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Doctoral Programs in Business, Public, and International Business Administration March 1998

Nova Southeastern University

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D . I . B . A .

P R O G R A M

NOVA SOUTHEASTERN
UNIVERSITY

DOCTORAL PROGRAMS
IN BUSINESS,
PUBLIC,
AND INTERNATIONAL
BUSINESS
ADMINISTRATION



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MESSAGE FROM THE DIRECTOR OF DOCTORAL PROGRAMS

Thank you for your interest in Nova Southeastern University's doctoral programs in business and public administration. Since 1972, NSU's School of Business and Entrepreneurship (SBE) has enabled business professionals, public administrators, academicians, and internationalists to enhance their capabilities and achieve higher measures of success. This is the core mission of the Doctoral Division of the SBE; and our unique approach to providing accessible, high-quality doctoral education for full-time professionals has been well received in the marketplace. Over the last five years, enrollments have increased significantly.

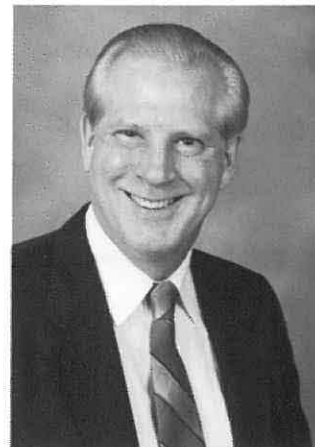
The Doctoral Division believes in maintaining a strong customer orientation. We do so, every day, by delivering outstanding and convenient programs that represent excellent overall value to our students. To meet the needs of our diverse clientele, we offer a variety of degree programs that combine a general business component with a choice of specializations. These specializations can be functions (e.g., finance or marketing) within the Doctor of Business Administration (D.B.A.) degree, or they can be separate doctoral degrees in Public Administration (D.P.A.) or International Business Administration (D.I.B.A.). All of these programs provide concentrated education via our innovative delivery systems.

SBE courses are taught by dedicated faculty members who bring to the classroom a wealth of real-world experience, as well as teaching skill and academic credentials. In each class, the blend of theory and application, along with stimulating peer-to-peer interaction, creates an effective learning environment that equips our students to solve business problems quickly, accurately, collaboratively, and ethically.

At the SBE, in our constant process of re-evaluating course content, degree curricula, and degree offerings, we ask ourselves this question: How can we empower our students to meet their future challenges? We look forward to discovering new answers and to putting them to work for you.



Dr. Richard Kelsey, Program Director



SBE DOCTORAL PROGRAMS

SBE doctoral programs prepare students to identify and gain the skills critical to meeting today's real-world challenges. As we approach the 21st century, the business competencies of effectiveness and efficiency are paramount. The SBE thus enables executives and scholars to assume increased responsibility; to enhance their problem-solving capabilities; and to design, implement, and evaluate research. At the same time, these students can specialize in vital areas of business, public, and international business administration.

Successful doctoral candidates are self-actualizing individuals who are motivated to improve upon their professional accomplishments and to invest in themselves. Most SBE doctoral students are senior-level professionals returning to academia during or after successful careers in business and industry, public-sector administration, management, accounting, finance, health services, human resource management, information technology management, international management, and marketing. The SBE's various delivery formats and national locations give doctoral students the flexibility to plan around the considerable demands of their careers. Students fulfill the doctoral programs' residency requirement by completing 12 graduate credit hours within a given year.

NSU's professional doctoral degree programs place strong emphasis on strategic planning and management decision-making. These programs also provide academics with a foundation from which to pursue research, writing, and teaching.

Within each SBE doctoral program, students apply classical theory and research methodology to problems of high-level corporate and public agency personnel. The curricula are carefully balanced to ensure the depth and rigor associated with doctoral education across fields. For easy identification of coursework and requirements, the 60-credit programs are divided into four components: common core, specialty courses, competencies, and research.

DOCTORAL PROGRAMS REQUIREMENT SUMMARY

Successful doctoral candidates meet the following requirements:

- Completion of 60 graduate credit hours (52 graduate course credit hours, and a minimum of 8 dissertation credits)
- Fulfillment of the residency requirement by completing at least 12 graduate credit hours within a given year
- Passing grades on the comprehensive exams (CSA 6089, CSA 6090)
- Completion of the publication requirement (CSA 6096)
- Attainment of candidacy within six years
- Successful completion of the dissertation
- Continuous registration (at least one credit per term for at least two terms each year)
- Completion of all doctoral requirements within eight years

SBE CANDIDACY REQUIREMENT

The candidacy requirement provides students with a definitive demarcation between the course work and dissertation phases of the doctoral programs. Achievement of candidacy status indicates that a student need only complete his or her dissertation to fulfill the degree requirements. Doctoral students, however, should be developing their doctoral research capabilities throughout the program in areas such as dissertation topic development, literature reviews, research methodology, and writing skills.

Doctoral students are strongly encouraged to make significant progress on their dissertation before concluding their course work.

To achieve candidacy, doctoral students must complete the following program requirements:

- CSA 6072, Online Communications and Internet Competency
- CSA 6073, Doctoral Orientation
- All course work (at least 48 credits) with a 3.0 or greater cumulative GPA including:
 - a. Eight core and/or specialty courses (32 cr.)
 - b. CSA 6060, Business and Public Policy Seminar (4 cr.)
 - c. CSA 6080, Professional Workshop (2 cr.)
 - d. CSA 6140, Strategic Decision Making (4 cr.)
 - e. CSA 6081, 6082, 6083, Research Methods (6 cr. total)
- CSA 6089 and CSA 6090, Comprehensive Examinations
- CSA 6096, Professional Publication
- Approved Preliminary Literature Review and Concept Paper
- Approved Dissertation Committee Chair

Students who have met the above criteria are advanced to doctoral candidate status by the Doctoral Program Director. Candidacy must be achieved within six years (18 consecutive terms) of beginning the program. The Doctoral Program Office will provide continuing students with an assessment of their candidacy status and progress on an annual basis. Failure to attain candidate status within six years subjects the student to dismissal from the program.

“The business environment is rapidly changing, and one must constantly update one’s educational credentials. Nova Southeastern University continuously exposes the adult learner to the newest business administration concepts. The use of faculty with practical experience in the field was most effective. The doctoral program has sharpened my skills as a manager, as a motivator, and as a viable player in an increasingly competitive marketplace.”

Michael J. Velsmid, D.B.A. '89
President, Retail Stores Division
West Point Stevens Stores, Inc.

BUSINESS ADMINISTRATION (D.B.A.)

BUSINESS ADMINISTRATION (D.B.A.-60 cr.)

The Doctor of Business Administration program transforms mature students into leaders. Doctoral candidates not only learn the most advanced decision-making techniques, but also develop the research and writing skills that accompany high-level responsibility in the academic and business environments. The program encourages executives, teachers, and consultants to use their professional backgrounds to explore, design, and manage large systems within the complex organizations of our increasingly multifaceted and multisectoral economy.

The D.B.A. program consists of four components: (1) the **common core**; (2) **specialty courses** in the fields of accounting, finance, health services, human resource management, information technology management, international management, management, and marketing; (3) **competencies**; and (4) **research** (dissertation-related courses). Requirements for each component are listed below.

COMPONENT ONE: COMMON CORE (30 cr.)

CSA 6020	Organizational Behavior/ Personnel Management
CSA 6030	Information and Decision Sciences (ITM specialty candidates replace with 6110)
CSA 6050	Operations Management
CSA 6060	Business and Public Policy Seminar
CSA 6080	Professional Studies Workshop
CSA 6120	Marketing Management and Research
CSA 6130	Financial Decision Making in Business
CSA 6140	Strategic Decision Making

COMPONENT TWO: SPECIALTY COURSES

ACCOUNTING (16 cr.)

CSA 6710	Seminar in Financial Accounting
CSA 6730	Seminar in Managerial Accounting (replaces 6140 in common core)
CSA 6740	Seminar in International Accounting
CSA 6760	Seminar in Accounting, Information Systems, and Auditing

FINANCE (12 cr.)

CSA 6510	International Finance
CSA 6520	Financial Institutions
CSA 6530	Financial Engineering
CSA 6540	Investments and Taxation

(Select three from above.)

HEALTH SERVICES (12 cr.)

CSA 6610	Administrative Theory in Health Services
CSA 6620	Health Policy Analysis
CSA 6660	Legal Issues in Health Services

HUMAN RESOURCE MANAGEMENT (12 cr.)

CSA 6315	Strategic Planning in Human Resource Management
CSA 6325	Employee Relations and Services
CSA 6330	Performance and Reward Systems

**INFORMATION TECHNOLOGY
MANAGEMENT (12 cr.)**

CSA 6910	Enterprise Architecture
CSA 6920	Telecommunications and Data Networks
CSA 6930	Applied Database Management Systems

INTERNATIONAL MANAGEMENT (12 cr.)

CSA 6410	International Management
CSA 6450	Comparative Government and Economic Systems
CSA 6470	International Legal Framework

MANAGEMENT (12 cr.)

CSA 6010	Administrative Theory and Practice
CSA 6040	Economic Analysis
CSA 6110	International Business and Finance

MARKETING (12 cr.)

