

Grove City College

Graduate Programs Catalog

A supplement to the College Bulletin

Summer 2023

**Catalog Issued for
2023-2024**
with calendars and
announcements of courses

Nondiscrimination policy

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**Grove City College Graduate Programs Catalog
Volume 1
(USP 230-600)**

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www.gcc.edu/gradprograms

2023 - 2024 Graduate Academic Calendar

Approved 12-6-2022

2023

J u n S 4 M 5 T 6 W 7 R 8 F 9 S 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Friday Sunday Monday Friday	Jun 2 Jun 4 Jun 5 Jun 9	Graduate residency begins 9A ET Graduate residency ends noon ET Summer graduate courses begin Last day to Drop/Add summer course by 5:00P ET
J u l S 2 M 3 T 4 W 5 R 6 F 7 S 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Tuesday	July 4	Independence Day (synchronous sessions may still meet)
A u g S 6 M 7 T 8 W 9 R 10 F 11 S 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Saturday Monday	Aug 12 Aug 28	Summer graduate courses end Fall graduate courses begin
S e p t S 3 M 4 T 5 W 6 R 7 F 8 S 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Friday Monday Saturday	Sept 1 Sept 4 Sept 30	Last day to Drop/Add a course by 5:00P ET Labor Day (synchronous sessions may still meet) Homecoming
O c t S 1 M 2 T 3 W 4 R 5 F 6 S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Monday Friday	Oct 16 Oct 27	Midterm grades due Last day to withdraw from a course by 5:00P ET
N o v S 5 M 6 T 7 W 8 R 9 F 10 S 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Friday Sunday Saturday	Nov 18 Nov 19–Jan 22	Graduate Residency begins 9A ET Graduate Residency ends noon ET Last day graduate classes Graduate school break
D e c S 3 M 4 T 5 W 6 R 7 F 8 S 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31									Graduate school break
2024									
J a n S 7 M 8 T 9 W 10 R 11 F 12 S 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Monday Friday Friday	Jan 22 Jan 26 Jan 26	Spring graduate courses begin Last day to Drop/Add a course by 5:00P ET Application to graduate due
F e b S 4 M 5 T 6 W 7 R 8 F 9 S 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
M a r S 3 M 4 T 5 W 6 R 7 F 8 S 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							Monday Friday Sunday	Mar 18 Mar 29 Mar 31	Midterm grades due by noon Last day to withdraw from a course by 5:00P ET Easter Day
A p r S 7 M 8 T 9 W 10 R 11 F 12 S 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							Saturday	April 13	Spring graduate courses end

Summary of Available Programs and Course Requirements

Master's of Science in Business Analytics

Course Requirements – 30 Credit Hours

COMP 544: Principles of Data Management DSCI 531: Intro. to Big Data
MNGT 502: Statistical Models MNGT 512: Forecasting
MNGT 514: Current Topics MNGT 542: Ethically Arch. Data
MNGT 551: Visualizing Data MNGT 552: Case Studies
MNGT 582: Capstone SYSE 503: Linear Optimization

Master's in Business Administration (MBA)

Course Requirements – 39 Credit Hours

ACCT 502: Financial & Mgr Accounting ACCT 533: Cost Management
ECON 530: Organizational Economics FNCE 531: Finance for Decision Making
MARK 504: Marketing MNGT 502: Statistical Models
MNGT 533 Law & Ethics MNGT 547: Organizational Behavior
MNGT 575: Governance & Strategy MNGT 585: Leading Organizations

Plus, choose three courses (9 credit hours) from one of the concentration areas:
Business Analytics: SYSE 503, MNGT 512, MNGT 550, MNGT 552, COMP 544
Accounting: 9 additional ACCT credit hours of your choosing
IT Leadership: ACCT 530, MNGT 542, MNGT 550

Master's of Science in Accounting (MAcc)

Course Requirements – 30 Credit Hours

ACCT 510: Individual Tax Planning* ACCT 515: Entity Tax Planning*
ACCT 520: Info Sys & Control I* ACCT 525: Info Sys & Control II*
ACCT 530: Auditing & Information Systems ACCT 536: Forensic & Fraud Acct
ACCT 540: Financial Statement Analysis ACCT 545: Adv Data Analysis*
ACCT 550: Bus Consol & Rpt* ACCT 555: Current Topics & Research
ACCT 553: Cost Management MNGT 533: Law & Ethics
FNCE 531: Finance for Decision-Making MNGT 542: Ethically Architecting Data

*Professional certifications offered based on student demand.

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The Purpose and Identity of Grove City College

Since its founding in 1876, Grove City College, committed to Christian principles, has striven to be equal in academic quality to America's finest four-year colleges. It seeks to provide liberal and professional education of the highest quality that offers the strongest return on investment through a firm commitment to excellence, affordability, and the development of spiritual and moral character.

When the College was chartered, a broad, Christian-based cultural consensus prevailed in America. By charter, the doors of the College were open to qualified students "without regard to religious test or belief." The founders of Grove City College, consciously avoiding narrow sectarianism, held a vision of Christian society transcending denomination, creeds, and confessions. They were committed to the advancement of free enterprise, civil and religious liberty, representative government, arts and letters, and science and technology. Believing that the fruits of civilization would be destroyed if religious and ethical roots were allowed to wither, the founders intended that the claims of Christ as God and Savior and of inspired Scripture be presented to all. They hoped that through its program of intellectual, moral, and spiritual education, Grove City College would produce young leaders, whatever their creed or confession, capable of pushing civilization forward on every frontier.

