

**LOYOLA**  
UNIVERSITY  
NEW ORLEANS

COLLEGE  
OF BUSINESS

# **QUICK REFERENCE GUIDE**

**2016-2017**

## **UNDERGRADUATE QUICK REFERENCE GUIDE**

This booklet was developed by the College of Business Dean's Office to help you, as a student, understand the academic procedures and regulations of the College of Business.

The **Undergraduate Bulletin** supersedes this document in the event of any inconsistencies.

## **IMPORTANT INFORMATION**

It is your responsibility to become familiar with your Degree Program Course Listing (DPCL) which lists all of the curricular requirements for your major or degree, the information contained in this booklet, as well as the **Academic Regulations** and **College of Business** sections of the **Undergraduate Bulletin**.

Your degree and education are your responsibility.

Welcome to Loyola University New Orleans and the Joseph A. Butt, S.J., College of Business (CoB). We are glad you are here, and we hope that your educational experience at Loyola is a rewarding one. The success of your collegiate years will depend vitally on your own effort and your discerning use of the opportunities and resources that are available to you.

There are specific requirements that must be satisfied before you can be granted an academic degree. Although your advisor and others will assist you, it is your responsibility to learn these academic requirements and to plan a course of study that will satisfy them. As students, you are also responsible for following university and college academic policies as given in the **Undergraduate Bulletin**. The information that follows is intended for your easy reference to some of the more important academic policies of Loyola and the CoB.

## COLLEGE OFFICES

The Dean's Office, faculty and staff offices, and the Office of Student Services are located on the 3rd floor of Miller Hall. Your first points of contact are **Associate Dean, Angie Hoffer** (MI 301; 504-864-7945; angiehoffer@business.loyno.edu) and the **Director of Student Services, Melissa Ridley** (MI 306; 504-864-7955; melissaridley@business.loyno.edu).

## SUPPORT SERVICES

Loyola offers many academic and non-academic support services. The **Business Writing Specialist, Bradley Warshauer** (MI 302A), can help you master the business writing style you will use during your academic career, through one-on-one sessions that focus on your actual assignments from class, as well as on material like cover letters and resumes.

The **Writing Across the Curriculum (WAC) Lab** located in the **Student Success Center** (MA 112) also offers assistance with writing projects for all courses; the SSC itself offers a variety of academic support services, including tutoring, study skills, and testing.

The **Business Portfolio Program** (MI 206) serves as the career services office for CoB undergraduates. This required program focuses on professional and career development.

The **University Counseling Center** (DA 208) offers counseling to all students. **University Ministry** (BO 104) provides many activities to enhance student life at Loyola, including the opportunity to engage in the **Loyola University Community Action Program (LUCAP)**.

## ACADEMIC RECORDS

The **Director of Student Services** (MI 306) maintains a **DPCL** (Degree Program Course Listing) for each student, showing each student's progress toward their degree's course requirements. Students are encouraged to maintain a copy of this worksheet (included in this publication or available online) and use OnCourse in LORA. The CoB maintains two files for students: 1) an **Advisor's file** for use during registration; and 2) a **Dean's File**, which is used to certify students for graduation. The **Dean's File** is the official academic record and may be examined on request, but not taken from the Office of Student Services.

## STUDENT ADVISING

Each student in the College of Business is assigned an advisor. During the freshman year, students are advised by professional staff in the Business Portfolio Program. Before their sophomore year, students are assigned a faculty advisor based on their major. The advisee / advisor relationship can be one of the most valuable that students have during their years at the university. Advisors assist students in developing a suitable educational plan, help student find ways to deal with academic issues that may arise, and can be a great source of career advice in the student's chosen field. Students are encouraged to work closely with their advisors, not just during registration, but throughout their academic career.

## REGISTRATION SCHEDULE

Registration is held during the fall and spring semesters for subsequent terms (including summer). During registration, students must schedule a meeting with their advisor, and complete a **Course Request Form** (available in the Office of Student Services). The Course Request Form lists the courses that the student plans to take the following semester. The student's advisor will make recommendations and will approve the course selections by signing the form. Once courses have been approved by the advisor, it is the student's responsibility to register for their courses through **LORA** during the registration period.

The schedule of course offerings and registration schedule for each semester are published on **LORA**. The registration schedule is based on class standing (see the **University website** for this schedule). You will be notified by email when your registration date is approaching.

## DROP/ADD AND WITHDRAWAL

During the first 5 days of classes, students are permitted to **add** courses. Students may **drop** courses during the first 10 days. Courses dropped within the drop/add period will not appear on the student's record. Students may drop and add courses by using LORA.

Beginning with the second week of classes and continuing to approximately 1 week after midterm grading, students may receive an administrative **withdrawal** from a course by completing a **Withdrawal Form**. This form must be signed by the course instructor and the student's advisor and then submitted by the student to the **Office of Student Records** (TH 204). Any courses from which the student withdraws during the normal administrative withdrawal period will appear on the student's record with a "W" in the grade column.

Please note that the date of the last day to withdraw from a course is listed in the semester **Academic Calendar** available on the University website and in the **Registration Schedule**. No late withdrawals past the deadline will be granted except in compelling circumstances. If a student does not withdraw from a course before the last day to withdraw, the student must complete the course and will receive a grade in the course, even if they stop attending.

No one (parent, guardian, doctor, etc) can register for, drop, or withdraw from a course on behalf of a student, even in person. This policy is designed to protect the student's privacy.

## GRADING AND ATTENDANCE

Each instructor has the option of tailoring a grading method within each course in order to best meet course goals and the needs of the students. The grading system for assigning letter grades and calculating GPA is fully explained in the **Undergraduate Bulletin**.

At the beginning of each semester, instructors will explain how class attendance will affect grades. It is the student's responsibility to be aware of attendance policies in each course.

## GRADE REPORTS AND WARNINGS

**Early Warnings** are posted to LORA about 4 to 5 weeks into each semester, and are given for students with irregular attendance or who are having academic difficulty. **Midterm** and **Final Grade Reports** are also available to the student through LORA. Midterm grades reflect the student's standing in each course as of the midterm period. The student's final semester grades are those that will be posted on the official transcript. If a student repeats a course, both grades will appear on the transcript and are used to compute the grade point average.

Students are recognized on the **Dean's List** if they earn a minimum of 12 quality hours with at least a 3.50 GPA in all courses taken that semester, with no incomplete or blank grades.

## GPA AND GRADUATION REQUIREMENTS

To be eligible for graduation, a CoB student must possess a cumulative Loyola GPA of at least 2.00, as well as a GPA of at least 2.00 in all business courses taken at Loyola and a GPA of at least 2.00 in all major courses taken at Loyola. It is the student's responsibility to ensure that their academic progress will allow them to meet these requirements.

## PRECAUTION ABOUT SEVERITY OF Fs / Ws

Academic progress is severely impeded by every F received and every course from which a student withdraws. It is the student's responsibility to be aware of these consequences.