CSA 6810	Marketing Theory
CSA 6830	Research Analysis for Marketing Decisions
CSA 6890	Marketing Topics

**COMPONENT THREE:
COMPETENCIES (0 cr.)**

CSA 6072	Online Communications and Internet Competency
CSA 6073	Orientation
CSA 6089	Comprehensive Exam II
CSA 6090	Comprehensive Exam I
CSA 6096	Publication Requirement

**COMPONENT FOUR: RESEARCH
(Dissertation-related courses-18 cr.)**

CSA 6081	Applied Research Development
CSA 6082	Research Techniques
CSA 6083	Research Methods
CSA 6150	Readings in Business Adminis- tration (or applicable readings course that corresponds to a candidate's chosen specialty)
CSA 6091	Dissertation I
CSA 6092	Dissertation II
CSA 6093	Dissertation III
CSA 6094	Dissertation IV

“I strongly recommend NSU’s D.B.A. program, not only to increase academic knowledge and improve managerial skills, but also to broaden the realm of creativity for all those who meet the challenge. At the same time, the students’ practical experience enriches the study of business administration theory. While the D.B.A. degree is equivalent to a Ph.D., the program is unusual as it is designed to enable students to apply business administration theory to actual situations.”

**Maheer A. Mobasher,
D.B.A. '95
Business Manager/Assistant
Administrator
Bronx Community College
City University of New York**

DELIVERY MODELS

Doctoral students at the SBE can choose among three different instruction formats:

- **Week-long format**—Courses convene three times per year at the East Campus in Fort Lauderdale.
- **Weekend format**—Courses convene once per month for nine months at national off-campus sites or at the East Campus in Fort Lauderdale.
- **Directed format**—Seminars and workshops are held at various times and locations throughout the year.

Formats also can be customized to meet the specific needs of groups. The Doctor of International Business Administration program is offered exclusively in the week-long format. Students in all doctoral programs have the opportunity to complete other program activities, such as dissertation related-course work, while registered for a particular program format. For information on doctoral studies at the SBE, call the Office of Marketing and Student Development at 800-672-7223, Ext. 5100.

WEEK-LONG FORMAT

Fall Term

September October November

Alternate activities (dissertation, etc.)

December

Week-long course at East Campus (Sunday-Friday)

Winter Term

January February March

Alternate activities (dissertation, etc.)

April

Week-long course at East Campus (Sunday-Friday)

Summer Term

May June July

Alternate activities (dissertation, etc.)

August

Week-long course at East Campus (Sunday-Friday)

WEEKEND FORMAT (U.S.)

Fall Term

September October November

Classes meet one weekend each month

Saturday/Sunday 8 a.m.-5 p.m.

December

Alternate activities (dissertation, etc.)

Winter Term

January February March

Classes meet one weekend each month

Saturday/Sunday 8 a.m.-5 p.m.

April

Alternate activities (dissertation, etc.)

Summer Term

May June July

Classes meet one weekend each month

Saturday/Sunday 8 a.m.-5 p.m.

August

Alternate activities (dissertation, etc.)

SBE—DEFINING CUSTOMER SERVICE IN EDUCATION

With more than 2,300 students pursuing master's and doctoral degrees in over 40 locations throughout the world, the School of Business and Entrepreneurship at Nova Southeastern University enjoys an international reputation for management education. What attracts so many to the SBE's executive and management programs? The School's philosophy of innovation driven by the tenets of entrepreneurship and value creation.

Twenty-five years ago, when few other institutions considered customers' needs, the SBE strove to accommodate working professionals by pioneering in both weekend and field-based delivery. Today, that tradition continues. Through the SBE's convenient scheduling, working professionals pursue master's and doctoral programs at NSU's Main Campus in Fort Lauderdale, at field-based sites throughout the state of Florida, in selected cities throughout the U.S., and at sites spanning the globe.

Another of the SBE's unique features is its ability to tailor master's programs—in terms of both curriculum and delivery format—to the particular needs of corporations. The SBE offers master's programs within firms including

American Express; AT&T; BellSouth; NABI; Salomon Brothers, Inc; Westinghouse Savannah River Company, Inc.; and Sears, Roebuck & Co.

The School of Business and Entrepreneurship is a comprehensive graduate business school. In addition to offering master's and doctoral programs, the SBE houses the Institute of Continuing Management Education for Health Care Professionals, the Institute for Family Business, the Institute for Financial Studies, and the Institute for Executive and Management Education. Within these Institutes, professionals can find continuing education or certificate programs to meet their specific educational needs.

To discover the exciting opportunities available through the SBE and NSU, visit our Web site at <http://www.sbe.nova.edu>, peruse the enclosed literature, or ask for copies of our University publications: *Foresight*, the SBE's alumni magazine; the *NSU Alumni Network*; and the *NSU Overview*.

“The application of theory to actual live problems was a critical dynamic in the learning process. The use of highly knowledgeable professionals as instructors provided credibility and urgency to the experience. The use of case studies allowed us to solve real problems and not only fulfill class requirements, but shine in the eyes of our employers. The format of the program made it convenient for hard-working professionals to participate.”

Lisa P. Turner, D.B.A. '89
Senior Manager of Human Resources
Sensormatic Electronics Corporation

LOCATION

Nova Southeastern University is located on 232 acres in Fort Lauderdale, Florida. Students enjoy the peace and safety of our suburban campus, yet NSU can be reached easily by public and private transportation. The SBE is located on a separate 10-acre campus near Fort Lauderdale's downtown area.

Fort Lauderdale is a principal coastal region of South Florida. The climate is subtropical with an average year-round temperature of 75 degrees. Natural areas for such outdoor activities as sailing, fishing, golf, tennis, and swimming surround the University.

Fort Lauderdale offers extensive entertainment options—from the trendy boutiques and galleries lining Las Olas Boulevard to the high-caliber exhibits at the Museum of Art and the Museum of Discovery and Science. Performing arts enthusiasts can enjoy concerts, major Broadway musicals, ballet, and opera at the Broward Center for the Performing Arts. And Fort Lauderdale's famous beach is only 15 minutes east of NSU's Main or East Campuses. Clearly, Fort Lauderdale—the hub of business, commerce, and entertainment—offers something for every taste.



For the more adventurous, the City of Miami, located 25 minutes away, offers additional entertainment options, including glamorous South Beach. World-famous Bayside Marketplace and Cocowalk provide excellent shopping opportunities. Sports fans can root for the Miami Heat, Miami Dolphins, Florida Marlins, or Florida Panthers. To watch the Miami Dolphins train, however, one would have to visit NSU's Main Campus—which houses the team's training facility.



SBE FIELD LOCATIONS

NATIONAL

Aiken, SC
Austin, TX
Baton Rouge, LA
Birmingham, AL
Brattleboro, VT
Cedar Rapids, IA
Danville, VA
Davenport, IA
Denver, CO
Huntsville, AL
Little Rock, AR
Los Angeles, CA
Seattle, WA
Shreveport, LA
Spartanburg, SC
Whiting, IN

INTERNATIONAL

Calgary, Canada
Frankfurt, Germany
Nassau, Bahamas
Panama
Runaway Bay, Jamaica
Vancouver, B.C.

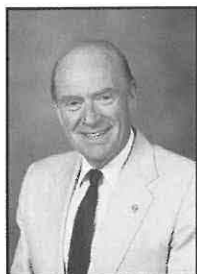
CORPORATE SITES

American Express
American Trans-Tech
AT&T
BellSouth
GTE
Salomon Brothers, Inc.
Sears Roebuck and Co.

FLORIDA

Boca Raton	Largo
Coral Springs	Miami
Daytona Beach	Orlando
Fort Lauderdale	Pompano Beach
Fort Myers	Sarasota
Gainesville	Tallahassee
Jacksonville	Tampa
Kendall	West Palm Beach

FULL-TIME DOCTORAL FACULTY OF THE SCHOOL OF BUSINESS AND ENTREPRENEURSHIP



Daniel L. Austin, Ph.D.



Joseph L. Balloun, Ph.D.



Barbara R. Dastoor, Ph.D.



William J. Harrington, Ed.D.



Art Weinstein, Ph.D.