Grove City College remains true to the vision of its founders. Rejecting relativism and secularism, it fosters intellectual, moral, spiritual, and social development consistent with a commitment to Christian truth, morals, and freedom. Rather than political, ideological, or philosophical agendas, objective truth continues as the goal of liberal learning. The core of curriculum, particularly in the humanities, consists of books, thinkers, and ideas proven across the ages to be of value in the quest for knowledge. Intellectual inquiry remains open to the questions religion raises and affirms the answers Christianity offers. The ethical absolutes of the Ten Commandments and Christ's moral teachings guide the effort to develop intellect and character in the classroom, chapel, and co-curricular activities. And while many points of view are examined, the College unapologetically advocates preservation of America's religious, political, and economic heritage of individual freedom and responsibility.

The Vision, Mission, and Values of Grove City College

Vision

Grove City College strives to be a highly distinctive and comprehensive Christian liberal arts college of extraordinary value. Grounded in permanent ideas and conservative values and committed to the foundations of free society, we develop leaders of the highest proficiency, purpose, and principles ready to advance the common good.

Mission

Grove City College equips students to pursue their unique callings through a Christ-centered, academically excellent, and affordable learning and living experience.

The stated values of the College are as follows:

Faithfulness

By God's grace, we remain committed to the same Christian faith embraced by the College's founders and to seek, teach, and apply biblical truth in all that we do. While we continuously adapt our efforts in relation to the realities and challenges of this world, we serve a God who is the same yesterday, today, and tomorrow.

Excellence

In everything we do, from classrooms to residence halls, from performance stages to sports venues, we are devoted wholeheartedly to the highest standards of excellence. “[D]o all to the glory of God.” (1 Cor. 10:31).

Community

We foster life-long community engagement through a dynamic and welcoming campus experience marked by fellowship, service, hospitality, and abiding respect for others as God’s image-bearers.

Stewardship

We honor the financial support and commitment of families, alumni, and friends of the College by managing our resources wisely, especially in maintaining affordability and the beauty of the campus, as we secure the long-term sustainability of the College.

Independence

In pursuit of our mission, we value and safeguard our institutional autonomy as a blessing of America’s heritage of freedom.

Goals and Objectives of Grove City College

In pursuit of its mission, Grove City College seeks to achieve the following goals:

- To provide a quality education in a college which seeks to be thoroughly Christian and evangelical in character.
- To seek a Christian perspective of life which integrates all fields of learning by communicating the significance of the Word of God for all of life in all disciplines.
- To keep the door of educational opportunity open to all by maintaining low charges and minimizing financial burdens on families.

In pursuit of its mission, Grove City College seeks to achieve the following objectives:

- **Promote Academic Development:** Pursue and impart knowledge with the conviction, grounded in Christian principles, that objective truth is the goal of intellectual inquiry. Offer a curriculum that is carefully reviewed and revised, avoiding educational philosophies that deny the possibility of truth or meaning, assert the relativity of values, or emphasize contemporary perspectives to the neglect of what has proved itself across the ages to be of value for human life. By example and by the content of what is taught, foster Christian values, general and specialized knowledge, and commitment of lifelong learning required for successful living in our ever-changing society.
- **Promote Spiritual and Moral Development:** Increase understanding of Christian precepts within the context of Christian fellowship and worship in order to help develop leadership abilities and application of Christian truth. Prepare students for life in an increasingly diverse society and interrelated global community by promoting a Christian vision of humanity and community which transcends cultural differences. Promote a sense of personal responsibility and love of freedom.

- **Promote Social and Emotional Development:** Provide opportunities for students to interact with faculty, staff, and peers. Encourage students to take responsible leadership roles in student activities. Make available effective counseling and counseling referrals for personal, career and academic concerns.
- **Promote A Sense of Responsibility to Larger Community and Society:** Provide academic, spiritual, social, and cultural services to the broader community. Support traditional rights, freedoms, and responsibilities. Hold open the door of equal educational and employment opportunity by actively encouraging applications from qualified students and staff of all races, ethnicity, gender, and class.
- **Model Responsible Administration:** Under the oversight and direction of trustees and through careful stewardship of resources, engage a qualified faculty, support a quality academic program, provide beautiful, efficient facilities, continue a low-debt, independent status, and focus and coordinate all activities and operations so that the College will achieve its goals and objectives.

Accreditation and Memberships

Grove City College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104. (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Accreditation.

Additional accreditation information can be reviewed in the GCC (Grove City College) catalog found on the gcc.edu website.

Admission to Graduate Programs

Administration of Graduate Education

Graduate programs are led by the Director of Graduate and Online Programs (hereafter, the Graduate Office). All policy decisions including application acceptance are maintained by this office.

The Director chairs the Graduate Council. The Graduate Council is comprised of select graduate faculty. The Provost and Deans serve ex-officio on this council.

Graduate faculty are a select group of faculty who maintain active scholarship through consulting and/or research publications.

Each graduate student is fully responsible for knowing Grove City College standards, regulations, and procedures along with those of the graduate programs. The responsibility of meeting requirements stated in this catalog rests entirely with the student. Students are responsible for tracking their progress toward graduation.

Graduate students are expected to study the online graduate orientation and understand the environment(s) within which their courses may operate.

Admission to Graduate Programs

Applicants to Grove City College graduate degree programs are vetted by the associated academic department under the leadership of the Graduate Office. All admissions are competitive and reflect the judgment of the respective academic department. Program sizes are such that not all applicants may be admitted. The decision of the academic

department is final. Detailed criteria by program can be found on the specific program application.

Grove City College is committed to a holistic, individualized, and fair acceptance process designed to consider the total person. The Graduate Admissions Committee carefully considers many elements in the reading of applications. This process includes consideration of the content and rigor of the student's academic coursework, grades, standardized test scores, academic/character/spiritual recommendations, and a personal interview. There are no absolute minimum standards for grades or test scores, and the student's personal accomplishments and potential for success are considered in a selective admission process.

