

**UNDERGRADUATE HANDBOOK**

**Class of 2026**

The Clay Center at VSB and The O’Donnell Center

for Professional Development 3

VSB Directory 4

Villanova Directory 16

Clay Center at VSB Initiatives 19

Academic Advising 19

Experiential Education Opportunities
(Externships | Internships | CoOps) 20

Professional Development Events & Resources 26

Mentor Program 26

VSB Peer Advisors 20

VSB Peer Tutors 20

The Curriculum 27

Basic Curriculum Overview 27

Pre-requisites for VSB Core Courses 30

Basic Curriculum by Year 30

Degree Audit (CAPP) 32

Degree Programs/Majors/Minors 33

Major Requirements 34

Double Majors (within VSB) 40

Double Majors (across colleges) 41

Dual Degree Policy 41

VSB Minor Requirements 41

Global Leadership Follows Program 45

Non-Business Minors for Business Majors 46

Policies, Procedures and Guidelines 47

Academic Bankruptcy 47

Academic Integrity 47

Academic Standing and Probation 48

Advanced Placement (AP) Credits 48

Attendance 51

Auditing a Class 54

Business Publications 54

Challenge Exams: Credit by Exam 54

Class Status 55

College Level Examination Program 55

Connect with VSB 56

Course and Teacher Surveys (CATs) 56

Course Load 56

Davis Fund for Student Experiences 57

Dean’s List 57

Discipline 57

Dual Enrollment Pre-Matriculated Courses 58

Final Exams & Final Week of Classes 59

Grade Reports 60

Grading System & GPA 61

Graduate Courses 63

Graduation Requirements 64

Honors and Awards 65

Honors Program 66

Incomplete Grades 67

Independent Study 68

International Baccalaureate (IB) Credit 69

Lab for Financial Markets 70

Leave of Absence and Voluntary
Medical Leave of Absence 71

NOVASIS 73

Print Program 73

Professional Behavior 73

Promptness and Preparation 75

Readmission 75

Refunds 76

Registration 77

Room Reservations 77

Satisfactory/Unsatisfactory Option 78

Schedule Changes 78

Student Organizations at VSB 79

Student Records 79

Study Abroad 80

Summer School 81

Technical Grade Point Average (TGPA) 83

Transcripts 83

Transfer Students From Other
Universities (External Transfer) 84

Transfer From Other Villanova Colleges
(Internal Transfer) 85

Tutoring 86

Withdrawal from a Course 86

Withdrawal from the University 87

Academic Integrity 88

**Student Grade Appeals and**
**Complaints against Faculty** **96**

**The Clay Center at VSB**

**The O’Donnell Center for Professional Development**

The Clay Center at VSB, named in honor of VSB alumnus, faculty member, and Dean Emeritus Alvin A. Clay, is located on the first floor of Bartley Hall (Room #1054). The Center is dedicated to undergraduate student services including academic advising and is home to the Charlotte and James V. O’Donnell ’63 Center for Professional Development (O’Donnell Center).

VSB employs an integrated advising program. The VSB advising team, consisting of Academic Advisors, Peer Advisors, and Faculty Mentors, facilitates the exploration and development of academic and career goals, and empowers students to be responsible decision-makers and active participants in defining their futures. Academic advisors remain with students throughout their entire academic experience and provide holistic support by engaging in developmental conversations about personal, professional, and academic goals*.* Academic advisors support students during the transition from high school to college, provide guidance regarding class and major/minor selection, and collaborates with faculty and campus resources to provide holistic support to all VSB students.

The O’Donnell Center provides professional development coaching, coordinates VSB academic internship/CoOps programs, and works closely with VSB faculty, business societies and the Villanova Career Center to offer career education programs that help students explore areas of interest and prepare for the business world. The O’Donnell Center also manages the VSB Mentor Program for undergraduates.

Students are encouraged to contact The Clay Center/O’Donnell Center by email, phone, or stopping in Bartley 1054.

The Clay Center at VSB/O’Donnell Center

Bartley Hall Room 1054

(610) 519-5532; claycenter@villanova.edu

http://claycenter.villanova.edu



Clay Center at VSB @VillanovaBusiness

****

@VU\_business Villanova School of Business

**VSB Directory**

**Dean’s Office**

**Bartley Hall #1045 - (610) 519-5424**

Joyce Russell, PhD, Dean

(610) 519-4331

joyce.russell@villanova.edu

Wen Mao, PhD, Vice Dean

(610) 519-4331

wen.mao@villanova.edu

Dr. Aronte Bennett, PhD, Associate Dean

Diversity, Equity and Inclusion (DEI)

(610) 519-6432

aronte.bennett@villanova.edu

Jonathan Doh, PhD, Associate Dean of Research

(610) 519-4331

jonathan.doh@villanova.edu

Jeffrey Kudisch, PhD, Associate Dean of Corporate Relations and Executive Education, Graduate Business Programs

(610) 519-8058

jeffrey.kudisch@villanova.edu

Julie Pirsch, PhD, Associate Dean of Teaching & Learning

(610) 519-4331

julie.pirsch@villanova.edu

Christopher Volker, Assistant Director, Office of the Dean

(610) 519-4331

christopher.volker@villanova.edu

**Office of Diversity, Equity and Inclusion**

Aronte Bennett, PhD, Associate Dean of Diversity, Equity and Inclusion

(610) 519-6432

aronte.bennett@villanova.edu

Claire Bruno, Assistant Dean of Enrollment, Graduate Business Programs

(610) 519-6745

claire.bruno@villanova.edu

Zakiya Newton, Assistant Director, Diversity Equity and Inclusion

(610) 519-3939

zakiya.newton@villanova.edu

Cheryl Carleton, PhD

Faculty Director, Villanova Women’s Professional Network
(610) 519-4159

cheryl.carleton@villanova.edu

Alicia Strandberg, PhD

Director and Founding Committee Member, Villanova Women in Tech

(610) 519-4315

alicia.strandberg@villanova.edu

**Graduate Business Office**

**Bartley Hall #1074 – (610) 519-6273**

Manuel Nuñez, Associate Dean

Graduate Business Programs

(610) 519-3941

manuel.nunez@villanova.edu

Claire Bruno, Assistant Dean of Enrollment

Graduate Business Programs

(610) 519-6745

claire.bruno@villanova.edu

Anthony Penna, Assistant Dean, Graduate Business Program
(610) 519-6570
anthony.penna@villanova.edu

**The Clay Center at VSB and the O’Donnell Center for Professional Development**

**Bartley Hall #1054 - (610) 519-5532**

Melinda German, Associate Dean, Undergraduate Business Programs

(610) 519-4333

melinda.german@villanova.edu

Julie Freedman, Assistant Dean, Undergraduate Advising

(610) 519-5533

julie.freedman@villanova.edu

Brenda Stover, Assistant Dean, O’Donnell Center for Professional Development

(610) 519-5898

brenda.stover@villanova.edu

Xiao Lin, Senior Director of Data and Technology

(610) 519-4335

xiao.lin@villanova.edu

Kathy Mongiello, Associate Director, Undergraduate Student Services & Program Operations

(610) 519-4333

kathy.mongiello@villanova.edu

Kimberley Donches, Administrative Assistant

(610) 519-5532

kimberley.donches@villanova.edu

**Davis Fund for Student Experiences**

Caitlin Gilmore, Associate Director, Davis Fund for Student Experiences

(610) 519-4567

caitlin.gilmore@villanova.edu

**Summer Business Institute/Business Minor**

Patricia Burdo, Associate Director, Business Minor Programs

(610) 519-5951

patricia.burdo.villanova.edu

**Academic Advising**

Kelly Gregg, Associate Director, Academic Advising

(610) 519-6707

kelly.gregg@villanova.edu

Sean Holcomb, Academic Advisor, Transfer Students

(610) 519-8641

sean.holcomb@villanova.edu

Rebecca Leifer, Assistant Director, Academic Advising

(610) 519-8057

rebecca.leifer@villanova.edu

Shea Mazar, Assistant Director, Academic Advising

(610) 519-3885

shea.mazar@villanova.edu

Emily McMordie, Associate Director, Academic Advising

(610) 519-8869

emcmordi@villanova.edu

Ellen Socket, Assistant Director, Academic Advising

(610) 519-8051

ellen.socket@villanova.edu

Pierre Venescar, Assistant Director, Academic Advisor

(610) 519-8035

pierre.venescar@villanova.edu

**O’Donnell Center for Professional Development**

TBD, Assistant Director, Experiential Education and Employer Outreach

(610) 519-6669

Michelle Galloway, Associate Director, Professional Development - Career Education Programs/Student Business Societies

(610) 519-6489

michelle.galloway@villanova.edu

Michele Gianforcaro, Associate Director, Professional Development – Mentor Program

(610) 519-3044
michele.gianforcaro@villanova.edu

Kaitlin Grady, Associate Director, Experiential Education and Employer Outreach

(610) 519-3746

kaitlin.grady@villanova.edu

**Academic Departments**

 **Accounting and Information Systems**

Bartley Hall #3019, (610) 519-4340

Dr. Michael Peters, Chair

michael.peters@villanova.edu

Dr. James Emig, Associate Chair, Accounting

james.emig@villanova.edu

Dr. William Wagner, Associate Chair, Information Systems

william.wagner@villanova.edu

Veronica Coyle, Department Administrator

veronica.coyle@villanova.edu

**Economics**

Bartley Hall #2015, (610) 519-4370

Dr. Erasmus Kersting, Chair

erasmus.kersting@villanova.edu

Dr. Mary Kelly, Associate Chair

mary.kelly@villanova.edu

Catherine Costello, Coordinator

catherine.costello@villanova.edu

**Finance and Real Estate**

Bartley Hall #2019, (610) 519-7395

Dr. Shelly Howton, Chair

shelly.howton@villanova.edu

Dr. Benjamin Scheick, Associate Chair

benjamin.scheick@villanova.edu

Amy Pearce, Coordinator

amy.pearce@villanova.edu

**Management and Operations**

Bartley Hall #2083, (610) 519-6924

Dr. Kevin Clark, Chair

kevin.d.clark@villanova.edu

Ward Utter, Associate Chair

ward.utter@villanova.edu

Bridget Meakim, Coordinator

bridget.meakim@villanova.edu

**Marketing and Business Law**

Bartley Hall #3015, (610) 519-4350

Dr. Matthew Sarkees, Chair

matthew.sarkees@villanova.edu

Dr. Rishtee Batra, Associate Chair
rishtee.batra@villanova.edu

Yvonne Taylor, Coordinator

yvonne.poorman.taylor@villanova.edu

 **VSB Honors Program**

Dr. Beth Vallen, VSB Faculty Director

beth.vallen@villanova.edu

**Centers of Excellence**

Sharon Ballard, Administrative Assistant

(610) 519-4395, Bartley Hall #3079

sharon.ballard@villanova.edu

**Center for Business Analytics**

Dr. Daniel Wright, Faculty Director

(610) 519-6428

daniel.wright@villanova.edu

Meredith Lockyer, Director

(610) 519-7016

meredith.lockyer@villanova.edu

 **Elenore & Robert F. Moran, Sr. Center for Global Leadership**

Dr. Michelle Casario, Co-Faculty Director

(610) 519-4362

michelle.casario@villanova.edu

Dr. Jonathan Doh, Co-Faculty Director

(610) 519-7798

jonathan.doh@villanova.edu

Kimberly Cahill, Director

(610) 519-3906

kimberly.cahill@villanova.edu

**Center for Marketing and Consumer Insights**

Dr. Jeremy Kees, Faculty Director
(610) 519-6145

jeremy.kees@villanova.edu

Dr. Ray Taylor, Associate Faculty Director

(610) 519-4368

charles.r.taylor@villanova.edu

Dr. Julie Pirsch, Associate Faculty Director

(610) 519-5967

julie.pirsch@villanova.edu

Lauren Higgins, Director

(610) 519-6146

lauren.higgins@villanova.edu

**Center for Church Management**

Matthew Manion, Faculty Director

(610) 519-6430

matthew.manion@villanova.edu

Daniel Guertin, Associate Director

(610) 519-8031

daniel.guertin@villanova.edu

Chesley Turner, Director
(610) 519-6015

chesley.turner@villanova.edu

**Daniel M. DiLella Center for Real Estate**

Dr. Shawn Howton, Faculty Director

(610) 519-5638

shawn.howton@villanova.edu

Jessica Taylor, Director

(610) 519-4334

jessica.taylor@villanova.edu

**Student Service Organizations**

**Dean’s Undergraduate Student Advisory Council (DUSAC)**

Melinda German, Associate Dean

melinda.german@villanova.edu

**Dean’s Undergraduate Student Advisory Council (DUSAC) Executive Board**

|  |  |
| --- | --- |
| Jackie Dorsetjdorset2@villanova.edu  | Madhav Pandya mpandya4@villanova.edu |
| Christian Lee  clee85@villanova.edu |  Kamryn Rogers kroger23@villanova.edu |
| Mark Moore     mmoore45@villanova.edu |   |