Randolph A. Pohlman
Dean and Professor
Ph.D. Oklahoma State University
M.S. Kansas State University

Daniel Austin
Director of Public and Health
Services Division and Professor
Ph.D. University of Kansas
M.A. Missouri State University
M.Acc. Nova Southeastern University

Robert H. Baer
Associate Professor
D.P.A. Nova University
M.A. University of Miami
M.P.A. Nova University

Joseph L. Balloun
Professor
Ph.D. University of California at Berkeley
M.S. Iowa State University
B.S. Iowa State University

F. Barry Barnes
Assistant Professor
Ph.D. University of Kansas
M.B.A. University of Missouri

Barbara Dastoor
Associate Professor
Ph.D. University of Texas at Dallas
M.A. University of Missouri

Alan Gart
Professor
Ph.D. University of Pennsylvania
M.A. University of Pennsylvania

Jane Gibson
Professor
D.B.A. Nova University
M.S. Nova University

William Harrington
Associate Professor
Ed.D. Nova University
M.S. Boston College Graduate School

Herbert Johnson
Professor
Ph.D. University of Arkansas
M.B.A. University of Houston

William Johnson
Professor
Ph.D. Arizona State University
M.S. Northern Illinois University

Richard Kelsey
Director of Doctoral Programs and Professor
Ph.D. University of Washington
M.S. University of Minnesota

Walter B. Moore
Associate Professor
Ph.D. University of Nebraska
M.S. Colorado State University
B.S. University of Arkansas

Ronald Needleman
Director of Research and Associate Professor
Ph.D. City University of New York

Pedro Pellet
Associate Professor
Ph.D. University of Miami
M.A. University of Puerto Rico

Edward Pierce
Associate Professor
D.B.A. George Washington University
M.M.S. Command and General Staff College

John T. Sennetti
Professor
Ph.D. Virginia Polytechnic Institute
and State University
M.A. Bucknell University
M. of Statistics University of Florida

Arthur Weinstein
Associate Professor
Ph.D. Florida International University
M.B.A. Florida International University

Pan Yatrakis
Associate Professor
Ph.D. New York University
M.I.A. Columbia University
M.B.A. Columbia University

ADJUNCT DOCTORAL FACULTY OF THE SBE

John Affisco, Adjunct Professor
Ph.D. City University of New York
M. Phil. City University of New York
M.B.A. City University of New York

William R. Allen, Adjunct Professor
Ph.D. University of Florida
M.B.A. University of Florida

Alex Anckonie III, Adjunct Professor
D.B.A. George Washington University
M.B.A. American University

Jay Aronson, Adjunct Professor
Ph.D. Carnegie-Mellon University
M.S. Carnegie-Mellon University

Larry Chiagouris, Adjunct Professor
Ph.D. Baruch College
M.B.A. Baruch College
M.Phil. Baruch College

Clay Chun, Adjunct Professor
Ph.D. Rand Graduate School
M.S. University of S. California

James Dorris, Adjunct Professor
Ph.D. Southern Illinois University
M.F.A., The University of Georgia

Walter Einstein, Adjunct Professor
M.S. University of Southern California
Ph.D. Syracuse University

Ronald Fetzer, Adjunct Professor
Ph.D. Ohio State University
M.A. Kent State University

Richard Hodgetts, Adjunct Professor
Ph.D. University of Oklahoma
M.B.A. Indiana University

Raymond Jackson, Adjunct Professor
Ph.D. Boston University
M.B.A. University of Chicago

Juan Jover, Adjunct Professor
Ph.D. Stanford University
M.S. Polytechnical Institute of New York
M.S. Stanford University

Syrous Kooros, Adjunct Professor
President The National Alliance for
Economic Development
Ph.D. Rensselaer Polytechnic Institute
M.S. Rensselaer Polytechnic Institute

Howard Lawrence, Adjunct Professor
Ph.D. University of Mississippi
M.B.A. Memphis State University

Moshe Levin, Adjunct Professor
Ph.D. Texas A&M University
M.B.A. University of Illinois

Jonathan Linton, Adjunct Professor
Ph.D. York University
M.B.A. York University

Albert Mavrinak, Adjunct Professor
Ph.D. Harvard University
M.A. University of Pittsburgh

Kader Mazouz, Adjunct Professor
Ph.D. University of Cincinnati
M.S. University of Cincinnati

Gregory McLaughlin, Adjunct Professor
D.B.A. Nova University
M.S. Florida State University

Kenneth Most, Adjunct Professor
Ph.D. University of Florida
M.A. University of Florida

Richard Plank, Adjunct Professor
Ph.D. City University of New York
M.B.A. Seton Hall University

Thomas Powers, Adjunct Professor
Ph.D. Michigan State University
M.B.A. Eastern Michigan University

Neal Rappaport, Adjunct Professor
Ph.D. Massachusetts Institute of Technology
M.S. Wright State University

Richard Rees, Adjunct Professor
Ed.D. Rutgers University
M.Ed. Rutgers University

Elizabeth Rivers, Adjunct Professor
Ed.D. Nova University
M.B.A. New York Institute of Technology

William Rives, Adjunct Professor
Ph.D. Duke University
M.A. Duke University

Andrew Sherbo, Adjunct Professor
Ph.D. St. Louis University
M.B.A. University of Georgia

Jae Shim, Adjunct Professor
Ph.D. University of California, Berkeley
M.B.A. University of California, Berkeley

William Snow, Adjunct Professor
Ph.D. Catholic University of America
M.B.A. Golden Gate University

Luc Soenen, Adjunct Professor
D.B.A. Harvard University
M.B.A. Cornell University

Alan Tucker, Adjunct Professor
Ph.D. Florida State University
M.B.A. Florida State University

Daniel Walsh, Adjunct Professor
D.B.A. Nova University
M.B.A. Fairleigh Dickinson University
M.S. New Jersey Institute of Technology

“The D.B.A. degree program at Nova Southeastern University offered me the only opportunity to pursue advanced studies in business while maintaining my career. It offered the challenges of research and doctoral-quality education in a practical and innovative delivery format. My doctoral preparation provided me with the foundation to pursue research and writing for a major university.”

Donald F. Kuratko, D.B.A. '84
Stoops Distinguished Professor in Business and Director of the Entrepreneurship Program
College of Business
Ball State University

ALUMNI COMPANIES, COLLEGES, AND UNIVERSITIES

The following list represents some of the growing number of regional, national, and international companies and universities employing SBE doctoral graduates.

Abilene Christian University	Johnson & Johnson
American University	Keller Graduate School of Management
AT&T	LeTourneau College
Australian Catholic University	Lewis University
Averett College	MacDill Air Force Base
AvMed Health Plan	Mercer University
Baker College	MCI Systemhouse
Baldwin Wallace College	Mobile College
Ball State University	Motorola
Barry University	NBC TV Stations
BellSouth Communications	NASA
Brenau College	Newbury College
Citicorp	Northern Virginia Community College
City University of New York	Nova Southeastern University
Coca-Cola Foods	Oesterheld Consultants
Commonwealth of Pennsylvania	Office of Inspector General
Defense Information Systems	Ohio Dominican College
Department of Defense	Pennsylvania State University
Department of Transportation	Publix Supermarkets, Inc.
DePaul University	Puerto Rico Electric Power
Embry-Riddle Aeronautical University	Salem State College
Florida Institute of Technology	Salve Regina College
Florida International University	Scholastic Link
Geneva College	Sensormatic Electronics Corporation
George Washington University	South Dakota State University
Glendale College	St. Ambrose University
Golden Gate University	St. Leo College
Hampden-Sydney College	State Department of Health
Harris Corporation	Sullivan College
Harrison Memorial Hospital	Trinity College
Honeywell, Inc.	United States Postal Service
Howard University	University of Miami
Hyundai Electronics	University of the Ozarks
IBM	University of Phoenix
Internal Revenue Service	Veterans Administration
ITT Automotive, Inc.	West Point Stevens Stores, Inc.
Jackson Memorial Hospital	Wheeling Jesuit College
Jacksonville University	Wilson College

ADMISSION

The SBE's highly selective admission process is designed to identify candidates with strong potential for success in the business environment. Applicants are evaluated on the basis of academic achievement demonstrated by official graduate transcripts verifying a GPA of 3.25 or greater and one of the following accomplishments:

- An official score on the Graduate Management Admission Test (GMAT) of 450 or greater
- A Graduate Record Examination (GRE) score of 1,000 or greater
- A portfolio reflecting the applicant's last five years of professional achievements (detailed criteria provided upon request)

The SBE also considers prospective students' professional experience as described in the application.

International students taking classes on the Main Campus, and holding a master's degree from a foreign institution must submit a Test of English as a Foreign Language (TOEFL) score of 550 or greater. For foreign students studying at international sites and/or graduating from non-regionally accredited institutions, other criteria may apply. For more admission information, call the Office of Marketing and Student Development at 800-672-7223, Ext. 5100.

INTERNATIONAL STUDENTS

The SBE community is truly multicultural, with students coming from many different countries. The SBE welcomes this diversity and encourages international students to consider our programs for their educational pursuits. As an international student, your professional and cultural experiences will enhance the learning environment, providing depth and character to the curricula. International students choosing to pursue their studies at our beautiful Fort Lauderdale location are required to fulfill specific requirements.



FOUNDATIONAL COURSES

Doctoral programs at the SBE require that students be prepared with knowledge in certain areas before taking the doctoral-level course in that discipline. Students must satisfy all outstanding prerequisite courses within one year. The SBE affords several different methods for acquiring this foundational knowledge. Individuals requiring information on how to fulfill the prerequisite courses are encouraged to speak with a representative from the Office of Marketing and Student Development at 800-672-7223, Ext. 5100. Please refer to page 5 of the application section for specific foundational course requirements.

"The SBE's D.P.A. program was rigorous and intensive, yet it afforded me the flexibility I needed as a mature working student. The "broad brush" approach of a "generalist" program plus opportunities to interface with participants from widely different academic disciplines and career paths were invaluable. I have used the research methods and analytical approaches I learned at NSU in my work for various companies. I would recommend the NSU doctoral programs as the best available to the mature working professional or academician."

John B. Oesterheld, Jr.,
D.P.A. '83
President
John B. Oesterheld
Consultants, Inc.

