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## **WELCOME MBA STUDENTS**

This handbook is designed as a resource to assist our MBA students in becoming familiar with the policies and practices of Villanova University and the MBA Program. Students are required to comply with the policies and procedures set forth in this handbook. Please read it carefully and keep it handy for future reference.

The faculty and staff of the Graduate Business Programs are committed to helping you make the most of your educational experience at the Villanova School of Business (VSB). We hope that your years at Villanova will be both personally and professionally rewarding.

Welcome to the 2006-2007 academic year.

Debra A. Arvanites, Ph.D.  
Associate Dean, Graduate Business Programs



**VSB ADMINISTRATION**  
***Bartley Hall Room 1045***

James M. Danko Dean	610-519-4330
Frances Scheidly Assistant to the Dean	610-519-4331
Ronald P. Hill, Ph.D. Senior Associate Dean, Intellectual Strategy	610-519-4330
Debra A. Arvanites, Ph.D. Associate Dean, Graduate Business Programs	610-519-4102
Melinda B. German Associate Dean, Undergraduate Business Studies	610-519-4333
Bethanie Anderson Assistant Dean, Marketing & Strategic Initiatives	610-519-6014
Lisa A. Valosky Assistant Dean, Finance & Operations	610-519-4168

**VSB ACADEMIC DEPARTMENTS & CHAIRS:**

<b>Accountancy</b>	Dr. Wayne Bremser Bartley Hall -2015	610-519-4340
<b>Economics</b>	Dr. Peter Zaleski Bartley Hall -3019	610-519-4378
<b>Finance</b>	Dr. Andrea DeMaskey Bartley Hall -2019	610-519-7395
<b>Decision &amp; Information Technologies</b>	Dr. Robert Nydick Bartley Hall -3080	610-519-4395
<b>Management/ International Business</b>	Dr. Walt Tymon Bartley Hall -2084	610-519-6924
<b>Marketing/ Business Law</b>	Dr. Greg Bonner Bartley Hall -3015	610-519-4350

## CAMPUS SERVICES & FACILITIES

Athletic Facilities	Pavilion	610-519-7732
Bursar's Office	Kennedy Hall	610-519-4258
Career Services	Corr Hall	610-519-7828
Computer Support Ctr	Vasey Hall	610-519-7777
Dining Services	Bartley Hall	610-519-4812
	Belle Air Terrace	610-519-7259
	Dougherty	610-519-4170
Library	Circulation	610-519-4271
	Hours/General Info	610-519-4292
	Reference	610-519-4273
Lost & Found	Farrell Hall	610-519-6985
Parking	Farrell Hall	610-519-6990
Public Safety	Farrell Hall	610-519-6979
Registrar	Tolentine Hall	610-519-4032
UNIT	Technology Svcs. Bldg	610-519-7777
University Shop (Bookstore)	Kennedy Hall	610-519-4160
WildCard Office	Dougherty Hall	610-519-6202

**ACADEMIC CALENDAR**  
**2006 -2007**

**FALL SEMESTER - 2006**

***August***

18 Last Day to Pay Tuition to Avoid Late Fee  
23 Classes Begin

***September***

4 Labor Day Holiday - No classes

***October***

9-15 Semester Recess  
16 Classes Resume

***November***

8 Last Day for Authorized Withdrawal Without Academic Penalty  
22-26 Thanksgiving Recess – No Classes

***December***

12 Final Exam for Tuesday Classes  
13 Final Exam for Wednesday Classes  
14 Final Exam for Thursday Classes  
18 Final Exam for Monday Classes

**SPRING SEMESTER – 2007**

***January***

12 Last Day to Pay Tuition to Avoid Late Fee  
15 Martin Luther King Day – No Classes  
16 Classes Begin

***March***

5-9 Semester Recess  
12 Classes Resume

***April***

4 Last Day for Authorized Withdrawal Without Academic Penalty  
5-6 Easter Recess

***May***

3 Last Day of Classes  
5-11 Final Exams  
19 VSB Recognition Ceremony  
20 University Commencement

Note: A revised calendar is published with registration materials each semester.

## **MISSION OF THE COLLEGE**

*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 College activities.
- Our College 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.

### The College Expects:

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

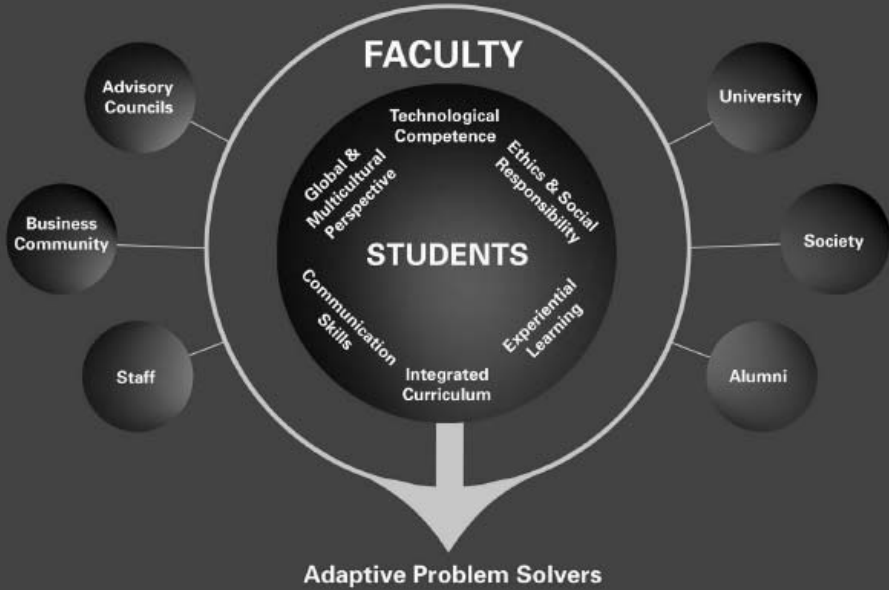
## VSB LEARNING ENVIRONMENT

The following diagram presents our adaptive and information technology enabled *Learning Environment* vision for the College. We seek to develop graduates who are responsive to new and changing environments, effective in crafting creative solutions to complex problems; in essence, adaptive problem solvers. There are six primary competencies that form the curriculum framework for the development of this *Learning Environment* within the College. Led by faculty and supported by staff, the College collaborates with our other external and internal stakeholders in this critical effort. A definition of terms follows the diagram to clearly communicate its components.

