

2025 - 2026  
Master of Science in Management (MSM) Program  
Policies & Procedures

## **Introduction**

Welcome to the Master of Science in Management (MSM) program at Miles College, where this handbook has been thoughtfully crafted to guide you through the policies and procedures that will support your journey toward academic and professional success. It is meant to serve as a guide to help students successfully make their way through the program. During orientation, students are provided with information on how to access the Student Handbook.

After meeting with your graduate advisor to develop your program plan, the next point of contact for graduate students is the Graduate Program Coordinator listed below. Students can contact the Graduate Program Coordinator regarding questions or other issues relevant to program logistics, forms, or procedures.

Program Contacts:

Graduate Program Coordinator  
Dr. Angelia Brooks  
PhD in Management  
[abrooks@miles.edu](mailto:abrooks@miles.edu)

## **Graduate School Policy**

It is the graduate student's responsibility to become informed and to observe all regulations and procedures required by the program the student is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. Unawareness of a rule does not provide grounds for waiving that rule.

## **Master of Science in Management (MSM) Degree Program**

The Master of Science in Management program is designed to equip students with advanced knowledge in management theories, practices, and research methodologies. The MSM program will be offered in an online format (synchronous and asynchronous online classes). It adapts to meet new emerging changes in the following ways:

*Rigor:* teaching both contextual knowledge and reasoning skills to help students think creatively, write coherently, and analyze quantitative and qualitative data.

*Relevance:* integrating liberal arts and practical training by offering courses relevant to what is happening in the “real world” and changing our instruction to meet these changes.

*Responsiveness:* integrating liberal arts and practical training by offering courses that adapt in real-time to changes in the industry.

### **Mission of Master of Science in Management (MSM) Degree Program**

Miles College Master of Science in Management (MSM) is committed to preparing graduates from any discipline with skills to be leaders who will impact the business and professional world. Faculty and staff provide a supportive and flexible learning environment that transforms students through rigorous study and scholarly inquiry, enabling students for entrepreneurship and careers in public and corporate sectors to become responsible citizens who help shape the global business community.

### **Admission requirements**

Miles College's admissions requirements are consistent with its mission: "Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church. Through dedicated faculty and staff, the College cultivates students to seek knowledge that leads to intellectual and civic empowerment. Students are transformed through rigorous study, scholarly inquiry, and spiritual awareness, thereby enabling graduates to become responsible citizens who help shape the global society". In keeping with its mission, the College will admit students interested in its mission for the new program and meet our proposed graduate students' admission requirements.

Admission requirements:

- Applicants must hold a baccalaureate degree from an accredited institution and submit an official transcript to the Admissions Office.
- The application includes two evaluation forms/letters of reference.
- Current resume detailing work experience.
- Official transcripts from all colleges and universities attended are sent directly by the college and/or university.
- GMAT score

GMAT requirement may be waived for applicants with the following:

- Terminal degrees.
- Master's degrees from an accredited institution can substitute related standardized test scores for GMAT requirements.
- 3-5 years of demonstrated *professional work experience*\*

*\*Professional work experience* is determined on a case-by-case basis using a resume and any requested supporting documents. Our admissions committee evaluates an individual's accomplishments, roles, and responsibilities to determine the total years of professional experience. Students who wish to petition for a GMAT waiver based on professional work experience may submit a resume and unofficial transcript to the Coordinator of the MSM program before applying.

Prospective students apply to Miles College by submitting an online application, which is available on the Miles College website. A student is considered for admission to the proposed MSM Program when the Office of Admissions and Recruitment has received the completed application, undergraduate college transcript from accredited institutions, GMAT scores (if not waived), resume, and two letters of recommendation.

### **Registration Requirements**

Graduate students must register for at least nine (9) credit hours in the fall or spring and six (6) credits in the summer; minimum registration for students receiving financial aid may differ. Please keep in mind that it is recommended to take 12 hours or more in the fall or spring to follow the paradigm and complete the degree in a timely manner.

### **Drop/Add Procedure/Timeline**

No courses can be added/dropped after the date stipulated in the academic calendar (for the graduate program) for making changes. Exceptions after the calendar date require the consent of the Dean of Academic Affairs.