TRANSFER POLICY

Doctoral applicants can transfer up to the equivalent of two courses (eight credit hours) from work completed in doctoral programs at accredited colleges or universities. Questions regarding transfer of credit should be directed to the Director of Doctoral Programs, (954) 262-5148, 800-672-7223, Ext. 5148.

FINANCING

There are many ways of financing a doctoral program; therefore, the cost alone should not necessarily deter you or factor into your decision. Professional and personal long-term benefits usually prove well worth the investment of time and money. If you are working, you may find that you can pursue the program under a tuition reimbursement plan from your company. Many students, however, find that they need some type of financial assistance.

Information on financial assistance and scholarship availability can be obtained from the Office of Student Financial Aid. Individuals applying for any type of financial assistance must fill out the Nova Southeastern University financial aid application and a Free Application for Federal Student Aid (FAFSA).

The Federal Stafford Loan, formerly Guaranteed Student Loan (GSL), is available to half- or full-time students demonstrating need. The maximum amount that a graduate student may borrow per academic year is \$10,000. The Unsubsidized Federal Stafford Loan is also available regardless of need. Up to \$8,500 per academic year may be borrowed. For more information, call 800-522-3243. For a full disclosure of tuition and fees, please call 800-672-7223, Ext. 5100.

PUBLIC ADMINISTRATION (D.P.A.)

PUBLIC ADMINISTRATION (D.P.A.-60 cr.)

Like the D.B.A. program, the Doctor of Public Administration (D.P.A.) program prepares academicians and business professionals to assume increased responsibility in our multisector economy. The D.P.A. program also prepares academicians to pursue scholarly research at colleges and universities throughout the world. This program, however pays particular attention to the needs of public sector administrators and managers. It thus focuses on the unique opportunities and needs of not-for-profit and city, state, and national government agencies.

The program consists of four components:

(1) **common core**; (2) **specialty courses**; (3) **competencies**; and (4) **research** (dissertation-related courses). Requirements for each are listed below:

COMPONENT ONE:

COMMON CORE (30 cr.)

CSA 6010	Administrative Theory and Practice
CSA 6020	Organizational Behavior/Personnel Management
CSA 6030	Information and Decision Sciences
CSA 6040	Economic Analysis
CSA 6050	Operations Management
CSA 6060	Business and Public Policy Seminar
CSA 6080	Professional Studies Workshop
CSA 6140	Strategic Decision Making

COMPONENT TWO:

SPECIALTY COURSES (12 cr.)

CSA 6220	Comparative Administrative Systems
CSA 6230	Financial Decision Making in Government
CSA 6240	Constitutional/Administrative Law and Ethics

COMPONENT THREE:

COMPETENCIES (0 cr.)

CSA 6072	Online Communications and Internet Competency
CSA 6073	Orientation
CSA 6089	Comprehensive Exam II
CSA 6090	Comprehensive Exam
CSA 6096	Publication Requirement

COMPONENT FOUR: RESEARCH

(dissertation-related courses-18 cr.)

CSA 6081	Applied Research Development
CSA 6082	Research Techniques
CSA 6083	Research Methods
CSA 6250	Readings in Public Administration
CSA 6091	Dissertation I
CSA 6092	Dissertation II
CSA 6093	Dissertation III
CSA 6094	Dissertation IV

“The Nova Southeastern University experience, in terms of both substance and process, was significant, beneficial, and most rewarding. The importance of the curriculum and the dedication of the interdisciplinary staff and resource people were compatible with my goals. I learned the meaning of quality management, integrity, program effectiveness, and commitment to excellence largely through my Nova Southeastern education.”

Brenda Mitchell, D.P.A. '81
Secretary of the Commonwealth of Pennsylvania

INTERNATIONAL BUSINESS ADMINISTRATION (D.I.B.A.)

INTERNATIONAL BUSINESS ADMINISTRATION (D.I.B.A.-60 cr.)

The doctorate in International Business Administration curriculum prepares business and government leaders, as well as management consultants, to engage in planning and decision making in the international business realm. Traditional strategic management concerns of business are treated from the perspective of the multinational corporation. The curriculum also explores both foreign and domestic corporate challenges, as well as business opportunities in the international arena.

The program consists of four components: (1) **common core**; (2) **specialty courses**; (3) **competencies**; and (4) **research** (dissertation-related courses). Requirements for each are listed below.

COMPONENT ONE: COMMON CORE (22 cr.)

CSA 6030	Information and Decision Sciences
CSA 6050	Operations Management
CSA 6060	Business and Public Policy Seminar
CSA 6080	Professional Studies Workshop
CSA 6110	International Business and Finance
CSA 6140	Strategic Decision Making

COMPONENT TWO: SPECIALTY COURSES (20 cr.)

CSA 6410	International Management
CSA 6420	International Marketing
CSA 6430	International Finance and Banking

CSA 6450	Comparative Government and Economic Systems
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CSA 6470	International Legal Framework
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COMPONENT THREE: COMPETENCIES (0 cr.)

CSA 6072	Online Communications and Internet Competency
CSA 6073	Orientation
CSA 6089	Comprehensive Exam II
CSA 6090	Comprehensive Exam I
CSA 6096	Publication Requirement

COMPONENT FOUR: RESEARCH (dissertation-related courses-18 cr.)

CSA 6081	Applied Research Development
CSA 6082	Research Techniques
CSA 6083	Research Methods
CSA 6480	Readings in International Business
CSA 6091	Dissertation I
CSA 6092	Dissertation II
CSA 6093	Dissertation III
CSA 6094	Dissertation IV

DISSERTATION

The doctoral program culminates with the dissertation, which demonstrates the student's ability to design and implement a major piece of research of both theoretical and practical significance. In part, the dissertation teaches the student the strengths and limitations of applied research; it also demonstrates the student's ability to link theory to analysis and strategy to operations in the real world. The courses supporting the dissertation constitute the research component of all doctoral programs. The research courses of the dissertation are completed concurrently with courses in the other program components. Students are provided with dissertation guidelines that describe in detail the philosophy and scope of the dissertation.

PUBLICATION REQUIREMENT

Considered part of the competency component of all doctoral programs, the publication requirement (CSA 6096) is designed to demonstrate the research, writing, and presentation abilities that have been acquired and/or refined through doctoral studies. For D.B.A. students specializing in management, the publication should make a contribution in a business area of choice. The following accomplishments satisfy the SBE's publication requirement:

1. Publication of an article in an appropriate academic or professional journal.
2. Publication of a paper in the proceedings of a national conference.
3. Publication of a report by a professional organization with rigorous selection criteria.

“My experience at the School of Business and Entrepreneurship exceeded all my expectations of a D.B.A. program. From real-world case studies to qualified faculty with a unique combination of workplace and academic perspectives, the program was excellent. It helped me gain additional knowledge and skills in a way easily transferred to the workplace. I am confident the D.B.A. program will be an integral element in my career development.”

Ralph D. Lubich, D.B.A. '97
Vice President for Strategic
Planning and Corporate
Development
Helaba (Central Bank
of Hessen, Frankfurt)

LIBRARY RESOURCES

The Einstein Library, on NSU's Main Campus, houses the University's major collection of books and journals in the humanities, business, and sciences. More than 35 specialized indexes in CD-ROM format are available in house, and an additional 60 databases are available to distance students via the Internet. The online book catalog is also available for remote searching. The library is a member of SEFLIN and FLIN, cooperative library networks that provide fast access to materials from other institutions throughout Florida. The Einstein Library is a cooperating library of the Foundation Center in New York, which gives students access to a special collection for grants and foundation research.

To supplement its collection, the Einstein Library has lending agreements with two large research libraries in the Midwest: Wayne State University, and the University of Michigan's document delivery service, MITS. These libraries, which provide document-delivery services for NSU's distance students, have combined holdings of over 10 million volumes and 125,000 journal subscriptions. The catalogs of these institutions can be searched directly, and there are links to these catalogs from the Book Catalogs section of the Electronic Library.

All requests for materials should be sent to the Einstein Document Delivery Department (use blue library request forms if you're on campus;

use the online forms or e-mail requests to library@nsu.nova.edu if you're a distance student). Materials also may be ordered by toll free fax or regular mail.

The Einstein Library provides off-campus students with most of the library services available to on-campus students. Students can order books, journal articles, dissertations, and reprints of papers. They can also search catalogs or indexes, and speak directly with a reference librarian. Librarians and SBE technology staff visit cluster sites regularly to inform distance students about services and to train them in the use of online databases.

VETERANS BENEFITS

Students in Nova Southeastern University doctoral program courses are eligible for veterans benefits. The Office of the University Registrar handles applications and enrollment certificates for veterans entitled to benefits. Eligible veterans and their dependents should contact the Veterans Benefits Coordinator at (954) 452-7240 or 800-541-6682, Ext. 7240 for detailed information and application procedures.

RESIDENT HOUSING

All full-time students are eligible for on-campus housing. Furnished apartments are available for graduate students, who may choose among single, shared single, double, or quad accommodations in either one- or two-bedroom apartments. For further information, call (954) 475-7052.

COURSE DESCRIPTIONS

CSA 6010 Administrative Theory and Practice (4 cr.)

This course offers a critical and analytical review of the history of management theory. Students are encouraged to compare and contrast management theories and to examine them in the critical light of practical experience. In addition, through the preparation of literature research papers, students give attention to the development of dissertation-supporting literature-review skills. **Prerequisite:** Graduate-level management/organizational theory.

