

# PRAIRIE VIEW A&M UNIVERSITY

## College of Business Student Guide



# Welcome to the College of Business!

Dear College of Business Student:

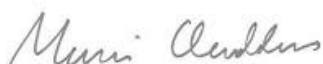
In the College of Business (COB), we (faculty and department staff, dean's office) strive to empower students to achieve their dreams. You have an important role in the success of the College of Business in achieving its mission. All programs in the College of Business are accredited by the Association to Advance Collegiate Schools of Business (AACSB International). This distinction is highly-coveted and considered worldwide as the "gold standard" for business schools and colleges. Accreditation by AACSB ensures continuous improvement in what we do, and assures prospective employers that you have received a high quality management education.

Admission to the College of Business is a two-step process. To be considered for formal admission in the college, students must first satisfy certain (minimum) requirements which are stated in the "Application for Admission to the College of Business" form. When you complete this form and commit to satisfying these requirements, you will be designated a "Pre-Business" student. This will allow us to open a file, and assign you an advisor for academic advising and a professional staff member to assist your with career counseling. The pre-business students have full access to the facilities and services offered by the college. These students are able to enroll in all freshmen and sophomore courses offered by the college.

We urge you to work hard to meet the minimal academic requirements for admission. Once you have completed these requirements, as a second step in the process, you will be eligible to apply to your department (through which your major is offered) for a change of classification to "business" from "pre-business." On recommendation from your department head, you will be formally admitted to the College of Business, joining an exclusive club! Please understand that the COB is strongly committed to educating the whole person. Teaching professional behavior and ethics is fundamental to our mission of producing graduates who are readily employable, and possess skills important for future leadership roles. By signing the "Guidelines and Expectations for Classroom Behavior," you commit to abiding by these rules.

I am pleased to welcome you to the College of Business. You have my best wishes for success in achieving your dreams through an excellent management education. Please do not hesitate to contact me personally, or a member of Dean's staff, if there is something we can do to facilitate your educational experience.

Sincerely,



Munir Quddus, Ph.D.  
Dean



**Dr. Munir Quddus**  
**Dean and**  
**Professor of Economics**

Dean's Office  
Hobart Taylor Building  
Room 2A204

M-F 8:00 a.m.—5:00 p.m.

Phone | (936) 261-9200  
Fax | (936) 261-9241

# College of Business Programs

## Undergraduate Programs in Business

### Bachelor of Business Administration

Majors: Accounting, Finance, Management Information Systems, Management, Marketing

Minors: Accounting, Business Administration, Finance, Economics, Entrepreneurship, International Business, Management Information Systems, Marketing, Personal Financial Planning

*Certification in Entrepreneurship for Non-Business Majors*

*Mini-CPA*

*Mini-MBA*

*4 + 1 Program for Accounting Students (BBA and MSA)*

## Graduate Programs in Business

### Master of Science in Accounting

Evenings and Weekends (Saturday Course Option in Northwest Houston beginning Fall 2010)

Saturday MS in Accounting Program (Northwest Campus)

### Master of Business Administration

Concentrations in Finance, International Business and Management Information Systems

Evenings and Weekends

Online MBA



# COB Development Programs and Initiatives

## Accenture Leadership and Development Conference

College of Business Career Fair

Company Information Sessions

Dean's Lecture Series

Executive-in-Residence Program

Homework/Student Lab

Internship/Co-Op Program


Peer, Faculty & E-Tutors

Placement Assistance

Professional Advisement

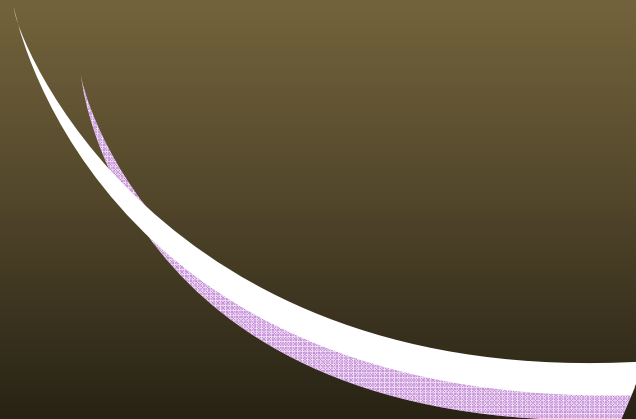
Student Scholarships

Study Abroad Program - South Korea



**accenture**  
*High performance. Delivered.*

Raising your game at every opportunity.  
Just another day at the office for a high performer.



# College of Business Admission Requirements

Full admission to the College of Business is a two-step process. Until the minimum requirements (stated below) are satisfied, the COB welcomes you as a “Pre-Business” student in a major field of study (Accounting, Finance, Management Information Systems, Management and/or Marketing). To be formally admitted to the College of Business, students must satisfy the requirements listed in the University Catalog. If these requirements are not met in a reasonable amount of time, you may be denied full admission to the College of Business.



After satisfying the requirements and being admitted to the College of Business, in order to maintain “a good academic standing” in the program, **students must maintain a minimum cumulative grade point average (CGPA) of 2.30 or better.** Should the CGPA fall below 2.30 at the end of a semester, students may be placed on probation.

## PROBATION AND DISMISSAL POLICY

### Students in Good Standing

All College of Business students must maintain an admissions requirement grade point average (ARGPA) or cumulative grade point average (CGPA) of 2.30 in order to be in good standing in the academic program. Failure to maintain an ARGPA or CGPA of 2.30 will result in a student being placed on probation or dismissed from the College of Business. Students should be aware that the CGPA minimum requirement is 2.30 to receive a Bachelor of Business Administration (BBA) from the College of Business.

### Probation

All ARGPA and CGPA are reviewed at the conclusion of each semester, after final grades have been posted. The ARGPA is comprised of only the nine admission requirement courses, which are ENGL 1123, ENGL 1133, MATH 1113, MATH 1153, MISY 1013, MGMT 1013, ACCT 2113, ECON 2113, and ECON 2123. Any student that has an ARGPA or CGPA below 2.30 will be placed on probation, receive a Notice of Probation, and a registration hold will be placed on the student’s account. The hold will not be removed until the student completes their probationary period obligations.

The schedule for grade review and Notice of Probation mailings is set forth as follows:

<b>Semester</b>	<b>Grade Review</b>	<b>Notice of Probation E-mail</b>	<b>Notice of Probation Mail</b>
Fall	January	January	February
Spring	June	June	July
Summer	August	August	September

If a student has pre-registered for courses, the College of Business Professional Advisor will determine the appropriateness of such courses and may drop courses that don’t lead to the successful fulfillment of a student’s probationary period obligations. The student must seek advisement with the College of Business Professional Advisor to discuss these obligations.