**VSB Peer Advisors**

 Shea Mazar, Advisor

shea.mazar@villanova.edu

 Ellen Socket, Advisor

 ellen.socket@villanova.edu

**VSB Ambassadors**

Kathy Mongiello, Advisor

kathy.mongiello@villanova.edu

**Ambassadors Executive Board**

Anshu Ajmera

aajmera@villanova.edu

Kayla Curtin

kcurtin3@villanova.edu

Sarah Geormaneuanu

sgeorman@villanova.edu

Avleen Kaur
Akur1@villanova.edu

Tiffany Martirossian

tmartiro@villanova.edu

Arthur Metzler

ametzler@villanova.edu

Alanna Smith

asmit154@villanova.edu

**VSB Mentor Program**

Michele Gianforcaro, Advisor

michele.gianforcaro@villanova.edu

**Mentor Program Advisory Board – Student Members**

Luiz Andrade
ltiburci@villanova.edu

Jane Brunell
jbrunel1@villanova.edu

 Jacqueline Dorsett
jdorset2@villanova.edu

 Kritika Jain kjain3@villanova.edu

Luke Lee
dlee43@villanova.edu

Maahika Naheta
mnaheta@villanova.edu

Erin Neilsen
eneilsen@villanova.edu

Molly Nide
mnide@villanova.edu

Kyle MacDonald
kmacdo11@villanova.edu

Brynne McNelis
bmcneli1@villanova.edu

Isaiah Taylor
itaylor3@villanova.edu

Graham Young
gyoung8@villanova.edu

 **VSB Peer Tutors**

Rebecca Leifer, Advisor Emily McMordie, Advisor

rebecca.leifer@villanova.edu emcmordi@villanova.edu

**VSB Student Senators**

Elizabeth Vaughn Christopher Mark

evaughn1@villanova.edu cmark1@villanova.edu

**Student Business Societies**

VSB Council of Presidents

Sophia Morales ‘23, President

smorale3@villanova.edu

Eugenio Nocera ‘24, Vice President
enocera1@villanova.edu

Matthew Vercelli ’25, Vice President

mvercell@villanova.edu

Accounting

**Accounting Society**

Prof. Laura Iacona, Advisor

laura.iacona@villanova.edu

Dr. Danielle Lombardi

danielle.lombardi@villanova.edu

**National Association of Black Accountants (NABA)**

Julius Green, Advisor

julius.green@villanova.edu

**Volunteer Income Tax Assistance (VITA)**

Dr. Luke Watson, Advisor

luke.watson@villanova.edu

Analytics/Technology

**Business Analytics Society**

Dr. Alicia Strandberg, Advisor

alicia.strandberg@villanova.edu

**Sports Analytics Club**

Dr. David Anderson, Advisor

david.anderson@villanova.edu

Dr. Bret Myers, Advisor

bret.myers@villanova.edu

**Management Information Systems (MIS) Society**

Prof. Keith Wright, Advisor

keith.wright@villanova.edu

Economics

**Economics Society**

Prof. Theresa Rissell, Advisor

theresa.rissell@villanova.edu

Finance

**Villanova Finance Group**

Stephen Padovano, Executive in Residence, Advisor

stephen.padovano@villanova.edu

**Mergers & Acquisitions Society**

Dr. Shelly Howton & Dr. Meg Luo, Advisors

shelly.howton@villanova.edu | mi.luo@villanova.edu

**Society of Women in Financial Training (SWIFT)**

Dr. Shelly Howton, Advisor

shelly.howton@villanova.edu

**Villanova Wildcat Fund**

Stephen Padovano, Executive in Residence, Advisor

stephen.padovano@villanova.edu

Management

**Business and Leadership Society**

Dr. Mary Kelly, Advisor

mary.kelly@villanova.edu

**Villanova Consulting Group**

Prof. Stephen Kelly, Advisor

stephen.kelly@villanova.edu

Marketing

**Professional Selling Society**

Dr. Matthew Sarkees, Advisor

matthew.sarkees@villanova.edu

**Villanova Marketing Group**

Dr. Rishtee Batra, Advisor

rishtee.batra@villanova.edu

Real Estate

**Real Estate Society**

Jessica Taylor, Advisor

jessica.taylor@villanova.edu

Special Interests

**Alternative Investments Society**

Dr. James Borden & Prof. Mark Olson, Advisors

james.borden@villanova.edu | mark.olson@villanova.edu

**Ascend**

Dr. Lucy Chen, Advisor

lucy.chen@villanova.edu

**Association of Latino Professionals for America** **(ALPFA)**

Prof. Julius Green, Advisor

julius.green@villanova.edu

**Business in Entertainment Society**

Michelle Galloway, Advisor

michelle.galloway@villanova.edu

**Business in Healthcare Society**

Dr. Katie Iacocca, Advisor

kathleen.iacocca@villanova.edu

**Business of Fashion Society**

Brenda Stover, Advisor

brenda.stover@villanova.edu

**Business Law Society**

Dr. Samuel DiLullo, Advisor

samuel.dilullo@villanova.edu

**Business Without Borders**

TBD, Advisor

**Cryptocurrency Club**

Dr. Bill Wagner, Advisor

william.wagner@villanova.edu

**International Business Society**

Kimberly Cahill, Advisor

kimberly.cahill@villanova.edu

**Society of Women of Color Network**

Dr. Sonya Williams-Stanton, Advisor

sonya.williams-stanton@villanova.edu

**Villanova Entrepreneurship Society**

Prof. Keith Wright, Advisor

keith.wright@villanova.edu

**Villanova Instructional Golf Society**

Jeffrey Brown, Advisor

Jeffrey.brown@villanova.edu

**Villanova Women in Business Society**

Dr. Mary Kelly, Advisor

mary.kelly@villanova.edu

**VSB Book Club**Melinda German, Advisor

melinda.german@villanova.edu

Honors Societies

**Beta Alpha Psi Honor Society**

Dr. Wayne Bremser, Advisor –

wayne.bremser@villanova.edu

Prof. Patty Crenny, Advisor

patricia.dorris-crenny@villanova.edu

**Beta Gamma Sigma Honor Society**

Dr. Beth Vallen, Advisor

beth.vallen@villanova.edu

**Omicron Delta Epsilon International Economics Honor Society**

Dr. Julie Becher, Advisor

Julie.becher@villanova.edu

**University Directory**

**Campus Ministry**

St. Rita’s Hall

(610) 519-4080

cmcommunication@villanova.edu
www1.villanova.edu/villanova/mission/campusministry.html

**Career Center**

117 Garey Hall

(610) 519-4060

careers.info@villanova.edu
http://careers.villanova.edu

**Computer Support - TechZONE**

Falvey Library and 1st Commons

(610) 519-7777

support@villanova.edu

www1.villanova.edu/villanova/unit/helpsupport.html

**Patricia B. and Gary M. Holloway University Counseling Center**

206 Health Services Building

(610) 519-4050

https://www1.villanova.edu/university/student-life/health-services/counseling-center.html

 **Dean of Students**

213 Dougherty Hall

(610) 519-4200

deanofstudents@villanova.edu

https://www1.villanova.edu/university/student-life/dean-of-students.html

**Falvey Memorial Library**

(610) 519-4270

library.villanova.edu/

**International Student Services**

Connelly Center, 2nd Floor

(610) 519-4095

https://www1.villanova.edu/university/student-life/intl.html

**Learning Commons - Falvey Library, 2nd Floor**

 **Center for Speaking and Presentations**

610) 519-5862

 www1.villanova.edu/villanova/provost/tutoringservices.html

 **Learners’ Studio (Tutoring)**

 (610) 519-5862

 www1.villanova.edu/villanova/provost/tutoringservices.html

**Learning Support Services (LSS)**

(610) 519-5176

learning.support.services@villanova.edu
www1.villanova.edu/villanova/provost/learningsupport.html

**Mathematics Learning Resource Center (MLRC)**

(610) 519-6572, mlrc@villanova.edu www1.villanova.edu/villanova/provost/mlrc.html

 **The Center for Access Success and Achievement (CASA)**

(610) 519-4075

www1.villanova.edu/villanova/provost/casa.html

**Writing Center**

(610) 519-4604

 www1.villanova.edu/villanova/provost/writingcenter.html

**Office of Education Abroad**

Garey Hall, Top Floor
(610) 519-6412
abroad@villanova.edu

www.villanova.edu/villanova/provost/abroad.html

**Public Safety**

Garey Hall, Ground Floor

Non-emergency, (610) 519-6979

Emergency, (610) 519-4444

https://www1.villanova.edu/university/public-safety.html

**Residence Life**

Stanford Hall, Ground Floor

(610) 519-4154 or (610) 519-4155

residencelife@villanova.edu

https://www1.villanova.edu/university/student-life/residence-life.html

**Student Health Center**

Health Services Building, 3rd floor

(610) 519-4070

studenthealthcenter@villanova.edu

https://www1.villanova.edu/university/student-life/health-services/health-center.html

**The Clay Center at VSB Initiatives**

**Academic Advising: An Integrated Approach**

VSB employs an integrated advising program. The VSB advising team, consisting of Academic Advisors, Peer Advisors, and Faculty Mentors, facilitates the exploration and development of academic and career goals, and empowers students to be responsible decision-makers and active participants in defining their futures. The advising team is a support system – from orientation to graduation – that provides exemplary academic resources enabling students to be active members of the Villanova student body and to successfully apply their unique talents and knowledge to become socially responsible members of the global community.

Each incoming first-year student is connected with an Academic Advisor and a Peer Advisor who are available to their advisees throughout their VSB experience. During the first year, advisors support students in their transition from high school to college and assist in curricular planning and development of educational goals. More specifically, advisors provide guidance regarding course selection, registration, and study abroad opportunities as well as support students as they explore experiential education and service opportunities, choice of major options, and post-graduation planning.

Faculty Mentors have a breadth of knowledge to share regarding why a student would pursue a major/minor in a specific field. They are available to all students to offer guidance regarding opportunities and career paths, and to suggest elective courses as well as secondary majors and minors to further support students’ interests and deepen their knowledge of the discipline. Faculty Mentors are available to all VSB undergraduate students throughout their four years.

First-year students must meet with either their Peer Advisor or Academic Advisor each semester during the course registration period to discuss scheduling and to receive their registration PIN. These meetings are critical to ensure that students progress successfully through their degree program. All students are encouraged to meet with their Peer Advisor and/or Academic Advisor at any time throughout the year.

Transfer students are supported throughout their tenure in VSB by an academic advisor dedicated to working specifically with transfer students, addressing their unique challenges and concerns, and helping them navigate their transition from another college to VSB. Transfer students have full access to all VSB opportunities and programming and are further supported by the Transfer Student Professional Development Series and the Transfer Student Success Program.

**VSB Peer Advisors**

VSB Peer Advisors provide invaluable service to VSB students as an integral part of the VSB advising team which is composed of academic advisors, peer advisors, and faculty mentors. Peer advisors are junior and senior business students who support VSB students throughout their first and sophomore years.  Each peer advisor is assigned a group of up to 12 students with whom they meet regularly throughout the academic year, both individually and in group meetings. Serving as a point of contact, peer advisors provide support and guidance with regard to college transition issues, course selection, major and minor exploration, study abroad and professional opportunities, involvement on campus, and adjusting to college living.  Peer Advisors are trained on the VSB curriculum and campus resources and refer advisees to those resources as appropriate.  Starting with fall the 2022 semester, EY, one of the Big 4 public accounting firms, will sponsor the VSB Peer Advisor Program.

**VSB Peer Tutors**

VSB Peer Tutors support the academic success of their undergraduate classmates by providing drop-in office hours and the option to schedule individual tutoring appointments throughout the semester. The role of the VSB Peer Tutor is to facilitate the student’s independent learning process through a collaborative partnership that focuses on increased understanding of course content and exploration of successful strategies in approaching the material. The VSB Peer Tutor Program is a free service available to all VSB undergraduate students.

**Experiential Education Opportunities**

**(Externships/Leadership Programs, Internships, & CoOps)**

VSB recognizes the importance of students gaining “hands-on” experience prior to gradua­tion as a means of clarifying career goals and increasing their marketability for full-time positions upon graduation. The O’Donnell Center works in collaboration with the VU Career Center to develop employer relationships and identify externships, intern­ships, and CoOp programs that mirror students’ interests. Coaching is provided to students who are pursuing these opportunities.

The O’Donnell Center posts externship, internship and CoOp opportunities through “Handshake” (https://villanova.joinhandshake.com), the campus-wide career management system, which is administered by the Career Center.

Students who wish to gather information on the externship/internship search process, Spring Accounting Internship (SAI), VSB CoOp programs, and campus internship resources are strongly encouraged to participate in the Rise to the Top: Experiential Educational Series (schedule available on “Handshake”) to learn about:

* VSB experiential education opportunities including externships, internships, CoOps, and other professional development programs
* Utilizing Handshake
* Internship/job search strategies
* Networking
* Introduction to the Spring Accounting Internship (SAI) and CoOp programs
* Internship/CoOp Launch Sessions prior for students participating in credit-bearing internships/CoOps

The O’Donnell Center also offers students the opportunity to engage in individual coaching appointments with professional staff. Topics may include:

* Externship, internship, or job search strategy
* Interview preparation
* Earning academic credit for an internship
* Participation in SAI or CoOp programs
* General professional development
* Managing job offers

**Internships/CoOps for Academic Credit**

Students may earn free elective credit for participation in an approved business internship or CoOp. An academic internship or CoOp is a pre-professional work experience, sufficiently rigorous to qualify to earn credit, approved by VSB faculty, and administered through the O’Donnell Center.

* **Internships**

During the fall and spring semesters, students have the opportunity to participate in academic internships on a part-time basis while simultaneously taking other courses. During the summer, students may choose to participate in an internship for academic credit on a part-time or full-time basis.

Students interested in receiving credit for a business internship must submit an on-line application through the “Experiences” section of Handshake. Once your application has been received, an O’Donnell Center professional will contact you. Students will be required to attend an Internship/CoOp Launch Session.

* **Spring Accounting Internship (SAI) Program**

The SAI program enables students to obtain in-depth, practical exposure to the accounting and business environment during the “busy season.” Students typically participate in the SAI program during their junior year. They work full-time at an accounting or related firm, earning six free elective credits for the internship course. The program is designed so that students retain full-time student status and remain on track to graduate in four years. To that end, students may take specifically designated classes during the spring semester and/or during the summer sessions immediately following SAI. The planning process for students interested in participating in SAI begins in the spring semester of sophomore year.

* **CoOp Programs**

VSB’s Cooperative Education Programs (CoOps) provide students with the opportunity to experience complete immersion in a professional work environment, typically during the second semester of sophomore year or in the junior year. A CoOp experience is six months in length (fall: July-December; spring: January-June), during which time the student works at the sponsoring organization on a full-time basis. Work content mirrors that of an entry-level professional. Students earn six free elective credits for successful completion of a CoOp experience AND a competitive salary. Students maintain full-time student status and remain on track to graduate in four years by completing coursework during and before or after the CoOp assignment.

Students interested in participating in a CoOp must meet with an O’Donnell Center professional to complete the application and approval process. Additionally, students must submit resumes through “Handshake” to be considered for specific CoOp positions. The O’Donnell Center facilitates campus recruiting activities for CoOp programs at the beginning of each semester.

Academic credit is awarded for the defined CoOp programs supported by VSB. Currently approved CoOp programs listed below; see O’Donnell Center website for complete details:

* Bimbo Bakeries Marketing CoOp
* Bryant Park Capital Investment Banking CoOp
* Delaware County District Attorney’s Forensic Accounting/ Economic Crimes CoOp
* Johnson & Johnson Accounting/Finance CoOp
* Johnson & Johnson Consumer Brand Management CoOp
* Johnson & Johnson Consumer Customer Development CoOp
* Johnson & Johnson Supply Chain CoOp
* SAP Customer Engagement Support Operations (MIS) CoOp

**Eligibility Requirements for an Academic Internship/CoOp**

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

**Earning Academic Credit**

* Three (3) free elective credits may be earned per academic internship; six (6) free elective credits may be earned for a CoOp; six (6) free elective credits may be earned for the Spring Accounting Internship. The maximum number of credits that may be earned toward degree requirements is six (6) for two separate three-credit academic internships, one spring accounting internship (6 credits), or one CoOp experience (6 credits).
* Students may complete more than one internship for academic credit in the same academic discipline provided that the nature of the experiences is significantly distinct from one another (e.g. Sales and Marketing Research) as determined by the Chair of the sponsoring academic department.
* VSB Internship and CoOp courses fulfill free elective requirements and may not be used to fulfill major or minor requirements.
* Internships and CoOps are graded on a Satisfactory (“S”)/Unsatisfactory (“U”) basis.
* Monetary compensation for an internship/CoOp does not affect eligibility for receiving academic credit.
* Credit approval and course registration for an academic internship/ CoOp course must be completed beforethe internship/CoOp commences. Academic credit will not be awarded retroac­tively for an internship/CoOp.

