

## LFGSM Directory

<b>ACADEMICS</b>		
Ellen McMahon, EdD, Dean of Faculty Relations and Degree Programs	<a href="mailto:emcmahon@lfgsm.edu">emcmahon@lfgsm.edu</a>	847-574-5212
Neil Holman, PhD, Dean, Corporate Learning Solutions	<a href="mailto:nholman@lfgsm.edu">nholman@lfgsm.edu</a>	847-574-5230
Chris Perlstrom, Registrar	<a href="mailto:registrar@lfgsm.edu">registrar@lfgsm.edu</a>	847-574-5208
Blackboard 24/7 Help Desk	<a href="mailto:Support.LFGSM.edu">Support.LFGSM.edu</a>	866-471-4249
<b>ADMISSIONS</b>		
Immersion MBA (iMBA)	<a href="mailto:AskAdmiss@lfgsm.edu">AskAdmiss@lfgsm.edu</a>	800-890-7340
Leadership MBA (LMBA)	<a href="mailto:AskAdmiss@lfgsm.edu">AskAdmiss@lfgsm.edu</a>	847-574-5240
Graduate Leadership Certificate	<a href="mailto:AskAdmiss@lfgsm.edu">AskAdmiss@lfgsm.edu</a>	847-574-5240
<b>BUSINESS OFFICE</b>	<a href="mailto:StudentAccounts@lfgsm.edu">StudentAccounts@lfgsm.edu</a>	847-574-5204
<b>FINANCIAL AID OFFICE</b>	<a href="mailto:FinAid@lfgsm.edu">FinAid@lfgsm.edu</a>	847-574-5228
<b>KEYS: Key Elements of Your Success</b>		
Laura Barnes Paley, Director of Career Services		847-574-5188
Manager of Student Services/Mentoring Program/Tutoring		847-574-5236
ASSIST (Assistance for Students in Sudden Transition)		847-574-5236

## **Philosophy and Mission Statement**

Welcome to Lake Forest Graduate School of Management (LFGSM), a community of successful business professionals highly motivated to advance careers and improve organizations through lifelong graduate business education. If your professional goals include advancing, transitioning or launching your career through a richer understanding of the key areas of business and leadership, consider the benefits of joining our business community and earning an LFGSM MBA or Graduate Leadership Certificate.

## **LFGSM's Mission, Vision, Edge, and Accreditation**

### **Our Mission**

We are an independent, not-for-profit, accredited business management education enterprise dedicated to improving the competence, confidence, and ability of working professionals and organizations to make significant business contributions that lead to outstanding and measurable results.

### **Our Vision**

To be an unparalleled community of business professionals that creates and captures value by providing affordable, accessible and accountable business management education solutions that address emerging business challenges.

### **Our Edge**

We distinguish ourselves by delivering collaborative degree and non-degree business management education that is contemporary in content, relevant to the workplace, led by proven business leaders, and designed and facilitated to make a business impact. For our students, the LFGSM edge is our learning and teaching philosophy of utilizing the Leadership Learning model and KEYS, two unique learning approaches expressly designed to ensure that our students master management competencies, apply that mastery immediately to real business problems, and achieve business impact.

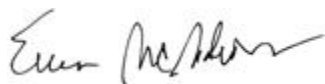
### **Our Accreditation**

Since 1978, LFGSM has been continually accredited by the Higher Learning Commission (HLC), a Commission of the North Central Association of Schools and Colleges. HLC is one of six regional accrediting bodies for higher education in the United States and is recognized by the U.S. Department of Education. To maintain accreditation, the School participates in the HLC's Academic Quality Improvement Program (AQIP), a continuous improvement process. This is a voluntary, rigorous program modeled after well-known state and national quality programs. The School was approved by HLC in December 2011 to offer its MBA Program online.

### **LFGSM's Strong Business Community Connection**

Since its founding in 1946, LFGSM has strengthened and expanded its ties to the business community through affiliations with leading business organizations. Our alumni, faculty, and Board members hold key positions at leading companies. Moreover, LFGSM's Business Advisory Council (BAC) provides ongoing counsel to LFGSM, and advances LFGSM's relationship-building efforts in the business community. In fact, under the KEYS Program, students are provided a volunteer alum mentor who supports them with the type of feedback and guidance that can only come from someone who has walked in their shoes. Finally, LFGSM's management team is comprised of seasoned business leaders who bring extensive, hands-on experience to everything we do.

I hope that the insights above, combined with the information provided on the following pages, will help you determine your personal selection criteria and make the right decision regarding your graduate management education.



Ellen McMahon, EdD  
Dean, Faculty Relations and Degree Programs

## **History of Lake Forest Graduate School of Management**

In 1946, LFGSM was created to respond to an acute shortage of broadly trained management personnel. The post-World War II economy was growing rapidly; while seasoned people were available, they lacked the breadth of experience necessary to qualify them for increasing responsibility.

To address the issue, three leading Illinois companies – Abbott Laboratories, Fansteel Metallurgical Corporation, and Johns-Manville Products Corporation – joined with Lake Forest College to form the Lake Forest College Industrial Management Institute (IMI). IMI provided practical, applicable management knowledge and experience to help managers meet rapidly changing business needs.

As the Program grew, IMI evolved into Lake Forest Graduate School of Management. In the 1960s, LFGSM became the independent, non-profit graduate school of management that it is today. In 1978, LFGSM reached the achievement of being accredited by the Higher Learning Commission (HLC). A year later, the Illinois Board of Higher Education (IBHE) recognized LFGSM as a Master of Business Administration (MBA) - granting institution.

From this beginning, LFGSM has grown to be one of the largest graduate management programs in the Midwest. Today, we offer one degree, the MBA, with programs specifically tailored for experienced business professionals and programs for individuals who are new to business. The Leadership MBA Program for experienced business professionals is one of the Midwest's oldest and largest MBA programs, and is specifically designed for accomplished professionals who want to develop strong leadership skills and a broader perspective of critical business functions in order to advance their careers. LFGSM specifically designed a new Immersion MBA (iMBA) Program for aspiring business leaders who have relatively limited business experience and want to develop a wide range of business skills to ignite or transition their careers. This totally online program immerses aspiring leaders in simulated workplace scenarios that rapidly prepare them for the complexities of the business world.

Business professionals and functional experts motivated to be leaders can earn graduate-level certificates in Change Management, Strategy and Execution, and Management Analytics as they complete their Leadership MBA degree. In addition, our Corporate Learning Solutions (CLS) group is committed to providing high-quality, non-degree, graduate-level business management education. CLS derives a portion of its content, faculty, and course delivery from LFGSM MBA Programs. Equally important, the insight that CLS gains into emerging business trends contributes to the continuous updating of the MBA Program curriculum.

LFGSM continually works to improve the quality, relevance, and depth of the graduate-level business education Programs. We are committed to conducting routine outcome studies as well as designing the learning approach to gain the desired business impact. We also work with the business community and maintain a dynamic dialogue with business leaders to continually reinforce our connection to the constituents we serve. These strong, reciprocal relationships are extremely important to the continued viability of the LFGSM MBA and CLS programs.

LFGSM was ahead of its time when it started; our unique adult educational philosophy, Leadership Learning, KEYS curriculum design, content, and delivery continue to be distinct from other schools. Since 1946, LFGSM has offered a business management program taught by business leaders to working professionals that focuses on practical, relevant education that could be immediately applied in the workplace. This differs significantly from traditional programs which tend to rely on tenured faculty and business theory as the primary components of their programs.

Today, a key point in our differentiation – and an important component in the delivery of our business management education – is our faculty of successful business professionals. We prefer a part-time faculty comprised of business professionals because of the value of their real-life experiences. This experiential approach helps our students directly relate class material to actual business situations and be able to transfer learning to their workplace. Faculty members bring a high level of strategic perspective honed from years of work experience, a facilitative style leveraged by cutting-edge educational technology, and a passion to develop their students' business and leadership competencies. Their active participation in business provides an understanding of the evolving needs and complexities of today's organizations.

## History of Lake Forest Graduate School of Management - Continued

LFGSM continually seeks out the most current business thinking and experiential educational elements to integrate into our MBA course content and delivery, and our mission requires us to ensure that our graduates know how to properly apply it. Faculty members serve as subject matter experts, instructional designers, and course facilitators to develop and deliver curricula that address not only current business management theory and the School's competencies, but also the critical skills that students will find essential to launch and advance their careers. These competencies and skills are best summarized by LFGSM's belief that "Broad Thinkers Make Strong Leaders" and our emphasis to "Know the Business, Relate to People, and Deliver Results."

Students value our close ties to the business community. This is one of the primary reasons they choose our graduate leadership Programs. Leadership MBA and graduate-level Leadership Certificate students are typically "functional experts" — working professionals with a specific area of deep business expertise and a strong desire to advance their careers through a graduate-level general management education. These functional experts include research scientists, engineers, sales and marketing professionals, IT professionals, and human resource specialists looking to broaden their business knowledge and perspective.

Leadership MBA students have an average of fifteen years of professional experience, which allows them to bring their industry and functional expertise into the classroom, enabling classmates to learn from each other and build long-standing professional networks. Immersion MBA students are newer to business – aspiring business leaders who want to develop a wide range of business skills to ignite or transition their careers – or professionals who have been in non-business roles and want to transition to the business world.

Most LFGSM students have substantial workplace responsibilities and, in many cases, significant family and social obligations. These students have found that LFGSM has specifically tailored course delivery in a flexible format to balance the difficult and often competing demands of graduate education, business travel, social responsibilities, and family responsibilities.

LFGSM students are part of a larger community of business professionals that provides valuable guidance and support throughout the Program and after graduation. LFGSM follows a student-intimate value proposition which, in addition to our educational model, has been a key factor in our success. Student intimacy is ingrained in our culture and an integral part of how we do business. This value defines our decisions and describes our mindset — students are also the foundation of our culture and differentiate us in the marketplace.

LFGSM Scholarship Learning and Teaching Philosophy in Action: KEYS and Leadership Learning. At LFGSM, we optimize the MBA experience by giving students the competence they need to become business leaders, and the confidence to apply their new knowledge and skills to unique workplace challenges. We do this through our distinctive approaches to management education: KEYS and Leadership Learning. These "preparations for success" ready students to take full advantage of the opportunities available to develop competence, confidence, and ability to make significant contributions to their organizations.

LFGSM is a unique, highly collaborative, and innovative business community dedicated to helping functional experts and aspiring professionals achieve the competencies needed to launch or advance their careers and increase their contributions to the organizations for which they work. Recognizing that not all students are the same, LFGSM provides flexible degree program options which match each student's extent of business experience, as well as his or her preferred delivery method and learning style.

## **KEYS: Key Elements of Your Success**

Over 9,000 LFGSM MBA alumni have been offered access to new career opportunities, leadership insights, broadened perspectives, and a powerful business community. Access leads to impact and at LFGSM, students are introduced to the “keys” at enrollment.

### **KEYS to Your Academic Success**

#### **Program Kick-Start:**

- Digital Literacy
- Communication and Teams
- Finance Fundamentals
- Critical Thinking

All LFGSM MBA students kick-start the learning process by completing self-paced online modules that strengthen skills in the areas that we consider fundamental to business success. These modules prepare students to immediately apply what is learned in the classroom. Students will complete the Digital Literacy Key prior to their first course. The remaining KEYS may be taken prior to any course work, or in a Corporate-sponsored Specialization. Within the LMBA, the three remaining KEYS content may be integrated into Certificate course work. iMBA students complete all four KEYS modules before starting their course work.

### **Mentoring**

We recognize that returning to school presents many challenges to business professional students—balancing family, work and, now, educational responsibilities. New students are matched with an experienced alumni volunteer mentor who guides students through this transition and provides support.

### **Tutoring**

Working professionals may be confident experts in their careers, but sometimes need help in MBA classes that are out of their professional experience and comfort zone. For that reason, LFGSM offers tutoring services in subjects like Business Writing, Analytics, and Accounting.

### **KEYS to Your Professional Success**

#### **Measurement Tools for Self-Assessment/Awareness**

LFGSM's Programs are all about impact and individualization. Our Program integrates important self-assessment tools so students can objectively understand their strengths and challenges and gauge their progress in mastering new professional competencies. The School also provides tools and exercises to allow students to identify their leadership style so they can customize workplace strategies and behaviors that fit their personalities. All along the way, students will be able to measure the difference the LFGSM experience is having on their job, career, and life.

#### **Networking Events & LFGSM Business Community Access**

LFGSM MBA students have access to a vast and powerful network of accomplished professionals. Students are offered the opportunity to participate in regular networking events, access to powerful online social networks, and the tools and strategies for developing a virtual “board of advisors” from among their classmates, faculty, Business Advisory Council members, and alumni colleagues.

#### **Career Services**

Earning an MBA at LFGSM is not just about job security – it’s about career security. Students are provided with career services to help them grow in their own organizations, find new opportunities, and develop career strategies at critical junctures in their journey.

## ASSIST (Assistance for Students in Sudden Transition) Program

LFGSM also offers support during career transition, including financial support for students who lose their jobs during the pursuit of their MBA. LFGSM doesn't just offer a degree experience to its students; we become a career partner for life. The ASSIST program is designed to help students who have experienced a sudden, unexpected job loss by positioning them for a powerful career rebound through education, financial scholarships, and counseling. As a not-for-profit organization, LFGSM is driven to give back and contribute to the enrichment of our community.

## The LFGSM Teaching Philosophy: Leadership Learning

LFGSM's Leadership Learning approach provides innovative, affordable and accessible business management education solutions that address emerging business challenges and get measurable business results. Our learning environment — whether in the classroom or online — is about experience, providing a practical approach to business management education that enables students to “learn it today and use it tomorrow.” The MBA and Certificate Programs are competency-based and action-focused, and use a variety of experiential learning methods that are directly linked to the capabilities companies need to face the dynamic global complexities of today's business environment. Whether students choose the Immersion MBA (iMBA), Leadership MBA (LMBA), or a Graduate Level Certificate, they get a rigorous graduate education and relevant learning that can be put to use right away.

LFGSM's Leadership Learning elements consist of the following:

**COMPETENCE:** LFGSM's students develop competence through coursework built around the exploration of three key leadership components: *Know the Business, Relate to People, and Deliver Results*. LFGSM's graduate-level Programs are composed of core and elective courses designed to address contemporary business issues. The curriculum incorporates these three leadership components so that they are examined in context, rather than as abstract concepts.

**CONFIDENCE:** LFGSM's learning and teaching philosophy focuses on creating a learning environment that promotes risk taking, practice and innovation. LFGSM believes that leaders need to have a “laboratory” in which to try out ideas, develop and practice new skills, learn from mistakes, and receive feedback from knowledgeable instructors and peers. LFGSM provides the proving ground that students need to build their confidence in each competency. LFGSM provides a robust learning environment, offering a highly practical approach to graduate management education in which LFGSM students “learn it today and use it tomorrow.” LFGSM students are aspiring and experienced managers who draw not only on their own experiences but also on those of fellow students and working business leader faculty. At LFGSM, theories are tempered with reality. Ideas are tested for practicality. The result is that students become confident in their ability to apply what they are learning as they are learning it.

**CONTRIBUTION:** LFGSM's Leadership Learning approach centers on the advancement of students' practical business skills, capabilities, and competencies in a way that can directly affect their organizations. It delivers its full impact when students apply what they learn to real business situations in a way that gets measurable business results. LFGSM measures success in meeting this goal, from the affective level (how our students rate the relevancy and practicality of coursework) to the results level (how students make a difference in their organizations). Leadership Learning is provided through a range of flexible program options which match each student's business experience, career goals, preferred delivery method, and learning style.

## Who We Are

We, Lake Forest Graduate School of Management (LFGSM), are a collaborative learning community dedicated solely to the advancement of business skills for business professionals. Our community is made up of business-professional students, alumni, volunteers and faculty, as well as corporate clients and donors. We are committed to supporting lifelong learning, global leadership, and measurable career and business impact. Our unique collaborative community identifies emerging business trends and challenges, creates and supports broad leadership competencies, instills emotional connections, builds relationships and networks, encourages discovery, and contributes to professional leadership advancement for all members.

## What We Teach

Our competency-based, experiential programs leverage the deep insights of our faculty, along with research-based adult learning principles. Our focus is on helping learners: **Know the Business, Relate to People, and Deliver Results.**

Beyond learning contemporary business concepts, theories and practices, our experienced professional students develop critical thinking and leadership skills, which are manifested in advanced business acumen and more sophisticated executive decision-making capabilities. LFGSM students who are less experienced develop and practice the necessary business acumen and decision-making capabilities to fast forward their careers. All programs result in business professionals who can make significant and measurable positive contributions to their careers, their organizations, and the global community.

## Our Faculty Members

LFGSM faculty members are respected, experienced business professionals leading courses within their contemporary subject matter expertise. As a group, they demonstrate a deep understanding of emerging business trends and technologies along with a student-centered passion for developing business leaders. Faculty members demonstrate their business credentials and contemporary subject matter expertise by participating in the business community, including the digital community, and by participating in LFGSM faculty development activities and other LFGSM community events.

It is by working together, engaging the students who utilize LFGSM's teaching and learning philosophy, and being lifelong learners themselves that our faculty members stimulate intellectual growth. LFGSM recognizes the vital role that the faculty members play in our community, and is committed to continuously developing their skills as effective teachers of business professionals. Faculty are business professionals serving business professionals. They are actively engaged in LFGSM's learning community by teaching in both degree and non-degree programs, guest lecturing, and developing curriculum.

## How Students Learn

The activities, materials, and learning technologies used at LFGSM – both virtually and in the classroom – mirror the business world and encourage students to be forward thinking, take ownership of their learning experience, practice what they learn and engage in active participation as individuals and in teams. The goal is to provide opportunities for students to directly and immediately apply their insights, supporting their ability to utilize strategic thinking concepts and tools while using technology that is present in the business environment.

## The LFGSM Learning Process

The Lake Forest MBA is a general management business degree, providing a broad knowledge base in the areas that are critical for success in today's business environment. In this Program, timely business topics are incorporated into a curriculum that includes accounting, business management, communications, economics, finance, marketing, organizational development, and strategy.

The iMBA offers a series of core courses, embedded Certificates and an optional Specialization. The LMBA Program's core courses are organized into three competency-based Certificates: Change Management, Strategy and Execution, and Management Analytics. Certificates are awarded to iMBA and LMBA students as they complete the courses that constitute the Certificates.

Each MBA Program course is designed to build upon the others, gradually increasing the student's skills and confidence while developing a greater understanding of the relationships among disciplines. Facilitated discussion, case studies, computer simulations and exercises, role-play, and team projects and presentations help students apply face-to-face and online classroom learning to current workplace projects and achieve business impact.

