

LOYOLA
UNIVERSITY
NEW ORLEANS

COLLEGE
OF BUSINESS

QUICK REFERENCE GUIDE

2020-2021

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.

UNIVERSITY MISSION STATEMENT

Loyola University New Orleans, a Jesuit and Catholic institution of higher education, welcomes students of diverse backgrounds and prepares them to lead meaningful lives with and for others; to pursue truth, wisdom, and virtue; and to work for a more just world. Inspired by Ignatius of Loyola's vision of finding God in all things, the university is grounded in the liberal arts and sciences, while also offering opportunities for professional studies in undergraduate and selected graduate programs. Through teaching, research, creative activities, and service, the faculty, in cooperation with the staff, strives to educate the whole student and to benefit the larger community.

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, Kathy Barnett**, (Miller 301, 504-864-7968, kbarnett@loyno.edu) and the **Director of Student Services, Melissa Ridley** (MI 306; 504-864-7955; amcoto@loyno.edu). Your freshman advisors will be **Kathy Barnett**, (kbarnett@loyno.edu) and **Catherine Harrell**, (504-864-7933, chharrel@loyno.edu) in the Portfolio Career Program offices (MI 206; 504-864-7958).

SUPPORT SERVICES

The **Student Success Center (SSC)** helps undergraduate students meet their individual, academic, and personal goals. Located on the second floor of the Monroe Library, the SSC offers a range of academic assistance in the form of individualized tutoring, study groups, workshops, academic development courses, and support programs for Loyola's diverse student body.

The **Office of Writing & Learning Services (OWLS)** located in the Student Success Center offers free, peer-tutoring in writing and various academic subjects. Tutors specializing in the humanities, business, sciences, math, foreign languages and writing are available to help you make the most of your study time.

<http://success.loyno.edu/writing-learning-services/faq>

The **Business Portfolio Career Program** (MI 206) is the career services office for CoB undergraduates. This required program focuses on professional and career development. Your freshmen year you will be advised by the Portfolio staff for all your classes, etc.

The **University Counseling Center** (DC 208, 504.865.3835) offers counseling to all students. **University Ministry** (BO 104, ministry@loyno.edu) 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 and available online) and use UAchieve 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 Career Program. Following freshmen year, students are assigned a faculty advisor based on their major. The advising 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 students 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 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. Students must see their advisor every semester in order to be released to register.

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.

Some online courses have different drop/add deadlines.

Beginning with the third week of classes and continuing through the withdrawal deadline, students may withdraw 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 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 2.0 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 AMNESTY

The Academic Amnesty Policy is designed to benefit undergraduate students who are currently enrolled at Loyola to complete their undergraduate degree. This policy will allow you to repeat a maximum of up to 12 credit hours in which a grade of "C-" or below was received.

You must submit the Academic Amnesty Request Form to the Associate Dean for approval. Members of the University Honors Program (UHP) must have their form signed by the director regardless of whether the course being repeated is an honors course. If approved, the Associate Dean will notify the Director of Student Records. The effect of the previously repeated courses will be removed from your record (will not average into your grade point average and/or major grade point average). However, the grade you received each time the course was taken will still appear on your official transcript, and the first course enrollment on the transcript will be permanently identified as a course that has been repeated for grade replacement. Only one grade replacement is allowed for each course, regardless of the number of times the course has been taken.

If you are receiving financial aid, please be aware that the satisfactory academic progress, as stated by the Office of Scholarships and Financial Aid, is separate from this grade replacement policy. Replacement of a grade does not change the satisfactory academic progress calculation. All work attempted is part of this calculation and repeating courses could negatively affect your eligibility for financial aid. If you have any questions, please contact the Office of Scholarships and Financial Aid at (504) 865-3333 or finaid@loyno.edu.

For more information please refer to the bulletin.

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. Please note: Copying homework, completing someone else's work for them or signing someone in for class other than yourself all constitute cheating.

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 will receive notification from the **Associate Dean** 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.

ADVANCED PLACEMENT AND TRANSFER CREDIT

Advanced Placement (AP) credit is awarded for most AP topics upon receipt of a student's AP score by the Office of Student Records. Subjects require a 4 or 5 to receive credit for the equivalent course. AP credit is counted toward degree credit hour requirements.

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 (financial difficulty is not considered compelling); 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 <https://www.aacsb.edu/accreditation/accredited-schools>).

STUDY ABROAD PROGRAMS AND COURSES

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. Study abroad requires careful planning, so students should seek the services of the Center early in their career. 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 following areas:

1. **Loyola Core Foundation**
2. **Loyola Core Knowledge & Values**
3. **Non-Business Electives**
4. **Business Core**
5. **Major Requirements**
6. **Business Portfolio Career Program**

International Business majors also complete a **Modern Foreign Language** and an **International Experience**.

All business majors are required to complete a 3-credit internship with 120 hours on site.

Every semester the student will meet with their 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. Honor's students have a separate DPCL.

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) or ENGL 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 based on SAT/ACT scores or AP exam scores.

ACT/SAT Math Score	Placement
ACT 19-28 or SAT 500-680 or AP CAL 3 or AP Stats 4	Math A115
ACT 29 and above, SAT 690 or above	Exempt from Math A115
ACT below 19 or SAT below 500	MATH A110 and Math A111

FIRST-YEAR SEMINAR COURSES

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

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 T
4. **History II:** HIST
5. **Philosophy I – Reasoning:** PHIL R122 – Philosophy of the Human Person
6. **Philosophy II – Knowledge & Morality:** PHIL W252 – Making Moral Decisions
7. **Religious Studies I – Christian Traditions:** RELS S### elective **Religious Studies II – World Religions:** RELS V### elective
8. **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, UAchieve** 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 or MATH A110 & 111 and MGT B250 before BUAN B205, which is a prerequisite for MGT B325.

