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## **MISSION OF THE VILLANOVA SCHOOL OF BUSINESS (VSB)**

*We seek to be a leader among business schools in fostering a learning environment that enables members of our community to develop the knowledge, experience, values, and capabilities needed for a life time of learning consistent with the moral vision of St. Augustine. Strengthened by our liberal arts foundation, we also strive to collaborate with the business and academic communities to create, share, and apply knowledge.*

### **WE VALUE AND SUPPORT...**

- The rich tradition of Catholic Social Teaching and the guidance it provides for all University activities.
- Our University community and are committed to maintaining an environment of mutual respect, professional development, and continuous improvement.
- A quest to achieve educational distinctiveness in the markets in which we choose to compete.
- Being an active partner with other units of the university and the mutually supportive activities of teaching, research, and service.
- Innovation and experimentation by faculty and staff in achieving continuous improvement in the educational delivery process.
- All dimensions of scholarship, including teaching, discovery, integration, and application.
- Stakeholder-based perspectives in decision-making.
- Building life-long relationships with our graduates.
- A student orientation in terms of the learning environment we seek to create.
- Diversity of opinion and thought, as they relate to the development of operational strategies and tactics chosen to accomplish our mission.

### **MUTUAL EXPECTATIONS**

#### **Students Expect:**

- A learning environment that is characterized by appropriate challenges, support, and sense of community.
- To learn to navigate successful life and career paths that continually develop the self and contribute to society while exhibiting a consistent set of ethical behaviors.

#### **VSB Expects:**

- A demonstrated commitment to the learning process, ethical behavior, and recognition of co-responsibility for the creation of the learning environment.

## **ACADEMIC AND FINANCIAL POLICIES**

### **AACSB ACCREDITATION**

Villanova's Graduate Business Programs are among approximately 568 in the nation accredited by AACSB International - the Association to Advance Collegiate Schools of Business, promoting academic quality, continuous improvement, a highly qualified faculty, and a relevant curriculum.

### **ACADEMIC INTEGRITY POLICY**

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 0 points for the assignment and is to be reported by the instructor to the Assistant Dean, Graduate Business Programs, 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.

In addition, each student who takes an examination is expected to sign the following statement, which is printed on the official University examination booklets.

I \_\_\_\_\_(your name) have not had any unsanctioned prior access to this examination and will conduct myself in an honest manner in regard to all aspects of this examination. Unless authorized by the course professor, I will not discuss the contents of this examination, in general or specific terms, until the examination is administered to all students.

### ***Code of Academic Integrity***

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.

1. 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.

2. 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.

3. 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.

#### 4. 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 follow.

- a. 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.
- b. 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.
- c. 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.

#### 5. 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.

#### 6. 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:

- a. 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).
- b. 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).
- c. Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- d. Stealing or damaging library books.
- e. Unlawfully copying computer software.

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

### **ACADEMIC STANDING**

To qualify for a Graduate Business degree a candidate must earn a cumulative grade point average of at least 3.00. During the course of study, any student whose cumulative grade point average falls below a 3.00 will be subject to review by the Graduate Academic Standing Committee. Students will be officially informed by letter of the action taken by the Committee which could include placing a student on probation or dismissal from the program.

### **ADDRESS/NAME CHANGES**

Students may change their address by visiting the Registrar's website and selecting the 'Change Student Information' link on the left navigation panel ([www.registrar.villanova.edu](http://www.registrar.villanova.edu)). If a student is changing his/her name, the Registrar requires official documentation via fax or in person.

### **ADVISING**

Though students are not assigned an academic advisor, they are encouraged to take advantage of curricular advising through the Graduate Business Office. Please contact the office to schedule an appointment. Faculty advice is also available. Please contact the chairperson of the department in which you seek advisement.

### **BILLING**

The Bursar's Office manages billing, collection and student account services. Questions regarding tuition accounts should be directed to the Bursar's Office.

Payment of Charges: The student is responsible for payment of all charges on his or her student account. Overdue obligations may be referred to a collection agency and reported to the credit bureaus. If any overdue obligation is referred to an outside collection agency or to an attorney for collection efforts and/or legal suit, the debt is increased to cover all reasonable costs of collection including collection fees, court costs and attorney fees.