LFGSM believes that effective business education occurs when business-professional faculty members interact with business professional students in a manner that incorporates research-based, best-practice teaching techniques and technologies. Accordingly, LFGSM's instructional design principles are experiential, that is, structured to allow maximum opportunities for students to learn by doing. This approach involves concise and relevant lectures, effective use of technology, and structured opportunities that allow students to practice, review, and learn from others. It also provides students the opportunity to integrate the skills by applying them to both simulated and real business situations.

The role of the faculty is to facilitate the learning process by bringing in relevant and contemporary examples drawn from their own experience. They provide invaluable guidance and feedback, helping learners to tie their readings and experiences to key business concepts. Through informal and formal assessments of measurable learning outcomes, faculty members help the School and its students to continually improve.

## **Delivery Models**

### **Graduate Seminar**

At the discretion of the Dean, the Graduate Seminar is designed to provide a rich and engaging academic experience for smaller groups of students. The LFGSM teaching and learning philosophy is grounded in adult learning principles that recognize how much students learn from each other in addition to short lectures, activities, and simulations presented in a course. This philosophy relies on active student participation and engagement in the learning process. When class size is small (under 12), the opportunity for student engagement may be limited.

To assure that students in small classes have a rich experience with ample opportunities to apply what they are learning, the Graduate Seminar presents materials in a slightly different way. Students take on more responsibility for applying what they are learning outside the classroom, giving them more opportunity to gain multiple perspectives. They then bring their findings back to the larger group through in-class or online discussion and individual/team reflection essays. The Graduate Seminar offers personalized instruction — individualized feedback that cannot be provided in a larger group setting. Students are encouraged to participate in larger classroom settings to enhance their learning/networking opportunities.

### **Face-to-Face (With Web Support)**

All LFGSM courses have a strong Web support component designed to enhance the classroom experience. Web support acts not only as a repository of course materials, but also provides access to other School and course resources. It facilitates the following:

- In-class discussions can be continued beyond the physical class session.
- Students can work collaboratively outside of class.
- Instructors can include supplemental resources for students.
- Instructors can share current and emerging trends through the web support available for each course.

### **Hybrid**

The Hybrid delivery model combines in-class sessions with virtual sessions. Using the Learning Management System (LMS) and LFGSM design course template, engaging and interactive synchronous and asynchronous sessions become a significant part of the course. Students will use the virtual classroom to participate in discussions, simulations, and other activities that support learning outcomes of the course.

### **Online**

Students in online courses do not meet face-to-face. These courses are delivered through the Learning Management System (LMS) and LFGSM design course template. Each course provides engaging and interactive synchronous and asynchronous activities that encourage discussion and interaction among students with a high degree of involvement and feedback from the instructor. The iMBA courses use engaging virtual reality combined with asynchronous discussion activities and also include a high degree of feedback from the faculty. All LFGSM iMBA and LMBA online courses require students to become part of an active learning community with the opportunity to take part virtually in classroom location or campus activities.



## Accelerated

Accelerated courses are full credit LMBA courses offered in a condensed time frame. These courses require students to attend sessions over several days or a few weeks, rather than a full term. The course goals and objectives remain the same, as does the workload. Accelerated courses require a significant time commitment in a short period of time.

## The Hotchkiss Scholars Program

The Hotchkiss Scholar award was established in 1984 in honor of Dr. Eugene Hotchkiss, President Emeritus of Lake Forest College and former member of Lake Forest Graduate School of Management (LFGSM) Board of Directors. Hotchkiss Scholars are selected on the basis of outstanding academic achievement and demonstrated business impact. The Hotchkiss Scholar designation is the highest honor that LFGSM confers on a graduating student.

The vision for the Hotchkiss Scholars Program is to encourage and celebrate LFGSM students who combine applied learning resulting in meaningful business impact, and global awareness with active service to the LFGSM Community. By doing so, Hotchkiss Scholars model the highest levels of competency, confidence, and contribution to be leaders among leaders. LFGSM regards the ability to understand and adapt to global management trends and the demonstration of business impact as defining elements of management education. Hotchkiss Scholars must be adept in global business (Broad Thinkers) and engaged business leaders (Strong Leaders).

LFGSM students in the Leadership MBA Program or Immersion MBA Program graduating in June 2015 who meet the qualifications by the end of the Spring 2 Term will earn the 2015 Hotchkiss Scholars designation. Hotchkiss Scholars will receive a Hotchkiss Scholar Medallion and be recognized at the Graduation Ceremony.

### 2014-15 Hotchkiss Scholar Program Qualifications:

#### 1. Earned a Business Impact Certificate:

Completion of:

- 5843 Global Focus or Global Practica 5840, 5841, 5842
- 5847 Global Base Camp
- 5846 Business Impact Assessment
- 5845 LFGSM Community Leadership

These courses do not have any academic credit and do not count as electives in meeting graduation requirements. There is no tuition for these courses, although material and technology fees may be charged. Elective courses utilizing Authentic Assessment as well as 5847 Global Base Camp, 5846 Business Impact Assessment, 5845 LFGSM Community Leadership are excluded from the cumulative GPA calculation.

#### 2. Earned a cumulative grade point average (GPA) of at least 3.75

Participation in a Global Focus or Global Practicum trip may be waived for students with extensive, recent international professional experience with special permission of the Dean of Faculty Relations and Degree Programs and an alternate global travel project substituted in its place.

## Consider Your Graduate Management Program Options

GRADUATE-LEVEL PROGRAM	Immersion MBA (iMBA)	Leadership MBA (LMBA)	Graduate Level Leadership Certificates
<b>STUDENT PROFILE</b>	Aspiring leaders who want to develop a wide range of business skills to ignite or transition their careers	Successful business professionals/ functional experts who want to develop strong leadership skills and a broader perspective of the key functions of business to speak the language of business and advance their careers	Business professionals/functional experts motivated to be leaders in Change Management, Strategy and Execution, and Management Analytics
<b>LEARNING STYLE</b>	Self-directed learners who prefer a 100% online platform using an immersive/virtual reality learning platform and faculty led discussions	Motivated learners who seek active/experiential learning in either a classroom or online setting – that encourages students to learn from each other as well as their instructors	
<b>PROFESSIONAL WORK EXPERIENCE</b>	Average: 1.5 years Minimum: 1 year of significant work experience (internships may qualify)	Average: 15 years Minimum: 4 years	Minimum: 4 years
<b>PROGRAM FOCUS</b>	Tailored for aspiring leaders who want to learn and acquire the knowledge and skills of business acumen	Builds on business professional’s experience  Develops leadership strengths and strategic thinking	Builds broader business acumen  Develops leadership in: • Change Management • Strategy and Execution • Management Analytics
<b>DEGREE/CREDENTIAL AWARDED &amp; SPECIALIZATIONS AVAILABLE</b>	<b>Master of Business Administration (MBA)</b> Optional Specialization: • Global Business	<b>Master of Business Administration (MBA)</b> Optional Specializations: • Finance • Marketing • Global Business • Healthcare • Organizational Behavior	<b>Graduate Leadership Certificate</b> Three Certificates (Change Management, Strategy and Execution, Management Analytics) can be combined to constitute 75% of the MBA degree. Certificate students who complete the full admissions process may be automatically accepted into the LMBA program, and can choose to complete additional degree requirements at any time within 6 years.
<b>PROGRAM LENGTH</b>	18-22 months 12 core courses	18-34 months 16 courses (13 core and 3 elective)	4-8 months per certificate 4 core courses per certificate

GRADUATE-LEVEL PROGRAM	Immersion MBA (iMBA)	Leadership MBA (LMBA)	Graduate Level Leadership Certificates
<b>THE FACULTY</b>	All LFGSM Programs are taught by business-leader faculty members who are: <ul style="list-style-type: none"> <li>• Experienced professionals in key positions at diverse industries</li> <li>• Experts in the business functions they teach</li> <li>• Dedicated to delivering practical lessons and incorporating real workplace projects so that students can put into practice what they are learning in the classroom.</li> </ul>		
<b>COURSE DELIVERY OPTIONS</b>	100% online, scenario-based	Face-to-face/tech-supported or online courses at: <ul style="list-style-type: none"> <li>• Lake Forest Campus</li> <li>• Schaumburg classroom location</li> <li>• Select corporate locations</li> <li>• Online</li> </ul>	
<b>SCHEDULE OPTIONS</b>	100% online program. Classwork on your own schedule, with periodically scheduled calls/webinars and weekly faculty-led synchronous discussions	<ul style="list-style-type: none"> <li>• Weeknights</li> <li>• Saturdays</li> <li>• Online</li> </ul>	
<b>GLOBAL STUDY OPPORTUNITIES</b>	Optional elective global study in: <ul style="list-style-type: none"> <li>• Asia</li> <li>• Europe</li> <li>• Latin America</li> </ul>		
<b>CAREER SERVICES AND MENTORING</b>	<ul style="list-style-type: none"> <li>• Three courses in career management</li> <li>• E-portfolio to showcase new competencies</li> <li>• Opportunity to work with trained volunteer business mentors</li> <li>• Virtual professional networking events</li> </ul>	<ul style="list-style-type: none"> <li>• Career development course content</li> <li>• Mentoring</li> <li>• Ongoing student/LFGSM business community professional networking events</li> </ul>	

\*In addition to Schaumburg location and Lake Forest campus, LFGSM often maintains classrooms in other locations to accommodate student and corporate client requirements. Contact us for a complete list of available courses and locations.

## Benefits of the Lake Forest Graduate School of Management MBA Programs

### LFGSM Programs are Designed to Advance Our Students' Careers

At LFGSM, both our curriculum and approach to teaching are grounded in the Scholarship of Learning and Teaching. In today's environment, professionals must be ready not only to adapt to change, but also to lead change. This requires a well-rounded business professional whose perspective goes beyond a single department or functional area to encompass a greater understanding of the organization's overall strategies and goals. Our approach to the Scholarship of Learning and Teaching is grounded on the following core traits of high-potential leaders and managers:

1. Successful business leaders must have a fundamental understanding of all aspects of their organization's business.
2. Successful business leaders must be able to communicate, negotiate, and work with people at all levels throughout the organization.
3. Successful business leaders must deliver results to consistently rise in an organization.

The competencies below define these core traits of success and provide the roadmap for learning in the Lake Forest MBA Programs. By focusing on the most critical key business competencies, we have created a curriculum that is truly designed for today's managers and tomorrow's leaders.

### Core Traits of Business Success

#### KNOW THE BUSINESS

- Know what drives the organization
- Have a working knowledge of core functions
- Think strategically

#### RELATE TO PEOPLE

- Lead, manage, and communicate confidently at all levels
- Know how to lead and work in a team
- Develop individual presence

#### DELIVER RESULTS

- Understand risk and take action accordingly
- Be innovative
- Make decisions based on ethical principles
- Provide value to stakeholders



## Available Space/Facilities/Equipment

### Classroom Locations

Leadership MBA courses and graduate-level Leadership Certificate courses are held at the Lake Forest Campus Headquarters in Lake Forest, the Schaumburg classroom location and online.

Lake Forest Campus: Located at 1905 West Field Court, Lake Forest, IL 60045.

Schaumburg Location: Located at 1300 East Woodfield Road, Suite 600, Schaumburg, IL 60173.

Immersion MBA courses are conducted exclusively online.

### Additional Classroom Locations

We also offer Corporate MBA Programs at two Chicago-area locations: Allstate Insurance Company (Wheeling, IL), and Blue Cross Blue Shield (BCBS) at Health Care Service Corporation (HCSC) (Chicago, IL). Corporate MBA Programs are open to qualified employees of the hosting corporation.

The campus and all other classroom locations are equipped with contemporary learning technology and have restrooms, vending, and break areas. The campus and all locations are overseen by the Dean of Faculty Relations & Degree Programs to provide local support, and are staffed by local Campus Services Coordinators.

## Computer Requirements Policy

LFGSM's interactive environment goes beyond the classroom, utilizing technology to advance learning on a continual basis. All LFGSM courses use Internet-based course management software. To maximize the educational experience and satisfy course requirements, all students are required to have unlimited access to a personal computer with readily available Internet access. As firewalls at students' places of business may prevent them from accessing Internet communication areas, students are expected to obtain personal Internet provider and e-mail service. Using this computer, a student must be able to:

- Install third-party software as required by course technologies. (Java Runtime Environment, Cisco WebEx Meeting Launcher, etc.)
- Have unrestricted access to course-related Internet content.
- Access the LFGSM Blackboard Learning Management System. Supported browsers and operating systems can be found at: <http://kb.blackboard.com/pages/viewpage.action?pageId=72810639>
- Create, review, and share professional-quality documents. (Using Microsoft Office, Adobe Reader, etc.)

Some courses may require additional software to support the course goals and session learning outcomes; check the syllabus and course site for details. iMBA computer requirements can be found in the iMBA section on [www.lakeforestmba.edu](http://www.lakeforestmba.edu).

## Licensing, Accreditation and Ownership

As an independent, accredited, not-for-profit 501(c) 3 business management school, the focus at LFGSM is on each student's educational interests. Students get the solid business theory they need, along with a "practice field" for sharpening their skills. Since 1979, LFGSM has received operating and degree-granting authority by the Illinois Board of Higher Education in the following regions: North Suburban, Chicago, and West Suburban. To this day, providing business education is the school's singular priority.

### Illinois Board of Higher Education (IBHE)

431 East Adams, 2nd Floor  
Springfield, Illinois 62701-1404  
[www.ibhe.state.il.us](http://www.ibhe.state.il.us)  
888.261.2881  
[info@ibhe.org](mailto:info@ibhe.org)

LFGSM has been continually accredited by the Higher Learning Commission (HLC), a Commission of the North Central Association of Schools and Colleges, since 1978.

### Higher Learning Commission (HLC)

230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
[www.ncahlc.org](http://www.ncahlc.org)  
800.621.7440  
[info@hlcommission.org](mailto:info@hlcommission.org)

HLC is one of six regional accrediting bodies for higher education in the United States and is recognized by the U.S. Department of Education. The School participates in HLC's Academic Quality Improvement Program (AQIP), a continuous improvement process, to maintain accreditation. This is a voluntary, rigorous program modeled after well-known state and national quality programs. In December 2011, HLC approved the School's initiative to offer its MBA Program online.

LFGSM is licensed to operate in Washington, D.C. by the Education Licensure Commission of the District of Columbia.

LFGSM is approved to operate in Wisconsin by the State of Wisconsin/Educational Approval Board, Madison, WI.

LFGSM is approved to operate in Minnesota by the Minnesota Office of Higher Education.

*LFGSM is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.*

## **Administration**

### **Board of Directors**

Joher S. Akolawala, Vice President, Finance — Kraft Foods Group

Joan H. Bailar, Vice President & Chief Operating Officer (retired) — Advocate Health Centers

Jody C. Berns, Managing Director, Business Systems (retired) — HSBC Holding PLC

Edward O. Carney, President and CEO — Superior Graphite Co.

Patricia A. Coffey, Senior Vice President, Technology and Operations — Allstate Insurance Company

William J. Colbourne, Senior Vice President, Human Resources & Administration — Blue Cross Blue Shield Association

Mark N. Dajani, Senior Vice President and CIO — Mondoléz International

Antoinette L. Gawin, Vice President, Market Access and Commercial Excellence — Baxter Healthcare Corporation

John F. Ginascol, Corporate Vice President and Vice President, Nutrition Supply Chain — Abbott Laboratories

Kenneth A. Hoffman, Group President — Signode Industrial Group

Christopher Kempa, VP and General Manager, Global Business and Operations — W. W. Grainger, Inc.

David M. McDonough (LFGSM Board Chair), Chief Executive Officer (retired) — Trustmark Companies

Carlos M. Minetti, President, Consumer Banking and Operations — Discover Financial Services

John P. Pappas, Senior Vice President — Coleman Cable, Inc.

Stephen D. Schutt, President — Lake Forest College

Scott I. Shaffer, Forensic and Valuation Services, Wisconsin Practice Leader — Grant Thornton LLP

Blair Richard Surkamer, Founder and President — Surkamer Advisers LLC

Leanna J. Walther, VP, Human Resources, Operations — AbbVie, Inc.

