Business@Pepperdine Wisconsin Student Catalog Addendum

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General Information

Catalog Information: Graziadio Business School Academic Catalog

Academic Calendar: Graziadio Academic Calendar Website

Pepperdine Graziadio Business School
Program Learning Outcome Assessment Process

Evidence based decision-making is essential to drive sustainable improvements to student learning. Faculty program committees, with the support of the accreditation and assessment department, develop and follow an assessment plan and schedule that systematically examines program learning outcomes (PLOs) throughout the periods between program reviews.

All degree programs have clearly articulated PLOs that reflect complex ideas, skills and values at a graduate business level. The PLOs are articulated on the school's website. Program committees create and maintain the program learning outcomes, curriculum maps and rubrics within their program's respective assessment portfolios, which are linked on the Accreditation and Assessment website. Faculty collaboratively drive the curriculum by using direct and indirect assessment data to inform changes and improvements to courses, curricula and co-curricula. The accreditation and assessment department partners with faculty to provide technology that allows large scale assessment across a large portfolio of programs. In addition, the assessment department provides project management, assists in planning, compiling resources, training, and creation of report templates to ensure assessment processes are manageable and sustainable for faculty. The accreditation and assessment department also helps facilitate the curriculum change processes through the various committee approvals in order to implement large scale curriculum improvements.

Program learning outcomes are assessed on a rotating schedule to ensure the assessment process remains manageable. The assessment schedule also allows data collection that captures the appropriate sample sizes of students at or near graduation. Prior to the start of each term, the accreditation and assessment department identifies courses for assessment utilizing the curriculum map. Monitoring assessment plans each term is important for programs that are not cohort based in case an adjustment needs to be made based on the course offerings that term. The courses where students demonstrate mastery of a specific learning outcome, as defined in the program curriculum map, are selected for assessment and the appropriate assignment is confirmed withthew course instructor. The mastery level of a PLO on the curriculum map captures students at or near graduation from a program.

After identifying the courses for assessment, the assessment department coordinates with the teaching faculty and the program chair to schedule direct assessment measures. Using a standardized program rubric, the assessment department creates the assessment in LiveText
(Watermark) and attaches the appropriate rubrics. The student will be prompted by the course instructor to submit the embedded course assignment into the LMS. The instructor of the course then uploads the assignments from all students in the course section and uses the PLO rubrics to score a student on the pre-selected PLOs that match the assignment. Qualitative data is collected from multiple courses taught by different instructors using different assignments for each PLO.

At the end of the calendar year, the assessment data for each program is aggregated and shared with the program committee for review, analysis, and discussion. The program committees, under the leadership of the program chair are responsible for analyzing the results of the direct and indirect data. Based on the discussion and analysis, the program chair completes an annual assessment report that includes short and long-term plans for closing the loop, and following up on action items from the prior year and improvement plans for the assessment process and/or assessment tools. We are working towards increased documentation of committee discussions and the small scale improvements that have no budgetary or curriculum impact such as updating a lesson plan or assignment to better address a learning outcome.

Direct and Indirect Evidence
The school uses a variety of direct and indirect assessment approaches that are appropriate for a specific program and learning outcome. Representative examples are noted below, and the specific measures for each program learning outcome are included in the annual program assessment reports and assessment maps. Examples of direct evidence include: Presentations, Papers/reports, Observations of team interactions, Case analyses/projects, Capstone projects, Dissertations/theses, Comprehensive exams. Examples of indirect evidence include: focus groups, Internship surveys, OIE Student Annual Surveys, Fieldwork observations, Global Mindset Inventory assessments, OIE Alumni Annual Surveys.