A "C average" is needed to graduate. Therefore, every F received requires an A or two Bs in later coursework in order to bring the student's GPA back to the required 2.00 average. Additionally, since a normal semester load is 15 credit hours, every F or W will require the student to take 18 credits in a future semester to stay on a 4-year path to graduation. A total of 5+ Fs and/or Ws will usually necessitate a student enroll an additional semester merely to make up lost coursework; in addition, it often takes time to make up a low GPA.

## ACADEMIC INTEGRITY AND HONOR CODE

Students at Loyola have the responsibility and obligation to comply with the principles of academic integrity, as described in the **Academic Honor Code** which may be found in the **Undergraduate Bulletin**. Potential consequences of violations of the Academic Honor Code include failing grades for assignments and/or courses, academic suspension, and academic dismissal. The **Academic Integrity Council** oversees academic integrity issues.

## **PROBATION, EXCLUSION, AND DISMISSAL**

An undergraduate student whose cumulative Loyola grade point average (GPA) falls below 2.0 will be placed on **academic probation**. In the subsequent semester, the student will be required to make substantial progress toward a Loyola cumulative grade point average of at least 2.0. Under normal circumstances, substantial progress is defined as removal of at least one-half of the existing quality point deficiency, with the remainder of the deficiency to be removed in the following term. Students on probation or at risk of being placed on probation will receive notification from the **Director of Student Services** and be asked to schedule a meeting to discuss an academic progress plan to help them improve their GPA.

A student is removed from probation upon achieving a Loyola cumulative GPA of at least 2.0. Students who improve their GPA but have not yet achieved the required 2.0 will be on **continued probation** until their GPA is above 2.0. Failure to make substantial progress during the probationary period may result in the student's academic suspension. After the required academic suspension time is served, the student may apply for readmission. Readmitted students who fail to improve their GPAs are subject to academic dismissal.

Conditionally admitted students should consult the Office of Admissions for requirements.

## **TRANSFER CREDIT**

Transfer credit for work completed prior to enrolling at Loyola is considered during the student's application and admission process, and counted toward degree requirements as applicable. Only courses in which grades of "C" or higher are earned are eligible for transfer credit to Loyola. Grades received in courses taken at another institution are not factored into the student's GPA unless they are part of a semester exchange or similar program.

After enrolling at Loyola, students in good standing who wish to take summer courses at another school must receive prior written permission. This may be obtained from the **Director of Student Services** (MI 306) or **Associate Dean** (MI 301). Permission will be granted only for compelling reasons; courses are accepted only from 4-year institutions. Students are not permitted to take the final 30 credits of their degree outside of Loyola.

For business courses, schools must be accredited by AACSB International (a list of such accredited institutions is available at <http://www.aacsb.edu/membership/listings>).

## **STUDY ABROAD**

The **Center for International Education** (ME 308) manages all study abroad programs available to Loyola students. All business students are encouraged to study abroad, and international business majors have a required international experience component (either study abroad or internship abroad). Study abroad requires careful planning, so students should seek the services of the Center early in their academic career. Students should also discuss their study abroad plans with their advisors and the Director of Student Services. All study abroad courses must be approved by the Director of Student Services to ensure that courses taken abroad will count towards a student's degree requirements.

## CURRICULUM AND DEGREE REQUIREMENTS

The Degree Program Course Listing (DPCL) curriculum worksheet is a check-off list that indicates the courses and hours a student must complete in the areas of **Loyola Core Foundation, Loyola Core Knowledge & Values, Non-Business Electives, Business Core, Major Requirements, and Business Portfolio Program**. International Business majors also much complete a **Modern Foreign Language** and an **International Experience**.

Every semester during the registration and advising period, each student's advisor will receive the Advisor's File with an updated copy of the student's DPCL. The student will meet with the advisor to discuss their plan for the subsequent term and ensure adequate progress toward degree requirements. It is a student's responsibility to know their degree requirements and the coursework which they have completed or still need to complete.

## ENGLISH AND MATH PLACEMENT

All students must satisfy the University's **English composition** requirement. Initial placement is determined by SAT/ACT scores or Advanced Placement (AP) exam scores\*. Based on these scores, students are placed in ENGL A100 (Expository Writing), A105 (English Composition, international students), or T122 (Critical Reading & Writing).

ACT/SAT Verbal Scores	Placement
ACT English: 21 or above; SAT Verbal: 501 or above	ENGL T122
ACT English: 20 or below; SAT Verbal: 500 or below	ENGL A100

*\* a score of 4 or above on the English Language & Composition AP exam is required for a student to receive AP credit for ENGL T122.*

Initial placement by exam scores will be verified by means of a diagnostic writing test administered on the first day of class in all composition courses. On the basis of this diagnostic test, composition faculty may recommend that students registered for ENGL A100 be reassigned to ENGL T122 or vice versa. The Director of Composition will review these recommendations and adjust students' placements and schedules accordingly.

Freshmen are placed into **Mathematics** courses through the ALEKS Math Assessment. Students will not be permitted to take a course unless they have demonstrated readiness through the ALEKS system. After completing the initial assessment, students who wish to improve their skills may use the included learning modules. Students are permitted a total of four attempts to achieve their desired placement through the ALEKS Math Assessment.

ALEKS Score	Placement
0-45	MATH A092 (cannot be used toward degree reqs.)
46-75	MATH A115
76-100	Exemption (3 credits must be fulfilled elsewhere)

## FIRST-YEAR SEMINAR COURSES

All first-year students take a First-Year Seminar course, usually during the fall semester.

When a student enrolls at Loyola, they are asked to select several seminars they would like to take and send these preferences in priority order. Academic staff will then pre-register students for a First-Year Seminar, making every effort to place students in their top choice.

Usually, a student's First-Year Seminar course placement cannot be changed due to limited course seats / sections available to meet the requirement. A student who has a compelling reason to request a different course than they were assigned may see an academic advisor such as a **Portfolio advisor**, the **Director of Student Services**, or the **Associate Dean**.

## LOYOLA CORE: FOUNDATIONS, KNOWLEDGE, AND VALUES

The **Loyola Core** is Loyola's holistic curriculum **taken by all Loyola students**, which is deeply grounded in Jesuit values and the liberal arts and sciences. It is designed to form "students as scholars" who have understanding of academic theories as well as disciplinary knowledge, critical thinking skills, self awareness, and a commitment to lifelong learning.

The first 4 Loyola Core courses are considered **Foundation courses**, and are designed for students in their first undergraduate year. Each of these courses provides a solid college-level academic foundation for all undergraduate programs at Loyola, and delivers skills and competencies that will be used throughout the Loyola college experience.

1. **First-Year Seminar:** ##### T121 – Courses vary
2. **English:** ENGL T122 – Critical Reading & Writing
3. **Math:** MATH A115 – Finite Mathematics
4. **Science:** SCIE T129 – Investigating Nature

**Knowledge & Values courses** in the Loyola Core are taken starting in the Sophomore year, and deliver academic skills and competencies in traditional content areas, while focusing on a specific topic or theme in context and relating that topic to larger ideas in the field of study.

