



GRADUATE PROGRAMS STUDENT HANDBOOK

2021 – 2022

**Loyola University New Orleans
The Joseph A. Butt, S. J.
College of Business**

COLLEGE OF BUSINESS MISSION STATEMENT

The mission of the Loyola College of Business is to educate and empower ethical innovators who work with and for others to solve local and global problems. We teach conceptual, technical, and professional skills through engaging experiences that leverage New Orleans' community and creative spirit.

MBA PROGRAM MISSION AND LEARNING GOALS

MISSION

**To inspire students to be critical thinkers, innovators, and principled
leaders who make lasting contributions to society**

Upon completion of the Loyola MBA program, graduates will be able to:

- develop and implement leadership systems throughout an organization,
- embrace strong ethical values and acknowledge moral and legal obligations to the multitude of publics impacted by the organization,
- design, align and integrate strategic, tactical and operational plans,
- identify customers, important publics and other critical requirements, and design systems for incorporating requirements through the organization,
- design and use information systems and methods for collecting, analyzing and disseminating data,
- marshal human resource systems to accomplish organizational tasks,
- create effective operational processes, support services and supplier networks,
- monitor performance through financial, accounting and regulatory compliance, and
- communicate effectively through written, oral and visual media.

CHARACTERISTICS OF LEARNING IN THE JESUIT TRADITION

The Society of Jesus was founded in 1540 by Saint Ignatius Loyola. It is the largest religious order of the Roman Catholic Church. For centuries, Jesuits have influenced mathematics, astronomy, architecture, law, medicine, and most academic pursuits. A primary mission of the Jesuits is education. There are 28 colleges and universities affiliated with the Society of Jesus in the United States.

The characteristics of learning in the Jesuit tradition are:

- Pursuit of Excellence
- Respect for the World: Its History and Mystery
- Learning from Experience
- Contemplative Vision Informed by Hope
- Development of Personal Potential
- Critical Thinking and Effective Communication
- Appreciation of Things Both Great and Small
- Commitment to Service
- Special Concern for the Poor and Oppressed
- Linking Faith with Justice
- International and Global Perspective
- Discerning Mindset

ACADEMIC STANDING AND ACADEMIC ACTIONS

To be in good standing, a graduate student must maintain a cumulative grade point average of 3.0 or higher in graduate course work taken at Loyola University. If a student's cumulative GPA in the any graduate program falls below 3.0, the student will be placed on academic probation and will be given one academic semester to raise the GPA back to a 3.0. In addition, a cumulative GPA of 3.0 is required to graduate from all graduate business program. Please see the Graduate Bulletin for additional definitions and clarifications. The Graduate Bulletin is available online at <http://2021bulletin.loyno.edu/graduate-bulletin>.

Grading Scale

Each instructor has the option of using a grading method within each course that best meets the needs of students and the subject. However, all grades are translated into the following grades:

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|----|-------------------|---|
| A | Excellent | <i>4 quality points per semester hour</i> |
| A- | Excellent | <i>3.7 quality points per semester hour</i> |
| B+ | Above Average | <i>3.3 quality points per semester hour</i> |
| B | Average | <i>3 quality points per semester hour</i> |
| B- | Below Average | <i>2.7 quality points per semester hour</i> |
| C+ | Below Average | <i>2.3 quality points per semester hour</i> |
| C | Below Average | <i>2 quality points per semester hour</i> |
| C- | Below Average | <i>1.7 quality points per semester hour This grade will not count toward graduation.</i> |
| D+ | Minimally Passing | <i>1.3 quality points per semester hour This grade will not count toward graduation.</i> |
| D | Minimally Passing | <i>1 quality point per semester hour This grade will not count toward graduation.</i> |
| F | Failure | <i>No quality points are assigned.</i> |
| I | Incomplete | <i>This grade is to be assigned only when the instructor has been presented with serious and compelling reasons why the student should be allowed to complete the course at a later date. An I grade which has not been made up by the sixth week of the subsequent term, excluding summer terms, will be changed automatically to F.</i> |
| P | Pass | <i>Pass/Fail grades are available only in courses designated as pass/fail. Grades of P are not counted toward quality point averages.</i> |