Closing the Loop
Curriculum management includes developing new programs, making changes to existing offerings, and discontinuing programs that are no longer viable or not aligned with the mission and strategy of the school. These improvements come out of analysis of direct and indirect data which are documented on curriculum change proposals. Curriculum changes may be initiated by an individual program, program committee or the leadership team. All curriculum management activities that result in a change to the catalog requirements for the program must follow the approval process set by the Faculty Council. Depending on the scope of the change and resource impacts, such curriculum proposals will follow one of three approval tracks: major, minor, or accelerated. At a minimum, proposed changes must be approved by the initiated program committee, Curriculum Committee, dean, and University Academic Council. Major changes are also reviewed by the department chairs, assistant/associate deans, and voted on by all full time faculty.

Admissions and Entrance Requirements

Master of Science in Human Resources (MSHR) Requirements:
The online master's in human resources is ideal for those who are currently professionals in the HR field or work closely with the HR team within their organization. To be considered for admission, students must hold a bachelor's degree from an accredited university. A minimum of two years of work experience is recommended but not required. No GRE or GMAT scores are required for admission. Additionally, students must submit an online application, a statement of purpose, a resume, and official transcripts.

Master of Science in Management and Leadership (MSML) Requirements:

Our online master's in management and leadership is ideal for those who have some management experience and wish to sharpen their interpersonal and core leadership skills in order to improve their organization and the world around them. To be considered for admission, students must hold a bachelor's degree from an accredited university. A minimum of two years of work experience is recommended but not required. No GRE or GMAT scores are required for admission. Additionally, students must submit an online application, a statement of purpose, a resume, and official transcripts.

Master of Business Administration (MBA) Requirements:
Our online MBA program is designed for business professionals with two or more years of relevant career experience. To apply, students must have earned a bachelor's degree from an accredited institution. Additionally, students must submit an online application, a statement of purpose, a resume, and official transcripts. Students must also submit GMAT or GRE scores.

Master of Business Analytics (MSBA) Requirements:
Our online master's in business analytics program is designed for business professionals with atleast three years of relevant career experience. To apply, students must have earned a bachelor'sdegree from an accredited institution. Additionally, students must submit an online application, a statement of purpose, a resume, and official transcripts. Students must also submit GMAT or GRE scores.

Notification of Acceptance
Upon acceptance, students will receive a phone call from their Admissions Counselor notifying them of their acceptance into the program. Following the phone call, students will be emailed an "Intent to Enroll" form, which is a document that serves as both an acceptance letter and acknowledgement of requirements before entering into the program. Students are required to sign this document prior to enrollment to signify that they have read and agree to all disclaimers, expectations, and program requirements.

Admission Deadlines

Applications are accepted prior to each term. Please see upcoming application deadlines in the link below:

https://bschool.pepperdine.edu/admission/deadlines/

Advanced Standing
Pepperdine University's Business@Pepperdine online program does not grant advanced standing for prior education and training.

Student Progress
Grade Postings
Student assignment grades are posted in the online Learning Management System, which students also utilize to submit assignments and attend weekly class sessions. At the end of the semester, final transcript grades are housed in Wavenet, an online tool used by University students to access their final grades, apply for financial aid, and access other Pepperdine information and resources.

Student Records
Records Retention
Under Wis. Admin. Code § SPS 407.02, Pepperdine University will retain the following records for at least six (6) years from a student's graduation or last date of attendance:

(a) Enrollment agreement and documentation relating to student payments;
(b) Student information including attendance reports, progress records, grades, student address, etc.;
(c) ate student completed the program and/or was terminated from the program and the reason thereof; and
(d) Student grievances and subsequent resolutions.

Under Wis. Admin. Code § SPS 407.03, Pepperdine University will retain student transcripts *indefinitely*.

Academic Probation, Dismissal and Readmittance

Appeals Process

Students who fail to meet satisfactory academic process and receive a probationary warning, must appeal in writing, to the Assistant Dean for Student Services. The appeal must explain the reasons that led to satisfactory academic progress (SAP) failure and the changes that will allow the student to meet SAP in the future including supporting documentation. If the appeal is granted, the student will be placed on SAP "Financial Aid Probation" and will have one semester/trimester to meet the SAP requirements set for the probation period.