## PROBATION AND DISMISSAL POLICY

(continued)

Students are only allowed one probationary period during their matriculation within the College of Business. If the ARGPA or CGPA falls below a 2.30 at the conclusion of any semester following a probationary period, the student will be dismissed from the College of Business.

Any deviation from the above obligations must be approved by the Professional Advisor, the Department Head, and the Dean of the College of Business.



### Probationary Period Obligations

In advisement, students classified as *Pre-Business* will be informed of the following:

1. They will have two consecutive semesters (not including the summer semester) to improve their ARGPA to a 2.30 or higher. In order to successfully improve their ARGPA, students will be advised to repeat some or all failed admission requirement courses.
2. *Pre-Business* students will be restricted from taking any 3000- or 4000-level College of Business course during their probationary period.
3. The maximum semester credit hours (SCH) a student may take will be 15 during the probationary period. The minimum SCH of College of Business courses per the degree plan is nine during the probationary period.
4. If the ARGPA of 2.30 or higher is achieved during or at the conclusion of the probationary period, the probation will be lifted and the hold removed from the student's account.

In advisement, students classified as *Business* will be informed of the following:

1. They will have two consecutive semesters (not including the summer semester) to improve their CGPA to a 2.30 or higher. Students will also be advised to repeat some or all failed College of Business courses.
2. The maximum semester credit hours (SCH) a student may take will be 15 during the probationary period. The minimum SCH of College of Business courses per the degree plan is nine during the probationary period.
3. If the CGPA of 2.30 or higher is achieved during or at the conclusion of the probationary period, the probation will be lifted and the hold removed from the student's account.

### **Dismissal**

A student will be dismissed from the College of Business, as indicated by a written Notice of Dismissal, if any of the following apply:

1. Following the conclusion of the probationary period, an ARGPA or CGPA of 2.30 or higher is not achieved.
2. CGPA falls below a 2.0 in any semester.

The Notice of Dismissal will be mailed at the conclusion of each semester according to the following schedule:

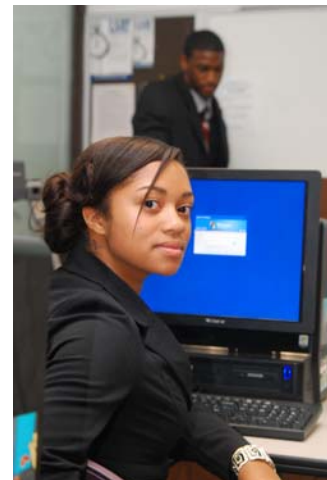
<b><i>Semester</i></b>	<b><i>Notice of Dismissal E-mailed</i></b>	<b><i>Notice of Dismissal Mailed</i></b>
Fall	December	January
Spring	May	June
Summer	August	September

## PROBATION AND DISMISSAL POLICY

(continued)

The College of Business will e-mail and mail the Notice of Dismissal to a student's address on file. It is the student's responsibility to keep their contact information updated. It is not the College of Business's responsibility to notify the student by any other means.

A dismissed student will be permanently restricted from taking any College of Business course and will be required to submit a Change of Major form if they seek to enroll in another major at Prairie View A&M University. If dismissed, a student will have the right to appeal to the Dean to have the Dismissal reviewed. A student must complete the Appeal of Dismissal form and submit a signed and dated copy to the Dean within 30 days of receiving a Notice of Dismissal. Appeals received after this period will not be considered for review. The Dean or Department Head will notify students of their appeal status within 45 days after receiving the Appeal of Dismissal form.



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Student's Signature

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Professional Advisor's Signature

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Date

# PRAIRIE VIEW A&M UNIVERSITY

## APPLICATION FOR ADMISSION TO COLLEGE OF BUSINESS

Approved: June 2010/Business Council

Student Name: \_\_\_\_\_

ID No. \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Current Major (if any): \_\_\_\_\_

Current Minor (if any): \_\_\_\_\_

In order to be admitted to a College of Business undergraduate academic program, the following requirements must be met at the time of application:

Test/ GPA/ Earned Hrs.	Minimum Requirement*	Student's Score	Course	Minimum Requirement	Student's Grade
<b>A. TASP:</b>			<b>ENGL 1123</b>	<b>C</b>	
Reading	<b>240</b>		<b>ENGL 1133</b>	<b>C</b>	
Writing	<b>250</b>		<b>MATH 1113</b>	<b>C</b>	
Math	<b>240</b>		<b>MATH 1153</b>	<b>C</b>	
			<b>ADSY 1013</b>	<b>C</b>	
<b>B. Earned Hours</b>	<b>45</b>		<b>MGMT 1013</b>	<b>C</b>	
<b>C. CGPA and ARGPA**</b>	<b>2.30</b>		<b>ACCT 2113</b>	<b>C</b>	
			<b>ECON 2113/ 2123</b>	<b>C</b>	
<b>D. Successful completion of Quantitative Literacy</b>			<b>MGMT 2000</b>	<b>Pass</b>	

\*The minimum requirement for TASP test does not apply if a student is TASP-exempt.

\*\* Cumulative Grade Point Average (CGPA) Admissions Requirement Grade Point Average (ARGPA)

Student's Certification:

I have satisfied the minimum requirements as stated above and do hereby request admission to the College of Business with a major in: (circle one)

(a) Accounting (b) Finance (c) MIS (d) Management (e) Marketing

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Student Information Checked:**

\_\_\_\_\_  
Department Secretary Signature & Date

**Admission to the College Recommended:**

\_\_\_\_\_  
Department Head Signature & Date

**Admission Approved:**

\_\_\_\_\_  
Dean Signature & Date

# College of Business Student Assistance

## Center for Business Communication

Hobart Taylor, Sr. Hall - Room 1D127A

Phone: (936)261-9267

If you need someone to review or critique your writing assignment, you are invited to visit the Center for Business Communication in room 1B120 during the posted hours. Tutorial assistance is provided for COB students with class and professional assignments such as resumes, essays, reports, articles, biographical sketches, research papers, outlines, memoranda, book reviews and various business correspondences.



The CBC also has a copy machine for student use and a large reference library with some textbooks and handouts available for student checkout.

### *Hours of Operation*

Monday - Friday 9:00 a.m. - 5:00 p.m.