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

**Academic Internship/CoOp Course Requirements**

* **Time**:
	+ **Internship**: Complete a minimum of 150 work hours over the course of a single academic semester OR a minimum 8 weeks **and** 150 work hours over the summer period.
	+ **CoOp**: Complete a full-time (typically 40 hours/week), six-month assignment.
* **Launch Session**: Attend a mandatory group session prior to the beginning of the internship/CoOp.
* **Learning Objectives**: Establish, in conjunction with company supervisor, 3-4 Learning Objectives as a means of providing focus for the work completed during the internship/CoOp experience. The Learning Objectives form must be completed, initialed (by intern and company supervisor) and submitted via Blackboard within the first two weeks of the internship/CoOp experience.
* **Daily Activity Log**: Maintain a Daily Activity Log, including record of dates worked, number of hours completed, nature of projects, tasks, responsibilities, etc., and relationship of activities to the Learning Objectives. The Log must be initialed by the supervisor on a regular basis (i.e., once a week).
* **Final Paper**: Write a 10-12 page final paper documenting:
	+ Include cover page with your name, name of company, internship/CoOp title, and cell phone number
	+ nature of the work (i.e., projects, assignments, responsibilities, etc.)
	+ process of meeting Learning Objectives
	+ relationship of internship/CoOp experience to past and/or future academic coursework
	+ insights gained in regard to industry, profession, leadership styles, etc.
	+ possible professional opportunities and impact on student’s career interests
	+ work completed may be attached as appendices
* **Evaluation**: Complete a Student Evaluation to help determine the effectiveness of the internship/CoOp experience, including assessment of work load, quality of supervision, professional development and the overall quality of the experience.
* **Communication**: Maintain communication with a designated O’Donnell Center professional throughout the duration of the internship/CoOp; keep the O’Donnell Center contact apprised of the experience including any issues, concerns, or problems that arise.
* **Submission Deadlines**: Completed Learning Objectives form is due via Blackboard within the first two weeks of the internship/CoOp. Due dates for submitting Daily Activity Log, Final Paper and Student Evaluation via Blackboard are:
	+ Fall internship/CoOp: December 1
	+ Spring internship/CoOp: May 1
	+ Summer internship/CoOp: August 15
* **Withdraw/Termination of an Academic Internship/CoOp**
Students wishing to withdraw from the internship course must contact the designated O’Donnell Center contact prior to the withdrawal (WX) deadline.  Deadlines for fall and spring semesters can be foundin the Academic Calendar.  Students withdrawing from a summer internship course must do so by July 1st.  If a student withdraws from an internship in which the employer requires academic credit, the internship supervisor will be notified immediately of the withdrawal. Students who do not complete the academic internship requirements will be assigned a final grade of Unsatisfactory (U). Students who are terminated from their internship by the sponsoring employer during the course of the summer/semester may be assigned a final grade of Unsatisfactory (U).

Refunds as the result of official withdrawal from a summer internship course will be made according to the schedule listed below:

|  |  |
| --- | --- |
| Segment of the Semester | Refund |
| Dropped within 24 hours of the internship start date | 100% |
| After 24 hours of the internship start date | No Refund |

 **International Internships**Internships that are part of a study abroad experience are managed by the Office of Education Abroad.

**Professional Development Events & Resources**The O’Donnell Center works collaboratively with VSB academic departments and Centers of Excellence, academic advisors, the Villanova Career Center, student business societies, alumni and employers to

present choice of majors, career exploration and professional development programming specifically designed for business students.

To stay informed about upcoming career-related events and resources, students are encouraged to:

* Visit the Clay Center/O’Donnell Center
* Access Handshake (https://villanova.joinhandshake.com; see “Events” & “Career Center/Resources”)
* Review VSB’s “Buzz Around Bartley” calendar of events weekly email
* Follow the Clay Center at VSB Facebook page and Villanova School of Business social media accounts

**VSB Mentor Program**

The VSB Mentor Program, managed by the O’Donnell Center for Professional Development, brings VSB students and alumni volunteers together in one-to-one relationships to support the student’s career and professional development goals. Students will be invited to participate in the Mentor Program during spring of sophomore year. All student mentees and alumni mentors opt in and are paired based on the student’s primary field of interest, desired work location, and mutual areas of interest. Mentors share their knowledge and experience to support mentee’s goals and professional development, building a bridge between the classroom and professional world.

**The Curriculum**

**Please Note:** The curriculum presented throughout this handbook primarily pertains to the VSB class of 2026. Regardless of the number of credits earned, students are required to follow the curriculum in place at the time in which they enroll. This is often referred to as catalog year. The catalog year for transfer students is determined by VSB at the time of the transfer.

**Basic Curriculum Overview**

**Augustinian Values**

ACS 1000 Ancients

ACS 1001 Moderns

ETH 2050 The Good Life: Ethics & Contemporary Problems

PHI 1000 Knowledge, Reality, Self

THL 1000 Top: Catholic Studies, OR
Top: Faith, Reason, and Culture, OR

 Top: Global Religious Experience

THL XXXX Theology Elective

**Economics**

ECO 1001 Intro to Microeconomics

ECO 1002 Intro to Macroeconomics

ECO 3108 Global Political Economy

**Math and Science**

MAT 1500 Calculus I (4 cr.)

STAT 1430 Business Statistics (4 cr.)

CSC**1** or NAT SCI**1** (\*2)

**Humanities and Social Sciences**

ENG 1050 The Literary Experience

HIS XXXX History Elective**2**

XXXX Behavioral Science Course**3**

XXXX Humanities Course**4**

 (Social Science**1**)

1. Students may choose one of the following options:
	1. Take two (2) courses of CSC\* **and/or** Natural Science\*\*, **OR**
	2. Take one (1) course of CSC\* **or** Natural Science\*\* **and** take one (1) Social Science\*\*\* course.

\* **Computer Science (CSC):** choose from CSC 1010, CSC 1035, CSC 1051, CSC 1052, or CSC 1300.

\*\* **Natural Science:** choose from Astronomy & Astrophysics, Biology, Chemistry, Meteorology, Physics, Geography and the Environment (GEV 1050, GEV 1051, GEV 1052, or GEV 1053 only). A lab is not required.

\*\*\* **Social Science**: choose from Criminology, Geography and the Environment, History, Political Science, Psychology, Public Administration, Sociology, Social Science.

1. **History**: choose from AAH 1101, AAH 1102, or any HIS.

1. **Behavioral Science**: choose from any PSY or any SOC.
2. **Humanities**: choose from Art & Art History, Classical Studies, English (2000 level or higher), Humanities, Languages, Philosophy, Studio Art & Music, Theater, or a course with fine arts attribute. If a student completed 2 years of a language in high school (*except Arabic, Chinese, Hebrew, Hindustani, Japanese, or Russian*), credit for introductory courses in that language taken at the college level will not satisfy degree requirements, including electives.

**Business Core Curriculum**

VSB 0099 Backpack-to-Briefcase: First-Year Experience (0 cr.)

VSB 1000 Information Technology (1 cr.)

VSB 1015 Business Dynamics

VSB 2000 Backpack-to-Briefcase: SO Seminar (1 cr.)

 (or HON 5003: Shaping a Work Life – 1 cr.)

VSB 2004 Financial Accounting

VSB 2006 Strategic Information Technology

VSB 2007 Corporate Responsibility & Regulation

VSB 2008 Business Analytics

VSB 2009 Principles of Finance

VSB 2020 Competitive Effectiveness (6 cr.)

VSB 3000 Backpack-to-Briefcase: JR Seminar (1 cr.)

VSB 3006 Principles of Managerial Accounting

VSB 3008 Operations Management

VSB 4002 Strategic Thinking & Implementation

**Major Courses**

Six (6) Courses (18 credits) – See the Major Requirements section of the handbook for specific course requirements

**Note:** except for co-majors, each VSB major requires six (6) unique major courses to fulfill the major requirements

**Non-Business Elective Course**

One (1) Non-Business Elective (3 credits)

**Elective Courses**

Five (5) Free Electives (15 credits)

**Note**:

* Two 1.5 credit Villanova Integrated Academics (VIA) courses may be combined to fulfill a non-business elective or a free elective requirement.
* All Arts and Sciences core courses, business core courses (*except VSB 0099 – 0 cr. and VSB 1000 – 1 cr.*), major courses, and minor courses must be taken for a letter grade.
* An “S/U” grade (Satisfactory/Unsatisfactory Option) is only permitted for a non-business elective or free electives. See the Satisfactory/Unsatisfactory Option section of the handbook for more information.
* One credit courses (except COM 5300\*, VSB 1000, VSB 2000, VSB 2121 and VSB 3000) may not satisfy degree requirements, including free electives. *\*Must take three (3) COM 5300 to satisfy a non-business or a free elective.*
* **Note: a course that fulfills a major and co-major requirement can satisfy a maximum of two requirements - no triple dipping.** For example, MGT 3170 cannot fulfill a Management major, a Business Analytics co-major, AND a Free Elective.

**Pre-Requisites for VSB Core Courses:**

|  |  |
| --- | --- |
| **Course** | **Pre-requisites** |
| VSB 0099 | None |
| VSB 1000 | None |
| VSB 1015 | None |
| VSB 2000 | Sophomore Cohort |
| VSB 2004 | ECO 1001-Concurrently, ECO 1002-Concurrently, VSB 1000-Concurrently, VSB 1015 |
| VSB 2006 | ECO 1001-Concurrently, ECO 1002-Concurrently, VSB 1000-Concurrently, VSB 1015 |
| VSB 2007 | ECO 1001-Concurrently, ECO 1002-Concurrently, VSB 1015 |
| VSB 2008 | ECO 1001-Concurrently, ECO 1002-Concurrently, MAT 1500, STAT 1430, VSB 1000, VSB 1015 |
| VSB 2009 | ECO 1001, ECO 1002, VSB 1000, VSB 2004 and STAT 1430 |
| VSB 2020 | ECO 1001, ECO 1002, VSB 1000, VSB 1015, VSB 2004-Concurrently |
| VSB 3000 | Junior Cohort |
| VSB 3006 | VSB 2009-Concurrently, VSB 2020-Concurrently  |
| VSB 3008 | STAT 1430, VSB 2008, VSB 2009, VSB 2020 |
| VSB 4002 | ECO 3108, VSB 2006, VSB 2007, VSB 2008, VSB 3006, VSB 3008 |

**Basic Curriculum By Year**

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

**Freshman Year 33 Credits**

|  |  |  |
| --- | --- | --- |
| **Course #** | **Course Name** | **Cr.** |
|  ACS 1000 | Ancients | 3 |
|  ACS 1001 | Moderns | 3 |
|  ECO 1001 | Intro to Microeconomics | 3 |
|  ECO 1002 | Intro to Macroeconomics | 3 |
|  ENG 1050 | The Literary Experience | 3 |
|  MAT 1500 | Calculus I | 4 |
|  STAT 1430 | Business Statistics | 4 |
|  PHI 1000 | Knowledge, Reality, and Self | 3 |
|  VSB 0099 | Backpack-to-Briefcase: First-Year Experience | 0 |
|  VSB 1000 | Information Technology | 1 |
|  VSB 1015 | Business Dynamics  | 3 |
|  VSB 2004 | Financial Accounting | 3 |

Students taking a language in the fall, defer ENG 1050 and/or PHI 1000 to the spring semester. Students continuing their language in the spring should also defer ENG 1050 and/or PHI 1000 to the next semester.

**Sophomore Year** **31 Credits**

|  |  |  |
| --- | --- | --- |
| **Course #** | **Course Name** | **Cr.** |
|  Behavioral Science | PSY or SOC | 3 |
|  HIS XXXX | History Elective | 3 |
|  Humanities |   | 3 |
|  THL 1000 | Top: Catholic Studies, OR Top: Faith, Reason, and Culture, OR Top: Global Religious Experience | 3 |
|  VSB 2000 | Backpack-to-Briefcase: SO Seminar(or HON 5003: Shaping a Work Life)  | 1 |
|  VSB 2006 | Strategic Information Technology | 3 |
|  VSB 2007 | Corporate Responsibility & Regulation | 3 |
|  VSB 2008 | Business Analytics | 3 |
|  VSB 2009 | Principles of Finance | 3 |
|  VSB 2020 | Competitive Effectiveness | 6 |

**Junior Year 31 Credits**

|  |  |  |
| --- | --- | --- |
| **Course #** | **Course Name** | **Cr.** |
| ECO 3108 | Global Political Economy | 3 |
| ETH 2050 | The Good Life: Ethics & Contemporary Problems | 3 |
| Major Electives | Three Major Courses | 9 |
| Computer Science ***or*** Natural Science |  | 3 |
| Computer Science ***or*** Natural Science ***or*** Social Science  |  | 3 |
| VSB 3000 | Back-to-Briefcase: Junior Seminar | 1 |
| VSB 3006 | Principles of Managerial Accounting | 3 |
| VSB 3008 | Operations Management | 3 |
| Non-Business Elective |  | 3 |

**Senior Year** **30 Credits**

|  |  |  |
| --- | --- | --- |
| **Course #** | **Course Name** | **Cr.** |
| Major Electives | Three Major Courses | 9 |
| THL XXXX | Theology Elective | 3 |
| VSB 4002 | Strategic Thinking & Implementation | 3 |
| Free Electives | Five Free Electives | 15 |

**Degree Audit (CAPP)**

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

To run a CAPP audit:

1. Log into myNOVA***,*** and then search for CAPP
2. Double click the CAPP – VSB, ENG, NUR link

3. Choose an appropriate term, and then click the Submit button

4. Select [Generate New Evaluation – Engr, VSB, NU, CP, GS] at the bottom of the page

5. Click on the Program radio button, and then the Generate Request button

6. Choose the Detailed Requirements option

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

CAPP Inquiry Form may be used to submit any questions regarding a student’s CAPP audit. Please log into **myNOVA**, and then search for the VSB CAPP Inquiry Form.

*At some point during the 2022-23 academic year, we will transition to a new web-based degree auditing tool called Degree Works. Your academic advisor will share more information as it becomes available.*

**VSB Degree Programs/Majors/Minors**

The Bachelor of Business Administration (BBA) degree is awarded at the undergraduate level with majors in:

* Accountancy (ACC)
* Economics (ECC)
* Finance (FIN)
* Management (MGT)
* Management Information Systems (MIS)
* Marketing (MKT)
* Real Estate (REST)
* Business Analytics (BUSA), co-major
* International Business (IB), co-major

The Business Analytics co-major (BUSA) and International Business co-major (IB) must be taken in conjunction with one of the other VSB Majors listed above.

Students accepted to the Honors Program may earn the Bachelor of Business Administration, Honors degree by successfully completing the Honors requirements. See the Honors Program section of the handbook for specific course requirements.

VSB students may pursue business minors in the following areas:

* Accountancy
* Artificial Intelligence and Machine Learning
* Business Analytics
* Business Law and Corporate Governance
* Consulting
* Economics
* Finance
* International Business
* Management Information Systems
* Marketing
* Real Estate

**Each VSB minor requires three (3) unique business courses to fulfill the minor requirements.**

The following graduate degree programs are offered by VSB:

* Master of Business Administration Flex Track
* Master of Business Administration Fast Track
* Master of Business Administration Online Track
* Executive Master of Business Administration
* Post MBA Certificate
* Master of Accounting
* Master of Business Taxation
* Master of Science in Business Analytics
* Master of Science in Finance
* Master of Science in Church Management

https://www1.villanova.edu/university/business/academics/graduate-programs.html

 **Major Requirements**

The major course requirements are in addition to the business core requirements. All major courses must be taken at Villanova with the exception of courses approved through study abroad programs. Accounting courses may not be taken abroad.

In addition, except for co-majors, each VSB major requires six (6) unique major courses to fulfill the major requirements.

**Accounting Major:**

ACC 2310 Intermediate Accounting I

ACC 2320 Intermediate Accounting II

ACC 2360 Federal Income Tax

ACC 2430 Auditing

Plus two upper level Accounting (ACC) elective courses

**Please note**: ACC 3430, ACC 3460 (6 cr.), ACC 3470 (6 cr.), and ACC 3500 do not count toward Accounting elective requirements.