## Management Team

Bennett Montgomery Edson, Interim President and CEO

MBA, Harvard University

BA, Middlebury College

Carrie G. Buchwald, Associate Vice President, Corporate Learning Solutions

MBA (honors), Lake Forest Graduate School of Management

Bachelor of Business Administration, University of Notre Dame

Post-Graduate studies in Organizational Development, University of Wisconsin, Milwaukee

Malcolm C. Douglas, Vice President, CFO

MBA, Lake Forest Graduate School of Management

Bachelor of Commerce, University of the Witwatersrand, South Africa

Bachelor of Accountancy, University of the Witwatersrand, South Africa

Chartered Accountant (South Africa)

Certified Public Accountant (Illinois)

Peter E. Drummond, Vice President, Marketing and Admissions, Alumni Relations

MBA, University of Illinois

BS, Boston College

Post-MBA studies at Northwestern University, Kellogg School of Management

Gregory J. Kozak, Vice President, R&D and Innovation, Vice President, Information Technology and CIO

S.T.L.-Theology, University of St. Mary of the Lake

MDiv, University of St. Mary of the Lake

BS, Computer Science, Loyola University of Chicago

BA, English, Loyola University of Chicago

BS, Mathematics, Loyola University of Chicago

Kathleen M. Leck, Interim Vice President, Educational Programs and Solutions

MS, National College of Education

BA, Northeastern University

Graduate, Corporate Coach U

Certified National Examiner of Quality for Lincoln Award, Illinois

Certificate, Global Leadership, Thunderbird University

Stasia V. Zwisler, Vice President, Human Resources & Fundraising

MA, International Affairs, The George Washington University

MA, History, University of Wisconsin-Milwaukee

BS, Economics, Carroll College

## Key Academic and Administrative Staff

Ellen McMahon, Dean of Faculty Relations and Degree Programs (Lake Forest Campus Dean)

EdD, Department of Counseling, Adult and Health Education, Northern Illinois University

MBA, General Management, Dominican University

MS, Rehabilitation Administration and Counseling, Southern Illinois University

BS, Speech Pathology and Audiology, Northern Illinois University

Neil Holman, Dean - Corporate Learning Solutions

PhD, Educational Technology, University of Colorado

MS, Broadcasting, City University of New York

BS, Communication Arts/Education, University of Wisconsin-Madison

Laura Barnes Paley, Director of Career Services

MSEd, Higher Education & Student Affairs, Indiana University Bloomington

BA, International Relations, Minors: Russian & Italian, Boston University

Kim Placentino, Director of Shared Services

Chris Perlstrom, Registrar

AAS, College of Lake County

Carol Modlin, Manager, Corporate Learning Solutions  
MBA, Lake Forest Graduate School of Management  
BA, Journalism, University of Dayton  
Certified PMP

Manish Shah, Senior Director, R&D and Innovation  
MBA, Kellogg School of Management, Northwestern University  
MS, Computer Science, Illinois Institute of Technology  
BS, Electrical Engineering, B.V.M, India

### Lead Faculty

#### **Change Management Certificate Council**

Mike Baskin (5120 Effective Leadership) President, Inclusion Solutions  
MBA, Northwestern University  
AB, Vassar College

Tracey Cantarutti (5120 Effective Leadership) President, TLC Leadership Options, Inc.  
PhD, Benedictine University  
MIM, Thunderbird, The Garvin School of Management  
BA, University of Illinois

Sangita Kasturi (5100 Executive Success Skills) Business Consultant  
MA, Northwestern University  
BS, Rensselaer Polytechnic Institute

Remo Picchiatti (5160 Global Business and Diversity) Strategic Partner, Silver Oak Services Partners  
MBA, Northwestern University  
BS, Drake University

Juan Rocha (5220 Leading Organizational Change) Partner, Dynamic Solutions Worldwide, LLC  
MBA, Northwestern University  
BS, Iberoamerican University

Mark Tauber (5100 Executive Success Skills) Vice President, GCG Financial  
MS, Illinois State University  
BS, Illinois State University

#### **Management Analytics Certificate Council**

Jim Deters (5190 Financial Management) President, J.R. Enterprises  
MBA, The Ohio State University  
BS, Ohio University

Mike McCullough (5110 Accounting for Decision Making) CFO, Independence Equity Management, LLC  
MM, Northwestern University  
BBA, University of Iowa

Michelle Robinette-Das (5170 Economics for Managers) Strategy Consultant  
MBA, Loyola University Chicago  
BS, Northwestern University

Steve Rudnick (5140 Business Analytics and Research) Manager, Zurich-American Insurance  
MBA, Lake Forest Graduate School of Management  
BS, University of Rochester



### **Strategy & Execution Certificate Council**

Jill Anderson (5130 Strategic Thinking) Owner, The Avenue Development Group  
MBA, Western Michigan University  
BS, Western Michigan University

John Flood (5230 Operations Management) Director, Corporate Operations, Tovar's Snow Professionals  
MBA, Lake Forest Graduate School of Management  
BA, Northern Illinois University

Christopher Looby (5230 Operations Management) Vice President, Agile Healthcare  
MBA, Lake Forest Graduate School of Management  
BA, University of Illinois at Urbana-Champaign

Jean Luber (5200 Innovation and Risk) Chief Information Officer, Schwarz Paper  
MAS, University of Illinois at Urbana-Champaign  
BS, University of Illinois at Urbana-Champaign

John Pappas (5210 Marketing) Senior Vice President, Coleman Cable Inc.  
MBA, Lake Forest Graduate School of Management  
BA, Drake University

Joe Stachnik (5240 Strategic Management) Senior Manager, JC Consulting  
MBA, JD, Loyola University  
ML, Northwestern University  
BS, DePaul University

### **Immersion MBA**

Bennett Montgomery Edson, Principal, Peak Performance/ActionCOACH  
MBA, Harvard University  
BA, Middlebury College

Faculty assignments are subject to change.

For a full list of LFGSM faculty, please visit [www.lakeforestmba.edu/Academics/Faculty.aspx](http://www.lakeforestmba.edu/Academics/Faculty.aspx)

# Academic Calendar for 2014-2015

Leadership MBA (LMBA), Immersion MBA (iMBA) and Graduate Level Certificates



Weeknight classes at Lake Forest and Schaumburg meet from 6:30 - 10:00 p.m.

Weeknight classes at Allstate meet from 5:30 - 9:00 p.m.

Weeknight classes at BCBSA meet from 4:30 - 8:00 p.m.

Saturday morning classes at Lake Forest meet from 8:00 - 11:30 a.m.

Saturday afternoon classes at Lake Forest meet from 12:30 - 4:00 p.m.

LFGSM facilities will be closed on the following dates:

September 1, 2014  
 November 27, 2014  
 November 29, 2014  
 December 24-25, 2014  
 December 31, 2014  
 January 1, 2015  
 May 25, 2015

Instructors will make alternate arrangements for courses scheduled on these days.

## Important Phone Numbers

### General Information

847-234-5005

### Admissions

#### Lake Forest

Sue Sternberg  
 847-574-5180

#### Schaumburg or Online

Kim Clark  
 847-574-5182

### Registrar/Academic

#### Records

Chris Perlstrom  
 847-574-5208

#### Financial Aid

AJ Rodino  
 847-574-5228

### Career Services

Laura Barnes Paley  
 847-574-5188

### Student Accounts/ Business Office

Kartik Gururajan  
 847-574-5204

## Classes are offered at:

Lake Forest  
 Conway Park  
 1905 W. Field Court  
 Lake Forest, IL 60045  
 847-234-5005

Schaumburg  
 1300 E. Woodfield Road  
 Suite 600  
 Schaumburg, IL 60173  
 847-234-5005

Online  
 my.LFGSM.edu

Corporate-sponsored  
 MBA Programs  
 meet at designated locations.

For more information about MBA programs  
 visit [www.lfgsm.edu](http://www.lfgsm.edu)



# Admissions Policies and Entrance Requirements

## Admissions Philosophy

At Lake Forest Graduate School of Management, the coursework is challenging but the experience of working with us isn't. Our admissions process is streamlined and highly personalized and our Admissions Managers are available to assist you every step of the way.

The Admissions Committee evaluates MBA candidates on the potential they demonstrate to contribute to the MBA Program, as well as the MBA Program's alignment with the candidate's aspirations. Along with individual achievements and experiences, we focus on the cumulative impact of a candidate's accomplishments and business experience, as well as the ability to communicate effectively and contribute to classroom discussions on contemporary business challenges. The factors we use to determine acceptance to the MBA Program includes professional work experience, an admissions interview, current achievements, letters of recommendation, application with personal statement, technology capability if online, and previous academic history.

## MBA Admissions Requirements

The following components are required to complete the admissions process:

### 1. Admissions Interview

The admissions interview is a critical step in the admissions process. All MBA candidates are required to interview with an Admissions Representative. We use the interview to learn more about a candidate's reasons for pursuing an MBA and to assess professional work experience as it relates to the MBA Program. The interview is an opportunity for candidates to learn more about how our program can fit their needs, to discuss application requirements, and to ask any other questions. Students pursuing a classroom-based MBA will be interviewed in person. Students pursuing an online MBA Program may conduct their interview over the phone. After the interview, an Admissions Representative will help the candidate continue his/her application process. Candidates scheduling an interview for the Leadership MBA (LMBA) should call an Admissions Manager toll-free at: 847-574-5240 or e-mail the Admissions office at [AskAdmiss@lfgsm.edu](mailto:AskAdmiss@lfgsm.edu). Candidates scheduling an interview for the Immersion MBA (iMBA) should call an Admissions Manager toll-free at: 800-890-7340 or e-mail the Admissions Office at [AskAdmiss@lfgsm.edu](mailto:AskAdmiss@lfgsm.edu).

### 2. Current Résumé

All MBA candidates must submit a current résumé. The résumé should include educational background and professional work experience, showing achievements and career progression. An updated, robust LinkedIn Profile may be submitted in place of a résumé. Applicants who are early in their career and have a minimum of one year of professional experience are encouraged to apply to the iMBA Program. Applicants who are more experienced in their career and have a minimum of four years of professional experience are encouraged to apply to the Leadership MBA.

### 3. Official Academic Transcripts

LFGSM requires official academic transcripts from the institution granting the candidate's highest degree. Applicants who transferred in more than 30 hours of credit to their degree-granting institution may be asked to submit transcripts from other contributing institutions if these grades are needed to make an admissions decision. Transcripts should be mailed from the institution to the Admissions Office at the Lake Forest campus. Official electronic transcripts are accepted.

## For Non-U.S. Degree Holders

MBA candidates who have earned a degree(s) from an institution(s) outside of the United States must submit official third party transcript evaluations from a firm that is affiliated with one of the following organizations:

- 1) American Association of Collegiate Registrars and Admissions Officers, International Education Services (AACRAO-IES) at [www.aacrao.org](http://www.aacrao.org); or
- 2) Members of the Association of International Credential Evaluators, Inc. (AICE) A current membership listing can be found at [www.aice-eval.org](http://www.aice-eval.org); or

3) Members of the National Association of Credential Evaluation Services (NACES) A current membership listing can be found at [www.naces.org](http://www.naces.org). Degrees from accredited institutions in the UK, Australia and Canada may not require a third party evaluation. Candidates with a three-year international degree from an accredited institution will be considered on a case-by-case basis. Please contact an Admissions Representative with any questions about third-party evaluations at 847-574-5240.

For MBA candidates who already have a third-party transcript evaluation completed, LFGSM will review these instances on a case-by-case basis and determine if the transcript evaluator has credentials similar to the organizations listed above. If so, the evaluation would be accepted by LFGSM. If not, the MBA candidate must have an additional evaluation completed by a firm that is affiliated with one of the organizations listed above.

**4. Letter of Recommendation**

Each candidate must submit a completed Letter of Recommendation form. The standardized Letter of Recommendation form should be filled out personally by the recommender. Recommenders should be individuals who are able to give specific information about professional capabilities and accomplishments. The Letter of Recommendation form can be accessed and completed electronically. The link is available at [my.LFGSM.edu/ICS/Admissions/](http://my.LFGSM.edu/ICS/Admissions/) or can be emailed to you by contacting the Admissions Office.

**5. Application with Personal Statement**

Each candidate must submit a complete admissions application with Personal Statement. Personal Statement directions and guidelines are located on the application. All candidates must demonstrate proficiency in written communication suitable for performing graduate-level work. Written submissions must be free of fundamental errors in format, spelling, punctuation, and grammar. Apply online for the LMBA at [www.lakeforestmba.edu/admissions/apply-online.aspx](http://www.lakeforestmba.edu/admissions/apply-online.aspx), or download and complete the application, then fax or mail it to an Admissions Manager. Directions are on the form. To apply online for the iMBA Program, please visit [www.lmmersion.lfgsm.edu/](http://www.lmmersion.lfgsm.edu/).

**6. Additional Admissions Requirements for Leadership MBA (LMBA) and Immersion MBA (iMBA)**

Applicants who are early in their career are encouraged to apply to the iMBA Program. A minimum of one year of professional experience is required for the iMBA Program. Applicants who are more experienced in their career are encouraged to apply to the LMBA Program. A minimum of four years of professional experience is required for the LMBA. The LMBA may be completed at a classroom location or online. iMBA applicants are required to successfully complete an online orientation as part of the admissions file.

Candidates with...	1 - 8 Years of Professional Work Experience	9 or more Years of Professional Work Experience
<b>Must Complete...</b>	One of the following in lieu of nine years of professional experience:* <ul style="list-style-type: none"> <li>• Previous graduate degree</li> <li>• Cumulative undergraduate GPA ≥ 3.0</li> <li>• GMAT score ≥ 500</li> <li>• Exceptional work experience that distinguishes your candidacy</li> <li>• Second-level admissions evaluation interview**</li> </ul>	One of the following along with nine years of professional experience: <ul style="list-style-type: none"> <li>• Previous graduate degree</li> <li>• Cumulative undergraduate GPA ≥ 2.7</li> <li>• GMAT score ≥ 500</li> <li>• Considerable management or supervisory experience</li> <li>• Second-level admissions evaluation interview**</li> </ul>

\* A minimum of 1 year of professional experience is required for the iMBA. Four or more years of professional experience is required for the Leadership MBA.

\*\* A second-level admissions evaluation to satisfy the sixth admissions requirement may be granted or required at the recommendation of the Admissions Committee.

### Applying as a Non-Degree Seeking Student

A non-degree seeking student is a student who wishes to take MBA courses but does not intend to earn an MBA degree. A non-degree seeking student may take a maximum of four courses. Non-degree seeking students who wish to enroll in more than four classes must satisfy all MBA admissions requirements and be accepted to the MBA program. Students who enroll in a single Certificate Program are considered non-degree seeking.

Non-degree seeking students are required to meet the same admissions standards as degree seeking MBA students and must fulfill all course prerequisites or receive approval from the Dean of Faculty Relations and Degree Programs. Non-degree seeking students may petition the Dean to audit the course. Non-degree seeking students are not eligible for financial aid. Non-degree seeking students may participate in the Global Focus or Global Practica with permission of the Dean.

To be considered a non-degree seeking student, the student must fulfill the following eligibility and admissions requirements:

#### Eligibility Requirements

- Meet minimum work experience requirements for the appropriate Program
- U.S. Bachelor's degree or equivalent

#### Admissions Requirements

- Résumé or robust/detailed LinkedIn profile
- Application and Personal Statement
- Official transcripts from institution granting highest earned degree

#### Student Acceptance and Notification

When the admissions file is complete, the Admissions Committee will evaluate the applicant's credentials. Notification of the Admissions Committee's decision occurs within one to two weeks from the time all the admissions requirements have been received. All applicants receive notification via preferred e-mail and U.S. mail. Upon acceptance, in order to guarantee a place in the classroom, an enrollment confirmation form and a non-refundable \$100 enrollment deposit is required. The \$100 deposit will be applied to the first tuition bill. Candidates who do not start the Program within one year of acceptance must re-apply for admission under admissions policies in effect at the time of re-applying.

#### Application Fee

A \$75 application fee is required at the time of application. If paying by check or money order, please send payment to the Lake Forest campus admissions office. All payments should be made payable to Lake Forest Graduate School of Management. Electronic payments may be made when applying online. This fee is not refundable.

#### Admissions Application Deadline

The admissions application deadline varies for each academic term. For additional details, please contact the Admissions office at 847-574-5240.

## Academic Policies

### Academic Credit Hour Policy

Lake Forest Graduate School of Management assigns and awards credit hours that conform to commonly accepted practices in higher education. The school employs the Federal Credit Hour Definition in the assignment and awarding of credit hours as stated in the following policy:

At LFGSM, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.
- At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

Two eight-week terms are considered one semester, resulting in three semesters with six terms over an academic year.

For traditional lecture-discussion and seminar courses, a one credit hour class meets 50 minutes per week over the course of the semester. All definitions and standards apply equally to courses offered both on and off campus. For more information please contact the Registrar.

### Short term courses

Half-semester courses (eight-week term), summer session courses, and other courses offered over a different period of time will require the same amount of classroom and out of class work per credit hour as required of semester-long courses with that work distributed over the shorter period of time.

### Research Assistants and Internships

These roles requires at least one full-time five-day week of professional practice or the equivalent over a longer period of time for one credit hour.

### Workshops and Contract Courses

Credit bearing courses offered for special student populations by special arrangement will meet regular academic credit hour standards.

### Independent Study

Independent Study will represent a minimum of three hours of student work per week throughout the course of the semester or the equivalent work distributed over a different period of time.

### Distance Education, Internet and Hybrid (Blended) Courses

Credit hour policy is consistent with the standards of courses offered through face-to-face instruction, although some or all of content and faculty-student interaction occurs through one or more forms of distance education.

### Transfer Credit

Transfer of semester credit hours from other accredited graduate programs may be accepted, pending Dean of Faculty Relations and Degree Programs approval. A maximum of nine semester credit hours may be transferred and applied toward the total number of required credit hours for the MBA degree.

Transfer credit hours must be equivalent in content to those of LFGSM, and will have been completed within a six-year period with a grade of "B" or better in order to qualify. The student is responsible for providing detailed documentation of course content, syllabus, official transcript, and other pertinent data that reflects the course when it was taken. Transfer credits are not considered in computing a student's grade point average. Students cannot seek transfer credits in a course in which they are currently enrolled once the term has started.

### Course Waiver

Students may demonstrate their competency in areas where they meet the learning outcomes of a specific course. A student who satisfies the School's criteria for competence in a subject may be waived from a course by the Dean of Faculty Relations and Degree Programs and the appropriate course faculty. Students can apply for waivers for up to two courses.

The student has the responsibility for initiating a course waiver and providing the necessary documentation of the equivalent competency. A Petition for Course Waiver includes presenting relevant professional work experience or certifications that demonstrate the competency acquired or academic background documentation (course descriptions from the previous school at the time of enrollment as well as course work that addresses the course learning outcomes of the course to be waived). This should be submitted to the Registrar for evaluation.

Students cannot seek a course waiver for a course in which they are currently enrolled once the term has started or seek a retroactive waiver for courses they already completed. Final decision of all waiver petitions rest with the Dean of Faculty Relations and Degree Programs.

### Credit for Prior Learning

LFGSM does not grant credit for prior learning through life experience, including previous managerial experience.

## Student Right to Know

### Key Institutional Data

In accordance with the Student Right to Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, Lake Forest Graduate School of Management discloses basic institution information below, including enrollments, degrees conferred, graduation rate, graduates' time-to-completion, retention, and tuition and required fees.

Please note that all information in the following charts pertain to the 2012-2013 academic year and may not be representative of the year in which you will enroll.

<b>12-Month Unduplicated Headcount - Degree Programs July 1, 2012 through June 30, 2013</b>	
<b>Total</b>	832
<b>By Program</b> MBA, General Management CIP Code 52.0201	832

### Fall Enrollment (August 1 through October 31)

	Fall 2008	Fall 2009	Fall 2010	Fall 2011	Fall 2012	Fall 2013
<b>Total</b>	809	769	734	710	650	530
<b>Level</b>						
Graduate	809	769	734	710	650	530
<b>Gender</b>						
Female	310	313	306	294	264	219
Male	499	456	428	416	386	311
<b>Race/Ethnicity</b>						
Black, non-Hispanic	62	54	34	29	24	12
White, non-Hispanic	559	410	333	234	174	163
Hispanic	29	16	14	10	20	19
Non-Resident Aliens	0	0	0	0	0	0
Asian	140	112	87	74	49	32
Hawaiian or other Pacific Islander	0	4	4	2	0	2
American Indian/Alaskan Native	1	3	4	3	2	2
Two or more races	0	21	18	15	0	0
Not reported	18	149	240	343	381	300
<b>By Program</b>						
MBA, General Management	809	769	734	710	650	530

<b>Degrees Conferred</b>						
	<b>2007-2008</b>	<b>2008-2009</b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>
<b>Total Degrees Awarded</b>	190	247	213	212	213	213
Master's Degrees	190	247	213	212	213	213
<b>By Program</b>						
General Management	190	247	213	212	213	213

**Graduation Rate and Time-to-Completion**

All degree-seeking students, beginning their programs in 2002, 2003, 2004, 2005, 2006, 2007.  These students should have completed their MBA degree by June 2013. Students have six years to complete MBA degree.	Graduated	Left Institution Prior to Graduation
1,922	1,476	446
100%	77%	23%

<b>Mean Completion Time in Years</b>	<b>Completed Program in 4 Years or Less</b>	<b>Completed Program in more than 4 Years</b>
3 Years	95%	5%

**Retention of Degree-Seeking Students**

<b>Per 12-Month Unduplicated Headcount Census: July 1, 2012 through June 30, 2013</b>			
<b>Degree-Seeking Headcount</b>	<b>Actively Enrolled as of 7/1/2013</b>	<b>Graduate</b>	<b>Graduate</b>
832	517	213	102
100%	62%	26%	12%

**Cost of Attendance**

<b>Master's Degree Programs - Tuition and Fees</b>		
July 1, 2012 through June 30, 2013		
	<b>Leadership MBA</b>	<b>Immersion MBA</b>
Tuition Per Course	\$3,156 (3 credit hours)	\$3,400 (4 credit hours) \$850 (1 credit hour)
Materials Fee Per Course	\$50	\$0
Technology Fee Per Course	\$20	\$0
Degree Conferral Fee (required)	\$250	\$250

Please Note: The data above is from the 2012-2013 academic year. Consult <http://www.lakeforestmba.edu> or your Admissions Manager for the current tuition rates.