# The Learning Environment

## Our Vision

To be the premium institution of choice for each of its constituencies (people line up to get in), in which its members believe that they belong and are making meaningful progress in their lives, and who are proud of the time they spend with us.



TERMS	DEFINITIONS
<b>Learning Environment</b>	The confluence of elements and constituents, internal and external, that together combine to determine the educational experiences of our community
<b>Adaptive Problem Solver</b>	An individual responsive to new or changing environments, effective in crafting creative solutions to complex problems
<b>Elements</b>	The fundamental components of the learning process
<b>Technological Competence</b>	Ability to understand and utilize the processes and tools of information technology management in problem-solving

<b>Ethics</b>	Set of moral principles and values governing individual conduct
<b>Social Responsibility</b>	Fulfilling obligations to society
<b>Experiential Learning</b>	Active participation in events or activities leading to the accumulation of knowledge and skill
<b>Integrated Curriculum</b>	Presenting business principles in a cross-functional manner so as to create connections across disciplines with an integrated system view of life
<b>Communication Skills</b>	Exchange of thoughts, information, and ideas through various media
<b>Global Perspective</b>	Comprehensive, worldwide view
<b>Constituents</b>	Stakeholders of the College
<b>Students</b>	Our primary constituent; the focus of our learning environment
<b>Faculty</b>	Critical driver (senior partner) of our learning environment
<b>Staff</b>	Supportive personnel who are important to the development of our learning environment
<b>Alumni</b>	Graduates of Villanova University
<b>Business Community</b>	Governmental, professional, commercial, and non-profit enterprises
<b>University</b>	All members of the Villanova University community
<b>Society</b>	The totality of social relationships among human beings

## **ACADEMIC AND FINANCIAL POLICIES**

### **AACSB ACCREDITATION**

Villanova's MBA Program is one of approximately 504 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 Associate 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 the MBA 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.

## **ADVISING**

Responsibility for planning the specific content of the academic program rests with the student. Thorough familiarity with and understanding of the degree requirements are essential for sound planning.

Students are encouraged to take advantage of academic advising. Please contact the Graduate Business Office if you seek advisement on any of the Graduate Business curricula. Faculty advice is also available. Please contact the chairperson of the department.

## **BILLING**

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

It is the student's responsibility to see 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

## **CHALLENGE EXAMS**

Challenge exams are available for the "Statistical Analysis for Business Decisions" course in the Prerequisite Core and several Basic Core courses for individuals who did not receive a waiver of the course. Challenge exams must be taken **within one year of admission** and may only be taken once. Previous coursework in the subject is generally required before a student is eligible for a challenge exam. With appropriate justification, a waiver of this policy may be granted by the Associate Dean, Graduate Business Programs. Students who anticipate taking a challenge exam should contact the Office of Graduate Business Programs for study materials and dates of administration.

## **CLASS ATTENDANCE**

Students are expected to attend each class meeting. It is strongly suggested that students do not register for a class if it is known that more than two class meetings will be missed. Students are encouraged to contact faculty members directly regarding this issue. Faculty often include class participation in the calculation of a student's course grade.

## **CLASS MEETING TIMES**

Classes meet for two hours and forty-five minutes once per week for fifteen weeks beginning at 6:00 pm in the fall and spring semesters on Monday, Tuesday, Wednesday and Thursday nights. Saturday morning classes meet from 9:00 am to 12:45 pm for eleven weeks (not consecutive). During the nine week summer session, classes meet from 6:00-9:00 pm one night each week and two nights on alternate weeks.

## **CLASSROOM LISTINGS**

All MBA classes meet in Bartley Hall. Room numbers are listed on registration materials. However, as room changes do occur before the start of classes, it is wise to check 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 Office of Graduate Business Programs.

## **CLASS RANKING**

The University does not rank graduate students.

## **COMPUTER PROFICIENCY AND COMPUTERS**

All students should recognize that computers will be used extensively during their graduate studies. Students are expected to be proficient in word processing, spreadsheets, database management, presentation software, Internet usage, and e-mail. Faculty and administrative offices communicate to students through e-mail and faculty expect students to retrieve information from the web and hand in assignments through e-mail. It is the student's responsibility to be well versed in this use of information technology. Students are not required to purchase a laptop computer although all students must have access to a computer running at minimum Windows 98 and Internet access.

## **PMBA CURRICULUM**

<b>Course</b>	<b>Credits</b>	<b>Notes</b>
Prerequisite Core	5	Includes MBA 8100 The Leadership Challenge (2 credits)
Basic Core	15	
Advanced Core	24	
Electives	12	Including one international course

*(See page 39 for a curriculum checksheet)*

To fulfill MBA degree requirements, candidates must complete Advanced Core (24 credits) and Elective courses (12 credits). Twenty additional credits in the Prerequisite and Basic Core may be required depending on a student's academic background (Refer to page 42 for a list of the topics covered in each Basic Core course). Challenge exams are available for one of the Prerequisite Courses and most Basic Core courses if a student did not receive a waiver of the course (see page 16). In addition, students are required to have at least one semester of college-level calculus.

All Prerequisite Core, Basic Core and Advanced Core courses are offered during the fall and spring semesters. Course offerings during the summer may be limited.

### ***Undergraduate Business Majors***

A student with an undergraduate major in business may substitute an elective for the one required course in the Managerial Decision sequence that pertains to his/her undergraduate major. For example, an undergraduate finance major may take an elective in place of MBA 8410 Applied Corporate Finance. Thus, the student would take 21 credits in the Advanced Core and 15 credits in electives.

### ***Course Sequence***

MBA 8100, The Leadership Challenge, must be taken in the first semester. Prerequisite and Basic Core courses must be completed before registering for Advanced Core courses. You may register for an Advanced Core course in the same semester you are completing the Basic Core courses. Provided you have satisfied the prerequisites, you may register for one elective after completing four Advanced Core courses. Registration for a second elective will require registration of a fifth Advanced Core course.