Graduation Eligibility

To graduate, a student must meet the graduation requirements of the university and college and must possess a Loyola grade point average (GPA) of at least 3.0, as well as a cumulative GPA of at least 3.0 in all business core and elective courses taken at Loyola. Students must successfully complete all of the required courses for their degree program(s) along the following guidelines:

1. **No course with a grade below “C” may be used towards degree requirements.** Any graduate course with a grade “C-“ or below must be repeated prior to graduation.

Incomplete Grades

A student who receives a grade of “I” (“Incomplete”) in any course may not register for any further courses until the relevant coursework is completed and a letter grade is received. If a student is already registered for the next semester’s courses and receives a grade of “I”, the student will be withdrawn from all next semester’s courses. If the “I” remains past the add date for that next semester, or any subsequent semester, the student will not be eligible to enroll for any courses in that semester.

Academic Probation & Dismissal

If a student’s cumulative GPA falls below 3.0, the student will be placed on academic probation and will be given one academic semester to raise the GPA back to a 3.0. If the student is unable to raise the GPA to a 3.0 or higher by the end of the semester, the student will be subject to permanent dismissal from their graduate program. Graduate students who are placed on academic probation will remain on academic probation for the remainder of their time in the program.

If the GPA of a student who is a conditionally admit falls below a 3.0, the student will be subject to permanent dismissal from the graduate program.

Any grade of “C-“ or below will automatically cause the student to be placed on probation, regardless of the overall GPA. If a probationary student receives grade of “C-“ or below, he or she will be subject to dismissal. An MBA student on probation may not take a course at another school or take an independent study course, study abroad course, or internship without written permission from the Director of Graduate Programs.

A student who receives a grade of “F” in any graduate business course will be subject to dismissal from the program.

A student found guilty of academic dishonesty will be subject to dismissal from the program.

GRADE AND DISMISSAL APPEALS PROCESS

The Office of Graduate Programs do not process any grade or dismissal appeals. Before submitting an official appeal to the Office of the Dean, all students should begin by consulting the course instructor. If the issue at hand cannot be resolved between the student and instructor, the student should submit an official appeal to the Office of the Dean according to the process outlined below. All appeal committees will be constituted by two faculty members and one student representative. Loyola students enrolled in courses at other institutions are subject to the grade appeal policy at those institutions. Please see the Graduate Bulletin for additional information (<http://2021bulletin.loyno.edu/regulations/grades-grade-point-averages>)

Grade Appeals Process

The student has a right to know the grade he or she has earned, the right to know the grading systems of the instructor, and the right to know grades as they are given during the term. The grading system should be included in the course syllabus.

1. Appeal to the College. The student shall collect and present any evidence (tests, papers, laboratory reports, etc.) to the dean. The student has the right to appeal a given grade to the dean up to 30 days after the beginning of the subsequent term, excluding summers. It may happen, however, that a hearing may not be able to be scheduled until after that time. Until the grade is finally determined, the student's academic standing and all related rights and privileges are based on the grade as originally assigned.
2. College Committee Review. The dean will appoint a committee of two faculty members familiar with the course and one student who has taken the course. The dean or the dean's designated representative will serve as the non-voting chair of the committee. The student and instructor are to be apprised of the composition of the committee, and the dean should honor any reasonable objection either might have to appointed members. Both the student and the instructor have the right to present their position in person to the committee. The burden of proof will be on the student. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course.
3. Appeal to the Provost. If the dean denies a student a committee hearing, the student may appeal to the provost. The provost may convene a committee composed of himself or herself or a representative, two faculty members (who should, if possible, be familiar with the course), and one student from the college in which the course is offered and who has taken the course. Both the student and the instructor are to be apprised of the composition of the committee, and the provost should honor any reasonable objection, which either might have to appointed members. Both the student and the instructor have the right to present their positions in person to the committee. The decision of the committee is final, and the grade it decides upon becomes the official grade for the course