### **Registering for Classes**

Students are responsible for registering themselves for classes. New Bear's Den is where a student will process their course registration changes. The schedule of courses allows you to search for and view available classes. Refer to the college's academic calendar for registration dates and deadlines.

### **Master's Program Guidelines**

#### **Degree Title and Options**

The Master of Science Degree in Management, referred to in general terms as the M.S. degree, includes one primary degree with two options:

##### **M.S. in Management**

- 30 credits without concentration
- 36 credits with a concentration in Sports Management

#### **Faculty Advisors and Supervisory Committees**

The Advisor represents a key person in a successful M.S. program. Advisors help students plan a program of study. They also provide personal, professional, and academic advice.

## Program of Study

MS in Management without Concentration			MS in Management with a concentration in Sports Management		
Courses	Course Description	Credit Hours	Courses	Course Description	Credit Hours
MSM 500	MSM Orientation Program	0	MSM 500	MSM Orientation Program	0
MGT 510	Survey of Management	3	MGT 510	Survey of Management	3
MGT 511	Ethics for Business and Management	3	MGT 511	Ethics for Business and Management	3
ECO 512	Economics for Global Decision-Makers	3	ECO 512	Economics for Global Decision-Makers	3
MGT 513	Managerial Decision-Making	3	MGT 513	Managerial Decision-Making	3
MGT 610	Organizational Behavior and Human Resources	3	MGT 610	Organizational Behavior and Human Resources	3
ACC 620	Management Accounting & Analytics	3	ACC 620	Management Accounting & Analytics	3
MGT 630	Financial Management	3	MGT 630	Financial Management	3
MGT 640	Strategic Management and Organizational Leadership	3	MGT 640	Strategic Management and Organizational Leadership	3
MGT Elective	Elective (any 400-level or above Management course)	3	MGT Elective	Elective (any 400-level or above Management course)	3
MGT Elective	Elective (any 400-level or above Management course)	3	MGT 554	Sports Facilities and Event Management	3
<b>Total Credit Hours</b>		<b>30</b>	MGT 562	Sports Finance and Economics	3
			MGT 520	Sports Marketing	3
			<b>Total Credit Hours</b>		<b>36</b>

**Master of Science in Management (MSM) Paradigm  
(Without a Concentration)**

**Year 1**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MSM 500	MSM Orientation Program	0

**First Semester**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MGT 510	Survey of Management (Introductory Course)	3
MGT 511	Ethics for Business and Management	3
ECO 512	Economics for Global Decision-Makers	3
MGT 513	Managerial Decision-Making	3
		12

**Second Semester**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MGT 610	Organizational Behavior and Human Resources	3
ACC 620	Management Accounting & Analytics	3
MGT 630	Financial Management	3
MGT 640	Strategic Management and Organization Leadership	3
		12

**Year 2**

**Third Semester**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MGT Elective	Elective (any 400-level or above Management course)	3
MGT Elective	Elective (any 400-level or above Management course)	3
		<b>6</b>
	<b>TOTAL CREDIT HOURS</b>	<b>30</b>

The MSM program will be offered in an online format (synchronous and asynchronous online classes)

A maximum of six semester hours of 400-level course credit may be accepted for a master's degree program only if approved by the Graduate Program Coordinator and the Graduate School.

**Master of Science in Management (MSM) Paradigm  
(With a Concentration in Sports Management)**

**Year 1**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MSM 500	MSM Orientation Program	0

**First Semester**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MGT 510	Survey of Management (Introductory Course)	3
MGT 511	Ethics for Business and Management	3
ECO 512	Economics for Global Decision-Makers	3
MGT 513	Managerial Decision-Making	3
		<b>12</b>

**Second Semester**

<b>COURSES</b>	<b>COURSE DESCRIPTION</b>	<b>CREDITS</b>
MGT 610	Organizational Behavior and Human Resources	3
ACC 620	Management Accounting & Analytics	3
MGT 630	Financial Management	3
MGT 640	Strategic Management and Organization Leadership	3
		<b>12</b>

**Year 2**

**Third Semester**

MGT Elective	Management Elective	3
MG 554	Sports Facilities and Event Management	3
MG 562	Sports Finance and Economics	3
MG 520	Sports Marketing	3
		<b>12</b>
	<b>TOTAL CREDIT HOURS</b>	<b>36</b>

The MSM program will be offered in an online format (synchronous and asynchronous online classes)

A maximum of six semester hours of 400-level course credit may be accepted for a master's degree program only if approved by the Graduate Program Coordinator and the Graduate School.