1. **Writing About Literature:** N### elective under CLHU, ENGL, LAS, etc
2. **Creative Arts & Culture:** O### elective under MUGN, THEA, VISA, etc
3. **History I:** HIST T122 or T124 – Global History I or II (determines History sequence)
4. **History II:** HIST P### elective if T124 was taken; Q### elective if T122 was taken
5. **Philosophy I – Reasoning:** PHIL R### (usually PHIL R122 – Intro to Philosophy)
6. **Philosophy II – Knowledge & Morality:** PHIL W252 – Making Moral Decisions
7. **Religious Studies I – Christian Tradition:** RELS S### elective
8. **Religious Studies II – World Religions:** RELS V### elective
9. **Natural Science in Context:** Y### elective under BIOL, CHEM, PHYS, etc

Business majors fulfill the Loyola Core Social Science requirement in the scope of their major.



## BUSINESS CORE COURSES

This curricular area includes the basic courses in business administration, accounting, economics, finance, marketing, and management required of all business students. Several business core courses have important **prerequisites** which students should familiarize themselves with. Course prerequisites are listed on the **DPCL worksheet** and in **LORA**.

It is important for the student to be aware of these prerequisites and course sequencing consequences when developing a semester schedule. For example: Students must take MATH A115 before DECS B205, which in turn is a prerequisite for MGT B325, which must be taken before BA B445. This last course (BA B445 Business Policy) is the CoB's capstone course. Students need to have all prerequisite courses completed before their final semester so that they can take this capstone course, as prerequisites for the course will not be waived.

## MAJOR REQUIREMENTS

Requirements for each major(s) are detailed in the **Undergraduate Bulletin** and on the student's **DPCL curriculum worksheet**. It is not unusual for students to change their choice of major and career direction at least once during their college experience. The CoB's curriculum is designed to allow students to sample different areas of study before committing to a choice of major which will require additional high-level study in an area.

(For students who are uncertain about their choice of major and/or career goals, career assessments designed to help identify strengths and guide course selection are available through the **Business Portfolio Program**. Students are also encouraged to discuss these issues with their **faculty advisor**.)

Many students choose to pursue a **double major** within the CoB (for example: to major in both management and marketing, or economics and finance). Less common, some business students double major outside the CoB (for example: International Business and Spanish). The curriculum is designed to facilitate these choices, but the student should check with the **Director of Student Services** to determine the exact number of additional courses required.

## MAJOR-SPECIFIC INFORMATION

Students should be aware of the following notes regarding prerequisites, grade requirements, scheduling, etc., for each of the various majors offered by the College:

### ACCOUNTING

- **Grade Requirement:** Majors must complete all prerequisite accounting courses with a grade of "C" or higher to be eligible to take higher-level accounting major courses.
- **Course Substitutions:** Accounting majors take LGST B300 rather than LGST B205 and ACCT B340 instead of MGT B250 in the Business Core.
- **Course Scheduling:** Fall: ACCT B305, B306, **B300, B310, B400, B403, LGST B300**  
Spring: ACCT B305, B306, **B307, B340, B460, B493 (Elective)**

## ECONOMICS

- Grade Requirement: Majors must complete all prerequisite economics courses with a grade of “C” or higher to be eligible to take higher-level economics major courses.
- Course Prerequisites: Students should be especially aware of math and economics prerequisites leading to ECON B205, B206, and B305.
- Course Substitutions: FIN B310 may be used as an economics elective.
- Course Scheduling: Fall: ECON **B205, B305, B360**  
Spring: ECON **B206**

## FINANCE

- Grade Requirement: Majors must complete FIN B300 Financial Management with a grade of “C” or higher to be eligible to take higher-level finance major courses.
- Course Prerequisites: Students should be especially aware of prerequisites for ACCT B305, FIN B300, FIN B305, FIN B310 and FIN B400. The course sequence leading into FIN B400 is as follows:  
ACCT B202 → ACCT B305 → FIN B305 → FIN B400
- Course Substitutions: FIN B200 may not be used as a FIN major or business elective. ACCT B306 &/or ACCT B300 may be used as finance electives.
- Course Scheduling: Fall: FIN B300, B305, **B310**, B315, B325, B400  
Spring: FIN B300, B305, [B310,]B315, B325, B400

## MANAGEMENT

- Course Prerequisites: Students should be aware of prerequisite requirements for all 300- and 400-level required management courses.
- Course Substitutions: Numerous marketing electives may be counted toward MGT elective requirements; most are cross-listed MGT / MKT.
- Course Scheduling: Fall: MGT B300, B310, B375  
Spring: MGT B300, B310, B375, **B315**

## MARKETING

- Course Prerequisites: Students should be aware of prerequisite requirements for all 300- and 400-level required marketing courses.
- Course Substitutions: Numerous management electives may be counted toward MKT elective requirements; most are cross-listed MGT / MKT.
- Course Scheduling: Fall: MKT B330, B340, B390, B450  
Spring: MKT B330, B340, B390, B450

## INTERNATIONAL BUSINESS

- International Experience: International business majors are required to study or intern abroad for at least one summer or, preferably, one semester. International students must complete this requirement by studying or interning in a country other than the United States or their native country.
- Language Proficiency: International business majors typically complete 12 credits in a foreign language, with at least one course completed at or above the 201-level. Students who test out of 201-level or below foreign language requirements will take additional non-business electives to make up the credits for which they are exempt.
- Area Studies Courses: International business majors are strongly encouraged to choose Loyola Core Knowledge & Values electives with an international focus, such as ENGL N210 Global Identities, LAS O200 Intro to Latin American Culture, MUGN O274 World Music, HIST Q265 Nations & Nationalism, HIST Q283 Rise of Global Capitalism. (*Note to advisors: INTB no longer requires the Area Studies courses.*)
- Course Prerequisites: Students must complete several prerequisite courses before they may enroll in the following required courses: INTB B325, B330, and B435. Students should plan ahead to fulfill prerequisite courses in preparation for these.
- Course Scheduling:   Fall:   INTB **B200**, B325, B330, **B305**, **B370**  
                                  Spring: INTB **B315**, B325, B330, **B435**

## BUSINESS ANALYTICS

- Math & Computer Science: The Business Analytics major is a program requiring more advanced technical proficiency than other business majors. Business Analytics majors must take MATH A257 Calculus I rather than MATH A116 Survey of Calculus taken by other business majors. In addition, Business Analytics students will take an advanced MATH elective and COSC A211 Intro to Programming within their major.
- Course Scheduling:   Fall:   **DECS B310**, **B360**, B375, **COSC A211**  
                                  Spring: **MATH A200**, DECS B375, **MGT B450**

## MINORS AND DOUBLE MAJORS

Business students can declare minors or double-majors in programs offered by the CoB or from other disciplines. Students interested in pursuing a double major or minor outside of business should use their non-business elective requirements to meet some requirements for the minor. Further, the business electives in most business majors may be used towards a double major or minor in business; the required major courses from the second major or minor may fulfill these business electives. Finally, students may double-count one major elective toward both majors (or a major/minor) if the course is cross-listed under both disciplines. Students should consult the **Director of Student Services** for information on minoring or double majoring. For available minors, see the **Undergraduate Bulletin**.