COLLEGE OF BUSINESS, GRADUATE PROGRAMS CODE OF CONDUCT

A quality academic learning community requires personal ethics and a genuine respect for others. In addition to the policies stated in the university's graduate bulletin, the responsibilities of the students enrolled in Loyola's graduate programs are as follows:

Classroom Behavior

Students will come to class promptly at the scheduled time and be prepared with completed assignment(s). Graduate students should genuinely listen to others, attempt to understand perspectives different than their own, and share their ideas with professional tact. Students must actively participate in class discussion, enhancing the experience of the classroom with quality contributions. Students must provide the professor notice beforehand and accept associated consequences if he or she is to miss a class meeting.

Professionalism

Students are expected to adhere to all written and verbal instructions provided by university faculty and staff members. Students unwilling to comply with instructions are subject to disciplinary action. Anytime a student represents the College of Business of Loyola University New Orleans, the appearance and demeanor of the student must exhibit the highest level of professionalism. Professionalism entails the following: business attire; immaculate personal hygiene; punctuality; verbal, written, and other communication that meets the highest standards; and proper etiquette.

Coursework

Make the time commitment to read assigned materials thoughtfully, offer meaningful contributions to class dialogue, and complete assignments on-time with honesty, integrity and pride. Do not cheat or plagiarize. The Office of Graduate Programs defines cheating as using unauthorized materials or receiving unauthorized assistance during an exam or other academic exercise. For our purposes, plagiarism is defined as the use of another's ideas or words without appropriate acknowledgement.

Teamwork

Acknowledge that the curriculum requires working closely with others. Foster openness in teamwork, complete portions of team assignments according to standards and deadlines set by the team, and assume a leadership role as appropriate. Encourage a learning community respectful and open to diversity of ideas and people, including professors, classmates, and other stakeholders.

Disciplinary Committee

Students found in violation of the Graduate Programs Code of Conduct will be brought before a hearing committee comprising of two faculty members and one student representative. Students will have an opportunity to present a case to the committee. The disciplinary committee will recommend a course of action to the Dean of the College of Business, ranging from censure to expulsion.

COURSE REGISTRATION PROCESS

Registration for a semester normally begins a month before the end of the previous semester and continues through the last day to add a course (i.e., the fifth business day of the semester). New and returning graduate students may participate in early registration. Please refer to the registration timetable available here: <http://academicaffairs.loyno.edu/records/registration> (<https://lora.loyno.edu/>)

It is the students' responsibility to contact their academic advisor to set up an advising meeting (in person or on the phone) and complete their Course Request Form. It is the student's responsibility to review course offerings before their advising meeting. The Course Request form will list the courses the student plans to take the following semester. Each faculty advisor will review the completed form and will approve the course selections by signing the form. Once the advisor has approved courses, it is the student's responsibility to register for his or her courses through LORA during the registration period.

All students are expected to keep track of their completed graduate courses with their respective Degree Program Course Listing (DPCL). For your convenience, please refer to end of this document to view a blank copy of your respective DPCL.

Leave of Absence Policy

Students enrolled in one term may apply to the Graduate Program Director for a leave of absence for the next term. The Office of Graduate Programs will process a leave of absence with the Director of Student Records. Students must reapply each term to extend their leave to a subsequent term. Only in rare cases with extenuating circumstances are multiple semester leaves approved. A spring term leave includes the subsequent summer term.

During the semester of leave, students must contact the Office of Graduate Programs at mba@loyno.edu no later than one month prior to the beginning of the next term to request 1) registration for graduate courses in the next term; 2) an additional semester leave from graduate coursework; or 3) a withdraw from their respective program. Either failure to contact the Office of Graduate Programs prior to the next term, or not registering for any graduate course for the returning term will result in the student being withdrawn from the program immediately and require the student to submit an application for re-admittance. Any student with a leave lasting two or more subsequent terms will be subject to any new curriculum requirements articulated in the graduate bulletin.

