Doctor of Business Administration
Program Handbook

2013-2014

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Lynchburg, VA 24502-2269
434-582-2000

Liberty University is accredited by the
Commission on Colleges of the Southern Association of Colleges and Schools
to award associate, bachelor, master, specialist, and doctoral degrees.
Contact the Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097
or call 404-679-4500 for questions about the accreditation of Liberty University.
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This document describes the policies and procedures used to regulate the Doctor of Business Administration Program.

The University reserves the right to make necessary changes without further notice. The regulations, courses, personnel, and costs listed herein are subject to change after publication of this bulletin through established procedures. In such cases, the University will attempt to communicate these changes to all students, faculty, and staff through written means. It is IMPORTANT that each student familiarize himself with the regulations set forth in this Catalog and assumes his proper responsibilities concerning them.

School of Business Dean
Dr. Scott Hicks, Faculty, School of Business Dean

DBA Program Director
Dr. Brian Satterlee, Faculty, Director DBA Program

DBA Program Committee
Dr. Dave Calland, Faculty, Online Chair
Dr. Dave Duby, Faculty, Online Chair
Dr. Melanie Hicks, Faculty, Online Chair
Dr. Anita Satterlee, Faculty, Associate Dean
Dr. Gene Sullivan, Faculty, Department Chair
Dr. Michael Hart, Faculty, Department Chair
Mr. Terrence Conner, Faculty, Online Chair
Liberty University prohibits discrimination on the basis of race, color, national origin, gender, age, disability or status as a veteran or disabled veteran. The school maintains its Christian character, but does not discriminate on the basis of religion, except to the extent that applicable law respects its right to act in furtherance of its religious objective.

STATEMENT OF MISSION AND PURPOSE

Maintaining the vision of the founder, Dr. Jerry Falwell, Liberty University develops Christ-centered men and women with the values, knowledge, and skills essential to impact the world.

Through its residential and online programs, the University educates men and women who will make important contributions to their workplaces and communities, follow their chosen vocations as callings to glorify God, and fulfill the Great Commission.

Liberty University will:

1. Emphasize excellence in teaching and learning.
2. Foster university-level competencies in communication, critical thinking, information literacy, and mathematics in all undergraduate programs.
3. Ensure competency in scholarship, research, and professional communication in all graduate programs.
4. Promote the synthesis of academic knowledge and Christian worldview in order that there might be a maturing of spiritual, intellectual, social and physical value-driven behavior.
5. Enable students to engage in a major field of study in career-focused disciplines built on a solid foundation in the liberal arts.
6. Promote an understanding of the Western tradition and the diverse elements of American cultural history, especially the importance of the individual in maintaining democratic and free market processes.
7. Contribute to a knowledge and understanding of other cultures and of international events.
8. Encourage a commitment to the Christian life, one of personal integrity, sensitivity to the needs of others, social responsibility and active communication of the Christian faith, and, as it is lived out, a life that leads people to Jesus Christ as the Lord of the universe and their own personal Savior.
STATEMENT ON WORLDVIEW

Liberty University embraces a worldview that is both historically Christian and biblical, and that underlies the very concept and origins of the university. We hold that God exists and is the source of all things, all truth, all knowledge, all value, and all wisdom. We hold that God has created an orderly universe according to His design and purpose and for His glory, and that He has created human beings in His image. God is actively at work in the world and history, governing them according to His ultimate purpose. From these foundational principles, it follows that truth exists and that there is a standard of right and wrong. We hold that all of creation is fallen as a result of human sin. Finally, we hold that God has revealed Himself and His ways in the natural created order, in history, in the Bible, and supremely in Jesus Christ. God in love and through the sacrificial work of Jesus Christ is redeeming humans and the entire created order.

At Liberty University, students receive an education that integrates this Christian and biblical worldview. Students trained with this worldview perspective will be equipped with a rational framework for understanding and interpreting reality, for comprehending the meaning of life and the value of humans and things, for making decisions and engaging in meaningful action, for studying the various academic disciplines, and for understanding the interconnectedness of all knowledge.

DBA PROGRAM MISSION

To provide an opportunity for qualified students to attain academic, professional, and practical competence -- within the Biblical Worldview -- which prepares students for opportunities, and corresponding additional responsibilities, beyond the master's degree level. The DBA program emphasizes practical and real-world applications in both the course work and the major applied doctoral research project requirements.