Many students are interested in a career in public accounting. Currently, all 50 states and the vast majority of U.S. jurisdictions have adopted the 150 credit hour requirement. This requirement means that students will need to earn 150 credit hours to become a licensed CPA. **Please note**: Since the VSB undergraduate degree requires 125 credits, it does not prepare students for CPA certification which requires for 150 credits.

There are two approaches to complete 150 credit hours:

* Complete the 150 credit hours as part of an undergraduate curriculum: This approach will require most students to overload during the fall and spring semesters, take summer classes and/or take additional courses elsewhere.
* Complete the 150 credit hours with a master’s degree: Villanova offers a Master of Accounting. For some VSB students, it may be possible to earn both a Bachelor of Business Administration (BBA) and a Master of Accounting (MAC) in less than 5 years.

Please discuss these options with your academic advisor.

**Economics Major:**

ECO 2101 Macroeconomic Theory

ECO 2102 Microeconomic Theory

ECO 3137 Intro to Econometrics

**Plus** three additional Economics (ECO) elective courses with course number of 3000 or above (except ECO 3108, ECO 3120, and ECO 3130)

Finance Major:

FIN 2114 Intermediate Corporate Finance

FIN 2227 Fixed Income Markets and Valuation

FIN 2323 Equity Markets and Valuation

Plus three Finance (FIN) elective courses

**Please Note**: FIN 3350, FIN 3360, and FIN 3470 (6 cr.) do not fulfill a Finance elective requirement.

 **Applied Quantitative Finance Concentration (AQF)**

Students intending to major in Finance, may apply to pursue the AQF concentration. This is a highly competitive program open by application only. All interested students should apply to the AQF program director, Stephen Padovano (stephen.padovano@villanova.edu) by July 15 prior to the start of sophomore year. A second application opportunity will occur for any remaining spots following the fall semester of sophomore year. The application deadline for the second opportunity is before January 5.

* Math Requirements:

MAT 1505 Calculus II (4 cr.)

MAT 2705 Differential Equation with Linear Algebra (4 cr.)

**Note**: If students receive AP credits for MAT 1505, they must take MAT 3100 (Applied Linear Algebra) or MAT 3400 (Linear Algebra) as the replacement course.

* Statistics Requirements:

 STAT 4315 Applied Statistical Models

STAT 5700 Math Statistics I – Before taking STAT 5700, students must pass a challenge exam on Double Integrals. (Double Integrals are covered in MAT 2500 Calculus III)

* Computer Science/Analytics:

 FIN 2121 TOP: Programming Concepts in R (1 cr.)

MIS 2020 Programming for Adaptive Problem Solving

 MIS 3080 Applied Machine Learning

* Economics Requirement:

ECO 3137 Intro to Econometrics

* FIN electives (9 cr.):
* FIN 2325 Introduction to Derivatives
* FIN 2340 Top: Quantitative Finance
* FIN XXXX Finance Elective

**Note:** Students pursing the AQF concentration may not also minor in AIML minor due to similarity of coursework.

**Management Major:**

MGT 2155 Organizational Behavior

MGT 2350 Global Business Management

VSB 3900 Innovation & Design Practicum

Plus three Management (MGT) elective courses (except MGT 3300 and MGT 3310)

**Management Consulting Concentration for Management Major:**

MGT 3070 Solving Complex Business Problems

MGT 3080 Management Consulting Practicum

**Management Information Systems:**

Choose two of the following:

MIS 2020 Programming for Adaptive Problem Solving

MIS 2030\*2 Database Management

MIS 2040 Systems Analysis & Design

Plus four of the following elective courses:

ACC 2340\*3 Accounting Information Systems

MIS 3010 Business Data Communications

MIS 3020 Enterprise Systems and Applications

MIS 3030 Enabling Technologies in E-Business

MIS 3040 MIS Seminar

MIS 3050 CRM & Data Analytics

MIS 3060\*2 Business Intelligence and Performance Measurement

MIS 3070 Emerging Business Technologies
MIS 3080 Applied Machine Learning

MIS 3090 Special Topics in MIS

MIS 3300 AI & Machine Learning for Business

**Please note**:

1. One MIS elective course can also include MIS 2020, MIS 2030, or MIS 2040. In addition, CSC 1052 may fulfill MIS 2020 **only** if this course is not fulfilling the core Arts and Sciences requirement.
2. For students pursuing both BUSA/MSBA (Master of Science in Business Analytics) programs, MSA 8110 (Data Model & Struct Analysis) may satisfy MIS 2030; MSA 8240 (Business Intelligence) may satisfy MIS 3060.
3. ACC 2340 (Accounting Information Systems) may fulfill an MIS major elective **only** if this course is not fulfilling an ACC requirement.
4. Two out of 6 required MIS major courses may be a CSC course.

**Marketing Major:**

MKT 2197 Marketing Research

MKT 2375 Marketing Management

Plus four Marketing (MKT) courses (except MKT 3450 and MKT 3470)

In addition, CHE 2900 (Global Pharmaceutical Industry) may also fulfill the Marketing (MKT) major requirement.

**Business Development Concentration for Marketing Major:**

MKT 2224 Professional Selling

MKT 2225 Business Development Leadership

MKT 2120 Buyer Behavior **OR** MKT 2349 Top: Sales for Social Impact

**Digital Marketing Concentration for Marketing Major:**

MKT 2240 Marketing Analytics

MKT 2285 Social Media Marketing **OR** MKT 2349 Top: Advanced Digital Marketing

MKT 2290 Digital Marketing

**Real Estate Major:**

RES 2150 Real Estate Fundamentals

RES 2250 Real Estate Law

RES 3150 Real Estate Investments

RES 4150 Real Estate Development

**Plus** two of the following

ACC 2410 Accounting for Real Estate

ECO XXXX Choose one ECO course from:

* ECO 3112 Public Sector Economics
* ECO 3140 Urban Economics

FIN 2350 Real Estate Capital Markets

RES 2340 Contemporary Topics in Real Estate

RES 3250 Advanced Real Estate Modeling

**Co-Majors:**

**Business Analytics Co-Major**

MGT 3170 Data Mining

MGT 4170 Advanced Analytics

MIS 3060\*2 Business Intelligence and Performance Measurement

**Plus** two of the following elective courses\*2:

ECO 3137 Intro to Econometrics

MGT 3600 Sports Analytics

MKT 2240 Marketing Analytics

Either MIS 2030\*2 Database Management, **OR**

 MIS 3050 CRM & Data Analytics

Please note:

1. **Only one course may “double dip” to also fulfill another VSB major**.
2. For students pursuing both BUSA/MSBA (Master of Science in Business Analytics) programs:
* MSA 8105 (Programming in R & Python) may fulfill a BUSA elective
* In addition, one of the following may satisfy a BUSA requirement:
	+ MSA 8110 (Data Models & Struct Analysis) may fulfill MIS 2030
	+ MSA 8240 (Business Intelligence) may fulfill MIS 3060

**International Business Co-Major:**

MGT 2350 Global Business Management

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

ACC 2420 International Accounting

BL 2160 International Business Law

ECO 3109 International Economics

ECO 3127 Development Economics
ECO 4203 Political Economics of Development Aid

ECO 4209 International Macroeconomics

FIN 2335 International Financial Management

MGT 2208 Special Topics in International Management

MGT 2250 Global Corporate Responsibility

MGT 2352 Business in Emerging Markets

MGT 2360 Global Leadership

MGT 2370 Global Business Ethics

MKT 2280 Global Marketing

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

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

Geography and the Environment

History

Political Science

Psychology

Sociology

Plus competency in a foreign language:

1. Successful completion of Intermediate I and Intermediate II if French, Greek, Italian, Latin, or Spanish is chosen.
2. OR Placement beyond the intermediate levels on language placement exam administered by the Classical & Modern Languages department.
3. OR Successful completion of two semesters of Arabic, Chinese, Hebrew, Hindustani, Japanese, or Russian at any level.

*If a student completed 2 years of a language* (*except Arabic, Chinese, Hebrew, Hindustani, Japanese, or Russian*) *in high school, credit for introductory courses in that language taken at the college level will not satisfy degree requirements, including electives.*

Language requirements are waived for all international students whose first language is not English. International experience is waived for all international students.

Plus approved 6-week international experience.

**Double Majors (Within VSB)**

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

**Note: a course that fulfills a major and co-major requirement can satisfy a maximum of two requirements - no triple dipping.** For example, MGT 3170 cannot fulfill a Management major, a Business Analytics co-major, AND a Free Elective.

**In addition, except for co-majors, each VSB major requires six (6) unique major courses to fulfill the major requirements.**

**Double Majors (Across Colleges)**Any VSB student wishing to also major in a non VSB discipline should contact the Dean of the respective college for detailed information regarding application process, program requirements, etc.

VSB students may major in Liberal Arts and Sciences disciplines by completing the requirements for that major without satisfying the Arts and Sciences core curriculum requirements. Students are encouraged to meet with the department chair of the respective major for detailed information regarding application process, program requirements, etc. All students must complete an application form available in the Office for Undergraduate Students (OUS), SAC 107.

**Dual Degree Policy:**

Normally, a student may receive only ONE degree, regardless of how many majors s/he earns. Student who have completed all the requirements for two or more degree must choose which degree to take - unless they have completed 43 or more additional credits beyond the greater of the two program credit requirements, in which case they may receive two degrees and two diplomas. Multiple majors, regardless of college, will appear on a student’s transcript.

**VSB Minor Requirements**

**Please Note:** The minor course requirements are in addition to the business core requirements. All minor courses must be taken at Villanova with the exception of a course approved through a study abroad program.

**Each VSB minor requires three (3) unique business courses to fulfill the minor requirements.**

**Accounting:**

ACC 2310 Intermediate Accounting I

ACC 2320 Intermediate Accounting II

**Plus** one of the following:

ACC 2340 Accounting Information Systems

ACC 2360 Federal Income Tax

ACC 2410 Accounting for Real Estate

ACC 2420 International Accounting

ACC 2430 Auditing

ACC 2435 Advanced Auditing

ACC 2450 Advanced Accounting

ACC 2470 Cost Accounting

ACC 2480 Advanced Taxes

ACC 3350 Fraud Examination

**Artificial Intelligence and Machine Learning Minor**

MIS 2020 Programming for Adaptive Problem Solving

MIS 3080 Applied Machine Learning

MIS 3300 AI & Machine Learning for Business

**Note:** Students pursing the AQF concentration may not also minor in AIML minor due to similarity of coursework.

**Business Analytics:**

MGT 3170 Data Mining

**Plus** one of the following:

MIS 3050 CRM & Data Analytics

MIS 3060**\*1** Business Intelligence and Performance Measurement

Plus one of the following**\*1**:

ECO 3137 Intro to Econometrics

MGT 3600 Sports Analytics

MGT 4170 Advanced Analytics

MIS 2030**\*1** Database Management

MKT 2240 Marketing Analytics

1. For students pursuing both BUSA/MSBA (Master of Science in Business Analytics) programs:
* MSA 8105 (Programming in R & Python) may fulfill a BUSA elective
* In addition, one of the following may satisfy a BUSA requirement:
	+ MSA 8110 (Data Models & Struct Analysis) may fulfill MIS 2030
	+ MSA 8240 (Business Intelligence) may fulfill for MIS 3060

**Business Law & Corporate Governance:**

Three courses listed below; two must be BL courses, one of which must be BL 2135 or BL 2185.

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

BL 2149 Cont. Topics in Business Law

BL 2160 International Business Law

BL 2185 The Law of Contracts and Sales

MGT 2212 Leadership

MGT 2250 Global Corporate Responsibility

MGT 2360 Global Leadership

MGT 2370 Global Business Ethics

RES 2250 Real Estate Law

**Consulting (for non-MGT major):**

MGT 3070 Solving Complex Business Problems

MGT 3080 Management Consulting Practicum

VSB 3900 Innovation & Design Practicum

**Economics:**

ECO 2101 Macroeconomic Theory

ECO 2102 Microeconomic Theory

**Plus** one additional Economics (ECO) elective course with course number of 3000 or above (except ECO 3108, ECO 3120, and ECO 3130)

**Finance:**

FIN 2114 Intermediate Corporate Finance

FIN 2227 Fixed Income Markets and Valuation

FIN 2323 Equity Markets and Valuation

**International Business:**

MGT 2350 Global Business Management

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

ACC 2420 International Accounting

BL 2160 International Business Law

ECO 3109 International Economics

ECO 3127 Development Economics

ECO 4203 Political Economics of Development Aid

ECO 4209 International Macroeconomics

FIN 2335 International Financial Management

MGT 2208 Special Topics in International Management

MGT 2250 Global Corporate Responsibility

MGT 2352 Business in Emerging Markets

MGT 2360 Global Leadership

MGT 2370 Global Business Ethics

MKT 2280 Global Marketing

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

Plus two semesters of a foreign language at or above the introductory level. The foreign language requirement is waived for students who have completed two years of a foreign language in high school.

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

 Geography and the Environment

 History

 Political Science

 Psychology

 Sociology

International experience is optional.

**Management Information Systems:**

Choose two of the following:

MIS 2020 Programming for Adaptive Problem Solving

MIS 2030\*2 Database Management

MIS 2040 Systems Analysis & Design

**Plus** one of the following:

ACC 2340\*3 Accounting Information Systems

MIS 3010 Business Data Communications

MIS 3020 Enterprise Systems and Applications

MIS 3030 Enabling Technologies in E-Business

MIS 3040 MIS Seminar

MIS 3050 CRM & Data Analytics

MIS 3060\*2 Business Intelligence and Performance Measurement

MIS 3070 Emerging Business Technologies
MIS 3080 Applied Machine Learning

MIS 3090 Special Topics in MIS

MIS 3300 AI & Machine Learning for Business

**Please note**:

1. One MIS elective course can also include MIS 2020, MIS 2030, or MIS 2040. CSC 1052 may fulfill MIS 2020 **only** **if** this course is not fulfilling the core Arts and Sciences requirement.
2. For students pursuing both BUSA/MSBA (Master of Science in Business Analytics) programs, MSA 8110 (Data Model & Struct Analysis) may satisfy MIS 2030; MSA 8240 (Business Intelligence) may satisfy MIS 3060.
3. ACC 2340 (Accounting Information Systems) may fulfill an MIS minor **only** if this course is not fulfilling an ACC major or ACC minor requirement.
4. One out of three MIS minor courses may be a CSC course.

**Marketing:**

Three Marketing (MKT) courses (except MKT 2375, MKT 3450 and MKT 3470), at least one must be:

MKT 2120 Buyer Behavior OR MKT 2197 Marketing Research

In addition, CHE 2900 (Global Pharmaceutical Industry) may also fulfill the Marketing (MKT) minor requirement.

**Real Estate:**

RES 2150 Real Estate Fundamentals

RES 3150 Real Estate Investments

**Plus** one of the following:

ACC 2410 Accounting for Real Estate

ECO 3112 Public Sector Economics

ECO 3140 Urban Economics

FIN 2350 Real Estate Capital Markets

RES 2250 Real Estate Law

RES 2340 Contemporary Topics in Real Estate

**Global Leadership Fellows Program**

The Global Leadership Fellows Program (GLF) is designed to provide students with an opportunity to emphasize and integrate global leadership throughout their undergraduate experience. GLF includes special curricular and extracurricular offerings that encourage increased international study and support the pursuit of careers in global business. Students who fulfill the GLF program requirements are awarded a certificate that names them life-long VSB Global Leadership Fellows. GLF students will be paired with a mentor from the Center for Global Leadership Advisory Council.