MGT B325, in turn, must be taken before BA B445, the capstone business policy course. Students must have all prerequisite courses completed before their final semester in order to 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 Career 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 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 B280 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 B280, FIN B305, FIN B310 and FIN B400. The course sequence leading into FIN B400 is as follows: ACCT B202 → ACCT B305/FIN B280 → 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 B305, B310, B315, B325
Spring: FIN B305, 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, B315, B375
Spring: MGT B300, B310, B375

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 B340, B390, B450
Spring: MKT B330, B340, B390, B450

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. In addition, Business Analytics students will take an advanced MATH elective and COSC A211 Intro to Programming within their major.
- Course Scheduling: Fall: BUAN B310, B360, B375, COSCA211
Spring: BUAN B305, B375, MATH A200

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 lower level foreign language requirements take additional non-business electives to make up the credits for which they are exempt. Bilingual students are exempt from all language requirements, but must make up the credit.
- 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 B315, B325, B305, B370
Spring: INTB B325, B330, B435

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**.

You must have an established GPA at Loyola in order to declare a double major or minor.

Major/Minor:	GPA needed to add:
Double Major within the CoB	2.0
Double Major Outside the CoB	3.0
Minor	2.0
Change Colleges	2.0

PORTFOLIO

The **Business Portfolio Career 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 grade opportunities. The offices for the Portfolio Program are located in Miller Hall 206.

INTERNSHIPS

Business students are required to complete an internship for 3 hours of academic credit. This program recognizes that work experience in a business environment affords unique learning opportunities that are impossible to obtain in the traditional classroom setting. The internship experience provides students an opportunity to 1) gain relevant business experience; 2) reinforce classroom study through a comparison of theory and practice; and 3) pursue the study of specialized business topics in their field in 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. **All internships must be registered and approved through the Portfolio office PRIOR to starting the internship.**

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 **Dr. Todd Bacile** (MI 308), 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
		14	17

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**

SUMMER COURSEWORK

Loyola offers undergraduate courses from each of our colleges (Business, Arts and Sciences, and Music and Media). The majority of these classes are taught online and are selected to help you get ahead on your degree plan or catch up on classes you missed so you can graduate on time. You can view the full list of summer classes on LORA. Tuition for undergraduate Summer Session courses is usually discounted.

If a course is being offered at Loyola over the summer then you must take the course through Loyola. If a course you need is not offered at Loyola, you must obtain prior permission to take a course elsewhere from the Director of Student Services. You must complete the Summer Coursework Permission form and attach the following:

1) course descriptions from transfer university, and 2) short paragraph explaining need to take coursework outside of Loyola. All of the following criteria must be met:

- You must have a compelling reason to take summer coursework outside of Loyola. Financial difficulty is not considered a compelling reason per Loyola.
- You may only attend a four-year university.
- Business courses will only be accepted from AACSB accredited universities.
- Only courses with a grade of "C" or higher will be used as credit towards the Loyola degree requirements.
- You may enroll in no more than three courses during the summer term.
- You must be in good academic standing to request permission to take summer coursework outside of Loyola.

INDEPENDENT STUDY

Prior to enrolling in an independent study, students must obtain the signature of the instructor, the department chair, (honor's program director, if applicable) and the student's associate dean. Independent studies may never be used to replace an existing course. Rather, the independent study is an opportunity for students to further explore topics of interest under the direction of a professor. Please use the Independent Study Request Form to seek approval and attach the syllabus designed by the professor.

ACADEMIC AMNESTY REQUEST FORM

I would like to request that the grade calculation for the following course(s) (up to 12 credits can be requested) be removed from my grade point average. I understand that the official grades will remain on my academic transcript, but the effect of those grades will be removed. I also understand that the repeated course must be a passing grade and this grade will be the only grade that is used in my gpa calculations.

REMOVE THE FOLLOWING:

TERM COURSE ID COURSE TITLE GRADE

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REPLACE WITH THE FOLLOWING:

TERM COURSE ID COURSE TITLE GRADE

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Student's Name (please print)

CWID

Student's Signature

Date

APPROVED:

Associate Dean

Date

Honor's Program Director

Date (If applicable)

Loyola University New Orleans Independent Study Request Form

Year	Term	Subject	Course #	Sec #	Instructor's Name

Course Title

Student's College	Credit Hours	Grade Type
		Letter or Pass/Fail

Student's Name

Campus Wide ID

Student's Signature

Instructor's Signature

Department Chair's Signature

Honors Program Director (if appropriate)

Associate/Assistant Dean's Signature

Please attach complete syllabus

STUDENT: Obtain all signatures and submit this form to your Associate or Assistant Dean.