## Grades and Student Satisfactory Academic Progress (SAP)

### Student Learning Assessment

LFGSM is committed to the objective assessment of student learning outcomes, the determination of students' application of their mastery of competencies to business problems, and the resulting business impact of that application. This commitment may be manifested in embedded direct and indirect measures of student learning and the designation of certain courses as Pass/Fail.

### Grading System

Lake Forest Graduate School of Management uses a numeric grading system and a more authentic assessment style for electives resulting in a Pass/Fail grade. Academic performance is evaluated using the full range of grades A through F. Plus and minus are used at professors' discretion; however, grades of A+, F+, and F- are not used. Students receive the grades they earn without regard to tuition reimbursement or other grade point average requirements.

Grade to Grade Point Average (GPA) Comparison	
Letter Grade	GPA Value
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

### Grades and Designators

Students' GPAs are calculated based on performance in courses applicable to the Program of enrollment. Cumulative grade point averages are calculated for all matriculated students at the conclusion of each term and are based on a 4.00 scale. The term GPA is a GPA for work completed in a given term only. Grades from transferred or waived courses are not included in GPA calculations.

### Services and Facilities for Disabled Students

LFGSM complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Any student with special needs or difficulties in learning and/or in completing course requirements should notify the instructor immediately so that available and reasonable accommodations can be arranged. Documentation of the student's disability and how it impacts his/her course participation must also be submitted to the Dean of Faculty Relations and Degree Programs.

### Student's Academic Load

Students typically take 6-16 semester credit hours per semester. Two eight-week terms are considered one semester.

### Authentic Assessment

LFGSM is moving toward a more authentic assessment process in lieu of grades. Elective courses are graded with a Pass/Fail grade using the LFGSM authentic assessment model.

Rather than earn a letter grade, which gives limited information, students either pass or fail a course and receive narrative information linked to the course goals. This end of course assessment will be part of an overall feedback process. Students will have a clear understanding of what course goals they met, where they exceeded those goals, and where they need improvement. Feedback at the midpoint and end of a course will be developmental, with examples of what a student needs to accomplish to achieve particular competencies.

To determine which courses are included in Authentic Assessment, students should check their schedule on the student portal, [my.LFGSM.edu](http://my.LFGSM.edu). The column "Grade Type" will indicate if the elective course is designed as Pass/Fail.

Some companies require a letter grade to reimburse employees' tuition. A grade of *Pass* in a graduate level course is equivalent to a B or better. Students needing a letter describing this policy can obtain one from the Registrar's Office.

### Academic Designators

Designators	Description
AU	Audit
P	Pass
I	Incomplete
TR	Transfer Credit
W	Withdrawal

### Grade Point Average (GPA)

The grade point average is calculated only upon grades earned at Lake Forest Graduate School of Management.

### Computation of GPA

The GPA for graduation is computed by dividing the total number of quality points by the total number of credit hours attempted. Quality points are determined by multiplying the GPA value earned by the number of hours attempted. A grade of "pass" is printed on the permanent record as a "P" and does not count in the quarterly or cumulative GPA, but does count as credits earned toward graduation. To graduate, students must complete all courses with a total grade point average of 2.70 or better with no more than one grade of D+ or lower. A failed course must be repeated with a passing grade.

### Repeated Courses

Students are permitted to repeat courses in order to improve their GPAs or to enhance their understanding of course material. All grades will appear on a student's transcript; however, the highest grade earned will be used for computing the GPA.

### Grade Period and Posting

Lake Forest Graduate School of Management operates on a term basis. The academic year consists of six terms. Each term is eight weeks in length and may have courses offered within the term in a short accelerated format. Grades are posted within one week of the final day of class.

For all MBA and graduate-level Certificate Programs, all grades will be issued electronically. Grade cards may be printed via the Student Portal at [my.LFGSM.edu](http://my.LFGSM.edu).

Students who require an official grade card mailed by the School must contact the Registrar's Office at 847-574-5208 or [Registrar@lfgsm.edu](mailto:Registrar@lfgsm.edu).

## **Standard of Satisfactory Academic Progress Policy**

The Office of Financial Aid is required by federal and state regulations to monitor the academic progress of potential and current financial aid recipients. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) Policy as a condition of initial or continued eligibility. Please note: Even if a student has not currently applied for financial aid, or is not currently receiving aid, this policy applies and prior academic progress will be evaluated to determine eligibility for financial aid.

Satisfactory academic progress is measured both qualitatively and quantitatively. The qualitative measure requires maintaining a satisfactory grade point average. Students may complete the MBA degree at their own pace, but the quantitative measure requires successful completion of the MBA degree per Lake Forest Graduate School of Management's time frame policy, described below.

### **Satisfactory Academic Progress**

Federal regulations require Lake Forest Graduate School of Management to establish and apply reasonable Standards of Satisfactory Academic Progress for the purpose of the receipt of financial assistance under the programs authorized by Title IV of the Higher Education Act. Students must maintain a minimum grade point average and complete a minimum number of credits each term enrolled. Failure to meet the requirements of satisfactory progress and academic good standing will result in the suspension of financial aid eligibility.

### **Two Components for Satisfactory Academic Progress:**

#### **Qualitative:**

Students must maintain a minimum cumulative GPA of 2.70 or higher to remain in good academic standing. The Registrar's Office reviews student academic standings at the end of each term. The Financial Aid Office reviews student academic standings at each scheduled loan disbursement in a term.

Each student must complete all courses with a total grade point average of 2.70 or better with no more than one grade of D+ or lower on his/her academic record and may only be placed on Academic Probation one time. If a student is placed on Academic Probation for a second time, he/she will automatically be released from the MBA Program and will not be eligible for reinstatement.

#### **Quantitative:**

Students must complete the MBA degree in a timely manner.

**Maximum Time Frame:** The time limit for completing the MBA degree Program is six years from the date of entry into the MBA Program. Students requiring more than six years to complete the coursework must submit a petition to the Registrar, who, in conjunction with the Dean of Faculty Relations and Degree Programs, will evaluate the applicability of the content of those courses completed early in the student's Program.

### **Appeal**

A student who has been released for academic reasons and wishes to be reinstated may petition the Dean of Faculty Relations and Degree Programs in writing. The petition should clearly state the compelling and extenuating circumstances that contributed to the poor academic performance, show how the circumstances have been overcome, and present a realistic plan for meeting the requirements to return to good academic standing. The Dean of Faculty Relations and Degree Programs will review the petition and make a final decision.

Financial Aid may be reinstated as soon as the student has been given approval to return to the MBA Program. A student placed on academic probation for a second time will automatically be released from the Program and will not be eligible for reinstatement.

## Grade Grievance

To appeal a grade, students must follow the procedure listed below:

1. Within 30 days of the posting of the grade in question, the student must contact the faculty member who issued the grade. The student has the right to a full explanation of how the grade was determined.
2. Within 14 days of the meeting with the instructor, if the issue has not been resolved with the faculty member, the student may contact the Dean of Faculty Relations and Degree Programs in writing. The Dean will confer with the faculty member and review the situation.
3. The student will receive a written response to the grade appeal within 14 days.
4. If the issue requires further addressing, the student's final course of action is to write the Executive Vice President of Educational Programs and Solutions at Lake Forest Graduate School of Management.

Students may only appeal a grade if there has been a deviation from the faculty member's established, announced, or published grading procedures.

## Incomplete Grades

An instructor may give an incomplete grade to a student whose coursework at the end of the term is missing any assignment. The student is responsible for completing the unfinished work in a manner specified by the instructor. Upon posting the Incomplete Grade an automatic email is sent to the student and Instructor with notification of due dates and student responsibility.

For an eight-week course, completion time is not to exceed six weeks from the date the incomplete grade was recorded on the student's record. For courses shorter than eight weeks, completion time is not to exceed two weeks from the date the incomplete grade was recorded on the student's record.

If the outstanding work is not completed within the specified timeframe, the instructor will calculate the student's grade based on the work completed to date with no credit given for the incomplete assignment(s). If the grade recorded is "F," no credit is given and the student must retake the course.

A student may have only one incomplete on his/her academic record at any time (two, if a student is taking two courses per term). If a student exceeds the limits, he/she will be withdrawn from the Program.

Students on probation must successfully complete each probationary course. Students receiving an incomplete grade will not be allowed to participate in the next course until the incomplete grade has been replaced with a grade.

## Degree and Graduation Requirements

### Leadership MBA Program

The following requirements apply to all degrees, certificates, and specializations:

- Students must have a cumulative grade point average of at least 2.70 for all coursework applied toward their MBA degree.
- The LMBA degree Program requires a minimum of 48 semester hours of credit.
- At least 39 semester hours of credit must be taken from Lake Forest Graduate School of Management.
- Students must successfully complete the MBA Program requirements within six years.
- If the student breaks matriculation for six consecutive terms, the Program requirements in effect during the term of re-entry shall be the student's graduation requirements.
- Students are ultimately responsible for ensuring that they have met all graduation requirements.
- The Capstone course must be taken within the LFGSM MBA Program.

### Additional Requirements for Specializations

- Specializations require a minimum of 9 semester hours of credit.
- At least six semester hours of credit must be earned at Lake Forest Graduate School of Management.

### Additional Requirements for Certificates

- The Leadership Certificate Program requires a maximum of 12 semester hours of credit.
- At least nine semester hours of credit must be earned at Lake Forest Graduate School of Management.

## Immersion MBA Program

The following requirements apply to all degrees, certificates, and specializations:

- Students must have a cumulative grade point average of at least 2.70 for all coursework applied toward their MBA degree.
- The iMBA degree Program requires a minimum of 44 semester hours of credit.
- At least 32 semester hours of credit must be taken from Lake Forest Graduate School of Management.
- Students must successfully complete the MBA program requirements within six years.
- If the student breaks matriculation for six consecutive terms, the Program requirements in effect during the term of re-entry shall be the student's graduation requirements.
- Students are ultimately responsible for ensuring that they have met all graduation requirements.
- The Capstone course must be taken within the LFGSM MBA Program.

### **Optional iMBA Global Business Specialization Requirements:**

- The Global Business Specialization requires a minimum of 8 semester hours of credit.

### **Timing for Completion**

All MBA and graduate-level Leadership Certificate Program students requiring more than six years to complete the coursework must submit a petition to the Registrar, who, in conjunction with the Dean of Faculty Relations and Degree Programs, will evaluate the applicability of the content of those courses completed early in the student's program.

### **Academic Probation and Re-Admittance**

Students who do not maintain a cumulative grade point average of at least 2.70 or who receive a grade of "D+" or lower in any course are automatically placed on academic probation.

Leadership MBA students placed on academic probation must achieve a cumulative grade point average of at least 2.70 upon the completion of the next six semester credit hours to be removed from probationary status. If a student remains on probationary status at the completion of the next six semester credit hours, the student will be released from the MBA Program.

Immersion MBA students placed on academic probation must achieve a cumulative grade point average of at least 2.70 upon the completion of the next eight semester credit hours to be removed from probationary status. If a student remains on probationary status at the completion of the next eight semester credit hours, the student will be released from the program.

Students on probation must successfully complete each probationary course. Students receiving an incomplete grade will not be allowed to participate in the next course until the incomplete grade has been replaced with a grade.

A student who has been released for academic reasons and wishes to be reinstated may petition the Dean of Faculty Relations and Degree Programs in writing. The petition should clearly state the compelling and extenuating circumstances that contributed to the poor academic performance, show how the circumstances have been overcome, and present a realistic plan for meeting the requirements to return to good academic standing. The Dean of Faculty Relations and Degree Programs will review the petition and make a final decision. A student placed on academic probation for a second time will automatically be released from the Program and will not be eligible for reinstatement.

Students must maintain a GPA of 2.70 or higher and are allowed only one grade below "C–" on their record to graduate. Any student receiving federal financial aid and who is placed on academic probation is also placed on financial aid probation. The same academic requirements listed above must be met to qualify for financial aid.

### **Student Records**

Permanent student records are maintained, including admissions information, academic transcripts, and other relevant information. Students may review the content of their files by notifying the Registrar in writing. All materials submitted in support of students' applications become the property of Lake Forest Graduate School of Management, including transcripts from other institutions, letters of recommendation and related documents.

All information provided to LFGSM is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 (Public Law 93-380). Except as required by law, no information regarding attendance, grades or any other aspect of students' academic standing will be released to any third party without written student consent. The records are maintained for five years after graduation or at least six years after a student's last day of attendance.

Students have the right to file a complaint with the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, SW, 600 Independence Ave., SW, Washington, DC 20202-5920, concerning any alleged failure by the College to comply with FERPA.

The Solomon Amendment (10 U.S.C. §983, effective January 2000) is a federal law that mandates that colleges provide student recruiting information upon request to military recruiting organizations. The request and information released by the college is limited to military recruiting purposes only. The request for information must be in writing on letterhead that clearly identifies the military recruiting organization. The release of student recruiting information follows the FERPA guidelines defining student directory information. Students are not permitted under federal law to restrict the release of this information specifically to military organizations, but if students withhold the release of directory information generally, then the College may not release this information to military organizations.

### Verification of Student Identity

Students are assigned a unique user account and password combination that grants them access to specific facets of their personal information for editing and maintenance purposes of student records and access to online learning. Students are directed to reset their own passwords through functionality built into the portal. It is LFGSM school policy that student account information is not shared with others.

### FERPA Annual Notice – Possible Federal and State Data Collection & Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which a student's education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without the student's consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("federal and state authorities") may allow access to student records and PII without consent to any third party designated by a federal or state authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, federal and state authorities may allow access to students' education records and PII without their consent to researchers performing certain types of studies, in certain cases even when Lake Forest Graduate School of Management objects to or does not request such research. Federal and state authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive a student's PII, but the authorities need not maintain direct control over such entities.

In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without students' consent PII from their education records, and they may track their participation in education and other programs by linking such PII to other personal information about students that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

### Student Conduct

Lake Forest Graduate School of Management is a business community consisting of students, alumni, faculty, staff, and corporate sponsors. Working within the educational mission, vision and values of LFGSM, the School promotes its core values of focusing on the customer, continuous improvement, and integrity. The enforcement of student conduct protects the rights, health and safety of all members of the business community so that they may pursue their educational goals without unwarranted interference. The entire community shares the responsibility for building and maintaining a safe learning experience.

Attending LFGSM is a privilege best safeguarded by each student's use of good judgment and consideration of the rights and property of others. Students are expected to conduct themselves in a professional manner appropriate within our academic environment.

### **Ethical Behavior**

Community members are expected to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy and achievement.

### **Integrity**

Community members are expected to possess and adhere to the professional standards and values of Lake Forest Graduate School of Management.

### **Respect for Others**

Community members are expected to respect every person regardless of religion, race, ethnicity, national origin, gender or gender identity, sexual orientation, political view, physical abilities, age, or intelligence.

### **Respect for Surroundings**

Community members are expected to respect Lake Forest Graduate School's campus and classroom properties, corporate sponsored onsite locations, and other properties used by the School.

Instances of inappropriate behavior are referred to the Dean of Faculty Relations and Degree Programs. Consequences could be up to and including dismissal from the School. If asked to leave, a student must wait one year before petitioning the Dean of Faculty Relations and Degree Programs for reinstatement to resume studies. Students are not immune from local, state or federal laws. Lake Forest Graduate School reserves the right to contact local authorities to address those acts that are in violation of the law.

### **Illinois Firearm Conceal Carry Act (Public Act 098-0063)**

Section 65 of the law specifies the prohibited areas where conceal carry licensees cannot legally carry a firearm:

“A Licensee under this Act shall not knowingly carry a firearm on or into any building, classroom, laboratory, medical clinic, hospital, artistic venue, entertainment venue, officially recognized university-related property under the control of a public or private community college, college, or university.”

LFGSM qualifies as a prohibited area. Conceal carry licensees **cannot** legally carry a firearm on LFGSM property.

### **Academic Freedom**

LFGSM supports academic freedom, the belief that the freedom of inquiry by faculty members and students is essential to the mission of the academy as well as the principles of academia, and that scholars should have freedom to teach or communicate ideas or facts (including those that are inconvenient to external political groups or to authorities) without being targeted for repression, job loss, or imprisonment.

### **Academic Honesty/Plagiarism Policy**

Honesty and integrity are the very foundation upon which any academic enterprise is based. Accordingly, to avoid plagiarism, Lake Forest Graduate School of Management requires the proper citing of sources for all work submitted by students. All work must correctly identify the source of language and ideas, and embody the spirit of intellectual integrity valued by the School.

Lake Forest Graduate School of Management requires references following the rules of APA style, detailed in the Publication Manual of the American Psychological Association. Plagiarism is defined as the presentation of words or ideas from an existing source as if it were the student's work. A student must not adopt nor reproduce the ideas, words, or statements of another person without appropriate citation.

LFGSM considers submission of work done partially or entirely by another person or student group to be academic dishonesty. LFGSM further considers the resubmission of work produced for one course in a subsequent course without the permission of the subsequent course's faculty member to be academic dishonest.

It is the student's responsibility to seek clarification from the course instructor about how much help may be received in completing an assignment, exam, or project, and what sources may be used. The faculty member must notify the student and the Dean of Faculty Relations and Degree Programs when plagiarism or academic dishonesty is suspected. Appropriate steps will be taken to determine whether plagiarism or academic dishonesty has occurred. Students found guilty of plagiarism or academic dishonesty shall be subject to disciplinary action, up to and including dismissal from the School.

### **Copying Copyrighted Materials**

LFGSM's policy is to comply with the requirements of the United States Copyright Law of 1976, as amended, including the law relating to photocopying.

### **What is Copyright?**

Copyright is a law that gives copyright owners exclusive rights of reproduction, adaptation, publication, performance and display of their work. This law extends to authors of literary, dramatic, musical, artistic, and certain other intellectual works.