Grove City College continues to believe that its objectives can be best realized by maintaining its character as a Christian college of liberal arts and sciences. The requirements for admission are designed to enable the College to select those students who will both contribute to and benefit from this type of college community. Prospective students seeking an education that will prepare them to take their rightful place in a free society and willing to accept the responsibilities and rights of college citizenship are welcome at Grove City College regardless of age, race, color, sex, marital status, disability, or national/ethnic origin.

Prospective students are invited to seek any additional information they may desire from the Graduate Office.

Applications

For general information about graduate programs, email GraduatePrograms@gcc.edu or call 724.458.2027. Application to all programs is via the Grove City College Graduate Application at <https://www.gcc.edu/Home/Academics/Graduate-Online-Programs> (fee required). All supporting documents must be submitted electronically to the Graduate Office by the appropriate deadlines.

Admission Materials

Admission to Grove City College Graduate Programs requires the completion of a bachelor's degree from a regionally accredited college or university. Applicants for admission are required to submit:

- A completed application
- Official transcripts from all institutions where undergraduate or graduate work have been undertaken
- A \$50 application fee
- Letters of recommendation as specified in the program application.
- If English is not a primary language, an official score report from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)
- Some applications may specify additional requirements; please review the application for your selected program to identify other documentation required for it.

- For applicants whose undergraduate degree is from a college or university where English is not the primary language, an official score report from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS)

Application review begins January 1 each year; full consideration is given to applicants applying by that date. Application review will continue on a rolling basis until each cohort is full. Applicants should consult the graduate programs calendar or this document to obtain specific information regarding deadlines, application fees, and the process and procedures for submitting the required items.

Once the application has been submitted, it becomes the property of the College.

Graduate applicants must submit all required documents prior to being considered for acceptance. A personal interview will also be required. Applicants are officially notified by email once a decision is reached.

Graduate programs may be designed to start in various terms. Although admission is on-going throughout the year, there is no guarantee that course rotations will align with applicant acceptance dates. Joining the program in “off-terms” may delay graduation.

Standardized Test Scores

An official score report from the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT), taken within the last five years, may be required for application to a particular program. Should a standardized exam score be required, the score may be sent directly to Grove City College from the testing center at the student’s request. For students who take a standardized exam more than once, the College records the highest sub-scores achieved and will continue to consider each applicant’s best sub-scores, even if earned from different sittings; therefore, it is to an applicant’s advantage to send all test scores from each test date.

For applicants who have English as their second/non-primary language, TOEFL scores are required. The minimum TOEFL IBT score considered is 850 paper-based, 213 computer-based, or 88 internet-based with a minimum cut-off score of 22 in each section. The minimum TOEFL PBT score considered is 570. For students who have taken the IELTS (International English Language Testing System), the minimum score is 7. The test must have been taken within the last five years. This requirement may be waived for applicants who achieved an undergraduate degree from an English-speaking university.

Quality Point Average

When assessing quality point average (grade point average), consideration is also given to strength of coursework in a student’s curriculum. Consistently strong academic performance throughout a candidate’s college record is a key component of the evaluation process.

Admission Decisions

Admission decisions fall into the following broad categories: Unconditional Admission, Conditional Admission, Denied Admission, or Readmission.

Unconditional Admission

Generally, admission to Graduate School is Unconditional. This means the applicant has been afforded the rank and privilege extended to graduate students at Grove City College.

Conditional Admission

Admission to Graduate School may be issued as a conditional admission for a variety of reasons.

- Undergraduate work has not been completed but is expected.
- Applicants who applied to a master level program after the cohort was filled. These applicants will receive primary consideration when the next cohort is established.

Students conditionally admitted need to show progress toward full admittance. A request for full admittance must be received no later than the deadline established in the year in which full acceptance is being sought.

Denied Admission

Students may be denied admission to a graduate program without explanation. Although a student may appeal to the Director of Graduate Programs once, after the appeal has been decided, that decision must be considered final and further appeals will not be considered.

Readmission

A student wishing to return to Grove City College after withdrawing from an earlier semester must contact the director of the Graduate Office at GraduatePrograms@gcc.edu to formally request to return. To be considered for readmission, the student must have been in good standing at the time of withdrawal. If the student has attended another school since withdrawing from Grove City College, a record of that work must be submitted to the Graduate Office before readmission is considered and/or granted. A readmitted student absent for over one year is subject to the curricular requirements in force at the time of his/her readmission.

Graduate and Undergraduate Status and Classes

Classification of Students

Full-time graduate students are those who have met the requirements for graduate programs, have been admitted to a graduate program, and are carrying at least nine semester hours of credit in an academic semester.

Part-time graduate students are those who have met the requirements for graduate programs, have been admitted to a graduate program, and are taking fewer than nine semester hours of credit in an academic semester.

Undergraduate students planning to enroll in a graduate program may elect, with permission of the Graduate Director, to take up to six credit hours of graduate coursework while still at the undergraduate level. Courses taken beyond six credit hours must be approved in advance by the Graduate Director.

Undergraduate Courses

Graduate students can register for undergraduate bridge courses before senior registration. Consult the undergraduate program calendar for appropriate dates of undergraduate course registration.

Graduate students can register for undergraduate non-bridge courses with permission from the department, provided there is room in the course after the end of the undergraduate registration period.

For registration in all undergraduate courses, permission must be obtained through the Graduate Office. Tuition for undergraduate courses will be charged at the undergraduate tuition rate. Tuition as well as any fees associated with the course are the student's responsibility. Undergraduate course credits do not count towards graduation, and the grades are not calculated into the graduate QPA, though they will show on the student's academic transcript.