Appointments are preferred. Please stop by, call (936)261-9267, or send an e-mail to Ms. Edwina Garcia.

## COB Course Tutorial Assistance

Student tutors are available in the John B. Coleman Library and in Hobart Taylor, Sr. Hall in room 1D127A for certain COB classes during the posted hours. Tutorial assistance is also provided for by faculty tutors and mentors. Please visit the Center for Business Communication for information and a list of courses available for tutorial assistance.

## COB Homework Lab

Hobart Taylor, Sr. Hall - Room 2B227

The College of Business has a computer homework lab available for COB student use during the posted hours. Students with technical problems may contact the on-site lab technician for immediate assistance.

### *Hours of Operation (Lab Technician present)*

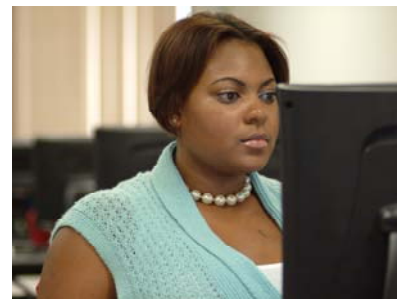
Monday - Thursday 8:00 a.m. - 7:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday 10:00 a.m. - 2:00 p.m.

### Summer Hours

Monday - Thursday 8:00 a.m. - 6:00 p.m.



## COB Student Lounge

Hobart Taylor, Sr. Hall - Room 1B134

The COB Student Lounge is located on the first floor of Hobart Taylor in room 1B134. Food and beverages are allowed in this area and a microwave is available for student use.. Copies of The Panther, flyers for student organization activities, business magazines and scholarship information are available in this room. Hours are 8:00 am until 6:00 p.m. Monday through Thursday and from 8:00 am until 2:00 p.m. on Friday.

# PVAMU COLLEGE OF BUSINESS

## Guidelines and Expectations for Classroom Behavior

(Approved by COB Faculty on August 17, 2004)

***“As a student in the Prairie View A&M University College of Business, I pledge to always be truthful, ethical and professional in my behavior.”*** (Student Code of Conduct – May, 2005).

The College of Business is committed to ensuring an optimal learning environment in each classroom. As a student in a College of Business class, your professors expect that you will adhere to the following guidelines for classroom etiquette:

1. Be punctual. Arrive before your classes begin - do not be tardy;
2. Stay for the duration of the class - do not leave the class unless prior permission has been granted;
3. Turn off your cell phone, personal data assistant (Palm Pilots), pager and other electronic devices that may be distractions to others – no phone calls or text messaging are allowed while the class is in progress;
4. Do not disturb or distract the class - avoid unnecessary discussions unless permitted by the professor;
5. Come to class with a positive attitude for learning – be prepared for the class and stay focused on the class lecture;
6. Do not engage in inappropriate physical gestures or body language; do not use expletives or profanity in the classroom or the hallways;
7. Do not bring in food and/or eat or drink in the classrooms or computer labs. The student lounge is located in room 1B121. Food and beverages are allowed in this room;
8. Always be ethical in your conduct – do not misrepresent facts, or cheat or help others in cheating during exams, quizzes or homework;
9. Be respectful of the professor and fellow students;
10. Try your best not to miss any class; notify the professor in advance if you must miss a class due to illness, travel, or other unavoidable circumstances; the University catalog requires professor to monitor attendance and penalize poor attendance;
11. Always be civil in your behavior - if there is a difference of opinion with the professor or another student, be polite during the exchange;
12. Always dress in appropriate attire; dress in business attire when making presentations in class, attending a COB program with outside guests, or as required by the faculty;
13. Exhibit good manners – if your behavior is perceived as rude, disrespectful or disruptive, apologize; understand that violations of the above may result in reduced grade or expulsion from the class or the program.

# PVAMU COLLEGE OF BUSINESS

## STUDENT PLEDGE

I recognize that all people and our common habitat have a continuing interest in all business activities. As a business professional, I will strive to organize resources, add value, and provide services in a manner that does not endanger our habitat and respects the values and interests of all persons and groups. In all my activities, I will endeavor to act ethically and with integrity. I acknowledge that my decisions can have significant, and often an unexpected impact on others and that I am accountable for even the unexpected and unintended consequences.

True success is not measured quarterly, but daily, hour by hour, minute by minute.

**In support of the above, I pledge, freely and without reservation, that:**

- **I will** act with highest integrity in all things.
- **I will** endeavor to advance the interests of the stakeholders in my business organizations without sacrificing the interests of the larger society.
- **I will** guard against narrow ambitions and, when faced with a conflict, place the interests of my organization and the greater society ahead of my own.
- **I will** uphold the laws and agreements governing me, my profession, my company and the society where my actions may have an impact.
- **I will** bear full responsibility for my actions and representations.
- **I will** consistently model the attitudes and behaviors I wish to pass on to my children and successors and those under my supervision.
- **I will** strive to create sustainable economic, social, and environmental prosperity.
- **I will** treat all persons, things and places with respect at all times.
- **I will** strive to act as a responsible global citizen, acknowledging my obligation to play a part in reducing the hunger, poverty, and illiteracy of my fellow human beings.
- **I will** be a positive, ethical and compassionate actor in my local and global community.

---

Print Name

Signature

This pledge is modeled after the MBA oath adopted by students at the Harvard Business School in 2008; for details see, <http://mbaoath.org/about/the-mba-oath/>

# College of Business Student Organizations

Business majors are encouraged to participate in clubs and honor societies. These organizations provide opportunities for students to develop skills needed in business, such as teamwork, planning, organizing, leadership and communication. Several organizations are open to business majors and supported in the College of Business. Membership criteria vary.

**The American Marketing Association (AMA)**, the international society for marketing professionals, is one of the largest professional associations for marketers. Members participate in regional, national and local marketing activities.

**Association of Information Technology Professionals (AITP)** is an elite network of Information Technology professionals, educators, and students dedicated to continuing education, professional growth, leadership, and the exploration of issues that face the IT industry. Membership provides access to the highest quality IT educational opportunities and forums for networking with experienced professionals and those new to the IT field.

**Beta Gamma Sigma** is the honor society serving business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International.

**Student Advisory Council** is composed of the student organization presidents and one selected representative from each of the College of Business clubs/organizations and the College of Business Senator(s). The Council serves as a liaison between the Dean of the College of Business and students.

