through the myGSU Portal, students have access to university resources, eLearning, registration, and student e-mail. If you have difficulty logging into myGSU Portal, please contact the GSU HelpDesk, 708.534.4357. Due to the heavy volume of Help Desk calls during the first week of classes, it is advised that incoming students attempt to access the myGSU Portal immediately upon receipt of their login information.

International Student Services
The Office of International Services (OIS) supports the needs of the International Student population at Governors State University. This International Student Organization promotes friendship and understanding among students from different countries and provides a cultural learning experience for its members through a variety of activities on and off campus. Its programs benefit not only the audience it serves, but also the rest of the University community. For additional information go to www.govst.edu/ois or visit the myGSU portal, Student Resources, International Services.

Computer Connection Central
The Computer Connection Central Lab is located on the second floor of the D building. The lab provides computer facilities for use by GSU students, faculty and staff. In addition to its open lab area, Computer Connection Central offers nine classrooms for credited courses and workshops. For more information, visit www.govst.edu/thecube/

Writing Center
The Writing Center provides assistance to undergraduate and graduate students with one-on-one tutoring sessions through the online writing center, and beginning research and documentation help in the library. The center also offers assistance for students who plan to take writing examinations, such as the Basic Skills Exam. For more information, visit www.govst.edu/owl, call 708.534.4508, or click on Student Resources, Writing Center on your GSU portal page.
Library
The University Library provides reference and information services 77.5 hours per week at the circulation and reference desk. Electronic resources are available from the library’s website www.govst.edu/library 24 hours per day, seven days per week. Library staff members offer tours of the library, and library faculty members provide library instruction to individuals and groups upon request. In addition, workshops and training are offered in academic computing applications to students, faculty, staff, and community members. The workshop schedule can be found on the library’s GSU portal link. For more information about library services, click Student Resources, library, or call the reference desk 708.534.4111.

Counseling Services
The professional staff offers confidential counseling for currently enrolled students seeking to address academic, career, or personal concerns. Appointments can be made by contacting 708.534.4508. Additional information regarding counseling services and referrals is available on the Academic Resource Center website at www.govst.edu/campus_life or through the portal under Campus Life/Counseling.

Services for Students with Disabilities
The Office of Disability Services is dedicated to creating an accessible environment and providing equality of educational opportunities for students with documented disabilities. GSU’s goal is to focus on a student’s ability not the disability. Disability Services ensures compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Legally mandated access and accommodations are available to all qualified students who self-identify with Disability Services. Students must provide documentation by a qualified professional who can verify the functional impact of the disability as well as provide recommendations for appropriate accommodations. The information provided by students is voluntary and confidential. If requests for auxiliary aids, academic adjustments, or other special services necessitate a modification of academic standards or create an undue hardship on the university, the requests may be denied. To arrange for appropriate accommodations, contact the coordinator of Disability Services at 708.534.4508 or through the myGSU portal. Click Student Resources, Disability Services.

Online Registration
All registration for classes is accomplished on-line. Important registration information and instructions are available through the myGSU portal. In order to view courses, click on Registration, identify the semester and complete the form as needed.
Tuition Payment Plan
Students may use the payment plan option. A portion of the tuition and fees must be paid by the initial due date and the remaining balance may be paid in additional installments. The payment plan fee is $20 per semester. The payment plan form can be found in the portal under finances -- cashier.

GSU Student E-mail Accounts
GSU e-mail is the college and university’s official form of communication. All GSU students are provided with an e-mail account through myPortal. Students should check this e-mail at least once per day for important announcements and communications. This includes university closings and other emergency communication.

Shuttle Bus
The Department of Public Safety operates a scheduled shuttle service to the Metra Station for morning, afternoon and evening classes. Contact the Welcome Center for details at 708.534.4550.

Student Life
Located in A-Wing, this area has been designed to bring diverse students together through a variety of programs and services. Included in the Student Center is a television lounge; game area; dining and study areas; student leader offices (the Student Senate, Student Board of Trustees representative, and IBHE - Student Advisory Committee representative); and meeting rooms. The Student Life staff has offices in the center. The Student Commons is a gathering place for student interaction within the center. The Student Life Unit also houses the Athletics and Recreation Center, which has an Olympic style swimming pool, gymnasium, fitness room (free weights and exercise machines), racquetball court, lockers, and shower facilities. The Athletics and Recreation Center is open seven days a week during the fall and spring semesters, but is closed Sundays during the summer semester. For additional information, contact the Welcome Center at 708.534.4550 or www.govst.edu/studentlife.