Expenses — 2023-2024

Application for Admission..... \$ 50.00

Semester Charges:

Tuition, per semester credit hour (MSBA).....	\$950.00
Tuition, per semester credit hour (MBA).....	\$750.00
Tuition, per semester credit hour (MAcc).....	\$750.00

Fees for Special Services:

Degree Apostille.....	\$25.00
Late Payment Fee (applied monthly)	\$40.00
Official Transcript (PDF and expedited shipping are an additional fee).....	\$5.50
Online Materials Fee	varies by course
Replacement Diploma.....	\$20.00
Returned Check Fee	\$25.00
Returned Electronic Check Fee.....	\$10.00

The College reserves the right to adjust charges prior to the beginning of any semester, although every effort is made to maintain its stated charges throughout the academic year.

Refunds

Students planning to withdraw or transfer from Grove City College must immediately contact the Registrar by emailing Registrar@gcc.edu to officially withdraw. The Graduate Office must be alerted to the withdrawal.

Voluntary Withdrawal

Refer to the Undergraduate Bulletin.

Additional Refund Details

No refund of any kind is made when a student is suspended or dismissed from the College, including, but not limited to, application and matriculation fees.

Academic Progress

Graduate students are considered to be making academic progress if they earn a minimum of 6 graduate credit hours during a single academic year. An academic year is considered any 12 consecutive months from the start of the student's entry into the program. Students must make academic progress to finish according to their goals and the goals of the College. Additionally, students may be subject to the academic progress standard for scholarships, grants, or loans received from sources outside of Grove City College.

The Graduate Office reviews all academic records at the conclusion of each academic year to ensure students are making academic progress. A student who drops courses, withdraws entirely from a semester, or receives "I – incomplete" grades may fall below the minimum credit hours required for satisfactory academic progress.

A student who fails to make academic progress for three consecutive years may be asked to exit the program.

Students who do not finish their graduate program within five (5) years, will be asked to leave the College. This decision may be appealed through the Graduate Office by writing a detailed explanation of the need for a program extension. This explanation must include a

definitive timeline for program completion. Under no circumstances will a graduate student be permitted to extend their program completion beyond seven (7) years.



Academic Policies

Requirements for Graduation

Candidates for graduate degrees are required to complete the courses required for their chosen program, including elective hours to meet the minimum program total hour requirement.

No credit from other institutions is accepted as applying on the last twelve (12) semester hours for a graduate degree to be granted by Grove City College, except as approved by the academic department hosting the program or the Graduate Director.

Grove City College awards degrees to all graduates at one annual Commencement ceremony following completion of the spring semester. A student who completes all graduation requirements at the end of any other term will receive his/her diploma at that time. Such students are listed as members of the class of the year in which they finish.

Grade Values

The grade values for graduate programs are as follows:

- **A:** Excellent achievement indicating top rank in their class
- **B:** Achievement expected of graduate students
- **C:** Minimally satisfactory achievement. This is the lowest grade for which credit can be earned toward a master's degree. Additionally, earning more than one C grade at the graduate level will result in remediation or academic dismissal. Under no circumstances can a course be taken more than twice.
- **F:** Unsatisfactory from the standpoint of course requirements. Grades at this level are not accepted for credit toward a graduate degree and may result in academic dismissal.

- **I – Incomplete:** This grade is issued only when a student, through no fault of his/her own, is unable to complete his/her coursework. The student must complete the work for this course by the end of the following semester or the “I” becomes an “F,” even if he/she is no longer enrolled at the College. When the student completes the required coursework, the faculty member will report the grade earned to the Registrar. No “I” grade will be given unless a student specifically requests it. A grade of “I” may impact a student’s eligibility to receive scholarships, grants or loans until the work is completed. The student should contact the Financial Aid Office for clarification.
- **W – Withdraw:** This grade is issued to indicate that the student withdrew from the course after the course drop/add period has passed. Students must drop a course within the drop/add window to avoid a W on their transcript.

Grades have the following quality point numerical equivalencies:

A = 4.00, B = 3.00, C = 2.00, F = 0.

Quality Point Average Requirements for Graduation at the Master Level

Grove City College requires each candidate for graduation to earn a minimum career quality point average (QPA) of 3.00 for all graduate coursework completed for the master’s degree, including any graduate coursework completed while an undergraduate.

Calculating the Career (QPA) Quality Point Average

The quality point average is calculated by dividing the number of graduate course semester hours attempted at Grove City College into the total number of quality points earned at the College, including those for failed and/or repeated courses. In the case of a repeated course, only the most recent occurrence of the repeated class will be used in the calculation and count toward hours earned. No student may receive credit for the same course twice unless the course is designated as repeatable for multiple credits.

Transfer of Graduate Credit

Graduate students may request the transfer of credits from previous graduate programs. No more than 6 graduate credits may be transferred into any Grove City College graduate program, and the transfer of credits is not automatic. Students may request transfer of credit for coursework completed within the last five (5) years, earned at an accredited university or college, with a grade equivalent of “B-” or better, and in which they can demonstrate the achievement of expected learning outcomes for the course being replaced at Grove City College.

Students enrolled at Grove City College may not take courses concurrently at another institution for transfer to Grove City College during the duration of their graduate program unless specifically approved by the Graduate director.

If another course at a partner institution must be substituted for a GCC course (only available through GCC permission), the cost of the course will be billed at no more than the customary GCC per credit charge, but it may be less than the customary per credit charge as approved by the Graduate Director. Transfer credit appropriateness and appropriate cost structure is approved by the Chair and Dean of the respective departments and recorded by the Registrar who will instruct the billing department according to the Dean’s approval.

Pass/Fail courses may not be transferred unless prior approval has been obtained from the director of the Graduate Office in conjunction with the appropriate Department Chair.

Credit is not granted for life or professional experience or for military service. Once enrolled at Grove City College, the College does not grant credit for any experience in which a student is paid by the federal government, including ROTC, Officer's Candidate School, internships, or scientific research.