DBA PROGRAM VISION

The DBA program intends to produce graduates with intellectual and professional characteristics deemed valuable by organizational leadership. These characteristics include the ability to:

1. defend arguments based on theories, concepts and empirical evidence in matters relating to research methodology and research design as well as those relating to the business disciplinary domain in which the research is located [relates to PLO 1,2];
2. demonstrate the capacity for reflective and analytical business thinking [relates to PLO 1,2];
3. draw together relevant concepts and theories from different business disciplines in order to gain a better understanding of the organizational context in which particular problems or opportunities arise [relates to PLO 1,2,3];
4. analyze problems and issues arising in business and management contexts, utilizing relevant theories, concepts, and empirical findings [relates to PLO 1,2,3];
5. identify and analyze questions and issues in business [relates to PLO 2]; and
6. design, implement, and successfully conclude empirical research projects [relates to PLO 3].

Each of the above will be considered in light of biblical principles, and be integrated within the Biblical Worldview.

### DBA PROGRAM LEARNING OUTCOMES

In light of our mission and vision, faculty in the Overton Graduate School of Business have established the following program learning outcomes for the DBA program: The student will be able to:

1. Integrate qualitative and quantitative tools to perform effective business analysis.
2. Evaluate conclusions derived from advanced theoretical and applied research in business administration.
3. Design, implement, and evaluate programs for the improvement of business and organizational practice.
4. Support the Christian worldview in all business and management decisions.

### DBA PROGRAM FOCUS AND DIFFERENTIATION

PhD programs in business focus intensively on preparing candidates for academic careers and to conduct highly specialized academic research, i.e., the development of new theory in business and other related business fields.

Doctor of Business Administration (DBA) programs focus on the application of theory rather than on the development of new theory. While also intended to prepare graduates for academic careers, the DBA, by virtue of its focus on application of theory, has more practical application in managerial settings than the PhD. As a teaching university, the DBA aligns most closely with the mission of Liberty University and the School of Business.

The DBA is considered by many to be a “professional” doctorate, DBA and PhD degrees are very similar in most respects:
They are "academically equivalent".
Both entail rigorous courses of study with a heavy emphasis on research (different foci).
Students must pass a comprehensive written exam.
Students must write and defend a major doctoral research project.

For the most part, both professional doctorates and the PhD are viewed as “research” degrees. As a generalization, many professional doctoral candidates are assumed to have experience or be currently working in their professional fields. For many programs, the research tends to be very problem focused. Rather than trying to create new theories or knowledge (the PhD route), professional doctoral candidates focus on the application of theory and knowledge to particular, professional problems.

To conclude, professional doctoral degrees are terminal, and are designed for working professionals. The research approach for professional doctoral program is the “engaged scholarship” model that focuses on topics at the intersection of theory and contemporary business issues.

**DBA ADMISSION REQUIREMENTS**

Applicants to all graduate programs are required to have access to the Internet, e-mail service, and proficiency with word processing software.

Applicants to graduate programs at Liberty University are assessed according to academic background, aptitude for graduate level work, and personal information. Applicants are considered without regard to race, color, gender, national or ethnic origin, age, disability, or status as a veteran or disabled veteran. The school maintains its Christian character, but does not discriminate on the basis of religion except to the extent that applicable law respects its right to act in furtherance of its religious objectives.

Admission to Liberty University’s graduate programs is governed by policies and procedures developed by the Graduate Senate and Graduate Administrative Council. Admission to graduate programs does not constitute Degree Candidacy status in a specific graduate program. The University reserves the right to refuse admission or readmission to any prospective student or re-enrollment to any student. Any applicant who intentionally withholds pertinent information or who falsifies information may be required to withdraw from Liberty University. The regulations listed herein are subject to change after the publication of this Handbook. The University reserves the right to make necessary changes to admission requirements without notice.

Applicants must submit the following items to the LU Online Graduate Admissions Office in order to be considered for admission. Admission decisions are not made until all documentation has been received and evaluated. Please see the [Graduate School](#)
School of Business

Catalog for official admissions guidelines and policies. Where noted, forms are available online at: http://www.liberty.edu/apply.

