



VILLANOVA
UNIVERSITY

Villanova School of Business

2011-2012
Undergraduate Handbook

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THE CLAY CENTER AT VSB

The Clay Center at VSB, named in honor of VSB alumnus, faculty member, and Dean Emeritus Alvin A. Clay, is located on the first floor of Bartley Hall (Room #1054). The Center is dedicated to undergraduate student services including academic advising and professional development. Clay Center Advisors and Peer Advisors (PAs) help students create a four year plan for their VSB experience and provide guidance on issues like selecting classes, taking part in extracurricular activities, and making adjustments from high school to college. The Clay Center coordinates VSB internships and CoOps and works closely with the Villanova Career Center to offer professional development programs that help students explore areas of interest and prepare for the corporate world. The Clay Center organizes special events, career programming, professional networking, site visits, and experiential learning projects to augment coursework.

Students are encouraged to contact the Clay Center by email, phone, or stopping in Bartley 1054.

The Clay Center at VSB
Bartley Hall Room 1054
(610) 519-5532
claycenter@villanova.edu

CLAY CENTER ADVISOR:

Name: _____

Email: _____

Phone: _____

VSB PEER ADVISOR:

Name: _____

Email: _____

Phone: _____

WHO'S WHO IN VSB

DEAN'S OFFICE

BARTLEY HALL #1045 - (610) 519-5424

Kevin D. Clark, Acting Dean
(610) 519-4331
kevin.d.clark@villanova.edu

Victoria Forrest, Assistant to the Dean
(610) 519-4331
victoria.forrest@villanova.edu

Madonna Marion-Landais, Associate Dean, External Relations
(610) 519-3109
madonna.marion-landais@villanova.edu

Timothy Hoffman, Director, Finance & Operations
(610) 519-3270
timothy.hoffman@villanova.edu

Liz Field, Director of Communication
(610) 519-6678
liz.field@villanova.edu

Mariana Martinez, Communication Associate
(610) 519-6715
mariana.martinez@villanova.edu

Nancy Panepinto, VSB Operations Coordinator
(610) 519-8022
nancy.panepinto@villanova.edu

Julie Murphy, Financial Coordinator
(610) 519-4329
julie.murphy@villanova.edu

THE CLAY CENTER AT VSB

BARTLEY HALL #1054 - (610) 519-5532

Melinda German, Associate Dean, Undergraduate Business Programs
(610) 519-4333
melinda.german@villanova.edu

Ellenbeth Pepe, Director, Academic Advising
(610) 519-4567
ellenbeth.pepe@villanova.edu

Brenda Stover, Director, Professional Development & Business Institutes
(610) 519-5898
brenda.stover@villanova.edu

Xiao Lin, Director of Data and Technology
(610) 519-4335
xiao.lin@villanova.edu

Patricia Burdo, Assistant Director, Business Minor Programs
(610) 519-5951
patricia.burdo.villanova.edu

Christine DellaPenna, Internship/CoOp Coordinator - Employer Outreach
(610) 519-6707
christine.dellapenna@villanova.edu

Julie Freedman, VSB Advisor
(610) 510-5533
julie.freedman@villanova.edu

Michelle Galloway, Assistant Director, Professional Development
(610) 519-6489
michelle.galloway@villanova.edu

Kathleen Memmo, VSB Advisor
(610) 519-6669
kathleen.memmo@villanova.edu

Meghan Mogan, VSB Advisor
(610) 519-6959
meghan.mogan@villanova.edu

Kathy Mongiello, Coordinator, Undergraduate Student Services
(610) 519-4333
kathy.mongiello@villanova.edu

Jennifer Mullen, Internship/CoOp Coordinator - Student Outreach
(610) 519-3746
jennifer.mullen@villanova.edu

Kimberly Pare, VSB Advisor
(610) 519-3885
kimberley.pare@villanova.edu

Autumn Sunderlin, Assistant Director, Professional Development
(610) 519-6489
autumn.sunderlin@villanova.edu

ACADEMIC AREA OFFICES

Accountancy and Information Systems

Bartley Hall #3019.....(610) 519-4340
Dr. Michael Peters, Chair Nancy Carpenter, Staff
michael.peters@villanova.edu ann.carpenter@villanova.edu

Economics and Statistics

Bartley Hall #2015..... (610) 519-4370
Dr. Wen Mao, Chair Catherine Costello, Staff
wen.mao@villanova.edu catherine.costello@villanova.edu

Finance

Bartley Hall #2019.....(610) 519-7395
Dr. David Shaffer, Chair Amy Pearce, Coordinator
david.shaffer@villanova.edu amy.pearce@villanova.edu

Management and Operations/International Business

Bartley Hall #2083..... (610) 519-6924
Dr. Daniel Wright, Chair Patricia Williams, Coordinator
daniel.wright@villanova.edu patricia.a.williams@villanova.edu

Marketing and Business Law

Bartley Hall #3015.....(610) 519-4350
Dr. P. Greg Bonner, Chair Mary Kozin, Staff
greg.bonner@villanova.edu mary.kozin@villanova.edu

CENTERS OF EXCELLENCE

Sharon Ballard, Administrative Assistant
(610) 519-4395, Bartley Hall #3079
sharon.ballard@villanova.edu

Center for Business Analytics

Dr. Matthew Liberatore, Director
(610) 519-4390
matthew.liberatore@villanova.edu

Center for Global Leadership

Dr. Jonathan Doh, Director
(610) 519-7798
jonathan.doh@villanova.edu

Innovation, Creativity and Entrepreneurship (ICE) Center

Dr. Patrick Maggitti, Director
(610) 519-5522
patrick.maggitti@villanova.edu

Il Luscri, Administrative Director
(610) 519-3873
Il.luscri@villanova.edu

Center for Marketing and Public Policy Research

Dr. John Kozup, Director
(610) 519-6441
john.kozup@villanova.edu

Center for the Study of Church Management

Dr. Charles Zech, Director
(610) 519-4371
charles.zech@villanova.edu

The Daniel M. DiLella Center for Real Estate

Dr. Shawn Howton, Director
(610) 519-5638
shawn.howton@villanova.edu

Jessica Taylor, Administrative Director
(610) 519-4334
jessica.taylor@villanova.edu

VSU STUDENT SENATORS

Andrew Benenati
abenen01@villanova.edu

Kathleen Carden
kcard01@villanova.edu

Jack Chong
jchong01@villanova.edu

VSU PEER ADVISORS - EXECUTIVE BOARD

Bartley Hall #1072

Mario Masrieh – President
mmasri01@villanova.edu

Amanda Leggio – VP, Administration
aleggi01@villanova.edu

Sarah Armel – VP, Programming & Events
sarmel01@villanova.edu

Amy Vergel de Dios – VP, Marketing
averge01@villanova.edu

Bill Herlihy – VP, Education and Training
wherli01@villanova.edu

VSU AMBASSADORS – EXECUTIVE BOARD

John (JV) Kracke - Chair
jkrack01@villanova.edu

Nirav Shah – Training Director
nshah04@villanova.edu

Michelle Ball – Scheduling Coordinator
mball01@villanova.edu

STUDENT BUSINESS SOCIETIES

Below is a list of all current student-run business societies affiliated to VSU.

Accounting Society

Vivian Lee, President
Advisors: Dr. James Emig

Advertising Society

Advisor: Dr. Hae-Kyong Bang

Beta Alpha Psi Honor Society

Advisor: Dr. Wayne Bremser

Beta Gamma Sigma Honor Society

Advisors: Dr. James Emig, Dr. Debra Arvanites

Business in Entertainment Society

Michael Levin, Co-President
Jarred Cannon, Co-President
Advisor: Professor David Fiorenza

Business without Borders

Lauren Zales, Co-President
Tara McHugh, Co-President
Advisor: Dr. Debra Arvanites

Economics Society

Benjamin Lawrence, President
Advisor: Dr. David Fiorenza

Entrepreneurial Society

John Marrah, President
Advisor: Dr. James Klinger

Equity Society

Amanda Leggio, Co-President
John Storey, Co-President
Advisors: Professor James Jablonski

Financial Management Association

Megan Dyckman, President
Advisor: Dr. John Matthews

Fixed Income Society

Ryan Porter, Co-President
Matthew Ficke, Co-President
Advisor: Dr. David Nawrocki

Gamma Phi Honor Society

Katy Queensland, President
Advisor: Meghan Mogan

International Business Society

Helene Purcell, President
Advisor: Dr. Jonathan Doh

Investment Banking & Private Equity Society

Advisor: TBD

Management Society

Michelle Ball, Co-President
Nick Lee, Co-President
Advisor: Dr. Lynn Brooks

Management Information Systems Society

Samantha Wheeler, President
Advisor: Professor Sue Metzger

Marketing Society

Victoria Leach, President
Advisor: Professor James Mullen

Multicultural Business Association

Ronald Dukes, President

Omicron Delta Epsilon International Economics Honor Society

Advisor: Dr. Suzanne Clain

Phi Beta Lambda

Advisor: Dr. Mary Kelly

Real Estate Society

Brian Macellara, Co-President
Patrick Maguire, Co-President
Advisor: Dr. Shawn Howton

Villanova Technical Analysis Group

Michael Tomae, President
Advisor: Professor James Jablonski

Villanova Women in Business Society
Kathleen Negri, President
Advisor: Dr. Mary Kelly

CLAY CENTER INITIATIVES

A. ACADEMIC ADVISING & THE PEER ADVISING PROGRAM

The Clay Center connects each incoming VSB freshman with a VSB Peer Advisor (PA) and a Clay Center Advisor. PAs and Clay Center Advisors contact the incoming freshmen over the summer prior to New Student Orientation. VSB PAs and Clay Center Advisors are available to provide guidance on course selection, registration, curricular planning, study abroad, and the general adjustment from high school to college. Freshmen must meet with either their PA or Clay Center Advisor each semester during the course registration period to discuss scheduling and to receive their registration PIN. These meetings are critical to assure that students progress successfully through their degree program. Students are responsible for initiating contact and are encouraged to schedule an appointment with their PA and/or Clay Center Advisor at anytime throughout the year. The PAs are under the direction of The Clay Center in conjunction with a student Executive Board. The PA office is located in Bartley Hall 1072.

Upon selection of a major during sophomore year, VSB students are assigned a Faculty Advisor within their area of study. Faculty Advisors are available to provide guidance on defining and reaching educational goals in a given field, as well as to answer questions pertaining to curricular planning and other academic options. Students are encouraged to meet with Faculty Advisors and/or Clay Center Advisors before pre-registration for the upcoming semester.

B. EXPERIENTIAL EDUCATION OPPORTUNITIES (INTERNSHIPS & COOPS)

VSB recognizes the importance of students gaining “hands-on” experience prior to graduation as a means of clarifying career goals and increasing their marketability for full-time positions upon graduation. Thus, The Clay Center works to develop employer relationships and internship/CoOp for-credit opportunities that mirror students’ interests. An academic internship or CoOp is a pre-professional work experience, sufficiently rigorous to qualify to earn credit, approved by VSB faculty, and administered through The Clay Center.

Students typically participate in academic internships on a part-time basis during the fall and/or spring semesters, while simultaneously taking other courses; students may choose to participate in summer internships on a part-time or full-time basis.

Eligible accounting majors participate in the Spring Accounting Internship Program (SAI) during the spring of their junior year; SAI participants work full-time for 14 weeks and take classes during the subsequent summer session.

VSB Cooperative Education Programs (CoOps) are designed as six month, full-time professional positions. Students participate in CoOp placements during the fall (July-December) or spring (January-June) semester and take classes both during the CoOp semester and during the summer session preceding or following the CoOp experience.

VSB Prerequisites for an Academic Internship/CoOp:

- Enrolled as a full time undergraduate VSB student or Business Minor
- Sophomore standing (minimum 30 credits)
- Minimum GPA of 2.5 for internships; minimum GPA of 3.0 for CoOps

Earning Academic Credit:

- Three (3) free elective credits may be earned per academic internship; six (6) free elective credits may be earned for a CoOp. The maximum number of credits that may be earned toward degree requirement is six

(6) for two (2) separate three credit academic internships, one spring accounting internship (6 credits), or one CoOp experience (6 credits).

- Students may complete more than one internship in the same academic discipline provided that the nature of the experiences is significantly distinct from one another (e.g. Sales and Marketing Research) as determined by the Chair of the sponsoring academic area.
- VSB Internship and CoOp courses fulfill FREE ELECTIVE requirements and may not be used to fulfill major or minor credit requirements.
- Internships and CoOps are graded on a Satisfactory (“S”)/Unsatisfactory (“U”) basis.
- Monetary compensation for an internship/CoOp does not affect eligibility for receiving academic credit.
- Credit approval and course registration for an internship must be completed BEFORE the internship/CoOp commences.

Internship Participation	Course Registration Deadline
Fall Semester	prior to start of internship OR end of fall semester drop/add period, whichever comes first
Spring Semester	prior to start of internship OR end of spring semester drop/add period, whichever comes first
Summer	prior to start of internship OR June 15, whichever comes first

- Academic credit will not be awarded retroactively for an internship/CoOp.
- Academic credit is awarded for the defined CoOp programs supported by VSB. Currently approved programs are: Delaware County District Attorney’s Forensic Accounting/Economic Crimes CoOp, DuPont Marketing Communications CoOp, Johnson & Johnson Finance/Accounting CoOp, Johnson & Johnson Consumer Sales CoOp, Johnson & Johnson Brand Marketing CoOp, SAP Management Information Systems CoOp.
- Internships that are part of a study abroad experience are administered by the Office of International Studies and Faculty Program Coordinator.

Students interested in participating in an academic internship/CoOp are strongly encouraged to attend an internship/CoOp information session offered during the academic year. Students interested in receiving credit must meet with the VSB Internship/CoOp Coordinator for Student Outreach.

C. PROFESSIONAL DEVELOPMENT RESOURCES

The Clay Center works collaboratively with VSB academic areas and faculty, the University Career Center, student business societies, alumni and employers to present choice of majors, career exploration and professional development programming specifically designed for business students.

Students are encouraged to visit The Clay Center, read the VSB Insider’s Edge (a weekly e-newsletter of events) or visit Clay Center @ VSB Facebook Page for an up-to-date list of upcoming events.

Students are also encouraged to visit The Clay Center Career Library to gather career information on a variety of business professions and industries.

ABOUT THE CURRICULUM

NOTE: The curriculum presented throughout this handbook primarily pertains to the VSB graduating class of 2015. Regardless of the number of credits earned, students are required to follow the curriculum in place at the time in which they enroll. This is often referred to as catalog year. The catalog year for transfer students is determined by VSB at the time of the transfer.

A. BASIC CURRICULUM OVERVIEW

CORE CURRICULUM

ACS 1000	Traditions in Conversation
ACS 1001	Modernity & its Discontents
ECO 1001	Intro to Microeconomics
ECO 1002	Intro to Macroeconomics
ECO 3108	Global Political Economy
ENG 1050	The Literary Experience
ETH 2050	Ethical Traditions & Contemporary Life
HIS XXXX	History Elective*
MAT 1400	Business Calculus (4 cr)
MAT 1430	Business Statistics (4 cr)
PHI 1000	Knowledge, Reality, and Self
THL 1000	Christian Faith and Life
THL XXXX	Theology Elective (THL 2000 or above)
XXXX	Behavioral Science Course**
XXXX	Humanities***
XXXX	Natural Science Course****
XXXX	Social Science or Natural Science Course*****

* choose from any History or Art & Art History (AAH 1101 or 1102)

** choose from any SOC or PSY 1000

*** choose from Art & Art History, Classical Studies, English, Humanities, Languages, Philosophy, Studio Art & Music, or Theater (If a student completed 2 years of a language in high school, credit for introductory courses in that language taken at the college level will not satisfy degree requirements, including electives.)