Credits for remedial, developmental, and bridge courses may be required for unconditional acceptance into a Grove City College Master's program and will not replace the required master's courses nor will they count in the QPA.

Repeat Courses

A student may repeat a graduate-level course in which he/she previously earned a grade of 'C' or lower. A student who passes a graduate-level course with a 'B' grade or higher may not later repeat the same course for credit or audit unless the course is designated as repeatable for multiple credits.

Withdrawals

Withdrawal from Individual Courses

- Students may drop any course during the drop/add period without any record of enrollment in that course on their permanent record.
- For any course dropped after the drop/add period and until the "Last Day to Withdraw from a Course" deadline, a 'W' will be entered on the permanent record and will not be counted in computing the student's academic average. No refund will be made for any course dropped after the official drop/add period.
- Courses dropped after the authorized withdrawal period will be marked 'WF (Withdrawn Failing)' and will be counted as 'F' in computing the student's academic average. Graduate students who receive an 'F' are placed on probation and must undergo a review by the Graduate Council that may result in immediate dismissal from the program. Students may retake courses outside of the graduate program if seats are available. Upon grade and QPA improvement, students may petition for readmission (see that section of the handbook for the readmission petition procedure).
- Grove City College reserves the right to withdraw a student from any course or from the College.
- Refer to the Graduate Calendar for specific dates for adding/dropping/withdrawing from courses.

Withdrawal from the College

If a student finds it necessary to discontinue studies at the College, he/she should notify the director of the Graduate Office to obtain and complete a withdrawal form for final clearance. If the student is unable to follow this procedure because of illness or emergency, the College will complete the form, but the student must notify the director of the Graduate Office in writing. A student who follows the procedure to withdraw completely from the College will normally receive "W" grades for all current courses. A student who leaves the College without officially withdrawing will forfeit any refund to which he/she might otherwise be entitled and may receive grades of "F" or "WF" in all current courses.

A student withdrawing for medical reasons must provide written documentation from a physician. Students receiving a medical withdrawal will receive a “W” grade for all courses.

Participation Expectations for Students

Grove City College believes participation is essential to the satisfactory completion of the graduate program. If an absence is incurred for any reason, it is the obligation of the student to ascertain from the instructor what is to be done to maintain his/her standing in that course.

Excused Absences

The director of the Graduate Office may excuse absences falling under the following categories. The decision to excuse an absence is solely the discretion of the director of the Graduate Office or one of its designees.

- **Military:** Students who are active members of the military who are ordered to participate in a military related event are responsible for notifying their professors and the Office of Graduate Programs at GraduatePrograms@gcc.edu. Military students who are called to active duty will be refunded a prorated portion of tuition based on the number of days in attendance. Students called to active duty are required to notify the Office of Graduate Programs in writing of their intent to withdraw from the program.
- **Court Summons:** Student who receive a jury duty order or a court appearance summons are responsible for notifying their professors and the Office of the Graduate Programs at GraduatePrograms@gcc.edu.
- **Loss of immediate family member:** Students are responsible for notifying their professors when there is a death of an immediate family member.
- **Illness/Injury:** If any illness or injury results in missed coursework, it is the student’s responsibility to notify the instructor and arrange for an excuse from class and make-up work. The non-resident student’s own health provider may issue a medical reason for absence which the student can present to the instructor.
- **Emergency:** In case of an emergency such as hospitalization, the student should contact their course instructor as soon as possible. Students must make up the work for the classes missed so that absences are without prejudice in determining a grade on the missed work.

Students must make up the work for any classes missed so that absences are without prejudice in determining a grade on missed work. Students will be given a reasonable opportunity to make up any graded assignments, including exams and quizzes, missed due to excused absences.

Unexcused Absences

Absences incurred due to disciplinary sanctions are reported to the Graduate Office. Through formal action, the faculty has agreed that students who miss classes due to such sanctions are not permitted to make up any missed academic work, whether prior to, during, or after the stated period of suspension. Allegations of inappropriate student behavior will be addressed as a serious matter by the Graduate Council. Refer to the undergraduate bulletin for additional details.

In summary, students are always encouraged to contact their professors and the appropriate office regarding any class absences and should do so prior to the absence whenever possible.

Excused absences are unavailable for sporting events. Student athletes are responsible for working with their course professor for sporting events. In all cases, students are expected to stay current in their coursework.

Leaves of Absence

Students who need to interrupt their courses of study from one semester to the next must seek a leave of absence. Request for leave must normally be made at least two weeks prior to the first day of classes and must be addressed to the Director of Graduate Programs. The decision to grant or deny the leave is made by the Director, and leave will be granted for a fixed period and only where there is a good reason for the leave and a good prospect for the student's return from the leave. Leaves of absence are not counted toward the time limit for degree completion. Students who interrupt their courses of study without a leave of absence are considered to have withdrawn from the College and must reapply for admission should they desire to return.

Diploma Application

Candidates for a master's degree must apply within the first two weeks of the semester in which they anticipate graduating; this application must indicate if the graduate plans to attend the graduation ceremony. Those submitting applications for graduation should anticipate finishing all required coursework during the semester in question and should anticipate the completion of all other degree requirements (e.g., dissertation and thesis defenses) no less than four weeks prior to graduation. Students are advised to consult the Director of Graduate Programs to determine if their anticipated graduation date is reasonable.

Academic Regalia

All students earning a master's degree will be provided with the appropriate hood, cap, gown, and tassel by the College. The Registrar's Office will contact students for sizing information in enough time to ensure receipt of regalia by the May commencement ceremony.

Honors

The graduate with the highest QPA in any given cohort may be awarded the honor of "With Distinction" as approved by the Director of Graduate Programs.

All graduates who have served in the United States military will be honored by the wearing of military honor cords.