### **What works are protected?**

The Copyright protects virtually any written, musical, dramatic, choreographic, pictorial, sculptural, cinematic, software, sound recording or architectural work. However, short phrases, individual words, ideas, and works consisting entirely of information that is common property (e.g. calendars, height & weight charts, and tape measures) are not copyrightable. Unless there is specific information to the contrary, it is assumed that a work is copyright protected.

### **How can I legally make copies of Copyrighted works?**

Under the law there is a provision for "fair use" of a copyrighted work that applies in cases of research, teaching, reporting and commentary. In determining whether the use of a work in any particular case will be considered "fair use," the following factors should be considered:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole
- The effect of the use upon the potential market for or value of the copyrighted work
- If proposed copying is not covered by "fair use" guidelines, the student must obtain source permission.

### **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).



## Temporary Leave of Absence/Withdrawal Policy

With the amount of flexibility students have in the MBA Program, a leave of absence is infrequent. Before taking a leave of absence or withdrawing from the MBA Program, students are encouraged to contact the Registrar to discuss scheduling options available to remain in the Program.

In the event students find it necessary to take a temporary leave of absence or withdraw from the Program, or stop attending classes, they must contact the Registrar's Office. Notifying the instructor of withdrawal or continued absence from class is not sufficient.

Students must submit to the Registrar's Office a written request on a Leave of Absence/Withdrawal Petition found on [my.LFGSM.edu](http://my.LFGSM.edu). The leave of absence or withdrawal request is considered official when the Registrar's Office has received the Leave of Absence/Withdrawal Petition Form. When an MBA or graduate-level certificate student's notification of leave of absence or withdrawal is received by the Registrar's Office, tuition credit or refund will follow the Cancellation/Refund Policy. A school-initiated withdrawal may be enforced whenever a student has unpaid tuition or they have not met the prerequisites of completion of the KEYS.

Administrators of Title IV (Stafford) and VA program loans under which a student may be receiving funds will be immediately notified of any and all leaves of absence and/or withdrawals from the Program.

Re-enrolling: Students may re-enter the Program in any term depending on availability of classes, prerequisites, and class size. Students who have taken a break from the MBA Program for six consecutive terms or more will follow the graduation requirements in effect at the time of the student's re-entry to the MBA Program. A student who wishes to re-enroll must contact the Registrar's Office.

## Attendance Policy

Lake Forest Graduate School of Management regards regular face-to-face or online class attendance as vital to academic success. All students are expected to actively participate in academic activities both online and in the classroom.

Consequently, attendance at all scheduled classes is expected and Lake Forest Graduate School of Management reserves the right to deal with individual cases of nonattendance at any time.

## Student Responsibilities for Face-to-Face Classes

Responsibility for class attendance rests with the student.

1. Students must notify their instructor in advance of an unavoidable absence due to personal or business reasons and are responsible for discussing make-up options with their instructor. In all cases of absence, the student is responsible for completing missed work that is equivalent in content and rigor for full class participation credit, which is determined together with the instructor.
2. Students have the option to attend their missed face-to-face session in another face-to-face class (if available), at the same campus or at a different course location, or via web conference with instructor approval and with no attendance penalty.
3. Students will receive the grade that they have earned based on their class participation and contribution.

## Student Responsibilities for Online Classes

1. Attendance for online classes is monitored through tracking of student time in the course site, student submission of class assignments, participation in threaded discussions, and completion of quizzes and exams.
2. Students will receive the grade that they have earned based on their class participation and contribution.

## Class Session Make-Up Work for Face-to-Face and Online Classes

The course instructor will determine appropriate make-up work equivalent to the rigor and content of the missed class session.

### Make-up work shall:

- Be supervised by an instructor approved for the class being made up.
- Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session.

## Tardiness

The school does not have a policy on tardiness. In online classes, tardiness is demonstrated by limited or no participation during a weekly session. Participation in both online and face-to-face courses is defined by the grading rubrics associated with the course. It is incumbent upon the faculty member to take appropriate action in the event that a student is consistently tardy.

## Student Complaint Policy and Log

Any informal or verbal complaint from a student should be directed to the parties involved. If the informal complaint is not satisfactorily resolved, the student may decide to submit a formal complaint through the Registrar's Office.

## Student Complaint Process

**Step 1:** The student completes the Written Student Complaint Form, found on [my.LFGSM.edu](http://my.LFGSM.edu), and submits it to the Registrar's Office at [registrar@lfgsm.edu](mailto:registrar@lfgsm.edu).

**Step 2:** The Registrar's Office will respond in writing to acknowledge that they have received the complaint and will direct it to the Vice President of Educational Programs and Solutions.

**Step 3:** The Vice President of Educational Programs and Solution has 30 days to respond to the complaint and will inform the student and the Registrar's Office of the decision.

**Step 4:** If the complaint is not resolved to the student's satisfaction, the student can follow the grievance procedures to appeal the decision.

LFGSM provides published policies on grade appeal, and a grievance appeal. These procedures include provisions for formally resolving issues and will not be considered as complaints that are to be included in the log of student complaints.

The Registrar's Office will maintain a log entry on student complaints, which includes:

1. The date the complaint was submitted
2. The nature of the complaint
3. The steps taken to resolve the complaint
4. The date and the final decision regarding the complaint, including referral to outside agencies
5. Any other external actions initiated by the student to resolve the complaint, if known by LFGSM.

The information in the log of student complaints, which is maintained by the Registrar's Office, is confidential. It will be made available for outside review by the Department of Education (DOE), the Higher Learning Commission (HLC), and the Illinois Board of Higher Education (IBHE). However, steps will be taken to ensure the anonymity of any student who files a complaint.

The purpose of an outside review can include, but is not limited to:

1. Establishing that LFGSM handles complaints in a timely manner
2. Demonstrating fairness and attention to student concerns
3. Identifying any pattern in the complaints that suggests problems with institutional quality.

## Procedures to Resolve Student Grievances

The grievance process at LFGSM is comprised of three steps. Initial complaints should be directed to Student Services. Most complaints can be resolved through informal conversations among the involved parties (Step 1 below). If an issue cannot be resolved through informal conversations among the involved parties, then students can choose to follow these steps to achieve a resolution of their concerns.

### Step 1: Informal Processes

LFGSM encourages students to make every effort to resolve their problems and concerns directly and informally with the faculty members or other involved parties. A discussion among the involved parties constitutes the first step in the informal process. In some cases, the student may wish to discuss the problem initially with the Manager of Student Services.

## Step 2: Formal Grievance

If informal discussions between the involved parties do not result in a resolution of the problem, students may initiate the formal grievance procedure by submitting a written complaint using the Grievance form found on [my.LFGSM.edu](http://my.LFGSM.edu), to the Manager of Student Services. The formal complaint must be filed within 30 business days of the incident or concern. The Manager of Student Services will conduct a formal grievance discussion with the involved parties, individually and/or with all concerned parties as appropriate, and will inform the student of a decision within 15 days of receiving the written complaint.

## Step 3: Appeal of LFGSM's Decision

If the student is not satisfied with the decision rendered by the Manager of Student Services, the student may submit documentation to the Dean of Faculty Relations and Degree Programs for further grievance procedures. The Dean will review the documentation and speak to the involved parties as appropriate and will render a decision within 15 days of receipt of the student's complaint. Students dissatisfied with LFGSM's response to their complaint or who are not able to file a complaint with the School can file a formal complaint with the Illinois Board of Higher Education (IBHE), Wisconsin Education Approval Board (EAB), as well as with other relevant agencies and/or accreditors.

## Tuition, Billing and Other Charges

### Tuition and Fees

Degree Program	Course or Course Type	Semester Hours / Course	Number of Courses	Tuition per Course	Materials Fee per Course	Technology Fee per Course	Estimated Textbook Expense / Course	Total Program Cost
Leadership MBA	Core or Elective	3	16	\$3,300	\$50	\$20	\$140	\$56,160
	Global Focus Or Global Practica	3	1	\$3,300*	\$50	\$20	\$140	
Immersion MBA	History of Management	1	1	\$890	\$0	\$20	\$0	\$40,474
	Career Development	3	1	\$2,670	\$0	\$20	\$34	
	Core Course	4	10	\$3,560	\$0	\$20	\$15	

### Notes

1. Course tuition for 2014-15 academic year. Tuition is increased annually, effective in Fall Term of each academic year.
2. Materials Fee includes case studies, articles, and printed and digital educational materials provided by LFGSM to students. Materials Fee is not covered by tuition, but is paid by the student. Please note that required materials may change from time to time to reflect curriculum revisions and, as a result, Materials Fee may change.
3. Technology Fee includes online learning management system tools, online assessments and simulations, and graduate e-library. Immersion MBA Technology Fee is assessed only to new students beginning the program in the 2014-15 academic year.
4. Estimated textbook cost is as of Catalog publication date, if textbook is purchased through the online Lake Forest Graduate School of Management Student Bookstore. Textbook cost is not covered by tuition. Students may purchase or rent required textbooks from any source. Please note that required textbooks may change from time to time to reflect curriculum revisions and, as a result, textbook cost may change. All currently required textbook information will be provided to students prior to their course.
5. At current tuition rates and credit hours shown, the total cost of the program includes application fees and the average current textbook cost.
6. Global Practica and Global Focus tuition is subject to exchange rate fluctuations, based on double occupancy (premium tuition applies).

\* These courses require the payment of a supplemental international travel fee and airfare. See Course Descriptions for details.

Students are responsible for purchasing textbooks. To obtain a listing of textbooks needed for specific courses, visit our online bookstore at [www.LFGSMbookstore.com](http://www.LFGSMbookstore.com), click on the "Find Books" button, and follow the drop-down menus. Some courses may not require a textbook.

### Course by Arrangement (CBA) Supplemental Fee

A \$1000 Course by Arrangement (CBA) Supplemental Fee will be charged unless the Registrar determines that no suitable regularly scheduled course alternative is available.

### Tuition and Fee Billing

Students will be billed electronically two weeks before the start of each term. The subject line of the bill will read "LFGSM Billing Notice." Each month thereafter, an electronic bill is generated if there is an outstanding balance. Students should check their e-mail settings to ensure that the e-bill is not sent to a junk/spam folder.

### Tuition Assurance Option (TAO)

LFGSM is committed to providing its students with financial assurance when planning their tuition expenses. For program eligibility and details please go to [www.LakeForestMBA.edu](http://www.LakeForestMBA.edu).

### Payment Options

**No Payment Plan:** Students pay tuition and fees in full upon receipt of the invoice, before the start of each term.

**Deferred Payment:** Students who receive tuition reimbursement from their employer may request to defer payment of tuition until successful course completion. Please note that finance fees, described below, will be assessed on any outstanding balance.

Tuition and fees can be paid by cash, check, or the following credit cards: American Express, Discover, MasterCard and Visa. Checks can be dropped off at the Lake Forest campus or Schaumburg location, or mailed to the Manager of Student Financial Accounts, Lake Forest Graduate School of Management, 1905 W. Field Court, Lake Forest, IL 60045. Please include your account number or invoice number clearly on the check. Credit card payments may be made online at [my.LFGSM.edu](http://my.LFGSM.edu) or by phone at 847-574-5238. Please allow 24 to 48 hours for processing.

Student accounts that are past due may be put on financial hold until payment is received. Students with past due balances will not be permitted to register for additional courses, have access to the Learning Management System (LMS), or obtain grades and transcripts.

### Finance Fee Charges

Finance Fees are applied on the 15<sup>th</sup> of every month. Finance Fees are assessed on balances that are greater than 30 days old at the time Finance Fees are applied to a student's account. Finance Fees are computed at .75% per month, which equates to an annual rate of 9%.

### Returned Check Fee

Because returned checks create administrative costs, returned checks may result in an additional processing fee of up to \$30.

### Employer Tuition Reimbursement / Deferred Payment

Many students' employers offer a tuition reimbursement benefit that students can use to finance their education. LFGSM is supportive of this arrangement, and encourages students to use this benefit if available to them. However, students are responsible for tuition payment regardless of arrangements with their employer. Tuition reimbursement does not eliminate students' responsibility to pay tuition by the due date.

Students who receive tuition reimbursement may request to defer payment of tuition until successful course completion. Students may have up to two weeks after the completion of the course to pay in full. If payment is not made, students may be placed on hold. Students opting for a deferred payment arrangement will be assessed the Finance Fee as stated above.

The single exception to the deferred payment plan applies to graduating students' tuition for the Spring 2 and Summer Terms. All financial obligations of a student must be fulfilled in order to participate in the Graduation ceremony in June and receive a diploma. Students planning to graduate in June **may not** defer their tuition payment until completion of the Spring 2 and Summer terms.

Students will continue to receive a statement of account every month if there is a balance outstanding. By paying a portion of the invoice, students can reduce their monthly Finance Fee.

## Financial Aid

### Federal Loans

Federal Stafford Loans are available to eligible students through the Federal Direct Loan program. These loans are made directly by the U.S. Department of Education, not by commercial banks or other financial institutions. Most students are eligible for Stafford Loans regardless of credit history, level of income, or value of assets. Students can borrow a maximum of \$20,500 per academic year. Student loan disbursements will be received directly by LFGSM. LFGSM will use a student's loan disbursement first to pay for tuition, fees, and other school charges for the academic year. If any loan money remains, the student will receive the funds by check or ACH.

Currently, all loans carry a fixed rate interest of 5.41% per year. After a student graduates, leaves school, or drops below half-time enrollment, the student will have a six-month grace period before loan repayment begins. During this period, the student will receive repayment information from the loan servicer, and the student will be notified of the first payment due date. Payments are usually due monthly.

The Direct Loan Program offers several repayment plans that are designed to meet the different needs of individual borrowers. Generally, a student will have 10 years to repay your loan, depending on the repayment plan chosen.

To receive aid from the federal student aid programs, students must:

- Have unmet financial need.
- Be enrolled at least halftime or accepted for enrollment as a regular student working toward a degree.
- Be a U.S. citizen or eligible non-citizen.
- Have a valid Social Security Number.
- The Financial Aid Office follows the School's policies for determining Satisfactory Academic Progress when distributing financial aid. For more information, please see the "Grades and Student Satisfactory Academic Progress" section of the Catalog.
- Sign a statement on the Free Application for Federal Student Aid (FAFSA) certifying federal student aid will be used only for educational purposes.
- Sign a statement on the FAFSA certifying the student is not in default on a federal student loan and does not owe money back on a federal student grant.
- Register with the Selective Service, if required.

The Direct Loan borrower default rate for LFGSM, as taken from the U.S. Department of Education, National Student Loan Data System, is available at our website,

[www.lakeforestmba.edu/about/accreditation/lfgsmcompliancefiling2013.pdf](http://www.lakeforestmba.edu/about/accreditation/lfgsmcompliancefiling2013.pdf).

The 3-year borrower default rate for FY2010 at LFGSM was 0%. The 3-year borrower default rate for Illinois (234 schools) for FY 2010 was 14.1%.

OPE ID		School	Type	Control	PRGMS	FY2010	FY2009	
023192		Lake Forest Graduate School of Management 1905 West Field Court Lake Forest IL 60045-4824	Master's Degree or Doctor's Degree	Private	BOTH (FFEL/FDL)	Default Rate	0	5.9
						No. in Default	0	5
						No. in Repay	111	84
						Enroll figures	1,053	978
						Percentage Calculation	10.5	8.6

Record 1 of 1

ENROLLMENT: To provide context for the Cohort Default Rate (CDR) data we include enrollment data (students enrolled at any time during the year) and a corresponding percentage (borrower entering repayment divided by that enrollment figure). While there is no direct relationship between the timing of when a borrower entered repayment (October 1 through September 30) and any particular year, for the purpose of these data, we have chosen to use the academic year ending on the June 30 prior to the beginning of the cohort year (e.g., FY2010 CDR Year will use 2008-2009 enrollment).

Current Date: 07/2014 This data can also be found by clicking [here](#)

### Refunds, Including Title IV Refunds

According to federal law, the Office of Financial Aid must recalculate Federal Title IV financial aid (excluding Federal Work Study funds) for students who withdraw from all classes in a particular term. Funds must be returned for all students who cease to attend on or before completing the 60% point of the semester (a semester is typically two terms). After the 60% point, the student is deemed to have earned 100% of the Title IV funds.

A Financial Aid Checklist can be obtained at [my.LFGSM.edu](http://my.LFGSM.edu), or by contacting the Financial Aid Office.

### Graduate PLUS Loans

Graduate PLUS Loans funds are available to students through the U.S. Department of Education. The maximum PLUS Loan amount a student can borrow is for the cost of attendance (determined by the School) minus any other financial assistance a student will receive. There are several repayment plans that are designed to meet the different needs of individual borrowers. Generally, a student will have 10 years to repay the loan, depending on the repayment plan chosen, and a student may defer repayment while enrolled at least half-time. Students will receive more detailed information on loan repayment options during entrance and exit counseling sessions.

### Scholarship Opportunities, Veterans and Alumni Benefits

LFGSM provides private donor scholarship assistance to qualified individuals. LFGSM will award scholarships of up to 50% of the course tuition (certain restrictions apply).

These scholarships are made possible through the generosity of individuals and organizations, and vary in their qualification criteria, including opportunities for entrepreneurial business owners and students demonstrating high academic achievement as well as applicants in manufacturing positions and the non-profit sector.

Current students applying for scholarships must maintain satisfactory academic progress and be in good financial standing. Incoming students must be generally accepted to the MBA program at the time of application for scholarships. Hotchkiss Scholar Candidates with a financial need may apply for the Hotchkiss Scholarship, which will be used solely to help offset the required Global Focus or Global Practica travel costs.

As part of the scholarship application process, students must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) to the U.S. Department of Education. Submitting a FAFSA is not the same as applying for a scholarship. It is a preliminary step. Please see our website at [https://my.lfgsm.edu/ICS/Financial\\_Aid](https://my.lfgsm.edu/ICS/Financial_Aid) for a listing of scholarships, details and processes.

### Veterans Benefits

LFGSM is approved by the Illinois State Approving Agency for educational aid under the G.I. Bill (including the Yellow Ribbon Program) to eligible veterans. Students must to provide their Certificate of Eligibility to the school. The Certificate of Eligibility may be obtained through the St. Louis Veterans Affairs Customer Service Office, available 24 hours a day at 888-442-4551. For additional information, contact the St. Louis Veterans Affairs Customer Service Office or the LFGSM Financial Aid office.

### Alumni Tuition Benefit

Recognizing the value of lifelong learning, LFGSM offers alumni of the MBA (and former MSM) degree the opportunity to pursue most graduate-level coursework at a reduced tuition rate. All LMBA and iMBA courses will be discounted to half the tuition rate. Materials and other fees will be charged at the published price.