**PV Finance Association** promotes the stimulation of the students' interests in the field of finance, achievement of excellence among students in the department and application of academic knowledge to practical situations and promotion of ethical principles and industry.

**National Association of Black Accountants (NABA)** is a national organization for accountants and accounting students. NABA encourages and helps students enter the accounting profession, promotes professional development in accounting and provides assistance in developing accounting education for members of minority groups. Membership is open to students majoring in accounting and others who intend to enter the accounting profession.

**National Black MBA Association (NBMBAA) Collegiate Chapter** is dedicated to developing partnerships that result in the creation of intellectual and of economic wealth. Collegiate chapters attend seminars and events that empower members and encourage the pursuit of higher education in business school programs.

**Phi Beta Lambda** is open to students majoring in all business disciplines. Students apply and are selected on the basis of character, leadership and professional pride.

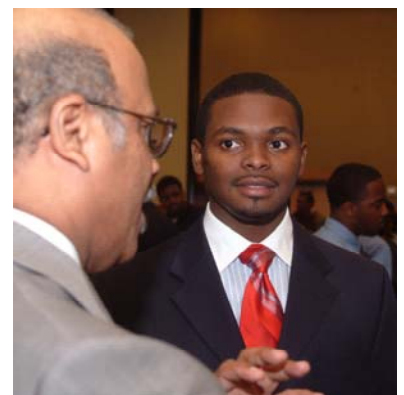
**Students in Free Enterprise (SIFE)** is a nonprofit organization that gives students the tools to learn the free enterprise system in a real working situation. SIFE challenges students on more than 800 college campuses nationwide to take what they're learning in the classroom and use their knowledge to better their communities.

**The PVAMU chapter of Toastmasters International** offers members an opportunity to improve public speaking and communication skills. Membership is open to everyone (student, faculty and staff) in the PVAMU community.

# Employers Who Hire PVAMU Business Students

*(This is not a comprehensive list, but it's a good place to start. PVAMU Graduates are everywhere!)*

Employer/Organization	Employment Opportunity		
	Internship	Permanent	Co-Op
Accenture	X	X	
AIG		X	
Allstate Insurance	X		
Amegy Bank (formerly Southwest Bank)		X	
American Campus Communities		X	
Aramark		X	
AT&T		X	
Aurora Marketing		X	
AXA Advisors		X	
Bank of America	X	X	
Bank One (Chase Bank)	X		
Beckman Coulter		X	
Bettis	X	X	
BNSF		X	
Boeing Corporation	X	X	X
Cargill	X	X	X
CITGO		X	
Citibank		X	
ConAgra Foods		X	
ConocoPhillips	X	X	
Continental Airlines		X	
Convergys		X	
Dallas Independent School District		X	
Dell Computers	X	X	
Deloitte & Touche	X	X	X
Department of Defense		X	
Donald Sowell's Interest	X		
Edward Jones		X	
Enterprise Rent-A-Car	X	X	X
Equiva		X	
Ernst & Young	X	X	
Farm Credit Bank of Texas	X		
Federal Depository Insurance Corporation	X	X	
Federal Reserve Bank	X	X	
Fitzhery & Hogan, Inc.		X	
Frito Lay		X	
Geico		X	
General Electric		X	
General Motors		X	
Group 1 Automotive		X	



# Employers Who Hire PVAMU Business Students

Employer/Organization	Employment Opportunity		
	Internship	Permanent	Co-Op
Harris County		X	
HEB Foods	X	X	
Hewitt Associates		X	
Hewlett Packard		X	
Holcium		X	
Household Auto Finance	X	X	
Houston Independent School District	X	X	
Houston Rockets/Toyota Center	X		
IBM		X	
Igloo	X		
ING	X	X	X
INROADS	X		X
Internal Revenue Service	X	X	
JC Penney		X	
JP Morgan Chase Bank		X	
Kaiser Permanente		X	
KB Homes		X	
Kelly Services		X	
Koch Industries		X	
KPMG		X	
Lawrence Marshall Dealerships	X		
Legacy Financial Group		X	
Lockheed Martin	X	X	X
Luby's		X	
Marathon Oil		X	
Mass Mutual Financial Group		X	
May Department Stores - Macy's (Foley's)	X	X	
Maytag		X	
McLowen Advanced Concepts		X	
McDonald's		X	
Monsanto	X		
Motorola	X		
NASA	X	X	X
NAVSEA		x	
NIKE	X	X	
Northwestern Mutual		X	

# Employers Who Hire PVAMU Business Students

Employer/Organization	Employment Opportunity		
	Internship	Permanent	Co-Op
Pepsi Bottling Group		X	
Pfizer Pharmaceuticals		X	
Prairie View A&M University	X	X	
PricewaterhouseCoopers	X	X	X
Pricfert Manufacturing		X	
Primerica		X	
Quintales		X	
Ratheon		X	
Reliant Energy		X	
Republic National Beverage Company		X	
Ryland Homes		X	
Sam's Club		X	
Shell Oil	X	X	
Sherwin-Williams	X	X	X
Sodexo		X	
Spectra Energy	X	X	
Sprint		X	
State Farm Insurance	X	X	
State of Texas	X	X	
Teacher Retirement System of Texas	X		
Texas A&M University	X	X	
Texas Comptroller of Public Accounts		X	
The Berrington School		X	
The Rucker Group Mortgage		X	
Union Pacific Railroad		X	
University of Houston		X	
University of Texas - Health Science Center	X		
UPS		X	
US Air Force		X	
US Army		X	
US Coast Guard	X	X	
US Department of Agriculture	X	X	
US Navy		X	
Walgreens	X	X	
Walmart	X		
Williams Companies	X	X	
Woodforest Bank		X	

# College of Business Scholarships

Scholarship funding from the PVAMU College of Business may be available to students who have been accepted to Prairie View A&M University and are enrolled in one of the business programs. College of Business Scholarships are awarded in the fall and spring semesters and typically range between \$500 and \$1,000 per semester.

Scholarships must be used to support enrollment at Prairie View A&M University but should not be used as an "overpayment." Information contained in the application must be accurate and may be subject to verification by the College of Business Scholarship Committee.

**Students should apply for COB scholarships in the semester preceding the semester for which the funds will be applied. The scholarship application period for the spring semester is between October 1 and November 1. The application period for the fall semester is between February 1 and March 1, for the fall semester.** Applications will be made available and posted online at [www.pvamu.edu/business](http://www.pvamu.edu/business) and in several locations in the Hobart Taylor Building and Nathelyne Kennedy Building during those times.