CSA 6020 Organizational Behavior/Personnel Management (4 cr.)

A seminar in the theories and practices of organizational behavior and the techniques of applied management. Focus on individual and group behavior in organizations. Discussion of traditional behavioral theories, organizational dynamics, current trends, and future directions in behavioral sciences and human resource management fields to include concepts of team-building practices and high-performance perception and values. Responsibilities of human resource management and skills of applied management practices in the organization to include survey research and employee motivation, leadership, workplace trends, and personnel planning. Cases and experiential exercises enhance the transfer of learning. **Prerequisite:** Graduate-level management/organizational theory.

CSA 6030 Information and Decision Sciences (4 cr.)

This course provides an application of information-processing concepts from a managerial/administrative perspective. Topics include managerial issues in analysis, design, and implementation of management information

systems (MIS); decision support systems, expert systems, automated financial modeling and planning methods; and managerial issues of organizing information systems and telecommunication networks (information centers, local area networks (LANs), etc.). **Prerequisites:** Computer literacy, graduate-level quantitative methods, and CSA 6072.

CSA 6040 Economic Analysis (4 cr.)

This course is designed to expose mid-level and high-level administrators to economic techniques applicable to both public and private business decision making. It will impart the skills necessary for utilization of these. An economic focus will be provided for the application of quantitative analyses such as regression, cost benefit, linear programming, mini-max, and time and risk. Applications such as demand functions, cost functions, production functions, pricing of both public and private goods, human capital and market structures will be examined. The course will focus on case analysis and the preparation by each student of a research paper that applies one of these techniques to the solution of a job-related economics problem. **Prerequisite:** Graduate-level economics.

CSA 6050 Operations Management (4 cr.)

Operations management covers both manufacturing and service industries and deals with a multitude of activities needed to produce or process goods and services in the private and public sectors. The course emphasizes the production and operations activities of businesses and public agencies. The operations management function to provide acceptable service to clients and customers provides the underlying theme for case analysis and discussion. **Prerequisite:** Graduate-level quantitative methods.

“Since receiving my doctoral degree from the SBE, I have gained the confidence and knowledge I needed to change careers. I am currently responsible for the Oil & Gas Consulting and Systems Integration Practice for MCI Systemhouse. In this capacity, I not only represent my company’s customers to senior executives and assist them in the development and implementation of strategic information plans, but I also am responsible for the overall strategic direction and image we present to the industry. Since receiving my doctorate, I have been invited to speak at several industry events, including one in London. I also have been published as a leading authority in my field.”

Scott M. Shemwell, D.B.A. '96
Director of Oil & Gas Practice
MCI Systemhouse

CSA 6060 Business and Public Policy Seminar (4 cr.)

This course is designed to increase understanding of dynamic and multifaceted relationships between business and public policy. It involves an examination of key public policy processes, problems, and issues and their impact on business policies and operations. Although the focus will be on the U.S. federal government and the U.S. economy, the roles and impact of state and local governments, foreign governments, and international organizations will also be reviewed. Similarly, the "politics" of intracompany, intraindustry, and interindustry relationships will be analyzed. The approach will involve a wide variety of disciplines, e.g., business administration, public administration, economics, political science, and law sociology.

Prerequisite: CSA 6072.

CSA 6072 Online Communications and Internet Competency (0 cr.)

This course includes both facility on a micro-computer of the student's choice and the use of the Nova Southeastern University campus-based computer system. Students who complete NSU's master's level computer competency course will be exempt from this course.

CSA 6080 Professional Studies Workshop (2 cr.)

A required two-credit workshop held every year in conjunction with the American Society for Public Administration (ASPA) annual meeting for D.P.A. students, the Society for Human Resource Management annual conference for D.B.A./HRM students, the Academy of International Business annual meeting for D.B.A./IM and D.I.B.A. students, the American Accounting Association annual meeting for the D.B.A./ACC

students, the Financial Management Association annual meeting for the D.B.A./FIN students, the American Marketing Association (Marketing Educators Conference) for the D.B.A./MKT students, and the Association for Information Systems annual meeting for D.B.A./ITM students. The annual Academy of Management meeting in August is the workshop site for D.B.A. students. Consult the *Schedule of Classes* for dates and locations for individual workshops. Although NSU's programs are not sponsored by these associations, participation in these professional group meetings will expose students to contemporary thoughts and research in their areas of interest. Students are also encouraged to submit papers or participate as discussants at these meetings.

CSA 6081 Applied Research Development (2 cr.)

The role of research in the business decision-making process will be explored. The significance of theory in the research process will be defined. The varied appropriate methodologies that could be brought to bear in such endeavors will be studied in depth. Students will be expected to understand the framing of research questions, the developing of an appropriate methodology, and the selecting of the appropriate techniques to carry out research.

CSA 6082 Research Techniques (2 cr.)

This course examines the nature of information, data, statistical analysis, and reporting. Statistical analyses from many perspectives, including descriptive statistics and inferential statistics at the univariate level, will be emphasized. The nature of factorial designs; multivariate analyses; correlation, regression, and prediction equations; and techniques associated with data exploration will be examined. A variety of computer-based tools will be used to conduct the statistical

analyses associated with this course.

Prerequisites: CSA 6081 and graduate-level quantitative methods.

CSA 6083 Research Methods (2 cr.)

This course focuses on the integration of statistical techniques into the research design, as described in Chapter Three of the typical dissertation. The use of survey techniques in behavioral, management, and other scenarios is explored. The output of regression models is used to build financial and marketing models. Advanced computer programs are demonstrated as they are applied to specific research projects.

Prerequisites: CSA 6081, CSA 6082, and graduate-level quantitative methods.

CSA 6110 International Business and Finance (4 cr.)

International business is a logical extension of a growth-oriented national economic and organizational setting. The module emphasizes the benefits to be gained from international trade and the multinational opportunities available to individual firms. New theories of global trade are discussed. Special attention is given to foreign economic policy, tariff and nontariff barriers, the transfer of payments, the balance of payments, exchange rates, and the contemporary international monetary system. Attention is also given to developing third-world countries, the economic status of major emerging nations, the nature and scope of multinational enterprise, host country policies toward multinational enterprise, and new techniques designed to result in a more beneficial international economic order.

Prerequisite: Graduate-level accounting/finance.

CSA 6120 Marketing Management and Research (4 cr.)

The course is designed to help D.B.A. candidates develop both an appreciation for the intellectual growth of marketing as an academic discipline and a set of skills related to the practice of marketing management. Students will be exposed to the role of marketing in a modern organization and, through the use of case, lecture, and market-modeling assignments, will develop skills in planning and executing marketing programs. Students will examine the intellectual underpinnings of marketing as a discipline by examining the development of marketing theories from both a historical and a philosophical basis. In doing so, they will also be exposed to the basic issues involved with doing scientific research in the social sciences. **Prerequisite:** Graduate-level marketing.

CSA 6130 Financial Decision Making in Business (4 cr.)

An examination of the theory and practice of finance with emphasis given to financial analysis, management, and control. Topics to be offered include the theory and practice of finance to include the firm's investment, financing, and dividend decisions; analytical techniques available for problem solving; and the environment in which financial decisions are made. Coverage of these topics will be accomplished by utilizing a balance between concept applications, case analyses, and problems. Content includes: 1) principles and functions of finance; valuation of financial market instruments; time value of money, financial ratio analysis; forecasting; 2) management of liquidity and other current assets; short- and intermediate-term financing, leasing; 3) capital investment, capital budgeting methods, required returns for companies and divisions and acquisitions; 4) theory of capital structure;

“As a graduate of the doctoral program at Nova Southeastern University, I learned to merge academic knowledge with insight into the real world of decision making. Although 20 years have passed since I completed my degree, I still use the training and processes I learned at NSU in meeting my responsibilities on a daily basis. I have recommended the experience to both colleagues and friends.”

Gerald T. O'Neil, D.P.A. '77
Group Vice President
AvMed Health Plan

dividend policy; 5) long-term financing; equity capital, long-term debt; inflation and financial market returns; and 6) mergers and acquisitions; failures and reorganizations. **Prerequisite:** Graduate-level accounting/finance.

CSA 6140 Strategic Decision Making (4 cr.)

This is the capstone course in the doctoral program. Students from the various specialty programs bring together their knowledge. The objective is to draw together the knowledge gained from the various functional area courses studied in ways that will enhance the analysis of ongoing business and not-for-profit organizations. In this course, the interacting and diverse interests of stakeholders—key executives, customers, buyers, owners, and other interested parties—will be examined. Substantial attention is given to selecting and formulating goals and objectives and to the formulation of strategies and policies for reaching these goals and objectives. The design of the organizational structures, systems, and processes necessary for implementation of such strategies and policies is developed. **Prerequisites:** Completion of all other course work and Part I of the comprehensive examination.

CSA 6150 Readings in Business Administration (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6151 Advanced Readings in Management/Organizational Behavior (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6220 Comparative Administrative Systems (4 cr.)