Program Length				
	Without Concentration (12 months)		With Concentration (18 months)	
Fall Semester Year 1	2 Classes in GO-1	12 hours	2 Classes in GO-1	12 hours
	2 Classes in GO-2		2 Classes in GO-2	
Spring Semester Year 1	2 Classes in GO-1	12 hours	2 Classes in GO-1	12 hours
	2 Classes in GO-2		2 Classes in GO-2	
Summer Semester Year 1	2 Classes	6 hours		
Fall Semester Year 2			2 Classes in GO-1	12 hours
			2 Classes in GO-2	
Total		30 Hours		36 Hours

Course Number and Name	Course Description
<b>MSM 500. Orientation</b> (0 Credit Hours)	MSM 500 serves as an introduction to the MSM program, focusing on the management of self and others, with an emphasis on using diagnostic instruments to clarify behaviors and skills that influence organizational and interpersonal outcomes. The course covers essential topics such as the technology required for accessing class information, graduate-level writing expectations, emotional intelligence, and the roles individuals play on the leader-manager-innovator continuum. Students are also required to maintain a Manager Reflection Journal throughout the program to capture key learnings and applications.
<b>MGT 510. Survey of Management (Introductory Course)</b> (3 Credit Hours)	This course introduces the fundamental concepts of business strategy and management, focusing on planning, organizing, staffing, and monitoring within a global context. It explores best practices in global strategic management, organizational design, human resource processes, and organizational behavior. Additionally, the course emphasizes the role of business leaders in cultivating and maintaining an organizational culture that aligns with the company's vision, mission, and goals. Students will develop the skills and knowledge to foster ethical decision-making, support organizational members, and apply these practices to real-world scenarios through advanced case studies.

<b>MGT 511. Ethics for Business and Management</b> (3 Credit Hours)	This course provides a comprehensive introduction to the fundamental concepts, principles, and practices of international business, with a focus on the environments and institutions involved. The course also covers leadership theories and models, incorporating discussions on the ethical challenges faced by corporate decision-makers in a global context.
<b>ECO 512. Economics for Global Decision-Makers</b> (3 Credit Hours)	This course offers a comprehensive exploration of microeconomic and macroeconomic principles, focusing on decision-making and strategic applications within business units in the context of expanding global markets. The course covers key microeconomic topics such as scarcity, resource allocation, supply and demand, market structures, and entrepreneurship, alongside macroeconomic topics like national income accounting, business cycles, fiscal and monetary policy, and international trade.
<b>MGT 513. Managerial Decision-Making</b> (3 Credit Hours)	The course is designed to enhance your decision-making skills by addressing the various individual, group, and organizational factors that can hinder effective choices. The course integrates theory and practice, helping you develop the cognitive processes, problem-solving abilities, and critical thinking needed to navigate real-world business scenarios. You will learn to assess factors influencing decisions in a global business environment, select appropriate tools and techniques, identify problems and opportunities, and explore how information technology can support complex decision-making.
<b>MGT 610. Organizational Behavior and Human Resources</b> (3 Credit Hours)	This course focuses on organizational structure and design by uncovering the dynamics of individual, work group/team, and corporate behavior. Through reading, case studies, and interaction, students learn about decision-making, problem-solving, patterns of interaction, and facilitation of change.
<b>ACC 620. Management Accounting &amp; Analytics</b> (3 Credit Hours)	This course explores the theory, systems, and procedures involved in developing and integrating accounting data for effective management. Emphasizing the use of technology and analytics, it covers essential topics such as financial information development for decision-making, budget analysis, profit planning tools, performance measurement, pricing and relevant costs, capital budgeting, and strategic management.
<b>MGT 630. Financial Management</b> (3 Credit Hours)	This course provides a comprehensive study of business finance within the economic environment, focusing on contemporary managerial practices across business, government, and not-for-profit organizations. Emphasizing global and ethical issues, the course covers financial reporting, analysis, markets, and regulations. Key concepts include opportunity cost, time value of money, risk, valuation, and working capital management. Students will apply financial and nonfinancial information to management decisions, such as product pricing, budgeting, capital budgeting, and project analysis. The course also explores decision-making tools like break-even analysis, activity-based costing, discounted cash flow techniques, and total quality management in the production of goods and services.
<b>MGT 640. Strategic Management and Organizational Leadership</b> (3 Credit Hours)	This course offers an in-depth exploration of how strategy shapes and directs an organization within its internal and external environments. It covers corporate- and business unit-level strategy, including strategy development, implementation, and the overall strategic management process. Key topics include mission and vision formulation, goal setting, environmental assessment, and strategic decision-making. Students will