Undergraduate Course Numbers

- 495-Special Project
- 496-Seminar
- 497-Internship
- 498-Research Project
- 499-Independent Study

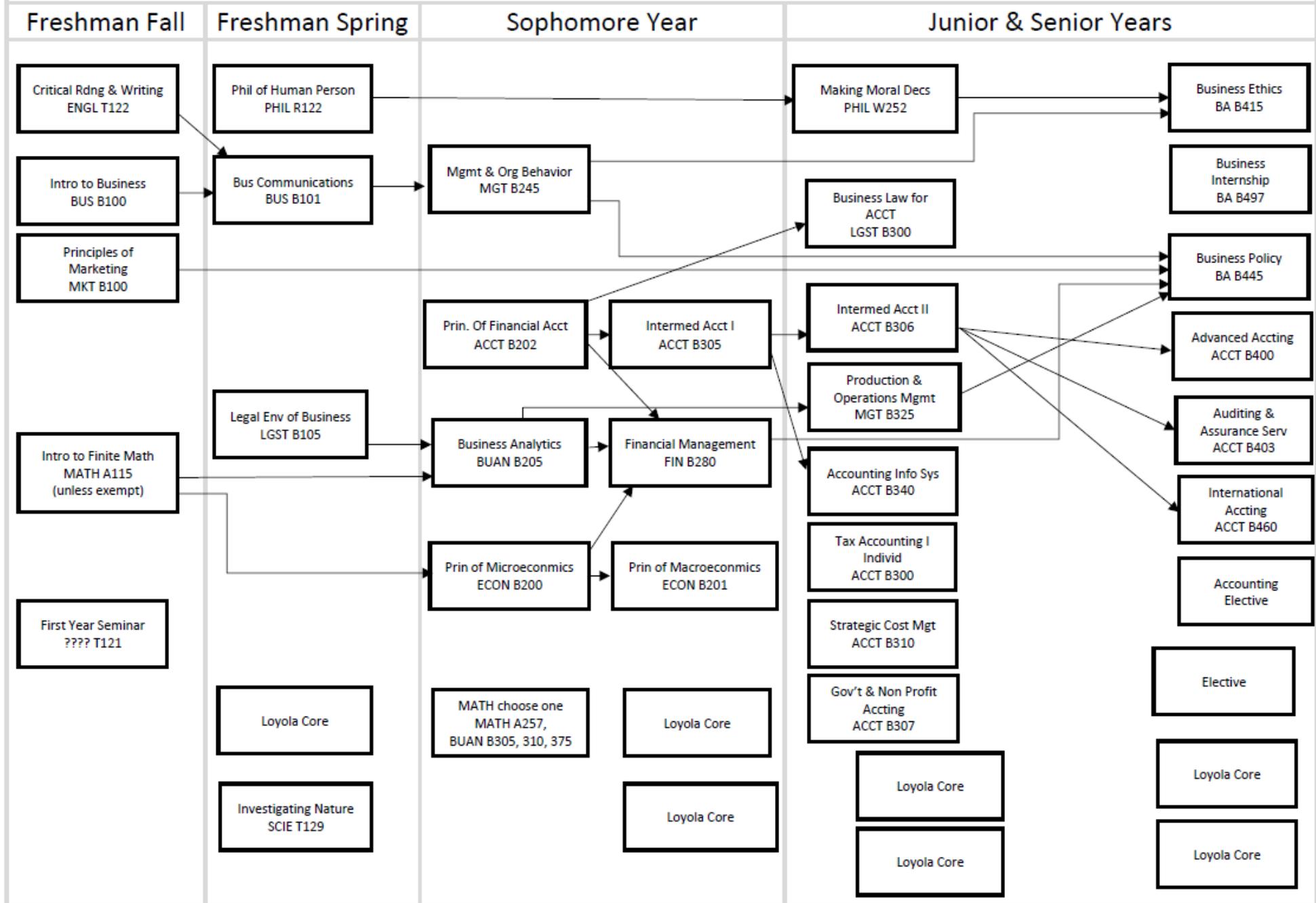
Graduate Course Numbers

- 895-Special Project
- 896-Seminar
- 897-Internship
- 898-Research Project
- 899-Independent Study

LOYOLA CORE			Business Core (48 crs.)				Course #	Grade	Major (30 crs.) *grade must be \geq C for req.		Course #	Grade
Foundation (req. 1st yr., 12 crs.)	Course #	Grade	Math: One of the following				MATH A257, BUAN B305, 310, 375		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 (reqs: BA B100, ENGL T122)				BA B101		Tax Accounting I--Individ. (reqs: ACCT B202*, Soph.)		ACCT B300	
Math: Finite Mathematics (ACT 19-28 or SAT 500-680 or MathA110)	MATH A115		Principles of Marketing				MKT B100		Govt. & Nonprofit Acct. (reqs: ACCT B305*, Soph.)		ACCT B307	
Science: Investigating Nature	SCIE T129		Legal Environment Of Business (reqs: BA B100)				LGST B105		Strategic Cost Management (reqs: ACCT B202*, Soph.)		ACCT B310	
Knowledge & Values[†] (27 crs.)	Course #	Grade	Principles of Microeconomics (co-req: MATHA115 or MATH A110)				ECON B200		Accounting Info. Systems (reqs: ACCT B305*, Soph.)		ACCT B340	
Writing About Literature (“N” in CLHU, ENGL, LAS, etc)			Principles of Macroeconomics (req: ECON B200)				ECON B201		Advanced Accounting (reqs: ACCT B306*, Jr.)		ACCT B400	
Creative Arts + Cultures (“O” in MUGN, THEA, VISA, etc)			Principles of Financial Acct. (reqs: MATH A115 or A110; BA B100)				ACCT B202		Auditing & Assurance Svcs. (reqs: ACCT B306*, Sr.)		ACCT B403	
History I: HIST T			Business Analytics (reqs: MATH A115 or MATHA110; ACCTB202, Soph.)				BUAN B205		International Accounting (reqs: ACCT B306*, Sr.)		ACCT B460	
History II: HIST Q			Management & Org. Behavior (reqs: BA B100 & B101, Soph.)				MGT B245		Accounting Elective		ACCT	
Philosophy I: Reasoning (“R” in PHIL)	PHIL R		Fin. Mgmt. (reqs: ACCT B202, BUAN B205, ECON B201, Soph.)				FIN B280		2nd Major or Minor (not required for degree)		Course #	Grade
Phil. II: Making Moral Decisions (req: PHIL I)	PHIL W252		Business Law for Acct. (reqs: ACCT B202, Jr.)				LGST B300					
Relig. I: Christian Traditions (“S” in RELS)	RELS S		Production & Ops. Mgmt. (reqs: BUAN B205, Jr.)				MGT B325					
Relig. II: World Religions (“V” in RELS)	RELS V		Business Ethics (reqs: ECON B201, MGT B245, PHIL W252, Sr.)				BA B415					
Natural Science in Context (“Y” in BIOL, CHEM, PHYS, etc)			Business Policy (reqs: FIN B280, MGT B245& B325, MKTB100,Sr.)				BA B445					
† Loyola Core Social Science is fulfilled by ECON B200/201			Business Internship (req: Jr. or Sr.)				BA B497					
			Business Portfolio Program (8 semesters, 0 crs.)									
Non-Business Elective (3 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, BUAN, 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.