MASTER OF BUSINESS ADMINISTRATION (MBA)

The MBA degree program is offered as a generalist degree, or with the option to pursue 1 of 4 specialization tracks in Entrepreneurship, Finance, Marketing, or Operations. The course requirements for these specializations consist of 3 electives in the appropriate area.

- Overview of requirements: 40 credit hours (crs) required for completion
 - Immersion Weeks: 4 crs
 - MBA Core Courses: 24 crs
 - MBA Electives: 12 crs

- Immersion Weeks:
 - Required: BA B704 Ethics & Social Justice Week (1 cr)
 - Select 3 from the following:
 - BA B701 MBA Experience Week (1 cr)
 - BA B702 Venture & Ideation Week (1 cr)
 - BA B703 Career Management Week (1 cr)
 - BA B893 Special Topics (1 cr)

- MBA Core Courses for 24 crs:
 - ACCT B715 Financial & Managerial Accounting
 - FIN B700 Financial Management
 - BUAN B725 Managerial Economics & Statistics
 - MGT B700 Organizational Leadership
 - MGT B710 Operations & Process Management
 - MKT B700 Strategic Marketing
 - BA B750 Competitive Strategy (Capstone). This is a requirement for final semester of enrollment.

- MBA Electives for 12 crs, may use 9 crs for concentration. Students select courses in consultation with an advisor.

CORE COURSES & ELECTIVE TRACKS, MBA

All core courses are to be completed before graduation, with the exception of 1 core elective course. Depending on your program of choice (full-time fast track or part-time professional) any student will take their core courses one or two per semester, or all at once.

Concentrations (Part-Time MBA)

MBA students have the option to take their elective courses for a specific 'specialization track.' These tracks are designed to increase our graduates' marketability in their professional fields of interest. Our tracks consist of 9 credit hours of electives in one of the following topics:

1. Finance
2. Entrepreneurship
3. Marketing
4. Operations

Students must take three electives in the desired topic in order to graduate with concentration. The courses for each concentration will vary every semester, but course selection will be available for advising periods.

CORE ELECTIVE COURSES, MBA

All students enrolled in the part-time or full-time MBA programs must take two of our three ‘core elective’ courses. All students will choose their core electives from the following:

MGT B705 Strategic Communication: This course improves the abilities of participants in the areas of effective presentations (including design), professional business writing, business etiquette, communication preferences, coaching skills, and nonverbal communication skills. Students will work in teams, deliver presentations, and give constructive feedback on oral and written assignments throughout the entire course.

MGT B700 Organizational Leadership: This course is a study of the interactions that exist between people, especially in the context of organizations. In particular, it examines two important processes in organizations: leadership and team-building. Topics include the roles of context and followers in the emergence of leaders, exercise of power, ethical issues faced by leaders, influence, diversity, team influences on beliefs and perceptions, the development of teams and team norms, conformity and deviance in teams, team decision making, and designing teams for effective performance and decision making. Other related issues associated with human behavior in organizations, including coaching, conflict resolution, negotiation, and empowerment, will also be studied.

MGT B725 Quality + Performance Excellence: This course is designed to introduce the student to the knowledge and skills necessary to create high performing, sustainable, resilient, and responsible organizations. The course focuses on organizational design and diagnosis using the Baldrige Quality Award Criteria for Performance Excellence. The course also covers essential leadership / managerial skills from the field of quality management and leadership theory to empower students to influence an organization to move ahead through continuous improvement.

By default, full-time MBA students will be enrolled in MGT B705 Strategic Communications and MGT B700 Organizational Behavior & Leadership. Changes can be made if requested by the corresponding add and drop deadlines in the fall.

GLOBAL MASTER OF BUSINESS ADMINISTRATION (MBA)—TRIPLE MASTER

The Global MBA - Triple Master program awards an MBA degree with required travel abroad to Paris, France and Munich, Germany. The Global MBA- Triple Master allows for students to earn their Loyola MBA, with the option of earning two additional masters with our partner universities: A Master of Science in Management from Germany's top-ranked Ludwig-Maximilians-University, and the extremely coveted Diplôme Grand École from one of the most prestigious French Business Schools.