Student Publication Archival Policy

Copies of graduate theses may be given to Buhl Library for archival use and storage. These documents will be available for viewing by library patrons and check-out to anyone with Grove City College check-out privileges, but the documents will not be made available

via inter-library loan. Students will retain copyright on their documents. Abstracts of these documents may be uploaded or posted into databases and similar systems.

Information Technology Services

Computer Services and Support (CSS) manages the Help Desk. The Help Desk is staffed for nearly 100 hours a week by trained student employees who provide level one support.

Limited assistance related to information technology is available by contacting the Help Desk in the TLC (The Learning Center) via phone (724) 458-2255, email (helpdesk@gcc.edu), or by visiting the physical site of the Help Desk in the Technological Learning Center.

CSS is not responsible for personal computers or personal computer software. However, they are available to assist with password resets.

Student Disability Services

A disability is defined by the Americans with Disabilities Act of 1990 (ADA) as a substantial limitation of a major life function. Once a student is accepted and has confirmed his/her intention to attend Grove City College, he/she must initiate a request for services by contacting the Disabilities Service Coordinator at DisabilityServices@gcc.edu or (724) 264-4673. A student requesting accommodation for a disability must submit documentation of the disability to verify eligibility under the ADA. Reasonable and appropriate accommodation is determined on a case-by-case basis for qualified students who have demonstrated a need for these services.

Master's Programs

Purpose, Goal, Values, and Philosophy of Graduate Programs at Grove City College

Grove City College's Department of Graduate Programs prepares its students to become leaders across a wide range of career and professional pursuits and provides an opportunity to achieve an advanced degree under the guidance of expert faculty mentors.

Accredited by the Middle States Commission on Higher Education, graduate programs offer students the freedom to pursue excellence in their chosen field.

Programs have been designed to equip students with advanced technical and theoretical skills to excel in a wide range of industries and professions, while also providing an ethical, moral perspective on relevant topics and trends. Programs are deeply engaging and will launch students on the path to achieving their personal and professional goals.

Master's of Science in Business Analytics Program

Dr. Christy Crute, Director; Dr. Michelle McFeaters, Dean; Dr. Richard Kocur, Chair; Dr. Michael Bright; Dr. Remi Drai; Dr. Jonathan Hutchins, Dr. John Smith

Degree Requirements

Course Requirements for the Master of Science in Business Analytics—30 hours:

COMP 544: Principles of Data Management
 DSCI 531: Intro. to Big Data
 MNGT 502: Statistical Methods
 MNGT 512: Forecasting Models
 MNGT 514: Current Topics
 MNGT 542: Ethically Architecting Data
 MNGT 550: Visualizing Data
 MNGT 552: Case Studies
 MNGT 582: Capstone
 SYSE 503: Linear Optimization

Students are expected to contact their advisors for a detailed schedule of courses recommended to meet requirements for a master's degree.

Course Descriptions

MNGT 502. STATISTICAL MODELS. This graduate-level course will cover statistical models such as hypothesis testing (one sample, two samples, and categorical), Analysis of Variance (ANOVA), nonparametric methods, study design, and analysis techniques for statistical studies related to individual student specializations including public health, business, engineering, epidemiologic studies, etc. *Three credit hours.*

MNGT 512. FORECASTING MODELS. An introduction to creating, solving, analyzing, and interpreting real-world time-series and forecasting models. Topics include linear, autoregressive, moving average and other forecasting and time-series techniques, transfer functions, multivariate model building, stationary, and nonstationary techniques. Applications include all areas where forecasting is required including transportation, finance, scheduling, networks, and supply chains. All models will be developed using R and R script. *Three credit hours*

MNGT 514. CURRENT TOPICS IN BUSINESS ANALYTICS. This course will explore current topics in business analytics as appropriate for the period of time. Research articles useful for currency in the field will be studied. This course is necessary due to the rapid nature of change in the profession.

Three credit hours.

MNGT 542. ETHICALLY ARCHITECTING INFORMATION. Provides practical guidance on how to implement information management. This course explores the fundamental elements of ethics and provides practical methods for organizations to embed ethical principles and practices into the management and governance of the organization's information. Will explore the business case for ethical business practices. *Three credit hours.*

MNGT 550. VISUALIZING AND PRESENTING DATA. Introduction to the key concepts and technologies for graphing and other visual ways to present data. This course covers modern techniques and software used to understand and explain data quickly through visual presentation. *Three credit hours.*

MNGT 522. CASE STUDIES IN BUSINESS. This course requires a project in business analytics. Requires students to complete a multi-dimensional project in their area of interest: industry, healthcare, etc. The project must be approved by Management faculty no later than the end of the fourth week of the start of the course. Students will be invited to propose their own projects or create one in collaboration with Management faculty. *Three credit hours.*

MNGT 582. CAPSTONE. Capstone allows a student to explore a research topic of interest. Students may select research via an exhaustive literature review and analysis of seminal work on the topic. Students choosing this path are expected to either present at a conference or publish their work. Alternately, students may work on a major business project for a business of their choice and deliver the final project to the business via a presentation and hand-off to the business process owner. This course may be taken up to three times. *Three credit hours.*

COMP 544. PRINCIPLES OF DATA MANAGEMENT. A graduate-level course in database management systems emphasizing the relational model. Topics include data modeling (ER diagrams, relational schemas, dimensional modeling), manipulating data in a database using SQL, processing structured data using a high-level programming language, and data warehousing. Prerequisite: Graduate Standing; or 'B' or better in COMP 220 and permission for undergraduate standing. *Three credit hours.*

DSCI 531. INTRODUCTION TO BIG DATA. The objective of this course is to introduce key concepts and technologies of big data management. This course covers big data characteristics, storage, and processing. Students learn how to use multiple big data technologies, such as stream processing, in-memory databases, Hadoop MapReduce, NoSQL, and NewSQL systems. Prerequisites: COMP 544. *Three credit hours.*

SYSE 503. LINEAR OPTIMIZATION METHODS. The use of mathematics to describe and analyze large-scale decision problems. Allocation of resources, making decisions in a competitive environment, and dealing with uncertainty are modeled and solved using suitable software packages. Topics include solving linear programming problems via the Simplex Method (including sensitivity analysis), integer programming, transportation problems, and other important Optimization models. *Three credit hours.*

The M.S (Master of Science). in Business Analytics curriculum was developed with the career-focused, adult learner in mind. It offers part-time and full-time options, online courses, and graduated attention. For more information on the M.S. in Business Analytics, email GraduatePrograms@gcc.edu.