## PORTFOLIO

The **Business Portfolio Program** is the **CoB's career services office** for your 4 years at Loyola. The program consists of a series of 8 required non-credit courses that focus on personal growth and career development. This program is designed to enhance your student experience while at Loyola and, more specifically, to guide you in finding a career path that truly represents your interests and passion. If you already know what that career path is, the Portfolio program is your tool to getting there. If not, Portfolio will help to guide you in making a career plan. The courses include Executive Mentoring, guest speakers, career assessments, internship and job search skill development, networking, and more. Portfolio courses are graded on a pass/fail basis. Grades in Portfolio, like all grades, will remain on your transcript as a permanent record. There will be no make up opportunities. The offices for the Business Portfolio Program are located in Miller Hall 206 (2<sup>nd</sup> floor).

## INTERNSHIPS

Business students are required to participate in the CoB's internship program for 3 hours of college credit. This program recognizes that work experience in a business environment affords unique learning opportunities that would be impossible to obtain in the traditional classroom setting. The internship experience provides students an opportunity to 1) gain relevant business experience; 2) reinforce and/or reevaluate classroom study through a comparison of theory and practice; and 3) pursue the study of specialized business topics in their field of interest within a professional context.

Requirements for the internship program course:

- 1) You must be a Junior or Senior in good standing;
- 2) The course counts as a 3-credit hour class subject to normal tuition;
- 3) You must register the internship in advance through the Portfolio office;
- 4) You may not register a previously completed internship retroactively;
- 5) You must complete a short series of assignments stipulated by the CoB;
- 6) You must pass the internship course in order to graduate; and,
- 7) You are required to conduct yourself in a professional manner at all times during the course of your internship, adhering to Loyola's Code of Conduct.

It is recommended that students complete internships during their Junior year at Loyola. Freshmen and Sophomores may complete internships but will receive only 1 credit-hour of course credit. This credit does not count towards the internship requirement. The CoB strongly recommends that students complete multiple internships in their academic career.

## UNIVERSITY HONORS

The common curriculum for students participating in the **University Honors program** differs in several respects from that of other students. University Honors students will need to work closely with the **Director of Student Services**, and with the **Director of University Honors**. Please see the Director of Student Services for your Honors DPCL.

## GRADE POINT AVERAGES (GPA)

To graduate from Loyola University a business student must possess at least a 2.00 GPA in 3 curricular areas: 1) their cumulative Loyola GPA, 2) business GPA, and 3) major GPA.

### HOW TO COMPUTE YOUR GPA

1. For each course, multiply the number of quality points per hour associated with the grade earned times the number of credit (quality) hours for the course.
2. Add these products together to obtain the total quality points earned.
3. Divide the total quality points earned by the total quality hours taken at Loyola (including all failed courses, but not including any courses with "P"/"F" grading).

The following table shows the quality points per hour associated with each possible grade.

Grade	Quality Points (per hour)	Grade	Quality Points (per hour)
A.....	4.0	F.....	0.0
A-.....	3.7	I.....	0.0
B+.....	3.3	P.....	0.0
B.....	3.0	W.....	0.0
B-.....	2.7	AU.....	0.0
C+.....	2.3		
C.....	2.0		
C-.....	1.7		
D+.....	1.3		
D.....	1.0		

EXAMPLE: Suppose a student took the following courses during the Spring and earned the grades indicated.

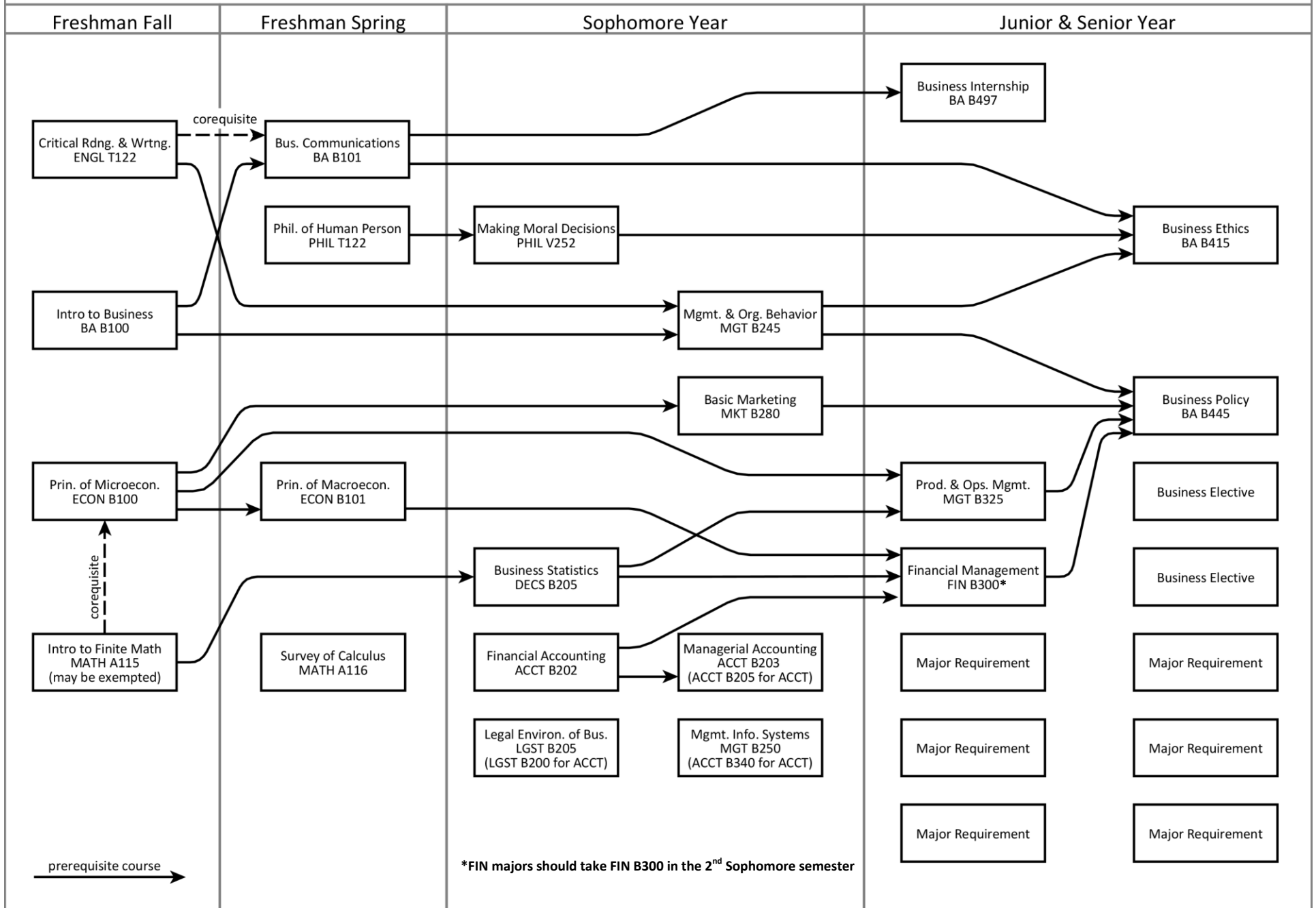
Course	Grade	Quality Hours	Earned Hours
BA B100	C	3	3
MATH A115	D+	3	3
ECON B100	B+	3	3
ENGL T122	A	3	3
HIST T122	F	3	0
Piano Class I	A	2	2
		17	14