	engage with techniques such as industry, competitive, and portfolio analysis while addressing critical questions related to strategy formulation and implementation, as well as the leadership skills required to execute strategies effectively.
	<b>Sport Management Concentration Courses</b>
<b>MGT 554. Sports Facilities and Event Management (3 credit hours)</b>	This course is designed to prepare students interested in pursuing a career in the industry of sport facility and event management. The course will allow students to acquire professional skills that can be applied in an array of career positions within sports facilities and event management. Among the topics to be explored will be: Trends and design of facilities, the sports event planning process, facility and event operations, risk management, and sports event marketing.
<b>MGT 562. Sports Finance and Economics (3 credit hours)</b>	This course provides a comprehensive synopsis of economics and financial management in the sports organization decision-making context from both a macro and micro level. This course aims to provide the student with an overview of the financial aspects of the sport and recreation industry.
<b>MGT 520. Sports Marketing (3 Credit Hours)</b>	This course provides a comprehensive introduction to marketing concepts within the sports industry, emphasizing the application of mainstream marketing principles to sports organizations and related sectors, such as health and fitness. Students will explore key areas including the marketing mix, consumer behavior, market segmentation, positioning, and strategic planning. The course also focuses on leveraging sports to connect brands with consumers in measurable ways, culminating in the development of a comprehensive marketing plan tailored to various industries.
	<b>Management Electives – Master of Science in Management (MSM)</b>
<b>MG 430 - International Business Management</b> 3 Credit Hours	This course is a study of the problems facing business organization in the international setting. Attention is given to the intellectual, political, social, economic and moral issues that the business and government leaders face in dealing with international business problems.
<b>MIS 415 - Management Information Systems</b> 3 Credit Hours	This course covers the planning, designing, development, and implementation of information systems. It also includes theory and application of management information system and issues in information systems, the worldwide web, and the Internet.
<b>MG 412 - Interpersonal Relations</b> 3 Credit Hours	This course is an analysis and comparison of several topics including how the context of varying perception is related to behavior.
<b>MG 453 - Human Resource Management</b> 3 Credit Hours	This course covers management of labor, dealing with selection, training, placement turnover, payment policies, employee representation, etc.
<b>MG 473 - Planning and Control</b> 3 Credit Hours	This course covers the formulation and application of objectives, strategy and policies pertaining to a total organization. The emphasis is on problem-solving and the relationship between the functional areas of an organization.

### **Undergraduate Courses**

A maximum of six (6) semester hours of 400-level course credit may be accepted for a master's degree program, only if approved by the Graduate Program Coordinator and Graduate School. Consult your Academic Advisor before registering to determine if the proposed course is acceptable to your degree audit. Advisors must sign an updated program plan that includes the requested courses for approval. Enrollment without approval may result in the course being evaluated as inadequate to count toward the graduate degree.

### **Graduate Credit**

The degree plan includes hours allocated to courses on each level and each semester. Academic credit is awarded on the credit hour system in which one credit hour is equivalent to at least one contact hour per week. A graduate student's earned semester hours include all hours in which a grade of C or better was earned. A graduate student's attempted semester hours include all hours for which a student earned a grade of A, B, C, F, or I.

### **Transfer of Credit**

No more than six (6) credits of graduate courses may be transferred from another approved institution. All transfer academic credits will be evaluated to meet the following criteria:

- Offered at the graduate level
- Completed within the last 10 years
- Earned a grade of "C" or higher

The supervisory committee is responsible for ensuring the academic integrity of coursework before accepting graduate transfer credits. The student must initiate all transfer credit requests, which require the approval of the graduate program coordinator and the graduate school.