*MBA 8510 Leadership and Team Building* should be the first course taken in the Advanced Core.

*MBA 8900 Strategic Management* is the capstone course and can be taken after all Advanced Core courses are completed.

**Students employed more than 25 hours a week may not register for more than two courses each semester in addition to the Leadership Challenge. Full-time students may register for up to 12 credits plus the Leadership Challenge during the fall and spring semesters.**

### ***Elective Courses and Specializations***

Students must complete four (or five) elective courses. (*see Undergraduate Business Majors above*). Students may develop expertise in an area by selecting a specialization, or, those who choose not to specialize may tailor their curriculum by selecting the Corporate Management Track which allows students to choose those electives most appropriate for their career goals.

### ***International Elective Requirement -***

All MBA candidates (except for those specializing in Health Care Management) must take at least one international elective, which may or may not be a specialization course.

International courses include:

MBA 8225	Contemporary Business Law Topics: International Legal Environment of Business
MBA 8326	Economics of International Trade and Finance
MBA 8438	International Financial Management
MBA 8523	International Study Practicum
MBA 8527	European Business Management
MBA 8530	International Business Management
MBA 8645	International Marketing
MBA 8649	Management in Emerging Economies

### Specializations

The following specializations are available:

Specialization	Requirements
E-Business	Three of the four required elective courses
Health Care Administration	Joint offering with the College of Nursing- Refer to the MBA catalog for specifics
International Business	Four international business elective courses
Management Information Systems	Three of the four required elective courses
Marketing	Three of the four required elective courses
Finance	Three of the four required elective courses

### Electives in the Graduate Tax Program

MBA students who have taken MBA 8122 Federal Income Tax Concepts or have an undergraduate degree in accountancy and substantial tax experience are permitted to take as electives three courses offered in the Graduate Tax Program. For information on tax courses call the Graduate Tax Office at 610-519-7043.

### Prerequisites for Courses

Prerequisites for all courses are indicated in the MBA catalog and on the list of course offerings published each semester. **A prerequisite and the course for which it is required may not be taken in the same semester.** A Prerequisite Core course and/or Basic Core course must be satisfied before registering for the companion Advanced Core course and the Advanced Core course must be completed before registering for a companion elective course.

## **DISTANCE LEARNING**

Some sections of Prerequisite Core, Basic Core and Managerial Decision Area courses are offered in a 50%-50% format. In addition, a few courses may also be offered on a 100% on-line format each semester. At least one section of all Prerequisite Core, Basic Core and Advanced Core courses will always be offered in the 100% in-class format each semester.

## **DROP AND ADD PROCEDURES**

The University adheres to a strict policy concerning an MBA 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 on-line until the date specified in registration materials. After that date, students must provide written notice (mail, fax, or e-mail) to the Office of Graduate Business Programs of a desire to 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 MBA Program receives written notice of the student's desire to withdraw.

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

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 Associate Dean. The Associate 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 Associate 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 2006-2007 Free Application for Federal Aid (FAFSA). Students who completed the 2005-2006 FAFSA on the web will receive PIN mailers instead of the paper renewal FAFSA. The Department of Education encourages students to use their web-based application to complete the 2006-2007 FAFSA.

For additional information about financing your MBA, please link to the Office of Financial Assistance at <http://www.villanova.edu/enroll/finaid/graduate.htm>.

### **GRADES**

Faculty members submit grades directly on-line for students whose names appear on their class roster. Grades are due no later than 3 days after the last scheduled University final exam. Grade Reports are generated and mailed to students the following week by the Registrar's office. Grades may also be accessed through NOVASIS. To avoid confusion at the end of the semester, please make certain that you are properly registered for a course by checking NOVASIS at the beginning of the semester. Grades cannot be obtained from the Office of Graduate Business Programs. (see NOVASIS on page 33 for more detailed information).

## GRADING POLICIES

### Grading System

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

Grade	Grade Point	Definition
A	4.00	Exceptional work
A-	3.67	Excellent work
B+	3.33	Well above ordinary performance
B	3.00	Clearly satisfactory at the graduate level
B-	2.67	Almost satisfactory work
C+	2.33	Below a satisfactory level of performance
C	2.00	Minimally acceptable at the graduate level; lowest passing grade
F	0	Unsatisfactory
WX	NA	Official withdrawal from a course without academic penalty
W	0.00	Official withdrawal from a course with academic penalty
N	0.00	Student's work in a course has not been completed; an N grade is given only if a student has made prior arrangement with the faculty member; To change an N grade, the instructor must submit a grade no later than one month after the last officially scheduled examination day of the semester, <b>otherwise it automatically becomes an F</b> ; Without the approval of the instructor, department chairperson, and the Dean, no grade higher than C may replace the N

Academic credit is given for the grades of A, A-, B+, B, B-, C+, or C.

Any student 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. The final grade point average is based on grades received in all courses.

## **GRADUATION**

To be eligible to receive the MBA 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) in all courses of at least a 3.00, and
- (3) completion of Advanced Core and Elective courses within seven years from the date of enrollment in the first Advanced Core course.

It is the student's responsibility to notify the Office of Graduate Business Programs of his/her intention to graduate. This is accomplished by completing a "Prospective Graduate" form prior to the beginning of the semester when degree requirements will be met. The graduation forms can be obtained from the Office of Graduate Business Programs.

Summer, Fall and Spring graduates are invited to participate in the University's annual commencement ceremony in May. Information regarding the May ceremony will be sent from the Office of the Dean of Students. 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.

## **GRADUATE RESEARCH ASSISTANTSHIP PROGRAM**

The Office of Graduate Business Programs offers positions for Graduate Research Assistants. The function of the Research Assistant is to assist faculty members in research activities. A student awarded a research assistantship is provided a stipend for the academic year and is permitted to take courses in the Graduate Business Program free of tuition charges. To be eligible to be considered for this position, an individual may not be employed during the term of the assistantship. Assistantships are generally awarded to incoming students. Currently enrolled students are welcome to apply, but the number of courses remaining will be considered when evaluating applications.

The Graduate Research Assistantship application is a separate application and can be downloaded from the MBA Web site. The deadlines for applying for Fall or Spring assistantships are March 31 and October 15, respectively.