GLF program Requirements:

* Participate in the Global Citizens Program in the spring semester in first-year and in one additional study abroad - preferable in a developing or emerging market, **OR** complete two study abroad experiences - preferable one in a developing or emerging market.
* Successfully complete the following courses:
	+ MGT 2360 Global Leadership
	+ VSB 4002 (HON) Strategic Thinking & Implementation
	+ At least one class related to globalization through the College of Arts and Sciences
* Satisfy the requirements for the International Business co-major.

Participants in the Global Citizens Program will be invited to participate in the GLF program. Other interested students are encouraged to apply directly through the Elenore and Robert F. Moran Sr. Center for Global Leadership.

**Non-Business Minors for Business Majors**

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

**Policies, Procedures, and Guidelines**

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

**Academic Bankruptcy**

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

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

Bankruptcy must be requested by the student and is granted at the discretion of the Associate Dean. Students must have successfully completed two consecutive semesters and attained a minimum GPA of 2.50 in each semester to be considered for bankruptcy. It is important to note that courses and grades remain on the transcript but are not calculated in the student’s GPA and total earned credit hours.

**Academic Integrity**

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

First-year students are required to complete an online tutorial the summer before the start of the fall semester.

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

www1.villanova.edu/villanova/provost/resources/student/policies/integrity.html

**Academic Standing and Probation**

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

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

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

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

For more information regarding the University’s dismissal policy, please visit:

www1.villanova.edu/villanova/provost/resources/student/policies/dismissal.htm

**Advanced Placement**

Students who have achieved the necessary grade in the College Board Advanced Placement Tests may be granted college credits. AP credits are considered transfer credits. The maximum number of transfer credits allowed is 60 credits (or 20 courses) which includes AP, Study Abroad, and credits taken at another institution.

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

Please Note: All AP score reports must be received by the last day of classes in the spring semester in first year. In addition, credit cannot be granted retroactively once an equivalent course has been completed at Villanova. For transfer students, all AP score reports must be received no later than September 15 of the year in which they transfer.

To request the official report from the College Board, please contact the College Board Customer Service Office at 1-888-225-5427 or visit:

professionals.collegeboard.com/testing/ap/scores

|  |  |  |
| --- | --- | --- |
| **Advanced Placement** | **Score of 4 or 5** | **VSB Requirement Fulfilled** |
| **Subject-Test Number** | **Courses** | **Cr.** |
| US History (7) | HIS 1003(*or HIS 1002*) | 3 | History **or** Social Science |
| Art History (13) | AAH 1102 (*or AAH 1101*) | 3 | Humanities **or** History |
| Biology (20) | BIO 2105BIO 2106 | 44 | Natural Science **and** Social Science |
| Chemistry (25) | CHM 1103CHM 1104CHM 1151CHM 1152 | 1144 | Natural Science **and** Social Science |
| Chinese Lang. & Culture (28) | CHI 1111CHI 1112 | 66 | Humanities **and**Non-Bus. **and** Free |
| Computer Science A (31) | CSC 1051 | 4 | Computer Science **or** Natural Science **or** Social Science |
| Computer Science Principles (32) | CSC 1020 | 3 | Non-Bus. **or** Free |
| Economics: Micro (34) | ECO 1001 | 3 | ECO 1001 |
| Economics: Macro (35) | ECO 1002 | 3 | ECO 1002 |
| English Lang. & Comp. (36) **or**English Lit. & Comp. (37) | ENG 1050 | 3 | ENG 1050 |
| Environmental Science (40) | GEV 1052 | 3 | Natural Science **or** Social Science |
| European History (43) | HIS 1021 | 3 | History **or** Social Science |
| French Lang. & Culture (48) | FFS 1121FFS 1122 | 33 | Humanities **and**Non-Bus. **or** Free  |
| Human Geography (53) | GEV 1002 | 3 | Social Science **or** Non-Bus. |
| Govt. & Politics: US (57) | PSC 1100 | 3 | Social Science **or** Non-Bus. |
| Govt. & Politics: Comparative (58) | PSC 1300 | 3 | Social Science **or** Non-Bus. |
| Latin (60) | LAT 1121LAT 1122 | 33 | Humanities **and**Non-Bus. **or** Free  |
| Italian Lang. & Culture (62) | ITA 1121ITA 1122 | 33 | Humanities **and**Non-Bus. **or** Free |
| Japanese Lang. & Culture (64) | JPN 1111JPN 1112 | 66 | Humanities **and**Non-Bus. **and** Free |
| Calculus AB (66) **or**Calculus Subgrade (69) | MAT 1500 | 4 | MAT 1500 |
| Calculus BC (68) | MAT 1500MAT 1505\* | 44 | MAT 1500 **and**Non-Bus. **or** Free  |
| Physics C: Mechanics (80) | PHY 1100PHY 1101 | 31 | Natural Science **or** Social Science |
| Physics C: Elec. & Magnetism (82) | PHY 1102PHY 1103 | 31 | Natural Science **or** Social Science |
| Psychology (85) | PSY 1000 | 3 | Behavioral Science **or** Social Science |
| Spanish Lang. (87) **or**Spanish Lit. & Culture (89) | SPA 1121SPA 1122 | 33 | Humanities **and**Non-Bus. **or** Free  |
| Statistics (90) | STAT 1230\*\*(*or CSC 2300*) | 3 | Non-Bus. **or** Free  |
| World History (93) | HIS 1050 (*or HIS 1040*) | 3 | History **or** Social Science |

\* MAT 1505 fulfills a non-business or free elective

\*\* STAT 1230 fulfills a non-business or free elective

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

**Attendance**

Class and laboratory attendance for first-year students is mandatory.  A first-year student will receive a grade of "Y" (failure) whenever the number of unexcused absences in a course exceeds twice the number of weekly class meetings for the course.

For students beyond the first-year, attendance policies are determined by the instructors of the various courses. The instructor’s class attendance policy must appear in the syllabus and at a minimum must allow for the University’s excused absences listed below.   Enforcement of such attendance policies lies with those instructors. If the instructor thinks a student has too many absences (total of excused and unexcused), then the instructor should discuss the student’s attendance with the appropriate Assistant or Associate Dean of the instructor’s college in order to determine if the student should withdraw or receive an incomplete.

Where possible, students should inform their instructors if they plan to be late or absent from class.  In all cases, students should be prepared to provide documentation to petition for excused absences to the appropriate Assistant or Associate Dean of their college. Excused absences do not count toward a failure in the course for first-year students.  Absence from class does not release the student from work assigned.  Students who miss an in-class obligation (exam, presentation, etc.) due to an excused absence will not be penalized - the instructor may offer a make-up test, arrange an alternative time for a presentation, exempt a student from the assignment, or provide another arrangement.

The University’s list of excused absences for all students includes the following:

* participation in NCAA athletic competitions
* participation in special academic events (e.g., conferences, field trips, project competitions)
* participation in official university business (e.g., student representatives attending meetings related to university governance)
* attendance at significant events involving the immediate family (e.g., funerals, weddings)
* religious holidays - see the University’s policy on Religious Holidays
* college-approved participation in placement activities (e.g., job interviews, graduate school interviews, attending job fairs)
* documented serious illness or disability (see below how to document)

If instructors want to verify that the absence qualifies as an excused absence under the university list, or verify that the student is permitted to participate in the activity, they should contact the designated Assistant or Associate Dean of the student’s College.

Documenting a Serious Illness or Disability

The Student Health Center does not provide notes to excuse absences for students missing class due to their visit to the Student Health Center, or to excuse class absences due to most common illnesses.  The Student Health Center will also not provide notes to excuse absences for medical conditions that were not treated at the Student Health Center.  The purpose of this policy is to eliminate unnecessary visits from students whose sole purpose is obtaining class absence notes for their professors.

Some illnesses may legitimately prevent a student from attending classes, but are not serious enough to require evaluation and treatment from the Student Health Center.  Students often provide self-care, which is very appropriate for many common illnesses such as cold, viral infection, or uncomplicated flu.  Students should inform their instructors if they are missing class for a common illness.  Instructors have the discretion to decide if the absence due to a common illness is excused.  If a student wishes to appeal the instructor’s decision, the student may do so by contacting the instructor’s Department Chair or Program Director, who will consult with the appropriate Assistant or Associate Dean of the instructor’s college, before deciding the outcome of the appeal.

If in the judgment of the Student Health Center staff, the student will be out of class due to a serious illness or medical condition, as opposed to a common illness, the Student Health Center staff will contact the appropriate Assistant or Associate Dean, who will then contact the instructor.  The Student Health Center communication to the Assistant or Associate Dean will serve as the documentation needed by the Dean (see below).  If the student is seeing an off-campus health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

Examples of serious illnesses may include (but are not limited to):

* Mononucleosis, which may require bed rest and/or removal from campus
* Hospitalization and/or surgery
* Highly contagious diseases (e.g., chicken pox, measles)

Mental Health Concerns

The University Counseling Center will use clinical judgment as to whether there is a legitimate need for the student to miss class for reasons related to mental health.  If in the judgment of the University Counseling Center staff, the student should be out of class due to a mental health condition, the Counseling Center staff will request a written release of information from the student. With a signed release, the Counseling Center staff may then contact the faculty member or the appropriate Assistant or Associate Dean, who may contact faculty accordingly. The University Counseling Center will not typically validate the legitimacy of a student having missed classes for mental health reasons retroactively, before the student has been to the Counseling Center. The fact that a student is in treatment at the Counseling Center or with an off campus mental health provider will not, in itself, justify the student missing classes.   The recommendation for missing classes will occur only when the mental condition necessitates it. If the student is seeing an off-campus mental health care provider, the student will provide the documentation from that provider to the appropriate Assistant or Associate Dean, who will then contact the faculty member.

If the duration of the absence due to serious medical illness or mental health concern undermines the student’s ability to complete the academic work required, the appropriate Assistant or Associate Dean will encourage the student to pursue a Medical Leave of Absence – see policy on Medical Leaves of Absence.

Documenting Disabilities

Students who are registered with Learning Support Services (LSS) or the Office of Disability Services (ODS) must provide accommodation letters from those offices to their instructors (in advance of absences) in order for subsequent disability-related absences to be considered excused.  Students who are newly struggling should be encouraged to register with the appropriate office for any future concerns.  Accommodations are not typically retroactive.

Students with learning disabilities, other neurologically-based disorders, and those disabled by chronic illnesses are encouraged to contact [Learning Support Services](https://www1.villanova.edu/villanova/learningsupport.html) (LSS).  Students with physical disabilities, including but not limited to visual impairments, hearing loss, and mobility limitations, are encouraged to contact the [Office of Disability Services](http://www1.villanova.edu/villanova/studentlife/disabilityservices.html) (ODS).  Depending on the type of disability, there are different processes for disclosing and documenting the disability with the University.

**Auditing a Class**

A student may elect to audit a course to reinforce and strengthen his/her current knowledge or to explore new areas without the pressure of tests and grades. No academic credit and letter grade are earned for auditing a course. However, the audited course is noted on the student’s official record and the same tuition and fees are charged. The signature of a faculty member must be obtained, before the drop/add period (first week of the semester), in order to audit a class. The VSB policy regarding “overloads” applies to classes to be audited. Students are not permitted to audit a required course or to officially register for a course after the course has been audited.

**Business Publications**

All VSB students have a subscription to the interactive edition of the Wall Street Journal (WSJ). In addition, hard copies are available at various locations throughout Bartley Hall. To register for your subscription, visit: www.wsj.com/villanova

**Challenge Exams: Credit by Exam**

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

Students who show evidence of advanced knowledge will be exempt from certain courses and requirements if they pass departmentally created examinations. A student who successfully passes such an examination satisfies the requirements of and earns credits for the course. A passing grade of a C or better will be recorded on the student’s transcript as “CE”; a failing grade will not be recorded.

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

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

The application deadlines and test dates for the 2022 - 2023 academic year are as follows:

Fall 2022
Application Deadline: September 23, 2022
Examination Date: October 22, 2022

Spring 2023
Application Deadline: February 17, 2023

Examination Date: March 18, 2023

For more information, please contact the Office of the Dean of the College of Liberal Arts and Sciences at (610) 519-3900.

clashandbook.villanova.edu/credit-by-exam

**Class Status**

Class status is determined by number of credits earned as follows:

First-Year: 0-29 credits
Sophomore: 30-59 credits
Junior: 60-89 credits
Senior: 90+ credits

Please Note: Regardless of the number of credits earned, students are required to follow the curriculum in place at the time in which they enrolled. This is often referred to as “catalog year.” The catalog year for transfer students is determined by VSB at the time of the transfer.

**College Level Examination Program**

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

**Connect with VSB**

Email Correspondence

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

Social Media

For real time updates, connect with us through social media including Facebook (Clay Center at VSB; Villanova School of Business), Twitter (@VU\_business), Instagram (@VillanovaBusiness), and LinkedIn (Villanova School of Business).

**Course and Teacher Survey (CATS)**

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

* Faculty are asked toallow 10 minutesat the start of a class session during the final two weeks of classes for students to complete the CATS online. Students will also have the ability to complete the CATS online during their own time beginning two weeks prior to the end of classes.
* Students will receive separate links for each instructor who is teaching a team-taught course. Therefore, each instructor is evaluated individually.
* Once the CATS forms are processed by the Office of Planning, Training and Institutional Research (OPTIR), final results are given to the faculty member and may be available for students to view on NOVASIS.

**Course Load**

A student must take a minimum of 12 credits a semester to be a full-time student. The normal load for a VSB student is 15-16 credits per semester except in the fall of first-year when students are required to take VSB 1000 (1 cr.). A 3.0 GPA is the minimum necessary for a student to be granted an overload (more than 17 credits) with the exception of seniors who may have a 2.5 minimum GPA. Students may not register for more than 19 credits. VSB students may not take Fast Forward (FF) classes during the academic year.

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

Please note, a standard semester tuition rate will be charged to all undergraduate students taking 9 credits or more in a given semester.

**Davis Fund for Student Experiences**

Many thanks to the generosity of Jim C. Davis ’81 VSB and Kim Davis, the Davis Fund for Student Experiences advances VSB’s long-standing commitment to experiential learning. The Davis Fund provides financial support to VSB students to encourage engagement in experiences that will enhance academic and professional growth. Some examples that have been funded include global opportunities, research, independent studies, nonprofit service, conferences, case studies and other experiences that reflect the University’s mission and values. To learn more about the Davis Fund and the application process, please visit the webpage: business.villanova.edu/davisfund.

For additional information, contact Ms. Caitlin Gilmore, Associate Director, Davis Fund for Student Experiences (caitlin.gilmore@villanova.edu).

**Dean’s List**

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

**Discipline**

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

**Dual Enrollment - Pre-Matriculated Courses**

College-level work that is completed prior to high school graduation may be awarded transfer credits upon receipt of the following:

* An official letter from the high school principal, secondary school counselor or other educational professional describing the college-level program of study.
* An official letter from the college/university stating that the courses were taught by members of the regular faculty, open to enrollment by and graded in competition with regularly matriculated undergraduates at the college and a regular part of the normal curriculum published in the college catalog.
* A course syllabus.
* An official, seal-bearing transcript from the college/university showing a grade of C or better.