Suggested Curriculum Sequencing Accounting

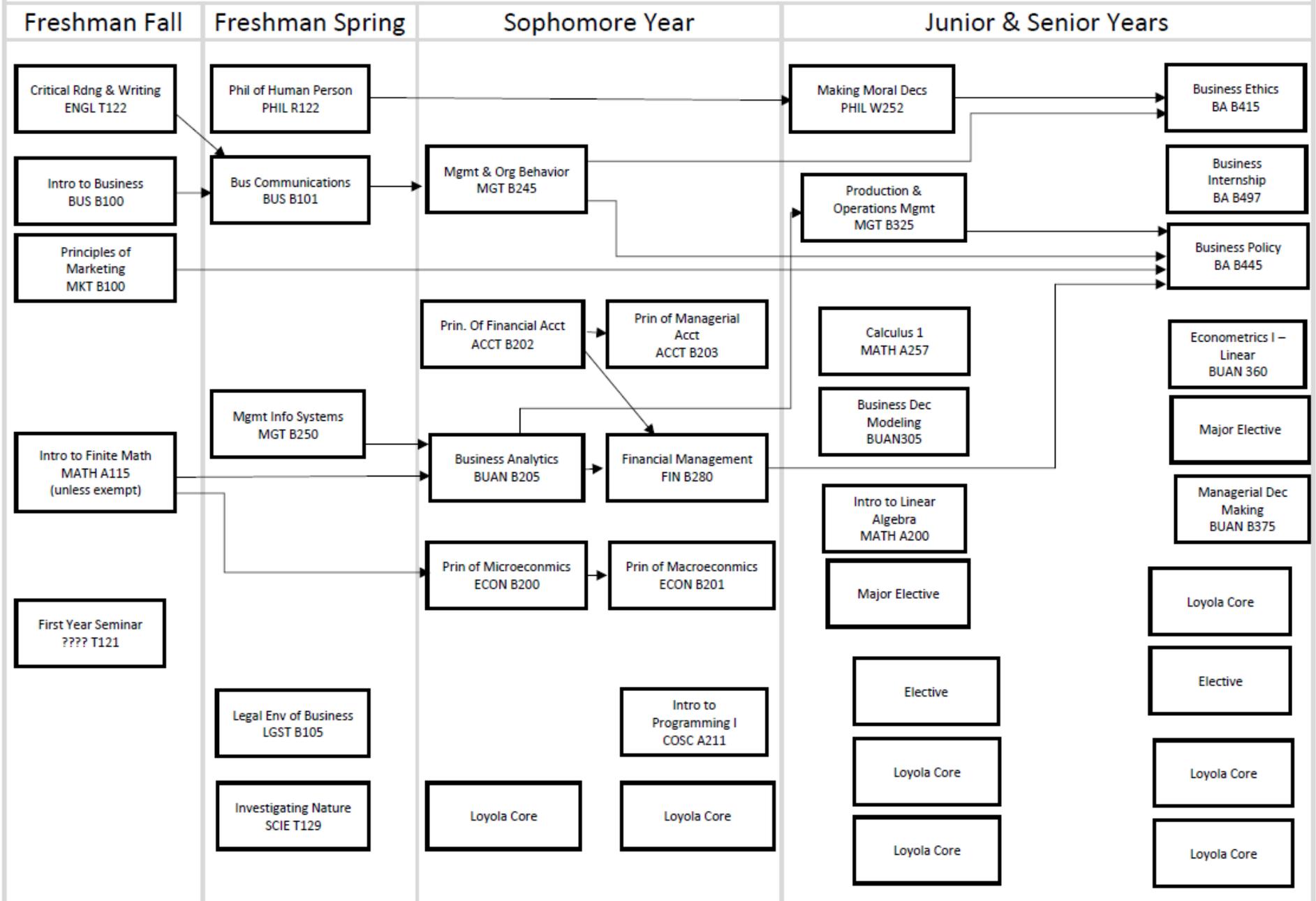


LOYOLA CORE			Business Core (52 crs.)	Course #	Grade	Major (24 crs.)	Course #	Grade						
Foundation (req. 1 st yr., 12 crs.)	Course #	Grade	Calculus I <i>(req: MATH A118 or ACT 24)</i>	MATH A257		Mathematics Adjunct:								
First-Year Seminar (Fall only)	T121		Introduction to Business	BA B100		Intro. to Linear Algebra <i>(req: MATH A_____)</i>	MATH A200							
English: Critical Reading + Writing <i>(req: ENGL A100 if necessary)</i>	ENGL T122		Business Communications <i>(reqs: BA B100, ENGL T122)</i>	BA B101										
Math: Finite Mathematics <i>ACT 19-28 or SAT 500-680; MATHA110</i>	MATH A115		Principles of Marketing	MKT B100										
Science: Investigating Nature	SCIE T129		Legal Environment Of Business <i>(reqs: BA B100)</i>	LGST B105		Intro. to Programming I	COSC A211							
Knowledge & Values [†] (27 crs.)	Course #	Grade	Principles of Microeconomics <i>(co-req: MATH A115; A110)</i>	ECON B200		Major Requirements:								
Writing About Literature <i>("N" in CLHU, ENGL, LAS, etc)</i>			Principles of Macroeconomics <i>(req: ECON B200)</i>	ECON B201		Business Decision Modeling <i>(reqs: BUAN B205, MGT B250)</i>	BUAN B305							
Creative Arts + Cultures <i>("O" in MUGN, THEA, VISA, etc)</i>			Principles of Financial Acct. <i>(reqs: MATH A115 or A110; BA B100)</i>	ACCT B202		Decision Support Sys. <i>(reqs: COSC A21; COSC A208 or MGT B250 or ACCT B340 Jr.)</i>	BUAN B310							
History I: HIST T			Principles of Managerial Acct. <i>(reqs: ACCT B202, Soph.)</i>	ACCT B203		Econometrics I--Linear <i>(reqs: BUAN B205, ECON B201, Jr.)</i>	BUAN B360							
History II: HIST Q			Business Analytics <i>(reqs: MATH A115 or A110; co-req: MGT B250, Soph.)</i>	BUAN B205		Managerial Decision-Making <i>(reqs: MGT B325 Jr.)</i>	BUAN B375							