It is the student's responsibility to ensure that tuition charges are paid by the first day of the semester. If tuition payment is not made by the first day of the semester, late fees may be imposed by the Bursar, **regardless of whether a student has received a bill.**

Bursar's Office - Kennedy Hall .....610-519-4258

### **CLASS ATTENDANCE**

Students are expected to attend each class meeting and faculty often include class participation in the calculation of a student's course grade. Students are encouraged to contact faculty members if they plan to miss a class.

### **CLASSROOM LISTINGS**

Graduate Business classes meet in Bartley Hall. Room numbers are listed on registration materials. However, as room assignment changes do occur up to the start of classes, confirm room numbers on the web in NOVASIS ([www.registrar.villanova.edu](http://www.registrar.villanova.edu)). Additionally, a listing of all sections and their corresponding room numbers are posted outside the Graduate Business Programs office.

## CLASS RANKING

The University does not rank graduate students.

## COMPUTER PROFICIENCY AND COMPUTERS

Computers will be used extensively throughout the curriculum. Students must be proficient in word processing, spreadsheets, database management, presentation software, Internet usage, and email. Faculty and administrative offices communicate to students through email and faculty expect students to retrieve information from the web and hand in assignments through email. Students are not required to purchase a laptop computer, although all students must have access to a computer with at least Windows XP and the ability to access the Internet.

## CONFIRMATION OF REGISTRATION

Course registration can be confirmed through NOVASIS. The Registrar does not mail course confirmations. In the event that the section of the course for which you want to register is closed due to over-enrollment, contact the Graduate Business Programs office for assistance. *A faculty member cannot sign a student into a closed section.*

### ***Schedule Changes***

See Drop and Add Procedures

## DISTANCE LEARNING

Some sections of courses are offered in a 50% distance, 50% online format. In addition, a few courses may also be offered on a 100% online format each semester.

## DROP AND ADD PROCEDURES

The University adheres to a strict policy concerning a Graduate Business student's right to withdraw from courses. The reasons for such a policy relate to protecting the academic integrity of the Program as well as the University's need to make certain that before it commits its financial resources to a course that there is a similar commitment by the students who are enrolled in courses.

### ***Course Withdrawal***

Students may withdraw online until the date specified in registration materials and on the academic calendar. After that date, students must provide written notice (mail, fax, or email) to the Graduate Business Programs office to process a withdraw. The schedule that the Bursar's office will use to determine the percentage of the tuition that the student will be charged is stated each semester in the registration materials and below. The schedule below lists dates and percent tuition charges from the time that the Graduate Business Programs office receives written notice of the student's request to withdraw.

<u>DATE OF NOTICE (fall &amp; spring)</u>	<u>%TUITION CHARGE</u>
Up to the start of classes	0%
Up to the end of the 1st week	20%
Up to the end of the 2nd week	40%
Up to the end of the 3rd week	60%
Up to the end of the 4th week	80%
After the 4th week	100%

The tuition refund schedule for the summer session differs considerably from the fall and spring semesters. Refer to summer registration materials for tuition refund policies for the summer session.

### ***Course Withdrawal without Academic Penalty***

A student may withdraw from a course without academic penalty up until the date specified on the academic calendar. Thereafter, students are not permitted to withdraw without academic penalty unless they receive **written approval** from the Assistant Dean. The Assistant Dean will not grant such approval after the last date for authorized withdrawal unless there is a compelling reason presented by the student. Whether such a reason exists shall be left to the sole discretion of the Assistant Dean.

### ***Non-attendance of Class***

A student who registered for a course that he/she either never attended, or attended but subsequently stopped

attending, must comply with the aforementioned procedure for withdrawing from a course. Mere non-attendance does not constitute a withdrawal and will lead to the imposition of a grade of "F" for the course, as well as the forfeiture of any right to a tuition refund. Non-payment for courses that you are registered for does not constitute an official withdrawal.

## **FINANCIAL ASSISTANCE**

Villanova University is dedicated to providing students with financial aid, payment options, and alternative financing choices to assist in meeting educational expenses.

All graduate students seeking financial assistance must file the Free Application for Federal Aid (FAFSA). Students can request a PIN when applying for the first time and use this to apply for each year the federal aid is needed, alleviating the necessity to answer questions that have not changed from year to year. The Department of Education encourages students to use their web-based application to complete the FAFSA. Additional student loans are also available through most major banks. Contact your individual bank to learn more.