Each cohort for the DBA will undergo a competitive admissions process. Meeting the requirements does not guarantee admission into the program. Applicants are reviewed both individually and collectively with other applicants. Acceptance into one cohort does not guarantee acceptance into a future cohort. Applications will be kept on file for one year and be considered for any cohort during that period.

Specific DBA Admissions Requirements:

1. **Completed Application.** You may access the online application here.
2. **Degree Requirements.** An applicant must possess an MBA or MSA for entrance into the program.
3. **GPA Requirements.** D.B.A applicants must have a cumulative GPA of 3.25 or above in the graduate degree required for entrance to the program.
4. **Recommendations for Graduate Program.** Two (2) Professional Reference Forms
5. **Graduate Management Admissions Test (GMAT) Scores.** A minimum score of 600 or better on the GMAT is required.
6. **Academic Records.** Applicants must submit an official transcript indicating successful completion of a bachelor’s and master’s degree program from an institution accredited by an accrediting agency recognized by the U.S. Department of Education. Transcripts should be sent directly to the Office of Graduate Admissions from all schools previously attended.
7. **Professional Vita.** Include degrees earned, educational experience, and career goals.
8. **Statement of Purpose Form.** This form allows the applicant to give an account of their philosophical worldview as well as purpose for pursuing the DBA
9. **The Test of English as a Foreign Language (TOEFL).** Liberty University is authorized under federal regulations to enroll non-immigrant alien students. Any person who is not a citizen or permanent resident of the United States and who desires to be admitted to the University must contact the Office of Admissions. Applicants must take the Test of English as a Foreign Language (TOEFL) if English is not their national language. An official score report must be forwarded to Liberty University before an admission decision will be made. The minimum acceptable score for admission is 600. Information regarding the TOEFL may be obtained from: Educational Testing Services; TOEFL Services; P.O. Box 6151; Princeton, NJ 08541, USA.

**ADMISSION NOTIFICATION**

Once the application review process is complete, applicants will be notified via email of an admission decision from the School of Business. Course registration information, pertinent information about financial check-in, and orientation for DBA courses are included in the letter of acceptance.
INTERNATIONAL STUDENTS

Applicants for whom English is a second language must provide evidence of English proficiency. To demonstrate fluency, the School of Business requires a score of 600 (written version) and 250 (computer version) on the TOEFL (Test of English as a Foreign Language). To schedule the TOEFL, contact the agency that handles the TOEFL registration in your country. In the U.S., you may contact the Educational Testing Service (Box 6151, Princeton, NJ 08541-6151).

TRANSFER CREDITS

Only courses from institutions accredited by accrediting agencies recognized by the U.S. Department of Education are eligible for transfer credit. These include regional accrediting bodies such as the Southern Association of Colleges and Schools (SACS) and other accrediting bodies such as the Association for Biblical Higher Education (ABHE), the Transnational Association of Christian Colleges and Schools (TRACS), and the Association of Theological Schools (ATS). Courses from University–approved institutions that meet regional or national accreditation equivalency will be accepted for transfer credit based on transfer credit policy.

Applicants must request official transcripts be sent directly to the Office of Graduate Admissions from the registrar(s) of previously attended schools.

With approval of the DBA Admissions Committee up to fifteen (15) semester hours of graduate credits can be transferred into the DBA program. Transfer of coursework may be granted for the DBA Program if the following requirements are met: (a) courses must be comparable to Liberty University’s graduate courses; (b) courses must carry a grade of at least a B; (c) courses must be part of a student’s post-master’s study; in other words, the courses are doctoral level or upper-level post-master’s work—700 level and above; (d) coursework must have been completed within the five years prior to the student’s date of admission; and (e) coursework is not part of a completed degree. The following courses cannot be transferred into the DBA: BUSI700, 785, 988, 989, 990.

Correspondence studies or life experiences will also not be accepted for transfer credit. (Note: The transfer credits will normally be the selected cognate from an accredited Master’s level program, plus one other 700-level or above course).