Applications must be completely filled out by students who have already been accepted to or are currently enrolled at Prairie View A&M University. The Scholarship Committee will evaluate applications from prospective recipients for scholarships based on the following information:

College of Business Scholarship Application

Scholarship criteria

Transcripts, essays, financial need and test scores where required.

## ***Out-of-State Tuition Waivers***

### **Tuition Waivers**

Tuition waivers are provided by the University to students who fall within one several categories and meet the criteria established by the State of Texas. Business students may qualify for these waivers through the College of Business if:

- They are a Teaching or Research Assistant (Texas Education Code §54.063)
- Have a Competitive Scholarship Waiver (Texas Education Code §54.064)

Texas Education Code §54.063 states:

"A teaching assistant or research assistant of any institution of higher education and the spouse and children of such a teaching assistant or research assistant are entitled to register in a state institution of higher education by paying the tuition fees and other fees or charges required for Texas residents under Section 54.051 of this code, without regard to the length of time the assistant has resided in Texas, if the assistant is employed at least one-half time in a teaching or research assistant position which relates to the assistant's degree program under rules and regulations established by the employer institution."

Texas Education Code §54.064 states:

"A student who holds a competitive scholarship of at least \$1,000 for the academic year or summer for which the student is enrolled and who is either a nonresident or a citizen of a country other than the United States of America is entitled to pay the fees and charges required of Texas residents without regard to the length of time the student has resided in Texas. The student must compete with other students, including Texas residents, for the scholarship and the scholarship must be awarded by a scholarship committee officially recognized by the administration and be approved by the Texas Higher Education Coordinating Board under criteria developed by the board."

# COLLEGE OF BUSINESS GENERAL SCHOLARSHIP CRITERIA\*

## **New (Incoming) College of Business (COB) Students**

### **A. Entering (First-Time) Freshmen**

1. SAT Score of 1290 (new SAT) 890 (SAT prior to 2006) or higher (ACT of 18 or higher)
2. High School GPA of 3.2 or higher on a 4.0 scale

### **B. Transfer Students**

1. GPA of 3.0 or higher on a 4.0 scale
2. GPA of 3.0 or higher for the two most recent semesters with no less than a 2.75 semester GPA in either semester

### **C. Graduate Students**

1. Admission to the COB Graduate Program
2. GPA of 3.25 or higher undergraduate GPA and 500 GMAT Score (MBA/MSA Students)



## **Continuing/Returning Undergraduate and Graduate Continuing College of Business Students**

### **A. Undergraduate Students**

1. GPA of 3.0 or higher for the two most recent semesters with no less than a 2.75 semester GPA in either semester
2. Must have completed (fifteen) 15 or more semester credit hours at the time of application (Transfer students must have completed at least 15 semester credit hours at PVAMU)
3. Must have passed all parts of TASP or THEA (Texas Higher Education Assessment), or be TASP (THEA) exempt.

### **B. Undergraduate Currently Receiving COB Scholarship**

1. Must be currently enrolled full-time in the COB
2. Must have completed 30 semester credit hours during the year (fall & spring semesters) of award
3. Must have achieved 3.0 or higher GPA during the two most recent semesters (fall & spring) at the time of application, with no less than a 2.75 semester GPA in either semester.

### **C. Graduate Student**

1. Unconditional Admission to the COB Graduate Program
2. GPA of 3.5 or higher
3. Must have completed nine (9) or more semester credit hours at the time of application

### **D. Graduate Student Currently Receiving COB Scholarship**

1. Must be currently enrolled "full-time" in the COB Graduate Program
2. Must have completed 18 semester credit hours during the year (fall & spring semesters) of award
3. Must have achieved 3.5 or higher GPA during the two most recent semesters (fall & spring) at the time of application, with no less than a 3.25 semester GPA in either semester.

\* Note: Cumulative GPA, extracurricular activities, community service and work experience may be used in the scholarship selection process. Additional information requested in the application is requested to secure all information which may be required to screen applicants for special scholarships according to College of Business or donor criteria.

# COLLEGE OF BUSINESS SCHOLARSHIPS & CRITERIA

## **5<sup>TH</sup> YEAR ACCOUNTING STUDENT SCHOLARSHIP**

Available for Accounting Majors;  
Students must intend to sit for the CPA Exam in the State of Texas;  
Must enroll on at least a half-time basis;  
Applicant must have a minimum GPA of at least 2.8;  
Must have or will complete 120 semester credit hours at the time the award is received and  
Demonstrate financial need.

## **BOB ROBERTS MEMORIAL SCHOLARSHIP ENDOWMENT**

***(March Deadline Only)***

Must be a full-time undergraduate student majoring in business (Accounting, Finance, MISY, Management & Marketing);  
Applicant must have at least one full year of school remaining;  
Applicant must have a minimum GPA of at least 2.8;  
Must submit two (2) letters of recommendation on official letterhead from a business school administrator (instructor, dean, advisor);  
Applicant must supply a recent photograph;  
Must submit a completed essay on a topic assigned by the Scholarship Committee.

## **ESTHER JOHNSON TYLER MEMORIAL SCHOLARSHIP ENDOWMENT**

***(March Deadline Only)***

Available for Business Majors (Accounting, Finance, MISY, Management & Marketing);  
Must show evidence of outstanding leadership, business career motivation and exhibit excellent moral character;  
Minimum GPA of 2.5 on all hours attempted and  
Must have a minimum of 30 semester hours.

## **ILLINOIS TOOL WORKS SCHOLARSHIP ENDOWMENT**

***(March Deadline Only)***

Must meet criteria for College of Business General Scholarship

## **JOSEPH A. SCOTT, JR. SCHOLARSHIP ENDOWMENT**

***(March Deadline Only)***

Available for Business Majors (Accounting, Finance, MISY, Management & Marketing);  
Applicant must be from the Greater San Antonio metropolitan area;  
Minimum GPA of 2.8 and  
Must show evidence of community service.

## **LUCY STERLING BOONE MEMORIAL SCHOLARSHIP ENDOWMENT**

***(March Deadline Only)***

Available for Business Majors (Accounting, Finance, MISY, Management & Marketing);  
Minimum GPA of 3.0  
Must submit a completed essay on a topic assigned by the Scholarship Committee and  
Must show evidence of community service.