**** choose from Astronomy & Astrophysics, Biology, Chemistry, Meteorology, Physics, Geography and the Environment (GEV 1050 or 1051)

***** choose from the Social Sciences: Criminal Justice, Geography and the Environment, History, Political Science, Psychology, Sociology, Social Science or the Natural Sciences (as listed above)

BUSINESS CORE CURRICULUM

VSF 1000	Information Technology (1 cr.)
VSF 1001	Business Dynamics I
VSF 1002	Business Dynamics II
VSF 2006	Strategic Information Technology
VSF 2007	Corporate Responsibility & Regulation
VBS 2008	Business Analytics
VSF 2010	Financial Management & Reporting (6 cr.)
VSF 2020	Competitive Effectiveness (6 cr.)
VSF 3006	Principles of Managerial Accounting
VSF 3008	Operations Management
VSF 4002	Strategic Thinking & Implementation

MAJOR COURSES

6 Courses – See the *Major* section of the handbook for specific course requirements

ELECTIVE COURSES

5 Free Electives (15 credits)

Please Note: All Arts and Sciences core courses, business core courses (except VSB 1000), major courses, and minor courses must be taken for a “letter” grade. An “S/U” grade (Satisfactory/Unsatisfactory Option) is only permitted for Free Electives. See the *Satisfactory/Unsatisfactory Option* section of the handbook for more information. 1 credit courses **may not** satisfy degree requirements, including free electives.

Basic Curriculum By Year

The curriculum outlined below provides a suggested sequence to complete the baccalaureate degree requirements. However, this suggested sequence should not be viewed as limiting since individual adjustments can be made to meet desired educational objectives.

FRESHMAN YEAR

33 Credits

ACS 1000	Traditions in Conversation	3
ACS 1001	Modernity & Its Discontents	3
ECO 1001	Intro to Microeconomics	3
ECO 1002	Intro to Macroeconomics	3
ENG 1050	The Literary Experience	3
MAT 1400	Business Calculus	4
MAT 1430	Business Statistics	4
PHI 1000	Knowledge, Reality, and Self	3
VSB 1000	Information Technology	1
VSB 1001	Business Dynamics I	3
VSB 1002	Business Dynamics II	3

- Students taking a language in the Fall, defer ENG 1050 or PHI 1000 to the Spring semester.
- Students continuing their language in the Spring should also defer ENG 1050 or PHI 1000 to the next semester.

SOPHOMORE YEAR

30 Credits

Behavioral Science	PSY 1000 or any SOC	3
ETH 2050	Ethical Traditions & Contemporary Life	3
THL 1000	Christian Faith and Life	3
VSB 2006	Strategic Information Technology	3
VSB 2007	Corporate Responsibility & Regulation	3
VSB 2008	Business Analytics	3
VSB 2010	Financial Management & Reporting	6
VSB 2020	Competitive Effectiveness	6

JUNIOR YEAR **30 Credits**

Humanities		3
ECO 3108	Global Political Economy	3
HIS XXXX	History Elective	3
Major Electives	Three Major Courses	9
Natural Science		3
Social or Natural		3
VSB 3006	Principles of Managerial Accounting	3
VSB 3008	Operations Management	3

SENIOR YEAR **30 Credits**

Major Electives	Three Major Courses	9
THL XXXX	THL 2000 or above	3
VSB 4002	Strategic Thinking & Implementation	3
Free Electives	Five Free Electives	15

B. DEGREE AUDIT (CAPP)

Curriculum, Advising and Program Planning (CAPP) is a web based degree auditing tool available to all VSB students and their advisors via their myNOVA portal. It offers the ability to track a student's academic progress toward the completion of his/her degree. When a CAPP audit is run, it automatically takes a student's current academic information and compares it to the requirements for the student's degree, and outlines the remaining required courses. There is a "What-If" function in CAPP that can check a student's academic record against the requirements for a new major and highlight the remaining required courses. Basic instructions for running a CAPP audit are listed below.

To Run a CAPP audit:

1. Log into **myNOVA**, and then select the **Student** tab
2. Double click **CAPP** listed under the **My Schedule and Registration** block
3. Choose an appropriate term, and then click the **Submit** button
4. Select [**Generate New Evaluation – Engr., VSB, NU, PTS, GS**] at the bottom of the page
5. Click on the **Program** radio button, and then the **Generate Request** button
6. Choose the **Detailed Requirements** option

It is strongly recommend that students run a CAPP audit for themselves before and after registration to ensure appropriate progress is made toward the completion of degree requirements.

Student CAPP Inquiry Form at: <http://www.villanova.edu/business/undergrad/forms.htm> may be used to submit any questions regarding a CAPP audit.

C. DEGREE PROGRAMS

On the undergraduate level, the following degrees are awarded:

- Bachelor of Science in Accountancy (BSA)

- Bachelor of Business Administration (BBA), with majors in Economics, Finance, Management, Management Information Systems, and Marketing as well as an International Business co-major and a Real Estate co-major.

A student may receive only ONE VSB degree, regardless of the number of majors completed. Students who have completed the requirements for more than one degree-e.g. BSA and BBA- must choose which degree to be awarded. All majors are listed on the transcript. Majors are not indicated on the diploma.

The following graduate degree programs are offered by VSB:

- Master of Business Administration Flex Track
- Master of Business Administration Fast Track
- Executive Master of Business Administration
- Post MBA Certificate
- Master of Accountancy
- Master of Science in Finance
- Master of Science in Church Management
- Master of Taxation

Refer to <http://www.villanova.edu/business/graduate/> for information on the graduate programs.

D. MAJORS

The initial selection of a major takes place sophomore year. Students select one or more of the following majors:

Accountancy (ACC)

Economics (ECC)

Finance (FIN)

Management (MGT)

Management Information Systems (MIS)

Marketing (MKT)

In addition, an International Business co-major (IB) and a Real Estate (REAL) co-major are available, and must be taken in conjunction with one of the above business majors.

BACHELOR OF SCIENCE IN ACCOUNTANCY

ACCOUNTING MAJOR (BEYOND REQUIRED CORE):

ACC 2310 Intermediate Accounting I

ACC 2320 Intermediate Accounting II

ACC 2430 Auditing

ACC 2460 Federal Income Tax

Plus two upper level accounting courses **except:**

ACC 3430 Accounting Internship

ACC 3460 Accounting Internship - Spring

ACC 3470 Accounting CoOp

ACC 3500 Independent Study: Accounting

BACHELOR OF BUSINESS ADMINISTRATION

ECONOMICS MAJOR (BEYOND REQUIRED CORE):

ECO 2101 Macroeconomic Theory

ECO 2102 Microeconomic Theory

Plus one of the following options:

Option #1: ECO 3132 Research Methods

 ECO 4132 Senior Seminar

 and two additional Economics courses with course number of 3000 or above (except ECO 3108)

Option #2 ECO 3137 Econometrics

 and three additional Economics courses with course number of 3000 or above (except ECO 3108)

FINANCE MAJOR (BEYOND REQUIRED CORE):

FIN 2114 Intermediate Corporate Finance

FIN 2227 Fixed Income Markets and Valuation

FIN 2323 Equity Markets and Valuation

Plus three Finance courses (except FIN 3350, 3360 and 3470)

OR

Two Finance courses (except FIN 3350, 3360 and 3470) plus one of the following to fulfill the FIN option:

ACC 2310 Intermediate Accounting I

ECO 2101 Macroeconomic Theory

ECO 2102 Microeconomic Theory

ECO 3137 Intro to Econometrics

MANAGEMENT MAJOR (BEYOND REQUIRED CORE):

MGT 2155 Organizational Behavior

MGT 2350 Global Business Management

MGT 3160 Business Decision Making

Plus three Management courses (ENT 2020, Entrepreneurial Management, also fulfills a Management major elective course.)

MANAGEMENT INFORMATION SYSTEMS (BEYOND REQUIRED CORE):

MIS 2020 Programming for Adaptive Problem Solving

MIS 2030 Database Management

MIS 2040 Systems Analysis & Design

Plus three of the following courses:

ACC 2340 Accounting Information Systems

MIS 3010 Business Data Communications

MIS 3020 Enterprise Systems and Applications

MIS 3030 Enabling Technologies in E-Business

MIS 3040 MIS Seminar

MIS 3050 CRM & Data Analytics

MIS 3090 Special Topics in MIS

MARKETING MAJOR (BEYOND REQUIRED CORE):

MKT 2197 Marketing Research

MKT 2375 Marketing Management

Plus four Marketing courses (ENT 2021 Entrepreneurial Marketing fulfills a marketing major elective course.)

In addition, **one** of the following will also fulfill a marketing major elective course:

MGT 3170 Data Mining

MIS 3050 CRM & Data Analytics

INTERNATIONAL BUSINESS CO-MAJOR (BEYOND REQUIRED CORE):

MGT 2350 Global Business Management

Plus three of the following international related business courses (**must be from at least two different disciplines**):

ACC 2420 International Accounting

BL 2160 International Business Law

ECO 3115 Alternative Economic Systems

ECO 3127 Economics of Underdeveloped Areas

ECO 4204 Economics of Latin America & the Caribbean

FIN 2335 International Financial Management

MGT 2208 Special Topics in International Management

MGT 2250 Global Corporate Social Responsibility

MGT 2352 Business in Emerging Markets

MKT 2280 International Marketing and Trade

Other approved IB electives

IB co-majors **are required** to take an international course in their major discipline if such course is offered. An international course in each major is required if a student has more than one major. This course(s) will also satisfy a major elective requirement.

Plus one international History or international Social Science elective chosen from one of the following departments:

Geography and the Environment

History

Political Science

Psychology

Sociology

Plus competency in a foreign language:

(1) Successful completion of Intermediate I and Intermediate II if French, German, Greek, Italian, Portuguese, or Spanish is chosen.

OR

(2) Placement beyond the intermediate levels on language placement exam administered by the Classical & Modern Languages department.

OR

(3) Successful completion of two semesters of Arabic, Chinese, Hindustani, Japanese, or Russian at any level, provided the student has not taken the language at high school for two years or more.

Note: If a student completed 2 years of a language in high school, credit for introductory courses in that language taken at the college level will not satisfy degree requirements, including electives.

Plus approved international experience.

NOTE: The co-major must be taken in conjunction with another business major within VSB.

REAL ESTATE CO-MAJOR (BEYOND REQUIRED CORE)

BL 2150 Real Estate Principles and Practices
RES 3150 Real Estate Investments
RES 4150 Real Estate Development
Advanced Real Estate Modeling *

Plus one of the following:

Real Estate Capital Markets *
Urban Economics (ECO 3141)
Accounting for Real Estate Investments *

* Pending final approval

NOTE: The co-major must be taken in conjunction with another business major within VSB.

DOUBLE MAJORS (WITHIN VSB)

VSB students have an opportunity to major in more than one discipline. More than one major may be declared during initial major selection. Students may change/add a major or minor by submitting an on-line Change of Major/Minor form available at:

www.villanova.edu/business/undergrad/claycenter/advising/changemajor.htm

After graduating, a student may return to complete another major or minor. All requirements must be completed within twelve months of the graduation date.

DOUBLE MAJORS (ACROSS COLLEGES)

Any VSB student wishing to declare a non VSB major should contact the dean of the respective college for detailed information regarding application process, program requirements, etc.

If a VSB student has completed all the requirements for one degree and, in addition, by taking 43 or more additional credits beyond the credit requirements of the greater of the two degree programs, fulfills the requirements for a second degree, he or she may receive two degrees and two diplomas. Otherwise, the student will receive only one. Multiple majors, regardless of college, will appear on the student's transcript.

VSB students may major in a language by completing the requirements for that major without satisfying the Arts and Sciences core curriculum requirements. Students must meet with the department chair of Modern Languages and Literatures for detailed information regarding application process, program requirements, etc.

E. MINORS

MINORS FOR BUSINESS MAJORS

VSB students may pursue minors in the following business areas: Accounting, Business Law and Corporate Governance, Economics, Entrepreneurship, Finance, International Business, Management Information Systems, Marketing, and Real Estate.

ACCOUNTING (BEYOND REQUIRED CORE):

ACC 2310 Intermediate Accounting I

Plus two of the following:

ACC 2320 Intermediate Accounting II
ACC 2340 Accounting Information Systems
ACC 2420 International Accounting
ACC 2430 Auditing
ACC 2450 Advanced Accounting
ACC 2460 Federal Income Taxes I
ACC 2470 Cost Accounting, Analysis, and Control
ACC 2480 Advanced Taxes II

BUSINESS ANALYTICS (BEYOND REQUIRED CORE):

MIS 3060 Business Intelligence and Performance Measurement

MGT 3170 Data Mining

Plus one of the following:

MIS 3050 CRM and Data Analytics
MIS 3020 Enterprise Systems and Applications
ECO 3137 Introduction to Econometrics
MKT 2349 Contemporary Topics in Marketing: Database Marketing

BUSINESS LAW & CORPORATE GOVERNANCE (BEYOND REQUIRED CORE):

BL 2185 The Law of Contracts and Commercial Transactions

BL 2135 The Business Entity: Law, Governance, & Ethics

Plus one of the following:

BL 2160 International Business Law
BL 2150 Real Estate Principles & Practices
MGT 2208 Special Topics: Global Business Ethics
MGT 2212 Leadership
MGT 2250 Global Corporate Social Responsibility

Prerequisites: (may be taken concurrently with above courses)

VSB 2007 Corporate Responsibility and Regulation

ETH 2050 Ethical Traditions & Contemporary Life

ECONOMICS (BEYOND REQUIRED CORE):

ECO 2101 Macroeconomic Theory

ECO 2102 Microeconomic Theory

Plus one Economics course above 3000, except ECO 3108

ENTREPRENEURSHIP (BEYOND REQUIRED CORE):

ENT 2020 Entrepreneurial Management*

ENT 2021 Entrepreneurial Marketing**

ENT 2022 Entrepreneurial Finance***

ENT 2023 Entrepreneurial Practicum***

* *fulfills MGT Elective or a Free Elective*

** *fulfills MKT Elective or a Free Elective*

*** *fulfills a Free Elective*

FINANCE (BEYOND REQUIRED CORE):

FIN 2227 Fixed Income Markets and Valuation

FIN 2323 Equity Markets and Valuation

Plus one additional Finance course (except FIN 3350, 3360, 3470)

INTERNATIONAL BUSINESS (BEYOND REQUIRED CORE):

MGT 2350 Global Business Management

Plus two of the following international related business courses: (**must be from two different disciplines**)

ACC 2420 International Accounting

BL 2160 International Business Law

ECO 3115 Alternative Economic Systems

ECO 3127 Economics of Underdeveloped Areas

ECO 4204 Economics of Latin America & the Caribbean

FIN 2335 International Financial Management

MGT 2208 Special Topics in International Management

MGT 2250 Global Corporate Social Responsibility

MGT 2352 Business in Emerging Markets

MKT 2280 International Marketing and Trade

Other approved IB electives

IB minors **are required** to take an international course in their major discipline if such course is offered. An international course in each major is required if a student has more than one major. This course(s) will also satisfy a major elective requirement.

Plus two semesters of a foreign language at or above the introductory level**

***The foreign language requirement is waived for students who have completed two years of a foreign language in high school.*

Plus one international History or international Social Science elective chosen from one of the following departments:

Geography and the Environment

History

Political Science

Psychology

Sociology

International experience is OPTIONAL.

MANAGEMENT INFORMATION SYSTEMS (BEYOND REQUIRED CORE):

MIS 2020 Programming for Adaptive Problem Solving

MIS 2030 Database Management

MIS 2040 Systems Analysis & Design

MARKETING (BEYOND REQUIRED CORE):

Three Marketing courses, one must be:

MKT 2120 Buyer Behavior **OR**

MKT 2197 Marketing Research

ENT 2021 Entrepreneurial Marketing fulfills a marketing course. In addition, **one** of the following will also fulfill a marketing minor requirement:

MGT 3170 Data Mining
MIS 3050 CRM & Data Analytics

REAL ESTATE (BEYOND REQUIRED CORE):

BL 2150 Real Estate Principles and Practices
RES 3150 Real Estate Investments

Plus one of the following:

Real Estate Capital Markets *
Urban Economics (ECO 3141)
Accounting for Real Estate Investments *

* Pending final approval

MINORS FOR NON-BUSINESS MAJORS

GENERAL BUSINESS MINOR

(Traditional Track; spread over several semesters)

Students enrolled in other colleges of the University may apply to seek a General Business Minor through the Villanova School of Business (VSB).

Acceptance into the Business Minor Program is determined on a competitive basis. Students must attend an information session held by VSB before applying. Dates and times of information sessions are posted at the start of the fall and spring semesters.

Applications are available through The Clay Center at VSB (Bartley Hall 1054) and online at <http://www.villanova.edu/business/undergrad/forms.htm>. The application deadline is May 1st and students are notified of acceptance in late May.

All business courses must be taken at Villanova. Microeconomics, Macroeconomics, and the Statistics requirement may be taken at another four year accredited institution. Preapproval by The Clay Center at VSB is necessary.