### ASSIST Program

The ASSIST Program is designed to help students who have experienced a sudden, unexpected job loss by positioning them for a powerful career rebound through education, financial scholarships, and counseling. As a not-for-profit organization, LFGSM is driven to give back and contribute to the enrichment of our communities. For more information, contact Student Services at 847-574-5236.

## Cancellation/Refund Policies

### Tuition Credits and Refunds (Illinois Residents):

A tuition credit or refund will only be issued to a student who provides written notification to the Registrar of withdrawal from a course. The tuition credit or refund will be made according to the following schedule.

If you submit your Leave of Absence or Withdrawal Form to the Registrar's Office prior to:	Your Refund for an 8-week course will be:	Your Refund for a course less than 8 weeks will be:
Saturday 11:59 a.m. Central Time in Week 1 of term	100%	100%
Saturday 11:59 a.m. Central Time in Week 2 of term	50%	50%
Saturday 11:59 a.m. Central Time in Week 3 of term	0%	0%

### Cancellation/Refund Policy (Wisconsin Residents)

The student will receive a full refund of all money paid if the student:

1. Cancels within the three-business-day cancellation period under EAB 6.04.
2. Accepted was unqualified and the school did not secure a disclaimer under EAB 9.04.
3. Enrollment was procured as the result of any misrepresentation in the written materials used by the School or in oral representations made by or on behalf of the School.

Refunds will be made within 10 business days of cancellation.

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

At Least:	But Less Than:	Refund of Tuition:
1st class	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	100%	no refund

As part of this policy, the school may retain a one-time application fee of no more than \$100. The school will make every effort to refund prepaid amounts for books, supplies and other charges. A student will receive the refund within 40 days of termination date. If a student withdraws after completing 60% of the instruction, the school may refund a pro rata amount if withdrawal is due to mitigating circumstances beyond the student's control. A written notice of withdrawal is not required.

## Refund Policy for Students Called to Active Military Service

A student who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options:

1. If tuition and fees are paid in advance of the withdrawal, the student receives a pro-rata refund of any tuition, fees, or other charges paid by the student of the Program, and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the Program the student does not complete following withdrawal.
2. The student receives a grade of “incomplete” with the designation “withdrawn-military” for the course in the Program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the Program, or a substantially equivalent program if that Program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty, without payment of additional tuition, fees, or other charges for the Program other than any previously unpaid balance of the original tuition and fees for the Program.
3. The student is assigned an appropriate final grade or credit for the courses in the Program, but only if the instructor determines that the student has satisfactorily completed at least 90% of the required coursework for the class and demonstrated sufficient mastery of course material to receive credit for completing the class.

Refunds will be totally consummated within 60 days after the effective date of termination.

## Course Descriptions

### Leadership MBA Course Descriptions

Course Number	Course Name	CLOCK HOURS		
		Lecture	Total	Semester Hours
5000	KEYS To Your Success		16	0
5100	Executive Success Skills	35	35	3.0
5110	Accounting for Decision Making	35	35	3.0
5120	Effective Leadership	35	35	3.0
5130	Strategic Thinking	35	35	3.0
5140	Business Analytics & Research	35	35	3.0
5160	Global Business & Cultural Diversity	35	35	3.0
5170	Economics for Managers	35	35	3.0
5190	Financial Management	35	35	3.0
5200	Innovation & Risk	35	35	3.0
5210	Marketing	35	35	3.0
5220	Leading Organizational Change	35	35	3.0
5230	Operations Management	35	35	3.0
5240	Strategic Management	35	35	3.0
	Elective	35	35	3.0
	Elective	35	35	3.0
	Elective	35	35	3.0
<b>TOTAL PROGRAM HOURS</b>		<b>550</b>	<b>576</b>	<b>48</b>



## Graduate-level Leadership Certificate Programs

Professionals can choose to benefit from the Leadership MBA curriculum by pursuing a Graduate-level Leadership Certificate. With LFGSM's signature "learn it today, use it tomorrow" approach to business education, Certificate students will become effective leaders from day one. Students can earn any one of the following Certificates in a year. Core Certificates include a self-paced, online KEYS module and a series of four core courses. Full course descriptions are on the following pages.

Qualified Certificate students who complete the full admissions process can go on to earn an MBA degree by completing the three Core Certificates, the Capstone course and three electives. Certain courses build on previous work. The recommended Core Certificate sequence, the default schedule, is designed to help students maximize their learning in each course that constitutes the Certificate. Those courses are identified by a statement at the end of the course description (recommended prerequisites). Students are able to change their schedule to fit their personal needs, but they should be aware that they may need to do some additional work to take full advantage of the course content.

### Business Impact Certificate

This Certificate gives students an opportunity to demonstrate how they are using what they are learning in their MBA coursework. From the classroom activities and assignments, reading materials and the insights gained from in class discussions with their peers, students are able to apply this to the real world problems they encounter in their professional and community life. The Business Impact Certificate allows students to document their progress through this process and to demonstrate that they qualify for the Hotchkiss Scholars Program. The 5845, 5846 and 5847 courses within this Certificate earn no academic credit and have no tuition costs; however students are responsible for the current technology fee.

5843 Global Focus or Global Practica 5840, 5841, or 5842 (choose one)  
5845 LFGSM Community Leadership  
5846 Business Impact Assessment  
5847 Global Base Camp

At the completion of the **Business Impact Certificate**, students will be able to:

- Implement policies, procedures, or strategies that have a positive impact on their organizations and/or communities
- Understand and articulate how they used what they learned in the LFGSM MBA to make positive changes in their communities and/or organizations
- Track individual professional growth and development through participation in the LFGSM Knowledge Advisors Survey and the Business Impact Study
- Track career development and professional growth opportunities
- Work collaboratively, from the US or while traveling, with global partners, recognizing the challenges of organizational and country culture, communicating with different first languages, and working across time zones
- Address real world organizational issues through consulting opportunities in the Global Practica or Global Focus
- Become part of a vibrant learning and professional community as a member of the LFGSM alumni network

### Change Management Certificate

This series of four core courses selected from the LFGSM Leadership MBA degree Program will help students develop the skills needed to become more effective leaders. Students will gain the tools and know-how to guide and facilitate constructive strategic change.

5100 Executive Success Skills  
5120 Effective Leadership  
5160 Global Business and Cultural Diversity  
5220 Leading Organizational Change

At the completion of the **Change Management Certificate**, students will be able to:

- Communicate effectively verbally and in writing to a variety of audiences using the most appropriate and effective tool
- Articulate the business case for change
- Gain personal insight from an analysis of their personal leadership style relative to change
- Evaluate how culture impacts and drives change in a global environment
- Apply change leadership principles to create and lead a successful change initiative that enhances organization excellence and maximizes value

### Global Business Certificate

Companies and managers are impacted as the global economy trends toward greater integration and interdependency. From cultural diversity, financial management, and marketing perspectives students will learn how to work and build success across borders. These courses examine issues under the umbrella of the global challenge that include strategic ethical considerations, global financial markets, cross border investments, competitive markets, and environmental factors.

5160 Global Business and Cultural Diversity

5843 Global Focus or Global Practicum 5840, 5841, or 5842 (choose one)

5847 Global Base Camp (no cost, no credit)

5848 Global Finance

5849 Global Marketing

At the completion of the **Global Business Certificate**, students will be able to:

- Evaluate personal assumption and build an increased awareness, sensitivity and exposure to cross-cultural differences and the global business environment.
- Demonstrate the ability to address a real-world business situation in a global organization integrating and applying concepts learned in other courses.
- Evaluate business, cultural, social, political, economic, and legal differences through an analysis of key trade blocks and their current impact on regional and global trade
- Develop awareness, skills and practice in assessing an international opportunity.

### Healthcare Certificate

Healthcare is dynamic, complex, and a force of change in the world today. The Healthcare Certificate prepares students to address the evolving models of delivery and financing of care, continually rising costs, and increasing regulatory compliance. Students will learn how to make sound business decisions within healthcare's rapidly changing business environment through site visits to facilities, guest speakers from clinical, scientific, and operations perspectives, as well as political and/or public health arenas.

5190 Financial Management

5831 The Healthcare Landscape

5832 Advanced Topics in Healthcare Finance

5833 Healthcare Business Operations

At the completion of the **Healthcare Certificate**, students will be able to:

- Evaluate the healthcare landscape and the diversity of the stakeholders, and identify contemporary issues framing the healthcare agenda
- Understand the healthcare financial environment and recognize industry- specific analytical tools to support short and long term planning
- Evaluate, explain and defend ethical issues associated with healthcare finance
- Formulate and implement change in the highly complex organizational environments typical of the healthcare industry

### Management Analytics Certificate

This series of four core courses selected from the LFGSM Leadership MBA degree Program will help students structure an approach to gathering, understanding, and interpreting data in various functional business areas, such as accounting and finance. Students will also learn key economic concepts that are critical to managerial decision-making within today's business environment.

5110 Accounting for Decision Making  
5140 Business Analytics and Research  
5170 Economics for Managers  
5190 Financial Management

At the completion of the **Management Analytics Certificate**, students will be able to:

- Manage the process of identifying, developing, analyzing and challenging data gathered both internally and externally to make sound business decisions
- Communicate quantitative data confidently
- Use performance measurement (accounting) tools to communicate timely and relevant business progress to key stakeholders
- Apply economic value creation concepts to business decisions by understanding its drivers, dynamic relationships, the importance of "what if" analysis, and the need for trade-offs
- Analyze the major components of financial strategy: marketing environment, forecasting needed funds, sources of funds, cost of capital, and appropriate capital structure
- Understand and evaluate how economic issues influence business opportunities and decision making

### Strategy and Execution Certificate

This series of four core courses selected from the LFGSM Leadership MBA degree Program will help students develop and implement strategy that is a source of sustainable competitive advantage and initiate strategically aligned innovation.

Students will gain tools to construct an effective marketing strategy based on competitive advantage and understand and implement the decisions necessary to optimize operational business processes.

5130 Strategic Thinking  
5200 Innovation and Risk  
5210 Marketing  
5230 Operations Management

At the completion of the **Strategy and Execution Certificate**, students will be able to:

- Create and apply organizational strategy
- Understand and evaluate the core functions of the organization
- Apply critical thinking models within the organization
- Evaluate and respond to risk, internally and externally, to address organizational initiatives and to remain competitive
- Understand and apply innovation processes

## **Leadership MBA Core Course Descriptions**

### **5000 KEYS (not a credit-bearing course)**

The KEYS, self-paced online modules are a prerequisite for all LFGSM courses. Each topic covered (digital literacy, finance fundamentals, communication and teams, and critical thinking), provides a four- to six-hour introduction to key concepts introduced in the core MBA Program's Certificates. This self-paced material includes assessments and resources that will serve to better prepare students for the rigor of graduate work. These pass/fail modules are linked to particular Certificates and must be completed prior to starting specific, linked Certificates. Digital Literacy is required prior to any LMBA or iMBA course. For the iMBA all KEYS are taken prior to the core courses. For the LMBA, one KEYS module will be completed as pre-work for each Certificate: Communication and Teams is linked to the Change Management Certificate, Finance Fundamentals is linked to the Management Analytics Certificate, Critical Thinking is linked to the Strategy and Execution Certificate, and it is assumed that Digital Literacy has been completed at the beginning of the Program.

### **5100 EXECUTIVE SUCCESS SKILLS**

Change Management Certificate

(3 semester hours credit)

Communication is at the heart of effective leadership. This introductory course establishes performance expectations for the critical communication skills necessary for success in business. Students will have an opportunity to fine-tune their written, oral, and listening skills as well as to learn the basics of teamwork. Students will learn how to frame a message for maximum impact using a variety of communication tools (both face-to-face and virtually), how to incorporate delivery techniques into their presentations that will engage the audience, and how to respond effectively to their managers and peers. Fundamental concepts and guidelines are reinforced through practical assignments, ongoing instructor/peer/self-critique, and participation in team activities. Subsequent courses will build upon the criteria for excellence in communications that have been defined in this class.

Required Prerequisites: KEYS Digital Literacy and KEYS Communication and Teams

### **5110 ACCOUNTING FOR DECISION MAKING**

Management Analytics Certificate

(3 semester hours credit)

This course provides students with an understanding of the management information critical to internal stakeholders in achieving stated goals in the organization. The creation of useful analysis and communication of management financial information is essential to meeting internal corporate objectives. This course will provide students with a set of tools and models to approach difficult decisions faced each day.

Required Prerequisites: KEYS Digital Literacy and KEYS Finance Fundamentals

### **5120 EFFECTIVE LEADERSHIP**

Change Management Certificate

(3 semester hours credit)

Effective Leadership is a highly personal look at leadership. This course enables students to better understand their own leadership styles and apply these styles effectively in the workplace. The course includes a discussion of individual and universal leadership concepts, how leaders think and act, and how various management styles impact situations and relationships within an organization. Exploring how effective teams are formed and how team members interact allows students to become more effective members and leaders of teams. In addition, coaching models are demonstrated to help students become influential leaders within their companies. Students develop action plans to enhance their professional and personal leadership skills through the completion of personal assessments and interactive activities.

Required Prerequisites: KEYS Digital Literacy and KEYS Communication and Teams

### **5130 STRATEGIC THINKING**

Strategy and Execution Certificate  
(3 semester hours credit)

In this course, students will learn to think strategically and apply strategic concepts and tools to the fundamental functions and processes necessary to lead a business in a dynamic and highly competitive environment. Students are introduced to a higher level of thinking – the type that general managers rely on in running successful businesses – by forming an integrated systems perspective of an organization. Students will be required to demonstrate their ability to convert their analysis into logical and persuasive recommendations. The course challenges students to improve their ability to resolve complex business issues, identify underlying problems, be open to new ideas that lead to innovative but feasible alternatives, and take actions that will meet the needs of their organization's stakeholders.

Required Prerequisites: KEYS Digital Literacy and KEYS Critical Thinking

### **5140 BUSINESS ANALYTICS AND RESEARCH**

Management Analytics Certificate  
(3 semester hours credit)

This course focuses on the practical application of statistical tools to understand and use relevant data, which leads to successful decision-making. Students are introduced to major statistical and decision analysis tools used in business. Students are prepared for quantitative analysis in a variety of areas, including strategy, operations, finance, human resources, marketing and sales. By separating fact from opinion and identifying the most influential factors and risks in those areas, students will formulate judgments that provide a competitive advantage to themselves and their organizations. Interpreting data and making decisions are not exclusively mechanical processes; they also involve intuition, ideas and values to find real-world meaning from real-world numbers.

Required Prerequisites: KEYS Digital Literacy and KEYS Finance Fundamentals

### **5160 GLOBAL BUSINESS AND CULTURAL DIVERSITY**

Change Management Certificate  
(3 semester hours credit)

Companies and managers are impacted as the global economy trends toward greater integration and interdependency. This course examines the effect of cultural diversity on personal and organizational effectiveness, the impact of globalization on business operations, and the strategic considerations and factors necessary to compete ethically and effectively in this dynamic marketplace. Students will view the global environment from many viewpoints (individual contributor, functional manager, and CEO) through case studies, discussions, simulations and assignments. This course addresses effective communication, ethical decision-making, and strategic thinking under the umbrella of the global challenge.

Required Prerequisites: KEYS Digital Literacy and KEYS Communication and Teams

### **5170 ECONOMICS FOR MANAGERS**

Management Analytics Certificate  
(3 semester hours credit)

This course examines key economic concepts critical to managerial decision-making within today's business environment, including microeconomic and macroeconomic principles. Microeconomic topics addressed include supply and demand, consumer and competitor behaviors, cost analysis, and pricing and output decisions within various market structures. Issues related to public policy and regulation as they apply to market dynamics and business decision-making is also included. In the macroeconomics section, the course considers the national and worldwide economic environment within which businesses operate. Specifically, it provides an understanding of gross domestic product, unemployment, investment, interest rates, the supply of money, inflation, exchange rates, international trade, business cycles, and fiscal and monetary policy. All topics are discussed with an emphasis on real-world applications.

Required Prerequisites: KEYS Digital Literacy and KEYS Finance Fundamentals

## **5190 FINANCIAL MANAGEMENT**

Management Analytics Certificate  
(3 semester hours credit)

This course combines understanding, application, and discussion of important financial management concepts, resulting in the student's improved appreciation of the dynamics of financial relationships. Students build upon prior skills and knowledge, identifying the real-world tradeoffs in business planning and corporate operations. They apply financial principles, tools, and identifiable risk to create and measure economic value. This course places particular emphasis on the practice and theory associated with asset valuation and the maintenance of appropriate capital structure.

Required Prerequisites: KEYS Digital Literacy and KEYS Finance Fundamentals

Recommended Prerequisites: 5140, 5110

## **5200 INNOVATION AND RISK**

Strategy and Execution Certificate  
(3 semester hours credit)

This course focuses on the acquisition of discovery techniques, risk assessment tools, and innovation leadership skills to initiate strategically aligned innovation in an organizational environment. The significance of innovation, the strategic and organizational environment, and best implementation practices for both individuals and teams are examined and experienced.

Required Prerequisites: KEYS Digital Literacy and KEYS Critical Thinking

Recommended Prerequisites: 5130, 5210, 5230

## **5210 MARKETING**

Strategy and Execution Certificate  
(3 semester hours credit)

This course provides students with a working knowledge of contemporary marketing principles, the ability to solve diverse and complex marketing problems, and a comprehensive set of marketing strategies that can be used effectively within a global environment. Emphasis is placed on applying course learning to real-world challenges. Students are taught to think strategically and ethically to achieve a desired market presence and to develop and maintain strong customer relationships. Areas of study include market assessment and development, understanding consumer behavior, segmentation and target selection, strategic brand positioning, product management, integrated communications, channel management, strategic pricing, and market planning.

Required Prerequisites: KEYS Digital Literacy and KEYS Critical Thinking

Recommended Prerequisite: 5140

## **5220 LEADING ORGANIZATIONAL CHANGE**

Change Management Certificate  
(3 semester hours credit)

This course helps students understand and participate effectively in dynamic organizational change. Students will learn why enhancing the pace of learning and change is important to personal and organizational performance and growth. They will be able to diagnose the functional or dysfunctional impact of strategic intent, culture, and leadership behaviors on organizational change. The course will also enable students to recognize and address both personal and organizational obstacles to constructive change. Finally, students will understand the need for continually reassessing and updating their capabilities for leading change and how to apply these capabilities to facilitate change within their organizations.

Required Prerequisites: KEYS Digital Literacy and KEYS Communication and Teams

Recommended Prerequisite: 5120

## 5230 OPERATIONS MANAGEMENT

Strategy and Execution Certificate  
(3 semester hours credit)

This course provides an overview of key operations management functions in the context of a globally competitive environment, both in a service and a manufacturing setting. Various elements critical to achieving optimal performance are examined. Such elements include labor evaluation, process design and management, capacity planning, site selection, software systems such as ERP, inventory management, scheduling and demand flow, quality systems, managing customer relationships, supply chain management, employee involvement, lean enterprise management, operational strategies, and the impact of global operations. Students will attain insight and a deeper understanding of the role that operations play in the overall organizational strategy.