Philosophy I: Reasoning <i>("R" in PHIL)</i>	PHIL R		Management & Org. Behavior <i>(reqs: BA B100 & B101. Soph.)</i>	MGT B245		Approved Major Electives (Choose 2 from below list):								
Phil. II: Making Moral Decisions <i>(req: PHIL I)</i>	PHIL W252		Management Info. Systems <i>(req: BA B100)</i>	MGT B250		Relational Databases <i>(req: COSC A211)</i>	COSC A270							
Relig. I: Christian Traditions <i>("S" in RELS)</i>	RELS S		Fin. Mgmt. <i>(reqs: ACCT B202, BUAN B205, ECON B201, Soph.)</i>	FIN B280		Internet Technologies <i>(req: COSC A211)</i>	COSC A319							
Relig. II: World Religions <i>("V" in RELS)</i>	RELS V		Production & Ops. Mgmt. <i>(reqs: BUAN B205, Jr.)</i>	MGT B325		Econometrics II--Time Series <i>(req: BUAN B360 with >C)</i>	BUAN B365							
Natural Science in Context <i>("Y" in BIOL, CHEM, PHYS, etc)</i>			Business Ethics <i>(reqs: ECON B201, MGT B245, PHIL W252, Sr.)</i>	BA B415		Consumer Analysis & Research <i>(reqs: BUAN B205, MKT B100)</i>	MKT B390							
† Loyola Core Social Science is fulfilled by ECON B200/201			Business Policy <i>(reqs: FIN B280, MGTB245& B325, MKTB100, Sr.)</i>	BA B445		Electronic Marketing <i>(req: MKT B100)</i>	MKT B460							
Non-Business Electives (6 crs.)	Course #	Grade	Business Internship <i>(req: Jr. or Sr.)</i>	BA B497										
			Business Portfolio Program (8 semesters, 0 crs.)											
			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, BUAN, 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.

Suggested Curriculum Sequencing BUAN Business Analytics



Student CWID#:

College of Business – BBA Degree –ECON (52.0601) FIN (52.0801) MGT (52.0201) MKT (52.1401) majors

Student Name:

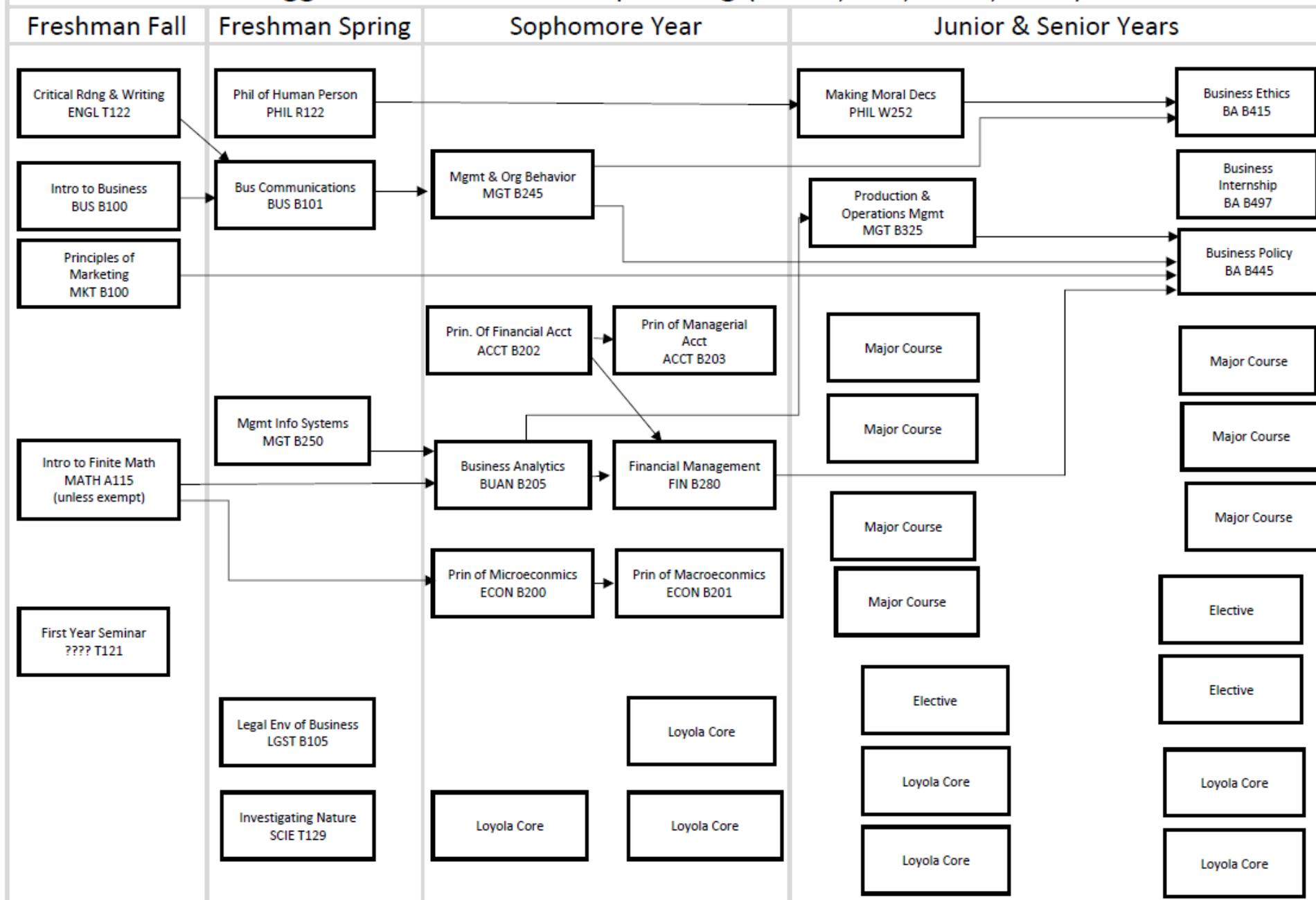
Degree Program Course Listing for Students Entering AY 2020-2021

LOYOLA CORE			Business Core (48 crs.)				Course #	Grade	Major (24 crs.; see below)	Course #	Grade	
Foundation (req. 1st yr., 12 crs.)	Course #	Grade	Introduction to Business				BA B100					
<i>First-Year Seminar (Fall only)</i>	T121		Business Communications <i>(reqs: BA B100, ENGL T122)</i>				BA B101					
English: Critical Reading + Writing <i>(req: ENGL A100 if necessary)</i>	ENGL T122		Principles of Marketing				MKT B100					
Math: Finite Mathematics <i>ACT 19-28 or SAT 500-680; MATHA110</i>	MATH A115		Legal Environment Of Business <i>(reqs: BA B100)</i>				LGST B105					
Science: Investigating Nature	SCIE T129		Principles of Microeconomics <i>(co-req: MATH A115; MATH A110)</i>				ECON B200					
Knowledge & Values† (27 crs.)	Course #	Grade	Principles of Macroeconomics <i>(req: ECON B200)</i>				ECON B201					
Writing About Literature <i>("N" in CLHU, ENGL, LAS, etc)</i>			Principles of Financial Acct. <i>(reqs: MATH A115 or A110 ;BA B100)</i>				ACCT B202					
Creative Arts + Cultures <i>("O" in MUGN, THEA, VISA, etc)</i>			Principles of Managerial Acct. <i>(reqs: ACCT B202, Soph.)</i>				ACCT B203					
History I: HIST T			Business Analytics <i>(reqs: MATH A115 or MATHA110; co-req: MGT B250, Soph.)</i>				BUAN B205		2nd Major or Minor <i>(not required for degree)</i>	Course #	Grade	
History II: HIST Q			Management & Org. Behavior <i>(reqs: BA B100 & B101, Soph.)</i>				MGT B245					
Philosophy I: Reasoning <i>("R" in PHIL)</i>	PHIL R		Management Info. Systems <i>(req: BA B100)</i>				MGT B250					
Phil. II: Making Moral Decisions <i>(req: PHIL I)</i>	PHIL W252		Fin. Mgmt. <i>(reqs: ACCT B202, BUAN B205, ECON B201, Soph.)</i>				FIN B280					
Relig. I: Christian Traditions <i>("S" in RELS)</i>	RELS S		Production & Ops. Mgmt. <i>(reqs: BUAN B205, Jr.)</i>				MGT B325					
Relig. II: World Religions <i>("V" in RELS)</i>	RELS V		Business Ethics <i>(reqs: ECON B201, MGT B245, PHIL W252, Sr.)</i>				BA B415					
Natural Science in Context <i>("Y" in BIOL, CHEM, PHYS, etc)</i>			Business Policy <i>(reqs: FIN B280, MGT B245 & B325, MKT B100, Sr.)</i>				BA B445					
† Loyola Core Social Science is fulfilled by ECON B200/201			Business Internship <i>(req: Jr. or Sr.)</i>				BA B497		Economics major: ECON B205, B206, B305 + 9 crs. of ECON electives + 6 crs. of Business electives			
Non-Business Electives (9 crs.)	Course #	Grade	Business Portfolio Program (8 semesters, 0 crs.)						Finance major: ACCT B305, ACCT B306, FIN B305, B310, B315, B325, B400 + 3 crs. of FIN electives			
									Management major: MGT B300, B310, B315, B375 + 6 crs. of MGT electives + 6 crs. of Business electives			
			PFOL	B100	B101	B200	B201	B300	B301	B400	B401	Marketing major: MKT B330, B340, B390, B450 + 6 crs. of MKT electives + 6 crs. of Business electives
			P/F									

Graduation requirement: Minimum 120 credits + GPA of 2.0: (1) Overall; (2) In Business courses taken at Loyola, including ACCT, BA, BUAN, 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.

