



2025-2026 Student Handbook

Business and Technology Graduate Studies

MBA, MSTM, MSDS, MSCM



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Dear Graduate Students,

On behalf of the faculty, staff, and administration, welcome to Lindsey Wilson University. You are now an important part of our community and are here to provide the support you need to be a successful graduate student. We encourage you to communicate any questions or issues you may have during your time here, so that we can work with you to answer your questions and resolve any issues.

The mission of the School of Graduate Business and Technology (SGBT), aligning with the mission of the University, is to provide students with foundational knowledge, grounded in theory and research, to develop their intellectual traits and build important skills to equip them for a highly competitive and constantly evolving global society. Instructional approaches in the SGBT encourage critical thinking and practical application of concepts to promote students' competency in knowledge and practice in preparation for the opportunities and challenges they will face in their professional, civic, and personal lives.

Lindsey Wilson University is a vibrant, diverse, mission-driven community that is committed to your personal and professional development. We're glad you're a part of the LWU community.

Sincerely,

Dr. Helen MacLennan
Dean, School of Graduate Business & Technology

Lindsey Wilson University Mission

The mission of Lindsey Wilson University is to serve the educational needs of students by providing a living-learning environment within an atmosphere of active caring and Christian concern where every student, every day, learns and grows and feels like a real human being.

Institutional Goals

To strive for the highest degree of educational excellence by providing programs based upon the findings of research and sound professional practice.

To create the best possible environment for the individual growth of students through the intentional and cooperative efforts of the entire University community.

To prepare students for life and a career in a rapidly changing world.

To develop intellect, character, and self-esteem through value-centered learning experiences.

Statement of Academic Excellence

Academic excellence is the demonstrated ability to achieve the highest standards in communication, critical inquiry, and cultural literacy through curiosity and creativity as well as profound knowledge in academic disciplines. It is intrinsically connected to developing important intellectual habits and traits associated with critical thinking. In order to help students achieve academic excellence, teaching institutions engage students in a variety of rigorous learning experiences both inside and outside of the classroom within a context of individualized support and with instructors who have records of achievement in their fields and in teaching. By achieving academic excellence, students are prepared not only for sustained success in their future professions but also to become life-long learners, to respond to the challenges of an ever-changing, increasingly global world, and to empower themselves and their communities.

Graduate Business Studies Mission

The mission of the School of Graduate Business & Technology is to serve the needs of graduate students by preparing them to be ethical and competent business leaders with the knowledge and skills needed to contribute to the global community.

Conduct Policies

Conduct

Lindsey Wilson University students are expected to conduct themselves in a manner consistent with the ideals of the University community. Enrollment at Lindsey Wilson University is regarded as a privilege which may be withdrawn from anyone who does not respect the standards of the University or the rights of others. Rules and regulations, which govern the lives and conduct of Lindsey Wilson University students, are stated in The Student Handbook that is available on the University's website as a PDF document. All students are instructed to log into the Raider Portal to update their student records and to electronically sign that they have read and understood the student handbook.

Drug-Free Environment

Lindsey Wilson University is committed to providing a healthy and safe environment for its students. The University is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Standards of conduct relating to the unlawful possession, use, dispensing, distribution, or manufacturing of alcohol or illicit drugs are available for review in the Office of the Vice President for Student Services & Enrollment Management. These standards of conduct will be applicable while on Lindsey Wilson University property, and elsewhere while on University business, and/or while attending University-sponsored activities.

Tutoring Services

Academic Success Center

Located in the T.D. & Rowena Everett Center, the Academic Success Center (ASC) offers peer tutoring to aid students in completing class assignments, preparing for examinations, and improving their understanding of content covered in a particular course. Online tutoring and writing consultation are provided for Graduate Business students.

Students are encouraged to utilize the center as a resource for improving study strategies, reading techniques, and writing. The center also offers assistance with other academic concerns. To schedule a live or online tutoring session or for further information or assistance, please contact the Academic Success Center at (270) 384-8038 or at asc@lindsey.edu.

Academic Policies

Admissions Committee

Students who do not meet the stated admissions requirements may be considered for admission to Graduate Business Programs through the Admissions Committee for Graduate Business Programs. This committee is comprised of the Vice President of Academic Affairs and the Dean of the School of Business and Communication. Students are considered based on their potential to succeed in the program as determined by their undergraduate GPA, graduate-level coursework at another accredited U.S. institution, and/or GRE, MAT, or GMAT scores.

Graduate Load

Hybrid Programs

Full-time enrollment for the M.B.A. is six credits and full-time enrollment for the M.S. Technology Management, M.S. Data Science and M.S. Cybersecurity Management is 7 credits in a semester.

The maximum load during any semester for the M.B.A. , M.S. Technology Management, M.S. Data Science, and M.S. Cybersecurity program is 10 credits for a student on the regular schedule and 13 credits for a student who has an approved accelerated plan of study.