The student's GPA would be computed as follows:

2.0	*	3	=	6.0
1.3	*	3	=	3.9
3.3	*	3	=	9.9
4.0	*	3	=	12.0
0.0	*	3	=	0.0
4.0	*	2	=	8.0
				39.8 Total quality points

**GPA** = Total quality points divided by total quality hours  
 39.8 quality points divided by 17 quality hours = **2.341**

# Suggested Business Core Curriculum Sequencing



Student CWID#:

**College of Business – BAcc Degree – ACCT major + double major**

Student Name:

**Degree Program Course Listing for Students Entering AY 2016-2017**

LOYOLA CORE			Business Core (45 crs.)				Course #	Grade	Major (30 crs.) <i>*grade must be ≥ C for req.</i>		Course #	Grade
Foundation (req. 1 <sup>st</sup> yr., 12 crs.)	Course #	Grade	Survey of Calculus				MATH A116		Intermediate Accounting I (reqs: ACCT B202*, Soph.)		ACCT B305	
First-Year Seminar (Fall only)	T121		Introduction to Business				BA B100		Intermediate Accounting II (reqs: ACCT B305*, Soph.)		ACCT B306	
English: Critical Reading+Writing (req: ENGL A100 if necessary)	ENGL T122		Business Communications (req: BA B100, ENGL T122)				BA B101		Tax Accounting I--Individ. (reqs: ACCT B202*, Soph.)		ACCT B300	
Math: Finite Mathematics (req: MATH A092 if necessary)	MATH A115		Principles of Microeconomics (req: MATH A115)				ECON B100		Govt. + Nonprofit Acct. (reqs: ACCT B305*, Soph.)		ACCT B307	
Science: Investigating Nature	SCIE T129		Principles of Macroeconomics (req: ECON B100)				ECON B101		Strategic Cost Management (reqs: ACCT B202*, Soph.)		ACCT B310	
Knowledge & Values† (27 crs.)	Course #	Grade	Principles of Financial Acct. (req: BA B100, Soph.)				ACCT B202		Accounting Info. Systems (reqs: ACCT B305*, Soph.)		ACCT B340	
Writing About Literature (“N” in CLHU, ENGL, LAS, etc)			Business Statistics (req: MATH A115, Soph.)				DECS B205		Advanced Accounting (reqs: ACCT B306*, Jr.)		ACCT B400	
Creative Arts + Cultures (“O” in MUGN, THEA, VISA, etc)			Management + Org. Behavior (req: BA B100, Soph.)				MGT B245		Audit + Assurance (reqs: ACCT B306*, ACCT B340, Sr.)		ACCT B403	
History I: Global History I or II (choice determines elective in seq.)	HIST T122 or HIST T124		Basic Marketing (reqs: ECON B100, Soph.)				MKT B280		International Accounting (reqs: ACCT B306*, Jr.)		ACCT B460	
History II: History Elective (“P” if T124 taken, “Q” if T122)	HIST		Business Law for Acct. (reqs: BA B100, Soph.)				LGST B300		Accounting Elective		ACCT	
Philosophy I: Reasoning (“R” in PHIL)	PHIL R		Financial Mgmt. (reqs: ACCT B202, DECS B205, ECON B101, Jr.)				FIN B300		2nd Major or Minor (not required for degree)		Course #	Grade
Phil. II: Making Moral Decisions (req: Phil. I)	PHIL W252		Production + Ops. Mgmt. (reqs: DECS B205, ECON B100, Jr.)				MGT B325					
Relig. I: Christian Tradition (“S” in RELS)	RELS S		Business Ethics (reqs: ECON B101, MGT B245, PHIL W252, Sr.)				BA B415					
Relig. II: World Religions (“V” in RELS)	RELS V		Business Policy (reqs: FIN B300, MGT B245 / B325, MKT B280, Sr.)				BA B445					
Natural Science in Context (“Y” in BIOL, CHEM, PHYS, etc)			Business Internship (req: Jr. or Sr.)				BA B497					
† Loyola Core Social Science is fulfilled by ECON B100/101			Business Portfolio Program (8 semesters, 0 crs.)									
Non-Business Electives (6 crs.)	Course #	Grade	PFOL	B100	B101	B200	B201	B300	B301	B400	B401	
			P/F									
			Louisiana CPA Requirements: (1) Have a baccalaureate degree; (2) Have 150 hours of college credit earned as prescribed by Board Rules; (3) Have successfully completed 24 hours of specific Accounting and 24 hours of Business courses (including an acceptable Business Law course). You will need 30 additional credit hours of coursework to be qualified for the exam, but the Accounting and Business requirements are met by this degree.									

**Graduation requirement:** Minimum 120 credits + GPA of 2.0: (1) Overall; (2) In Business courses taken at Loyola, including ACCT, BA, DECS, ECON, FIN, INTB, LGST, MGT, and MKT courses combined; (3) In all Major courses taken at Loyola.

**Residence requirement:** See CoB Bulletin. **Note:** An advising file is maintained as a service to the student and faculty advisor. The official record used to certify the student for graduation is kept and may be reviewed in the Dean’s Office.





Student CWID#:

## College of Business – BBA Degree – Business Analytics major

Student Name:

Degree Program Course Listing for Students Entering AY 2016-2017

LOYOLA CORE			Business Core (52 crs.)				Course #		Grade		Major (24 crs.)		Course #		Grade	
Foundation (req. 1 <sup>st</sup> yr., 12 crs.)			Course #		Grade		Calculus I (req: MATH A118 or ACT 24)				MATH A257		<b>Mathematics Adjunct:</b>			
First-Year Seminar (Fall only)			T121				Introduction to Business				BA B100		Intro. to Linear Algebra		MATH A200	
English: Critical Reading+Writing (req: ENGL A100 if necessary)			ENGL T122				Business Communications (req: BA B100, ENGL T122)				BA B101		-or- Discrete Mathematics		MATH A204	
Math: Finite Mathematics (req: MATH A092 if necessary)			MATH A115				Principles of Microeconomics (req: MATH A115)				ECON B100		-or- Applied Sci. Computing (req: MATH A257)		MATH A271	
Science: Investigating Nature			SCIE T129				Principles of Macroeconomics (req: ECON B100)				ECON B101		Intro. to Programming I (req: MATH A115)		COSC A211	
Knowledge & Values <sup>†</sup> (27 crs.)			Course #		Grade		Principles of Financial Acct. (req: BA B100, Soph.)				ACCT B202		<b>Major Requirements:</b>			
Writing About Literature (“N” in CLHU, ENGL, LAS, etc)							Principles of Managerial Acct. (req: ACCT B202, Soph.)				ACCT B203		Decision Support Sys. (reqs: MGT B250, COSC A211, Jr.)		DECS B310	
Creative Arts + Cultures (“O” in MUGN, THEA, VISA, etc)							Business Statistics (req: MATH A115, Soph.)				DECS B205		Econometrics I--Linear (reqs: DECS B205, ECON B101, Jr.)		DECS B360	
History I: Global History I or II (choice determines elective in seq.)			HIST T122 or HIST T124				Legal Environment Of Business (req: BA B100, Soph.)				LGST B205		Managerial Decision-Making (req: DECS B205, Jr.)		DECS B375	
History II: History Elective (“P” if T124 taken, “Q” if T122)			HIST				Management + Org. Behavior (req: BA B100, Soph.)				MGT B245		Process + Project Mgmt. (reqs: MGT B325 + B375, Sr.)		MGT B450	
Philosophy I: Reasoning (“R” in PHIL)			PHIL R				Management Info. Systems (req: BA B100, Soph.)				MGT B250		<b>Approved Major Electives (Choose 2 from below list):</b>			
Phil. II: Making Moral Decisions (req: Phil. I)			PHIL W252				Basic Marketing (reqs: ECON B100, Soph.)				MKT B280		Relational Databases (req: COSC A211)		COSC A270	
Relig. I: Christian Tradition (“S” in RELS)			RELS S				Financial Mgmt. (reqs: ACCT B202, DECS B205, ECON B101, Jr.)				FIN B300		Internet Technologies (req: COSC A211)		COSC A319	
Relig. II: World Religions (“V” in RELS)			RELS V				Production + Ops. Mgmt. (reqs: DECS B205, ECON B100, Jr.)				MGT B325		Econometrics II--Time Series (req: DECS B360, Jr.)		DECS B365	
Natural Science in Context (“Y” in BIOL, CHEM, PHYS, etc)							Business Ethics (reqs: ECON B101, MGT B245, PHIL W252, Sr.)				BA B415		Financial Derivatives (reqs: FIN B300, Jr.)		FIN B460	
† Loyola Core Social Science is fulfilled by ECON B100/101							Business Policy (reqs: FIN B300, MGT B245 / B325, MKT B280, Sr.)				BA B445		Computational Mathematics (reqs: COSC A211, MATH A257)		MATH A375	
Non-Business Electives (6 crs.)			Course #		Grade		Business Internship (req: Jr. or Sr.)				BA B497		Global Supply Chain Mgmt. (reqs: MGT B245, MKT B280)		MGT B415	
(Use for MATH A118 if necessary)							<b>Business Portfolio Program (8 semesters, 0 crs.)</b>						Consumer Analysis & Research (reqs: DECS B205, MKT B280)		MKT B390	
							PFOL B100 B101 B200 B201 B300 B301 B400 B401						Electronic Marketing (reqs: MKT B280)		MKT B460	
							P/F									

**Graduation requirement:** Minimum 120 credits + GPA of 2.0: (1) Overall; (2) In Business courses taken at Loyola, including ACCT, BA, DECS, ECON, FIN, INTB, LGST, MGT, and MKT courses combined; (3) In all Major courses taken at Loyola.

**Residence requirement:** See CoB Bulletin. **Note:** An advising file is maintained as a service to the student and faculty advisor. The official record used to certify the student for graduation is kept and may be reviewed in the Dean's Office.



Student CWID#:

## College of Business – BBA Degree – ECON, FIN, MGT, MKT majors

Student Name:

Degree Program Course Listing for Students Entering AY 2016-2017

LOYOLA CORE			Business Core (51 crs.)	Course #	Grade	Major (24 crs.; see below)	Course #	Grade				
Foundation (req. 1 <sup>st</sup> yr., 12 crs.)	Course #	Grade	Survey of Calculus	MATH A116								
<i>First-Year Seminar (Fall only)</i>	T121		Introduction to Business	BA B100								
<b>English:</b> Critical Reading+Writing (req: ENGL A100 if necessary)	ENGL T122		Business Communications (req: BA B100, ENGL T122)	BA B101								
<b>Math:</b> Finite Mathematics (req: MATH A092 if necessary)	MATH A115		Principles of Microeconomics (req: MATH A115)	ECON B100								
<b>Science:</b> Investigating Nature	SCIE T129		Principles of Macroeconomics (req: ECON B100)	ECON B101								
Knowledge & Values <sup>†</sup> (27 crs.)	Course #	Grade	Principles of Financial Acct. (req: BA B100, Soph.)	ACCT B202								
<b>Writing About Literature</b> (“N” in CLHU, ENGL, LAS, etc)			Principles of Managerial Acct. (req: ACCT B202, Soph.)	ACCT B203								
<b>Creative Arts + Cultures</b> (“O” in MUGN, THEA, VISA, etc)			Business Statistics (req: MATH A115, Soph.)	DECS B205								
<b>History I:</b> Global History I or II (choice determines elective in seq.)	HIST T122 or HIST T124		Legal Environment Of Business (req: BA B100, Soph.)	LGST B205		<b>2nd Major or Minor</b> ( <u>not</u> required for degree)	Course #	Grade				
<b>History II: History Elective</b> (“P” if T124 taken, “Q” if T122)	HIST		Management + Org. Behavior (req: BA B100, Soph.)	MGT B245								
<b>Philosophy I: Reasoning</b> (“R” in PHIL)	PHIL R		Management Info. Systems (req: BA B100, Soph.)	MGT B250								
<b>Phil. II: Making Moral Decisions</b> (req: Phil. I)	PHIL W252		Basic Marketing (reqs: ECON B100, Soph.)	MKT B280								
<b>Relig. I: Christian Tradition</b> (“S” in RELS)	RELS S		Financial Mgmt. (reqs: ACCT B202, DECS B205, ECON B101, Jr.)	FIN B300								
<b>Relig. II: World Religions</b> (“V” in RELS)	RELS V		Production + Ops. Mgmt. (reqs: DECS B205, ECON B100, Jr.)	MGT B325								
<b>Natural Science in Context</b> (“Y” in BIOL, CHEM, PHYS, etc)			Business Ethics (reqs: ECON B101, MGT B245, PHIL W252, Sr.)	BA B415								
† Loyola Core <b>Social Science</b> is fulfilled by ECON B100/101			Business Policy (reqs: FIN B300, MGT B245 / B325, MKT B280, Sr.)	BA B445		<b>Economics major:</b> ECON B205, B206, B305 + 9 crs. of ECON electives + 6 crs. of Business electives						
Non-Business Electives (6 crs.)	Course #	Grade	<b>Business Internship</b> (req: Jr. or Sr.)	BA B497		<b>Finance major:</b> ACCT B305, FIN B305, B310, B315, B325, B400 + 3 crs. of FIN electives + 3 crs. of Business electives						
			<b>Business Portfolio Program (8 semesters, 0 crs.)</b>			<b>Management major:</b> MGT B300, B310, B315, B375 + 6 crs. of MGT electives + 6 crs. of Business electives						
			<b>PFOL</b>	B100	B101	B200	B201	B300	B301	B400	B401	<b>Marketing major:</b> MKT B330, B340, B390, B450 + 6 crs. of MKT electives + 6 crs. of Business electives
			<b>P/F</b>									

**Graduation requirement:** Minimum 120 credits + GPA of 2.0: (1) Overall; (2) In Business courses taken at Loyola, including ACCT, BA, DECS, ECON, FIN, INTB, LGST, MGT, and MKT courses combined; (3) In all Major courses taken at Loyola.