The required courses for a General Business Minor: (Class of 2012 and beyond)

ECO 1001 Intro to Microeconomics
ECO 1002 Intro to Macroeconomics
VSB 1000 Information Technology (1 cr.)
VSB 1001 Business Dynamics I
VSB 1002 Business Dynamics II
VSB 2010 Financial Management & Reporting¹ (6 cr.)
VSB 2020 Competitive Effectiveness¹ (6 cr.)
Statistics Requirement²

1. Prerequisites: VSB 1000, VSB 1001, VSB 1002, ECO 1001, and ECO 1002. Statistics is a pre-requisite for, or may be taken concurrently with, VSB 2010.
2. Statistics may be fulfilled by successfully completing:
 - MAT 1230 and MAT 1235 - Intro Statistics I and II **OR**
 - If a student has successfully completed a calculus course, one of the following courses may substitute for MAT 1230 and MAT 1235:

- BIO 3105 – Biostatistics & Experimental Design **OR**
- MAT 4310 - Statistics Methods

Please Note: Statistics is waived for Engineers and Math Majors.

Students who successfully complete the General Business Minor may then pursue an additional VSB minor in Accounting, Business Law & Corporate Governance, Economics, Entrepreneurship, Finance, International Business, Management Information Systems, Marketing, or Real Estate. **Additional coursework may be required prior to pursuing upper-level coursework.**

Students in the General Business Minor program must meet with Patricia Burdo, the Business Minor Advisor in The Clay Center, before registering for VSB courses.

VILLANOVA SUMMER BUSINESS INSTITUTE (SBI)

(One summer, 10 weeks)

The Villanova Summer Business Institute (SBI) provides an opportunity for non-business majors to earn a Minor in Business from VSB. The ten-week program (typically scheduled from end of May – end of July) is taught by full-time VSB faculty members. SBI covers key business disciplines including economics, accounting, finance, ethics, management, marketing, and business law. Professional Development events and workshops complete the curriculum. Courses are taught in an integrated manner, so that the basics of business make sense within the larger context of other professional fields. Villanova students who successfully complete SBI earn a business minor.

Typical SBI courses include:

- SBI 1000 Professional Success (1 credit)
- SBI 1001 Business Fundamentals (1 credit)
- SBI 2005 Applied Economics (3 credits)
- SBI 2006 Corporate Responsibility (3 credits)
- SBI 3005 Financial Management and Reporting (4 credits)
- SBI 3006 Competitive Effectiveness (4 credits)

Applicants may be current non-business students or alumni from Villanova University or from other colleges/universities. Applicants must be in good academic standing and have completed, or in the process of completing their freshman year, usually 30 credits.

SBI applications will be accepted until April 15, or until the program is full. Decisions are made on a rolling basis beginning January 15, so early submission of applications is encouraged. Complete information can be found online at: www.business.villanova.edu/sbi

Questions should be directed to The Clay Center at (610) 519-5951 or via email at sbi@villanova.edu.

For Villanova students, SBI credits may apply to the degree requirements in their primary academic college. Students should check with their Dean's Office or academic advisor to find out how the SBI coursework may apply. Non-Villanova students should check with their primary institution about how SBI credits may transfer.

Villanova students who successfully complete SBI will earn a general business minor and may also pursue an additional VSB minor in one of the following business disciplines: Accountancy, Business Law and Corporate Governance, Economics, Entrepreneurship, Finance, International Business, Management Information Systems, Marketing, or Real Estate; see course requirements listed under *Minors for Business*

Majors for more detailed information. **Additional coursework may be required prior to pursuing upper-level coursework.**

NON-BUSINESS MINORS FOR BUSINESS MAJORS

Students enrolled in VSB may pursue minors in programs offered by other colleges of the University. Detailed information on the process for approval may be obtained from the department of the discipline of the minor.

ABOUT POLICIES, PROCEDURES AND GUIDELINES

Unless otherwise noted, VSB follows the general University academic policies and regulations listed in the University Catalog. It is the responsibility of the student to know and comply with all academic policies and regulations of the University and VSB. Such policies may change without prior notice. Policies specific to VSB follows:

A. ACADEMIC BANKRUPTCY

A freshman who fails to achieve a 2.00 grade point average (GPA) may be permitted to repeat the freshman year with a new start on his/her cumulative average. Tuition will not be refunded.

This privilege called academic bankruptcy is rarely granted. Extenuating circumstances (serious illness, injury, or family problems) are usually necessary as a reason and all other alternatives such as withdrawal without academic penalty (WX) in present courses must be exhausted.

Bankruptcy must be requested by the student and is granted at the discretion of the Dean. It is important to note that courses and grades remain on the transcript but are not calculated in the student's GPA and total earned credit hours.

For internal transfer students, bankruptcy of individual courses that are not required by the VSB curriculum may be available. Once a student has successfully completed two consecutive semesters in VSB and attained a GPA greater than or equal to 2.50 in each semester, grades for courses that do not ordinarily apply to the student's VSB curriculum may be excluded from the calculation of the student's GPA and earned credit hours. This exclusion is not automatic. Students must petition The Clay Center at VSB for the exclusion.

B. ACADEMIC INTEGRITY

As a community committed to the Augustinian ideals of truth, unity, and love, Villanova University prides itself on maintaining the highest standards of academic integrity and does not tolerate any form of academic dishonesty or misconduct. Dishonesty including plagiarism in any assignment, test or examination will receive zero points for the assignment and is to be reported by the instructor to VSB's Associate Dean. In addition, the student will be expected to complete an education program. A second offense will result in dismissal from the University and the reason noted on the student's official transcript.

Incoming freshmen are required to complete an online tutorial the summer before freshmen year.

See the *Academic Integrity Code and Policy* section listed in the Appendix for detailed information. Students are also encouraged to visit the Academic Integrity Gateway website at:

www.villanova.edu/vpaa/office/facultyservices/policies/integrity/index.htm

C. ACADEMIC STANDING AND PROBATION

The academic records of all VSB students falling below a 2.00 cumulative GPA and/or technical GPA (business courses) in any semester will be reviewed by the VSB Academic Standing Committee for appropriate action which may include being placed on academic probation or dismissal. The Committee determines appropriate action on an individual basis. A letter from the Dean or Associate Dean is sent to the student at the end of the semester.

A student on academic probation will normally be allowed only one semester to achieve the required GPA (2.0). However, a student can be dropped from VSB without ever being placed on probation. While on academic probation, a student is limited to a schedule of four courses per semester and is ineligible to participate in any extracurricular activities.

A student who is dismissed from VSB with right of appeal may appeal the decision by submitting additional information to the Committee. This must be submitted in writing before a specified date stated in the letter of dismissal.

A student who is dismissed from VSB without right of appeal must be away from Villanova University for two semesters (summer sessions count as one) before reapplying. The Academic Standing Committee will review the request for readmission, the former academic records, and the achievements obtained while away from Villanova, and make a decision whether to readmit the student. Normally a student is expected to show successful completion of courses at another university before reapplying to Villanova. Villanova does not pre-approve courses to be taken at another university after a student has been dismissed. Courses taken at other colleges and universities will be evaluated for transfer credit. (Generally, no more than two courses will be approved for transfer.) Acceptance of any such credits is at the sole discretion of the Associate Dean.

For more information regarding the University’s dismissal policy, please visit:
www.villanova.edu/vpaa/office/student-services/policies/dismissal.htm

D. ADVANCED PLACEMENT

Students who have achieved the necessary grade in the College Board Advanced Placement Tests may be granted college credits. No limit is placed on the number of advanced placement credits awarded.

Incoming freshmen are required to submit an original AP score report directly to the Registrar’s Office. Upon receipt of the official score report, The Clay Center at VSB will determine if credits will be granted. Questions or concerns should be directed to your Clay Center Advisor.

All AP score reports must be received by the end of the student’s freshman year. In addition credit cannot be granted retroactively once an equivalent course has been completed at Villanova. To request the official report from the College Board, please contact the College Board Customer Service Office at 1-888-225-5427 or visit their web site at

<http://professionals.collegeboard.com/testing/ap/scores>

Villanova equivalent courses and number of credits granted are as follows:

ADVANCED PLACEMENT		SCORE OF 4 OR 5
Subject - (Test Number)	Course	Credit
American History - (7)	HIS 2000	3
	HIS 2001	3
Art History - (13)	AAH 1101	3
	AAH 1102	3
Biology - (20)	BIO 2105	4
	BIO 2106	4
Calculus AB - (66)	MAT 1500	4
	MAT 1505	4
Calculus BC - (68)	MAT 1500	4
	MAT 1505	4
Calculus SubGrade - (69)	MAT 1500	4
	MAT 1505	4

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Chemistry - (25)	CHM 1151	4
	CHM 1152	4
	CHM 1103	1
	CHM 1104	1
Chinese Language & Culture – (28)	CHI 1111	6
	CHI 1112	6
Classics: <i>Virgil</i> - (60)	LAT 1121	3
Classics: <i>Catullus</i> - (61)	LAT 1122	3
Computer Science A - (31)	CSC 1051	4
Economics: Macro - (35)	ECO 1002	3
Economics: Micro - (34)	ECO 1001	3
English Language & Composition - (36)	ENG 1050	3
English Literature & Composition - (37)	ENG 1050	3
Environmental Science - (40)	BIO 1555	4
European History - (43)	HIS 3095	3
	HIS 3995	3
Human Geography - (53)	GEV 1001	3
Japanese Language & Culture – (64)	JPN 1111	6
	JPN 1112	6
Modern Language French - (48) or (51)	FRE 1121	3
	FRE 1122	3
Modern Language German - (55)	GER 1121	3
	GER 1122	3
Modern Language Italian - (62)	ITA 1121	3
	ITA 1122	3
Modern Language Spanish - (87) or (89)	SPA 1121	3
	SPA 1122	3
Physics C - (80) (<i>Mechanics</i>)	PHY 1100	3
	PHY 1101	1
Physics C - (82) (<i>Electricity & Magnetism</i>)	PHY 1102	3
	PHY 1103	1
Political Science - (57) (<i>American Government</i>)	PSC 1100	3
Political Science - (58) (<i>Comparative Government</i>)	PSC 1875	3
Psychology - (85)	PSY 1000	3
Statistics - (90)	MAT 1230	3
World History - (93)	HIS 1040	3
	HIS 1050	3

NOTE: Students achieving a score of 5, 6 or 7 on the **INTERNATIONAL BACCALAUREATE (IB) PROGRAM** tests may be granted college credits with the approval of The Clay Center at VSB. Credit is only given for “higher level” exams. The student and the Registrar’s Office are notified if IB credits are awarded. See the *International Baccalaureate (IB) Credit* section of the handbook for additional information.

E. AUDITING A CLASS

A student may elect to audit a course to reinforce and strengthen his/her current knowledge or to explore new areas without the pressure of tests and grades. No academic credit and letter grade are earned for auditing a course. However, the audited course is noted on the student’s official record and the same tuition and fees are charged. The VSB policy regarding “overloads” applies to classes to be audited. **Students are not permitted to audit a required course or to officially register for a course after the course has been audited.**

F. BUSINESS PUBLICATIONS

All VSB students have a subscription to the interactive edition of the *Wall Street Journal (WSJ)*. In addition, hard copies are available at various locations throughout Bartley Hall as well as outside the Belle Aire Terrace in the Connelly Center. User names and passwords are sent via email from the WSJ to all enrolled students so that they may register at www.wsj.com/studentaccess. Follow the instructions to register. (You will need your user name and password.)

Additionally, weekly business publications such as Bloomberg BusinessWeek, Advertising Age and Women’s Wear Daily are available in The Clay Center for perusal and reference.

G. CHALLENGE EXAMS: Credit by Exam

To recognize personal knowledge and mastery of subject matter and topics, The College of Liberal Arts and Sciences provides matriculated students, who have not been previously enrolled in an equivalent course, the opportunity to demonstrate academic competency in certain subject areas.

Students who show evidence of advanced knowledge will be exempt from certain courses and requirements if they pass departmentally created examinations. A student who successfully passes such an examination satisfies the requirements of and earns credits for the course.

Participation in the Challenge Exam program is **not** automatically given and is contingent upon the following limitations:

- the student must be matriculated, and offer evidence of sufficient background to the department offering the exam to have a reasonable command of the subject matter;
- if the student has previously taken an exam to waive course requirement, the student may not subsequently take an exam for credit in that same course;
- a student **cannot** use this program to pass a course for which the student has failed, either at Villanova or any other institution;
- a student on probation, or who is suspended, may **not** take such an exam for credit.

The granting of credit is contingent upon the following conditions:

- formal written request must be made and all credentials presented;
- there must be an equivalency between material covered in an examination and courses offered by the university as part of a degree program or as permissible electives;
- credit granted will not exceed that assigned to the course as listed in the University Bulletin;
- the maximum credit allowed the student through this program is 30 hours;

- a fee for Challenge Exams will be levied;
- the application deadlines and test dates for the 2011 – 2012 academic year are as follows:

FALL 2011

Examination Date: Saturday, October 22, 2011 9:00 am SAC 303

Application Deadline: Friday, October 7, 2011

SPRING 2012

Examination Date: Saturday, March 17, 2012 9:00 am SAC 303

Application Deadline: Friday, March 2, 2012

- a passing grade of "CE" will appear on the student's transcript; a failing grade will not be recorded;
- a student may not challenge a foreign language requirement in their primary language.

The following are procedural matters for the administration of the program for all students of the University:

- the application process is the responsibility of the student and must be completed at least two weeks before the date of the exam. The student begins the application process with the Director of the Challenge Exam program who, after reviewing the student's academic status and consulting with the student's Dean, assists the student in completing the necessary form - the student takes the form to the Chairperson of the Department providing the exam for approval - then to the student's Dean for approval;
- the form is then taken to the Bursar's Office for validation when the appropriate fee is paid. The validated form is then returned to the Director. With Director's approval refunds will be made upon request two weeks before the test date. A "no show" student forfeits all fees;
- syllabi for all challengeable courses are to be prepared by the Departments and made available to students directly and in the Reserve Room of Falvey Library labeled Credit by Examination for "room use only";
- during the week prior to the exam the department chairpersons will lodge with the Director a copy of the exam for each candidate in a sealed envelope properly identified with the student's name, student ID, department and name of the exam on its face;
- notification of students of time and place of the exam, and other physical arrangements, are the responsibility of the Director;
- students who fail the exam have the right to review it with the faculty in question. But since all exams for security sake should be destroyed by the dean in the semester in which they were administered, the student's right of review terminates at that time also;
- the Director will notify the students, the student's major department, the student's dean and Registrar's Office of the exam results.

For more information, please contact the Office of the Dean of the College of Liberal Arts and Sciences at (610) 519-4600 or visit:

www1.villanova.edu/villanova/artsci/undergrad/challenge_exam.html

H. CLASS STATUS

Officially, class status is determined by number of credits earned as follows:

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90+ credits

NOTE: Regardless of the number of credits earned, students are required to follow the curriculum in place at

the time in which they enrolled. This is often referred to as “catalog year.” The catalog year for transfer students is determined by VSB at the time of the transfer.

I. COLLEGE COURSES TAKEN PRIOR TO HIGH SCHOOL GRADUATION

College credits earned by high school students before they begin their first semester at Villanova **will be evaluated only if the following three documents are provided:**

- An official letter from the high school principal, guidance counselor or other educational professional describing the college-level program of study.
- An official letter from the college/university stating that the courses **were taught on its campus by a member of the regular faculty, open to enrollment by and graded in competition with regularly matriculated undergraduates at the college, and a regular part of the normal curriculum published in the college catalog. Courses taught at the high school will not be accepted.**
- An official, seal-bearing transcript from the college/university showing a grade of C or better.

Courses may not be taken in a distance learning format.

Documentation must be received by The Clay Center at VSB by the end of the student’s freshman year.

J. COLLEGE LEVEL EXAMINATION PROGRAM

VSB does not award credit for College Level Examination Program (CLEP) exams.

K. COURSE LOAD

A student must take a minimum of 12 credits a semester to be a full-time student. The normal load for a VSB student is 15-16 credits per semester except for the fall of freshman year when students are required to take an additional 1 credit technology course. A 3.0 GPA is the minimum necessary for a student to be granted an overload (more than 16 credits) with the exception of seniors who may have a 2.5 minimum GPA. Students may not register for more than 19 credits (5 or 6 credit language courses may be treated differently). In no case will VSB support more than a six-course load in a semester, regardless of credit hours. (VSB integrated 6 credit courses count as two courses when considering course load.)