This course focuses on alternative administrative arrangements within which the public administrator must function. Particular attention is given to comparative study of administrative systems in the United States, the United Kingdom, France, and Germany. The complex system of interaction and dependency created by the dispersal of governmental authority among many agencies, levels of government, and jurisdictions are examined as are the history, contemporary conditions, and future of federal, state, and local relations. An integrated perspective is developed to give a clear understanding of the special characteristics of American public administration.

CSA 6230 Financial Decision Making in Government (4 cr.)

This course begins with a review of capital budgeting techniques and practices, continues with a summary of modern economic and financial theory, and then presents applications in the national, state, and local planning, programming, and budgeting environments. Revenue budgeting at the local, state, and federal levels is examined for fairness, efficiency of collection, and economic impact. Expense budgeting examines the use that

is made of revenues collected. Programs and planning activities are examined, then Congressional activities associated with the passage of the budget are examined. Cases are used to augment text readings when possible.

CSA 6240 Constitutional/Administrative Law and Ethics (4 cr.)

This course reviews the normative and legal framework of public administration in the United States. Topics include principal doctrines of American constitutionalism that are the basis for and parameters of public management practice; theories of due process, equal protection, federalism, and separation of powers; statutory restraints on the administrator; traditional and new forms of judicial control of administrative action; standards for the exercise of administrative discretion; modern dynamics of the relationship between the administrative and judicial processes; conflicting demands on public managers; sense of personal responsibility for actions versus obligations to hierarchical supervisors, peers, subordinates, and the system; and obligations imposed by the bureaucracy versus senses of fairness, duty, and responsibility.

CSA 6250 Readings in Public Administration (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6315 Strategic Programming in Human Resource Management (4 cr.)

This course will emphasize decision-making processes in the development and maintenance of various program elements in human resource management. Decision analysis will also be considered. Traditional and current issues-oriented programming will be addressed. Program elements that may be included are human resource planning, recruitment and selection; performance and promotion systems; incentives and awards; compensation and benefits; and human resource information systems (HRIS).

Prerequisite: Graduate-level personnel/human resource management.

CSA 6325 Employee Relations and Services (4 cr.)

This course addresses the tools the human resource department may employ in order to maintain optimum levels of employee morale and employee retention. Current approaches and processes for determining which tools to use will be discussed. The course includes such content as employee surveys, quality work life, discipline and due process, career management, employee assistance plans and employee counseling, outplacement, retirement planning, day care, and various auxiliary services. **Prerequisite:** Graduate-level personnel/human resource management.

CSA 6330 Performance and Reward Systems (4 cr.)

This course focuses on performance appraisal, compensation, benefits, and incentive systems. In the area of performance appraisal, topics to be studied include systems, methods, rater errors, and interviewing. Other topics to be explored include pay plans, compensation administration, flexible benefits, health plans, individual and group incentives, employee motivation, and HRIS. **Prerequisite:** Graduate-level personnel/human resource management.

“Before entering NSU’s D.P.A. program, I had earned several degrees from other universities. My purpose in pursuing the degree was to sharpen my skills as a public administrator. Due to family and job responsibilities, I was not in a position to attend a traditional, full-time doctoral program. Perhaps the best part of the the SBE program was its focus on real-life applications of course content. I subsequently shared much of the material with my staff.”

James L. Ely, D.P.A. '85
*Director of Florida
Turnpike System
State of Florida*

CSA 6370 Readings in Human Resource Management (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6410 International Management (4 cr.)

This course is an examination of the general field of administration with emphasis on the role of the management process, organizational behavior, and human resource management in international management. Topics to be covered include the evolution of management theory, the international manager's job, the modern emphasis on effective use of human resources, and the managerial issues confounding top management as it attempts to plan, organize, lead, and control global operations. **Prerequisite:** Graduate-level management/organizational theory.

CSA 6420 International Marketing (4 cr.)

This course is designed to develop a student's understanding of the problems and opportunities present in the international business environment and the challenges involved in the development and implementation of the international corporate/marketing strategy. It includes an analysis of the environment of international markets, theories and models, market research methodology, and the market mix. **Prerequisite:** Graduate-level marketing.

CSA 6430 International Finance and Banking (4 cr.)

A study of the international financial management and banking functions that examines the environment for international finance and banking, balance of payments, foreign exchange, and inherent dimensions of political risk. Unique aspects of international financial management are emphasized as related to cash management, capital budgeting, and cost of capital. International banking and financial markets are discussed. **Prerequisites:** Graduate-level economics and accounting/finance.

CSA 6450 Comparative Government and Economic Systems (4 cr.)

An in-depth review and analysis of the political and socioeconomic environment of major societies that may have impact on the world scene, as viewed today. Comparative Government seeks to compare and contrast the institutional environments of these societies as the basis for conducting international trade and advancing economic development and mutual cooperation. **Prerequisite:** Graduate-level economics.

CSA 6470 International Legal Framework (4 cr.)

An introduction to the structures and processes of the international legal community, with a particular view to its bearing upon international commercial and financial interchanges. Topics to be covered include the history of the international legal order; sources of international law; incorporation of international law into U.S. law; sovereignty; diplomatic protection; human rights; institutions of the United Nations era; the International Monetary Fund; the General Agreement on Tariffs and Trade; expropriation

of alien-owned property; sovereign immunity; act of state doctrine; jurisdiction; and extraterritoriality, and the European Economic Community.

CSA 6480 Readings in International Business Administration (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6510 International Finance (4 cr.)

This course is designed to extend the student's knowledge of corporate finance, investment, and financial institutions to the international arena. The theoretical basis for the international component, the environment of the international financial component, the solution of management problems that arise due to the international component, the associated regulatory complexities, and the currently active areas of modern academic research associated with international financial management will be covered. **Prerequisites:** Graduate-level accounting/finance and economics.

CSA 6520 Financial Institutions (4 cr.)

This course begins with an examination of financial analysis techniques and strategies that are used to assist in corporate decision making at commercial banks, savings and loans, savings banks, credit unions, insurance companies, mutual and money market funds, and investment banks and brokerage firms. The role of all of these financial institutions in the economy is explored and the competitive nature and the differences

between institutions is examined extensively. The macro-environment (overview) of the banking industry and other trends and problems in the environment of financial institutions are discussed. **Prerequisite:** Graduate-level accounting/finance and economics.

CSA 6530 Financial Engineering (4 cr.)

This course offers students a comprehensive overview of the significant risk management and tactical asset allocation functions offered by derivatives securities, including forward and futures contracts, options, forward rate agreements, and swaps. Sample topics include hedging currency exposure, interest rate risk immunization, international diversification through swaps, exotic over-the-counter products, and how hedge funds use derivatives. **Prerequisite:** Graduate-level accounting/finance.

CSA 6540 Investments and Taxation (4 cr.)

The objectives of this course are to gain an understanding of the efficient market hypothesis and tests of market efficiency; gain an understanding of options and future markets; relate options and future markets to commodity markets; evaluate portfolio management theories and practices, and investigate the impact of taxes on investment instruments.

Prerequisites: Graduate-level quantitative methods, accounting/finance, and economics.

CSA 6550 Readings in Finance (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

“The D.B.A. degree, coupled with my senior managerial status, gave me the credentials I needed to become the chief of a research center in the heart of Silicon Valley. I now manage a team of researchers including economists, operations research analysts, statisticians, and computer program analysts. The broad academic preparation I received in NSU's program has enabled me not only to deal as a peer in research with this wide array of talented people, but also to take administrative responsibility for their performance. What's more, I am now an adjunct faculty member at two local universities, and I serve in a variety of functions with several professional organizations.”

George G. Klemic, D.B.A. '92
Chief, District Office Research
and Analysis
Internal Revenue Service

CSA 6610 Administrative Theory in Health Services (4 cr.)

A doctoral seminar that includes a review of the work of classical theorists in the management discipline and a more detailed discussion of modern management thought and theory in the health services environment. Students are encouraged to compare and contrast management theories and to examine these theories in the critical light of their own experience. Students develop skills in academic research through the preparation of research papers and literature reviews.

Prerequisite: Graduate-level management/organizational theory.

CSA 6620 Health Policy Analysis (4 cr.)

The course examines the major historical and current influences on health policy development and implementation at the federal and state levels, and the resulting structure and functions of the American health care industry. Students will identify principles for national health care and evaluate selected health policy proposals by special interest groups and state and federal government agencies.

CSA 6650 Readings in Health Services (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography which supports the dissertation in that area. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6660 Legal Issues in Health Services (4 cr.)

This seminar features a series of legal concepts and issues facing health care managers in today's dynamic and evolving health care delivery system. Students will analyze conflicts arising from legal, economic, and social issues. The structure of the legal system, governmental bodies regulating the health care industry, and some of the entities that make up the health care system will be studied as a framework for analyzing substantive issues.

CSA 6710 Seminar in Financial Accounting (4 cr.)

This course examines the discipline of financial accounting by tracing the historical backgrounds and evolution of current financial accounting theory and practice, reviewing key parts of the related literature, and discussing future directions of financial accounting research. Current financial reporting issues and areas of controversy are studied with an emphasis on the relationship between accounting practice and research. Student skills in research topic selection and refinement, literature selection and review, and research project structuring are advanced. Current issues and developments in accounting education are discussed as an integral part of the course. **Prerequisite:** Accounting.

CSA 6730 Seminar in Managerial Accounting (4 cr.)