- Overview of requirements: 45 credit hours (crs) required for completion
 - Immersion Weeks: 3 crs
 - MBA Core Courses: 27 crs
 - MBA Electives: 15 crs

- Immersion Weeks
 - Required: BA B704 Ethics & Social Justice Week (1 cr)
 - Select 2 from the following
 - BA B701 MBA Experience Week (1 cr)
 - BA B703 Career Management Week (1 cr)
 - BA B893 Special Topics (1 cr)

- Global MBA Core Courses
 - ACCT B715 Financial & Managerial Accounting (3 cr)
 - FIN B700 Financial Management (3 cr)
 - BUAN B725 Managerial Economics & Statistics (3 cr)
 - MGT B700 Organizational Leadership (3 cr)
 - MGT B710 Operations & Process Management (3 cr)
 - MKT B700 Strategic Marketing (3 cr)
 - BA B750 Competitive Strategy (Capstone) (6 cr) This is a requirement for final semester of enrollment.

- Global MBA Electives
 - Innovation and Entrepreneurship (3 cr)
 - International Project Management (3 cr)
 - Strategic Stakeholder Management (3 cr)
 - Data-Based Decision Making (3 cr)
 - Financial-Risk Management (3 cr)

- Optional Thesis Project (15 credits)
 - To be completed in one of the three universities

MASTER OF SCIENCE IN HEALTHCARE MANAGEMENT

The Master of Science in Healthcare Management is a collaborative cross-disciplinary program with four of the academic colleges at Loyola University New Orleans, including the College of Business, College of Nursing and Health, College of Music and Media, and College of Law.

Overview of Requirements: 30 credit hours required for completion

- Master of Science core courses: 18 credits
 - BA 601 Applied Business Mathematics
 - MGT 740 The Business of Healthcare
 - FIN 700 Financial Management
 - ACCT 715 Financial & Managerial Accounting
 - NURS 711 Healthcare Informatics
 - Law Health Policy

- Electives - 9 credits from one of the following elective tracks:
 - Marketing & Communications Concentration - pick 9 credits
 - MKT 700 Strategic Marketing
 - MKT 825 Consumer Analysis and Research
 - CMMN 810 Crisis Communication
 - CMMN 820 Corporate & Social Responsibility
 - Data Analysis Concentration - pick 9 credits
 - BUAN 725 Managerial Economics & Statistics
 - MKT 825 Consumer Analysis & Research
 - MKT 820 Digital Marketing & Analytics
 - Project Management & Operations Concentration - pick 9 credits
 - MGT 700 Organizational Leadership
 - MGT 710 Operations & Process Management
 - MGT 830 Project Management
 - MGT 835 Lean Six Sigma

- Capstone Practicum Course – 3 credits:
 - CNH/BA 855 Healthcare Leadership Capstone Project

MASTER OF SCIENCE IN MARKETING & COMMUNICATIONS

The Master of Science in Marketing and Communications is a collaborative program with the Joseph A. Butt S.J. College of Business and the College of Music and Media, School of Communication and Design at Loyola University New Orleans.

- Overview of requirements: 30 credit hours (crs) required for completion
 - MS Core courses: 15 crs
 - Track courses - choose 9 crs from one of the following tracks:
 - Communications
 - Marketing
 - Capstone course: 6 crs
- MS Core Courses for 15 crs:
 - BA B601 Applied Business Mathematics
 - MKT B700 Strategic Marketing
 - MKT B820 Digital Marketing & Analytics
 - CMMN A600 State of Journalism & Mass Communications
 - CMMN A782 Social Media

Choose one of the following concentrations

- Communications Concentration for 9 crs:
 - CMMN A735 Ethics & Diversity
 - CMMN A810 Crisis Communication
 - CMMN A820 Corporate & Social Responsibility
- Marketing Concentration for 9 crs:
 - BA B750 Competitive Strategy
 - MGT B700 Organizational Leadership
 - MKT B825 Consumer Analysis & Research
- Capstone Course for 6 crs
 - MKT/CMMN 890 Marketing & Communications Capstone Project

TRANSFER COURSE CREDITS

With the exception of courses taken at Jesuit consortium schools, a maximum of six credit hours of transfer work may be applied to 700 (core) and 800 (elective) level courses in the program curriculum at the discretion of the Director of Graduate Programs. Only courses taken at AACSB-accredited schools within five years prior to matriculation will be considered.