For additional information about financing your MBA, please contact the Office of Financial Assistance at <http://www.villanova.edu/enroll/finaid/graduate.htm>, or call 610-519-4010.

## **GRADES**

Faculty members submit grades directly online for students whose names appear on their class roster. Grades are due no later than three days after the last scheduled University final exam. Grade are generated and posted in students' NOVASIS accounts. For official transcripts with grades, please contact the Registrar's office.

## **GRADING POLICIES**

### ***Grading System***

In each course a student will receive one of the following grades at the end of the semester:

A	4.00	
A-	3.67	
B+	3.33	
B	3.00	
B-	2.67	
C+	2.33	
C	2.00	At the graduate level, a 'C' grade is the lowest passing grade awarded.
F	0	
WX	N/A	Official withdrawal from a course without academic penalty
W	0	Official withdrawal with academic penalty
N	0	Course work was not completed. To receive an 'N' grade, a student must have made prior arrangements with the faculty member. To change an 'N' grade, the instructor must submit a grade one month after the officially scheduled exam date, otherwise it automatically becomes an 'F'. Without approval of the instructor, department chairperson and the Assistant Dean, no grade higher than a 'C' may replace an 'N' grade.

Academic credit is given for the grades of A, A-, B+, B, B-, C+, or C. Any grade inaccuracy must be reported to the Office of the Registrar within two weeks of posting to be eligible for correction.

Students whose cumulative GPA falls below a 3.00 will be subject to review by the Graduate Academic Standing committee. Appropriate action is determined on an individual basis and may include placing a student on academic probation or dismissal from the program.

To be considered for graduation, a student must have a cumulative grade point average of at least 3.00.

## **GRADUATION**

To be eligible to receive a Graduate Business degree, the student must satisfy all requirements established

by the School of Business. These requirements include:

- (1) satisfaction of any condition contained in the candidate's letter of acceptance,
- (2) a cumulative grade point average (GPA) of at least a 3.00, and
- (3) completion of the degree program within 10 years of the date of enrollment.

It is the student's responsibility to notify the Graduate Business Programs office of his/her intention to graduate by completing a "Prospective Graduate" form prior to the beginning of the semester in which degree requirements will be met. This form is required to process degree conferment. Graduation forms can be obtained from the Graduate Business Programs office.

Summer, fall and spring graduates are invited to participate in the University's annual commencement ceremony each May. Information regarding the May ceremony will be sent from the Academic Affairs office. An additional graduation ceremony for all business students is held on the Saturday of graduation weekend. During this ceremony each graduate is recognized individually for his or her accomplishments. Students graduating in May will receive diplomas immediately following the University Commencement. Diplomas are mailed to students who complete degree requirements in September and December, approximately ten weeks after the official graduation date.

## **HONORS**

Graduate programs do not rank students, nor are graduation honors (cum laude, etc.) conveyed to graduate students. One student from each Graduate Business program is awarded the Bartley Medallion at the College's recognition ceremony.

## **HONOR SOCIETIES**

### **BETA GAMMA SIGMA**

Beta Gamma Sigma is the only nationally recognized business honor society for AACSB accredited schools. Students whose graduate grade point average falls in the top twenty percent of that academic year's graduates (summer, fall and spring graduating classes) are identified as superior students of business and are nominated for membership at an induction ceremony held in May. Students inducted into Beta Gamma Sigma (BGS) as undergraduate students are eligible for a Master's Certificate from BGS.

### **PHI KAPPA PHI**

Phi Kappa Phi is the oldest, largest and most respected academic honor society open to undergraduate and graduate students in all academic disciplines. Students whose graduate grade point average falls in the top 10 percent of that academic year's graduates are considered for membership. Admission is by invitation and requires nomination and approval by the Villanova University chapter. More information can be found at: <http://www.phikappaphi.org/Web/>.

## **LEARNING SUPPORT SERVICES**

The Office of Learning Support Services, in conjunction with faculty, provides reasonable academic accommodations for students with disabilities, in accordance with Section 504 of Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). Students with learning disabilities and other neurologically based disorders requesting assistance with academic concerns and/or accommodations should contact the Coordinator for Learning Support Services.