## **MS IN ACCOUNTING GRADUATE STUDENT SCHOLARSHIP**

Must be accepted to the COB Graduate Programs in Business MSA Degree Program  
Cumulative GPA (undergraduate or graduate) of 2.5 or higher

# College of Business Book List

## *Recommended Reading List for Business Students*

Administrative Behavior: A Study of Decision Making Processes in Administrative Organization  
Herbert A. Simon (Author); ISBN-10: 0029290007

An Inquiry Into the Nature and Causes of the Wealth of Nations  
Adam Smith (Author), R.H. Campbell (editor) (Author), A.S. Skinner (editor) (Author); ISBN-10: 0865970076

Behavioral Theory of the Firm  
Richard M. Cyert (Author), James G. March (Author); ISBN-10: 0631174516

Benjamin Graham: The Memoirs of the Dean of Wall Street  
Benjamin Graham (Author), Seymour Chatman (Editor); ISBN-10: 0070242690

Business @ the Speed of Thought: Succeeding in the Digital Economy  
Bill H. Gates (Author); ISBN-10: 0446675962

Competitive Strategy: Techniques for Analyzing Industries and Competitors  
Michael E. Porter (Author); ISBN-10: 0684841487

Creating a World Without Poverty: Social Business and the Future of Capitalism  
Muhammad Yunus (Author); ISBN-10: 1586486675

Emotional Intelligence: Why it could matter more than IQ  
Daniel Goleman (Author); ISBN-10: 055309503X

Free to Choose: A Personal Statement  
Milton Friedman (Author), Rose Friedman (Author); ISBN-10: 0156334607

General and Industrial Management  
Henri Fayol Henri Fayol (Author), Irwin Gray (Author); ISBN-10: 0879421789

History of Economic Analysis: With a New Introduction  
Joseph A. Schumpeter(Author); ISBN-10: 0195105591

In Search of Excellence: Lessons from America's Best-Run Companies  
Thomas J. Peters (Author), Robert H. Waterman (Author); ISBN-10: 0060548789

Jack: Straight from the Gut  
Jack Welch (Author); ISBN-10: 0446690686

Leaders: Strategies for Taking Charge (Collins Business Essentials)  
Warren G. Bennis (Author), Burt Nanus (Author); ISBN-10: 0060559543

Lombard Street: A Description of the Money Market  
Walter Bagehot (Author); ISBN-10: 1602069530



# College of Business Book List

## *Recommended Reading List for Business Students*

Mary Parker Follett Prophet of Management

Pauline Graham (Editor); ISBN-10: 1587982137

Motivation and Personality

Abraham Harold Maslow (Author); ISBN-10: 0060419873

My Years with General Motors  
0385042353

Alfred Sloan (Author); ISBN-10:

New Patterns of Management

Likert (Author); ISBN-10: 0824082141

Organizations

James G. March (Author), Herbert A. Simon (Author); ISBN-10: 063118631X

Organizational Culture and Leadership (The Jossey-Bass Business & Management Series)

Edgar H. Schein (Author) Herbert A. Simon (Author) ; ISBN-10: 0470185864

Organizational Learning: A Theory of Action Perspective

Chris Argyris (Author), Donald A. Schon (Author); ISBN-10: 0201001748

Out of the Crisis

W. Edwards Deming (Author); ISBN-10: 0262541157

Rich Dad Poor Dad: What the Rich Teach Their Kids About Money That the Poor and the Middle Class Do Not!

Robert T. Kiyosaki (Author); ISBN-10: 044656740X

Strategy and Structure: Chapters in the History of the American Industrial Enterprise

Alfred Dupont Chandler (Author); ISBN-10: 0262530090

The Affluent Society

John Kenneth Galbraith (Author); ISBN-10: 0395925002

The Capitalist Philosophers: The Geniuses of Modern Business -- Their Lives, Times, and Ideas

Andrea Gabor (Author); ISBN-10: 0609808877

The Fifth Discipline: The Art and Practice of the Learning Organization

Peter M Senge (Author); ISBN-10: 0712656871

The Functions of the Executive: 30th Anniversary Edition

Chester I. Barnard (Author), Kenneth Richmond Andrews (Introduction); ISBN-10: 0674328035

The General Theory of Employment, Interest and Money

John Maynard Keynes (Author) ; ISBN-10: 144867185X

The Human Problems of an Industrial Civilization

George Elton Mayo (Author); ISBN-10: 0415279887

The Human Side of Enterprise

Douglas, McGregor (Author); ISBN-10: 0071462228



# College of Business Book List

## *Recommended Reading List for Business Students*

The Loyalty Effect: The Hidden Force Behind Growth, Profits, and Lasting Value  
Frederick F. Reichheld (Author), Thomas Teal (Author); ISBN-10: 1578516870

The Managerial Grid  
Robert Rogers Blake (Author), Jane Srygley Mouton (Author); ISBN-10: 0884152529

The Nature of Managerial Work  
Henry Mintzberg (Author); ISBN-10: 0136104029

The Organization Man  
William H. Whyte (Author); ISBN-10: 0812218191

The Practice of Management  
Peter F. Drucker (Author) ; ISBN-10: 0060878975

The Principles Of Scientific Management  
Frederick Winslow Taylor (Author); ISBN-10: 1161474412

The Road to Serfdom (Rediscovered Riches)  
F.A. Hayek (Author); ISBN-10: 025536458X

The Theory of the Growth of the Firm  
Edith Penrose (Author), F.A. Hayek (Author); ISBN-10: 0199573840

The 7 Habits of Highly Effective People  
Stephen R. Covey (Author); ISBN-10: 0743269519

Transforming Leadership  
James MacGregor Burns (Author); ISBN-10: 0802141188



## Good Business Periodicals

Black Enterprise  
BusinessWeek  
Fast Company  
Financial Times  
Forbes  
Fortune  
Harvard Business Review  
The Economist  
The New York Times  
The Wall Street Journal  
US News and World Report

# A Word to the Wise

1. Go to class.
2. Get organized.
3. Get to know your roommate and others in your dorm.
4. Find the ideal place for you to study.
5. Ultimately, you are responsible for knowing your degree plan and requirements. Be informed, ask questions.
6. Meet with your professors. They really do care about how you are doing.
7. If you are a full time student (12 hours or more) commit to the 40-hour week: time spent in class (12-15 hours) and time spent studying/preparing for class (at least 20-25 hours each week). It will pay off.
8. Make the time to go to career fairs and information sessions for companies. It's never too early to find a great job or internship.
9. Get involved on campus. Join at least two student organizations: one that will help you grow professionally or academically, and one that will help you grow personally and socially.
10. Strive for good grades.
11. Watch out for your reputation: on campus, in class and online. You never know when you are being evaluated.
12. Form study groups with people who want to learn.
13. Your relationships with others will play an important role in your college career and beyond. Choose wisely.
14. Make time for you.
15. Take responsibility for yourself and your actions.
16. Make connections with students in your classes.
17. Find the Career Services Office (hint: it's located on the 2nd floor of Evans Hall).
18. Come to class prepared! Bring something to write with, write on and read the assignment!
19. Stay healthy! Eat right, exercise and get enough sleep.
20. Learn to cope with homesickness.
21. Be prepared to feel overwhelmed, but seek help when you need it! You don't have to face all of life's challenges alone.
22. Keep track of your money.
23. Find what you really love.
24. Watch out for deadlines.
25. Drive safely and pay attention. No text, phone call or party is worth your life.