It is the responsibility of each applicant to supply transcripts along with a request to have the credit applied to the degree program. Students may be requested to submit the syllabus for any coursework being considered for transfer along with a rationale of why the student believes that the course meets the program’s requirements.
FINANCIAL POLICIES

TUITION AND FEES

A list of tuition charges and fees can be found at:
http://www.liberty.edu/financeadmin/financialaid/index.cfm?PID=22517

FINANCIAL AID

Liberty University has a simplified six-step process for exploring financial aid options. Details for learning more about financial aid can be found at:
http://www.liberty.edu/financeadmin/financialaid

GRADUATION REQUIREMENTS

In addition to other regulations governing graduation, as stated in the Liberty University catalog, DBA students must meet the following requirements:

1. A minimum of 45 semester hours of DBA coursework must be taken through Liberty.
2. Maintain a 3.25 GPA to remain in the program. Students may repeat one course in which a failing grade was received. The most recent grade will be calculated into the GPA. Any additional use of the repeat policy for a repeated course must have the approval of the School of Business.
3. Satisfy all contracts made between the School of Business Graduate Committee and the student upon acceptance into the degree program must be satisfied before the degree will be awarded.
4. Complete a minimum of 11 semester hours in residency;
5. Submit a Graduation Application to the Registrar’s Office at the beginning of the final semester.

COMPREHENSIVE EXAM

Each student will be required to take a comprehensive exam embedded in the BUSI 785 course. The examination will consist of four portions to be written at one session (divided by a break for lunch). Students are expected to master the principles of Business Administration, and be thoroughly familiar with the scholarly literature in the discipline, before taking the examination.

As part of the comprehensive exam, the student will develop and submit a Thematic DBA Integrative Faith & Learning Portfolio that synthesizes the thematic papers they
have completed in their coursework, concluding with a professional philosophy of business and management, within the Christian Worldview.

Satisfactory performance in the written Comprehensive Examination (taken upon completion of formal coursework, during the intercession) is necessary before students advance to doctoral candidacy in the DBA program. The Comprehensive Examination is designed to allow the student to demonstrate wide-ranging knowledge of the principles of, and basic literature in, Business Administration.

Students who do not achieve a satisfactory result on the examination may re-register for the course and take it again. Should the test not be passed successfully after two attempts, the student will cease progress in the DBA program.

**APPLIED DOCTORAL RESEARCH PROJECT**

Pending completion of actual coursework, students must successfully complete a doctoral research project (3 five credit hour courses) in partial fulfillment of the requirements for the degree of Doctor of Business Administration. The main objective of the applied doctoral research project is to prepare candidates to utilize empirically-based, sophisticated, and relevant methodologies so that they may address contemporary business problems.

The Applied Doctoral Research Project is expected to exhibit scholarship, reflect mastery of technique, and make a distinctive contribution to the field of knowledge in which the candidate has specialized. A faculty committee (comprised of the three applied doctoral research project course professors) is responsible for the general supervision and progression of the applied doctoral research project. A defense of the research is required for final approval.

The committee will guide the student through various stages of research. The committee and the Director of the DBA program will determine when the research project is ready to be presented formally.
In order to determine if review by the Institutional Review Board (IRB) is needed for your doctoral research project the following chart can be used:

1) Is the investigation specific to the student’s relationship with one company and shared only inside the company? Yes/No?

- Yes: IRB review is not needed.
- No: Follow the arrow labeled “no” to the next box and consider the question.

2) Does the study gather information on the industry but share it only with the company the student is affiliated with? Yes/No?

- No: IRB review is not needed.
- Yes: Follow the arrow labeled “yes” to the next box and consider the question.

3) Does the research involve obtaining information about living individuals? (Information can be obtained by reviewing archived data, surveying individuals, interviewing individuals, or observing individuals.) Yes/No?

- No: IRB review is not needed.
- Yes: Follow the arrow labeled “yes” to the next box and consider the question.

4) IRB review may be needed. Contact the IRB with details about the study prior to completing the IRB application.

- Yes: IRB review is needed. Contact the IRB with details about the study prior to completing the IRB application.
- No: IRB review is not needed.

- If your answer to the questions in the first box is “yes,” IRB review is NOT needed.
- If your answer to the question in the first box is “no,” follow the arrow labeled “no” to the next box and consider the question.
- If your answer to the question in the second box is “yes,” IRB review is NOT needed.
- If your answer to the question in the second box is “no,” follow the arrow labeled “no” to the next box and consider the question.
- If your answer to the third box is “no,” IRB review is NOT needed.
- If your answer to the third box is “yes,” IRB review MAY BE needed, and you should contact the IRB with details about your study prior to completing the IRB application.
- Contact the IRB at the email address or phone number below if you are still unsure. We are happy to help you figure it out.