This course addresses the major issues in the area of managerial accounting by reviewing the historical and current literature, analyzing appropriate case studies, and discussing related issues in human resource, behavioral, and social responsibility accounting. Ethical concerns are also examined. Student research skills are

enhanced through the exploration of potential research topics in the managerial accounting discipline. **Prerequisite:** Accounting.

CSA 6740 Seminar in International Accounting (4 cr.)

This course examines the international dimensions of accounting, primarily as they relate to financial accounting, but it also considers the impact of multinational operations on managerial accounting and taxation, both U.S. and foreign. The initial course focus is on how U.S. corporations and their international affiliates account for foreign transactions for financial reporting purposes. A survey of financial accounting and reporting practices employed in other countries follows. The recent trend toward harmonizing the wide variety of country practices is then studied. Finally, business and individual taxation methods used in various countries are discussed. **Prerequisite:** Accounting.

CSA 6750 Readings in Accounting (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6760 Seminar in Accounting Information Systems and Auditing (4 cr.)

This seminar provides an overview of the development, implementation, and evolution of Accounting Information Systems (AIS). Topics discussed include the impact of technology,

control issues, and behavioral aspects of the AIS process. The relationship between the AIS and the internal and external information flows that facilitate resource allocation decisions is emphasized. In addition to AIS auditability concerns, other attributes of internal and external auditing, such as professional ethics, evidence gathering and evaluation, risk assessment, and reporting options are examined. Relevant theoretical and applied research are integrated into topical coverage throughout the course. **Prerequisite:** Accounting.

CSA 6810 Marketing Theory (4 cr.)

This course is designed to prepare D.B.A. candidates in Marketing for the dissertation by providing them with the skills to develop theory within a marketing context. The students will be exposed to a structured theory development procedure and will complete a theory development paper. In addition, students will read and critique works in the field.

Prerequisite: Graduate-level marketing.

CSA 6830 Research Analysis for Marketing Decisions (4 cr.)

The course is designed to help D.B.A. candidates master their understanding of the total process of generating and transforming data into information relevant to identification and analysis of issues in the field of marketing. Emphases are placed on research designs, exploratory, descriptive, and causal; methodologies in measurement and scaling, sampling, and inferential statistics; and these techniques of data analysis: parametric, nonparametric, simple, and multivariate. Students will gain experience in analyzing "real life"

"I am proud to be a graduate of Nova Southeastern's D.B.A. program. Weekend class meetings enabled me to continue with my teaching career. I found many instructors inspiring; in my opinion, they are among the finest in their academic specialties. I developed a close relationship with my cluster classmates, who were all professionals and who contributed to my education through discussions and projects. As a result of my degree, I received tenure and a promotion to Associate Professor. I also gained the confidence to independently produce and critique research."

Robert Banash, D.B.A. '89
Associate Professor
St. Ambrose University

marketing research data using either VAX or PC-based SPSSx software. **Prerequisite:** Graduate-level marketing.

CSA 6850 Readings in Marketing (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director.

CSA 6890 Marketing Topics (4 cr.)

Students will be introduced to special topics such as international marketing, buyer behavior, marketing communications, brand equity, etc. **Prerequisite:** Graduate-level marketing.

CSA 6910 Enterprise Architecture (4 cr.)

Administrative Theory and Practice concepts are combined with concepts and architecture of information systems for IT-enterprise architecture alignment. Topics include information concepts, flows, and system types; information's role in planning, operations, control, and decision making; information systems' integration across function, managerial level, and other attributes. Tools and methods expediting specialized IS designs and application requirements are examined; IS planning, implementation, and management strategies are reviewed. Trends in development of group support systems, expert systems, office automation, and information engineering are

described. Techniques are delineated for creating a comprehensive enterprise-wide plan that optimizes productivity through enterprise architecture planning. **Prerequisite:** Graduate-level MIS.

CSA 6920 Telecommunications and Data Networks (4 cr.)

This course examines recent advances and new applications in the expanding field of telecommunications and computer networks. Technical fundamentals, architectures, and network design are described. Strategies, tools, and techniques are delineated for network planning, implementation, management, maintenance, and security. Topics include ISDN and B-ISDN, the OSI model, transmission media, network operating systems, topologies, configurations, protocols, and performance characteristics. The course will also explore trends in standardization, internetworking, downsizing, and the development of local-area networks (LANs), wide-area networks (WANs), metropolitan-area networks (MANs), value-added networks (VANs), and enterprise-wide networks. **Prerequisite:** Graduate-level MIS.

CSA 6930 Applied Database Management Systems (4 cr.)

This course examines techniques for determining database requirements and managing organizational data resources. It also presents strategies for designing database management system applications satisfying specific requirements. Students analyze components and architectures of data and the relational model. They also explore methods for creating and implementing

object-oriented IS. Topics include object-oriented languages, user interface, databases and expert systems, distributed computing, advantages and drawbacks of commercially available DBMS tools and products. **Prerequisite:** Graduate-level MIS.

CSA 6950 Readings in Information Technology Management (4 cr.)

This is an independent readings course in preparation for the dissertation. A student works with his or her Chairperson in developing the bibliography and a draft literature review to support the dissertation. The Readings course may be taken only after the student has received approval of the Concept Paper and Chairperson by the Research Director. Designs are developed for the organizational structures, systems, and processes necessary for implementation of such strategies and policies.

CSA 7000 Advanced Seminar in Management Education Methods (2 cr.)

This course addresses the techniques and strategies that instructors may employ in the education of adult professionals and executives. Seminar participants will explore various options for teaching specific content typologies in a formal educational environment. Participants will also assess their own instructional styles. Accelerated learning methods will be discussed.

Notice of Nondiscrimination

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Accreditation

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

“I received my D.B.A. degree in January 1993, after five years in the doctoral program. NSU was designed for the working person, which made it possible for me to continue in my full-time position as a hospital executive and military reservist. The education I received from SBE continues to help me with my professional life. The research skills developed for my dissertation are invaluable as I pursue research at my hospital for publications and presentations. The coursework solidified and amplified my management skills, particularly in the areas of financial decision making and information systems.”

Kathleen D. Sanford, RN,
D.B.A. '93
Vice President, Nursing Services
Harrison Memorial Hospital

DOCTORAL ADMISSION APPLICATION

NOVA
SOUTHEASTERN
UNIVERSITY

SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315

COLLEGE <input type="text" value="FS"/>	MAJOR <input type="text"/>	DEGREE <input type="text"/>	LEVEL <input type="text"/>
TERM <input type="text"/>	STATUS <input type="text" value="RF"/>	APPLY DATE <input type="text"/>	APPLY CLASS <input type="text"/>
SPECIAL PROGRAM <input type="text"/>	ADMIT ACTION <input type="text"/>	ADMIT TYPE <input type="text"/>	CLUSTER/SITE LOCATOR <input type="text"/>

For Official Use Only

MESSAGE TO THE APPLICANT

1. Type or print in ink all information required on this application and return with the nonrefundable \$50 fee payable to Nova Southeastern University.
2. Request to have your official transcripts sent directly to the School of Business and Entrepreneurship, Doctoral Program Office.
3. If you have GMAT or GRE scores, please have an **official** copy of the report forwarded to SBE from the Educational Testing Service in Princeton, New Jersey.
4. Submit a 500- to 1,000-word essay describing your professional accomplishments and goals.
5. Submit a resume or curriculum vitae with detailed explanation of previous and present employment responsibilities.

Expected starting date / / Cluster Location

Social Security Number

Name

Current Mailing Address

Country State Zip Telephone

Permanent Mailing Address

Country State Zip Telephone

Date of Birth ☐ Male ☐ Female

EMPLOYER'S NAME AND ADDRESS

Name

Address

Telephone

Your title/primary responsibility

(Please check the program for which you are applying.)

- ☐ Doctor of Business Administration
- ☐ Doctor of International Business Administration
- ☐ Doctor of Public Administration

- Doctor of Business Administration with
 - ☐ Accounting Specialty
 - ☐ Finance Specialty
 - ☐ Health Services Specialty
 - ☐ Human Resource Management Specialty
 - ☐ Information Technology Management Specialty
 - ☐ International Management Specialty
 - ☐ Management Specialty
 - ☐ Marketing Specialty

DOCTORAL ADMISSION APPLICATION

EMERGENCY CONTACT

Name _____

Address _____

Home Telephone _____ Business Telephone _____ Ext. _____

HONORS

Honors and other evidence of high scholarship _____

FINANCIAL AID

Have you applied for financial aid? ☐ Yes ☐ No

Have you filed a Free Application for Federal Student Aid. (FAFSA)? ☐ Yes ☐ No

If yes, when was the FAFSA sent to Iowa City, Iowa? _____
Date

ETHNIC ORIGIN DATA

(this information is requested for reporting purposes only):

Check one of the following

☐ White (not of Hispanic origin)

☐ Black (not of Hispanic origin)

☐ Hispanic origin

☐ Asian or Pacific Islander

☐ American Indian or native Alaskan

APPLICANT STATUS AT TIME OF APPLICATION

First time attending Nova Southeastern University? ☐ Yes ☐ No

When did you take, or when do you plan to take, the GMAT/GRE? _____

DOCTORAL ADMISSION APPLICATION

EDUCATION

List in reverse order (most recent first) all colleges and universities attended. An official transcript must be submitted for course work taken.