"Naw, I didn't study. I understood him in class."

# Grade Appeals

Generally, student complaints about grades or other class related performance assessments can be addressed by the instructor of record and the student. When that cannot be achieved, the student may have his/her complaint addressed by the procedure outlined below. Faculty, other classroom professionals, and students' rights are to be protected and their human dignity respected. **Grading and other class related complaints are to be filed initially within thirty days following the alleged precipitating action on which the complaint is based.** Except where extenuating circumstances render it unreasonable, the outcome of a complaint that reaches the level of department/division head (exception Dean of Architecture and of Nursing) will be reviewed within thirty days and a written notification of outcome will be provided to the student. Where a complaint must be reviewed at each level, the entire process should be completed within ninety days of receipt of the complaint.

In those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by following the procedure listed and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint:

1. The student should meet with the instructor of record, preferably during his/her office hours, to present the grievance and any supporting documentation that the grade or outcome of a class related concern should have been different.
2. If the instructor is no longer at the university or if the subject of the grievance arises when faculty are not expected to be on duty for a week or more, the student should report to his or her advisor or the absent faculty member's immediate supervisor (department head, division head, or dean if in School of Architecture or College of Nursing).
3. If the issue is not resolved at the faculty level and the student wishes to pursue the issue beyond the instructor, he/she should meet with his/her academic advisor even if the grade or other issue is not in the department, division, school, or college in which the student's class is being offered. The advisor will intervene appropriately, but if unable to negotiate an agreement between the student and his/her instructor, will direct the student to follow each level of the appeals procedures items 4 through 10 below.
4. If no agreement can be reached following discussion among the advisor, the student, and the instructor, the student should write a letter to the instructor's immediate supervisor. In the School of Architecture; or School of Nursing the Dean; in all other colleges the immediate supervisor of faculty, teaching assistants, laboratory assistants and other classroom professionals is the department or division head. The letter or form should present the grievance, the rationale for it, and the remedy sought. The letter or form should be sent at least one week prior to the student's scheduled appointment to meet with the instructor's immediate supervisor.
5. If the instructor's immediate supervisor cannot resolve the issue to the student's satisfaction and the student wishes to pursue the matter, the instructor's immediate supervisor will refer the matter to a three to five person faculty appeals panel, one of whom must be a part-time faculty person if part-time faculty members are employed in the department, school or college. The panel will review the grievance and make a recommendation to the instructor's immediate supervisor.
6. If no agreement is reached and the student decides to appeal the matter further, he/she should send a letter or any published form used for this purpose to the person above the instructor's immediate supervisor.
7. If the student believes that the decision of the highest official in the College or School, the dean, deserves further review due to flaws in the previous reviews or due to his/her having information of such nature as to potentially impact the outcome, the student should provide a written request for review to the Provost and Vice President for Academic Affairs who will employ a review process appropriate to the situation and notify the dean of the outcome. The dean will notify the student of the outcome. A decision that has reached review by the Admissions and Academic Standards Committee is final.
8. Grading and other class related academic issues are referred in writing to the Office of the President only in instances where a preponderance of the evidence reveals that a student's Constitutional rights or human dignity may have been violated. The Provost and Vice President for Academic Affairs will transmit to the President the entire record of reviews conducted at each level if requested by the President following his/her receipt of the student's written appeal. The President will employ a review process appropriate to the matter presented and notify the Provost and Vice President for Academic Affairs and dean of the outcome. The dean will notify the student of the outcome.
9. If the class related complaint is related to issues including but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy or University regulations, the student may select one of the following options: Option A: Report the incident, in writing, to the instructor's or other classroom professional's immediate supervisor (department head, division head, or dean). Option B: Report the incident, in writing, to the Director of Human Resources in Room 109 Harrington Science Building or to the Provost and Vice President for Academic Affairs in Room 212 A.I. Thomas Building. If the class related complaint involves another student(s) and is related to issues including, but not limited to sexual harassment, violence, drug use, possession of firearms, or other behaviors prohibited by federal law, state law, Texas A&M University System policy or University regulations, the student should report the incident to the Office of the Vice President for Student and Enrollment Services.



# PVAMU College of Business Student Grade Appeal Form

Approved: June 2010/Student Development Committee

(This appeal should be submitted within 30 days of grade receipt)

A) Instructor's Evaluation: (Please attach ALL pertinent materials for others to evaluate the appeal)

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resolved: Yes \_\_\_\_\_ No \_\_\_\_\_

B) Department Head Evaluation:

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resolved: Yes: \_\_\_\_\_ No: \_\_\_\_\_

C) Appeals Committee Evaluation:

Faculty Appeals Panel Signatures:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

This process may take up to 30 days.

## Did You Know?



The maximum *speed limit* on campus streets is 20 mph, unless otherwise posted.



PVAMU and the College of Business sends out messages to students, faculty and staff periodically via e-mail to your PVAMU e-mail account. If you don't want to check this account or if you don't regularly check your account, you can forward your e-mails to another account (gmail, hotmail, yahoo, etc.) of your choosing.



Undergraduate students are allowed a total of *no more than six dropped courses*, including any course a transfer student has dropped at another institution of higher education during their academic career. There are exceptions, but know the policy.



Some business textbooks and papers are available to check out in the Center for Business Communication.



This is a low-risk environment. Speak up! Ask questions!



More than 50 guest lecturers and companies visit the COB each year to talk about their experiences, recruit students and serve as mentors.



Think that person sitting next to you in the dining hall is a professor? Think again. Many employers routinely visit the campus and hang out in the dining halls and classrooms to observe prospective employees - YOU! Impressions (punctuality, personal hygiene, hair styles, clothing choices, loud conversations) matter.