Online Programs

Full-time enrollment for all graduate business and technology programs is six credits per semester.

Transfer of Credit

The program will accept up to nine credit hours in transfer for equivalent courses from regionally accredited institutions of higher education for which the student earned a grade of B- or higher from an accredited institution. Credit transfer is contingent upon receipt of original transcripts and approval by the registrar.

Required Participation

All students must participate in classes every week.

Hybrid Programs

In adherence to our policy on hybrid student participation, it is mandatory for students enrolled in hybrid Courses to actively engage in class activities by the end of week three (3) of the academic term. If a student fails to engage in class sessions, discussions, or assignments by the specified deadline, they will be automatically withdrawn from the course. This policy aims to ensure a meaningful learning experience for all students and promotes accountability in the hybrid learning environment. It is the responsibility of each student to actively participate in the hybrid learning experience, and this policy is implemented to maintain the integrity and effectiveness of our educational programs.

Online Programs

Students enrolled in a fully online program are required to actively participate in class activities by the end of week one (1) of the academic term. If a student fails to engage in class sessions, discussions, or assignments by the specified deadline, they will be automatically withdrawn from the course.

Residency Attendance – Hybrid Programs Only

- All students enrolled in a hybrid program must attend a residency at a specified Lindsey Wilson University (LWU) location. Residencies are mandatory. Students who miss a residency must attend a make-up residency. The student is required to do a make-up residency prior to the end of the term during which it was missed and may be required to travel to the main campus of LWU for the make-up residency. Students may only attend one makeup residency during their program. If a student misses a session of residency, the instructor is expected to report the absence to the Hybrid Programs Director.
- A \$500 fee will be charged for the make-up of a full residency (all sessions missed). The fee might be waived for the following reasons: medical, a death in the family, flight cancellations, student or immediate family weddings, or inclement weather. Documentation will be required to waive the fee. Students will only be allowed one makeup residency per program.
- Students missing more than one residency in the program will receive an F grade for the course and will have to retake the course. New students who do not attend residency in the first semester of enrollment will be removed from courses and their enrollment deferred to the next term.
- Students are expected to attend their scheduled residency and remain in the classroom unless the professor gives them a break. The following rules will apply:
- Missing more than one session of residency (Friday AM, Friday PM, Saturday AM) will require students to

attend a make-up residency. Any student more than 2 hours late to any session is considered missing that session, unless approved by the Dean or Program Director.

- Only the Dean or Hybrid Programs Director have the authority to excuse a student from residency after the first residency is attended.
- Excused residencies require documentation and approval from the Hybrid Program Director. Excused residencies will result in a requirement to attend a make-up residency. Approved documentation includes:
 - Legitimate medical excuse supported by written evidence from doctor or hospital.
 - Flight delay or cancellation supported by written documentation from the airline.
 - A death in the family, supported by documentation.
 - Other legitimate reasons supported by documentation, as approved by the Dean or Hybrid Programs Director.
- Attendance at residency will be taken by scanning a QR code or signing a physical sign-in sheet in the classroom.
- It is the student's responsibility to communicate with their professor concerning a missed residency.
- If a student misses a session of residency, the instructor is expected to report the absence to the Hybrid Programs Director. Academic consequences may have an impact for international students. Students are encouraged to check with the Designated School Official to discuss possible immigration consequences..

Accelerating Your Program

Students wishing to complete either the M.B.A. or the M.S. Technology Management in less than 5 semesters are required to maintain an overall G.P.A of 3.0 or higher and have no grades of F or NC. Should a student's GPA fall below 3.0 or a grade of F or NC be earned, the student will be returned to the traditional, 5-semester program of study. No student may take more than 13 credit hours of coursework in a semester regardless of status as an accelerating student.

Programs of Study can be found in Appendix A.

Grades

Outcomes Assessment

Lindsey Wilson University participates in programs and assessment services designed to evaluate student learning outcomes in general education courses and in the students' major course of study. Therefore, students may be required to take tests or other evaluations designed to assess educational outcomes at various points in their program of study.

Grading Scale

Grade	Percentage
A	94 – 100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	70 – 76
D	60 – 69
F	Below 60

Semester End Grade Reports

All final grades are reported to the Registrar's Office at the end of each semester. All students may view their end of semester grade reports online through Banner Web.

Incomplete Grades

A grade of I (Incomplete) is given when circumstances beyond a student's control prevent completion of course requirements and when a student has made a formal request for an incomplete prior to the end of the term. Students receiving incompletes are not eligible for the Dean's and President's Lists. The student must complete the coursework within six weeks. That deadline may be extended to 15 weeks if mutually agreed upon with the instructor. Approval of the instructor, the dean, and the Academic Affairs Office is required before an incomplete grade can be given. If work is not completed within 15 weeks, the I grade will automatically be changed to an F grade, unless special arrangements for extension have been made by the faculty member and approved by the Academic Affairs Office. Work submitted by a student after a faculty member posts final grades will not be accepted for credit unless arrangements for an incomplete grade were made prior to the end of the term.