Clubs and Organizations
Students may take advantage of the many clubs and organizations that exist at Governors State University. These clubs provide students with the opportunity to meet others with the same majors or special interests. The majority of organizations are related to academic programs, while others support a variety of social and special interests. New clubs and organizations may be formed by any group of seven or more students. For information or assistance, contact the director of Student Involvement and Leadership at 708.534.4552.
Career Services
The Office of Career Services assists students and alumni with all facets of their careers. The office offers individual advising appointments and workshops where students can receive assistance with developing a job search strategy, resumes, interviewing, networking, negotiating offers, and writing job search correspondence. In addition, the office provides students with hands-on learning experiences in identifying skills and researching employers through workshops during the academic semesters.

Career Services also maintains job postings from local employers on both hard copy and via e-Recruiting. College of Education students’ credential files is managed in the office as well as disbursed. The office hosts at least two job fairs during the academic year, which are intended for a generalist audience, on occasion the office hosts targeted job fairs such as the Education or Health Care Job Fairs. For students in online degree programs, services are further provided through telephone appointments and email correspondence. Its website also provides a wealth of career-related resources for all students and alumni (Located in A1120, 708.235.3974).

Child Care Services
The Family Development Center opened its facility across from the main campus in October 2002. Using the example of the early childhood centers in Reggio Emilia, Italy, the building makes use of light, space, and natural elements to enhance the sense of community central to child-centered programming. Educational research and models of effective teaching practices played a key role in the development of the center’s program philosophies. Center programs provide field sites for university instruction, and offer services to GSU students, faculty, and the surrounding community.

Programs are available by registration with program staff, and include the following: 1) state licensed child care for children ages 6 weeks to 12 years; 2) after school enrichment for children ages 5 to 12; 3) birth to age 5 parenting support for families with infants, toddlers, and preschool children; 4) parent and child play groups during day and evening hours; and 5) library lapsits, where children and parents are invited to join in the storytelling, games, and snacks related to a story theme. Specific program information is available at 708.235.7300 or www.govst.edu/children.

Public Safety
Police, public safety, and emergency medical services in cooperation with the University Park Fire Department are available at all times from the university’s Department of Public Safety at 708.534.4900.
Center for Performing Arts
This 1,200-seat performing arts center opened in December 1995. The Center is dedicated to providing a wide array of quality arts, popular, educational, and family programming to the immediate community and its surrounding metropolitan region. Major star attractions are featured, as well as a variety of Illinois artists and performing arts companies. The Arts in Education Program at The Center area serves over 40,000 children with professional performances, performing arts camps, and master classes. The Center is also a meeting place for area businesses, organizations, and community events. For information and reservations, call 708.235.2222 or see the Center website at www.centertickets.net.

Web Resources
GSU Website: www.govst.edu
CBPA Website: www.govst.edu/cbpa
CBPA Forms: https://mygsu.govst.edu/colleges/CBPA/Pages/CBPA-Forms.aspx
GSU Portal: mygsu.govst.edu
Follett’s Bookstore: www.govst.edu/bookstore/
CBPA Administration and Staff Contact Information

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  G281

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G191

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708.534.4958
mwilliams15@govst.edu
G294

Zhan, Jun, Ph.D., ACCT
708.235.7623
jzhan@govst.edu
G188
UNDERGRADUATE CAPSTONE APPLICATION

Submit to your Academic Advisor
Academic Advising Office Phone: 708.534.4391 Fax: 708.534.8457

Student________________________________________ ID # _______________________
Phone________________________________________ Email _______________________
Address________________________________________________________________________
City/State/ZIP_____________________________________________________________________

Please check my records for eligibility to enter the UNDERGRADUATE capstone course for:

Semester (Circle one): FALL SPRING SUMMER

MGMT 4900- Section # __________
MIS 4999- Section # __________
ENTR 4900- Section# __________ (Must include letter about which focus you are choosing)

Planned Concurrent Enrollment Courses:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

Graduation applications are due directly to the Registrar by the first week of your final semester.

For Advising Office use only:

OUTSTANDING COURSE REQUIREMENTS:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

NOTES:_________________________________________________________________________
_______________________________________________________________________________

APPROVED ______________ DATE ______________ DENIED ______________ DATE ______________

Authorized in system date & initials ____________________________________________
GAMSA  
Guaranteed Admission to the Master of Science in Accounting  
(for GSU Students)

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Science in Accounting (MSA). For qualified candidates the GMAT/GRE score and two letters of recommendation will be waived. Current students meeting conditions under the GAMSA program will be conditionally admitted into the MSA. Students will be fully admitted into the MSA program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

GSU Alumni Criteria:  
- GSU undergraduate degree must have been received within 5 Years of the intended start of the MSA.  
- Overall GPA of 3.0 in the last 60 hours at GSU.  
- All majors are welcome to apply as long as they meet the specific core accounting course requirements listed in the student criteria below.