Summer assistantships are available to returning graduate assistants. During the summer the University will waive tuition in exchange for research activities, but a stipend is not offered.

## **HONORS**

Graduate programs do not rank students, nor are graduation honors (cum laude, etc.) conveyed to graduate students. One MBA student is awarded the “For Excellence in the Study of Business at the Master Degree Level” 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. Additional information can be viewed online at: <http://www.phikappaphi.org/Web/>.

## **INDEPENDENT STUDY**

An Independent Study gives a student an opportunity to thoroughly study and research a particular business related topic of interest. A proposal must be submitted by the student and approved by the sponsoring professor, the department chair, and the Associate Dean of Graduate Business Programs. Independent Study proposals must be approved by all parties two weeks prior to the start of the semester. Approval must be received prior to registration for the course. To be eligible for an Independent Study, all Advanced Core courses, with the exception of MBA 8900, must be successfully completed. (see page 42 for proposal requirements).

## **INTERNATIONAL PRACTICUM**

Each MBA student is required to complete at least four electives in order to fulfill the degree requirements. One of those four electives must be an

international elective. During the summer session, MBA students can participate in international, overseas practicum programs that last for three weeks; the student will earn three MBA international, elective credits. A letter grade is assigned for the class. MBA students are not permitted to take international practicums for “Satisfactory/Unsatisfactory” grading.

### **LEAVE OF ABSENCE**

If a student desires a leave of absence from the Program, a written request must be filed. If the leave requested is for a period longer than one year, a reason for the request must be provided. Failure to register for two consecutive semesters, excluding summer, may require that the student reapply for admission

### **REGISTRATION PROCESS**

Registration materials will be posted on the MBA Web site approximately two months prior to the start of each semester.

Students employed more than 25 hours a week may not register for more than six credits each semester in addition to the Leadership Challenge. Full-time students may register for up to 12 credits plus the Leadership Challenge during the fall and spring semesters.

A course registration is considered binding unless:

- a course is canceled by the College,
- a course is closed,
- a student does not have the appropriate prerequisites.

### **New MBA Students**

Newly admitted students who are registering for the first time are required to register in the Office of Graduate Business Programs. Please call the Office at 610-519-4336 to schedule an appointment.

### **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 Office of Graduate Business Programs for assistance. *A faculty member cannot sign a student into a closed section.*

### **Schedule Changes**

See Drop and Add Procedures on page 20.

## STUDENT RECORDS POLICY

The Family Educational Rights and Privacy Act 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.

## **TUITION**

For the 2006-2007 academic year, tuition is \$675 per credit; most courses are three credits, with the exception of The Leadership Challenge, which is two-credits and Business Ethics and Employment Law, which are one and one-half credits each.

## **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.

## **TRANSFER OF COURSES**

A maximum of nine (9) semester hours of graduate credit may be transferred towards Advanced Core or Elective requirements based on coursework completed in another AACSB accredited MBA program within the last 4 years. Undergraduate coursework cannot be accepted towards satisfying Advanced Core or Elective course requirements. It is expected that once a student is enrolled in the Villanova MBA program, all coursework will be taken with Villanova University. In special cases, where a student is transferred out of the area, exceptions may apply.

*To transfer advanced core, or elective courses completed before admission to the Villanova MBA Program*

- An official transcript, course description and detailed syllabus for each course must be submitted to the Office of Graduate Business Programs.
- Grades of "B" or better must be earned for the course(s) in question.
- The appropriate School of Business academic department will review all materials. A decision will then be made as to whether or not the course can be transferred and the course for which it will substitute in the Villanova MBA curriculum.
- Credits will transfer; grades will not.
- Courses taken to satisfy a previously earned degree may not be transferred.
- Courses to be transferred must have been completed within the last four years.

### *To gain approval to transfer courses from another institution*

- Courses may not be taken at a Delaware Valley institution.
- Courses must be taken at an AACSB accredited MBA Program which operates on a semester system.
- All courses must be pre-approved by the VSB Office of Graduate Business Programs. A course description and detailed syllabus must be submitted.
- Materials must be submitted to the Office of Graduate Business Programs at least three weeks prior to the registration deadline at the other academic institution. It is advisable to submit materials for more than one course in the event that a course is not approved.
- The Office of Graduate Business Programs will forward the materials to the appropriate School of Business department for review and their decision regarding course transfer.
- A grade of “B” or better must be earned and an official transcript must be sent to the Office of Graduate Business Programs. Credit cannot be transferred until the official transcript is received.
- Credits will transfer; grades will not.

### **WALL STREET JOURNAL**

All VSB students have access to the interactive edition of the Wall Street Journal (WSJ) for the fall and spring semesters. Userids and passwords are sent via email from the WSJ to all enrolled students. The Journal is incorporated into course work. To access the WSJ Interactive, go to [www.wsj.com/studentaccess](http://www.wsj.com/studentaccess). Follow the instructions on the screen to register (you will need your WSJ userid and password). MBA students will also have a copy of the Journal delivered to their home address for the fall and spring semesters. If you prefer not to receive a hard copy or if you have any questions about accessing the *Wall Street Journal*, contact the WSJ at 800-369-2834 or Kathy Mongiello in the Office of the Dean at [kathy.mongiello@villanova.edu](mailto:kathy.mongiello@villanova.edu).

## **CAMPUS SERVICES & FACILITIES**

### **ART GALLERY**

The Villanova University Art Gallery serves to enrich Villanova and its surrounding communities by offering a schedule of world-class exhibits by renown, emerging, and underrepresented artists from Pennsylvania, across the nation, and around the world. All exhibits and artist receptions are open to the public without charge. The Art Gallery is located on the main floor – Connelly Center (610-519-4612).

### **ATHLETIC & FITNESS FACILITIES**

All Villanova University students may utilize University athletic facilities during available hours. Valid WildCard identification is required (see page 36). Please contact the Athletic Department at 610-519-4090 for more information.

#### **Alumni Hall Gymnasium**

Most academic classrooms may be reserved for meetings, presentations, or programs when not in use for classes. Availability can be determined by checking the classroom calendar at [www.registrar.villanova.edu](http://www.registrar.villanova.edu). Reservations can be made by calling 610-519-4037 or 610-519-4032, or by using the on-line form for room reservations.