Contact information for the IRB:
irb@liberty.edu  (434) 592-5530  Green Hall, Suite 1837
TIME LIMITS FOR DEGREE COMPLETION

The time limit for completing the degree from the date of admission to the program is seven years for the DBA. Only in unusual circumstances may the student be granted an extension.

Granting of an extension of time will usually result in additional requirements. Any student who does not complete coursework within the permissible time limit, for any reason including discontinued enrollment, must reapply for admission. A student may reapply only once, and will be subject to the current standards and curriculum. The School of Business DBA Committee will determine if any previous courses are sufficiently time sensitive and must be repeated. Beginning with the date of readmission, the student’s time limit for degree completion is determined by the number of hours remaining.

Continuous Enrollment

All DBA students are required to maintain continuous enrollment throughout their DBA program. Continuous enrollment is defined as registering for at least one class in consecutive semesters (including fall, spring, and summer terms) for the duration of the student’s DBA studies. Please note that courses are offered in a planned sequence, and are not available each sub-term. Hence, if a student needs to withdraw from a class, they do so knowing that the class will not be offered again for approximately five to eight months, depending on one’s cohort. If a student fails to maintain continuous enrollment, he or she will be subject to dismissal from the program. (Note: dismissal from the program does not necessarily exclude students from readmission at a later date) If a student deems it necessary to suspend their studies due to unexpected circumstances, a leave of absence may be requested. If approved, a leave of absence will allow the student to be considered active in the program for up to 1 year.

Leave of Absence

A student facing certain unforeseen circumstance may contact his or her professor to request assignment extensions or, if warranted, an incomplete in order to allow time to complete coursework. However, between classes there may be a time when a student faces a more pronounced personal situation that requires him or her to request a leave of absence. This event could be marked by such things as an extended illness or hospitalization, relocation due to one’s job, military obligations, or the death of an immediate family member.

A leave of absence will be considered and, if warranted, granted by the Director of the DBA program. The Director and the student will determine the length of the absence and develop a plan to return to the program (if applicable). The length of the leave of absence will not count toward the student’s seven year completion requirement.
DBA PROGRAM OF STUDY AND COURSE DESCRIPTIONS

Program of Study

<table>
<thead>
<tr>
<th>Doctor of Business Administration (DBA)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cognate(s): Credits transferred from approved MBA or MSA Programs.</td>
<td>12</td>
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<tr>
<td>DBA Core Requirements – (see note 1)</td>
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</tr>
<tr>
<td>BUSI 700 Doctor of Business Administration Orientation Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 710 Advanced Business Research Methods Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 720 Business Forecasting and Modeling Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 730 Strategic Allocation of Financial Resources Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 740 Strategic Supply Chain Management Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 750 Human Resource Development Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 755 Organizational and Executive Coaching Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 760 Quality Management and Productivity Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 770 Strategic Thinking for Decision Making Seminar</td>
<td>3</td>
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<tr>
<td>BUSI 780 Business Case Study Design Seminar</td>
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<tr>
<td>BUSI 785 DBA Colloquium</td>
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<tr>
<td>DBA Applied Research Courses</td>
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<tr>
<td>BUSI 988 Applied Doctoral Research Project I</td>
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<tr>
<td>BUSI 989 Applied Doctoral Research Project II</td>
<td>5</td>
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<tr>
<td>BUSI 990 Applied Doctoral Research Project III</td>
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<tr>
<td>Total:</td>
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</tbody>
</table>

*Cognates in: Accounting, Human Resources, International Business, Leadership, Marketing, or Project Management

Residential Courses (See residency requirements)

BUSI 700 Doctor of Business Administration Orientation Seminar (3 credits)
Introduction for new DBA students to provide information about the DBA program and philosophy, as well as the Graduate School of Business and university resources (week-long residential intensive only).