NOTE: Any student with less than 12 credit hours in a semester is not considered a full-time student. Financial aid may be affected. In addition, any student with less than 12 credits will not be eligible for Dean’s List. **All students who plan to take less than 12 credits must receive approval from The Clay Center at VSB.**

L. DEAN’S LIST

A full-time VSB student (earned 12 credits or more) achieves the Dean’s List by earning a 3.50 grade point average for the semester (NO non-passing or missing grades for the semester). The semester GPA must be based on a minimum of 12 credits of earned letter grades (not Satisfactory/Unsatisfactory grades). Each student will receive a congratulatory letter from the Dean.

M. DEFICIENCY REPORTS

VSB faculty must submit deficiency reports each semester for all students who receive grades of “F”, “N”, or “Y” (see the *Grading System* section of the handbook for acronym explanations). The report will be kept in the student’s active file but will not become part of his/her permanent record. Faculty members are also encouraged to submit deficiency reports during the semester when a student is doing poorly.

N. FINAL EXAM SCHEDULING AND CONFLICTS

Faculty members recognize their obligation to provide timely interim and final assessments of student performance in their classes. This may be done in a variety of ways, to be determined by each instructor. The assessment methodology should be spelled out clearly in the syllabus, with an explanation of the relative weight each item will contribute to the final grade.

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar's website early in the semester, so students should have adequate time to make travel plans. It is permissible to omit the final examination, provided that other equivalently comprehensive assessment techniques are employed. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and dean.

In order to balance student workload during the final week of classes, the following describes prohibited times for administering examinations or other assessment instruments in undergraduate courses only.

Reading days: No exams or assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on designated reading days.

Final day of class: With the exception of oral presentations or laboratory assessments, no exams or other student performance assessment instruments whatsoever may be administered, and no papers or other assignments may be due, on the final day of class. Faculty may administer the Course and Teacher Survey.

Other days of the final week of classes: No final examinations may be administered, and no take-home exams may be due, during the final week of classes. Other major examinations and tests may be administered only with the explicit written consent of the dean of the college (quizzes and minor assignments are permitted). No paper or other assignment may be due on other days of the final week of classes unless clearly scheduled for that week in the course syllabus that is distributed at the outset of the course.

The below section refers to both graduate and undergraduate courses:

*Tests or student learning assessment mechanisms are to be employed periodically. In the interest of fairness, faculty members should take steps to avoid situations where some students have access to previous examinations while others do not. This can be done in several ways: faculty members may collect examination papers from students so that these cannot be circulated in later semesters, or faculty members may make previous examinations available to students either electronically or by other means. Copies of semester examinations are to be filed with the chair of the department and/or the dean of the college.

*Occasionally students will encounter conflicts in the examination schedule such that two of a student's examinations are scheduled at the same time or three examinations are scheduled on the same day. In the event of such a conflict, the student must notify the instructor at least seven days in advance of the scheduled exam. The instructor will make alternative arrangements for the student to complete the examination. In resolving conflicts, multiple section exams should take precedence over exams for a single section, and courses in the major should take precedence over non-major courses. Extraordinary difficulties encountered in effecting such an arrangement will be resolved by the dean of the student's college.

*If a student is absent from a final examination for any reason other than a conflict, he or she must contact the instructor within 24 hours of the scheduled beginning of the examination to request permission from the instructor to take a make-up examination. The instructor may, if he or she wishes, arrange a make-up examination at a mutually convenient time. If the faculty member has reservations about the legitimacy of the student's reasons for missing the examination, the faculty member may refer the student to the office of the college dean, who will evaluate the student's request for a make-up. If the office of the dean approves the request, the faculty member will arrange a make-up examination for the student or assign other work in place of the final examination. If the student does not contact the faculty member within 24 hours, the student must receive permission from both the office of the dean and the faculty member before being allowed to take a

make-up examination.

*Faculty members should attend the administration of the final examination in order to answer any questions and ensure high standards of academic integrity. When they are unable to do so, department chairs are to see that sufficient proctors are provided for each examination room. Where there is a shortage in any department, assistance should be requested from other departments.

*Faculty members must retain in their possession all final exams and other unclaimed exams, papers, and student course projects and materials for a period of twelve months following the end of the semester in which they were used to establish grades.

O. GRADE REPORTS

At mid-semester and at the end of the semester, grade reports are available on-line through myNOVA. Faculty members must provide a series of graded assignments or assessments throughout the semester. In undergraduate classes, faculty members normally must assign enough graded work so that they can give a meaningful mid-term grade. If faculty members do not feel that a mid-term grade is appropriate for their course, they should consult with their department chair, providing a brief explanation of their decision. All courses that contain a significant number of freshmen must include a meaningful midterm grade. Faculty members are expected to give students timely feedback on all graded assignments, so that students can know how they performed and how they may improve in the future.

The grade report at the end of the semester is part of the student's permanent record. Any inaccuracy on this record must be reported to the Registrar according to the following deadlines; otherwise, the record will stand as it is.

Spring Semester grade errors: Last Friday in June
Summer Semester grade errors: Last Friday in August
Fall Semester grade errors: Last Friday in January

Faculty members are responsible for maintaining the integrity of the evaluation and grading system. Presented below in the Undergraduate Grading System; the Graduate Grading System may be found in each college's Graduate Catalog:

P. GRADING SYSTEM

Grade Definitions

		Value per Credit	Quality Points (3 credit course)	Quality Points (4 credit course)
A	Excellent	4.00	12.00	16.00
A-		3.67	11.01	14.68
B+		3.33	9.99	13.32
B	Good	3.00	9.00	12.00
B-		2.67	8.01	10.68
C+		2.33	6.99	9.32
C	Fair	2.00	6.00	8.00
C-		1.67	5.01	6.68
D+		1.33	3.99	5.32

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D	Passing	1.00	3.00	4.00
D-		0.67	2.01	2.68
F	Failure	0.00	0.00	0.00
AP	Advanced Placement			
AU	Audit			
CE	Credit by Examination			
N	Incomplete			
NG	No Grade Reported			
NF	Unchanged Incomplete			
S	Satisfactory: Satisfactory/Unsatisfactory Courses			
SP	Satisfactory Progress (Mid-Semester Grade Only)			
T	Transfer Credits			
U	Unsatisfactory: Satisfactory/Unsatisfactory Courses			
W	Approved Withdrawal With Academic Penalty			
WX	Approved Withdrawal Without Academic Penalty			
Y	Unofficial Withdrawal from Course (or for Freshmen, failure for excessive absences)			

PLEASE NOTE:

All grades are permanent, except **N** and **NG**, which are temporary grades. An “**N**” is used to indicate that the student’s work in a course has not been completed. An “**NG**” indicates that a faculty member has not submitted a grade. If a change is not reported, the **N** or **NG** grade automatically becomes an **NF** (Failure). Refer to the *Incomplete Grades* section for more details.

The grade **WX** indicates an authorized withdrawal; the grade is not included in the calculation of the grade point average. The last day for Authorized Withdrawal without Academic Penalty (**WX** grade) is published on the official university calendar. A signature from The Clay Center at VSB is needed to have a **WX** Form processed. See the *Withdrawal From a Course* section of the handbook.

Withdrawal after the official deadline is indicated by a **W** grade, withdrawal with academic penalty. The grade is calculated as an **F** in determining the grade point average.

The grade **Y** is given when a student unofficially withdraws from a course (usually stops attending class). It is reflected in the grade point average (GPA) as an **F**.

If a course is repeated, the grades in both courses will be included in the GPA calculation, however, those credits will be removed from the earned credit hours. Grade distributions are determined by individual faculty members.

GRADE POINT AVERAGE

In addition to passing all required courses, a cumulative grade point average (GPA) of at least 2.0 and a technical grade point average (TGPA) of at least 2.0 are necessary for graduation. Grades for all courses taken at Villanova University (except S/U grades and WXs) are calculated in the GPA. If a course is repeated, both grades are included in the computation. If a transfer course is accepted to fulfill a requirement for a failed Villanova University course, the failed Villanova course is still included in the GPA computation. The grade point average is determined by taking the number of credits for each course times the quality points earned, and dividing the total quality points by the total credit hours attempted.

EXAMPLE OF GPA CALCULATION:

GPA = Total Quality Point / Total Attempted Credits

Course	Grade	Credits	Quality Points
Course #1	A	3	12.00
Course #2	B	3	9.00
Course #3	B-	3	8.01
Course #4	C+	3	6.99
Course #5	F	3	0.00

Total Earned Credits: 12
 Total Attempted Credits: 15
 Total Quality Points: 36
 GPA = 36 / 15 = 2.4

TECHNICAL GRADE POINT AVERAGE (TGPA)

Students must attain a minimum technical grade point average (TGPA) of 2.0 to satisfy degree requirements. All ACC, BL, ECO (except ECO 1001, ECO 1002 and ECO 3108), ENT, FIN, MGT, MIS, MKT, RES, and VSB courses are included in the TGPA calculation. Any course that fulfills Villanova School of Business major requirement will be calculated in TGPA.

Q. GRADUATE COURSES

Undergraduates may take graduate courses, provided they meet the standards set down by each college: e. g., senior standing (in terms of credits, not in terms of years at Villanova), grade point average, and appropriate permissions (advisor, dean, chair, course instructor).

Undergraduates may take a maximum of two graduate courses in any semester. If an undergraduate takes a graduate class in that semester, s/he is limited to taking a maximum of 16 credit-hours of work. The deans of the individual college approval procedures may impose more restrictive limits if that is deemed necessary.

Up to nine hours or nine credits of graduate courses taken by undergraduates may double count – both for the bachelor's degree and for the master's degree, whether or not a student is formally enrolled in a five year bachelor's-master's program. Any additional graduate courses taken while an undergraduate will count toward the undergraduate requirements and be included in the student's undergraduate record, but it will not be allowed to "transfer" or count toward a subsequent graduate degree.

Only students enrolled in the MBA Program may take an MBA course.

R. GRADUATION REQUIREMENTS

The Dean determines a student's eligibility for graduation. However, **IT IS A STUDENT'S RESPONSIBILITY TO MEET THE DEGREE REQUIREMENTS AS DETERMINED FOR THE CLASS IN WHICH THEY WOULD NORMALLY GRADUATE.**

To receive a Bachelor's degree, VSB students must satisfy the following requirements:

- Completion of Arts & Sciences core curriculum, business core curriculum, academic major course requirements, and free elective requirements with a minimum cumulative GPA of 2.00 and a minimum technical GPA (TGPA) of 2.00. The total credit hours required to graduate is 123.
- Students transferring into VSB from another university must attain a 2.0 or higher cumulative GPA and TGPA for all work attempted at Villanova University. For transfer students, at least half of a student's major and business core courses must be taken at Villanova. Degree requirements for transfer students are determined at time of transfer.
- **The final 30 credit hours of a student's academic program must be completed at Villanova (residency requirement). With permission of the Associate Dean, a student may study abroad during the first semester of senior year.**

NOTE: Each year there are a small number of students who have not fulfilled all of the requirements for May graduation but who wish to participate in commencement exercises with their entering class. Students who have only three or fewer courses remaining to fulfill the requirements for graduation, or who can complete the degree requirements before the beginning of the next Fall Semester, may petition to participate in the graduation ceremony. The names of all such students throughout the University will not be included in the commencement program until the following May, after they have in fact been graduated. Students may participate in only one commencement ceremony.

S. HONORS AND AWARDS

- **Beta Gamma Sigma:** Beta Gamma Sigma is the national scholastic honor society in the field of business administration. Villanova's chapter is one of 157 from among 700 institutions offering undergraduate degrees in business. Awards for distinguished scholarship in VSB are made annually at the Beta Gamma Sigma dinner when the top 10% of the senior class and the top 10% of the junior class are honored. Students must respond to the invitation to join to be fully recognized as a member.
- **Beta Alpha Psi:** Beta Alpha Psi is a national scholastic and professional fraternity for Financial Information students and professionals. Membership in Beta Alpha Psi includes those persons of good moral character who have achieved scholastic excellence in the fields of accounting, finance, or information systems, have been initiated by an existing chapter and remain in good standing.
- **Dean's List:** A full-time VSB student (earned 12 credits or more) achieves the Dean's List by earning a 3.50 grade point average for the semester with **no non passing** or **missing grades**. The semester GPA must be based on a minimum of 12 credits of earned letter grades (not Satisfactory/Unsatisfactory grades). Students will receive a congratulatory letter from the Dean.
- **Graduation Honors:** Graduation Honors are listed on diplomas as follows:

- Summa Cum Laude (minimum 3.90 Cumulative GPA)
- Magna Cum Laude (minimum 3.75 Cumulative GPA)
- Cum Laude (minimum 3.50 Cumulative GPA)

To be eligible for these honors, students must have earned at least 60 credits of course work at Villanova University and these courses must be taken for letter grades (no Satisfactory/Unsatisfactory courses). Honors are determined from final grades and are based on the exact GPA (GPAs are not rounded).

- **Medallion of Excellence:** VSB's medallion winners for distinguished scholarship and service are nominated by the academic areas and are awarded each year at the VSB Recognition Ceremony.

T. HONORS PROGRAM

The Honors Program at Villanova brings together students with strong academic records and dedicated faculty members in challenging seminars that promote diversity and depth of learning. VSB students who are interested in participating in the Honors Program should contact the Honors Program Office located in Garey Hall #106, (610) 519-4650, www1.villanova.edu/villanova/honors.html.

U. INCOMPLETE GRADES

All grades are permanent, except **N** and **NG**, which are temporary grades used to indicate that the student's work in a course has not been completed. Under extenuating circumstances, a faculty member may grant a grade of Incomplete "N". An **N** or **NG** grade must be removed and a grade substituted by the instructor according to the following schedule:

- **For the Fall Semester:** Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar's Office by the second Friday in February.
- **For the Spring Semester:** Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar's Office by the second Friday in July.
- Students should check the academic calendar for actual dates. If a change is not reported, the **N** or **NG** grade automatically becomes an **NF**.
- Without the approval of the instructor, the department chair, and the dean, no grade higher than **C** may replace the **N** grade.

V. INDEPENDENT STUDY

An independent study gives a student an opportunity to thoroughly examine a particular business related topic of interest. To be eligible for an independent study, a student must have junior standing and have completed the core course(s) in the discipline of the independent study. A proposal must be submitted by the student and approved by the sponsoring faculty member, the Chair of the appropriate Academic Area, and The Clay Center at VSB. Proposals must be submitted to The Clay Center at VSB by the last day of the previous semester.

When successfully completed, the independent study may fulfill a major elective or free elective degree requirement. Please contact Academic Area Chair for additional information.

W. INTERNATIONAL BACCALAUREATE (IB) CREDIT

Students achieving a 5, 6 or 7 on the International Baccalaureate Program **may** be granted college credits with the approval of The Clay Center at VSB (Bartley Hall, #1054). Credit is only given for "higher level exams". The student and the Registrar's Office are notified if IB credits are awarded.

INTERNATIONAL BACCALAUREATE CREDIT AND COURSE EQUIVALENCE				
NOTE: Credits is only given for <i>Higher Level</i> exams				
Subject	Score of 5	Credits	Score of 6 or 7	Credits
ANTHROPOLOGY			SOC 2100, SOC 4000	6
BIOLOGY			BIO 2105, BIO 2106	8
CHEMISTRY			CHM 1151, CHM 1152	8 or 10*
COMP. SC. HL	CSC 1051	4	CSC 1051	4
INFO. TECH.	CSC 1030	3	CSC 1030	3
ECONOMICS	ECO 1001, ECO 1002	6	ECO 1001, ECO 1002	6
ENGLISH	ENG 1050	3	ENG 1050	3
FRENCH A2 or B			FRE 1121, FRE 1122	6
GEOGRAPHY	GEV 1001	3	GEV 1001	3
GERMAN A2 or B			GER 1121, GER 1122	6
HISTORY AMERICAS			HIS 2000, HIS 2001	6
HISTORY EUROPE			HIS 3095, HIS 3995	6
ITALIAN A2 or B			ITA 1121, ITA 1122	6
LATIN			LAT 2031, LAT 2032	6
MATHEMATICS			MAT 1500	4
MATH FURTHER	MAT 1500	4	MAT 1500, MAT 1505	8
MUSIC			SAR 3000	3
PHILOSOPHY			PHI 1050, PHI 2950	6
PHYSICS			PHY 2410/11, PHY 2412/13	8
PSYCHOLOGY			PSY 1000	3
SPANISH A2 or B			SPA 1121, SPA 1122	6

* Sample of lab work needed for approval of lab courses CHM 1103 and CHM 1104

X. LEAVE OF ABSENCE & VOLUNTARY MEDICAL LEAVE OF ABSENCE

LEAVE OF ABSENCE

Students who plan to leave the University on a temporary basis should request a Leave of Absence. Official leave of absence from the University must be authorized by the Dean of the appropriate college and/or the Dean of Students. In order to affect a leave of absence, a student must submit to the Dean a formal letter, and may be required to have an interview with the Associate Dean or the Dean of Students. Depending on the circumstances, a student may be required to meet with a counselor from the Counseling Center. The request for a leave of absence may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official request for a leave of absence.