#### **Alumni Hall Gymnasium**

Hardwood intramural basketball/volleyball court, aerobic area.

#### **Aquatic Center**

10 lane, 25 by 25 yard pool with 1 meter and 3 meter diving boards and locker room facilities. Home to Villanova's men's and women's intercollegiate swimming and diving program, and the women's water polo program.

#### **Butler Annex**

Rubber surface basketball/volleyball courts.

#### **Jake Nevin Field House**

Hardwood basketball/volleyball court, stage, locker rooms and administrative offices.

#### **Outdoor Fields**

The Athletic Department administers the intercollegiate men's and women's soccer field located on the West Campus; the

intercollegiate softball field across from Bartley Hall; multi-purpose grass fields across from the Field House and on the West Campus, as well as Austin and Mendel fields.

### **The Pavilion**

Rubber surface basketball and tennis courts, four-lane running track, weight room, aerobics/dance room, and locker rooms. Home to Villanova's men's and women's intercollegiate basketball programs, and site of selected University special functions.

### **Stanford Fitness Center**

Located in the basement of Stanford Hall on South Campus. A six thousand sq. ft. modern fitness center featuring free weights, life cycles, treadmills and locker rooms for all students, faculty and staff.

### **St. Mary's Hall Gymnasium/Pool**

Hardwood intramural basketball/volleyball court, recreational swimming and locker rooms.

### **Tennis Courts**

Outdoor tennis courts are located across from Sullivan Hall on the Main Campus, adjacent to Stanford Hall on the South Campus and adjacent to St. Mary's Hall on the West Campus.

### **Villanova Stadium and Jumbo Elliot Track**

Astroturf playing field for football, soccer, lacrosse, and field hockey; 8 lane all-weather track; weight lifting facilities beneath the North stands. Home to Villanova's intercollegiate football, track, lacrosse, and field hockey teams, and site of University graduation ceremonies.

### **West Campus Fitness Center**

Located in the basement of building number 8 on the West Campus, a 5,000 square foot modern fitness center featuring free weights, life cycles, and treadmills is available for all students, faculty, and staff.

## **ADDRESS/NAME CHANGES**

Students may change their address directly on NOVASIS, the online student information system (see page 33). If a student is changing his/her name, the Registrar will require official documentation.

## **BARTLEY HALL**

Bartley Hall is a modern, wireless, educational facility which includes new state-of-the-art classrooms with power and data at every seat (in addition to being wireless), an auditorium, cafeteria (The Exchange), four story atrium entrance, and faculty offices. Breakout rooms are available for students' team meetings and a graduate student lounge is located in Room 2059 on the second floor. The ground floor houses a copy center.

## **BURSAR'S OFFICE**

The Bursar's Office manages billing, collection, and student account services functions of the University. Students may pay bills, request refunds, obtain third party payment plan information, and seek clarification related to University charges.

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

## **CAREER SERVICES**

Employment Services are coordinated through the Career Services website at [careers.villanova.edu](http://careers.villanova.edu). Resumes may be entered online for referral to employers, and campus interviews can be scheduled from October to April. A database of full-time and part-time job listings can be accessed online.

Counselors provide individualized assistance in determining career interests and planning a job search, as well as resume preparation and videotaped practice interviews.

The Office also maintains an extensive educational/vocational library.

Career Services, Corr Hall                      610-519-4060

## **COMPUTING & INFORMATION SERVICES: UNIT**

The Office of University Information Technologies (UNIT) provides Computing, Communication and Information Resources. The Computer Support Center (CSC), <http://unit.villanova.edu/support>, provides the university community with expert computing support. The CSC sells and fully supports University endorsed laptop computers. Many classrooms and public areas throughout campus feature network connections for notebook users. General student labs are located in Mendel and Tolentine and are complemented by many departmental labs and computer equipped classrooms.

UNIT supports a number of software packages including: McAfee, Virus Scan, Microsoft Office, Frontpage, and Mozilla Mail. Non-credit hands-on workshops

are offered throughout the year. Support for software packages specific to coursework is generally provided in the class.

All students are given unique computer accounts by UNIT when they enroll in the University. Each computer account has a user identification (userid) and password. All students will receive their userid, password, and email address in a mailing from UNIT upon registration for the first time. This account information is needed to access computers in the labs, email, the Internet, and software packages needed for coursework that are available on the University computer systems. If at any time you forget your userid and password, contact the computer support center at 610-519-6646.

NOTE: This user ID and password DOES NOT affect NOVASIS. (see page 33).

The following services are provided by UNIT:

- Computer Support Center (CSC –see below)
- E-mail accounts
- Individual student web pages
- “My Classrooms” (see below)
- Novell servers in classrooms and labs
- Proxy Server
- Remote Access Service (RAS)

### ***Computer Support Center***

The Computer Support Center (CSC) provides computer assistance to students. Located in Vasey Hall room 101, the Center can help you get connected to the campus computer network and can answer questions about using the University <http://unit.villanova.edu/support>. Some students have experienced difficulties accessing Villanova resources when using corporate computers. This is due to predefined configurations. Telephone support is available from the Center’s Help Desk at 610-519-7777 and by e-mail at [support@villanova.edu](mailto:support@villanova.edu).

### ***E-mail System***

All students have a Villanova e-mail account that can be used to send and receive messages. Information from faculty and the Office of Graduate Business Programs will be disseminated via the Villanova e-mail system. Your e-mail address will be included in the mailing from UNIT. If you have another e-mail address, you may prefer to forward your Villanova e-mail to that address.

To forward your e-mail:

1. Go to the Villanova homepage ([www.villanova.edu](http://www.villanova.edu)) and login to the homepage
2. Enter your userid and password under “Personal Settings”.
3. Click on “Edit Preferences” on the homepage. The first time you click on “Edit Preferences” you will be presented with the University Wildcard Photo Consent Form and the Change of Password Form. You will need to complete this information. Under account information click “Off” next to e-mail forwarding. A dialog box will appear in which you may type your e-mail address of choice.

If you prefer not to forward your e-mail, you may access your e-mail account on the web. Go to [www.webmail.villanova.edu](http://www.webmail.villanova.edu). Enter your userid and password.

