



**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
STUDENT HANDBOOK
ACADEMIC YEAR 2009-2010**

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 graduate 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 to the Governors State University Student Handbook and the University Catalog. As a graduate 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.



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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 mission of the College of Business and Public Administration is to offer high quality programs in business and public administration at the junior, senior, and masters levels to a diverse student body primarily from the Metropolitan Chicago region. Our programs provide the knowledge, skills, and experiences to support rewarding careers in business, public administration and the not for profit sector for our commuter student body comprised largely of part-time nontraditional adult learners and transfer students from the region's many community colleges.

The college retains Governors State University's commitment to education, experimentation, and appropriately adopts new ideas, techniques and methodologies in providing teaching, research and service while serving as an economic catalyst for the region.

Instruction is designed for small classes and flexible hours and utilizes multiple modes of delivery. Our faculty is a deliberate balance of teacher-scholars who pursue a blend of research contributing to knowledge in professional practice and innovative pedagogy together with professionals in the fields that employ our graduates.

In fulfillment of its mission the College of Business and Public Administration:

- Places the highest priority on teaching.
- Fosters a culture of excellence, inclusion, collaboration, and respect for diverse ideas.
- Identifies, recruits, and develops faculty who actively engage in teaching, research, and service.
- Creates and disseminates knowledge on business and public administration issues through research, innovative teaching, and involvement with stakeholders through outreach and service.
- Develops instruction that addresses the effects of globalization, technology, ethics and diversity in workplaces.
- Engages in activities which will promote financial and academic development.
- Assesses and reflects upon the attainment of our goals, resulting in continuous improvement of our practices.

2009-2010 ACADEMIC CALENDAR

Activities	Fall 2009	Winter 2010	Spring/Summer 2010
Registration*	Mon, Jul 13 – Tue, Sep 8	Mon, Nov 9 – Sat, Jan 9	Mon, Mar 15 – Sat, May 8
Students who register between...	Jul 13–30	Nov 9 – Nov 30	Mar 15 – Apr 1
Payment Deadline	Thu, Jul 30	Mon, Nov 30	Thu, Apr 1
Students who register between...	Jul 31 – Aug 20	Dec 1–16	Apr 2–22
Payment Deadline	Thu, Aug 20	Wed, Dec 16	Thu, Apr 22
Students who register between...	Aug 21 – Sep 7	Dec 17 – Jan 9	Apr 23 – May 8
Payment Deadline	Tue, Sep 8	Mon, Jan 11	Mon, May 10
UNIVERSITY CLOSED HOLIDAY **	Mon, Sep 7	Fri, Jan 1	
Classes Begin/Blocks 1 & 2	Tue, Sep 1	Mon, Jan 11	Mon, May 3
Graduation Application Deadline	Tue, Sep 8	Tue, Jan 19	Mon, May 10
100% Refund Deadline/ Blocks 1 & 2	Mon, Sep 14	Fri, Jan 22	Fri, May 14
UNIVERSITY CLOSED HOLIDAY **		Mon, Jan 18	Mon, May 31
UNIVERSITY CLOSED HOLIDAY **		Fri, Feb. 12	
Withdrawal Deadline/ Block 2	Mon, Oct. 5	Wed, Feb. 17	Mon, Jun 7
Block 2 classes end	Wed, Oct. 21	Wed, Mar 3	Wed, Jun 23
Late Registration/ Block 3	Thu, Oct. 22 – Wed, Oct. 28	Thu, Mar 4 – Wed, Mar 10	Thu, Jun 24 – Wed, Jun 30
Tuition Payment Deadline for Block 3 Classes Only	Thu, Oct. 29	Thu, Mar 11	Thu, Jul 1
Block 3 classes begin	Thu, Oct. 22	Thu, Mar 4	Thu, Jun 24
Faculty submit grades for Block 2 (5 p.m.)	Mon, Oct. 26	Mon, Mar 8	Mon, Jun 28
UNIVERSITY CLOSED HOLIDAY **			Mon, Jul 5
Block 2 Grades Available Online	Fri, Oct. 30	Fri, Mar 12	Mon, Jul 5
100% Refund Deadline/ Block 3	Wed, Nov. 4	Wed, Mar 17	Wed, Jul 7
Withdrawal Deadline/ Block 1	Mon, Nov. 9	Mon, Mar 22	Mon, Jul 12
UNIVERSITY CLOSED THANKSGIVING RECESS **	Thu, Nov. 26 – Sun., Nov. 29		
Salute to Graduates	Wed, Dec 2 & Thu, Dec 3	Wed, Apr 7 & Thu, Apr 8	
Withdrawal Deadline/ Block 3	Wed, Nov. 25	Wed, Apr 7	Wed, Jul 28
Faculty submit final grades for "I's", "M's", and "E's" (5 p.m.)	Mon, Dec 7	Mon, Apr 19	Mon, Aug 9
Blocks 1 & 3 Classes End	Mon, Dec 14	Mon, Apr 26	Mon, Aug 16
End of Trimester/ Diploma Date	Mon, Dec 14	Mon, Apr 26	Mon, Aug 16
Faculty submit grades for Blocks 1 & 3 (5 p.m.)	Thu, Dec 17	Thu, Apr 29	Thu, Aug 19
UNIVERSITY CLOSED HOLIDAY **	Thu, Dec 24 - Fri, Jan 1, 2010		
Blocks 1 & 3 Grades Available Online	Mon, Jan 4, 2010	Sun, May 2	Wed, Aug 25
COMMENCEMENT	TBD	TBD	TBD