In consultation with the student, the parents, and other campus offices as applicable, the Associate Dean will determine what issues should be addressed during the period of the leave. Leave of absence should normally be for no more than a year. When the student feels that he or she is ready to return to the University, the student should request an interview (which may be by telephone) with the Associate Dean. To guarantee the student's success, the Associate Dean will determine whether the issues that occasioned the request for leave have been addressed. Assuming that the issues have been resolved, the student will then be returned to active status. If the student does not return to the University within the time originally requested (normally no longer than a year), the student will be considered as having withdrawn from the University.

Normally, Villanova will not pre-approve courses, or transfer credits back to Villanova, for students who will be on a University leave of absence when they enroll in such courses. In addition, students must return laptops at the time the leave of absence begins. Refer to the *Laptop Usage* section of the handbook for more details.

VOLUNTARY MEDICAL LEAVE OF ABSENCE

A student may experience physical or psychological conditions that significantly impair the student's ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own well being, but also for the well being of the larger community with whom the student interacts.

When a student initiates a Medical Leave of Absence (MLOA), Villanova University may establish criteria regarding the student's eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student's or the community's safety or functioning.

Criteria for Approval of a MLOA

Three steps are required for approval of a MLOA.

- The student must schedule an appointment with the Student Health Center or the University Counseling Center for a MLOA evaluation.
- The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student's college to discuss and review the MLOA request.
- The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean's

office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean's office will make the final determination whether the MLOA will be granted, in consultation with University's health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean's office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.

Y. READMISSION

A former VSB student who withdrew in good standing (over a 2.0 cumulative grade point average and no probationary problems) may be readmitted to VSB upon request. An application for re-admission and all supporting documents must be submitted to VSB by June 15. A readmitted student may be responsible for the degree requirements in place at the time he/she is readmitted.

A student who has been dropped for academic reasons must be away from Villanova University for two semesters (summer sessions count as one) before reapplying. The Academic Standing Committee will review the request for readmission, the former records, and the achievement obtained while away from Villanova in order to make a decision whether to readmit the student.

Villanova does not pre-approve courses to be taken at another university after a student has been dismissed or has withdrawn. If a student applies for readmission, courses taken elsewhere will be evaluated for transfer credit by the Associate Dean. (Generally, no more than two such courses will be approved for transfer.) Acceptance of such credits is at the sole discretion of the Associate Dean.

The Committee will also consider transfer applications from students wishing to be readmitted to VSB from other Villanova colleges.

Z. REFUNDS

Refunds as the result of official withdrawal will be made according to the schedule listed below. There will be no refund at all for unauthorized withdrawals. **Non-attendance of class does not constitute official withdrawal.** A student who leaves the University without completing the semester or who is dismissed from the University for disciplinary reasons or scholastic deficiency is entitled to no refund whatsoever. **The percentage of tuition charged is based on total tuition charges, exclusive of fees.** If withdrawal is authorized by the University, however, the student may request, in writing, a refund in accordance with the following schedule (activities, library, and medical fees are not refundable):

FALL/SPRING

<u>Segment of Semester</u>	<u>Refund</u>
Up to first week	80%
Up to second week	60%
Up to third week	40%
Up to fourth week	20%
Beyond fourth week	No refund

SUMMER

- If a student withdraws within 24 hours of first scheduled class day, there is **NO CHARGE**.
- If a student withdraws within the first week of classes, there will be a charge of 25%.
- If a student withdraws past the first week of classes, there will be a charge of 100%.

NOTE: Dates are subject to change. Check Summer Session Catalog for exact deadlines.

AA. REGISTRATION

Pre-registration for the Fall semester and Summer sessions usually takes place in March, while pre-registration for the Spring semester usually takes place in October. All VSB freshmen and first semester sophomores are required to meet with their Peer Advisor and/or their Clay Center Advisor to go over the curriculum requirements and to receive their Registration PIN before registering for an upcoming semester. Second semester sophomores are required to meet with their faculty advisor. Although juniors and seniors receive a generic Registration PIN, they are encouraged to meet with their faculty advisor.

To check your registration time:

1. Log into **myNOVA**, and then select the **Student** tab
2. Double click **Check Your Registration Status** listed under the **My Schedule and Registration** block
3. Choose an appropriate term, and then click the **Submit** button

To register for courses online:

1. Log into **myNOVA**, and then select the **Student** tab
2. Double click **Login to Register** listed under the **My Schedule and Registration** block
3. Choose an appropriate term, and then click the **Submit** button
4. Enter your *Registration PIN*
5. Follow the instructions to register
6. Remember to check your schedule carefully

Note: A student may not sit in a closed section of a course with the intention of being added to the class at a later date. A student cannot be signed into a closed section by the faculty member.

BB. ROOM RESERVATIONS

A student who wishes to reserve a classroom for a group or organization can visit the following website for instructions:

<http://www.villanova.edu/enroll/registrar/reservation>

CC. SATISFACTORY/UNSATISFACTORY OPTION

Policies regarding the satisfactory/unsatisfactory grading option are listed below:

- **The satisfactory/unsatisfactory option (S/U) may be selected for FREE ELECTIVES ONLY.** If the course in question is used to satisfy a requirement for a minor or double major, that course cannot be taken on a S/U basis.
- Only one free elective course per semester may be taken on a S/U basis.
- A student must have junior or senior standing with a minimum grade point average (GPA) of 2.5.
- A student must declare election of the S/U option by the end of the drop/add period (first week of the semester) at The Clay Center or the Registrar's Office.

- **The grading scheme may not be changed after the drop/add period.**
- The satisfactory “S”/unsatisfactory “U” grade will be shown on the transcript but will not be reflected in the grade point average (GPA).
- The grade “S” is equal to C or better.
- A student is not permitted to officially retake a course with the letter grade option, if the course has been taken previously with the S/U option.
- An unsatisfactory “U” grade will not count toward degree requirements. The particular course in which an unsatisfactory grade was earned need not be repeated. However another course may need to be taken.

PLEASE NOTE: VSB does not encourage this option.

DD. SCHEDULE CHANGES

Students may add and drop courses through myNOVA during the first week of the semester using their semester registration PIN. This is referred to as the drop/add period. A request to add a course after the add/drop period is rarely granted. The Associate Dean’s signature is necessary as well as the Chair of the Academic Area. This may only be granted for students with extenuating circumstances. Supporting documents are required for consideration of each request.

Please remember that although Clay Center advisors and faculty advisors at VSB are available to assist with course selection, it is the student’s responsibility to choose the appropriate courses to complete the degree requirements. Please use the following as a guideline:

- If a course being added is closed, permission must be obtained from the Chair of the Academic Area, not the faculty member teaching the course.
- If a course is dropped and none added, students are responsible for making up the dropped credits if required for graduation.
- Drop/add forms must be submitted by the deadline indicated on the academic calendar:
<http://www.villanova.edu/enroll/registrar/calendar/index.htm>
For the summer sessions, please check the summer schedule for the official drop/add period. Students are encouraged to check their schedule to ensure the drop/add is processed correctly.
- For information about withdrawing from a class after the official drop/add period, refer to the *Withdrawal From a Course* section of the handbook.

EE. STUDENT ORGANIZATIONS AT VSB

The objectives of collegiate education include proper social development and social leadership. Accordingly, Villanova University offers a variety of extracurricular and co-curricular activities - religious, athletic, social, and cultural. Student activities are under the jurisdiction of the Dean of Students, The Clay Center at VSB, and the Faculty Moderator of the individual organization. A complete list of VSB affiliated student organizations can be found in the *Who’s Who in VSB* section of this handbook.

FF. STUDENT RECORDS

Villanova University, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

A currently or previously enrolled student has the right to inspect and review his or her educational records. This right does not extend to applicants, those denied admission, or those admitted who do not enroll. Third

parties do not have access to personally identifiable records (addresses, phone numbers, etc.) without the written consent of the student with the following exceptions:

- University officials who require access on an internal need-to-know basis for legitimate educational purposes.
- Students in their official capacity as file clerks working in the University offices.
- Disclosure of appropriate academic records to officials of other educational institutions to which the student has applied and intends to enroll if the student previously directed that the record be sent.
- Records released pursuant to judicial order (on condition that the student is notified of the subpoena).
- Records released in connection with the student's application for, or receipt of, financial aid.

Parents are considered third parties and are subject to these requirements unless legal dependence as defined in section 152 of the 1986 IRS Code can be shown via a sworn notarized statement. (The student must be a dependent for IRS purposes.) In case of an emergency, the University may release personal information to protect the health and safety of students.

GG. STUDY ABROAD

VSB students are encouraged to participate in the study abroad experience. The Office of International Studies (OIS) assists students in identifying opportunities and facilitating the enrollment process.

Application deadlines:

Spring study abroad: Fall Break
Fall & Summer study abroad Spring Break

Students must have a 2.75 GPA or higher. Full time status and sophomore, junior, or first semester senior standing is required. Students may not apply for or participate in a study abroad while on academic or disciplinary probation. Transfer students must have completed three semesters at Villanova prior to participating in an overseas program.

Prior approval is required. The Prior Approval form, available in OIS must be signed by OIS and The Clay Center at VSB. **Transfer credit will not be granted for any course that has not received prior approval.**

While abroad, students may take business courses to satisfy major course requirements. However, four of the six required courses for each major must be taken at Villanova. All courses require a grade of "C" or better for credits to transfer. Actual grades are not calculated in the GPA. Students must request an official transcript to be sent to the Office of International Studies.

Students are not permitted to enroll in distance learning classes while participating in a study abroad experience (fall, spring, summer).

Office of International Studies
Middleton Hall, 2nd & 3rd Floors
Phone: (610) 519-6412
<http://www.villanova.edu/vpaa/intlstudies/>

HH. SUMMER SCHOOL

• AT VILLANOVA UNIVERSITY

Villanova offers three summer sessions. Summer school information is available in the Academic Area offices, The Clay Center at VSB and the Office of Part Time Studies (Vasey Hall, 107 (610) 519-4300). VSB students may register through myNOVA. To avoid a late fee, registration must take place before the first day of the summer session.

• AT ANOTHER INSTITUTION

VSB students are permitted to take classes elsewhere (except Business Core Courses and Major Courses) over the summer. **Permission from The Clay Center at VSB must be obtained by May 15th before enrolling in the course.** If the summer courses are to be taken abroad, permission is also required from the International Studies Office. Credits only, NOT GRADES, are transferable for work completed at other institutions.

To enroll and receive credit in a course offered at another institution, a student must:

- Have at least a 2.0 cumulative GPA. If a student's GPA falls below 2.0 after the spring grades are posted, the student may not take any courses at another institution.
- Provide The Clay Center at VSB with a completed Summer Courses at Another Institution Approval Form available on-line (or in The Clay Center) and a course description from a four year accredited institution. The submission deadline is May 15th.
- The Clay Center has the option of approving or denying courses if there is no Villanova equivalent. **If a course is offered through distance learning at Villanova, students may not register for the same course at another institution.** However, if a distance learning course offered by Villanova is full, an exception may be granted for a student to take the desired course elsewhere.
- Course must meet at least 15 different days and at least 37 hours of meeting time.
- Earn a "C" or better grade. "C-" will not transfer.
- ENG 1050 (The Literary Experience), ETH 2050 (Ethical Traditions & Contemporary Life), and all "VSB" courses must be taken at Villanova.
- Request an official transcript to be sent upon completion of the course to:
Villanova University
Villanova School of Business, The Clay Center at VSB
800 Lancaster Avenue
Villanova, Pennsylvania 19085

For external transfer students, the maximum transfer credits allowed are 60 credits (20 courses) which include AP, Study Abroad, and credits taken at another institution.

II. TECHNICAL GRADE POINT AVERAGE (TGPA)

Students must attain a minimum technical grade point average (TGPA) of 2.0 to satisfy degree requirements. All ACC, BL, ECO (except ECO 1001, ECO 1002 and ECO 3108), ENT, FIN, MGT, MIS, MKT, RES, VSB courses, and any courses that fulfill VSB major requirements will be included in the TGPA calculation.

If a course is repeated, both grades are included in the computation of the TGPA and both remain part of the official academic record. If a transfer course is accepted to fulfill a requirement for a failed Villanova University course, the failed Villanova University course still counts in the computation of the TGPA.

JJ. TRANSCRIPTS

Official transcripts may be obtained by following one of these procedures:

- Submit a request online at <https://novasis.villanova.edu/>, **OR**
- Apply in person at the Registrar's Office (Tolentine Hall, Room #202), **OR**
- Send a written request to the Registrar's Office:
Villanova University, Registrar's Office
800 Lancaster Avenue
Villanova, PA 19085, **OR**
- Fax a written request to the Registrar's Office. Fax #: (610) 519-4033

All requests must include the student's name, dates of attendance, student ID#, degrees received (if any) and a complete address of the location to which the transcript should be sent. Under normal circumstances, one week notice is required. Those transcripts given to the student will bear a stamp indicating that the transcript has been issued to the student.

KK. TRANSFER STUDENTS FROM OTHER UNIVERSITIES (EXTERNAL TRANSFER)

The maximum number of transfer credits allowed toward degree requirements is 60 credits (20 courses) which include AP, Study Abroad, and credits taken at another institution. At least 50 percent of the business core credit hours and 50 percent of major courses required for the business degree must be earned at Villanova University.

- Credit will transfer for courses in which grades of "C" (not "C-") or better have been earned.
- Pass/Fail or Satisfactory/Unsatisfactory grade at other institutions: Students are required to have the Registrar (not the professor) at the other institution certify that the "P" or "S" grade represents at least a "C" grade before credit could be granted. In some cases, an addendum to the transcript is required to provide an interpretation of grades.
- Math Credits: Two math courses lower than Calculus may transfer as free electives (except College Algebra and Trigonometry).
- Language Credits: Introductory language courses will not transfer if the student had at least two years of that language in high school. For a language other than that taken in high school, credits will be awarded as free electives or humanities elective.
- The following business courses may transfer:
 - Microeconomics
 - Macroeconomics
 - Introduction to Statistics I will transfer as MAT 1230 (Intro to Statistics I); students are required to take MAT 1430 (Business Statistics).
- Quarter hours: Allocated best way possible, but total credits should not exceed 2/3 of quarter hours eligible.
- No credit is granted for physical education courses.
- Elective credit granted for courses which relate reasonably to a course offered by Villanova.
- Courses from technical schools: School must be regionally accredited and course(s) must relate directly to a Villanova course(s).
- No developmental courses will transfer.
- Credit for Business Dynamics will be granted if a student successfully completed a comparable two semester (minimum 6 credits) course elsewhere or has successfully completed all of the following courses: Principles of Financial Accounting, Principles of Finance, Principles of Management, Principles of Marketing, and Intro to MIS. Transfer credit will not be granted for VSB 2010 and VSB 2020.

- Generally, upper level business courses do not transfer.
- Courses must be at least 3 semester hours to be considered for transfer.
- **All documentation must be submitted during the first year at Villanova.**

LL. TRANSFER FROM OTHER VILLANOVA COLLEGES (INTERNAL TRANSFER)

Admission to VSB is competitive and is based on the number of seats available. A student wishing to transfer into VSB from another Villanova college must attend a mandatory information session and complete an application, including a brief statement of interest. Applications are available online, in The Clay Center (Bartley Hall, Room #1054), or at one of the mandatory information sessions. Information sessions are held four times a semester; dates are announced at the start of each semester. All applications are considered by the VSB Admissions/Academic Standing Committee and are reviewed at the end of the spring semester. Decisions are rendered after review of the applicant's original credentials and current academic record. The application deadline is May 1st every year.