BUSI 785 DBA Colloquium (3 credits)
This course will focus on students completing a comprehensive exam, preparing a Concept Paper, and preparing students for their applied doctoral research project. This course requires a one-week residency. Prerequisite: BUSI 780

BUSI 990 Applied Doctoral Research Project III (5 credits)
This course is the last step in the applied doctoral research project process. Students will conduct their project analysis, and present their findings, comments, and recommendations in their final one-week residency. Prerequisite: BUSI 989
Online Courses

BUSI 710 Advanced Business Research Methods Seminar (3 credits)
An overview of the assumptions, theories and processes of qualitative and quantitative contemporary applied business research methods, with an emphasis on blending them to investigate practice-anchored research problems. Co-requisite: BUSI 700

BUSI 720 Business Forecasting and Modeling Seminar (3 credits)
The advanced study of methods of business forecasting and modeling that are useful for managers in making better plans and decisions in the uncertain environment. Microsoft Excel is used throughout the course for examples and illustrations. Prerequisite: BUSI 710

BUSI 730 Strategic Allocation of Financial Resources Seminar (3 credits)
The advanced study of accounting and financial decision making techniques and models that are useful in the translation of strategic and operational goals related to resource allocation into specific budgetary expectations of revenue, expenses, capital expenditures, and needs for external funding, including analysis of the effects of contingencies that might cause financial outcomes to vary from budgeted expectations. Prerequisite: BUSI 720

BUSI 740 Strategic Supply Chain Management Seminar (3 credits)
A comprehensive study of the concepts, processes, and strategies used in the development and management of global supply chains. Topical coverage will include: supply chain metrics; primary tradeoffs in making supply chain decisions; tools for effective and efficient supply chain management, production planning and inventory control, order fulfillment and supply chain coordination; and global supply chain design, logistics, and outsourcing. Prerequisite: BUSI 730

BUSI 750 Human Resource Development Seminar (3 credits)
An advanced study of the integrated use of training, organizational development, and career development efforts to improve individual, group, and organizational effectiveness. Coverage is designed to develop ethical, competent professional leaders with the KSA’s needed to perform effectively in critical HRD roles. Prerequisite: BUSI 740

BUSI 755 Organizational and Executive Coaching Seminar (3 credits)
Comprehensive overview of business coaching theory, methodology, and techniques, including organizational coaching theories and frameworks, coaching skills and techniques, and executive coaching, resulting in an experiential and individualized leader development process that builds a leader’s capability to achieve short- and long-term organizational goals. Prerequisite: BUSI 750

BUSI 760 Quality Management and Productivity Seminar (3 credits)
The advanced study of the concepts of continuous improvement and quality management, viewing quality as a systematic process that improves customer satisfaction. Coverage includes methods and technologies that will aid managers in assuring that the...
organization’s quality system is effectively meeting the organization’s continuous improvement goals. Prerequisites: BUSI 755

BUSI 770 Strategic Thinking for Decision-Making Seminar (3 credits)
The advanced study of the process of business strategy (for both profits and nonprofits), including the decision traps to avoid and the most effective ways to develop and implement strategy. Prerequisites: BUSI 760

BUSI 780 Business Case Study Design Seminar (3 credits)
The study of diverse methods of conducting case study research to improve applied research practice. Special attention will be given to conducting and writing case studies suitable for publication and use in Business Schools. Prerequisites: BUSI 770

Applied Doctoral Research Project Courses

BUSI 988 Applied Doctoral Research Project I (5 credits)
Applied Doctoral Research Project I is the initial step for DBA students and faculty to actualize the student’s research project. It provides a focused study of the problem, purpose, significance, theoretical framework, biblical integration, and important literature relevant to the proposed project. Prerequisite: BUSI 785

BUSI 989 Applied Doctoral Research Project II (5 credits)
This course is the second step for DBA students and faculty to actualize the student’s research project. It provides a focused study of the methodology that will be employed in the applied doctoral research project, and allows students to finalize their literature review. Students will also progress through the IRB process, in preparation for conducting their project. Prerequisite: BUSI 988

RESIDENCY REQUIREMENTS

The DBA program includes three specific intensive requirements. Each intensive consists of pre- and post-course assignments. Attendance for intensives cannot be waived.

Intensive 1: Successful completion of BUSI 700 Doctor of Business Administration Orientation. Length: 1 week. Location: Liberty University Campus. This is the first course in the DBA program and must be completed prior to enrollment in any other Doctoral courses.

Intensive 2: Successful completion of BUSI 785 – DBA Colloquium. Length: 1 week. Location: Liberty University Campus. This is the second residency course which contains the comprehensive exam. Successful completion must be attained before progressing to the applied doctoral research courses.