### ***Student Web Pages***

All students enrolled in the University will have their own web page. For information and instructions on how to access your webpage, go to the CSC Web site at <http://unit.villanova.edu/support>. Click on “Help and How To” button.

### ***“My Classrooms”***

The “My Classrooms” portion of the University website allows students to view the names and e-mail addresses of fellow students in the classes in which they are enrolled. Wildcard photos of students who have granted consent accompany these lists. You will need your userid and password to access “My Classrooms”. To access “My Classrooms” login to the Villanova Homepage.

### ***Laptops***

Data ports and power outlets are available for laptop computer users in the Connelly Center, Falvey Library, Bartley Hall, and Donahue Hall. Please note that Bartley Hall is also a wireless facility. To access e-mail and the internet when using their own computer while on campus, all laptop users must register. To register, you must open your browser; your userid and password are needed. Follow the directions on the screen. A network cable is also required for direct connection and may be purchased at the Computer Support Center located in Vasey Hall, room 101. Students can purchase a laptop computer that is pre-configured for Villanova’s computing environment. Visit the Computer Support Center web site.

### ***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>, then select "Log In To Secure Area". You must enter your Social Security number and your PIN to access records. Your PIN number is a unique number assigned to you by the Registrar. This pin number is mailed to you by the Registrar's Office and is not the password assigned to you by UNIT. A link to NOVASIS is also available on the Villanova homepage ([www.villanova.edu](http://www.villanova.edu)).

**Proxy Server**

Many of the Falvey Memorial Library's resource providers limit access through a process called "domain restriction", which allows access only to users within the "Villanova Campus Network Domain". For the provider, this is the most efficient way to enforce licensing restrictions over the Internet. Unfortunately, it means that students using non-Villanova internet service providers will be denied access by the resource provider's site. The Proxy Server is, in essence, a machine that forwards requests for web resources from authorized users. You must know your userid and password (provided by UNIT) to use this. For more information on the Proxy Server refer to the website at <http://www.library.villanova.edu/vbl/>.

**CONNELLY CENTER**

The Connelly Center is designed to serve the cultural, social, recreational and co-curricular needs of Villanova University students, faculty, staff, alumni and University friends.

The facility includes:

- |                                |                             |
|--------------------------------|-----------------------------|
| Art Gallery                    | Lounges                     |
| Banking Machines               | Meeting Rooms               |
| Belle Aire Terrace (Cafeteria) | Ticket Office/Ticket Master |
| Cinema                         | Ice Cream Shop              |

Location	Days	Fall/Spring Hours	Summer Hours
<b>The Connelly Center</b>	Mon-Thur	8 am – 11 pm	8:30 am – 5 pm
610-519-7250	Friday	8 am – Midnight	8:30 am – 5 pm
	Saturday	10 am - Midnight	11 am – 5 pm
	Sunday	11 am – 11 pm	
<b>DINING SERVICES:</b>			
<b>Bartley Hall – Exchange</b>	Mon-Thur	8 am – 8:15 pm	8 am – 8 pm
	Friday	8 am – 2:30 pm	8 am – 2 pm
	Saturday	8 am – 2 pm	Closed
	Sunday	Closed	Closed

<b>Bartley Hall –</b>	Mon-Thur	8 am – 11 pm	Closed all summer
<b>Holy Grounds</b>	Friday	8 am – 4:15 pm	
<b>Belle Aire Terrace</b>	Mon-Thur	8 am – 10 pm	8:30 am – 3 pm
(Connolly Center)	Friday	8 am – 10 pm	8:30 am – 3 pm
	Saturday	11 am – 11 pm	Closed
	Sunday	12 pm – 10 pm	Closed
<b>Connolly – Holy Grounds</b>	Mon-Fri	8 am – 10 pm	8:30 am – 5 pm
<b>Belle Aire “Grab &amp; Go”</b>	Sun-Thurs	10 pm – Midnight	Not available
<b>Ice Cream Shoppe</b>	Mon-Fri	Noon – 10 pm	Noon – building closes
(Connolly Center)	Sat-Sun	1 pm – 10 pm	Closed
<b>St. Augustine Café</b> (Liberal Arts)	Mon-Fri	8 am – 2 pm	8 am – 2 pm
<b>The Corner Grill</b>	Mon-Thur	10:45 am – 6:15 pm	Closed
(Dougherty Hall)	Friday	10:45 am – 2:00 pm	Closed
<b>The Italian Kitchen</b>	Mon-Thur	10:45 am – 7:30 pm	Closed
(Dougherty Hall)	Friday	10:45 am – 7 pm	Closed
<b>Dougherty Main Dining Hall</b> (Lower Level)	Mon-Fri	7:30 am – 7:45 pm	<b>Summer: Mon-Sunday 7-9:30 am Breakfast</b>
	Saturday	7:30 am – 2:30 pm	<b>10:45-2:30 pm Lunch</b>
	Sunday	10 am – 7:15 pm	<b>4:15 pm – 7 pm Dinner</b>
<b>Falvey Library-Holy Grounds</b>	Mon-Thur	8 am – 10 pm	8 – 2 pm
	Friday	8 am – 4 pm	8 – 2 pm
	Sunday	11 am – 10 pm	8 – 2 pm

## **EMERGENCY CLOSINGS / CLASS CANCELLATIONS**

In the event of weather related emergency, class cancellation will be announced on

1. Local radio stations (KYW 1060) using the following call numbers:  
MBA Program .....524 (Delaware County)  
Graduate Tax Program .....2471 (Delaware County), and
2. 610-519-4505 (a recorded message will inform students of the status of MBA classes.)

In the event a faculty member cannot meet class on a given evening, faculty and/or Office of Graduate Business Programs staff will notify students via Villanova e-mail.

## **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 as soon as possible, normally 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 program director having jurisdiction over the class in question. If no resolution is reached at that level, the issue will be resolved by the Dean of the College having jurisdiction over the class, and his/her decision shall be final.

## **ID CARD – THE WILDCARD**

In addition to being the Villanova University identification card, the WildCard offers continually expanding services to the University community. The WildCard serves as a library card and is needed to gain access to the Library after 5:00 pm on weekdays and all day Saturday and Sunday and to access the databases on the public workstations in the reference room and the upper floors of Falvey Library.