Name of College	State	Date Started (Mo/Yr)	Date Ended (Mo/Yr)	Major Field	Degree	(Mo/Yr)	GPA

Do you intend to transfer any doctoral-level credits toward your doctoral degree?

☐ Yes ☐ No If yes, list:

Course Number	Title	Institution	Dates

CITIZENSHIP STATUS

☐ U.S. Citizen

☐ Nonresident Alien

☐ Resident Alien

Do you require an I-20 visa? ☐ Yes ☐ No

If you have a visa, indicate status code _____

Country of Citizenship _____

Native Language _____

Additional procedures are required for admission of nonresident alien students.

Please contact the Office of the University Registrar International Student Office for further details at (954) 262-7240.

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova Southeastern University.

Applicant's Signature

Date

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University practices a policy of nondiscrimination in employment and admission. Nova Southeastern University does not discriminate on the basis of race, color, age, sex, nondisqualifying disability, religion or creed, or national or ethnic origin.

Please submit a short essay on your future career objectives in management, teaching, research, consulting, or practice. Indicate how you feel the doctoral curriculum will help you meet those goals; whether it is an optional or necessary credential; and why you believe you have sufficient motivation for a three-year program. Use additional pages if you require them, or submit separate typewritten page(s).

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. A small dark speck is present on one of the lines towards the right side. The paper appears to be a standard notebook page.

DOCTORAL ADMISSION APPLICATION

SCHOOL- SPECIFIC ADDITIONAL ADMISSIONS INSTRUCTIONS

The Doctoral Admissions Committee uses several criteria in reaching a decision on each applicant. Do not hesitate to submit any information that you feel is relevant in helping portray your academic ability; the extent of your motivation for starting and concluding a major academic undertaking; or your future career plans that justify the need and use of a doctoral degree.

GRADUATE-LEVEL PREREQUISITES: circle your program and indicate which degree program prerequisites you may have already completed.

D.B.A./MGMT, D.I.B.A., D.B.A./IM, or D.B.A./FIN - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Economics
- ☐ Marketing
- ☐ Accounting/Finance
- ☐ Management/Organizational Theory

D.P.A. - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Economics
- ☐ Management/Organizational Theory

D.B.A./ACC - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Marketing
- ☐ Accounting/Finance
- ☐ Management/Organizational Theory
- ☐ Accounting Background: _____

D.B.A./ITM - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Management Information Systems
- ☐ Marketing
- ☐ Accounting/Finance
- ☐ Management/Organizational Theory

D.B.A./HRM - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Personnel/Human Resource Management
- ☐ Marketing
- ☐ Accounting/Finance
- ☐ Management/Organizational Theory

D.B.A./MKT - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Marketing
- ☐ Accounting/Finance
- ☐ Management/Organizational Theory

D.B.A./HS - Graduate-Level Course Work in:

- ☐ Quantitative Methods
- ☐ Marketing
- ☐ Accounting/Finance
- ☐ Management/Organizational Theory

Please direct all correspondence related to your application to:

Doctoral Program Office
School of Business and Entrepreneurship
Nova Southeastern University
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315

DOCTORAL PROGRAM



SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315

INFORMATION/ LIBRARY SURVEY

PLEASE READ AND RETURN THIS FORM AS PART OF YOUR APPLICATION MATERIAL.
This form must be completed before your file can be reviewed by the Doctoral Admission Committee.

I. Student Information Date _____

First Name _____ Last Name _____

SS# _____ Cluster _____ Day Phone () _____

Address _____

City _____ State _____ Zip Code _____

Circle Your Program: D.B.A. D.P.A. D.I.B.A. D.B.A./ACC D.B.A./FIN
D.B.A./HS D.B.A./HRM D.B.A./IM D.B.A./ITM D.B.A./MKT
D.B.A./MGMT

To support your program at Nova Southeastern University and your career in business, public service, or college instruction, you will need to have access to information. This survey has been constructed to help you focus on the types of information you will need and on the best way to go about acquiring this type of information. It is also intended to provide Nova Southeastern University with an information profile of you.

WHAT IS A LIBRARY? In the paragraph above, the focus was on access to information rather than to a library. This was a deliberate choice of words. When you think of a library, the first response may be to think of a building. However, we want to encourage you to think of the information elements you will need and the optimum source of these elements.

A library is more than a building with books and journals on its shelves. A library is actually composed of the following elements:

- A. Books on shelves
- B. Access to interlibrary loan services for books not available on the shelves
- C. Academic journals on the shelves
- D. Interlibrary loan services for articles in journals not available on the shelves
- E. Access to services of a reference librarian
- F. Electronic search services

These materials may not all necessarily be available from the same source.

II. Library services

A. Shelf access to an adequate book collection

Name of library: _____

Location: _____

B. Interlibrary loan access (will the library borrow books for you from other libraries?)

Name of library: _____

Location: _____

C. Academic journals available from library shelves

Name of library: _____

Location: _____

D. Interlibrary acquisition of articles not available on the shelf

Name of library: _____

Location: _____

Cost: _____

E. Reference librarian

Name of library: _____

Location: _____

F. Database search

Name of library: _____

Location: _____

Cost: _____

DOCTORAL PROGRAM



SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315

JOURNALS

Please check off the journals listed below if they are found in your library.

- | | |
|--|--|
| <input type="checkbox"/> AI Magazine | <input type="checkbox"/> Journal of Business |
| <input type="checkbox"/> AIIE Transactions | <input type="checkbox"/> Journal of Consumer Behavior |
| <input type="checkbox"/> Academy of Management Journal | <input type="checkbox"/> Journal of Finance |
| <input type="checkbox"/> Academy of Management Review | <input type="checkbox"/> Journal of Financial Research |
| <input type="checkbox"/> Ad Week | <input type="checkbox"/> Journal of International Business Studies |
| <input type="checkbox"/> Administrative Science Quarterly | <input type="checkbox"/> Journal of Marketing |
| <input type="checkbox"/> American Economic Review | <input type="checkbox"/> Journal of Marketing Research |
| <input type="checkbox"/> American Journal of Political Science | <input type="checkbox"/> Journal of Operations Management |
| <input type="checkbox"/> American Political Science Review | <input type="checkbox"/> Journal of Systems Management |
| <input type="checkbox"/> California Management Review | <input type="checkbox"/> MIS Quarterly |
| <input type="checkbox"/> Decision Sciences | <input type="checkbox"/> Management Review |
| <input type="checkbox"/> FGCS | <input type="checkbox"/> Office: Technology and People |
| <input type="checkbox"/> Family Business Review | <input type="checkbox"/> Organizational Dynamics |
| <input type="checkbox"/> Financial Management | <input type="checkbox"/> Product Management |
| <input type="checkbox"/> Financial Review | <input type="checkbox"/> Project Management Journal |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Public Administration Review |
| <input type="checkbox"/> IEEE | <input type="checkbox"/> Public Personnel Management |
| <input type="checkbox"/> Information and Management | <input type="checkbox"/> Public Productivity Review |
| <input type="checkbox"/> Information Systems | <input type="checkbox"/> Robotics |
| <input type="checkbox"/> International Journal for Production Research | <input type="checkbox"/> Sloan Management Review |
| <input type="checkbox"/> International Review of Administrative Sciences | <input type="checkbox"/> Southern Economic Journal |
| <input type="checkbox"/> Issues in International Business | |
| <input type="checkbox"/> Journal of Advertising Research | |
| <input type="checkbox"/> Journal of Applied Behavioral Science | |
| <input type="checkbox"/> Journal of Applied Psychology | |

Career option specialty students—please list 5 or more specialty journals on back of this sheet.



SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
Doctoral Programs
3100 SW 9th Avenue
Fort Lauderdale, Florida 33315
(954) 262-5139
(800) 672-7223, Ext. 5139

TRANSCRIPT REQUEST FORM

Student: It is your responsibility to request a transcript from your previous school(s). Fill in the blanks on both parts. We suggest that you call your previous school(s) to find out if a fee should accompany this transcript request form. Mail the entire form and any fee required to your previous school(s).

Previous school or college:

Please send an official transcript of my academic work while attending your institution to the School of Business and Entrepreneurship at Nova Southeastern University.

A. I attended your school from _____ to _____

B. While in attendance, my name was: _____
LastFirstMiddle/Maiden

C. My student identification number was: _____

Signature

PREVIOUS SCHOOL: PLEASE RETURN THIS FORM WITH TRANSCRIPT. THANK YOU.

TRANSCRIPT TRANSMITTAL FORM

Social Security Number _____ Date _____

Name _____
LastFirstMiddle/Maiden

Address _____

City _____ State _____ ZIP Code _____

PLEASE SEND _____ COPIES TO NOVA SOUTHEASTERN UNIVERSITY, School of Business and Entrepreneurship, Doctoral Program Office, 3100 SW 9th Avenue, Fort Lauderdale, Florida 33315-3025



SCHOOL OF BUSINESS AND ENTREPRENEURSHIP
3100 SOUTHWEST 9TH AVENUE
FORT LAUDERDALE, FLORIDA 33315-3025
(954) 262-5100 800-672-7223, EXT. 5100