After matriculation, students may take up to six hours at another institution to be applied to 700-, or 800-level MBA coursework. **Prior written permission must be obtained.** Permission will be granted only for schools accredited by the AACSB and only to students demonstrating compelling need.

A consortium agreement with selected AACSB-accredited Jesuit **MBA** programs is in effect. Students may transfer up to 50% of course requirements at the 700- or 800-level under this agreement. The grade of “B” or higher is required in any course taken at another school in order to apply to degree requirements. For more information, please visit the Jesuit MBA National Network web page, available at <http://www.jesuitmba.org/>.

Students must meet the admission requirements of the other school to be eligible for a transfer.

APPLYING FOR GRADUATION

The semester prior to graduation, all graduate students must apply for graduation online at <https://secure.loyno.edu/records/applicationfordegree/>. This application prompts the system to generate all pertinent information and communication for graduation and alerts all involved departments and offices. Students must make sure all contact information in the Office of Student Records is up to date to ensure accurate communication. All dual degree students must apply separately for each degree

DUAL DEGREE PROGRAMS

The demands of today's dynamic business environment often reach beyond the sphere of general management or business competency. The College of Business offers the flexibility of pursuing an MBA degree in conjunction with another graduate degree offered by Loyola's other graduate colleges.

Students interested in pursuing dual-degree programs at Loyola must complete application requirements separately for each program. Applicants must provide GMAT or GRE scores to apply to the MBA program; other programs may have additional requirements. Admitted students may reduce the total number of credit hours required by each program while pursuing the degrees simultaneously. On-campus and online options may be available for dual degree programs.

Master of Business Administration/Juris Doctor

The JD/MBA program is designed for those students seeking advanced education in business administration, in addition to an education in the law. Normal degree requirements of 40 credit hours for the MBA program and 90 credit hours for the JD program are complemented and reduced to 31 credit hours for the MBA program and 81 credit hours for the JD program. Each degree program's requirements are thus reduced by nine credit hours as each can accept, as part of its elective requirements, nine credit hours of coursework from the other program.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either individual degree can be awarded. Students participating in the dual program must maintain a minimum grade point average of 3.0 in the College of Business and 2.3 in the College of Law. Students failing to meet the requirements of the dual program are awarded an MBA or JD degree separately only if they fulfill the requirements for the individual degree as outlined in the graduate or law bulletin.

Contact Kimberly Jones at kjones1@loyno.edu for more information about the MBA/JD program.

Master of Business Administration/Pastoral Studies

The MBA/MPS program is designed to provide the theological, ministerial, and pastoral foundation, as well as the business, organizational, and management knowledge that together will strengthen graduates' ability to respond to the needs of the Church and the world today. Normal degree requirements of 40 credit hours for the MBA program and 36 credit hours for the MPS program are complemented and reduced to 31 credit hours for the MBA program and 24 credit hours for the MPS program, for a total reduction of 21 credit hours.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either individual degree can be awarded. Students participating in the dual program must maintain a minimum grade point average of 3.0 in the College of Business and a 2.5 in the Loyola Institute for Ministry. Students failing to meet the requirements of the dual program are awarded an MBA or MPS degree only if they fulfill the requirements for the individual degree as outlined in the graduate bulletin.

Contact Thomas Ryan at tfryan@loyno.edu for more information about the MBA/MPS program.