Required Prerequisites: KEYS Digital Literacy and KEYS Critical Thinking  
Recommended Prerequisite: 5140

## 5240 STRATEGIC MANAGEMENT

(3 semester hours credit)

This capstone course is designed to provide students with an opportunity to apply and integrate knowledge and skills acquired in the MBA Program. The emphasis is on the holistic perspective of the CEO/General Manager in crafting a business strategy and using acquired team and leadership skills to successfully execute this strategy. Strategic management issues are explored and applied within the contexts of stakeholder value, ethical decision-making, innovation, and strategic thinking.

Required Prerequisites: All KEYS modules and All Core Courses

## Leadership MBA Specializations

The following courses qualify LMBA students for an optional “Specialization” credential. Any student can take any of the Specialization electives, even if he/she does not declare the Specialization. Global Focus or Global Practica courses can be applied to any Specialization. Students should contact the Registrar’s office at [Registrar@lfgsm.edu](mailto:Registrar@lfgsm.edu) to declare a Specialization and request assistance with scheduling courses.

### Finance Specialization (choose any three courses below)

5827 Investments  
5828 Entrepreneurial Finance  
5848 Global Finance  
Choice of any Global Focus or Global Practica

At the completion of the Finance Specialization, students will be able to:

- Analyze portfolio strategies focusing on common investment types and calculate yield and total return expectations for investment.
- Understand and apply various financing options that reflect the particular risk profile and potential return to investors required by the enterprise.
- Evaluate the global financial and macroeconomic environment to manage exchange risk and market imperfections while maximizing organizational financial performance.

### Global Business Specialization (choose any three courses below)

5840 Global Practicum: Europe  
5841 Global Practicum: Asia  
5842 Global Practicum: Latin America  
5843 Global Focus  
5847 Global Base Camp  
5848 Global Finance  
5849 Global Marketing

At the completion of the Global Business Specialization, students will be able to:

- Evaluate personal assumption and build an increased awareness, sensitivity and exposure to cross-cultural differences and the global business environment.
- Demonstrate the ability to address a real-world business situation in a global organization integrating and applying concepts learned in other courses.
- Evaluate business, cultural, social, political, economic, and legal differences through an analysis of key trade blocks and their current impact on regional and global trade.
- Develop awareness, skills and practice in assessing an international opportunity.

#### Healthcare Specialization (choose any three courses below)

5831 The Healthcare Landscape  
5832 Advanced Topics in Healthcare Finance  
5833 Healthcare Business Operations  
Choice of any Global Focus or Global Practica

At the completion of the Healthcare Specialization, students will be able to:

- Evaluate the healthcare landscape and the diversity of the stakeholders, and identify contemporary issues framing the healthcare agenda.
- Understand the healthcare financial environment and recognize industry- specific analytical tools to support short and long term planning.
- Evaluate, explain and defend ethical issues associated with healthcare finance.
- Formulate and implement change in the highly complex organizational environments typical of the healthcare industry.

#### Marketing Specialization (choose any three courses below)

5822 Social Media  
5849 Global Marketing  
5850 Digital Marketing  
5871 Leading the Sales Function  
Choice of any Global Focus or Global Practica

At the completion of the Marketing Specialization, students will be able to:

- Construct an effective and integrated global marketing and product launch strategy that includes global and regional product sourcing options and staffing resources.
- Apply contemporary digital marketing principles and create a tool set to assess, build, and sustain a successful, comprehensive integrated digital marketing program.
- Understand and apply the basics of the sales process and territory management; create forecasts and the structure to support and deploy the sales force to achieve them.

#### Organizational Behavior Specialization (choose any three courses below)

5802 Negotiations and Conflict Management  
5806 Team and Employee Effectiveness  
5807 Ethical Leadership and Decision Making  
5810 Strategic Talent Management  
Choice of any Global Focus or Global Practica

At the completion of the Organizational Behavior Specialization, students will be able to:

- Create an environment that fosters personal growth, professional engagement, and productive conflict resolution.
- Build productive functional teams that give and receive constructive feedback.
- Recognize how values shape ethical behavior and influence leadership and decision making.
- Apply effective negotiation strategies that rely on perceptual, analytical, and interpersonal skills.



## **Leadership MBA Elective Course Descriptions**

During their course of study, LMBA students will take three elective courses, and may choose from any of the courses listed within each Certificate, or from the following list.

### **5802 NEGOTIATIONS AND CONFLICT MANAGEMENT**

(3 semester hours credit)

The purpose of this course is to help students become more effective in handling the frequent conflicts and resulting negotiations that confront business executives. The course treats negotiation as a complex process that requires the successful practitioner to develop and utilize a unique blend of perceptual, analytical, and interpersonal skills.

Recommended Prerequisite: 5120

### **5806 TEAM AND EMPLOYEE EFFECTIVENESS**

(3 semester hours credit)

This course covers both the communications challenges specific to teams as well as the feedback process that occurs in coaching or managing relationships. The most productive teams are facilitated by skilled process managers who understand how to build teams and keep them productive for a defined time period. Students learn in real-time how to build a team by working in teams. Employee effectiveness is dependent upon the feedback processes that occur in the workplace. Managers typically engage in a number of key one-on-one interactions with employees to ensure improved performance. These key interactions revolve around the life cycle of employment, including interviewing, onboarding, setting goals, performance reviews, coaching and termination. This course addresses strategies that help managers develop direct reports and improve their ability to successfully engage in critical coaching conversations.

Recommended Prerequisite: 5120

### **5807 ETHICAL LEADERSHIP AND DECISION-MAKING**

(3 semester hours credit)

This course provides an understanding of how values shape individual ethical behaviors, and how these behaviors influence leadership and decision-making. It will provide practical knowledge and tools needed to effectively manage the everyday ethical conduct of employees. The course also discusses how legal, philosophical, and corporate practices influence ethical behavior for individuals and companies. Students examine how social, environmental, and stakeholder responsibilities, as well as different values impact ethical behavior in companies. (Premium tuition pricing applies.)

Recommended Prerequisite: 5120

### **5810 STRATEGIC TALENT MANAGEMENT**

(3 semester hours credit)

This course builds a conceptual framework for business leaders to understand that the strategic management of people can improve business performance. This course will help participants maximize the performance of their employees and learn techniques that promote the success of their employees. As leaders move up in their organizations, their success ultimately depends on their ability to achieve results by managing the efforts of their direct reports and colleagues. Three major themes are developed in this course: An organization is most effective when “people strategies” are properly aligned with “business strategies.” The strategic management of people is a critical responsibility of all business leaders within an organization. As leaders move up in an organization, the challenge of working through others to achieve success increases.

Recommended Prerequisites: 5120, 5220

## **5820 PROJECT MANAGEMENT**

(3 semester hours credit)

This course covers the process and techniques required to manage almost all types of projects. The course integrates key management skills acquired throughout the MBA Program with specific project management skills and knowledge. This integration helps students more effectively meet project objectives on time and within budget, as well as meet expectations and quality requirements. Considerable emphasis is placed on the knowledge, skills, tools, and techniques needed to manage projects successfully.

## **5822 SOCIAL MEDIA**

(3 semester hours credit)

Social media has increased the complexity of business and interpersonal communication by creating interactive environments where customers become collaborators and employees become facilitators. The way organizations communicate and interact internally as well as with consumers has been significantly altered. Learning to use social media tools that assist in identifying and targeting particular markets or addressing organizational initiatives that create interactions and build relationships are critical to organizations. This course is grounded in practice, and students will participate in social networks, forums, blogs, wikis, micro-blogs, and more.

## **5827 INVESTMENTS**

(3 semester hours credit)

This course introduces basic portfolio strategies focusing on common investment types, including mutual funds, fixed-dollar annuities and variable-dollar annuities from the perspective of the individual and institutional investor. Market operations, performance evaluation, fundamental security analysis methods (in relation to stocks and bonds), mutual funds, options, and futures are included and students have the opportunity to analyze how each type works, recognizing the advantages and disadvantages as well as yield expectations.

Required Prerequisite: 5190

## **5828 ENTREPRENEURIAL FINANCE**

(3 semester hours credit)

This course covers the financial concepts, analysis, and tools that entrepreneurs will need to optimize the efficient and effective rationing of scarce resources. Students will learn how to model future financial performance with Microsoft Excel via a full set of financial projections, a break-even analysis, and valuation of the firm and the various opportunities it encounters. Emphasis will be placed on methods for conducting intensive primary and secondary research to substantiate all assumptions that support the financial projections. With this foundation, students will explore the various financing options that are available for the company's particular risk profile and potential return to investors.

Required Prerequisite: 5190

## **5831 THE HEALTHCARE LANDSCAPE**

(3 semester hours credit)

Healthcare is dynamic, complex, and a force of change in the world today. It offers substantial career opportunities for the aspiring business professional. It is essential that managers possess a greater understanding of the healthcare landscape and the forces driving changes today. This course will provide an overview of the healthcare landscape and the diversity of the stakeholders, and will introduce some of the contemporary issues framing the healthcare agenda.

### 5832 ADVANCED TOPICS IN HEALTHCARE FINANCE

(3 semester hours credit)

The healthcare industry is characterized by challenges and complexities that revolve around third-party payers, increasing regulations, competitive market forces, and a mixture of government, private, not-for-profit, and investor owned organizations. Healthcare leaders are faced with evolving models of delivery and financing of care, continually rising costs, and increasingly regulatory compliance. Today more than ever, healthcare leaders need a greater understanding of complex financial issues and analytical tools to make sound business decisions. This course will include a brief overview of the healthcare financial environment, industry-specific analytical tools, balance sheet management of both short-term and long-term assets and liabilities, integrated strategic and financial planning, risk management, and ethics.

Required Prerequisite: 5190

### 5833 HEALTHCARE BUSINESS OPERATIONS

(3 semester hours credit)

This course builds upon the student's understanding from previous coursework about the scope and breadth of the healthcare services and products industry, the unique aspects related to financing, the political and regulatory issues and impacts, and the various ethical issues that run through all aspects of decision-making in the industry. This course incorporates the use of case analysis, and broad-based, in-depth exposure to various industry segments through site visits to healthcare service and/or manufacturing settings, and guest speakers from clinical, scientific, and operations perspectives across segments and political and/or public health arenas.

Recommended Prerequisites: 5831, 5832

### 5840 GLOBAL PRACTICUM: EUROPE

(3 semester hours credit)

This course offers students an opportunity to focus on the European business environment within an innovative and flexible framework that combines traditional classroom based learning with structured, rigorous, in-country experiential learning. The pragmatic aspects of doing business abroad, such as cultural differences, resource availability, legal and economic framework, technology, and marketing issues are explored through classroom discussion, in-country company and government site visits, lectures from European educators and business leaders, and consulting project client interaction. This course addresses effective communication and ethical decision-making under the umbrella of the global challenge. (Additional Student Cost)

Required Prerequisite: 5160 or Dean approval.

*Students must register with LFGSM Registrar and travel partner WorldStrides 60 days before term begins. There is a 15 student minimum required to conduct course. Due to enrollment requirements, LFGSM advises that students book airfare when course is confirmed. Students are responsible for booking their own airfare, processing visa applications and in-country ground transportation between airport and hotel. (WorldStrides offers optional upgrade services: visa processing, and in-country ground transportation between airport and hotel.) Standard LFGSM course tuition and fees apply (payable to LFGSM). There is a supplemental International travel fee based on location, (payable to travel partner – WorldStrides), which includes: hotel, daily breakfast, in-country ground transportation for planned events, and boxed meals during scheduled visits.*

### 5841 GLOBAL PRACTICUM: ASIA

(3 semester hours credit)

This course offers students an opportunity to focus on the Asian business environment within an innovative and flexible framework that combines traditional classroom-based learning with structured, rigorous, in-country experiential learning. Focusing on emerging markets in terms of development, economy, growth, and philosophies in a multicultural setting, the challenges and opportunities of these dynamic markets are addressed. The pragmatic aspects of doing business abroad, such as cultural differences, resource availability, legal and economic framework, technology, and marketing issues are explored through classroom discussion, in-country company and government site visits, lectures from Asian educators and business leaders, and consulting project client interaction. This course addresses effective communication and ethical decision-making under the umbrella of the global challenge. (Additional Student Cost)

Required Prerequisite: 5160 or Dean approval.

*Students must register with LFGSM Registrar and travel partner WorldStrides 60 days before term begins. There is a 15 student minimum required to conduct course. Due to enrollment requirements, LFGSM advises that students book airfare when course is confirmed. Students are responsible for booking their own airfare, processing visa applications and in-country ground transportation between airport and hotel. (WorldStrides offers optional upgrade services: visa processing, and in-country ground transportation between airport and hotel.) Standard LFGSM course tuition and fees apply (payable to LFGSM). There is a supplemental International travel fee based on location, (payable to travel partner – WorldStrides), which includes: hotel, daily breakfast, in-country ground transportation for planned events, and boxed meals during scheduled visits.*

### 5842 GLOBAL PRACTICUM: LATIN AMERICA

(3 semester hours credit)

This course offers students an opportunity to focus on the Latin American and U.S. Hispanic business environment within an innovative and flexible framework that combines traditional classroom-based learning with structured, rigorous, in-country experiential learning. The pragmatic aspects of doing business abroad, such as cultural differences, resource availability, legal and economic framework, technology, and marketing issues are explored through classroom discussion, in-country company and government site visits, lectures from Latin American educators and business leaders, and consulting project client interaction. This course addresses effective communication and ethical decision-making under the umbrella of the global challenge. (Additional Student Cost)

Required Prerequisite: 5160 or Dean approval.

*Students must register with LFGSM Registrar and travel partner WorldStrides 60 days before term begins. There is a 15 student minimum required to conduct course. Due to enrollment requirements, LFGSM advises that students book airfare when course is confirmed. Students are responsible for booking their own airfare, processing visa applications and in-country ground transportation between airport and hotel. (WorldStrides offers optional upgrade services: visa processing, and in-country ground transportation between airport and hotel.) Standard LFGSM course tuition and fees apply (payable to LFGSM). There is a supplemental International travel fee based on location, (payable to travel partner – WorldStrides), which includes: hotel, daily breakfast, in-country ground transportation for planned events, and boxed meals during scheduled visits.*

### 5843 GLOBAL FOCUS

(3 semester hours credit)

This course expands students' understanding of business operations beyond the US and helps them become global business leaders with sensitivity to and awareness of international and cross-cultural differences. Combining traditional, classroom-based learning with rigorous in-country experiential learning, the Global Focus enables students to identify business growth opportunities, as well as the challenges that these offer, in an innovative and flexible framework. The operational aspects of business functions outside the US will include analysis and a comparative review of key elements. Beyond cultural differences, the comparison will focus on the organization, management, economics, resource production, and delivery of goods and/or services. (Additional Student Cost)

Required Prerequisite: 5160 or Dean approval.

*Students must register with LFGSM Registrar and travel partner WorldStrides 60 days before term begins. There is a 15 student minimum required to conduct course. Due to enrollment requirements, LFGSM advises that students book airfare when course is confirmed. Students are responsible for booking their own airfare, processing visa applications and in-country ground transportation between airport and hotel. (WorldStrides offers optional upgrade services: visa processing, and in-country ground transportation between airport and hotel.) Standard LFGSM course tuition and fees apply (payable to LFGSM). There is a supplemental International travel fee based on location, (payable to travel partner – WorldStrides), which includes: hotel, daily breakfast, in-country ground transportation for planned events, and boxed meals during scheduled visits.*

### 5845 LFGSM COMMUNITY LEADERSHIP

(No credit and no tuition – this course is required to become a Hotchkiss Scholar)

Participation in the LFGSM community is an important part of the student experience. This course creates a network of students and alumnae that supports and enriches opportunities for the whole LFGSM community of learners. Through individual and group volunteer activities on campus, participation in events in the business community, or financial support, this course provides the structure to build a long term relationship demonstrating leadership in LFGSM.

### 5846 BUSINESS IMPACT ASSESSMENT

(No credit and no tuition – this course is required to become a Hotchkiss Scholar)

Business Impact Assessment is an opportunity for students to participate in an ongoing LFGSM *Research Development and Innovation* initiative that documents how they are using their MBA to make changes within their organizations and/or community. Participants identify specific competencies attained in the LFGSM MBA and report how they are using this knowledge and skill to improve specific elements of their organization or community.

### 5847 GLOBAL BASE CAMP

(No credit and no tuition – this course is required to become a Hotchkiss Scholar)

This non-credit bearing course is directly linked to each of the Global Practica or Global Focus courses providing real time research support for the consulting projects and company visits. Students enrolled in the Global Base Camp course will participate in the required pre-departure sessions and follow up session as needed. Students will participate in scheduled and spontaneous virtual conferences while Global Practica or Global Focus students are in country. Detailed responsibilities and tasks will be identified in conjunction with Base Camp faculty and Global Practica or Global Focus faculty and are dependent upon the countries visited, consulting projects and company visits.

### **5848 GLOBAL FINANCE**

(3 semester hours credit)

Companies and managers are impacted as the global economy trends toward greater integration and interdependency. This course provides students with an advanced and in-depth understanding of financial management principles as they relate to the global capital markets. Focusing on the global financial and macroeconomic environment, topics such as foreign exchange markets, management of foreign exchange exposure, international financial instruments, and cross border investment are analyzed. Through lecture, case study, group discussion, and presentation, students will increase their ability to manage exchange risk and market imperfections using various techniques while maximizing organizational financial performance. This course addresses effective communication and ethical decision-making under the umbrella of the global challenge.

Required Prerequisite: 5190

### **5849 GLOBAL MARKETING**

(3 semester hours credit)

Companies and managers are impacted as the global economy trends toward greater integration and interdependency. This course provides students with an advanced and in-depth understanding of marketing principles as they relate to the global marketplace. Environmental factors that influence marketing in the global arena (political, economic, legal, socio-cultural, technological, and competitive) are examined as to the impact on entry strategy, product, pricing, distribution, packaging, promotion planning, and branding. Through lecture, case study, group discussion, presentation, and in-store research, the complex and dynamic global environment in which marketing strategies are formulated and implemented are analyzed to advance student decision-making skills in successful global marketing. This course addresses effective communication and ethical decision-making under the umbrella of the global challenge.