Transfer Policies:

- All grades in core courses that satisfy VSB degree requirements transfer (e.g. ACS 1000, ACS 1001; ENG 1050; THL 1000; PHI 1000; and MAT 1500.)
- Substitutions:
 - **Calculus Sequences:**
If a student completed a two three-credit calculus sequence (e.g. MAT 1320 and MAT 1325) prior to transfer, credit will be given for MAT 1400 (4 cr.) only.
 - **Language Courses:**
A foreign language course may fulfill a humanities or free elective. However, if a student completed 2 years of a language in high school, credit for introductory courses in that language taken at the college level will not satisfy degree requirements, including electives.
 - **Statistics:**
For students who have completed one semester of Arts statistics (MAT 1230), transfer credit will be given for free elective. Students are still required to take MAT 1430.
For students who have taken both MAT 1230 and 1235 prior to transfer, transfer credit will be given for MAT 1430 only.

Once an internal transfer student has successfully completed two consecutive semesters in VSB and has attained a GPA equal to or greater than 2.5 in each semester, grades for courses that do not apply to the student's VSB curriculum may be excluded from the calculation of the student's GPA and total credits earned. The exclusion is not automatic. Students must petition The Clay Center at VSB for permission. However, the course and grade earned from the previous Villanova college will remain on the student's transcript.

MM. WITHDRAWAL FROM A COURSE

Students are allowed to withdraw from a course, without academic penalty, until a date published each year by the Registrar (usually two days after the close of pre-registration for the forthcoming semester) and receive the grade of "WX". The signature from The Clay Center at VSB is needed to have a WX form processed.

In extreme cases, permission to withdraw without academic penalty may be given after the authorized date. It requires a non-academic related reason. The procedures to process a WX form after the authorized date are as follows:

- A student must complete the appropriate form and submit it to The Clay Center at VSB with valid reasons, such as serious personal or medical problems. Supporting documentation, such as doctor's notes or health center records, is required.
- The student must also obtain authorizing signatures from the instructor of the course, the Chair of the Academic Area, and The Clay Center at VSB in order to complete the withdrawal form. Each of the three parties has the option of approving or disapproving the withdrawal based on the reasons provided. The Associate Dean of the Business School has the final authority for granting or refusing the exception on the basis of the documentation and the signatures submitted.

Students who do not have a justifiable cause to withdraw from a course after the authorized date may still withdraw from the course and receive a grade of "W". The grade of "W" is equivalent to an "F" grade and is included in computing the student's grade point average (GPA) and technical grade point average (TGPA) if appropriate.

NN. WITHDRAWAL FROM THE UNIVERSITY

Students who wish to leave and who do not plan to return to the University should request a Withdrawal. Official withdrawal from the University must be authorized by the Dean of the appropriate college. In order to affect an official withdrawal, a student must submit to the Dean a formal letter, or the appropriate college form, and then have an interview with the Associate Dean. The letter of withdrawal may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official letter of withdrawal. Students who request an official withdrawal during the semester may be eligible for refund of some or all of the tuition paid for that semester (see the *Refunds* section of the handbook for more details). A student who has withdrawn from the University who wishes to return, must apply directly to the college the student wishes to attend (admission is granted at the sole discretion of the dean of that college.)

Students who leave the University without authorization will be treated as having withdrawn from the University. They may not return to the University without reapplying directly to one of the Villanova's colleges.

Students must return laptops at the time of withdrawal. Please refer to the *Laptop Usage* section of the handbook for more details.

ABOUT RESOURCES AND FACILITIES

VILLANOVA SCHOOL OF BUSINESS

A. ACADEMIC SUPPORT: GAMMA PHI BUSINESS HONOR SOCIETY

Gamma Phi Business Honor Society provides free academic support services for students in need of assistance with introductory business classes. Upperclass VSB students offer walk-in group study sessions weekly during the academic year. Individual tutoring sessions are also available. For more information, visit <http://www.students.villanova.edu/gammaphi/> or contact the Gamma Phi Society Advisor, Meghan Mogan, meghan.mogan@villanova.edu.

B. BARTLEY BUSINESS INFORMATION CENTER

The purpose of the Bartley Business Information Center (BBIC) is to provide students, faculty, and staff of the Villanova School of Business with access to the rapidly changing world of information. While most of the services are available via the Internet, the Bartley Business Information Center is also a physical location within Bartley Hall. Staffed by Business Liaison Team from Falvey Memorial Library, the BBIC also provides person to person reference and consultative services to students and faculty. Walk in meetings are welcome and appointments are available as well.

The Business Liaison Team is available to assist students and faculty with all aspects of their research including assistance with how to use particular business information resources.

Office hours for Bartley Business Information Center (BBIC) vary by semester and are posted at the BBIC homepage.

Linda Hauck, (610) 519-8744
Bartley Hall, Room #1005
www.library.villanova.edu/vbl

C. BARTLEY PRINT CENTER

The Bartley Print Center is a full service, print and copy center. The Center's convenient location in Bartley Hall spares the student the added expense and inconvenience of going off campus for their printing needs. The Center is also home to iPRINT, an Internet-based ordering system that allows students to submit print jobs 24 hours a day. The following services are offered:

- Color Copies
- Copying/printing
- Fax Services
- Professional Binding
- Resumes
- Signs/Banners

Bartley Print Center, Room #030
(610) 519-5914

Fall & Spring Hours: Mon-Fri, 7am - 6pm
Summer Hours: Mon-Fri, 7am - 5 pm

D. LAPTOP CONNECTIONS AND TECHNOLOGY

VSB is equipped with state-of-the-art technology. All seats in Bartley classrooms are wired for power and data. Power and data connections are also available in student lounges, in "The Exchange" (the VSB

cafeteria), and all breakout rooms. In addition, wireless network access is available throughout Bartley Hall as well as other buildings across campus. Students and faculty also have access to built-in multimedia systems ideal for lecture presentations, films, and other visual applications.

E. STUDENT PRINT PROGRAM

The program is designed to ensure that students have adequate access to printing resources in order to accomplish academic work. All registered VSB students automatically receive a \$60.00 annual print allowance. The credit will be added to student wildcard account on June 1st. All unused print credit will be cleared from all accounts on May 31st.

Common print locations may be found throughout campus. Each location has a print release station where students can swipe their Wildcard to print documents.

Print Center Locations:

Bartley Print Center, Room #030

Mendel, Room #85

Tolentine, 2nd and 4rd floors

Falvey Library

Nursing LCR

www.villanova.edu/unit/labs/printing/policies.htm

F. TRADING ROOM (AFL)

The Applied Finance Lab, (AFL), located on the ground floor of Bartley Hall, is a state of the art trading facility that brings theory into practice. Although it is frequently referred to as the Trading Floor, this facility is designed to support a wide range of venues and functions. These include state-of-the-art teaching facility; a financial research facility with access to considerable financial databases and analytical tools; a simulated trading environment to support various aspects of VSB business curriculum; and a lab environment in which students are able to carry out assignments in a variety of financial disciplines.

The AFL offers students access to top-quality financial research data and tools including:

- 16 Real Time Bloomberg Terminals
- 14 Real Time Reuters Terminals
- 16 custom designed workstations
- Wharton Research Data (WRDS)
- Trader EX & Trading Technologies trading simulation software
- Network server for collaboration

Mr. James Jablonski, Finance Lab Director

Bartley Hall, Room 25

(610) 659-2821

james.jablonski@villanova.edu

<http://www.villanova.edu/business/about/facilities/financelab.htm>

THE UNIVERSITY

G. CAMPUS MINISTRY

Reflecting the traditions of Roman Catholic and Augustinian spirituality, Campus Ministry engages in every aspect of University life through prayer, liturgy, community service, leadership development, and pastoral care. The Office promotes the Augustinian ideal of an intellectual community seeking both wisdom and a

fuller spiritual life. Campus Ministry fosters the development of leadership in service to the poor and education for justice.

Campus Ministry
Corr Hall
www.campusministry.villanova.edu
Monday - Friday 8:30am - 5pm

H. CAREER CENTER

The Career Center works with The Clay Center at VSB, academic advisors, and faculty to assist students with careers, internships, and CoOps. The On-Campus Recruiting Program brings over 300 employers to campus to interview students for full time and summer positions. This program as well as a job posting and resume database system are coordinated online at <http://www.villanova.edu/vpaa/careers/>. A relationship with Alumni Affairs provides additional contacts with professionals throughout the world. Career counselors understand that the career interests of students in VSB are numerous and varied. Interest inventories are administered to confirm choices or to present new ideas, and students can polish their presentations through resume instruction, practice interviews, and career programming.

The Career Center also offers a *GoNOVA* account to all students. *GoNOVA* is a web-based career management system to help students manage their career development process. The username for all students is their full Villanova email and the password is their Banner ID for Freshmen, Sophomores, Juniors, and Seniors – Freshmen accounts will be available after Fall break.

Ms. Nancy Dudak, Director
The Career Center
Garey Hall
(610) 519-4060
nancy.dudak@villanova.edu
www.careers.villanova.edu

I. COMPUTER SUPPORT - TECHZONE

The TechZONE assists students with University-promoted laptop computers and other PCs. Technical support is complemented by Web-based documentation. The use of the University owned/managed computing, information, and network resources is governed by policies included in the Villanova Student Handbook and accessible on the University's Web site. The TechZONE services include:

- Walk-in computer support
- Phone and email support
- Information about campus computing
- On-campus Dell Laptop Service Center
- Re-image University purchased or leased computers

TechZONE
101 Vasey Hall
(610) 519-7777
support@villanova.edu
www.unit.villanova.edu/support

Regular Hours (beginning August 24)
Monday - Thursday 9am - 7pm
Friday - 9am - 5pm
Summer Hours
Monday - Friday 9am - 5pm

J. COUNSELING CENTER

The University Counseling Center (UCC), located on the Health Services Building, provides services that help students function optimally with regard to emotional, academic, social and psychological issues.

College is a period of great personal growth. Among students' challenges are: separating from family, becoming self-sustaining adults, building satisfying friendships, negotiating conflict, making responsible decisions, clarifying values, and establishing an individual identity. Many students make use of counseling to assist them with their personal development. The counseling process helps students learn more about themselves, identify coping strategies, and emerge with enhanced self-confidence.

Services provided by the University Counseling Center include individual personal counseling, referrals, consultation, counseling groups, and educational programs. Except for emergencies, appointments are necessary and can be scheduled either by phone or by visiting the Center. The web site includes "virtual brochures" on topics of interest to the university community.

Dr. Joan G. Whitney, Director
Health Services Building, Room #206
(610) 519-4050
joan.whitney@villanova.edu
www.studentlife.villanova.edu/counselingcenter

K. DEAN OF STUDENTS

The Dean of Students Office is a resource for student concerns, supports students in all aspects of their lives, and assists students in their development as individuals and as members of the community. The Dean of Students Office is comprised of the Dean of Students, the Assistant Dean of Students for Judicial Affairs, the Assistant Dean of Students for Alcohol and Drug Intervention, and an Administrative Assistant.

The Dean of Students Office promulgates standards and expectations for the student community (see Villanova Student Handbook), monitors student behavior, administers the Code of Student Conduct and oversees the University's judicial process. The Dean of Students Office also oversees the International Student Human Services Office and the office that works with students with physical disabilities.

The Dean of Students Office serves as liaison with various University constituents including parents, public safety, residence life, and local township officials and civic associations. In its role as liaison with the local community, The Dean of Students Office publishes Crossroads - A Student Guide to Living Off Campus to assist students with this important transition.

The Dean of Students Office is also responsible for coordinating House Calls - Connecting the Campus One Student at a Time and coordinating the selection of senior students for Who's Who in American Universities and Colleges.

Mr. Paul Pugh, Dean of Students
Dougherty Hall, Room #213
(610) 519-4200
paul.pugh@villanova.edu
www.villanova.edu/studentlife/dean

L. FALVEY MEMORIAL LIBRARY

The Falvey Memorial Library is the gateway to print and electronic information resources and services available to students, faculty and staff in their academic endeavors. Information is available through more than 800,000 volumes, 10,000 electronic and print serial and periodical subscriptions, approximately 250 electronic databases, including Bloomberg Professional and Business Source Primer, several thousand full-text electronic journals and extensive microfilm and audiovisual collections. In addition, materials can be requested from libraries world-wide through interlibrary loan.

The library homepage provides access to the resources and services available through the library, and to information about policies, procedures and hours of operation. The Bartley Business Information Center offers access on and off campus to a vast range of business information resources. The VSB liaison team provides research support, instructional, and consulting services to assist students in finding the best relevant academic information to meet the demands of a rigorous business education.

Mr. Joseph Lucia, University Librarian & Director
(610) 519-4290
joseph.lucia@villanova.edu
www.library.villanova.edu

M. INTERNATIONAL STUDENT ADVISOR

The International Student Office is a service provided by the University to aid international students in becoming oriented to the University and the community and to assist them with U.S. immigration requirements. The Office sponsors a variety of social and cultural programs in conjunction with the International Student Association. The Office offers a comprehensive orientation program at the beginning of the fall semester as well as an ESL program in conjunction with the Office of Continuing Studies. ESL program classes are offered in the fall, spring, and summer terms.

All international students must register with the International Student Office each semester. Any change of address must be reported immediately.

Mr. Steve McWilliams, Director
Connelly Center, 2nd Floor
(610) 519-4095
stephen.mcwilliams@villanova.edu
www.villanova.edu/studentlife/intlstudents/

Mr. Hubert Whantong, Esq., Advisor
International Advisor Office
Connelly Center, 2nd Floor
(610) 519-8017
hubert.whantong@villanova.edu
www.villanova.edu/studentlife/intlstudents/

Ms. Debra Hoover, ESL Director
International Advisor Office
Connelly Center, 2nd Floor
(610) 519-7827
debra.hoover@villanova.edu
www.villanova.edu/studentlife/intlstudents/

N. LEARNING SUPPORT SERVICES

The Office of Learning Support Services provides learning and study skills resources for all students who wish to enhance their academic experience in preparing to meet their educational goals. These services include: weekly study skill workshops, study groups and homework help sessions for selected courses, academic coaching, accommodation support for students with disabilities, and study skills consultation.

In conjunction with faculty, Learning Support Services is committed to providing “reasonable academic accommodations” for students with learning disabilities, other neurologically based disorders, and those disabled by chronic illnesses. Villanova students may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The goal of Learning Support Services is to ensure that students with disabilities have an opportunity to grow independently to their full potential at Villanova. Current documentation is required for classroom accommodations.

Dr. Nancy Mott, Ed. D., Director
The Office of Learning Support Services
Vasey Hall, Room 202
(610) 519-5176
nancy.mott@villanova.edu
www1.villanova.edu/villanova/learningsupport.html

O. MATH LEARNING RESOURCE CENTER

The Mathematics Learning and Resource Center (MLRC) is a center for student learning excellence. At the MLRC, students gather to discuss mathematics, to work on group projects or to study independently. During its hours of operation the MLRC is staffed by tutors who help students with all first and second year math courses. Tutors are available on a walk-in basis; however, a private tutoring session can also be scheduled.

Ms. Melissa Simone, Director
Math Learning Resource Center
Old Falvey, 2nd floor
(610) 519-7823
melissa.simone@villanova.edu
<http://www1.villanova.edu/villanova/artsci/mathematics/mlrc.html>

Monday - Thursday: 1:00 pm - 5:00 pm & 6:30 pm - 9:00 pm

Sunday: 6:30 pm - 9:00 pm.

The MLRC will NOT be open during final exam weeks.