**Residence requirement:** See CoB Bulletin. **Note:** An advising file is maintained as a service to the student and faculty advisor. The **official** record used to certify the student for graduation is kept and may be reviewed in the Dean's Office.



Student CWID#:

College of Business – BBA Degree – INTB major + double major

Student Name:

Degree Program Course Listing for Students Entering AY 2016-2017

LOYOLA CORE			Business Core (51 crs.)			Course #		Grade		Major (30 crs.)		Course #		Grade							
<b>Foundation (req. 1<sup>st</sup> yr., 12 crs.)</b>			<b>Course #</b>			<b>Grade</b>			Survey of Calculus			MATH A116				Intro. to Intl. Business		INTB B200			
<i>First-Year Seminar (Fall only)</i>			T121						Introduction to Business			BA B100				International Finance <i>(req: FIN B300, Jr.)</i>		INTB B325			
<b>English:</b> Critical Reading+Writing <i>(req: ENGL A100 if necessary)</i>			ENGL T122						Business Communications <i>(req: BA B100, ENGL T122)</i>			BA B101				International Marketing <i>(req: MKT B280, Jr.)</i>		INTB B330			
<b>Math:</b> Finite Mathematics <i>(req: MATH A092 if necessary)</i>			MATH A115						Principles of Microeconomics <i>(req: MATH A115)</i>			ECON B100				Multintl. Strategy <i>(reqs: FIN B300, MGT B245, MKT B280)</i>		INTB B435			
<b>Science:</b> Investigating Nature			SCIE T129						Principles of Macroeconomics <i>(req: ECON B100)</i>			ECON B101				Intl. Business elective		INTB			
<b>Knowledge &amp; Values<sup>†</sup> (27 crs.)</b>			<b>Course #</b>			<b>Grade</b>			Principles of Financial Acct. <i>(req: BA B100, Soph.)</i>			ACCT B202				Intl. Business elective		INTB			
<b>Writing About Literature*</b> <i>("N" in CLHU, ENGL, LAS, etc)</i>									Principles of Managerial Acct. <i>(req: ACCT B202, Soph.)</i>			ACCT B203				<b>Modern Foreign Language</b> <i>Take any foreign language up to A201-level proficiency</i>  <i>(If placed higher than A100, student must replace lost credit hours with general electives to reach 120 crs.)</i>		A100			
<b>Creative Arts + Cultures*</b> <i>("O" in MUGN, THEA, VISA, etc)</i>									Business Statistics <i>(req: MATH A115, Soph.)</i>			DECS B205						A101			
<b>History I:</b> Global History I or II <i>(choice determines elective in seq.)</i>			HIST T122 or HIST T124						Legal Environment Of Business <i>(req: BA B100, Soph.)</i>			LGST B205						A200			
<b>History II: History Elective*</b> <i>("P" if T124 taken, "Q" if T122)</i>			HIST						Management + Org. Behavior <i>(req: BA B100, Soph.)</i>			MGT B245						A201			
<b>Philosophy I: Reasoning</b> <i>("R" in PHIL)</i>			PHIL R						Management Info. Systems <i>(req: BA B100, Soph.)</i>			MGT B250				<b>International Experience (0 crs.)</b> <i>(All INTB majors must study or work/intern abroad)</i>					
<b>Phil. II: Making Moral Decisions</b> <i>(req: Phil. I)</i>			PHIL W252						Basic Marketing <i>(reqs: ECON B100, Soph.)</i>			MKT B280				Country: Univ. / org.:					
<b>Relig. I: Christian Tradition</b> <i>("S" in RELS)</i>			RELS S						Financial Mgmt. <i>(reqs: ACCT B202, DECS B205, ECON B101, Jr.)</i>			FIN B300				<b>2nd Major or Minor</b> <i>(not required for degree)</i>		<b>Course #</b>		<b>Grade</b>	
<b>Relig. II: World Religions*</b> <i>("V" in RELS)</i>			RELS V						Production + Ops. Mgmt. <i>(reqs: DECS B205, ECON B100, Jr.)</i>			MGT B325									
<b>Natural Science in Context</b> <i>("Y" in BIOL, CHEM, PHYS, etc)</i>									Business Ethics <i>(reqs: ECON B101, MGT B245, PHIL W252, Sr.)</i>			BA B415									
<p>† Loyola Core <b>Social Science</b> is fulfilled by ECON B100/101</p> <p>* INTB majors are strongly encouraged to choose Loyola Core electives with an international focus, such as ENGL N210 Global Identities, LAS O200 Intro to Latin American Culture, MUGN O274 World Music, HIST Q265 Nations &amp; Nationalism, HIST Q283 Rise of Global Capitalism, etc.</p>									Business Policy <i>(reqs: FIN B300, MGT B245 / B325, MKT B280, Sr.)</i>			BA B445									
									<b>Business Internship</b> <i>(req: Jr. or Sr.)</i>			BA B497									
									<b>Business Portfolio Program (8 semesters, 0 crs.)</b>												
									PFOL		B100	B101	B200	B201	B300	B301	B400	B401			
						P/F															

**Graduation requirement:** Minimum 120 credits + GPA of 2.0: (1) Overall; (2) In Business courses taken at Loyola, including ACCT, BA, DECS, ECON, FIN, INTB, LGST, MGT, and MKT courses combined; (3) In all Major courses taken at Loyola.

**Residence requirement:** See CoB Bulletin. **Note:** An advising file is maintained as a service to the student and faculty advisor. The official record used to certify the student for graduation is kept and may be reviewed in the Dean's Office.



**College of Business – Business Minor Tracking Sheet**  
 Minor Course Listings for Students Entering AY 2016-2017

The College of Business offers the following minors:

<b>Accounting (21 crs.)</b> <i>Business or non-business majors</i>	<b>Course #</b>	<b>Grade</b>
Business Law for Acct. <i>(or LGST B205; reqs: Soph.)</i>	LGST B300 (LGST B205)	
Principles of Financial Acct. <i>(BA B100 recommended)</i>	ACCT B202	
Intermediate Accounting I <i>(reqs: ACCT B202, Soph.)</i>	ACCT B305	
Intermediate Accounting II <i>(reqs: ACCT B305, Soph.)</i>	ACCT B306	
Tax Accounting I, or Govt. & Nonprofit Acct. <i>(see reqs.)</i>	ACCT B300 or ACCT B307	
Strategic Cost Management <i>(or B203; req: ACCT B202, Jr.)</i>	ACCT B310 (ACCT B203)	
Accounting Elective <i>(must meet prerequisites)</i>	ACCT	