Length of Probationary Period

Students placed on academic probation shall be informed of any conditions for removing the probationary status. The Program Committee reviews the status of students who are on academic probation on a case-by- case basis. Students will have one trimester to meet all academic standards or to satisfy specific academic plan requirements set by the program committee.

Probationary Period Requirements

During the probationary period, students must maintain satisfactory academic progress (SAP) by meeting the minimum grade point average required by the program. A student must earn at least a 3.0 grade point average during the trimester in which the student is on probation.

Academic Dismissal

A student is subject to academic discipline and/or dismissal for any of the following deficiencies:

- Failure to earn at least a 3.0 grade point average in the first trimester of enrollment.
- Failure to achieve a cumulative grade point average of 3.0.
- Failure to earn at least a 3.0 grade point average during a trimester in which the student is on probation.
- Failure to earn a minimum grade point average of 3.0 in more than one trimester.
- Failure to raise a deficit grade point average to a 3.0 overall average within the time period specified by
- the University.
- Failure to earn grades higher than "C+" in two or more courses.
- Making a grade lower than a "C."

*Pepperdine University will notify by certified letter and email all students whose lack of progress has resulted in dismissal. Dismissed students must sit out one term before they may request readmission.

Readmission Policy

Students who have been absent for two terms or less and students who were on probation at the time of last attendance should contact their academic advisor in the Student Services Office and follow the instructions to begin classes again. Students who have been continuously absent for

more than two but fewer than six terms must file a petition for readmission with an academic advisor in the Student Services Office. Students may apply for readmission utilizing [Application for Readmission form](). If readmitted, students in this category are required to comply with current program and graduation requirements. Students who have been absent for six terms or more are required to file a new application with the Enrollment Services Office, pay the regular application fee, and be considered for readmission based upon current admission standards. These readmission applicants will be notified promptly after a decision has been made.

All students who are readmitted are responsible for clearing all their accounts, including financial accounts, before being permitted to register. If returning students wish to change their original degree objective, they must file a new application with the Enrollment Services Office and pay the regular application fee

Student Conduct
Violations and Misconduct

Violation of University policies and other misconduct will not be tolerated and may result in the imposition of one or more sanctions (includes permanent dismissal from the program). The following examples of misconduct are not exhaustive but are intended to give students an idea of the types of behaviors that may result in disciplinary action

- Violation or attempted violation of published University policies, rules, or regulations that include:
  - Sexual Misconduct
  - Alcohol and Other Drugs
  - Hazing
  - Discrimination and Harassment Policy
- Violation of Federal, State, or local law on or off campus.
- Dishonesty in any form, including but not limited to, knowingly furnishing false information, forgery, plagiarism, alteration, or misuse of documents, records, or identification cards
- Academic dishonesty, including but not limited to plagiarism, cheating, fabrication, facilitating academic dishonesty.
- Manufacture, sale, distribution, promotion, possession or attempt to obtain false identification.
- Actions or communications, whether they are online or in-person, that constitute disrespect, harassment, retaliation, the use or threat of physical violence, intimidation, stalking or hate violence directed toward a member of the Pepperdine faculty, staff, student body, toward a visitor to the campus or toward a member of the community

Sanctions affecting the conduct of students are based on general principles of fair treatment. While attempting to be consistent in its disciplinary decisions, the University also seeks to be fair and sensitive to the facts and circumstances of each individual case. Disciplinary action may involve, but is not limited to, one or a combination of the sanctions listed below:

- **Warning:** Oral or written notice to the student that the student is violating or has violated the Student Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanction.
- **University Probation:** A status which indicates that a student's relationship with the University is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any University regulations. Probation may also result in the loss of privileges, depending on the policies of various University departments and organizations. For example, a student becomes ineligible to hold some leadership positions when placed on probation. Also, if a student is placed on University probation, the student becomes ineligible for International Programs during the probation period. Ineligibility includes applying, remaining in the queue, or attending a program.
- **Loss of Privileges**: Such loss may include, but is not limited to, financial assistance, eligibility to represent the University officially on athletic teams or performing groups, or use of specific University facilities, computer systems, equipment, or services.
- **Fines:** Payment of charges for violation of regulations. These charges will be added to a student's account.
- **Restitution:** Compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).
- **Educational Sanctions:** Mandatory work hours, reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate.
- **Dismissal from University Housing** (on-campus students)**:** Loss of privilege to live in University housing. In accordance with University housing policy, students required to live on campus who are dismissed from University housing may be dismissed from Pepperdine University. Any student dismissed from the residential community prior to the end of the contractual period may be responsible for any remaining monetary charges, as well as ineligible for reimbursement for any charges already paid.
- **Suspension:** Temporary separation of the student from Pepperdine University for a definite period of time, after which the student is eligible to return without re-applying through the Office of Admission, unless the student is absent for two or more academic years, which does require re-application and readmission by the Office of Admission, as is the case for all students. Conditions for readmission may be specified.
- **Expulsion:** Temporary separation of the student from Pepperdine University for a definite period of time, but not less than two semesters, after which the student must re-apply through the Office of Admission and be granted acceptance before becoming eligible for re-enrollment at the University. Conditions for readmission may be specified, but the student is not guaranteed readmission.
- **Dismissal:** Permanent separation of the student from Pepperdine University. The student is dismissed from the University and is ineligible to re-enroll at the University at any time in the future.
- **Revocation of Admission and/or Degree:** Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

Leave of Absence (LOA)
LOA Approval Criteria
A student will be granted approval to take a leave of absence once a letter or an email from the student's Pepperdine email account is submitted to the Program Office indicating the reason for the leave and the projected time of return. Students may be granted a leave of absence for up to one year. If a student requires a leave of absence longer than one year, the student must petition the Program Committee.

Students requesting a Leave of Absence should indicate their reason(s) for leave that may include but are not limited to specific medical issues, family/personal emergencies, military duty/leave, or personal emergencies when completing the letter or email to the Program Office. If the student has maintained a GPA of at least 3.0 and has not been at risk of any other disciplinary action, the Program Committee will grant that student a Leave of Absence for up to a year.

Attendance
Business@Pepperdine only permits excused absences. Attendance at every class and workshop is expected of each student. The class and course work schedules, including projects or presentation assignments, are made very early in the course of the trimester and in the course syllabi.

Excused Absences:

In the event that there is a conflict that will affect a student's participation in class or a particular assignment or project at a scheduled time, the student is responsible for advising the professor and/or affected individuals in advance, and as soon as possible after the beginning of a trimester, to allow for alternative arrangements. Absence from classes or examinations for any reason does not relieve students from responsibility for any part of the course work required during the period of absence. Excessive absences and unexcused absences may result in lowering of your final grade.

Unexcused Absences:

The course instructor is permitted to count a student's absence as unexcused if that student did not communicate ahead of time or chose to miss a class when a situation arose that was within the student's control.

Absence from classes or examinations for any reason does not relieve students from responsibility for any part of the course work required during the period of absence. Excessive absences and unexcused absences may result in lowering of your final grade.

Record of Attendance

The course instructor maintains attendance throughout the semester/trimester. The online Learning Management allows professors to track students' attendance, which maintains a list of attendees during each class/live session. If a student is absent for a class, they will not receive participation credit for the week. This absence and record of participation is also housed in the Learning Management System.

Unsatisfactory Attendance
Students are expected to contribute to the discussion during each live class session, therefore your attendance is essential. If you are not in class, you cannot participate in the discussion, and consequently you will not earn credit for class participation. Therefore, unsatisfactory attendance due to multiple absences from class will impact your class participation grade (percentage of your final grade).