GSU Current Student Criteria:  
- Minimum of 90 hours completed with an overall GPA of 3.25  
- Core accounting course requirements: Complete 4 courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 3111</td>
<td>Cost Accounting</td>
</tr>
<tr>
<td>ACCT 3151</td>
<td>Intermediate Accounting I</td>
</tr>
<tr>
<td>ACCT 3152</td>
<td>Intermediate Accounting II</td>
</tr>
<tr>
<td>ACCT 3252</td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>ACCT 4251</td>
<td>Tax I</td>
</tr>
<tr>
<td>ACCT 4354</td>
<td>Audit Concepts and Standards</td>
</tr>
</tbody>
</table>

Application Requirements:  
The following documents are required for admission consideration into the GAMIS program:  
- GAMSA Form (Submit directly to CBPA room G281 or bpainfo@govst.edu)  
- Graduate Application (applynow.govst.edu)  
- Graduate Application fee  
- Statement of Intent  
- Resume

Students or alumni who do not qualify under GAMSA are encouraged to apply to the MSA program with a GMAT/GRE score, 2 recommendation letters, statement of intent, and resume.

Contact:  
For more information, please contact the College of Business and Public Administration at bpainfo@govst.edu or 708.534.4391.
GAMIS
Guaranteed Admission to the Master of Science in MIS
(for GSU Students)

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Science in Management Information Systems (MS MIS). For qualified candidates the GMAT/GRE score and two letters of recommendation will be waived. Current students meeting conditions under the GAMIS program will be conditionally admitted into the MS MIS. Students will be fully admitted into the program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

GSU Alumni Criteria:
- GSU undergraduate degree must have been received within 5 Years of the intended start of the MS MIS.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific core business course requirements listed in the student criteria below.

GSU Current Student Criteria:
- Minimum of 90 hours completed with an overall GPA of 3.25
- Core business course requirements: Complete 4 courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>ECON 3404</td>
<td>Managerial Economics</td>
</tr>
<tr>
<td>FIN 3110</td>
<td>Principles of Financial Management</td>
</tr>
<tr>
<td>MIS 3101</td>
<td>Management Information System</td>
</tr>
<tr>
<td>MGMT 3400</td>
<td>Production/Operations Management</td>
</tr>
<tr>
<td>MGMT 3500</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>STAT 3700</td>
<td>Statistics for Management II</td>
</tr>
<tr>
<td>MIS 3000/4000</td>
<td>Any upper division MIS courses (2 maximum used)</td>
</tr>
</tbody>
</table>

Application Requirements:
The following documents are required for admission consideration into the GAMIS program:
- GAMIS Form (Submit directly to CBPA room G281 or bpainfo@govst.edu)
- Graduate Application (applynow.govst.edu)
- Graduate Application fee
- Statement of Intent
- Resume

Students or alumni who do not qualify under GAMIS are encouraged to apply to the program with a GMAT/GRE score, 2 recommendation letters, statement of intent, and resume.

Contact:
For more information, please contact the College of Business and Public Administration at bpainfo@govst.edu or 708.534.4391.
GAMBA
Guaranteed Admission to the Master of Business Administration
(for GSU Students)

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Business Administration (MBA). For qualified candidates, the GMAT/GRE score and letters of recommendation will be waived. Current students meeting conditions under the GAMBA program will be conditionally admitted into the MBA. Students will be fully admitted into the MBA program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

GSU Alumni Criteria:
• GSU undergraduate degree must have been received within **5 Years** of the intended start of the MBA.
• Overall GPA of 3.0 in the last 60 hours at GSU.
• All majors are welcome to apply as long as they meet the specific core business course requirements listed in the student criteria below.

GSU Current Student Criteria:
• Minimum of **90 hours** completed with an overall GPA of **3.25**
• Core business course requirements: Complete 4 courses (12 hours) from the list below at GSU with a minimum GPA of **3.25**:

<table>
<thead>
<tr>
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</tr>
<tr>
<td>MGMT 3400</td>
<td>Production and Operations Management</td>
</tr>
<tr>
<td>MGMT 3500</td>
<td>Organizational Behavior</td>
</tr>
<tr>
<td>STAT 3700</td>
<td>Statistics for Management II</td>
</tr>
</tbody>
</table>

Application Requirements:
The following documents are required for admission consideration into the GAMBA program:
• GAMBA Form (Submit directly to CBPA room G281 or bpainfo@govst.edu)
• Graduate Application (applynow.govst.edu)
• Graduate Application fee
• Statement of Intent
• Resume

Students or alumni who do not qualify under GAMBA are encouraged to apply to the MBA program with a GMAT/GRE score, 2 recommendation letters, statement of intent, and resume.