The College of Business prepares income taxes for students and others *free* each year. They will even file your tax return electronically!



Your cumulative grade point average (GPA) is a weighted average. One bad semester can tank your GPA, but just one good semester doesn't always bring it back up. Find out how to calculate your GPA.



You can enroll and receive credit for your internship experience. Check with the internship coordinator (Dr. Lawrence McNeil) or your department head to find out how you may qualify.



The Center for International Business Education sponsors a study abroad program and coordinates student field trips to foreign countries.

# College of Business Contact Information

## Dean's Office

T.R. Soloman St., Hobart Taylor Sr. Hall

Office of the Dean - Room 2A204

Prairie View A&M University

College of Business

P.O. Box 519; MS 2300

Prairie View, TX 77446

Phone: (936)261-9200 Fax:(936)261-9241

General Information E-mail: [cob@pvamu.edu](mailto:cob@pvamu.edu)

Name	Field/Teaching Area, Title	Phone #	E-Mail Address
Quddus, Dr. Munir Quddus	Dean and Professor of Economics	(936) 261-9200	muquddus@pvamu.edu
Turner, Mrs. Juanita	Administrative Assistant	(936) 261-9239	joturner@pvamu.edu
McFarland, Mrs. Courtney	Administrative Secretary	(936) 261-9236	clmcfarland@pvamu.edu
Gordon, Ms. Kimberly	Asst. to the Dean for Dev. & Placement	(936) 261-9238	klgordon@pvamu.edu
Rose, Mr. Henry	Computer Services Specialist	(936) 261-9216	harose@pvamu.edu

## Small Business Development Center

Hobart Taylor Sr. Hall - Room 1B119

Phone: (936)261-9242 Fax: (936)261-9270

Faison, Ms. Rebecca	Director, Small Business Development Center	(936) 261-9243	rlfaison@pvamu.edu
Williams, Mrs. Mollene	Program Associate	(936) 261-9242	

## Graduate Programs In Business

Nathelyne Archie Kennedy Architecture Building - Room 202

Phone: (936)261-9217 Fax:(936)261-9232

Dyck, Dr. John (Director)	Management, Assistant Professor	(936) 261-9217	jwdyck@pvamu.edu
Robinson, Mrs. Terry	Administrative Assistant	(936) 261-9215	tgrobinson@pvamu.edu

## Center for Business Communication

Hobart Taylor Sr. Hall - Room 1D127

Phone: (936)261-9242

Garcia, Ms. Edwina	Assistant Coordinator	(936) 261-9267	ecgarcia@pvamu.edu
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## Center for International Business Education

Hobart Taylor Sr. Hall - Room 1B123

Phone: (936)261-9225 Fax(936) 261-9226

Quazi, Dr. Rahim	Director	(936) 261-9225	rmquazi@pvamu.edu
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# College of Business Contact Information

## Department of Accounting, Finance and Management Information Systems

Hobart Taylor Sr. Hall - Room 2C222

Phone: (936)261-9275 Fax: (936)261-9273

Name	Field/Teaching Area, Title	Phone #	E-Mail Address
Khan, Dr. Moosa	Department Head Finance, Associate Professor	(936) 261-9244	mmkhan@pvamu.edu
Harris, Mrs. Theresa	Administrative Secretary	(936) 261-9245	taharris@pvamu.edu
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Balijepally, Dr. Venugopal	MIS, Associate Professor	(936) 261-9246	vebalijepally@pvamu.edu
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Blyden, Ms. Lois	Business Law & Ethics, Adjunct Faculty	(936) 261-9259	lablyden@pvamu.edu
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Chong, Dr. Hock Gin	Accounting, Professor	(936) 261-9250	hgchong@pvamu.edu
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Lee, Dr. Brian	Accounting, Professor	(936) 261-9258	brlee@pvamu.edu
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Perez, Dr. Daniel	Finance, Assistant Professor	(936) 261-9223	drperez@pvamu.edu
Rahman, Mr. Shahedur	MIS, Faculty	(936) 261-9262	shrahman@pvamu.edu
Till, Mrs. Ada	Accounting, Assistant Professor	(936) 261-9264	altill@pvamu.edu
Vemuri, Dr. Vijaya	Accounting, Visiting Assistant Professor	(936) 261-9253	vkvemuri@pvamu.edu
Vetter, Mr. William	Business Law, Associate Professor	(936) 261-9265	wvvetter@pvamu.edu
Zhang, Dr. Yi	Finance, Assistant Professor	(936) 261-9219	yizhang@pvamu.edu

## College of Business Contact Information

<b>Department of Management and Marketing</b> Nathelyne Archie Kennedy Architecture Building - Room 201 Phone: (936)261-9280 Fax: (936)261-9220			
Name	Field/Teaching Area, Title	Phone #	E-Mail Address
Tandon, Dr. Sudhir	(Interim Department Head) Marketing, Associate Professor	(936) 261-9201	sutandon@pvamu.edu
Kesee, Ms. Yolanda	Administrative Secretary	(936) 261-9202	yekesee@pvamu.edu
Alam, Dr. Arshad	Management, Assistant Professor	(936) 261-9281	aralam@pvamu.edu
Baldwin, Dr. Rick	Management, Assistant Professor	(936) 261-9206	ribaldwin@pvamu.edu
Ballentine, Mr. Wayne	Management, Faculty	(936) 261-9213	weballentine@pvamu.edu
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McNeil, Dr. Lawrence	Assistant Dean Economics, Assistant Professor	(936) 261-9205	lrmcneil@pvamu.edu
Quazi, Dr. Rahim (Director)	Economics, Associate Professor	(936) 261-9225	rmquazi@pvamu.edu
Soliman, Dr. Mostafa	Economics, Associate Professor	(936) 261-9207	masoliman@pvamu.edu
Sutanto, Dr. Peter	Management, Associate Professor	(936) 261-9212	pwsutanto@pvamu.edu
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Williams, Dr. Michael	Economics, Associate Professor	(936) 261-9208	mfwilliams@pvamu.edu



## Vision and Mission Statements

Our vision is to empower students from diverse backgrounds to become productive and ethical business professionals who are among the best in the world.

We provide a diverse student body with an education that creates highly productive professionals who are ethical, entrepreneurial, and prepared to succeed in the global economy. The College achieves this through excellence in teaching, research and service, and engagement with the business community and other stakeholders. The student experience is distinguished by personal attention, teamwork, leadership training, and appreciation of the social responsibility of business.

## COLLEGE OF BUSINESS

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