Repeating a Course

Courses in which the student has a final grade of D or F may be repeated for credit. Graduate students may also repeat courses in which they have earned a grade of C or C+. The grade earned the last time the course is repeated becomes the official grade for the course.

Curricular Practical Training (CPT) – Hybrid Programs Only

This policy outlines the requirements for students to obtain and maintain work authorization under Curricular Practical Training (CPT) in accordance with institutional standards and federal regulations. A key requirement for eligibility and continuation of CPT authorization is the maintenance of a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale.

Scope

- This policy applies to all hybrid graduate students seeking to engage in CPT as part of their academic program at Lindsey Wilson University. It is designed to ensure that students remain focused on their academic achievements while gaining practical experience in their field of study.

Eligibility Criteria

- To be eligible for CPT, a student must:
 - Be currently enrolled in a degree program that requires or offers CPT as an integral part of the school's established curriculum.
 - For students with a new SEVIS record (students new to the U.S., or students doing a border crossing), they should complete at least two semesters of full-time study.
 - Maintain a minimum cumulative GPA of 3.0 on a 4.0 scale.
 - Your job duties must relate directly to the student's major area of study.
- GPA Requirement
 - Continued CPT Authorization: Students must maintain a cumulative GPA of 3.0 or higher during their CPT period. GPA will be checked at the end of each academic term.
- Procedure for GPA Drop Below 3.0
 - The student must meet with the academic advisor to discuss strategies for academic improvement and may not apply for CPT until the GPA requirement is met.

Lindsey Wilson University is committed to supporting students in achieving both their academic and professional goals while maintaining the integrity and quality of its academic programs. Compliance with this policy ensures that students engage in practical training opportunities responsibly and successfully.

Academic Catalog Copy

The academic catalog can be accessed online at:

<https://www.lindsey.edu/academics/Academic-Catalogs.cfm>

Program requirements for the can be accessed online at:

M.B.A. program

Hybrid Program

<https://www.lindsey.edu/academics/majors-and-programs/MBA-hybrid-grad/>

Online Program

<https://online.lindsey.edu/programs/mba/programDescription.cfm>

M.S. Technology Management program

Hybrid Program

<https://www.lindsey.edu/academics/majors-and-programs/MS-Tech-Manage/program-requirements.cfm>

Online Program

<https://online.lindsey.edu/programs/mstm/programDescription.cfm>

M.S. Data Science program

Hybrid Program

<https://www.lindsey.edu/academics/majors-and-programs/MS-Data-Science/program-requirements.cfm>

Online Program

<https://online.lindsey.edu/programs/msds/programDescription.cfm>

M.S. Cybersecurity Management program

Hybrid Program

<https://www.lindsey.edu/academics/majors-and-programs/MSCyber-Manage/program-requirements.cfm>

Online Program

<https://online.lindsey.edu/programs/mscm/programDescription.cfm>

Appendix A

MS Technology Management Course Sequence

Five Semester Plan:

HYBRID PROGRAM ONLY

Semester	Term 1: Residency Course	Term 2: Online Course	Career Development/Research Course
1	MBA 5013: Organizational Communication	MSTM 5003: Computer & Network Security	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
2	MBA 6033: International Business Management	MSTM 5013: Disaster & Recovery Planning	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
3	MBA 6083: Organizational Behavior	MSTM 5023: Emerging Technologies	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
4	MSTM 6003: Issues in Cyberlaw	MSTM 5033: Information Infrastructure	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
5	MSTM 6013: Management Information Systems	MSTM 6023: Project Management	MSTM 5901: Career Development; or MSTM 5700: Graduate Research

Three Semester Plan:

Semester	Term 1: Residency Courses	Term 2: Online Courses	Career Development/Research Course
1	MBA 5013: Organizational Communication	MSTM 5003: Computer & Network Security	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
2	MBA 6033: International Business Management MSTM 6003: Issues in Cyberlaw	MSTM 5013: Disaster & Recovery Planning MSTM 5033: Information Infrastructure	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
3	MBA 6083: Organizational Behavior MSTM 6013: Management Information Systems	MSTM 5023: Emerging Technologies MSTM 6023: Project Management	MSTM 5901: Career Development; or MSTM 5700: Graduate Research

M.B.A. Course Sequence

Five Semester Plan:

Semester	Term 1: Residency Course	Term 2: Online Courses
1	MBA 5013: Organizational Communication	One of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership
2	One of the following, depending on schedule: MBA 5053: Managerial Finance; or MBA 6033: International Business Management; or MBA 6043: Strategic Management; or MBA 6083: Organizational Behavior	One of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership
3	One of the following, depending on schedule: MBA 5053: Managerial Finance; or MBA 6033: International Business Management; or MBA 6043: Strategic Management; or MBA 6083: Organizational Behavior	One of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership
4	One of the following, depending on schedule: MBA 5053: Managerial Finance; or MBA 6033: International Business Management; or MBA 6043: Strategic Management; or MBA 6083: Organizational Behavior	One of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership
5	One of the following, depending on schedule: MBA 5053: Managerial Finance; or MBA 6033: International Business Management; or MBA 6043: Strategic Management; or MBA 6083: Organizational Behavior	One of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership

Three Semester Plan:

Semester	Term 1: Residency Courses	Term 2: Online Courses
1	MBA 5013: Organizational Communication	One of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership
2	Two of the following, depending on schedule: MBA 5053: Managerial Finance; or MBA 6033: International Business Management; or MBA 6043: Strategic Management; or MBA 6083: Organizational Behavior	Two of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership
3	Two of the following, depending on schedule: MBA 5053: Managerial Finance; or MBA 6033: International Business Management; or MBA 6043: Strategic Management; or MBA 6083: Organizational Behavior	Two of the following, depending on schedule: MBA 5033: Information Infrastructure; or MBA 5043: Managerial Economics; or MBA 5063: Marketing Management; or MBA 6023: Legal & Ethical Environment of Business; or MBA 6093: Organizational Leadership

M.S. Data Science Course Sequence

Five-semester plan:

HYBRID PROGRAM ONLY

Semester	Term 1 - RESIDENCY	Term 2 - Online	Career Development/Research Course
1	MSDS 5103: Probability and Inference for Data Science	MSTM 5033: Introduction to Statistical Modeling	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
2	MSDS 5033: Python Programming	MSDS 6203: Data Systems and Algorithms	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
3	MSDS 5123: Fundamentals of Data Science	MSDS 6213: Programming for Data Science	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
4	MSDS 6403: Data and Database Management with SQL	MSDS 6413: Presentation & Visualization of Data	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
5	MSDS 6503: Machine Learning and Artificial Intelligence	MSDS 6903: Applied Capstone Project	MSTM 5901: Career Development; or MSTM 5700: Graduate Research

Three Semester Plan:

HYBRID PROGRAM ONLY

Semester	Term 1: Residency Courses	Term 2: Online Courses	Career Development/Research Course
1	MSDS 5103: Probability and Inference for Data Science	MSTM 5033: Introduction to Statistical Modeling	MSTM 5901: Career Development
2	MSDS 5033: Python Programming MSDS 5123: Fundamentals of Data Science	MSDS 6203: Data Systems and Algorithms MSDS 6213: Programming for Data Science	MSTM 5901: Career Development
3	MSDS 6403: Data and Database Management with SQL MSDS 6503: Machine Learning and Artificial Intelligence	MSDS 6413: Presentation & Visualization of Data MSDS 6903: Applied Capstone Project	MSTM 5901: Career Development

M.S. Cybersecurity Management Course Sequence

Five-semester plan:

HYBRID PROGRAM ONLY

Semester	Term 1: Residency Course	Term 2: Online Course	Career Development/Research Course
1	MBA 6043: Strategic Management	MBA 6093: Organizational Leadership	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
2	PM 6013: Process Management	PM 5003: Foundations of Project Management	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
3	MSCM 6203: Cybersecurity Compliance & Auditing	MBA 6023: Legal & Ethical Environment of Business	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
4	MSCM 5013: Foundations of Cybersecurity Management	MSCM 6023: Cybersecurity Threats, Attacks & Defense	MSTM 5901: Career Development; or MSTM 5700: Graduate Research
5	MSCM 6013: Cybersecurity Risk Management	MSCM 6033: Strategic Cybersecurity Management	MSTM 5901: Career Development; or MSTM 5700: Graduate Research

Three Semester Plan:

HYBRID PROGRAM ONLY

Semester	Term 1: Residency Courses	Term 2: Online Courses	Career Development/Research Course
1	MBA 6043: Strategic Management	MBA 6093: Organizational Leadership	MSTM 5901: Career Development
2	PM 6013: Process Management MSCM 6203: Cybersecurity Compliance & Auditing	PM 5003: Foundations of Project Management MBA 6023: Legal & Ethical Environment of Business	MSTM 5901: Career Development
3	MSCM 5013: Foundations of Cybersecurity Management MSCM 6013: Cybersecurity Risk Management	MSCM 6023: Cybersecurity Threats, Attacks & Defense MSCM 6033: Strategic Cybersecurity Management	MSTM 5901: Career Development