**Credit or advanced standing for courses taught at the high school will not be accepted.  Credits or advanced standing for courses in which the class is comprised of only high school students will not be accepted.**

With respect to courses taught in a distance-learning format, each academic program will review on a case-by-case basis.

Each supporting document is to be sent to the student’s VSB Academic Advisor. **All pre-matriculated credit must be accepted and approved by the last day of classes in the spring semester in first year**. **No business courses will be awarded transfer credits.**

Please note: All pre-matriculated credits are considered as the transfer credits. The maximum transfer credits allowed are 60 credits (or 20 courses) which including AP, Study Abroad, and credits taken at another institution.

 **Final Examinations and the Final Week of Classes**

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

The Registrar schedules a time for a final examination for each course. These times are available on the Registrar’s website early in the semester, so students should have adequate time to make travel plans. If final examinations are given, they must be given at the time and place scheduled by the Registrar unless exemption has been authorized by the chair and Dean.

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

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

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

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

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

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

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

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

**Grade Reports**

At mid-semester and at the end of the semester, grade reports are available on-line through myNOVA.

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

Fall Semester grade errors: Last Friday in January

Spring Semester grade errors: Last Friday in June

Summer Semester grade errors: Last Friday in August

**Grading System & GPA**

Grade Definitions

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Value per Credit** | **Quality Points****(3 cr. course)** | **Quality Points****(4 cr. course)** |
| A | Excellent | 4.00 | 12.00 | 16.00 |
| A- |  | 3.67 | 11.01 | 14.68 |
| B+ |  | 3.33 | 9.99 | 13.32 |
| B | Good | 3.00 | 9.00 | 12.00 |
| B- |  | 2.67 | 8.01 | 10.68 |
| C+ |  | 2.33 | 6.99 | 9.32 |
| C | Fair | 2.00 | 6.00 | 8.00 |
| C- |  | 1.67 | 5.01 | 6.68 |
| D+ |  | 1.33 | 3.99 | 5.32 |
| D | Passing | 1.00 | 3.00 | 4.00 |
| D- |  | 0.67 | 2.01 | 2.68 |
| F | Failure | 0.00 | 0.00 | 0.00 |
| AP | Advanced Placement |
| AU | Audit |
| CE | Credit by Examination |
| N | Incomplete |
| NG | No Grade Reported |
| NF | Unchanged Incomplete |
| S | Satisfactory: Satisfactory/Unsatisfactory Courses |
| SP | Satisfactory Progress (Mid-Semester Grade Only) |
| T | Transfer Credits |
| U | Unsatisfactory: Satisfactory/Unsatisfactory Courses |
| W | Approved Withdrawal With Academic Penalty |
| WX | Approved Withdrawal Without Academic Penalty |
| Y | Unofficial Withdrawal from Course (or for first-year students, failure for excessive absences) |

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

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

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

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

If a course is repeated, the grades in both courses will be included in the cumulative GPA calculation. However, total earned credit hours will reflect the credits for one course only. Both courses and both grades will be listed on the transcript in the actual semester taken.

Grade distributions are determined by individual faculty members.

**Grade Point Average**

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

*Example of GPA Calculation:*

GPA = Total Quality Point / Total Attempted Credits

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

 Total Earned Credits: 12

 Total Attempted Credits: 15

 Total Quality Points: 36

 GPA = 36 / 15 = 2.4

 **Technical Grade Point Average (TGPA)**

Students must attain a minimum technical grade point average (TGPA) of 2.0 to satisfy degree requirements. All ACC, BL, ECO (except ECO 1001, ECO 1002, ECO 3108, ECO 3120, and ECO 3130), ENT, FIN, MGT, MIS, MKT, RES, and VSB courses (except VSB 2500) are included in the TGPA calculation. Any course that fulfills Villanova School of Business major requirements will be calculated in TGPA.

**Graduate Courses**

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

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

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

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

**Graduation Requirements**

The Dean determines a student’s eligibility for graduation. However, it is the student’s responsibility to meet the degree requirements as determined for the class in which they would normally graduate.

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

* + - * Completion of all Liberal Arts & Sciences core curriculum, business core curriculum, course requirements for at least one VSB major, non-business elective, and free elective requirements with a minimum cumulative GPA of 2.00 and a minimum technical GPA (TGPA) of 2.00. The total credit hours required to graduate is 125.
			* **Once degree requirements are fulfilled as outlined above, the degree is conferred and the student graduates.**
			* Students transferring into VSB from another university must attain a 2.0 or higher cumulative GPA and TGPA for all work attempted at Villanova University. For transfer students, at least half of business core courses must be taken at Villanova. Degree requirements for transfer students are determined at time of transfer.
			* The final 30 credit hours of a student’s academic program must be completed at Villanova (residen­cy requirement). With permission of the Associate Dean, a stu­dent may study abroad during the first semester of senior year.

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

**Honors and Awards**

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

 Summa Cum Laude (minimum 3.90 Cumulative GPA)

 Magna Cum Laude (minimum 3.75 Cumulative GPA)

 Cum Laude (minimum 3.50 Cumulative GPA)

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

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

**Honors Program**

The Honors Program at Villanova brings together students with strong academic records and dedicated faculty members in challenging seminars that promote diversity and depth of learning.

To earn the Bachelor of Business Administration, Honors degree (126 credits required), a student must achieve a minimum of 3.33 cumulative GPA and is required to complete ten (10) 3 cr. Honors courses plus VSB 2121 (1 cr.). At least four (4) of ten (10) 3 cr. Honors courses must be a VSB Honors course:

* VSB 1015 Business Dynamics including “Big Ideas in Business Lecture Series” (required for first-year VSB Honors students)
* At least one of the following four required VSB courses must be Honors courses:
	+ VSB 2004 Financial Accounting
	+ VSB 2007 Corporate Responsibility & Regulation
	+ VSB 2008 Business Analytics
	+ VSB 2009 Principles of Finance
	+ VSB 3006 Principles of Managerial Accounting
* VSB 3900 Innovation and Design (preferably junior year)
* VSB 4002 Strategic Thinking and Implementation (required, senior year)

VSB students will be permitted to bundle three one-credit colloquia to fulfill one Honors requirement with the understanding that the bundle does not fulfill any VSBdegree requirements (e.g., free electives, etc.). Therefore, the “bundle” will only count towards the number of Honors courses taken but would be in addition to the 126 credits required to graduate with an VSB Honors degree.

Below are the current course numbers that can be bundled for Honors credit:

HON 5001 – Shaping a College Life

HON 5003 – Shaping a Work Life
**Note:** Only bundle-able when not counting for a student’s Backpack-to-Briefcase

HON 5305 – Colloquia (various topics)

HON 5490 – Culture Leadership Workshop

HON 6003 – Integrative Capstone

Upon successful completion of VSB 2121, students will have an opportunity to serve as a research associate with a VSB professor for up to three years.

In addition to the course requirements, students will be presented with opportunities to engage with faculty, staff, corporate partners and alumni through a range of personal and professional development offerings. The goal is to provide Honors students with opportunities and challenging intellectual engagement across three areas:

* VSB Honors Classes
* Intellectual Engagement (research and other faculty engagement)
* Targeted Professional Development Opportunities

www1.villanova.edu/villanova/provost/honors.html

**Incomplete Grades**

Requests for incompletes are reviewed for extenuating circumstances only (illness, family emergencies, etc.). Students who request an “N” grade should have the majority of their work complete (e.g. over 85% of work is complete) and must submit an **Incomplete Grade Request Form.** In addition, students must discuss with the instructor plans and a timeline for completing outstanding requirements.

All grades are permanent, except **N** and **NG**, which are temporary grades used to indicate that the student's work in a course has not been completed. An **N** or **NG** grade must be replaced by the instructor with a permanent grade (A, B…, F, etc.) according to the following schedule:

* For the fall semester: Students must submit all work to the instructor by the last Friday in January; grade changes must be submitted to the Registrar's Office by the second Friday in February.
* For the spring semester: Students must submit all work to the instructor by the last Friday in June; grade changes must be submitted to the Registrar's Office by the second Friday in July.
* For the summer semester: Grade changes for “N” grades issued during the summer sessions must be submitted by the instructor to the Registrar’s Office no later than 30 days from the session end date. Therefore, students must submit all work in time to allow the instructor to meet the appropriate deadline.
* Graduating students must submit all work to the instructor(s) by September 1 to be eligible for a September diploma, December 31 to be eligible for a December diploma and May 31 to be eligible for a May diploma.
* Students should check the academic calendar for actual dates. If a change is not reported, the **N** or **NG** grade automatically becomes an **NF**. An **NF** grade is calculated as an F in determining the grade point average.

Furthermore, any discrepancy in an incomplete grade must be resolved within the immediate following semester.  **Grade challenging beyond the semester immediately following will not be reviewed**.

* Without the approval of the instructor, the department chair, and the Dean, no grade higher than **C** may replace the **N**.

**Independent Study**

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

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

 **International Baccalaureate (IB) Credit**

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

Please note: IB credits are considered transfer credits. The maximum number of transfer credits allowed is 60 credits (or 20 courses) which includes AP, Study Abroad, and credits taken at another institution.

|  |
| --- |
| **International Baccalaureate Credit and Course Equivalence****Note: Credit is Only Given for Higher Level Exams** |
| **Subject** | **Score of 5** | **Score of****6 or 7** | **Cr.** | **VSB Requirement Fulfilled** |
| Biology |  | BIO 2105BIO 2106 | 44 | Natural Science **and** Social Science |
| Chemistry |  | CHM 1103CHM 1104CHM 1151CHM 1152 | 1144 | Natural Science **and** Social Science |
| Computer Science HL | CSC 1051 | CSC 1051 | 4 | Computer Science **or** Natural Science **or** Social Science |
| Information Technology | CSC 1930 | CSC 1930 | 3 | Non-Bus. **or** Free |
| Economics | ECO 1001ECO 1002 | ECO 1001ECO 1002 | 33 | ECO 1001ECO 1002 |
| English | ENG 1050 | ENG 1050 | 3 | ENG 1050 |
| French A2 or B |  | FFS 1121FFS 1122 | 33 | Humanities **and**Non-Bus. **or** Free |
| Geography | GEV 1002 | GEV 1002 | 3 | Social Science **or** Non-Bus. **or** Free |
| History Americas |  | HIS 4495 | 3 | History **or**Social Science |
| History Europe |  | HIS 1021 | 3 | History **or**Social Science |
| Italian A2 or B |  | ITA 1121ITA 1122 | 33 | Humanities **and**Non-Bus. **or** Free |
| Latin |  | LAT 1121LAT 1122 | 33 | Humanities **and**Non-Bus. **or** Free |
| Mathematics AA | MAT 1500 | MAT 1500MAT 1505\* | 44 | Score 5 – MAT 1500Score 6 or 7 – MAT 1500 **and** Non-Bus. **or** Free |
| Mathematics AI | MAT 1500 | MAT 1500MAT 1505\* | 44 | Score 5 – MAT 1500Score 6 or 7 – MAT 1500 **and** Non-Bus. **or** Free |
| Music |  | SAR 3030 | 3 | Humanities **or**Non-Bus. **or** Free |
| Philosophy |  | PHI 2990 | 3 | Humanities **or**Non-Bus. **or** Free |
| Physics |  | PHY 1100/01PHY 1102/03 | 3/13/1 | Natural Science **and** Social Science |
| Psychology |  | PSY 1000 | 3 | Behavioral Science **or**Social Science |
| Spanish A2 or B |   | SPA 1121SPA 1122 | 33 | Humanities **and**Non-Bus. **or** Free |

\* MAT 1505 fulfills a non-business or free elective

**Lab for Financial Markets**

The Justin ‘90 & Victoria Gmelich Lab for Financial Markets located on the main floor of Bartley Hall, is a state-of-the-art trading facility and research lab that brings theory into practice.  Due to a generous gift from Justin and Victoria Gmelich, the Lab has recently been renovated and relocated. The Lab consists of two similar yet distinct areas designed to support a wide range of curricular offerings and functions and will be the home for the Finance societies.  The larger lab consists of 28 trading desks with curved ultra-wide computer displays and top of the line computer hardware. This space is designed to handle up to 56 students at any one point in time due to split monitor functionality. Each workstation is a full Bloomberg terminal and has additional software and data packages ranging from FactSet and WRDS to ArcGIS and Argus Real Estate.  In addition, the room has nine large screen LED displays to support the innovative Oblong ‘Mezzanine’ application.  This application, currently used at IBM Watson and NASA among others technology firms, will allow for an immersive and collaborative experience for students further bringing Wall Street and business directly into the classroom.  The second and smaller lab consists of 12 trading desks set up similarly to the main lab except that the hardware has been upgraded to include advanced GPUs to support higher level applications as well as to support faculty and student research.

**Leave of Absence & Voluntary Medical Leave of Absence**

**Leave of Absence**

Students who plan to leave the University on a temporary basis should request a leave of absence.  Official leave of absence from the University must be authorized by the Dean of the appropriate college.

In order to affect a leave of absence, a student must submit to the Associate Dean, Undergraduate Business Programs, a formal letter, or the appropriate college form, and should then have an interview with the Associate Dean.   The request for a leave of absence may be countersigned by the student's parents or legal guardian. The parents or guardians may, if they wish and if authorized by the student, submit the official request for a leave of absence. In consultation with the student, the parents, and other campus offices as applicable, the Associate Dean will determine what issues should be addressed during the period of the leave.

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

Normally, Villanova will not pre-approve courses, or transfer credits back to Villanova, for students who will be on a University leave of absence when they enroll in such courses.

**Voluntary Medical Leave of Absence**

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

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

**Criteria for Approval of a MLOA**

Three steps are required for approval of a MLOA.

* The student must schedule an appointment with the Student Health Center or the Patricia B. and Gary M. Holloway University Counseling Center for a MLOA evaluation.
* The student must schedule an appointment with the Dean of Students or appropriate academic Dean in the student’s college to discuss and review the MLOA request.

* The student must complete the MLOA Request Form and submit one copy to the Dean of Students or the appropriate academic Dean.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean’s office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

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

**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 novasis.villanova.edu

• Select “Enter Secure NOVASIS Area”

• Enter your Villanova ID and your NOVASIS PIN (not your semester registration PIN) to access records. Your PIN is a unique number assigned to you by the Registrar. The PIN is mailed to you by the Registrar’s Office and is not the password assigned to you by UNIT.

**Please Note:** NOVASIS is also available through the myNOVA portal.

**Print Program**

The student print program is designed to ensure students have adequate access to printing resources to accomplish their academic work. Students have access to two different print programs: iPrint and vPrint.