(610) 519-MLRC (during hours of operation)
(610) 519-5193 (voice mail)

P. MULTICULTURAL AFFAIRS CENTER

The Center of Multicultural Affairs creates opportunities for students to engage in dialogue and activities that promote cross-cultural awareness and understanding. The Center accomplishes this task by offering learning resources and structured learning experiences on a variety of topics to students, faculty and staff. In addition, the Center provides support to students and student organizations as we all work to strengthen and facilitate the University’s commitment to diversity. The Center for Multicultural Affairs consists of the following components:

- The Academic Advancement Program (AAP)/Act 101
- Diversity Peer Educators

- First Year Retention Program
- Multicultural Activities
- Outreach/Development Programs
- St. Thomas of Villanova Scholars Program (summer bridge program for incoming students)
- VESTED Program (in conjunction with The College of Engineering)

Dr. Terry Nance, Assistant Vice President
The Center for Multicultural Affairs
Dougherty Hall, Room #102
(610) 519-4075
terry.nance@villanova.edu
<http://www.villanova.edu/studentlife/multiculturalaffairs/>

Q. myNOVA

myNOVA is Villanova University's online web portal (gateway) that provides personalized access to web services (email, web, Blackboard, Novasis, etc.) with just the initial login to myNOVA. Students can customize myNOVA so that the information and tools needed are available when students log in. Information students receive is targeted specifically to them.

myNOVA is on VU internal homepage at <https://novanet.villanova.edu/cp/home/displaylogin>.

R. NOVASIS

NOVASIS is the University's student information system available on the World Wide Web. It works in conjunction with our student record system and allows access to grades, registration and address information. To access NOVASIS:

- Go to <http://novasis.villanova.edu>.
- Select "Enter Secure Area"
- Enter your Social Security Number or Villanova ID and your NOVASIS PIN (not your semester registration PIN) to access records. Your PIN is a unique number assigned to you by the Registrar. The PIN is mailed to you by the Registrar's Office and is not the password assigned to you by UNIT.

Note: NOVASIS is also available on the myNOVA website.

S. PARKING

It is the policy of Villanova University that junior and senior resident students and all commuting students are eligible to park vehicles on University parking lots designated as student parking areas. This does not guarantee the ability to park directly in front of any residence hall.

Freshman and sophomore resident students are not permitted to park vehicles on University parking lots/areas. It is important that non-eligible resident students DO NOT bring their vehicles to campus or park in the residential areas surrounding Villanova since adjacent townships prohibit non-residential parking on many local streets.

For more information regarding parking at Villanova University, please visit the following website:

<http://www.villanova.edu/publicsafety/services/parking/>

T. OFFICE OF INTERNATIONAL STUDIES

The Office of International Studies (OIS) provides assistance and counseling in designing, planning and completing all overseas studies for Villanova students. Overseas programs are offered in the summer, for a semester, or an entire year. Ordinarily, students study abroad in their sophomore or junior year at a four-year overseas (non-US) university, with overseas (non-US) faculty. During their session abroad, students get the opportunity to live in an international setting in homes and apartments. The University also enjoys exchange agreements with universities throughout the world, offering additional opportunities to faculty and students alike.

Mr. Lance Kenney, Director
The Office of International Studies
Middleton Hall, 2nd & 3rd floors
(610) 519-6412
lance.kenney@villanova.edu
<http://www.villanova.edu/vpaa/intlstudies>
Monday - Friday 9am - 5pm

U. PUBLIC SAFETY

The Public Safety Department is responsible for providing a safe secure living, learning environment for the Villanova University community. Officers are on duty 365 days a year and provide immediate response to all types of emergencies on campus. The Department provides services in the areas of patrol, investigations, parking enforcement, residence hall protection, building security, crime prevention, and special event security.

Non-emergency, (610) 519-6979
Emergency, (610) 519-4444
<http://www.villanova.edu/publicsafety/about>

V. RESIDENCE LIFE

The University maintains a variety of living facilities which are intended to serve as extensions of Villanova's learning environment. There are 18 residence halls which vary in capacity from home-type buildings for 30 students to modern multi-level structures housing over 500 students. In addition to the residence halls, approximately 1200 students reside in on-campus, fully furnished apartments.

Admission to the University as a resident and payment of admission deposit guarantee placement in residential facilities for the freshman, sophomore, and junior years. Commuters and transfers are eligible for on-campus residency only on a space-available basis.

Mr. Tom DeMarco, Director Residence Life Office
Kennedy Hall, 2nd floor
(610) 519-4155
tom.demarco@villanova.edu
<http://www.villanova.edu/studentlife/reslife/>

W. STUDENT HEALTH CENTER

The University Student Health Center is open 24 hours a day and offers physician, nursing and ancillary services to all students. Registered nurses are on duty around the clock, seven days a week, except during undergraduate vacation periods. Physician services are provided Monday through Friday. A registered nurse

practitioner offers services by appointment from 8am to 7pm on Mondays and Tuesdays, and from 8am to 5pm Wednesday to Friday. Physicians are board certified or board eligible in internal medicine or family practice. Gynecological services are also available by appointment. Medical services also include in-patient medical care and observation, surgical and medical sub-specialist referrals, as well as phlebotomy for comprehensive laboratory evaluation. Physician services, prescribed medications, medical specialists, referrals and skilled services are the financial responsibility of the patient.

Dr. Mary McGonigle, Director
Student Health Center
Health Services Building, 2nd floor
(610) 519-4070
mary.mcgonigle@villanova.edu
<http://www1.villanova.edu/villanova/studentlife/health/center.html>

X. UNIVERSITY INFORMATION TECHNOLOGIES (UNIT)

The Office for University Information Technologies (UNIT) provides secure computing, information, and networks services to the entire campus community. The department is located in the Technology Services Building on Lancaster Avenue.

Specifically, UNIT provides the following services for students, faculty and staff:

- Campus-wide network for data, voice, and video communication (wired and wireless).
- Maintains a variety of policies governing the use of University computing and communication resources.
- Monitors all teaching and classroom technology.
- Public student computer labs located in Mendel and Tolentine Hall and additional computer workstations in Falvey Library, Connelly Center, Nursing LRC and the Bartley Print Center.
- Student Print Program with annual printing allowance.
- Assignment and maintenance of user ID's for access to e-mail, web, and other university designated computing resources.
- Technical support provided for University-promoted laptop computers and other PC's. The TechZONE Center is located in Vasey Hall. Free back up services are provided as well as free anti-spam software.
- Campus card services, through the Wildcard, provide identification, meal information, access to buildings, banking affiliations and direct debit transactions at numerous local vendors.
- Automated reporting of computing problems through our Help Desk System using campus extension #97777 or Self-Service Help Desk (SSHHD) through:

www.villanova.edu/unit/support/sshhd.htm

Mr. Stephen Fugale, Chief Information Officer UNIT
Technology Services Building, Suite 200
610-519-4400 or Help Desk: 610-519-7777
stephen.fugale@villanova.edu
<http://www.villanova.edu/unit/>

Y. WRITING CENTER

The Writing Center provides tutoring assistance to Villanova students, faculty, and staff with any stage of the writing process from brainstorming ideas, to evaluating first drafts, to proofreading for grammar and punctuation errors.

Ms. Mary Beth Simmons, Director
Old Falvey, Dalton Room #202
(610) 519-4604
marybeth.simmons@villanova.edu
<http://www.villanova.edu/artsci/vcle/writingcenter/>

Sunday from 3:30 pm to 7:30 pm
Monday through Thursday from 11:30 am to 7:30 pm
Friday from 11:30 am to 3:30 pm

ABOUT STUDENT RESPONSIBILITIES

A. ACADEMIC INTEGRITY

As a community committed to the Augustinian ideals of truth, unity, and love, Villanova University prides itself on maintaining the highest standards of academic integrity and does not tolerate any form of academic dishonesty or misconduct. Dishonesty (including plagiarism) in any assignment, test, or examination will secure 0 points for the assignment and is to be reported by the instructor to the Associate Dean and recorded in the student's file. In addition, the student will be expected to complete an education program. A second offense will result in dismissal from the university and the reason noted on the student's official transcript. See the *Academic Integrity Code and Policy* section listed in the Appendix for detailed information. Students are also encouraged to visit the Academic Integrity Gateway website at:

www.villanova.edu/vpaa/office/facultyservices/policies/integrity/index.htm

B. ATTENDANCE

Freshmen: Freshmen are required to be present regularly at all class sessions and will fail a course with a grade of "Y" whenever the number of unexcused absences in a course exceeds twice the number of weekly meetings for the course. Excuses for absence will be granted for approved athletic participation, approved field trips, certified serious illness, death in the immediate family, or other serious circumstances. **If an emergency arises and it is necessary to leave campus or miss classes, The Clay Center at VSB must be notified.** The Clay Center will provide official notice to professors. Absence from class does not release the student from work assigned.

Upperclassmen: There are no general attendance regulations for upperclassmen. The individual instructor sets the attendance requirements for each course section; these requirements are stated on the course syllabus. Enforcement of these policies lies with the instructor and upperclassmen present their reasons for absence to the instructor involved. Non-attendance of class does not constitute official withdrawal. If an emergency arises and it is necessary to leave campus, please notify The Clay Center at VSB. The Center will provide official notice to professors.

C. CAMPUS MAIL

Students are responsible for regularly checking their campus mailbox or local mailbox. Any correspondence from The Clay Center at VSB that remains in the student's mail box at the end of the academic year becomes part of the student's record.

D. COURSE AND TEACHER SURVEY (CATS)

Near the completion of each semester, VSB students are provided with the opportunity to evaluate their professors and courses. The process is as follows:

- Faculty provides each student with a Course and Teacher Survey (CATS) form during a normally scheduled class.
- The CATS forms are then completed and collected by a designated student. The faculty member should not be in the room during this process.
- The designated student must return the evaluations in the envelope provided to the office indicated by the professor, usually the department office or The Clay Center.
- Once the CATS forms are processed by the Office of Planning, Training and Institutional Research (OPTIR), final results are given to the faculty member and may be available for students to view on NOVASIS.

E. CURRICULUM REQUIREMENTS

Although faculty, staff, and The Clay Center are available to assist students with course selection and registration, it is a student's responsibility to meet all curriculum requirements for his or her degree program. See the *About the Curriculum* section for the detailed requirements.

F. DISCIPLINE

Villanova University regards student life on campus as an integral part of the student's educational experience. Hence it is understood that students accept the regulations stated in the University Student Handbook upon joining the University community. Students should become acquainted with and understand the responsibilities set forth in the University Student Handbook, especially those in the sections on Policy and Regulations. Adherence to University regulations is expected and required for successful completion of the program of studies.

G. E-MAIL CORRESPONDENCE

VSB students are responsible for frequently checking their Villanova e-mail accounts. Important updates and information may be sent from faculty members, staff, and other students. If a student chooses to use an address other than his/her Villanova e-mail address, he/she is responsible for forwarding messages from his/her Villanova e-mail to his/her chosen e-mail address.

H. EXAMINATIONS

Students are expected to be present for all examinations. Students must contact a faculty member **in advance** if extenuating circumstances prevent sitting for an exam at the designated time. If unable to contact the faculty prior to the exam date, a student is responsible for contacting the faculty member within 48 hours of the missed exam. Faculty members set their own policy regarding make-up exams. Final Exam schedules are included in the Master Schedule each semester. Please consult the exam schedule before making travel plans to leave campus at the end of each semester.

I. GRADUATION PREPARATION

- Students must meet all academic requirements for graduation. See the *Graduation Requirements* section of the handbook.
- All graduating seniors must complete their prospective graduate form and diploma verification form via myNOVA.
- All financial obligations to Villanova University must be met.
- In addition to the University graduation ceremony, the School of Business holds its own Graduates' Recognition Ceremony on the Saturday morning of Graduation Weekend. Every VSB student will be individually recognized. **Diplomas will be distributed at the University's graduation ceremony.**

J. LAPTOP USAGE

As part of their curriculum, all incoming freshman students are leased a state-of-the-art laptop computer. Villanova University supplies this laptop on a two-year lease refresh cycle. At the end of sophomore year, immediately after final exams, students are required to return the laptop. Failure to return the laptop will result in a tuition charge for the residual value of the computer. If you leave Villanova for any reason, except graduation, you must return your Villanova issued laptop.

Both the freshman and junior issued laptops remain the property of Villanova University. Students are required to participate in the Laptop Program regardless of their personal computer. Students are responsible for the usage and care of their computer, and there are rules and policies that govern their usage. The

University has a comprehensive Computer Usage Policy that can be reviewed in the Student Handbook. Students are also bound by the terms and conditions of the license agreements for the software that they use.

Each student is responsible for any loss, damage or theft of the computer up to \$1,000.00 for the first incident. In the instance of severe abuse or negligence or a second incident, the student is responsible for the cost of the entire repair or replacement, as determined by the Assistant/Associate Dean and the Laptop Program Manager. The computer must be kept in full working condition and, if necessary, only be repaired through the Villanova University repair program.

In the event of a theft off campus the student is required to file a local police report, and contact Villanova University's Public Safety Office at 610-519-6979. If the theft occurs on campus, contact Villanova University's Public Safety Office. Villanova University's Public Safety Office will contact the Laptop Program Manager to prepare a replacement laptop.

K. PROFESSIONAL BEHAVIOR

Students are expected to act in a professional manner and to show respect for one another as well as their physical surroundings.

When pursuing internships/CoOps and full-time jobs, students are responsible for conducting themselves in a professional manner. Students should be aware that their behavior is representative of Villanova University and VSB, as well as themselves. Employers that recruit Villanova students do so because they value the educational programs and experiences that are provided by the University and hold the institution in high esteem. Thus, students will be held to a higher standard as a result of their association with Villanova University. Students should direct questions regarding appropriate behavior about the internship/CoOp or full-time job search process to The Career Center and/or The Clay Center.

The following are basic guidelines:

- Provide accurate information to employers, including majors, minors, GPA and employment eligibility.
- Provide current and reliable contact information to employers (and The Career Center and The Clay Center when appropriate).
- Respond appropriately and in a timely fashion to communication from employers (The Career Center and The Clay Center when appropriate). Address employers and networking contacts, in all forms of communication, in a formal manner unless otherwise indicated.
- Consider email addresses and voicemail greetings/messages as a significant part of your professional communications with employers; choose them carefully and purposefully.
- Thoroughly research organizations prior to interviewing for and accepting internships/CoOps and full-time positions. Research the specific company, as well as key issues that influence the overall industry.
- Sharpen interviewing skills by participating in The Career Center's Practice Interview program.
- Dress in business attire for internship/CoOp and full-time job recruiting activities; business suits for men and women are highly recommended.
- Upon acceptance of an internship/CoOp or full-time job offer, notify all other employers with whom you are interviewing and The Career Center if using the Campus Recruiting Program.
- Consider acceptance of an internship/CoOp or full-time employment as a commitment to that employer. Reneging an acceptance is not condoned by The Career Center or The Clay Center and will result in loss of participation in the Campus Recruiting Program.
- Notify The Career Center and/or The Clay Center if you encounter questionable practices or irregularities in the employment process, particularly with employers participating in the Campus Recruiting Program and/or sponsoring VSB academic internships/CoOps.

L. PROMPTNESS AND PREPARATION

- In the interest of respecting classmates and faculty, each student should arrive on time to all classes. Students are also advised to discuss tardiness policies with individual professors.
- Each student is expected to be prepared for all classes and examinations. Failure to be prepared or to submit assignments may be a cause for faculty to assign a lower or failing grade.

ACADEMIC INTEGRITY

JURISDICTION

This policy covers all cases where graduate or undergraduate students are alleged to have committed academic dishonesty at Villanova University in the Colleges of Liberal Arts and Sciences, Engineering, Nursing, or School of Business. This policy does not apply to students solely in the School of Law, which has its own policy.

POLICY

If a faculty member believes that a student has committed an academic integrity violation, the faculty member shall, under normal circumstances, notify the student, allowing the student an opportunity to respond. Faculty members who have questions about whether an incident constitutes an academic integrity violation are urged to consult with their chair, dean, or with the chair of the Academic Integrity Board. If the faculty member continues to believe that a violation has occurred, the faculty member assigns an appropriate grade, typically an F for the course, an F for the assignment, or some other grade that the faculty member judges appropriate (in the School of Business, all faculty members assign a grade of zero to any work in violation of the Code). At the sole discretion of the faculty member, the faculty member may also offer the student an opportunity to redo the work or complete an alternate or additional piece of work. The faculty member must report in writing to his or her chair or program director that an academic integrity violation has occurred. A form is available for reporting violations or faculty members may write a letter. The letter should give a brief account of the matter and, where appropriate, should include copies of the assignment and other documentary evidence. The faculty member may also make a recommendation as to whether the violation should be treated as a Class I violation or as a Class II violation. Typically, violations of the Academic Integrity Code are treated as Class I violations, but in cases which are less serious or where there are mitigating circumstances, the violation may be treated as a Class II violation.