The card features two debit accounts allowing for cashless purchase on and off campus. The “WildCard Account” can be used for most cash operations on campus such as book purchases as well as paying for parking permits. Selected merchants close to campus also accept the “WildCard Account”. Money deposited on the “smart chip” is used in lieu of cash at vending and copy machines on campus.

The WildCard Office, Dougherty Hall

610-519-6202

Monday - Friday 8:00 a.m. - 5:00 p.m.

Hours are extended at the beginning of the semester.

## **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.

## LIBRARY SERVICES

### ***Falvey Memorial Library***

The Falvey Memorial Library is Villanova's gateway to print and electronic information resources and services. Its more than 700,00 volumes, 3,800 current periodical subscriptions, approximately 140 electronic indexes, full-text electronic journals and extensive microfilm and audiovisual collections support the information and research needs of the Villanova community. The Falvey Library homepage on the World Wide Web provides access to many services and resources as well as describing policies and procedures of the library. The Falvey homepage is accessible at <http://www.villanova.edu/library>.

A current university ID, the WildCard, is needed to gain access to the library. Possessions may be inspected upon leaving the library; entering implies that this inspection may occur.

Hours:	Monday	8:00 am – 2:00 am
	Tuesday - Thursday	8:00 am - Midnight
	Friday	8:00 am - 8:00 pm
	Saturday	9:00 am - 8:00 pm
	Sunday	10:00 am - Midnight

Hours differ during vacation periods and final exams.

## PARKING

Students who plan to park a motor vehicle on campus are required to purchase a parking permit. Part-time, evening permits are \$50/year. Permits may be obtained by three methods:

Via ***Web Based Parking Registration*** available to all graduate students. Students who complete the form on line will have the parking permit price automatically billed to their student account.

### **Directions for Web Based Parking Registration:**

1. Point your browser to: <http://novasis.villanova.edu>
2. Login with your SSN and PIN
3. Select "Personal Information" from the main menu
4. Select "Register for Parking" from the submenu, and follow the on-screen instructions

**PUBLIC SAFETY**

The Department of Public Safety provides vehicle, parking services and escort services. The department also coordinates the shuttle service and lost and found.

Public Safety, Farrell Hall

610-519-6979

**REGISTRAR**

The Office of the Registrar is responsible for managing student registration, processing grades submitted by the faculty, maintaining accurate records, posting degrees and forwarding diplomas. Verification of dates of attendance, registration and unofficial and official transcripts may also be requested from this office.

Office of the Registrar Hours (open all year):

Monday - Friday

8:30 am - 5:00 pm

Saturday and Sunday

Closed

Registrar, Tolentine Hall

610-519-4030

**THE UNIVERSITY SHOP**

The University Shop is the University's full service bookstore. In addition to supplying textbooks, reference books, and other academic necessities, the Shop sells stationary and cards, toiletries, snacks, clothing, software, and gifts. MBA students may have books sent to them by faxing or mailing a form to the University Shop. Forms for this purpose and a list of required textbooks will be sent to registered students before the start of the semester.

University Shop Hours (fall and spring semesters):

Monday – Friday

8:00am-8:00pm

Saturday and Sunday

10:00am-8:00pm

Hours are extended at the beginning of the semester (Kennedy Hall: 610-519-4163).

**VILLANOVA UNIVERSITY**  
**PMBA PROGRAM**  
**CURRICULUM CHECK SHEET**  
*(Effective for students beginning Fall 2006)*

	<u>Semester</u>	<u>Grade</u>
<b>Prerequisites</b>		
MBA 8100 Leadership Challenge	_____	_____
MBA 8502 Statistical Analysis for Business Decisions	_____	_____
<b>Basic Core</b>		
MBA 8101 Accounting Information and Decision Making	_____	_____
MBA 8301 Economic Analysis	_____	_____
MBA 8401 Corporate Finance	_____	_____
MBA 8505 Business Ethics	_____	_____
MBA 8506 Employment Law	_____	_____
MBA 8601 Decisions in Marketing	_____	_____
<b>Advanced Core</b>		
MBA 8510 Leadership & Team Building	_____	_____
MBA 8110 Management Accounting	_____	_____
MBA 8410 Applied Corporate Finance	_____	_____
MBA 8503 Operations & Supply Chain Management	_____	_____
MBA 85____ Information Technology Course	_____	_____
MBA 8610 Strategic Management of Marketing	_____	_____
<i>Choose one of the following:</i>		
MBA 8310 Economics of Strategy	_____	_____
MBA 8515 Decision Technology for Business Applications	_____	_____
MBA 8900 Strategic Management	_____	_____
<b>Electives</b>		
International _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Conditions: _____ GPA	Credits Waived: _____	
_____ Transcript	VSB Credits (min. 40): _____	
_____ GMAT	Total Credits: _____	

**VILLANOVA UNIVERSITY  
PMBA PROGRAM**

**PREREQUISITE COURSES**

**MBA 8502 STATISTICAL ANALYSIS FOR BUSINESS DECISIONS**

- Preview of Business Statistics
  - Estimation
  - Visual Description of Data
  - Hypothesis Testing
  - Statistical Description of Data
  - Index Numbers
  - Simple Regression and Correlation
  - Multiple Regression and Correlation
  - Probability
  - Analysis of Variance
  - Discrete Probability Distributions
  - Chi-Square Distributions
  - Continuous Probability Distribution
  - Sampling & Sampling Distributions
- ◆ Computer software (Excel) to generate and interpret statistical results

**BASIC CORE COURSES**

**FINANCIAL ANALYSIS CLUSTER**

**MBA 8301 ECONOMIC ANALYSIS**

- Scarcity & Choice
  - National Income Accounting
  - Supply & Demand
  - Measuring the Economy
  - Elasticities – theory and use
  - Income Determination Models
  - Theory of the consumer (preferences, utility maximization, consumer surplus)
  - Theory of the Firm (production, cost, & profits)
  - Monetary Theory & Policy
  - Market Structure
  - Budget Deficits & the National Debt
  - Market failure & Public Policy
  - International Trade & Finance
  - Aggregate Supply & Demand
  - Fiscal Policy
  - Modeling Expectations & Strategies for stabilization policies
- ◆ Technology based assignments using the Internet & spreadsheet assignments using Excel