Suggested Curriculum Sequencing (ECON, FIN, MGT, MKT)

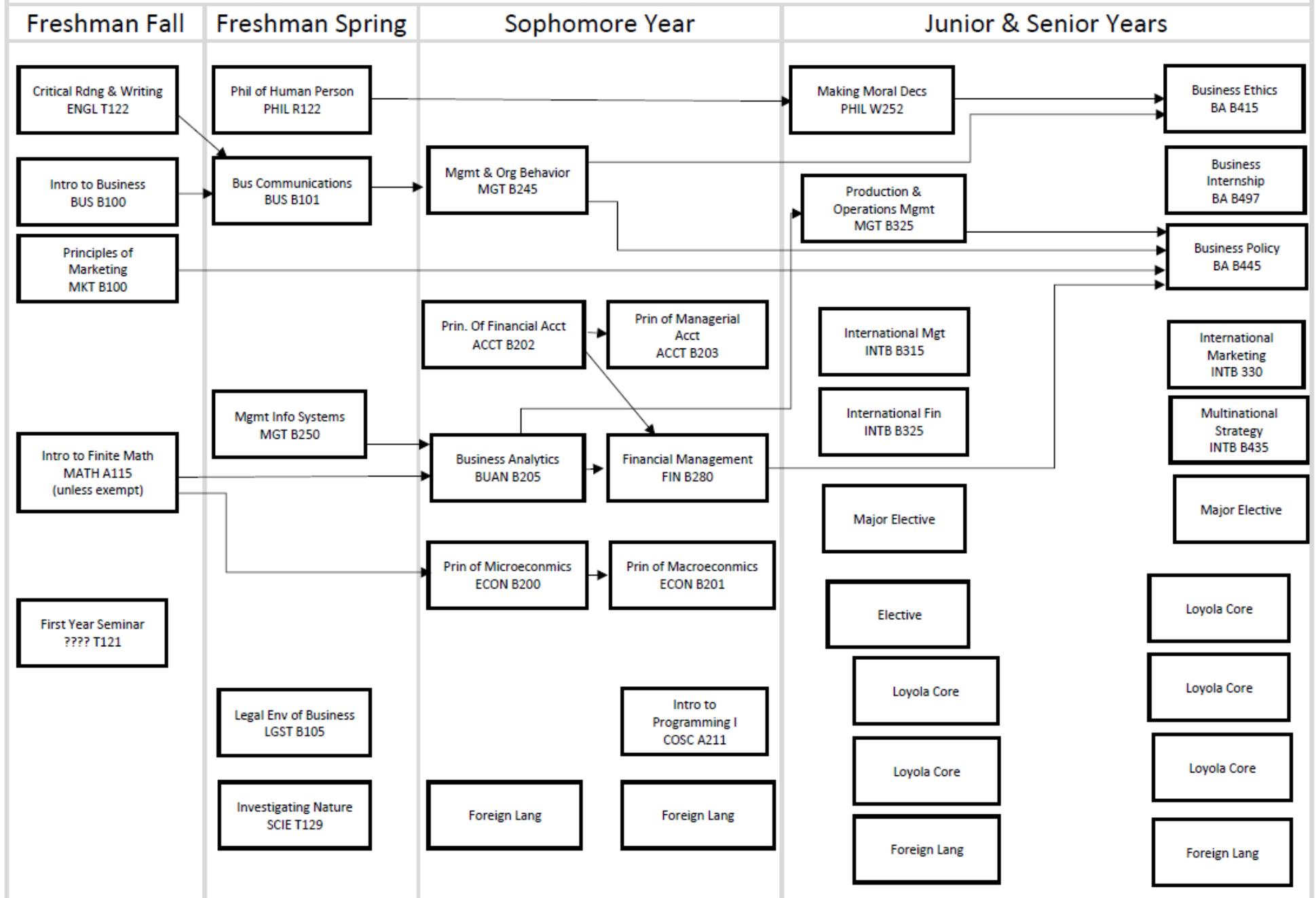


LOYOLA CORE			Business Core (48 crs.)				Course #	Grade	Major (30 crs.)			Course #	Grade	
Foundation (req. 1st yr., 12 crs.)	Course #	Grade	Introduction to Business				BA B100		International Management <i>(reqs: MGT B245, Jr.)</i>			INTB B315		
First-Year Seminar (Fall only)	T121		Business Communications <i>(reqs: BA B100, ENGL T122)</i>				BA B101		International Finance <i>(reqs: FIN B280, Jr.)</i>			INTB B325		
English: Critical Reading + Writing <i>(req: ENGL A100 if necessary)</i>	ENGL T122		Basic Marketing				MKT B100		International Marketing <i>(reqs: MKT B100, Jr.)</i>			INTB B330		
Math: Finite Mathematics <i>ACT 19-28 or SAT 500-680; MATHA110</i>	MATH A115		Legal Environment Of Business <i>(reqs: BA B100)</i>				LGST B105		Multintl. Strategy <i>(reqs: FIN B280, MGT B245, MKT B100)</i>			INTB B435		
Science: Investigating Nature	SCIE T129		Principles of Microeconomics <i>(co-req: MATH A115; Math A110)</i>				ECON B200		Intl. Business elective			INTB		
Knowledge & Values[†] (27 crs.)	Course #	Grade	Principles of Macroeconomics <i>(req: ECON B200)</i>				ECON B201		Intl. Business elective			INTB		
Writing About Literature* <i>("N" in CLHU, ENGL, LAS, etc)</i>			Principles of Financial Acct. <i>(reqs: MATHA115 or A110, BA B100)</i>				ACCT B202		Modern Foreign Language <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		
Creative Arts + Cultures* <i>("O" in MUGN, THEA, VISA, etc)</i>			Principles of Managerial Acct. <i>(reqs: ACCT B202, Soph.)</i>				ACCT B203					A101		
History I: HIST T			Business Analytics <i>(reqs: MATH A115 or 110, co-req: MGT B250, Soph.)</i>				BUAN B205					A200		
History II: HIST Q			Management + Org. Behavior <i>(reqs: BA B100 & B101 Soph.)</i>				MGT B245					A201		
Philosophy I: Reasoning <i>("R" in PHIL)</i>	PHIL R		Management Info. Systems <i>(req: BA B100)</i>				MGT B250		International Experience (0 crs.) <i>(All INTB majors must study or work/intern abroad)</i>					
Phil. II: Making Moral Decisions <i>(req: PHIL I)</i>	PHIL W252		Fin. Mgmt. <i>(reqs: ACCT B202, BUAN B205, ECON B201, Soph.)</i>				FIN B280		Country: Univ. / org.:					
Relig. I: Christian Traditions <i>("S" in RELS)</i>	RELS S		Production + Ops. Mgmt. <i>(reqs: BUAN B205, Jr.)</i>				MGT B325		2nd Major or Minor <i>(not required for degree)</i>		Course #	Grade		
Relig. II: World Religions* <i>("V" in RELS)</i>	RELS V		Business Ethics <i>(reqs: ECON B201, MGT B245, PHIL W252, Sr.)</i>				BA B415							
Natural Science in Context <i>("Y" in BIOL, CHEM, PHYS, etc)</i>			Business Policy <i>(reqs: FIN B280, MGT B245 & B325, MKT B100, Sr.)</i>				BA B445							
† Loyola Core Social Science is fulfilled by ECON B200/201			Business Internship <i>(req: Jr. or Sr.)</i>				BA B497							
Non-Business Elective (3 crs.)			Business Portfolio Career Program (8 semesters, 0 crs.)											
* 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 & Nationalism, HIST Q283 Rise of Global Capitalism, etc.			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, BUAN, 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.