In cases that are particularly complex, the faculty member may also recommend that the matter be referred to the Board of Academic Integrity. If the department chair has questions, the chair may refer the matter back to the faculty member or ask for further clarification from the faculty member. Unless the faculty member wishes to withdraw the case, the chair sends a copy of the faculty member's report to the faculty member's dean.

When the faculty member's dean receives the report, the dean reviews the case. If the dean has questions about the case, the dean may request further consultation with the student, the faculty member, or the chair. Unless the faculty member wishes to withdraw the case at this point, the faculty member's dean makes a determination of the level of the violation (whether Class I or Class II), giving serious weight to the recommendation of the faculty member and chair. If a student has previously received a violation (either Class I or Class II), all subsequent violations will normally be held to be Class I violations.

The faculty member's dean sends a hard copy or e-mail letter (using the official University e-mail system) to the student informing the student that the student is being charged with having committed an academic integrity violation, and indicating the level of the violation. The letter to the student should include a copy of the academic integrity policy. Copies should also be sent to all parties (defined as follows): the faculty member; the student; the student's dean (if different); the faculty member's chair; the faculty member's program director (if different); and the chair of the board of academic integrity. The student shall respond in writing to the faculty member's dean within five business days of receipt of the notice of complaint (excluding public and University holidays), either admitting the violation or asserting innocence. Failure to respond will be construed as admission that a violation has occurred. The faculty member's dean will send copies of the student's letter to all of the parties indicated above. If the student admits that a violation has

occurred but asserts that there are extenuating circumstances, the student should explain this in the letter to the dean. The dean may, at any point in the proceedings, change the level of the violation from Class I to Class II.

If the student denies that an academic integrity offense has occurred, the faculty member's dean will refer the matter to the Chair of the Board of Academic Integrity, with notification of this to the other parties.

Upon receiving notice from the dean, the chair of the Board of Academic Integrity will assemble a panel consisting of faculty and student members of the Board of Academic Integrity. The panel will make a determination (based on a preponderance of the evidence) of whether academic dishonesty has occurred and will convey its finding to the dean, who will advise the student and faculty member of their rights of appeal. If several students are involved in one case, the dean may request that the panel consider the situation of all involved students, even if one or more do not deny having committed an academic integrity offense. If the panel (and/or the dean on appeal) finds that no violation has occurred, the faculty member's dean will advise the faculty member to regrade (on the premise that no violation has occurred), and notification will be sent to all parties. The Chair of the Academic Integrity Board may make informal recommendations to the dean on issues relating to the level of the violation, but the purpose of the panel is to consider whether an academic integrity violation has occurred. The panel does not make recommendations on issues such as mitigating circumstances or the severity of the punishment.

If the panel (and/or the dean on appeal) determines that a violation has occurred, the original grade assigned by the faculty member will stand. If a student believes that the grade assigned is inappropriate, the student may appeal the grade through the normal procedure for handling complaints concerning grades. As usual in such cases, the instructor's stated policy regarding grading and academic integrity will be taken into account and given great weight. The complaint process will only consider the grade, and will not review the decision that an academic integrity violation has occurred.

Once it has been determined that a violation has occurred (either by admission of the student, by a decision of the panel, or the dean on appeal) the faculty member's dean sends a notification to all parties. At this point, the case is turned over to the student's dean. The student's dean will supervise a program of education and reflection on the meaning and importance of academic integrity. This may include any or all of the following: written exercises; participation in an academic integrity educational program supervised by the college; or community service. If this program is not carried out within the timelines specified by the dean and to the dean's satisfaction, the dean will impose a judicial hold on the student's records (and inform the student that such a hold has been placed). This will prevent the student from registering for courses or graduating until the conditions imposed by the dean have been satisfied. The student's dean may also impose or recommend additional disciplinary penalties.

A student who has two Class I violations of the academic integrity code will be reviewed by his or her dean. The dean will review the student's file and also consult with other academic deans if one or more of the cases occurred in another college. Absent extenuating or mitigating circumstances, the student will be dismissed from the University and a record of the reason for the dismissal will be retained in the student's permanent file and will appear on the student's official transcript. At the sole discretion of the dean, the student may be suspended or put on probation instead of dismissed, with or without a permanent indication on the transcript.

Materials on academic integrity violations will be retained in the files until the student graduates or otherwise severs all relationship with the University. If there is no indication of an academic integrity violation on the student's transcript, the files will be removed and destroyed. If there is an indication on the student's transcript, the files will be retained.

Students who believe that an integrity violation has occurred should report the suspected violation to the faculty member. If the faculty member does not act on the report, the student may also report the matter, in writing, directly to the faculty member's chair or dean, who will then make a judgment as to whether an academic integrity violation has occurred, and, if so, will follow the process described above.

CODE

Academic integrity is vital to any university community for many reasons. Students receive credit for doing assignments because they are supposed to learn from those assignments, and the vast majority do so honestly. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarizes a paper, is not learning, is receiving credit dishonestly and is, in effect, stealing from other students. As a consequence, it is crucial that students do their own work. Students who use someone else's work or ideas without saying so, or who otherwise perform dishonestly in a course, are plagiarizing or cheating. In effect they are lying. Such dishonesty threatens the integrity not only of the individual student, but also of the university community as a whole.

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of broader academic purposes of a Villanova education.

A. Cheating:

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, members shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam, or trying to have someone else take one's own exam.

B. Fabrication:

Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignments.

This includes making up or changing data or results, or relying on someone else's results. It also includes citing sources that one has not actually used or consulted.

C. Assisting in or contributing to academic dishonesty:

Students shall not help or attempt to help others to commit an act of academic dishonesty.

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together.

D. Plagiarism:

Students shall not rely on or use someone else's words, ideas, data, or arguments without clearly acknowledging the source and extent of the reliance or use.

The most common way to acknowledge this reliance or indebtedness is to use footnotes or other documentation. It is the student's responsibility to show clearly when and where they are relying on others,

partly because others may want to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

- Using someone else's words without acknowledgement. If you use someone else's words, not only must you give the source, but you must also put them within quotation marks or use some other appropriate means of indicating the words, and mathematical equations, whether or not they have been formally published.
- Using someone else's ideas, data, or argument without acknowledgement, even if the words are your own. If you use someone else's examples, train of thought, or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.
- Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a quotation from the source, you must indicate that your indebtedness includes more than just the quotation. If you simply put a page number after the quotation, you will lead the reader to think that only the quotation comes from the source. Instead, make clear that you have used more than the quotation.

The examples above constitute plagiarism regardless of who or what the source is. The words or ideas of a roommate or of an encyclopedia, or notes from another class, require acknowledgement just as much as the words or ideas of a scholarly book. Introductions and notes to books also require acknowledgement.

The examples above constitute plagiarism even if you simply forget to include a reference, forget that you used a certain source, or forget that you found certain ideas or a certain argument or certain data in a source. You are responsible for taking careful notes on sources. Notes must clearly identify the information you have obtained and where you acquired it, so you can acknowledge your indebtedness accurately. Do not look at a source without having something handy with which to take such notes.

You need not provide footnotes for items that are considered common knowledge. What constitutes common knowledge, however, varies from academic field to academic field, so you should consult with your instructor. In general, the harder it would be for someone to find the fact you have mentioned, the more you need to footnote it.

E. Multiple submissions of work:

Students shall not submit academic work for a class which has been done for another class without the prior approval of the instructor.

In any assignment, an instructor is justified in expecting that a certain kind of learning will be taking place. Handing in something done previously may preclude this learning. Consequently, if a student hands in work done elsewhere without receiving his or her instructor's approval, he or she will face penalties.

F. Unsanctioned collaboration:

When doing out-of-class projects, homework, or assignments, students must work individually unless collaboration has been expressly permitted by the instructor. Students who do collaborate without express permission of their instructor must inform the instructor of the nature of their collaboration. If the collaboration is unacceptable, the instructor will determine the appropriate consequences (which may include treating the situation as an academic integrity violation.)

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. Students should assume that they are expected to do their work independently unless cooperation is specifically authorized by the teacher.

G. Other forms of Dishonesty:

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or due date for an assignment, or in explaining an absence).
- Forging part of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctor's notes).
- Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- Stealing or damaging library books.
- Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

Penalties:

Individual Course Penalty

The academic penalty will be determined by the student's instructor. Typically, a student who violates the academic integrity code in a course will receive an F for the course, or, at the discretion of the instructor, a less severe penalty. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

University Penalty

Students who violate the code of Academic Integrity are also referred to their Dean for a University penalty. Two kinds of penalty are available. A full academic integrity violation is a Class I violation. Typically a student with two Class I violations will be expelled from the school. In some cases, the Dean may choose to treat a violation of the Academic Integrity Code as a Class II violation. Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. Typically a student may receive only one Class II violation during his or her four year career as an undergraduate. All subsequent violations are treated as Class I violations.

Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student's college Dean, to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the Dean, and within the timelines specified by the Dean, will have a hold placed on their transcript until the program has been completed.

Students who receive an academic integrity penalty may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity. Detailed descriptions of the University's Academic Integrity Policy are available from department chairs and deans.

For detailed Procedure for Appeals, refer to

www.villanova.edu/vpaa/office/facultyservices/policies/integrity/appeals.htm

STUDENT GRADE APPEALS & COMPLAINTS AGAINST FACULTY

The purpose of these Guidelines is to provide a mechanism for the review of student grade appeals and complaints regarding faculty performance within the framework of existing University, college and department policies and rules. For this reason those policies and rules may not themselves be the proper subject matter of a complaint under these Guidelines.

Normally, the resolution of grade appeals or complaints will proceed by the following route: (1) to the chair of the department (program director of the program in the College of Nursing) involved, then if necessary, (2) to the committee constituted to handle complaints, and finally if necessary, (3) to the dean of the college or where appropriate the Graduate Dean of Liberal Arts and Sciences. The University, however, believes that each student and faculty deserves to be treated as an individual. Consequently, it is impossible to develop a policy that will govern or control every situation. The following Procedures were created to apply in most situations that may occur; however, where the faculty member, dean and the Vice President for Academic Affairs believe that the circumstances may require special consideration, e.g. where the complaint is of a very personal and sensitive nature, the Procedures may not be followed or used in every respect. In no event, however, shall a deviation from these Procedures be permitted with respect to the obligation of the committee under section III to rely in its decision making only upon information which has been communicated to the faculty member, thus permitting the faculty member the opportunity to respond. These Procedures may be modified at the University's discretion according to the University's norms and procedures.

In the sequel, "chair" shall also imply program director and "dean" shall likewise imply Graduate Dean of Liberal Arts and Sciences where appropriate. These Procedures apply to student grade appeals and complaints. Individuals who are not University students may not utilize these procedures.

A. Faculty Performance Complaints

1. Student complaints concerning an instructor's handling of a class, classroom presentation, professional demeanor, or course policies should be directed to the chair of the faculty member involved. If the complaint is against the chair, these procedures shall be modified such that the dean shall undertake the responsibility as the chair under the Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the dean under these Guidelines. Normally, such complaints should be made within six months of the end of the course in which the complaint arose.

2. Identified Complaints: When a person makes a complaint and provides his or her name, the chair will advise the individual to approach the faculty member. The chair's goal will be to arrange a meeting of the parties to permit the issue to be resolved at the local level if at all possible. This also permits the faculty member the opportunity to address the matter directly with the student, which may eliminate the possibility that simple misunderstandings have contributed to the problem. If the complainant does not agree to a joint meeting, the chair will advise the faculty member of the details. If the complainant requests that his or her identity remain confidential or the chair considers it appropriate, the identity of the complainant will remain confidential. The chair will inform the complainant of the results of the meeting with the faculty member. For cases involving potential sexual harassment, please refer to the section on **SEXUAL HARASSMENT POLICY** in this *Faculty Handbook*.

3. Anonymous Complaints: The chair should express displeasure with any anonymous complaint and point out that such complaints (if made by telephone) will not be accepted. If an anonymous written complaint arrives, the chair should inform the faculty member of the details of the complaint.

4. The faculty member shall be presumed to have acted appropriately unless otherwise determined in accordance with these guidelines.

5. The chair shall make reasonable efforts to mediate the complaint. The chair may consult with others in connection with his or her review of the complaint. In the event that the complaint cannot be amicably resolved in the chair's judgment, the chair may make such disposition of the complaint as the chair deems warranted. The chair shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.

6. If either the student or the faculty member is dissatisfied with the chair's disposition of the complaint, she or he may contact the department committee constituted to handle complaints. This elected or appointed standing committee of the department should be duly constituted following the department's own policy. If a department has too few members to reasonably form such a committee the department, less the faculty member involved, shall constitute a committee of the whole. The student or faculty member should present her or his complaint via a formal written and signed statement to the committee within seven days of the chair's disposition of the matter. The committee shall consider the complaint in accordance with the procedures described in Section III below.

B. Grade Complaints

1. Student complaints concerning a grade should be directed to the chair of the faculty member involved. The chair shall normally require, but do no less than urge, a student who brings a complaint about a grade in the first instance to try to resolve the matter with the course instructor. That failing, the chair should attempt to resolve the issue between the student and instructor. The chair may consult with others in connection with his or her review of the complaint. Such complaints should be made according to the following deadlines:

Spring Semester and Summer Semester grade complaints: Last Friday in August
Fall Semester grade complaints: Last Friday in January

If the complaint is against the chair, it should be directed to the dean and these procedures shall be modified such that the dean shall undertake the responsibilities of the chair under these Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the dean under these Guidelines.

2. In the event that the complaint cannot be amicably resolved in the chair's judgment, the chair, may make such disposition of the complaint as the chair deems warranted. The chair shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.

3. In a particularly difficult case the chair may elect to refer the matter to the departmental committee for fact finding and recommendations. The committee shall consider the chair's referral of the matter in accordance with the procedures described in Section III and send its recommendations in writing to the chair. The chair shall be guided in his or her determination by widely accepted professional norms of academic freedom which normally make the instructor the focus of authority in determining grades. The chair shall communicate his or her determination of the complaint to the dean, the faculty member involved, and the complainant. In general, the formal procedures described below will only take place after a final course grade has been given.

C. Department or College Committee

Upon a referral from the chair in the case of a grade complaint or upon a written complaint from a student of faculty member dissatisfied with a chair's disposition of a faculty performance complaint, the committee shall meet within a reasonable time to determine how best to handle the review of the particular matter. The committee may convene hearings appropriate in its judgment to the particular situation presented. The committee procedures may include by example and not by limitation, individual interviews, closed

hearings, and review of documentation. The committee is not bound, however, by formal rules of evidence. All interviews and hearings shall be conducted in appropriate University facilities designated by the committee and shall be closed to the public. Every committee member need not attend every interview or hearing session. The University does not permit legal counsel to participate in hearings or interviews of the committee on behalf of the student or faculty member. Only information which has been communicated to the faculty member, thus permitting the faculty member an opportunity to respond thereto, shall be relied upon by the committee in reaching its conclusions. The committee shall reach its decision by majority vote.

In the case of a grade complaint, the Committee shall provide its findings of fact and written recommendations to the chair for consideration in the chair's determination of the matter. In making its recommendation to the chair, the committee shall base its decision on clear and convincing evidence and on the principle that the locus of authority in determining grades normally is placed with the instructor, especially in those cases where the instructor is acting in accordance with principles that have been clearly delineated in the course syllabus. In the case of a faculty performance complaint, the committee shall provide its findings of fact and written decision to the student, faculty member and chair. The Committee shall make its decision based on the preponderance of evidence it has reviewed.

D. Appeals Process

In the extraordinary case when a student or faculty member is unwilling to accept the decision of the chair with respect to a complaint or the departmental complaint committee with respect to a faculty performance complaint, she or he may appeal the decision in writing to the dean within seven days of that decision but only on the following basis:

- a. material procedural defect in the Committee, or
- b. material procedural defect in the chair's handling of the matter, or
- c. new material evidence not reasonably available at the time of the committee or chair's review of the matter.

All written deliberations concerning the complaint shall be forwarded to the dean to aid in the decision. In the course of his or her review of the appeal, the dean may, but shall not be required to, consult with others, interview the complainant, faculty member, chair, committee members, or others. The decision of the dean shall be final.

E. Complaints Involving Discrimination and Sexual Harassment

For cases of grade complaints or faculty performance complaints which may involve sexual harassment or discrimination in violation of University policies, please refer to the **SEXUAL HARASSMENT POLICY** and **DISCRIMINATION AND HARASSMENT POLICIES** in this Faculty Handbook.