**iPrint**: All students automatically receive $60 annual print allowance (for black and white copies) credited to their Wildcards on June 1 each year. These funds may only be used at the Print Center on the ground floor of Bartley Hall. The Print Center is open weekdays from 8AM-6PM Monday - Thursday and 8AM-5PM on Fridays. Print jobs can be submitted 24 hours a day, 7 days a week from anywhere at iprint.villanova.edu. In addition, students can use their NovaBucks account for convenient online ordering for high quality color printing, reports, resumes, posters, fatheads, business cards and more. For more information, visit

<https://www1.villanova.edu/villanova/services/graphicservices/iprint.html>

**vPrint**: VPrint is an easily accessible and convenient printing system available to all Villanova students. Students receive a $100 annual print allowance for black and white copies only. Students may upload documents 24/7 to vprint.villanova.edu and then print from any one of the vPrint stations located throughout campus. For more information, visit

<https://www1.villanova.edu/villanova/unit/studentservices/studentprintprogram.html>

**Professional Behavior**

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

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

The following are basic guidelines:

* Provide accurate information to employers, including majors, minors, GPA and employment eligibility.
* Provide current and reliable contact information to employers (and to the O’Donnell Center for Professional Development and/or Villanova Career Center when appropriate).
* Respond appropriately and in a timely fashion to communication from employers, the Villanova Career Center and the O’Donnell Center. Address employers and networking contacts, in all forms of communication, in a formal manner unless otherwise indicated.
* Consider email addresses and voicemail greetings/messages as a significant part of your professional communications with employers; choose them carefully and purposefully.
* Thoroughly research organizations prior to interviewing for and accepting externships, intern­ships, CoOps and full-time positions. Research the specific company, as well as key issues that influence the overall industry.
* Sharpen interviewing skills by participating in the Villanova Career Center’s Practice Interview program and/or utilize Big Interview, a virtual practice interview web-based platform accessible through Handshake (https://villanova.joinhandshake.com; see “Career Center/Resources”).
* Dress in “business professional” attire for externship, internship/CoOp, and full-time job recruiting activities; business suits for men and women are highly recommended. If you need access to professional clothing, you are encouraged to utilize the Villanova Career Center’s “Wildcat Wardrobe”. To shop the Wildcat Wardrobe, schedule an appointment through Handshake or call 610-519-4006 to try on clothing and take home items free of charge.
* Upon acceptance of an internship/CoOp or full-time job offer, notify all other employers with whom you are interviewing and the Villanova Career Center if using the Campus Recruiting Program.
* Consider acceptance of an internship/CoOp or full-time employment as a commitment to that employer. Reneging an acceptance is not condoned by the Villanova Career Center or the O’Donnell Center and will result in loss of participation in the Campus Recruiting Program. **If you have concerns about the job offer process, you are strongly encouraged to contact the O’Donnell Center for Professional Development and/or Villanova Career Center to discuss your options PRIOR TO accepting or declining a position.**
* Notify the Villanova Career Center and/or the O’Donnell Center if you encounter questionable practices or irregularities in the employment process, particularly with employers participating in the Campus Recruiting Program and/or sponsoring VSB academic internships/CoOps.

**Promptness and Preparation**

In the interest of respecting classmates and faculty, each student should arrive on time to all classes. Students are also advised to discuss tardiness policies with individual professors.

Each student is expected to be prepared for all classes and examinations. Failure to be prepared or to submit assignments may be a cause for faculty to assign a lower or failing grade.

**Readmission**

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

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

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

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

**Refunds**

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

**Fall/Spring**

Segment of Semester Refund

Up to first week 80%

Up to second week 60%

Up to third week 40%

Up to fourth week 20%

Beyond fourth week No refund

**Summer**

* If a student withdraws within 24 hours of first scheduled class day, there is no charge.
* If a student withdraws within the first week of classes, there will be a charge of 25%.
* If a student withdraws past the first week of classes, there will be a charge of 100%.
* Refunds as the result of official withdrawal from a summer internship course will be made according to the schedule listed below:

|  |  |
| --- | --- |
| Segment of the Semester | Refund |
| Dropped within 24 hours of the internship start date | 100% |
| After 24 hours of the internship start date | No Refund |

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

**Registration**

Registration for the fall semester and summer sessions usually takes place in March, while registration for the spring semester usually takes place in October. All VSB first-year students and sophomores are required to meet with their Peer Advisor and/or their Academic Advisor to go over the curriculum requirements and to receive their registration PIN before registering for an upcoming semester. Although juniors and seniors receive a generic registration PIN, they are encouraged to meet with their academic advisor.

To check your registration time:

1. Log into myNOVA, and then search for the Check Your Registration Status block
2. Choose an appropriate term, and then click the Submit button

To register for courses online:

1. Log into myNOVA, and then search for the Login to Register box
2. Choose an appropriate term, and then click the Submit button
3. Enter your *R*egistration PIN
4. Follow the instructions to register
5. Remember to check your schedule carefully

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

**Room Reservations**

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

www1.villanova.edu/villanova/enroll/registrar/reservation.html

**Satisfactory/Unsatisfactory Options**

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

* The satisfactory/unsatisfactory option (S/U) maybe selected for the non-business elective and free electives only. Major or minor courses cannot be taken on a S/U basis.
* Only one non-business elective or free elective course per semester may be taken on a S/U basis.
* A student must have junior or senior standing with a minimum grade point average (GPA) of 2.5.
* A student must declare election of the S/U option by the end of the drop/add period (first week of the semester) at The Clay Center or the Registrar’s Office. Advisor approval is required.
* The grading scheme may not be changed after the drop/add period.
* The satisfactory “S”/unsatisfactory “U” grade will be shown on the transcript but will not be reflected in the grade point average (GPA).
* The grade “S” is equal to C or better.
* A student is not permitted to officially retake a course with the letter grade option, if the course has been taken previously with the S/U option.
* An unsatisfactory “U” grade will not count toward degree requirements. The particular course in which an unsatisfactory grade was earned need not be repeated. However, another course may need to be taken.

Please Note: VSB does not encourage this option.

**Schedule Changes**

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

Please remember that although Academic Advisors are available to assist with course selection, it is the student’s responsibility to choose the appropriate courses to complete the degree requirements. Please use the following as a guideline:

* If a course being added is closed, permission must be obtained from the Chair of the Academic Department, not the faculty member teaching the course.
* If a course is dropped and none added, students are responsible for making up the dropped credits if required for graduation.
* For information about withdrawing from a class after the official drop/add period, refer to the Withdrawal from a Course section of the handbook.

**Student Organizations at VSB**

The objectives of collegiate education include proper social development and social leadership. Accordingly, Villanova University offers a variety of extracurricular and co-curricular activities - religious, athletic, social, and cultural. Student business societies and VSB services groups are under the jurisdiction of the Office of Student Involvement, the Clay Center at VSB/O’Donnell Center for Professional Development, and the Advisor of the individual organization. A complete list of VSB student organizations can be found in the VSB Directory section of this handbook.

**Student Records**

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

A currently or previously enrolled student has the right to inspect and review his or her educa­tional records. This right does not extend to applicants, those denied admission, or those admit­ted who do not enroll. Third parties do not have access to personally identifiable records (addresses, phone numbers, etc.) without the written consent of the student with the following exceptions:

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

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

**Study Abroad**

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

Application deadlines

Spring study abroad: October 15

Fall & Summer study abroad: April 1

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

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

While abroad, students may take no more than three business courses in a given semester; no more than two courses may satisfy the requirements for one major. For the Business Analytics and Real Estate co-majors, only one course may transfer to satisfy the co-major requirements. No more than one course may satisfy requirements for one minor. Four of the six required courses for each major and two of the required three courses for each minor must be taken at Villanova. Accounting courses may not be taken abroad for accounting credit. All cours­es require a grade of “C” or better for credits to transfer. Actual grades are not calculated in the GPA. Students must request an official transcript to be sent to the Office of Education Abroad.

Here are policies regarding taking language elsewhere – including study abroad:

* A student takes an introductory language course abroad, and they have taken at least 2 years of that language in high school (no language course taken at Villanova):

The language course will not fulfill any degree requirement.

* A student takes a language course abroad that is equivalent to a course that they have already taken at Villanova:

No transfer credit will be awarded.

* A student takes a language course abroad that is a *lower level than* what they have tested into at VU **OR** lower level than the most recent language course taken at VU:

No transfer credit will be awarded..

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

Please note: The maximum transfer credits allowed are 60 credits (or 20 courses) which including AP, Study Abroad, and credits taken at another institution.

**Summer School**

**At Villanova University**

Villanova offers three summer sessions. Students may take no more than 4 courses during the summer with no more than the equivalent of 2.5 courses during Summer Session I or Summer Session II.

VSB students may register for summer courses through myNOVA. To avoid a late fee, registration must take place before the first day of the summer session. See the *Refunds* section of the handbook for specific procedures and deadline.

**At Another Institution**

VSB students are permitted to take classes elsewhere (except business courses) over the summer. Permission from The Clay Center at VSB must be obtained before enrolling in the course. **If the summer courses are to be taken abroad, permission is also required from the Office of Education Abroad.** Credits only, not grades, are transferable for work completed at other institutions. Classes may not overlap with Villanova’s final exam schedule or the start or end of Villanova semester.

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

student must:

* Have at least a 2.0 cumulative GPA. If a student’s GPA falls below

 2.0 after the spring grades are posted, the student may not take any courses at another institution.

* Provide The Clay Center at VSB with a completed Summer Courses at Another Institution Approval Form available on the VSB Undergraduate Forms page in myNOVA, and a syllabus from an accredited institution on a semester (not quarter) basis. The submission deadline is May 15 or ten days prior to the start of the course(s).
* Course must meet at least 15 different days and at least 37 hours of meeting time. Course may not overlap with Villanova’s final exam schedule or the start or end of the Villanova semester.
* If a Distance Learning course is offered at Villanova, students may not register for the same course at another institution, unless the course at Villanova is full.
* ENG 1050 (The Literary Experience), ETH 2050 (The Good Life: Ethics & Contemporary Problems), PHL 1000 (Knowledge, Reality, and Self), THL 1000 (Top: Catholic Studies OR Top: Faith, Reason, and Culture OR Top: Global Religious Experience), and all business courses must be taken at Villanova.
* Students may take no more than 4 courses during the summer with no more than the equivalent of 2.5 courses in each summer session.
* All courses must be taken for a letter grade. A grade of “C” or better is required; “C-“will not transfer. Satisfactory/ Unsatisfactory grades will not transfer.
* Residency Requirement: The final 30 credits of a student’s academic program must be completed at Villanova.
* Request an official transcript to be sent upon completion of the course to:

Villanova University

Villanova School of Business, The Clay Center at VSB

800 Lancaster Avenue

Villanova, Pennsylvania 19085

The maximum transfer credits allowed are 60 credits (or 20 courses) which include AP, Study Abroad, and credits taken at another institution.

**Technical Grade Point Average (TGPA)**

Students must attain a minimum technical grade point average (TGPA) of 2.0 to satisfy degree requirements. All ACC, BL, ECO (except ECO 1001, ECO 1002, ECO 3108, ECO 3120, and ECO 3130), ENT, FIN, MGT, MIS, MKT, RES, VSB courses (except VSB 2500), and any courses that fulfill VSB major requirements will be included in the TGPA calculation.

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

**Transcripts**

Undergraduate and Graduate Transcripts are delivered either through the integrated eSCRIP-SAFE® Global Electronic Transcript Delivery Network or by traditional mail delivery.  Transcript orders are fulfilled through the Office of the Registrar.  All financial and registrar obligations must be cleared before any transcript request will be honored.

Having your transcript sent electronically provides the fastest delivery method available; the ability to send **official** electronic transcripts anywhere in the world in secure Certified PDF format; and the ability to attach additional electronic documents (e.g., resumé, cover sheet, application) to transcript delivery.

* All transcripts issued are official. No unofficial transcripts will be issued.
* Transcripts can be requested online or in person.  Due to Federal law, requests CANNOT be processed without a legal signature (or secured authorization).  Therefore, email and telephone requests cannot be honored.
* Requests are normally processed within two business days of receipt but may take up to five days during peak periods (beginning and end of each semester).
* Transcripts are processed 3 times per day, Monday-Friday, except holidays.
* The Office of the Registrar will not, under any circumstances, fax out a transcript.
* Transcript Fee (paper or electronic): $3.00 per transcript plus Ordering and Processing Fee: $3.00 per transcript address

**Transfer Students from Other Universities (External Transfer)**

The maximum number of transfer credits allowed toward degree requirements is 60 credits (20 courses) which include AP, Study Abroad, and credits taken at another institution. No more than 5 business core courses may transfer to satisfy business degree requirements.

* Credit will transfer for courses in which grades of “C” (not “C-”) or better have been earned.
* Pass/Fail or Satisfactory/Unsatisfactory grade at other institutions: Students are required to have the Registrar (not the professor) at the other institution certify that the “P” or” S” grade represents at least a “C” grade before credit could be granted. In some cases, an addendum to the transcript is required to provide an interpretation of grades.
* Math Credits: Math courses lower than Calculus will not transfer.
* Language Credits: Introductory language courses will not transfer if the student had at least two years of that language in high school. For a language other than that taken in high school, credits will be awarded as free electives or humanities elective.
* Quarter hours: Allocated best way possible, but total credits should not exceed 2/3 of quar­ter hours eligible.
* No credit is granted for physical education courses.
* Elective credit granted for courses which relate reasonably to a course offered by Villanova.
* Courses from technical schools: School must be regionally accredited and course(s) must relate directly to a Villanova course(s).
* No developmental courses will transfer.
* Courses must be at least 3 semester hours to be considered for transfer.
* All documentation must be submitted during the first-year at Villanova.

**Transfer Students from Other Villanova Colleges**

**(Internal Transfer)**

Admission to VSB is highly competitive. A student wishing to transfer into VSB from another Villanova college must attend a mandatory information session and complete an application. Applications are available online. Dates and times of the mandatory information sessions are announced at the start of each semester. The application deadline is May 1. All applica­tions are reviewed by the VSB Admissions/Academic Standing Committee in mid-May.

 **If a student has transferred into another Villanova college from another institution, the student may not apply as an internal transfer to VSB.**

Transfer Policies:

* All grades in core courses that satisfy VSB degree requirements transfer (e.g. ACS 1000; ACS 1001; ENG 1050; THL 1000; and PHI 1000.)
* Substitutions:
* Calculus

 MAT 1505 will satisfy a non-business or free elective. If a student completed a two three-credit calculus sequence (e.g. MAT 1320 and MAT 1325) prior to transfer, credit will be given for MAT 1500 (4 cr.) only.

* Language Courses

 A foreign language course may fulfill a humanities or non-business or free elective. However, if a student completed 2 years of a language in high school (*except Arabic, Chinese, Hebrew, Hindustani, Japanese, or Russian*), credit for introductory courses in that language taken at the college level will not satisfy degree requirements, including electives.

* Statistics

 For students who have completed one semester of Statistics (STAT 1230), transfer credit will be given for a non-business or free elective. Students are still required to take STAT 1430.

 For students who have taken both STAT 1230 and 1235 prior to transfer, transfer credit will be given for STAT 1430 only.

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

**Tutoring**

Upper class VSB students provide tutoring and academic support services in introductory business courses.  Visit www.claycenter.villanova.edu and select VSB Peer Tutors or contact The Clay Center at VSB for more information.

**Withdrawal from a Course**

Students are allowed to withdraw from a course, without academic penalty, until a date published each year by the Registrar (usually two days after the close of pre-registration for the forthcoming semester) and receive the grade of “WX”. The WX form can be found in the VSB Undergraduate Forms in myNOVA.

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

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

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

Students wishing to withdraw from the internship course must contact the designated O’Donnell Center contact prior to the withdrawal (WX) deadline. See the *Withdraw/Termination of an Academic Internship/CoOp* under the *Clay Center Initiatives* section of the handbook for specific procedures.