Petitions for transfer of credit must be made during the student's first term of enrollment in their graduate program and submitted to the Graduate School.

### **Leave of Absence**

Any student who does not register at Miles College for more than three (3) consecutive semesters (including summer terms) needs prior written approval from the advisor. The student must apply for readmission upon return.

### **Unsatisfactory Progress or Unsatisfactory Scholarship**

Any graduate student may be denied further registration or placed on academic warning if progress toward completing the program of study becomes unsatisfactory to the graduate supervisory committee. To be in good academic standing, a graduate student must earn and maintain a cumulative GPA of 3.0 or better on all graduate work undertaken at Miles College.

A student placed on academic warning has the next semester of graduate work to raise the overall graduate GPA to 3.0 or better. After the next semester following academic warning, the overall graduate GPA must be at least 3.0 to avoid Academic Suspension (dismissal) from the Graduate School. Students

placed on Academic Suspension will not be permitted to take graduate-level coursework unless they have been reinstated to the program. A person seeking reinstatement to the same degree program after being suspended from the Graduate School can initiate consideration for reinstatement by communicating with the academic department or program from which the person was dismissed. The graduate faculty of the academic unit will consider the request for reinstatement. If the faculty requests reinstatement, they will identify in a written request to the Graduate School the compelling reasons for reinstatement and the conditions required of the student if the Graduate School grants reinstatement.

### **Passing Grades**

The only passing grades for graduate students are A, B, and C. The grade scheme for graduate school will be A, B, C, F, I(Incomplete), W(Drop), and WD(Withdrawn).

### **Grading and Grade Point Average (GPA)**

The grade of A indicates superior performance, B indicates adequate performance, and C indicates performance only minimally adequate for a graduate student. Any graduate student completing a course performing below the C level will receive an F grade; the graduate school does not use a D grade. Four (4.0) quality points are awarded for each semester hour in which an A is earned, three (3.0) quality points are awarded for each semester hour in which a B is earned, and two (2.0) quality points are awarded for each semester hour in which a C is earned. No quality points are awarded for a grade of an F.

A graduate student's grade point average (GPA) is determined by dividing the total quality points awarded by a student's semester hours attempted at the graduate level. For courses designated as pass/fail, a grade of P (passing) signifies satisfactory work. A grade of F (not passing) indicates unsatisfactory work, although no penalty is assessed with respect to the grade point average (GPA).

### **Repeated Courses**

Graduate students may repeat a course one (1) time in an effort to improve grades and/or to improve understanding of the course content only with the permission of the graduate program coordinator. All courses taken and all grades earned are permanently recorded on the student's transcript. Both grades will also be calculated in the student's GPA unless the Grade Replacement policy is applied; however, a student can only earn credit hours for the same class once.

### **Grade Replacement**

A graduate student who repeats a course and earns a better grade the second time may request a grade replacement in which the grade for the first course be excluded from their GPA calculation. The grade replacement policy may be used a maximum of two (2) times. Graduate programs reserve the right not to allow grade replacement or to allow less than the Graduate School's maximum number of grade replacements.

It is the student's responsibility to notify the Graduate School of their request to apply the grade replacement policy to a repeated course, as the process is neither automatic nor guaranteed. The grade replacement policy requires the approval of the graduate program coordinator and the Graduate School. Grade replacement requests must be made before degree/certificate awarding. The grade replacement

policy can only be applied to grades earned at Miles and may not be applied after the student has graduated.

### **Graduation Requirements**

Complete a minimum of 30 credit hours (without a concentration) and 36 credit hours (with a Sports Management concentration), including all required core courses and electives as specified by the program, with a cumulative GPA of 3.0 or higher. Obtain final approval from the Graduate Supervisory Committee confirming that all academic and program-specific requirements have been satisfactorily completed.

Submit an application for graduation by the deadlines published in the academic calendar, ensuring all fees are paid and requirements are met. Clear all “hold” on your records (outstanding fees, library charges, parking fines, and related items.)

### **Time Limitation**

All work (including transferred credit) counted toward the master’s degree must be completed within 7 years from initial matriculation for the degree to be awarded. Time limit extension requests require the approval of the student’s Graduate Supervisory Committee as well as the graduate program coordinator.