Contact:
For more information, please contact the College of Business and Public Administration at bpainfo@govst.edu or 708.534.4391.
DECLARATION OF CANDIDACY

The Candidacy Policy is an important requirement to be adhered to by all Business and Public Administration graduate students. To qualify for candidacy a student must:

1. Satisfy all conditions of admission;
2. Maintain an overall G.P.A. of at least 3.0 (on a 4.0 scale) for all course work completed at Governors State University as a graduate student with no more than two grades of “C”;
3. MBA/ MIS/ MSA: Complete all prerequisite/ preparation/ foundation courses with grade of “B” or higher;
   MPA: Complete of written communication requirement or ENGL-2910 with a grade of “B” or higher
4. Apply for candidacy after earning a minimum of nine (9) hours and a maximum of twelve (12) graduate credit hours (Core or Elective) beyond the prerequisite coursework. Students who complete more than 15 hours of degree requirements before attaining candidacy status may be required to complete up to 18 additional hours, approved by the Dean, as a candidate before being approved for graduation by the college.

Student ID ___________________________ Print Name ___________________________

Student Signature ___________________________ Date ___________________________

Email Address ______________________________________________________________

Please submit this form to your Academic Advisor for approval

Section to be completed by Academic Advisor

Approved _________ Denied ___________ pending the following requirements ___________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Advisor Signature ___________________________ Date ___________________________

12/2014
CBPA GRADUATE CAPSTONE APPLICATION

Submit to your CBPA Academic Advisor
Academic Advising Office: Phone 708.534.4391 Fax 708.534.8457

Student_________________________________________ ID #_________________________________________
Phone_________________________________________ Email ____________________________________________
Address ____________________________________________________________________________________
City/State/ZIP_______________________________________________________________________________

Please check my records for eligibility to enter the GRADUATE capstone course for:

 Semester (Circle one): FALL SPRING SUMMER
MGMT 4900- Section # __________ 
MIS 4999- Section # __________
ENTR 4900- Section# __________ (Must include letter about which focus you are choosing)

Planned Concurrent Enrollment Courses:
___________________ ___________________ ___________________ ___________________

Note: you will not be able to register into the capstone prior to obtaining approval from your advisor

In addition to this form, you are responsible for completing a graduation application and submitting it directly to
the Registrar no later than the first week of your final semester.

Student Signature________________________________________________________ Date _________________

For Advising Office use only:

OUTSTANDING COURSE REQUIREMENTS:
___________________ ___________________ ___________________ ___________________
NOTES:______________________________________________________________________________
_____________________________________________________________________________________

APPROVED ______________ DATE ______________ DENIED ______________ DATE ______________

Authorized in system date & initials _____________________________________________
CAPSTONE APPLICATION

PADM 8900 Problems in Applied Public Management

Submission of this completed form with all indicated signatures is required in order for a student to be authorized to register for PADM 8900; only when this form is complete will a student be given authorization to register.

Student Information

• I intend to register for PADM 8900 as follows:
  Semester: Fall  Spring  Summer (please circle appropriate semester) Year: _________ (fill in calendar year).
• I have attached the research proposal, including a timeline approved by the committee.
• I understand that is my responsibility to meet and consult with the Committee Chair and other members of my committee regularly and to do so based on a timeline that I and the committee have jointly developed.
• I further understand that successful completion of this course is not based on time or effort expended; however, on the acceptability of work I produce. I understand that this work must be endorsed by the faculty committee listed below, regardless on my opinions or those of anyone else, before I will earn credit in this course and be considered for a master's degree.

Check one box:

[ ] I will allow my final research to be published in OPUS, Governor State University's Open Portal to University Scholarship

Note: Student retains copyright, but offer GSU the non-exclusive right to publish it through OPUS

---OR---[ ] I will not allow my final research to be published in OPUS

Student Name (Print)  Student Signature  Student ID  Date

Student Telephone  Student Email Address

Faculty Committee Approval

The following Governors State University Unit A faculty have reviewed and indicated their approval of the attached proposal and their willingness to serve in the indicated role on this student’s project committee. The faculty chosen for the committee should be from a discipline appropriate for the chosen research proposal topic.

The chair’s signature affirms that the proposed final project has been reviewed and approved by the Institutional Review Board; a record of its action is attached.

Committee Chair (print)  GSU Public Administration Unit A Faculty Signature  Date

Committee Member (print)  GSU Unit A Faculty Signature  Date

Committee Member (print)  GSU Unit A Faculty Signature  Date

Division Chair Approval

Division Chair (print)  Division Chair Signature  Date

12/2014