Required Prerequisite: 5210

### **5850 DIGITAL MARKETING**

(3 semester hours credit)

This course examines the ways new digital technologies have changed the marketing industry. It covers its impact on the e-enabled marketing mix and communication strategies, as well as changes in product and channel strategy driven by digital technology. The course provides the student with a working knowledge of contemporary digital marketing principles and provides a tool set to assess, build, and sustain a successful, comprehensive integrated digital marketing program. In a field that literally changes on a daily basis, emphasis is placed on staying on top of contemporary topical issues, while applying course content to real-world challenges.

Required Prerequisite: 5210

### **5871 LEADING THE SALES FUNCTION**

(3 semester hours credit)

Leading the revenue generation effort is key to an organization's success and a principle concern of sales force leaders and the senior executives to whom they report. This course covers the business processes of planning, developing and implementing the company's strategic sales plan, relating it to the overall marketing strategy and reviewing and evaluating sales force performance. Students learn the basics of the selling process and territory management, as well as how to prepare forecasts and structure and deploy the sales force to achieve them. They are introduced to the challenges associated with recruiting, selecting, training, motivating, coaching, evaluating, rewarding, and retaining qualified sales people. The course also exposes students to the many legal and ethical concerns unique to the sales function such as team dynamics and the special mentoring relationships that develop between sales team members and their leaders.

Required Prerequisite: 5210

### 5892 LFGSM RESEARCH ASSISTANT

(3 semester hours credit)

This course is designed to allow students to delve deeply into a topic that has personal/professional significance as well as significance for LFGSM. With direction and input from the Dean of Faculty Relations and Degree Programs, students will choose a topic and outline the breadth and depth of the research to be conducted. This research may result in a final research report or may be the first stage of a longer research project.

Dean approval required.

### 5893 LFGSM INTERNSHIP

(3 semester hours credit)

This course provides students with practical work experience in a private, public, or nonprofit organization. The internship program is designed to help students experience what it is really like to work in a competitive environment, to assist them in applying the theory and skills learned in the classroom, and to provide an opportunity for personal development. Within these broad parameters, the student and internship employer will have individual and common professional goals and objectives that also meet the academic requirements developed by LFGSM.

Dean approval required.

### 5894 INDEPENDENT STUDY

(3 semester hours credit)

This course provides students with an opportunity to research a management and leadership topic that LFGSM does not currently offer. A student can propose a topic about which he/she is interested in learning more. With the approval of the Dean of Faculty Relations and Degree Programs, an appropriate Instructor of Record will be identified. Students, with the assistance of the Instructor of Record, will choose a topic and outline the breadth and depth of research to be conducted. This study may result in a final presentation, an in-depth research paper or some other end product approved by the Instructor of Record and the Dean of Faculty Relations and Degree Programs.

Dean approval required.

## Immersion MBA Course Descriptions

Course Number	Course Name	Semester Hours
	Orientation Course (30-40 Minutes to complete)	0
5000	KEYS To Your Success	0
7800	Career Development	3
7810	History of Management Thought	1
7815	Management for Results	4
7820	Marketing for Results	4
7825	Human Resources & Organizational Behavior	4
7830	Financial Accountability	4
7835	MIS and E-business	4
7840	Decision Analysis in Organizations	4
7845	International Business	4
7850	Leadership in Organizations	4
7855	Organizational Strategy	4
7860	Strategic Management - Capstone Experience	4
<b>Total Semester Credit Hours</b>		<b>44</b>

## Graduate-level Management Certificate Programs

Aspiring professionals can choose to benefit from the Immersion MBA curriculum by pursuing a Graduate-level Management Certificate. With LFGSM's signature "learn it today, use it tomorrow" approach to business education, Certificate students will become effective managers from day one. Students can earn any one of the following Certificates in a year. Full course descriptions are on the following pages.

### Business Certificate

Total of three courses - two required courses:

- 7820 Marketing for Results
- 7830 Financial Accountability

Plus selection of one course:

- 7815 Management for Results
- 7825 Human Resources and Organizational Behavior
- 7835 MIS and E-Business
- 7840 Decision Analysis in Organizations

At the completion of the **Business Certificate**, students will be able to:

- Read and explain key financial statements including income statements, balance sheet and cash flow.
- Demonstrate how to apply financial techniques to managing the business and making management decisions.
- Analyze a marketing challenge systematically to recommend a product, pricing, promotional, distribution and global marketing strategies.
- Apply planning, implementation and evaluation to a marketing challenge using qualitative and quantitative methods.

If 7815 Management for Results, add this goal:

- Systematically prepare, plan, organize and measure an approach to management challenges using identified methods and tools.

If 7825 Human Resources & Organizational Behavior, add this goal:

- Explain general principals of group dynamics, HR practices that affect performance, team work, and organizational dynamics.

If 7835 MIS and E-Business add this goal:

- Explain how technology decisions are made within an organization, how they relate to business strategy, and identify applicable and practical concepts and principals regarding information technology.

If 7840 Decision Analysis in Organizations add this goal:

- Analyze common organizational problems, assess the decision needed and determine the quantitative method best suited for decision analysis.



## Organizational Behavior Certificate

Total of three courses - two required courses:

- 7825 Human Resources and Organizational Behavior
- 7850 Leadership in Organizations

Plus selection of one course:

- 7815 Management for Results
- 7855 Organizational Strategy

At the completion of the **Organizational Behavior Certificate** students will be able to:

- Distinguish among the nuances of managing, leading, and mentoring.
- Explain general principals of group dynamics, motivation, organizational dynamics and HR practices that affect performance.
- Gain personal insight from an analysis of their leadership and communication strengths, potential, and challenges based on recognized leadership dimensions and write a professional improvement plan.
- Apply ways to build credibility and trust within an organizational context.
- Identify cultural differences that impact individual, team and organizational performance.

If 7815 Management for Results add this goal:

- Systematically prepare, plan, organize and measure management challenges using identified methods and tools.

If 7855 Organizational Strategy add this goal:

- Conduct an industry or market analysis and formulate a strategy and construct the core elements in its successful execution.

## Immersion MBA Core Course Descriptions

### ORIENTATION COURSE

This course allows students to directly experience the scenario-based environment during the admissions process. Students have the opportunity to test their IT systems. This orientation introduces students to the virtual learning environment, company, coworkers and interactive tools. This orientation takes 30-40 minutes to complete.

### 5000 KEYS (not a credit-bearing course)

The KEYS, self-paced online modules are a prerequisite for all LFGSM courses. Each topic covered (digital literacy, finance fundamentals, communication and teams, and critical thinking), provides a four- to six-hour introduction to key concepts introduced in the core MBA Program's Certificates. This self-paced material includes assessments and resources that will serve to better prepare students for the rigor of graduate work. These pass/fail modules are linked to particular Certificates and must be completed prior to starting specific, linked Certificates. Digital Literacy is required prior to any LMBA or iMBA course. For the iMBA all KEYS are taken prior to the core courses. For the LMBA, one KEYS module will be completed as pre-work for each Certificate: Communication and Teams is linked to the Change Management Certificate, Finance Fundamentals is linked to the Management Analytics Certificate, Critical Thinking is linked to the Strategy and Execution Certificate, and it is assumed that Digital Literacy has been completed at the beginning of the Program.

### 7800 CAREER DEVELOPMENT (3 semester hours credit — pass/fail)

This course is the foundation upon which you will successfully manage your career. The course is divided into three parts that expound on our proven four-step career management process: Discover, Network, Interview, and Perform.

**7801 Part 1 - Discover:** Covers topics such as self-assessment, personal branding, company research, and personal marketing materials, such as a résumé.

**7802 Part 2 - Network & Interviewing:** Focuses on networking, uncovering the hidden job market, interviewing, and accessing job opportunities.

**7803 Part 3 - Perform:** Orients students to delivering excellence in their job through topics such as offer evaluation, negotiation, emotional intelligence, and creating 90-, 180-, and 365-day plans.

### **7810 HISTORY OF MANAGEMENT THOUGHT** (1 semester hour credit — pass/fail)

This introductory course introduces the student to learning through online virtual reality scenarios. It starts with an initial orientation session where students meet their faculty and classmates online through real-time collaboration software as an online discussion community and discuss the overall program requirements and expectations. It then provides an overview of major schools or perspectives of management theory. The focus is on the disciplinary foundations of management theory, as well as the impact of historical context upon the development of management theory. The course also focuses on the rise of the concept of management as a distinct profession. This pass/fail course is completed prior to taking any other courses.

### **7815 MANAGEMENT FOR RESULTS** (4 semester hours credit)

This course focuses on the knowledge and skills needed to grow and sustain performance in an organization (whether a full company, a department, division, or other strategic business unit within an existing organization) by getting the right things done through teams of people. It addresses the common management functions of planning, organizing, leading, and controlling. Students learn from classic and contemporary readings, case studies, peer and faculty discussion, and practicing managers. They integrate and apply their learning through application assignments and a required project.

### **7820 MARKETING FOR RESULTS** (4 semester hours credit)

This course gives attention to the knowledge and skills needed to manage the marketing function in a 21st-century organization. It addresses the common marketing functions of industry and market research, customer research, product and service design, pricing, creating awareness, distribution, and presentation. Students learn from the experience in the virtual reality courseware, online discussion community and by applying the learning to a marketing-related project.

### **7825 HUMAN RESOURCES AND ORGANIZATIONAL BEHAVIOR** (4 semester hours credit)

This course examines the knowledge and skills needed to identify, grow and sustain talent in an organization. It addresses the common functions of recruitment, training and talent development, motivation, teamwork, compensation, performance, rewards and recognition, safety, laws and cultural concerns, specifically targeted within the context of human resources management (HRM). Students have the opportunity to transfer key human resources concepts to situations they face in their daily life.

### **7830 FINANCIAL ACCOUNTABILITY** (4 semester hours credit)

This course is intended to present students with basic skills and terminology in financial accountability, and then allow them to apply these skills in practical critical thinking exercises, decision situations, and other higher levels of learning. Topics include both financial and managerial accounting concepts. The course begins with an understanding of the various financial statements and the basic accounting process. A more in-depth coverage of assets, liabilities, equities, revenues, and expenses leads to financial statement analysis. The course transitions into foundational managerial accounting concepts, including: cost behavior, budgets, performance evaluation, differential analysis, and capital budgeting. Students practice these skills through an application assignment.

### **7835 MANAGEMENT INFORMATION SYSTEMS AND E-BUSINESS** (4 semester hours credit)

This course is an overview of the interchange and processing of information using electronic techniques for conducting business within a framework of generally accepted standards and practices. Areas covered include: IT as an organizational resource, data management, IT planning, design and implementation, technology change, funding, and prioritizing IT initiatives.

### **7840 DECISION ANALYSIS IN ORGANIZATIONS** (4 semester hours credit)

This course provides students with the concepts, methods and tools for the application of logical and quantitative analysis to business decision-making and problem-solving. The course highlights and practices the benefits as well as the limits of quantitative analysis in a real-world context.

### **7845 INTERNATIONAL BUSINESS** (4 semester hours credit)

This course gives attention and practice to the knowledge and skills needed to grow and sustain performance in an international business organization, whether a full company, department, division, or other strategic business unit within an existing organization. It addresses the common global business functions of market analysis, exporting, sourcing, direct foreign investment, and cross-cultural management. Students will integrate and apply their learning through a required project.

### **7850 LEADERSHIP IN ORGANIZATIONS** (4 semester hours credit)

This course examines the knowledge and skill sets needed to lead people in business organizations. The course combines examination of some of the classic and recent insights on leadership effectiveness with application of those insights at the individual, interpersonal and institutional levels. Like other courses, the student has the opportunity to practice the skills learned through an application assignment and project.

### **7855 ORGANIZATIONAL STRATEGY** (4 semester hours credit)

This course equips students to understand the complexities of managing entire organizations from the perspective of the executive managers. Common strategic functions are addressed with an application assignment to integrate the learning, such as: external analysis, internal analysis, competitive analysis, determining strategic alternatives, execution and strategic control.

### **7860 STRATEGIC MANAGEMENT — CAPSTONE EXPERIENCE** (4 semester hours credit)

This course requires students to combine their Program-wide MBA case-analysis skills, content-area knowledge, and application skills with personal experience for success in this final active learning capstone experience. The emphasis is on the holistic perspective of the CEO/General Manager in crafting a business strategy and using acquired team and leadership skills to successfully execute this strategy. Strategic management issues are explored and applied within the contexts of stakeholder value, ethical decision making, and strategy.

Required Prerequisites: All KEYS modules and All Core Courses

## **Immersion MBA Specialization**

The following courses qualify LMBA students for an optional “Specialization” credential. Any student can take any of the Specialization electives, even if he/she does not declare the Specialization. Global Focus or Global Practica courses can be applied to any Specialization. Students should contact the Registrar’s office at [Registrar@lfgsm.edu](mailto:Registrar@lfgsm.edu) to declare a Specialization and request assistance with scheduling courses.

### Global Business Specialization

(choose any three courses below, may include one of the Global Focus or Global Practica)

### **7890 INTERNATIONAL FINANCE** (4 semester hours credit)

This course provides the knowledge and skills needed to manage the complexities of financing exports, imports and direct foreign investment. Primary topics include the nature or behavior of foreign exchange rates and managing the impacts of exchange rates on short-term and long-term international business activities and performance objectives.

### **7895 BUSINESS AND CULTURE** (4 semester hours credit)

This course describes the knowledge and skills needed to manage a multinational, multicultural business. The focus is on understanding how cultural differences can affect the marketing and delivery of products and services, and the interaction of company employees with one another, customers, suppliers and government representatives.

### **7897 IMPORT-EXPORT MANAGEMENT** (4 semester hours credit)

This course covers the knowledge, skills and insights needed to manage imports and exports either in a comprehensive trading company or in a department of a company that depends on sourcing or exporting to achieve its strategic objectives.

## Reference Resources

LFGSM's reference resources include ProQuest Library, which is accessible through the Blackboard Learning Management System (LMS) and [my.LFGSM.edu](http://my.LFGSM.edu), LFGSM's secure student administrative website. Access is available remotely using the Internet or from student computers located at the Lake Forest campus and other classroom locations. ProQuest Library has content from six sources totaling millions of documents: reference books, magazines, newspapers, TV/radio transcripts, maps, and photographs. The resources are updated daily. The ProQuest Library features online help and a powerful, easy-to-use search engine. Per the Illinois Libraries Agreement, anyone holding a valid Illinois library card has usage privileges at all local and Chicago libraries.

## Career Services

LFGSM Career Services empowers students to advance their careers. We provide the support and tools required for successful career expansion and professional achievement.

As working professionals, students will be better equipped to leverage their MBA experience by utilizing all formal and informal career management resources provided by the School. This process consists of lifelong, self-monitored career planning that assists motivated professionals to create and uncover new opportunities within their organizations and beyond.

To help LFGSM students manage their careers, we offer:

- No-cost online career planning and job-search resources, powered by CareerBeam
- Private job board for job seekers and hiring managers to source LFGSM talent
- Workshops, webinars and networking events designed to sharpen career management skills
- Personalized coaching for CareerBeam users and event attendees who require additional, one-on-one support

With the accelerated rate of change in organizations, professionals need to assume new roles quickly and confidently. With that in mind, LFGSM Career Services offers multiple opportunities to help students sharpen the skills they need more now than ever. While the school does not offer job placement, it is our belief that with the above services and constant networking with like-minded professionals (classmates, alumni, faculty, and staff), opportunities present themselves to motivated students.

For additional information and updates on relevant services and events, please contact Career Services at 847-574-5188, email [careerservices@lfgsm.edu](mailto:careerservices@lfgsm.edu), or visit [my.LFGSM.edu/Career\\_Services](http://my.LFGSM.edu/Career_Services).

## Campus Security Policy, Campus Crime Statistics Act, and Emergencies

### Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Consistent with federal law, Lake Forest Graduate School of Management publishes an annual security report on or before October 1 of each year. The report includes statistics for the previous three years concerning reported crimes that occurred on any LFGSM campus and corporate sponsored sites, or on public property within or immediately adjacent to and accessible to the campus. The report also includes information on reporting crimes and other emergencies, crime prevention, and other important matters about security at each campus and corporate-sponsored location.

The annual security compliance document is available on the Lake Forest Graduate School of Management's Student Portal.

## Emergency Procedures

While the school strives to provide a safe and secure environment, safety is enhanced when students and employees take precautions such as:

- Never leave valuables (wallets, purses, books, computers) unattended
- Avoid walking alone at night; travel with a friend or companion
- Avoid parking or walking in secluded or dimly lit areas
- In case of emergency, follow the clearly marked exit procedures for the classroom and building in which you are located.

Students, faculty, and staff are encouraged to report all crimes or suspicious persons immediately. Please report all non-emergency incidents to the Facilities Manager at 847-574-5249, during business hours. In case of an emergency, the Police Department and Fire Department can be reached by dialing 911 from any phone.

## Emergency Notification

LFGSM has several vehicles at its disposal to communicate emergency notifications to the LFGSM community. The appropriate modes of communication are determined based upon the severity and urgency of the emergency.

Communication Vehicles Available to LFGSM:

- E-mail (individual or small batches) through Outlook
- Direct mail (letters, etc.) to home addresses or work addresses
- Telephone
- In-person announcement at meetings, classes, etc.
- Posting to school websites
- Posting to student/faculty/alumni portal my.LFGSM.edu
- Posting on Blackboard Learn Learning Management System (LMS) (for students and faculty)

## Emergency Contacts

Police	911
Fire Department	911
Paramedics	911
Bomb and Arson	911
Main Reception (during business hours)	877-771-4MBA
Facilities Director (during business hours)	847-574-5249
IT Emergency Support	847-574-5217

## Americans with Disabilities Act

LFGSM complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Any student with special needs or difficulties in learning and/or in completing course requirements should notify the instructor immediately so that available and reasonable accommodations can be arranged. Documentation of the student's disability and how it impacts his/her course participation must also be submitted to the Dean of Faculty Relations and Degree Programs.

## An Equal Opportunity Enterprise

Lake Forest Graduate School of Management selects students, faculty, and staff without regard to race, color, gender, religion, veteran status, marital status, national origin, age, disability, or any other legally protected characteristic. However, the School reserves the right to reject any candidate who does not fully meet our admissions requirements.

## **True and Correct Statement**

Lake Forest Graduate School of Management reserves the right to make changes affecting policies, curricula, or any other matters announced in this catalog, and to refuse to admit, refuse to re-admit, or to dismiss any student at any time, should it be deemed to be required in the interest of the student or the School to do so. The information contained in this catalog is true and correct to the best of our knowledge.



Ellen McMahon, EdD  
Dean, Faculty Relations and Degree Programs

## **Effective Date**

The information contained in this MBA catalog is applicable to students entering on or after Fall Term 2014-15. Lake Forest Graduate School of Management (LFGSM) reserves the right to revise, supplement, or rescind any contents of this publication at any time.

Published: July 2014

Effective: Fall Term 2014-15 (September 1, 2014)