**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
DEGREE PROGRAMS**

Undergraduate

B.S. Accounting
B.A. Business and Administration
B.A. Business and Applied Science

Graduate

Accounting (MS-ACCT)
Business Administration (MBA)
Management Information Systems (MS-MIS)
Public Administration (MPA)

**COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION
RESOURCES FOR STUDENTS
WWW.GOVST.EDU/CBPA**

Dean's Office:

Room G266 708-534-4930

Ellen Foster Curtis, Dean

Patricia Thompson, Administrative Aide

Academic Advising Office

Room G281 708-534-4391

Dortha Brown, Graduate Advisor, d-brown@govst.edu

Pam Stipanich, Undergraduate Advisor, p-stipanich@govst.edu

Advising Office Hours

Monday - 8:30am to 7:30pm

Tuesday - 8:30am to 5:00pm

Wednesday - 8:30am to 5:00pm

Thursday - 8:30am to 7:30pm

Friday - 8:30am to 5:00pm

The College has centralized 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.

Student Study Plan

Student study plans are developed with advisors before the end of the first trimester of enrollment. The advisor will explain the degree program and, with the student, develop a study plan that will lead to degree completion of the selected major. 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.

Course Planning Guide

Because all courses are not offered every term, students should use the course planning guide when deciding on which courses to take each semester. The course planning guide is a list of projected courses showing the rotation of all CBPA classes by time, day and term for the current academic year. The guide can be accessed on line at <http://www.govst.edu/uploadedFiles/CBPA%2009-10%20Course%20Plan.pdf>.

CBPA Clubs

Accounting/Finance Club: Ms. Denise Grivetti 708-534-5629
APICS-American Production and Inventory Control Society: Dr. John Simon 708-534-4954
Human Resources Management Club: Dr. Chris Easley 708-534-4947
International Business Club: Dr. Anthony Andrews 708-534-4058
Marketing Club: Dr. William Wilkinson 708-534-4958
Master of Public Administration Club: Dr. Susan Gaffney 708-534-7626
Minority Business Students Association: Dr. Anthony Andrews 708-534-4058
MIS Club: Dr. Dalsang Chung 708-534-4935
Mu Beta Alpha: Dr. Phyllis Anderson 708-534-4956

Graduate Assistantships

The College of Business and Public Administration hires graduate assistants each trimester 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 trimester. 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 may also attach a resume. Students interested in being considered for a Graduate Assistantship may download an application 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 <http://www.govst.edu/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 or contact the CBPA Advising Office at 708-534-4391 or bpa-info@govst.edu.

UNIVERSITY RESOURCES FOR STUDENTS

International Student Services

www.govst.edu/ois

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.

Academic Computing Services

Academic Computing Services (ACS) provides computer facilities for students, faculty, and staff. ACS is located on the second floor of the D Wing, just past the library. ACS is open Monday through Friday, 8:30 a.m.- 10:30 p.m.; Saturday, 8:30 a.m.-5 p.m.; Sunday (fall/winter), 1-9 p.m.;. Student lab aides are available to answer questions and assist users. For current information about ACS, please visit www.govst.edu/its/.

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 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 website at www.govst.edu/library. For more information about library services, visit the library website, www.govst.edu/library, or call the reference desk 708.534.411

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, call 708.534.4508 or visit the website at www.govst.edu/owl.

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/sas.

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.

On-Line Registration

All registration for classes is accomplished on-line. Important registration information and instructions are available at <http://www.govst.edu/register/>. Students sign on to the Student Web

Information System at www.govst.edu/online. You will use your GSU I.D. number for your user name and your P.I.N. for your password.