**SCHEDULING RESIDENTIAL COURSES**

Residential graduate classes are scheduled as one week intensives. Required intensive classes include BUSI 700, 785 and 990. Depending on the cohort, residencies are held in August and January for BUSI 700 and during the summer or fall semester for BUSI 785 and BUSI 990. Pre-class and post-class assignments may be required for intensive courses.

Registration Requirements

Once students have been accepted into the program they are automatically registered for the initial intensive and online courses for the first semester. As this is a cohort program, all courses for subsequent semesters will be added to the student’s schedule automatically. Students are required to notify the Registrar’s office if their personal information is listed incorrectly on ASIST. While students are registered automatically, it is the student’s responsibility to complete Financial Check-In online via ASIST by the posted deadline to avoid late fees. After initial admission and enrollment in DBA classes, graduate students are directed to contact advising regarding matriculation in the program or other administrative questions. For Online Admissions: Contact 1-800-424-9596; Fax 1-800-628-7977.

**PROGRESSION THROUGH THE PROGRAM**

1. **Student Responsibility for Contents of Graduate Handbook**

   Upon admission to the DBA program, students are required to read the *Doctor of Business Administration Program Handbook*. Students are required to read the handbook each year for updates and revisions. It is the student’s responsibility to be familiar with and abide by the Program Handbook policies and guidelines.

   At the beginning of each academic year, the *Doctor of Business Administration Program Handbook* is revised, as needed, and posted on the Liberty University’s School of Business website. When necessary, the student body is informed of any major revisions via emails and periodic electronic memos.
Note: To the extent any provision or term of the Doctor of Business Administration Program Handbook conflicts with the Graduate Catalog, the term or provision creating the greater obligation or greater burden on the student shall control.

2. Course Policies

(All policies and procedure as stated in the current Liberty University Graduate Catalog apply unless otherwise stated).

A. Grading

The doctoral student’s standing in each course will be indicated by the following letter grades: A (superior); A- (excellent); B+ (good); B (acceptable); B- (minimum performance) and F (failure).

Students must earn a minimum grade of “B” in all graduate-level courses.

Grade of B minus:
Student receiving a grade of “B minus” in a course will be permitted to remain in the program, unless their GPA drops below 3.25. Then, the following applies: students whose GPA is less than 3.25 will be placed on Academic Probation during the first semester the GPA is below 3.25. Students will have one semester to obtain a GPA of 3.25 or above. If their GPA remains lower than 3.25 a second semester, regardless of course grades, the student will be dismissed from the program for not maintaining an overall 3.25 GPA, which is a program standard.

B. Course Repeat Policy

Course repeat policy allows students to repeat only one course if they earn a failing grade. To successfully complete the program, students must earn a minimum 3.25 GPA, with no more than two (2) grades of B-.

C. Grievance Policy

Grievances Related to Grades

Students must contact the course professor regarding resolution of grievance related to grades. If the issue is not resolved at this point, students may submit a formal grade appeal through graduate student advising. Please refer to the grade appeal process in the current Liberty University Graduate Catalog.

D. Other Grievances

Graduate students must first make a serious effort to resolve the matter with the individual with whom the grievance originated. The next step in this process is to appeal [in writing or email communication], in order as necessary, to the following individuals:
the course professor, Chair, Program Director, and the Dean of the School of Business. The decision of the Dean is final.

3. Blackboard

All courses, whether residential or online, will use the Blackboard platform to varying degrees. Safe Assign software is also utilized by the university to verify the originality of written work. Student may be required to submit assignments through Safe Assign software submitted or posted in Blackboard courses. Students needing assistance with SafeAssign or Blackboard are directed to utilize the tutorials located at the following link: http://www.liberty.edu/academics/cafe/bb/index.cfm?PID=2025215.

4. Academic Misconduct

Academic misconduct is strictly prohibited. See The Graduate Catalog for specific definitions, penalties, and processes for reporting.

5. Disability Statement

Students with a documented disability may contact the Office of Disability Academic Support (ODAS) at dlpodas@liberty.edu to make arrangements for academic accommodations. When taking classes residentially, students with a documented disability may contact the Office of Disability Academic Support (ODAS) in DH 2016 to arrange for academic accommodations.

Last Updated: November 22, 2013