**MBA 8101 ACCOUNTING INFO DECISION MAKING**

- Preparation & Use of Financial Statements: Balance Sheet; Income Statement; Statement of Capital; Statement of Cash Flows; Proforma Statements.
- Transaction processing and cycles.
- Interrelationships between financial statements.
- ◆ Technology based assignments using the Internet and spreadsheet exercises (Excel)

**MBA 8401 CORPORATE FINANCE**

- Overview of Financial Management
- Financial Environment
- Overview of Multinational Management
- Cash flows & analysis of financial statements
- Basics of Risk and Return
- Stock Valuation
- Time Value of Money & Bond Valuation
- Capital Budgeting Methods
- Valuation of Real & Financial Assets
- Cost of Capital
- Project Cash Flow & Risk in Capital Budgeting
- Capital Budgeting
- Capital Structure Decisions & Leverage
- Short-term Financing
- Dividend Policy & Overview of Current Asset Management
- ◆ Technology based projects using Compustat database and internet data for data analysis; spreadsheet exercises (Excel)

## **MANAGEMENT CLUSTER**

**MBA 8505 – Business Ethics**

**MBA 8506 – Employment Law**

### **MBA 8601 DECISIONS IN MARKETING**

- Role of Marketing in Organizations & Society
- Marketing Mix
- Data Based Marketing & Relationship Marketing
- Product Variable Decisions
- Global Environment of Marketing
- Consumer Behavior & Analysis
- Financial Aspects of Marketing Decision-making
- Distribution Variable Decisions
- Quantitative Aspects of Marketing Decision-making
- Promotion Variable Decisions
- Marketing Research
- Pricing Variable Decisions
- Marketing Opportunity Analysis
- Marketing Segmentation & Targeting
- Implementation & Control of Marketing Plans

## PROPOSALS FOR INDEPENDENT STUDY

**PURPOSE:** The purpose of an Independent Study is to provide a student who has completed all Managerial Decision Area courses the opportunity to examine a business related subject in depth. The student should expect to meet periodically with the sponsoring faculty member and to understand that the faculty member may require a number of revisions to the project before a final grade can be awarded. When successfully completed, the Independent Study will count as three elective credits toward satisfying MBA degree requirements.

**REGISTRATION:** To register for the Independent Study, the student must complete the following steps:

- Prepare a proposal as outlined below and submit the proposal to a sponsoring faculty member for approval;
- Once approved by the faculty member, the proposal will be submitted for approval to the Chair of the appropriate academic department;
- Once approved by the Chair, the proposal will be submitted to the Associate Dean, Graduate Business Programs, for final approval. Once approved by the Associate Dean, the student will be registered for the Independent Study.

PROPOSALS MUST BE SUBMITTED TO THE OFFICE OF GRADUATE BUSINESS PROGRAMS NO LATER THAN 2 WEEKS BEFORE THE START OF THE SEMESTER.

**CONTENTS OF PROPOSAL:** The proposal submitted by the student must include the following:

- Student's Name
- Date
- Semester
- Sponsoring Faculty Member

**I TITLE**

**II PURPOSE OR OBJECTIVE:** While it is not expected that the student will be able to predict the outcome of the study, it is expected that the student will be able to clearly define the purpose of the project. General statements such as “to study advertising on cable television” or “to study multi-national corporations” are not acceptable. There must be a specific objective in mind before the project can be approved.

**III METHODOLOGY:** It is not expected that a student will provide an exact list of all specific resources that will be used in the study. However, merely stating that the methodology will involve “a literature search, data analysis, data collection, etc.” is not acceptable. Specific information is expected on each type of resource.

**IV BIBLIOGRAPHY:** Where it involves a review of the literature, it is expected that a bibliography will be included with the proposal. Of course, additional sources that the student finds after the proposal has been approved may be subsequently included.

**V OTHER SOURCES:** Any other sources from which information will be gathered should be included as well.

**VI SCHEDULE:** The student should include the proposed schedule for completing this project. With the permission of the sponsoring faculty member, the schedule may be subsequently amended.

**VII OUTLETS FOR PUBLICATION:** It is expected that an Independent Study will ultimately be submitted for publication in an appropriate professional or academic journal. The student should include potential outlets in the proposal.

**VIII PRIOR STUDY OF TOPIC:** Indicate if you have studied the proposed topic in a previous course in the MBA Program. Give the course name and professor. If a paper related to the proposed topic was completed for the course, attach it to the proposal.

**IX SIGNATURES:** The following signatures must be included with the proposal: Student, Department Chair, Sponsoring

Faculty Member and Associate Dean, Graduate Business Programs, (Please include specific spaces at the end of the Proposal for these signatures).

**COMPLETION AND GRADING OF THE PROJECT:** A final copy of the project must be submitted by the faculty sponsor to the appropriate department Chairperson with a suggested grade for the project. The department Chairperson, at his/her discretion, will either 1) evaluate the project for the purpose of assigning a grade, or 2) assign a member of his/her department to evaluate the project for the purpose of assigning a grade. If the Chairperson (or appointee) concurs with the grade assigned by the faculty member, the Chairperson will then sign the project. The faculty sponsor then submits the final grade and the project report to the Office of Graduate Business Programs. If the Chairperson (or appointee) does not concur with the assigned grade, it is the responsibility of the Chairperson (not the appointee) to mediate the assigned grade until both graders concur on the grade to be assigned. Once agreed upon, the Chairperson signs off on the project and the faculty sponsor submits the project to the Associate Dean, Graduate Business Programs.

**POSSESSION OF THE INDEPENDENT STUDY:** Once a final grade has been submitted for the Independent Study, the Independent Study will become the property of the University. Students who would like to have a copy of the Independent Study should make a copy prior to submitting it for a final grade.

The office of Graduate Business Programs will maintain a file of all completed Independent Studies that will be accessible to students and faculty. Any student who submits a proposal and an Independent Study should understand that the information contained in the Independent Study will not be considered confidential and will be open to review by MBA students and faculty members.