Master's in Business Administration Program

Dr. Christy Crute, Director, Dr. Michelle McFeaters, Dean, Dr. Richard Kocur, Chair; Dr. Richard Grimm; Dr. John Smith, Professor Nicole Stone, Chair

Degree Requirements

Course Requirements for the Master of Science in Business Analytics—30 hours:

ACCT 502 Financial and Managerial Accounting
 ACCT 553: Cost Management
 ECON 530: Organizational Economics
 FNCE 531: Finance for Decision-Making
 MARK 504: Marketing
 MNGT 502: Statistical Methods
 MNGT 533: Law and Ethics
 MNGT 547: Organizational Behavior and Human Resources
 MNGT 575: Governance and Strategy
 MNGT 585: Leading Organizations

Students are expected to contact their advisors for a detailed schedule of courses recommended to meet requirements for a master's degree.

Course Descriptions

ACCT 502. FINANCIAL AND MANAGERIAL ACCOUNTING. This course provides a foundation for organizational leaders to engage with accounting as the language of business to understand the financial consequences of business activities. This course provides students with financial statement, financial analysis, and financial management expertise to enhance decision-making capabilities as a manager within an organization. Consisting of two complimentary components 1) financial accounting and 2) managerial accounting, the course provides perspectives for both external and internal decision making. This course is taught from the perspective of the user as opposed to the preparer of accounting information. Financial accounting topics include basic concepts and principles, the structure of financial statements and an overview of external financial reporting. Managerial accounting topics emphasize the development and use of accounting information for internal decision making, covering topics such as cost behavior and analysis, product and service costing and relevant costs for internal decision making. Prerequisites: Graduate standing or permission of instructor.

Three credit hours

ACCT 553. COST MANAGEMENT. This course provides a foundation for leaders to engage in critical business decisions associated with cost management practices, strategically applying them across various functions of a business organization to improve organizational performance. Students will identify major contemporary issues in managerial accounting, with an emphasis on decision-making and applications. Issues presented may be the design and implementation of strategic, marketing, value analysis and other management models. Prerequisites: Graduate standing and ACCT 502 or permission of instructor.

Three credit hours.

FNCE 531. FINANCE FOR DECISION-MAKING. This course provides students with the skills essential to understanding the role of finance within an organization by providing important financial concepts critical to both investing and running a successful business. Through inclusion of case study analysis and application, students will focus on value creation within and for the organization by gaining an understanding of various financial markets, risk and return evaluation, and performing financial analysis. Prerequisites: Graduate standing and ACCT 502 or permission of instructor.

Three credit hours.

MNGT 502. STATISTICAL MODELS. This graduate-level course will cover statistical models such as hypothesis testing (one sample, two samples, and categorical), Analysis of Variance (ANOVA), nonparametric methods, study design, and analysis techniques for statistical studies related to individual student specializations including public health, business, engineering, epidemiologic studies, etc.

Three credit hours.

MNGT 522. CASE STUDIES IN BUSINESS. This course requires a project in business analytics. Requires students to complete a multi-dimensional project in their area of interest: industry, healthcare, etc. The project must be approved by Management faculty no later than the end of the fourth week of the start of the course. Students will be invited to propose their own projects or create on in collaboration with Management faculty.

Three credit hours.

MNGT 547. ORGANIZATIONAL BEHAVIOR AND HUMAN RESOURCES. This course provides a two-fold approach for managers and leaders in today's business environment to bring value to those that they lead, direct, and interact with in their daily work lives. The first part of this course takes a managerial approach to human resources examining legal guidelines & compliance, recruiting & retention strategies, labor relations and other specialized topics. The second part of the course will

analyze how individuals and groups act and behave in an organizational context. Topics centering on motivation, communication & productivity will be discussed in a seminar fashion in context of the changing model of how work is done. *Three credit hours.*

MNGT 575. GOVERNANCE AND STRATEGY. This course investigates governance practices, rules, and regulations that grow shareholder value. The relationship among shareholders, boards, and executive management is studied in detail (including executive compensation policies, board structure and practices, corporate disclosure and transparency, and the value of the shareholder vote). Prerequisites: FNCE 531.

Three credit hours.

MNGT 585. LEADERSHIP. Setting basic direction and goals of an organization against the backdrop of the external environment and the needs of the market. Assessing the strengths and weaknesses of the organization to ensure the sustainability of the organization's competitive advantage within its chosen market. This course introduces students to top leaders in the nation. Prerequisite: MNGT 575 or permission. This course must be taken at least three times and maybe taken up to six times.

One credit hour.

MARK 504. MARKETING. This course is designed to provide students with a managerial perspective on the marketing principles and strategies necessary for success in a market-oriented business. Specifically, the course will focus on how an organization can benefit from creating, implementing, and measuring marketing solutions that meet customer needs. Through this course, students will gain an understanding of how all elements of the marketing mix align to form a cohesive marketing strategy.

Three credit hours.