<b>Business Admin. (21 crs.)</b> <i>For non-business majors only</i>	<b>Course #</b>	<b>Grade</b>
Introduction to Business	BA B100	
Principles of Microeconomics <i>(req: MATH ***, except A092)</i>	ECON B100	
Principles of Financial Acct. <i>(reqs: BA B100, Soph.)</i>	ACCT B202	
Personal Finance <i>(may take FIN B300 instead, but see reqs.)</i>	FIN B200	
Legal Environment of Bus. <i>(reqs: BA B100, Soph.)</i>	LGST B205	
Management + Org. Behavior <i>(req: BA B100, Soph.)</i>	MGT B245	
Basic Marketing <i>(reqs: ECON B100, Soph.)</i>	MKT B280	

<b>Business Analytics (21 crs.)</b> <i>Business or non-business majors</i>	<b>Course #</b>	<b>Grade</b>
Intro. to Programming I	COSC A211	
Business Statistics <i>(req: MATH ***, except A092)</i>	DECS B205	
Mgmt. Information Systems, or Acct. Information Systems	MGT B250 or ACCT B340	
Decision Support Systems, or Econometrics I <i>(see reqs.)</i>	DECS B310 or DECS B360	
Production + Op. Mgmt. <i>(reqs: DECS B205, Jr.)</i>	MGT B325	
Managerial Decision-Making <i>(reqs: DECS B205, Jr.)</i>	DECS B375	
Project + Process Mgmt. <i>(reqs: DECS B375, Sr.)</i>	MGT B450	

<b>Economics (21 crs.)</b> <i>For non-business majors only</i>	<b>Course #</b>	<b>Grade</b>
Calculus I <i>(or MATH A116)</i>	MATH A257 (MATH A116)	
Principles of Microeconomics <i>(req: MATH ***, except A092)</i>	ECON B100	
Principles of Macroeconomics <i>(req: ECON B100)</i>	ECON B101	
Intermediate Microeconomics <i>(reqs: MATH A257, ECON B100)</i>	ECON B205	
Intermediate Macroeconomics <i>(reqs: MATH A257, ECON B101)</i>	ECON B206	
International Economics <i>(reqs: ECON B205 &amp; B206, Jr.)</i>	ECON B305	
Economics Elective <i>(must meet prerequisites)</i>	ECON	

<b>Intl. Business (21 crs.)</b> <i>For business majors only</i>	<b>Course #</b>	<b>Grade</b>
Intro. to Intl. Business	INTB B200	
International Finance <i>(req: FIN B300, Jr.)</i>	INTB B325	
International Marketing <i>(req: MKT B280, Jr.)</i>	INTB B330	
Multintl. Strategy <i>(reqs: FIN B300, MGT B245, MKT B280)</i>	INTB B435	
Area Studies elective <i>(HIST, POLS, or SOCI w/ intl. focus)</i>		
Foreign Language I <i>(level based on placement test)</i>		
Foreign Language II <i>(one level beyond placement)</i>		

<b>Marketing (21 crs.)</b> <i>For non-business majors only</i>	<b>Course #</b>	<b>Grade</b>
Introduction to Business	BA B100	
Principles of Microeconomics <i>(req: MATH ***, except A092)</i>	ECON B100	
Basic Marketing <i>(reqs: ECON B100, Soph.)</i>	MKT B280	
Marketing Elective <i>(must meet prerequisites)</i>	MKT	
Marketing Elective <i>(must meet prerequisites)</i>	MKT	
Marketing Elective <i>(must meet prerequisites)</i>	MKT	
Marketing Elective <i>(must meet prerequisites)</i>	MKT	

## Entrepreneurship Minor Requirements for Students Entering AY 2016-17

<u>Course</u>	<u>Title</u>	<u>Credits</u>
<b>Business Foundation</b>		
ACCT B202	Financial Accounting (req: sophomore standing)	3
MGT B245	Management & Organizational Behavior (prerequisite waived when enrolled in minor)	3
MKT B280	Basic Marketing (prerequisite waived when enrolled in minor)	3
<b>Entrepreneurship Core</b>		
ENTR B300	Entrepreneurship (req. MGT B245, MKT B280)	3
ENTR B430	Entrepreneurial Strategy (req. ENTR B300)	3
ENTR B440	Entrepreneurial Finance (req. ACCT B202, ENTR B300)	3
<b>Specialization Electives (2 courses from the below; at least 1 should be outside student's college)</b>		
<i>College of Business courses</i>		
ENTR B493	Special Topics in Entrepreneurship (req. ENTR B300)	3
MKT B455	Strategic Brand Management (req. MKT B280, MGT B245)	3
MKT B460	Electronic Marketing (req. MKT B280)	3
<i>Interdisciplinary courses</i>		
CMMN A335	Strategic Event Planning	3
CMMN A382	Social Media Strategies	3
CMMN A384	Communications Brand Lab	3
MUIN M201	Arts & Entertainment Legal Issues I	3
MUIN M315	Arts & Entertainment Marketing	3
MUIN M400	Arts & Entertainment Entrepreneurship	3
<b>Total credits required for minor</b>		<b>24</b>

The Entrepreneurship minor is managed through the College of Business' Center for Entrepreneurship & Community Development. See **Jon Atkinson, Director**, or **Dr. Felipe Massa, Assistant Professor of Management and Entrepreneurship**, for information about the program and other opportunities.



**Loyola University New Orleans College of Business**  
**Academic Responsibility and Integrity Contract – 2015-2016**

At Loyola University New Orleans' College of Business (CoB), it is critical that you take responsibility for your academic success and follow all policies regarding academic integrity as outlined in the Undergraduate Bulletin (online university catalog) and Student Handbook found at the following link, as you will be held accountable for your actions: <http://bulletin.loyno.edu/>

As a College of Business major, you understand and agree to be responsible for the following:

1. **Familiarize yourself with all academic requirements on the Degree Program Course Listing (DPCL) curriculum worksheet for your major.** You must pass all requirements, including your First Year Seminar, Common Curriculum, Internship, and Business Portfolio Program requirements in order to graduate and receive your degree and diploma.
2. **Familiarize yourself with all other academic requirements of graduation,** including the requirement to maintain at least a 2.00 in your cumulative Loyola GPA, your College of Business GPA, and your major GPA. It is your responsibility to monitor these GPAs.
3. **Comply with the policies of academic honesty, as stated in the Academic Honor Code.** Students who engage in cheating, plagiarism, or other misconduct may be subject to academic suspension or dismissal from the University. You should be familiar with Loyola's definitions of all relevant types of academic dishonesty and conduct yourself with the utmost integrity.
4. **Review Blackboard (<https://loyno.blackboard.com/>) on a weekly basis at minimum.** Many faculty post readings and assignments to Blackboard. The Business Portfolio Program also posts Portfolio course requirements to Blackboard at the beginning of each semester.
5. **Access and check your WolfMail e-mail account (<https://loymail.loyno.edu>) on a daily basis at minimum.** All official e-mails from the College of Business, as well as from faculty and staff across campus, will be sent to your WolfMail (not your personal) account.
6. **Contact the appropriate department immediately if you cannot access your accounts.** For any Blackboard issues, visit the Learning Commons desk at the Monroe Library. If you have difficulty accessing your WolfMail, contact [helpdesk@loyno.edu](mailto:helpdesk@loyno.edu) or call 504-865-2255.

---

Student's Printed Name

---

Student's Signature

---

Date