Students requesting academic accommodations are required to submit current documentation of their disability, in accordance with our guidelines, to the Coordinator for Learning Support Services. Depending on the nature of the disability and the accommodations requested, the amount of advance notice provided may impact the University's ability to provide accommodations. Students must obtain a new accommodation form for each semester at Villanova in order to receive accommodations during that semester.

The Office of Learning Support Services, Geraghty Hall      610-519-5636  
Monday – Friday, 9:00 a.m. - 5:00 p.m.

## LEAVE OF ABSENCE

If a student requires a leave of absence from the Program, a written request must be submitted to the Assistant Dean of the Graduate Business Programs, stating the reason for the leave and the semester the student intends to return to the program. After review, a meeting with the Assistant Dean may be required, on a case-by-case basis. If the leave requested is for a period longer than one year, the student may be required to reapply for admission.

## RELIGIOUS HOLIDAYS POLICY

Villanova University's Mission Statement calls on the University "to reflect the spirit of St. Augustine . . . by respect for individual differences, and by adherence to the principle that mutual love and respect should animate every aspect of University life." As a Catholic and Christian University, Villanova seeks to respect and support the diverse religious traditions of the members of the University community. As part of this commitment, the University makes every reasonable effort to allow members of the community to observe their religious holidays, consistent with the University's obligations, responsibilities, and policies. Students who expect to miss a class or assignment due to the observance of a religious holiday should discuss the matter with their professors at least two weeks in advance. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the course work required during the absence. Faculty, if possible, should try to accommodate students with make-up tests or exams if the absence falls on a day when these tests are being administered and/or provide students with reasonable alternative opportunities to complete their academic assignments.

Should a disagreement arise over the implementation of this policy, the matter should be taken to the chair of the department or the Assistant Dean of the program with jurisdiction over the class in question. If no resolution is reached at that level, the issue will be resolved by the Dean of VSB, and his/her decision shall be final.

## STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act (FERPA) provides that certain information from student records is "Directory Information" and may be released without the consent of the student, unless the student indicates that he/she does NOT wish such information released.

In accordance with the Act, Villanova University hereby gives notice that the following shall be considered "Directory Information" and may, at the discretion of the Registrar's Office, be made public without the student's consent:

- student's name, address, telephone number;
- date and place of birth;
- major field of study;
- dates of attendance, degrees and awards received;
- the most recent previous educational agency or institution attended by the student; and
- other similar information.

An individual may request that any or all of the above information be kept confidential, except that such information may be released in accordance with other provisions of law. Students wishing to keep any or all of the above information confidential must inform the Registrar's Office in writing at the time that the office originally seeks the information.

## STUDENT STATUS

*Full-time:* A student is considered full-time if enrolled for a minimum of nine credit hours per semester (Fall/Spring). A full-time student may not enroll for more than 13 credits in a semester (Fall/Spring). **Because of the demands of the Program and our interest in making certain that each student realizes the maximum benefit from this experience, any student employed more than 25 hours a week may not register for more than seven credit hours in a semester.**

*Part-time:* A student is considered part-time if enrolled for eight or fewer credit hours per semester.

- *JD/MBA Students:* Students in the joint degree JD/MBA Program should be registered for no more than six MBA credits during the semester, excluding the Leadership Challenge Weekends. A full-time law student in the JD/MBA Program who wants to take more than six credits of MBA courses in a semester must file a petition requesting permission. The petition must be filed with both the Law School and the Office of Graduate Business Programs. Both schools must approve the petition. No student who has a grade point average below a 3.25 in MBA course work will be granted an exception to this rule.

### **TRANSCRIPT REQUESTS**

Official transcripts may be obtained from the Registrar's Office. Please visit the Registrar's web site at [www.registrar.villanova.edu](http://www.registrar.villanova.edu) for more information.

### **WALL STREET JOURNAL**

All VSB students are provided with a subscription (online and print) to the *Wall Street Journal* (WSJ) to supplement students' business education.

To access the online WSJ, go to [www.wsj.com/studentaccess](http://www.wsj.com/studentaccess) and enter your WSJ user id and password. User ids and passwords are sent via email from the WSJ to all enrolled students. Students also receive the print version at their home address. Students have access to the online version for a full year, renewed each year a student is enrolled. The print version is only delivered when classes are in session. If you have any questions about your subscription, contact the Wall Street Journal at 800-975-8602 for delivery questions, and 800-369-2834 for online subscription questions.