ECON 530. ORGANIZATIONAL ECONOMICS. This course will examine the economic logic of organizations. Why do they exist? What problems do they solve? And which do they confront? Why is there so much variation? Why have they evolved the ways they have? When we encounter persistent organizational forms, our task will be to provide an economic rationale for such persistence. However, we will also be sensitive to placing such explanations in evolutionary context—how and why did that form come to prevail? As a seminar course, emphasis will be on reading the literature in Organizational Economics as preparation for intensive class discussions.

Three credit hours.

CONCENTRATIONS include Business Analytics, IT Leadership, Accounting, Professional Certifications, or General. Applicants may inquire at the Graduate Office for additional offerings. The Master of Business Administration requires at least nine graduate semester credit hours in one or more concentrations,

The Master's in Business Administration curriculum was developed with the career-focused, adult learner in mind. It offers part-time and full-time options, online courses, and personalized attention. For more information on the Master's in Business Administration, email GraduatePrograms@gcc.edu.

Master of Science in Accounting Program

Dr. Christy Crute, Director; Dr. Michelle McFeaters, Dean; Professor Nicole Stone, Chair; Dr. Richard Grimm; Professor Tricia Shultz

Degree Requirements

Course Requirements for the Master of Science in Accounting—30 hours:

- ACCT 510 – Individual Tax Compliance & Planning*
- ACCT 515 – Entity Tax Compliance & Planning*
- ACCT 520 – Information Systems and Controls I*
- ACCT 525 – Information Systems and Controls II*
- ACCT 545 – Advanced Data Analytics*
- ACCT 550 – Business Consolidations & Reporting*
- ACCT 530 – Auditing & Information Systems
- ACCT 536 – Forensic & Fraud Accounting
- ACCT 540 – Financial Statement Analysis
- ACCT 553 – Cost Management
- ACCT 555 – Current Topics, Research & Communication
- FNCE 531 – Finance for Decision Making
- MNGT 533 – Law & Ethics
- MNGT 542 – Ethically Architecting Data

**Elective classes pending professional certification track. Professional certifications available based on student interest.*

Students are expected to contact their advisors for a detailed schedule of courses recommended to meet requirements for a master’s degree.

Course Descriptions

ACCT 510 Individual Tax Compliance & Planning. This course will focus on the planning aspect of individual taxes. Students will develop tax planning skills by considering how various transactions can be structured to minimize current or future individual taxes. *Three credit hours.*

ACCT 515 Entity Tax Compliance & Planning. This course will focus on the planning aspect of entity taxes. Students will develop tax planning skills by considering how various transactions can be structured to minimize current or future entity taxes. *Three credit hours.*

ACCT 520 & 525 Information Systems and Controls I & II. This course will give students the knowledge and tools necessary to implement and maintain effective information technology control frameworks, identify control activities and evaluation application controls while assessing risks and processes. Topics may include IT governance and risk, use and management of data, and information security and protection of assets. *Three credit hours.*

ACCT 530 Auditing & Information Systems. Intensive study of advanced auditing topics, including how auditors are using data analytics to respond to new challenges facing the profession. Topics may include risk Assessment and planning, auditing financial assertions, assessing internal controls and operating effectiveness, continuous/concurrent auditing and monitoring, and fraud detection. *Three credit hours.*

ACCT 536 Forensic & Fraud Accounting. The course enables students to identify signs of fraud in financial statements. The course covers types of fraud, sources of evidence and analysis of internal and external fraud schemes. The course will provide an overview of the litigation process, as it relates to forensic accounting. Topics may include controls to prevent fraud, exploration of common fraud and theft schemes, detective skills needed to analyze events and exploration of computer fraud. *Three credit hours.*

ACCT 540 Financial Statement Analysis. This course will direct students to develop a systematic approach to analyzing financial data and the underlying risks and possible inconsistencies among comparative companies. Students will review financial statements and the related note disclosures as well how current results correlate to historical performance. Topics may SEC reporting, XBRL reporting language, Advanced ratio analysis & application, and Financial statement disclosures. *Three credit hours.*

ACCT 545 Advanced Data Analytics. This course will give students the knowledge and tools necessary to apply advanced analytical skills and analysis on both financial and non-financial data. Students will diagnose issues, analyze relevant information, apply ethical decision-making techniques, report the results and provide a recommendation. *Three credit hours.*

ACCT 550 Business Consolidation & Reporting. A study of the financial accounting effects on business entities involved in mergers, consolidations, and divestitures with an emphasis on the proper recognition and recording of acquisition, the elimination of inter-company transactions, and the preparation of consolidated financial statements. *Three credit hours.*

ACCT 553. COST MANAGEMENT. This course provides a foundation for leaders to engage in critical business decisions associated with cost management practices, strategically applying them across various functions of a business organization to improve organizational performance. Students will identify major contemporary issues in managerial accounting, with an emphasis on decision-making and applications. Issues presented may be the design and implementation of strategic, marketing, value analysis and other management models. Prerequisites: Graduate standing and ACCT 502 or permission of instructor. *Three credit hours*

ACCT 555 Current Topics, Research & Communication. Selected ongoing and emerging financial accounting issues are studied. The emphasis will be on conceptual application as well as the practical application of these emerging issues. *Three credit hours.*

FNCE 531. FINANCE FOR DECISION-MAKING. This course provides students with the skills essential to understanding the role of finance within an organization by providing important financial concepts critical to both investing in and running a successful business. Through inclusion of case study analysis and application, students will focus on value creation within and for the organization by gaining an understanding of various financial markets, risk and return evaluation, and performing financial analysis. Prerequisites: Graduate standing and ACCT 502 or permission of instructor. *Three credit hours.*

The MAcc curriculum was developed with the career-focused, adult learner in mind. It offers part-time and full-time options, online courses, and personalized attention. For more information on the MAcc, email GraduatePrograms@gcc.edu.