Suggested Curriculum Sequencing INTB International Business



College of Business – Business Minor Tracking Sheet - These are the only business minors available to CoB students: 2020-2021

Accounting (21 crs.) <i>Business or non-business majors</i>	Course #	Grade
Business Law for Acct.	LGST B300	
Principles of Financial Acct. <i>(req:BA B100;MATH A115 or A110)</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 ACCTB307	
Strategic Cost Management <i>(req: ACCT B202 or B203; Jr.)</i>	ACCT B310 (ACCT B203)	
Accounting Elective <i>(must meet prerequisites)</i>	ACCT	

Business Analytics (21 crs.) <i>Business or non-business majors</i>	Course #	Grade
Intro. to Programming I	COSC A211	
Business Analytics <i>(req: MATHA ____, MGT B250; Soph)</i>	BUAN B205	
Mgmt. Information Systems, or Acct. Information Systems	MGT B250 or ACCT B340	
Production + Op. Mgmt. <i>(reqs: BUAN B205, Jr.)</i>	MGT B325	
Business Decision Modeling <i>(reqs: BUAN B205, MGT B250)</i>	BUAN B305	
Decision Support Systems <i>(reqs: MGT B250, COSC A211)</i>	BUAN B310	
Managerial Decision-Making, or Econometrics I <i>(see reqs.)</i>	BUAN B375 or BUAN B36	

Intl. Business (21 crs.) <i>For business majors only</i>	Course #	Grade
International Management Reqs: Mgt B245, Jr.)	INTB B315	
International Finance <i>(req: FIN B280, Jr.)</i>	INTB B325	
International Marketing <i>(req: MKT B100, Jr.)</i>	INTB B330	
Multintl. Strategy <i>(reqs: FIN B280, MGT B245, MKT B100)</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>		
Entrepreneurship (24 crs.) <i>Business or non-business major</i>	Course #	Grade
Principles of Financial Accounting <i>(req:BA B100; MATH A115 or A110)</i>	ACCT B202	
Management + Org. Behavior <i>(req: BA B100 & BA101 Soph.)</i>	MGT B245	
Principles of Marketing	MKT B100	
Entrepreneurship <i>(reqs: MGT B245, MKT B100, Jr)</i>	ENTR B300	
Entrepreneurial Strategy <i>(reqs: ENTR B300; ACCTB202; Jr.)</i>	ENTR B430	
Entrepreneurial Finance <i>(reqs: ENTR B300; ACCT B202, Jr.)</i>	ENTR B440	
Specialization Electives (2 required, 1 outside CoB)		

Loyola University New Orleans College of Business
Academic Responsibility and Integrity Contract – 2020-2021

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 Career 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 Canvas daily.** Many faculty post readings and assignments to Canvas. The Portfolio Program also posts Portfolio course requirements to Canvas at the beginning of each semester.
5. **Access and check your Loyola Gmail e-mail account** (<https://accounts.google.com/signin>) **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 Loyola gmail (not your personal) account.
6. **Contact the appropriate department immediately if you cannot access your accounts.** For any Canvas issues, visit the Learning Commons desk at the Monroe Library. If you have difficulty accessing your Loyola Gmail, contact helpdesk@loyno.edu or call 504-865-2255.

Student's Printed Name

Student's Signature

Date