Tardiness
Students are allowed approximately 5-15 minutes after the start of class to enter the virtual classroom. Students are expected to inform the instructor ahead of time if they will be tardy to class. Professors have the right to deny them entry into the room if they feel the student is requesting access too late. The professor will deduct points from a student's participation grade due to tardiness. These specific requirements are outlined out in the course syllabus. Tardiness is also reflected in the "participation" portion of the grade and further explained per the instructor's written feedback. Instructors are not required to submit attendance reports to the Registrar for online programs on a daily basis, but are expected to contact the Registrar should there be ongoing attendance/tardiness issues with a particular student.

Student Complaints
Students who have complaints that have not been satisfactorily resolved with the school can escalate the complaint to the Wisconsin Educational Approval Program (EAP). Contact information to the EAP is provided below:

Wisconsin Educational Approval Program
Department of Safety and Professional Services – Educational Approval Program
P.O. Box 8366
4822 Madison Yards Way
Madison, WI 53705
www.dsps.wi.gov; dspseap@wisconsin.gov

Tuition and Fees

Installment Payment Options
At the beginning of each term you must choose a payment option (see payment options below). If no option is chosen by the first due date of the term, you will be assigned to the Simple Payment Option.

    Simple Payment Option
    The entire amount for the term, less any aid, should be paid on the first business day after the add/drop period.

Two Payment Option
Tuition + room/board charges, less any aid, are divided into two payments. The first payment is due on the first business day after the add/drop period. The second payment is due 30 calendar days after the first due date. A service charge of $25 is due with the first payment.

Three Payment Option
Tuition + room/board charges, less any aid, are divided into three payments. The first payment is due on the first business day after the add/drop period. The second payment is due 30 calendar days after the first due date and the third payment is due 60 calendar days after the first due date. A service charge of $50 is due with the first payment.

*The Two and Three Payments Options can only be used for tuition & room/board charges less any financial aid. The deadline to sign-up for the Two or Three Payment Options is the last day of the Add/Drop period.

Cancellation and Refunds

Wisconsin Specific Refund Policy
A student will receive a full refund of all money paid if the student:
1. Cancels within the three-business-day cancellation period under SPS 406.03;
2. Acceptance was unqualified and the school did not secure a disclaimer under SPS 409.04;
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the school or in oral representations made by or on behalf of the school.

*Refunds will be made within 10 business days of cancellation.

A student who withdraws or is dismissed after attending at least one class, but before completing 60% of the instruction in the current enrollment period, is entitled to a pro rata refund as follows:

At Least	But Less Than	Refund of Tuition
1 Unit/Class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	No	No refund

As part of this policy, the school may retain a one-time application fee of no more than $100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, and withdrawal is due to mitigating circumstances beyond the student's control, the school may refund a pro rata amount.

*A written notice of withdrawal is not required.

Withdrawal Notification
Students may formally self-withdraw from a course or all courses utilizing the Wavenet system. Instructions on how to self-withdraw can be found here. Course withdrawals that result in a change in your enrollment status should be requested from your Program Advisor.

Under Wisconsin Administrative Code § SPS 401.01(3), students will have "constructive notice," or a period of time designated by the school after which a student will be considered withdrawn. The time period from the first day of the term up until add/drop will determine if a student's unexcused absences will then automatically consider that student as withdrawn from the school. This notification will outline the reason(s) for withdrawal that may include any of the following: the student has failed to attend classes, utilize instructional facilities or submit lessons without providing, prior to or during that period, an explanation to the school/professor regarding the inactivity. If a student misses 3 or more consecutive days during an executive week, he/she is deemed to have constructively withdrawn from the program.

Refunds
In accordance with Wisconsin Administrative Code § SPS 408.05(3), students will receive a notification from the school stating that they will receive their refund within 40 days after dismissal or notification of withdrawal.

Employment Services
Under Wis. Admin. Code § SPS 409.03(2), Pepperdine University does not offer employment services to students, nor does Pepperdine guarantee employment to students after graduation. Additionally, student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.