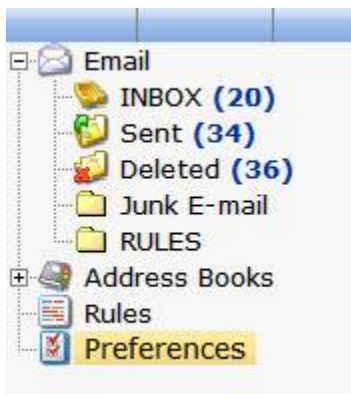
Tuition Payment Plan

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.

GSU Student E-mail Accounts

GSU e-mail is the College and University's official form of communication. The College of Business and Public Administration will communicate with you via your GSU email account. All GSU students are provided with an e-mail account. Students may have their GSU iMail forwarded to their personal e-mail account by following the instructions outlined below.

1. Log in to iMail at <http://mail.govst.edu> using your GSU iMail username and password. Click Preferences.



2. In the **User Preferences** window, under **General User Settings**, in the **Forward to:** box, type the e-mail address to which you'd like to have your iMail messages forwarded. Click "Save."



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 more information 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 are a television lounge; 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 Recreation and Fitness Center which has an Olympic style swimming pool, gymnasium, fitness room (free weights and exercise machines), racquetball court, lockers, and shower facilities. The Recreation and Fitness Center is open seven days a week during the fall and winter trimesters, but is closed Sundays during the spring/summer trimester. For additional information, contact the Welcome Center at 708-534-4550.

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 trimesters. Career Services also maintains job postings from local employers on both hard copy and via e-Recruiting. The office hosts at least two job fairs during the academic year, which are intended for a generalist audience, but on occasion hosts targeted 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. For information call 708-235-3974 or go to www.govst.edu/sas.

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 surrounding community members. 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.

Other Web Resources

GSU Website: www.govst.edu

CBPA Website: www.govst.edu/cbpa

Current GSU Course Schedule: www.govst.edu/schedule

Distance Learning Services: www.govst.edu/dlom/

Financial Aid: www.govst.edu/AdmissFinAid/t_finaid.aspx?id=2437

Follett's Bookstore: www.govst.edu/bookstore/

STUDENT RESPONSIBILITIES

Academic Honesty

The following statements are taken directly from the online version of the University Catalog (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.

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

Candidacy Requirements

After admission as a degree-seeking student, a graduate student also must apply for candidacy. Application forms are available in the Academic Advising Office or at

www.govst.edu/uploadedFiles/Declaration.of.Candidacy.pdf. To qualify for candidacy, a student must:

- Satisfy any conditions of admission;
- Complete all preparatory courses with a grade of "C" or better in each course;
- Satisfy the written communication proficiency requirement;
- 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.

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 Courses

Capstone courses can only be taken in a student's final trimester. An application and approval is required before a student may register for ACCT 865, MGMT 849, MIS 890, MIS 893, MIS 895, PADM 855, PADM 865 and PADM 867. The application can be found at www.govst.edu/cbpa/ under Academic Advising Forms and must be submitted to the Advisor to receive authorization to register.

Graduation Information

Graduation applications and progress forms are due to the Registrar's Office the first week of your final trimester. They can be printed from the Registrar's website at www.govst.edu/appreg/t_registrar.aspx?id=1762. Diplomas will be mailed to students nine weeks after the end of the trimester.

Commencement

GSU hosts two commencement ceremonies each year; one in June and one in February. April graduates are invited to attend the June commencement and August and December graduates are invited to attend the February ceremony.

GI Bill Certifications

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

GPA Requirement

Graduate students must maintain an overall G.P.A. of 3.00 or higher throughout their entire graduate career.

Academic Probation, Suspension and Holds

Students failing to meet the required 3.0 cumulative G.P.A. for academic good standing for the first time are placed on Probation I for the subsequent trimester. If a satisfactory G.P.A. is not achieved by the end of the Probation I trimester in which the student was enrolled for credit, the student shall be placed on Probation II for the next trimester. If a satisfactory G.P.A. is not achieved by the end of the Probation II trimester 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.

Registration Deadlines

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.

Major Field Test (MFT)

All MBA students are required to take the Master of Business Administration Test during enrollment in the capstone course. The MFT tests are outcomes assessments designed to measure the basic knowledge and understanding achieved by students in a major field of study. As the only comprehensive national assessment for program evaluation of its kind, the Major Field Test for the MBA consists of 124 multiple-choice questions, half of which are based on short case-study scenarios. Questions employ such materials as diagrams, graphs and statistical data. Mathematical operations do not require a calculator. 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.

COLLEGE DIRECTORY

CBPA Administration and Staff Contact Information

[Foster Curtis, Ellen, DBA](#), Dean CBPA
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CBPA Faculty Contact Information

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