**Withdrawal from the University**

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

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

**Academic Integrity**

####

#### Jurisdiction

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

#### Policy

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

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

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

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

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

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

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

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

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

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

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

**Code**

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

Academic integrity lies at the heart of the values expressed in the University's mission statement and inspired by the spirit of Saint Augustine. When one comes to Villanova, one joins an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

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 the broader academic purposes of a Villanova education.

#### 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, students 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.

#### Fabrication

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

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

#### 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. (If the assisting student is not enrolled in the particular course, the student's Dean will formulate a suitable and equivalent penalty.) 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.

#### 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 students' responsibility to show clearly when and where they are relying on others - partly because others may wish to learn from the same sources from which the original writer learned. Since this indebtedness may be of many kinds, some definitions and examples of plagiarism are listed below.

* Using someone else's words without acknowledgment. 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 that the words are not your own. This includes spoken words and written words, and mathematical equations, whether or not they have been formally published.
* Using someone else's ideas, data, or argument without acknowledgment, even if the words are your own. If you use someone else's examples, train of thought, or experimental results, you must acknowledge that use. Paraphrasing, summarizing, or rearranging someone else's words, ideas, or results does not alter your indebtedness.

* Acknowledging someone else in a way that will lead a reader to think your indebtedness is less than it actually was. For example, if you take a whole paragraph worth of ideas from a source, and include as your final sentence a quotation from that 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 acknowledgment just as much as the words or ideas of a scholarly book do. Introductions and notes to books also require acknowledgment.

The examples above constitute plagiarism even in cases where the student uses material accidentally or unintentionally. So, for example, a paper can be plagiarized even if you have forgotten that you used a certain source, or even if you have included material accidentally without remembering that it was taken from some other source. One of the most common problems is that students write a draft of a paper without proper documentation, intending to go back later to "put in the references." In some cases, students accidentally hand such papers in instead of the footnoted version, or they forget to put in some of the footnotes in their final draft. So the fact that the wrong draft was submitted is not a defense against an accusation of plagiarism. In general, students are held accountable for the work that they actually hand in, rather than the work that they intended to hand in. Furthermore, students are responsible for proper documentation of drafts of papers, if those drafts are submitted to the professor. In general, students are responsible for taking careful notes on sources, and for keeping track of their sources throughout the various states of the writing process. Notes must clearly identify the information you have obtained and where you acquired it, so that later 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.

#### 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.

#### Unsanctioned collaboration

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

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

#### Other forms of Dishonesty

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

* Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).
* Forging parts 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 doctors' notes).
* Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
* Stealing or damaging library books.
* Unlawfully copying computer software.

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

#### Penalties

**Individual Course Penalty**

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

University procedure for resolving grade disputes.

If the penalty for the violation is an F for the course, the student will not be permitted to withdraw from the course. If, after the penalty grade has been taken into account, the student is still passing the course, the student may withdraw from the course prior to the final deadline for withdrawing from a course. The academic integrity violation will still be noted on the student's record

even if the student withdraws from the course.

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

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

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

For detailed Procedure for Appeals, refer to:

www1.villanova.edu/villanova/provost/resources/student/policies/integrity/appealsprocedures.html

|  |  |  |
| --- | --- | --- |
| **Student Grade Appeals & Complaints Against Faculty**

|  |
| --- |
| The purpose of these Guidelines is to provide a mechanism for the review of student grade appeals and complaints regarding faculty performance within the framework of existing University, college and department policies and rules. For this reason those policies and rules may not themselves be the proper subject matter of a complaint under these Guidelines. Normally, the resolution of grade appeals or complaints will proceed by the following route: (1) to the chair of the department (program director of the program in the College of Nursing) involved, then if necessary, (2) to the committee constituted to handle complaints, and finally if necessary, (3) to the Dean of the college or where appropriate the Graduate Dean of Liberal Arts and Sciences. The University, however, believes that each student and faculty deserves to be treated as an individual. Consequently, it is impossible to develop a policy that will govern or control every situation. The following Procedures were created to apply in most situations that may occur; however, where the faculty member, Dean and the Vice President for Academic Affairs believe that the circumstances may require special consideration, e.g. where the complaint is of a very personal and sensitive nature, the Procedures may not be followed or used in every respect. In no event, however, shall a deviation from these Procedures be permitted with respect to the obligation of the committee under section III to rely in its decision making only upon information which has been communicated to the faculty member, thus permitting the faculty member the opportunity to respond. These Procedures may be modified at the University’s discretion according to the University’s norms and procedures. In the sequel, "chair" shall also imply program director and "Dean" shall likewise imply Graduate Dean of Liberal Arts and Sciences where appropriate. These Procedures apply to student grade appeals and complaints. Individuals who are not University students may not utilize these procedures. Faculty Performance Complaints **1.** Student complaints concerning an instructor’s handling of a class, classroom presentation, professional demeanor, or course policies should be directed to the chair of the faculty member involved. If the complaint is against the chair, these procedures shall be modified such that the Dean shall undertake the responsibility as the chair under the Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the Dean under these Guidelines. Normally, such complaints should be made within six months of the end of the course in which the complaint arose.**2.** Identified Complaints: When a person makes a complaint and provides his or her name, the chair will advise the individual to approach the faculty member. The chair’s goal will be to arrange a meeting of the parties to permit the issue to be resolved at the local level if at all possible.  This also permits the faculty member the opportunity to address the matter directly with the student, which may eliminate the possibility that simple misunderstandings have contributed to the problem.  If the complainant does not agree to a joint meeting, the chair will advise the faculty member of the details. If the complainant requests that his or her identity remain confidential or the chair considers it appropriate, the identity of the complainant will remain confidential. The chair will inform the complainant of the results of the meeting with the faculty member.  For cases involving potential sexual harassment, please refer to the section on *Sexual Harassment Policy* in this Faculty Handbook.**3.** Anonymous Complaints: The chair should express displeasure with any anonymous complaint and point out that such complaints (if made by telephone) will not be accepted. If an anonymous written complaint arrives, the chair should inform the faculty member of the details of the complaint.**4.** The faculty member shall be presumed to have acted appropriately unless otherwise determined in accordance with these guidelines.**5.** The chair shall make reasonable efforts to mediate the complaint. The chair may consult with others in connection with his or her review of the complaint. In the event that the complaint cannot be amicably resolved in the chair’s judgment, the chair may make such disposition of the complaint as the chair deems warranted. The chair shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.**6.** If either the student or the faculty member is dissatisfied with the chair’s disposition of the complaint, she or he may contact the department committee constituted to handle complaints. This elected or appointed standing committee of the department should be duly constituted following the department’s own policy. If a department has too few members to reasonably form such a committee the department, less the faculty member involved, shall constitute a committee of the whole. The student or faculty member should present her or his complaint via a formal written and signed statement to the committee within seven days of the chair’s disposition of the matter. The committee shall consider the complaint in accordance with the procedures described in Section III below.Grade Complaints **1.** Student complaints concerning a grade should be directed to the chair of the faculty member involved. The chair shall normally require, but do no less than urge, a student who brings a complaint about a grade in the first instance to try to resolve the matter with the course instructor. That failing, the chair should attempt to resolve the issue between the student and instructor. The chair may consult with others in connection with his or her review of the complaint. Such complaints should be made according to the following deadlines: Spring/Summer Semester grade complaints: Last Friday in AugustFall Semester grade complaints:  Last Friday in JanuaryIf the complaint is against the chair, it should be directed to the Dean and these procedures shall be modified such that the Dean shall undertake the responsibilities of the chair under these Guidelines and the Vice President for Academic Affairs (or his or her designate) shall undertake the responsibilities of the Dean under these Guidelines.**2.** In the event that the complaint cannot be amicably resolved in the chair’s judgment, the chair, may make such disposition of the complaint as the chair deems warranted. The chair shall ordinarily communicate his or her disposition of the complaint to the student initiating the complaint and the faculty member.**3.** In a particularly difficult case the chair may elect to refer the matter to the departmental committee for fact finding and recommendations. The committee shall consider the chair’s referral of the matter in accordance with the procedures described in Section III and send its recommendations in writing to the chair. The chair shall be guided in his or her determination by widely accepted professional norms of academic freedom which normally make the instructor the focus of authority in determining grades. The chair shall communicate his or her determination of the complaint to the Dean, the faculty member involved, and the complainant. In general, the formal procedures described below will only take place after a final course grade has been given.Department or College Committee Upon a referral from the chair in the case of a grade complaint or upon a written complaint from a student of faculty member dissatisfied with a chair’s disposition of a faculty performance complaint, the committee shall meet within a reasonable time to determine how best to handle the review of the particular matter. The committee may convene hearings appropriate in its judgment to the particular situation presented. The committee procedures may include by example and not by limitation, individual interviews, closed hearings, and review of documentation. The committee is not bound, however, by formal rules of evidence. All interviews and hearings shall be conducted in appropriate University facilities designated by the committee and shall be closed to the public. Every committee member need not attend every interview or hearing session. The University does not permit legal counsel to participate in hearings or interviews of the committee on behalf of the student or faculty member.Only information which has been communicated to the faculty member, thus permitting the faculty member an opportunity to respond thereto, shall be relied upon by the committee in reaching its conclusions. The committee shall reach its decision by majority vote. In the case of a grade complaint, the Committee shall provide its findings of fact and written recommendations to the chair for consideration in the chair’s determination of the matter. In making its recommendation to the chair, the committee shall base its decision on clear and convincing evidence and on the principle that the locus of authority in determining grades normally is placed with the instructor, especially in those cases where the instructor is acting in accordance with principles that have been clearly delineated in the course syllabus. In the case of a faculty performance complaint, the committee shall provide its findings of fact and written decision to the student, faculty member and chair. The Committee shall make its decision based on the preponderance of evidence it has reviewed.Appeals Process In the extraordinary case when a student or faculty member is unwilling to accept the decision of the chair with respect to a complaint or the departmental complaint committee with respect to a faculty performance complaint, she or he may appeal the decision in writing to the Dean within seven days of that decision but only on the following basis: * material procedural defect in the Committee, or
* material procedural defect in the chair’s handling of the matter, or
* new material evidence not reasonably available at the time of the committee or chair’s review of the matter.

All written deliberations concerning the complaint shall be forwarded to the Dean to aid in the decision. In the course of his or her review of the appeal, the Dean may, but shall not be required to, consult with others, interview the complainant, faculty member, chair, committee members, or others. The decision of the Dean shall be final.Complaints Involving Discrimination and Sexual Harassment For cases of grade complaints or faculty performance complaints which may involve sexual harassment or discrimination in violation of University policies, please refer to the *Sexual Harassment Policy* and *Discrimination and Harassment* Policies in this Faculty Handbook. |
|  |

 |

**INDEX**

Academic Advising, 19

Academic Advisor, 6

Academic Bankruptcy, 47

Academic Departments, 7

Academic Integrity, 47; 88

Academic Standing and Probation, 48

Accounting, Department of, 7

Accounting Major, 35

Accounting Minor, 41

Advanced Placement (AP), 48

Analytics Co-Major, 38

Analytics Minor, 42

AP (Advanced Placement), 48

Applied Quantitative Finance Concentration, 36

Artificial Intelligence and Machine Learning Minor, 42

Attendance, 51

Auditing Class, 54

Bankruptcy, Academic, 47

Basic Curriculum Overview, 27

Basic Curriculum by Year, 30

Business Analytics Co-Major, 38

Business Analytics Minor, 42

Business Law (Depart of Marketing & BL), 9

Business Law Minor, 42

Business Publications, 54

CAPP (Curriculum Advising and Program Planning), 32

CATS (Course and Teacher Surveys), 56

Centers of Excellence, 9

Challenge Exams, 54

Clay Center, 3; 19

Class Status, 55

College Level Exam Program (CLEP), 55

Connection to VSB, 56

CoOps, 22

Consulting Minor, 43

Course and Teacher Surveys (CATS), 56

Course Load, 56

Credit by Exam (Challenge Exams), 54

Curriculum Requirements, By Year, 30

Curriculum Requirements, Overview, 27

Davis Fund for Student Experiences, 6; 57

Dean’s List, 57; 65

Degree Audit (CAPP), 32

Degree Programs, 33

Directory, VSB, 4

Directory, University, 16

Discipline, 57

Diversity, Equity and Inclusion, Office of, 4

Documenting Disabilities, 53

Double Majors, within VSB, 40

Double Majors, across colleges, 41

Dual Degree Policy, 41

Dual Enrollment Pre-matriculated Courses, 58

 Economics, Department of, 8

Economics Major, 35

Economics Minor, 43

Exams, Final, 59

Experiential Education Opportunities (Externships | Internships | CoOps), 20

Faculty Mentors, 19

Final Exams, 59

Final Exam Conflicts, 60

Final Week of Classes, 59

Finance Concentration, 36

Finance & Real Estate, Department of, 8

Finance Major, 35

Finance Minor, 43

Global Leadership Fellows Program, 45

Grade Appeals, 96

Grade Point Average (GPA), 63

Grade Point Average Calculation, 63

Grade Point Average, Technical, 63; 83

Grade Reports, 60

Grading System, 61

Graduate Courses, 63

Graduation Honors, 65

Graduation Requirements, 64

Honors and Awards, 65

Honors at Graduation, 65

Honors Program, 9; 66

IB (International Baccalaureate) Credit, 69

Incomplete Grades, 67

Independent Study, 68

International Baccalaureate (IB) Credit, 69

International Business Co-Major, 39

International Business Minor, 43

Internships, 21

Lab for Financial Markets, 70

Leave of Absence, 71

Major Requirement, 34

Majors, Double, 40

Management & Operations, Department of, 8

Management Concentration, 37

Management Major, 37

Management Information Systems Major, 37

Management Information Systems Minor, 44

Marketing Concentrations, 38

Marketing, Department of, 9

Marketing Major, 38

Marketing Minor, 45

Medical Leave of Absence, 71

Mentor Program, 11, 26

Minors, Non-Business, 46

Minor Requirements, VSB, 41

Non-Business Minors, 46

NOVASIS, 73

O’Donnell Center, 3; 7

Office of Diversity, Equity and Inclusion, 4

Peer Advisors, 11, 20

Peer Tutors, 12, 20, 86

Policies, Procedures, & Guidelines, 47

Pre-matriculated Credit, 58

Prerequisites for VSB Classes, 30

Print Program, 73

Probation, 48

Professional Behavior, 73

Professional Development Events & Resources, 26

Promptness & Preparation, 75

Readmission, 75

Real Estate Major, 38

Real Estate Minor, 45

Refunds, 76

Registration, 77

Room Reservations, 77

Satisfactory/Unsatisfactory Option, 78

Schedule Changes, 78

Social Media, 56

Spring Accounting Internship Program (SAI), 22

Student Service Organizations at VSB, 10; 12; 79

Student Records, 79

Study Abroad, 80

Summer School, at Villanova University, 81

Summer School, at Other Institutions, 81

Technical GPA, 63; 83

Transcripts, 83

Transfers from Other Universities, 84

Transfers from Other Villanova Colleges, 85

Tutoring, 20, 86

VSB Peer Advisors, 11, 20

VSB Peer Tutors, 12, 20

Wall Street Journal, 54

Withdrawal from a Course, 86

Withdrawal from the University, 87