Master of Business Administration/Master of Science in Nursing

The MBA/MSN program is designed to provide students the opportunity to seek advanced education in business administration, in addition to an advanced education in Nursing. Students can complete your MSN within the Nursing Leadership track. Students may waive 9 credit hours total of MBA electives.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either individual degree can be awarded. Students participating in the dual program must maintain a minimum grade point average of 3.0 in the College of Business and 3.0 in the School of Nursing. Students failing to meet the requirements of the dual program are awarded an MBA or MSN degree separately only if they fulfill the requirements for the individual degree as outlined in the graduate or law bulletin.

Contact Cathy Harrell at chharrel@loyno.edu for more information about the MBA/MSN program.

Master of Business Administration/Master of Science in Criminology and Justice

The MBA/MSJ program responds to the need for professionally-trained criminal justice administrators, planners and researchers as well as private security professionals who are seeking an advanced education in business administration. Students are eligible to waive 9 credit hours total of MBA electives.

Upon completion of the program, the student will be awarded two separate degrees. The requirements for both must be completed, however, before either individual degree can be awarded. Students participating in the dual program must maintain a minimum grade point average of 3.0 in the College of Business and 3.0 in the College of Arts & Sciences. Students failing to meet the requirements of the dual program are awarded an MBA or MSJ degree separately only if they fulfill the requirements for the individual degree as outlined in the graduate or law bulletin.

Contact Rae Taylor at rtaylor@loyno.edu for more information about the MBA/CSJ program.

EXCEPTIONS AND LIMITATIONS ON COURSE CREDIT

Due to the various academic needs and life circumstances of graduate students, the College of Business offers the flexibility of earning some course credit through independent study or transfer credit from other accredited institutions.

Independent Study

In rare circumstances, a graduate student may apply for an independent study under at least one of the following conditions:

1. The student needs a course for graduation which is not being offered in the desired time frame,
2. The student desires to study a topic(s) not presently covered in courses offered by the college.

A student is only allowed **one independent study** in the course of their entire graduate program. Under no circumstance may an independent study substitute for a core curriculum course.

A minimum GPA of 3.0 is required for enrolling in an independent study. Students must also complete a formal application prior to registration and obtain approval from the instructor and the Graduate Programs Director.

Academic Workload

A full-time graduate student not on probation may not take more than fourteen credit hours during a fall or spring semester or twelve hours during the summer without permission of the Associate Dean of College of Business and Director of Graduate Programs.

DEGREE ENHANCEMENTS

Because some experiences are impossible to gain in the traditional classroom setting, graduate students are encouraged to gain as much professional experience while in the program as possible. If a student is searching for a permanent full-time job, there are many resources on campus to assist in the process.

Community Service

Students that work with community service projects throughout a semester for 30 hours at least, will have the option to receive transcript notation for their worked hours. All students are encouraged to complete community service hours with Loyola projects (LUCAP) or YLC projects. Visit <http://mm.loyno.edu/volunteer-service/loyola-university-community-action-program> and <http://ylcnola.org/> to get information on projects.

ACADEMIC CALENDARS

Fall 2021

- [Fall 2021, Full Semester](#) (On Campus)
- [Fall 2021, 8-week Sessions](#) (Online)

Spring 2022

- [Spring 2022, Full Semester](#) (On Campus)
- [Spring 2022, 8-week Sessions](#) (Online)

STUDENT ORGANIZATIONS

The College of Business sponsors student organizations because there is a need for a balance among academic, social and service opportunities. Active involvement in one or more of these organizations will enhance the college career and professional marketability by providing a forum for developing lasting friendships and establishing a professional network.

Professional Clubs

American Marketing Association

As a professional organization, the AMA helps develop, encourage, and strengthen working relations between students studying marketing and marketing professionals in the business community. The resulting exchange of ideas, knowledge, and experience is mutually beneficial. Meetings regularly feature business leaders from both the local and national arena.

Economics Club

The Economics Club is designed to stimulate interest in economics among university students. Economics is a social science that analyzes the relationship between human behavior and the production and exchange of goods and services. Club activities are designed to promote an understanding of current economic issues, current economic controversies, and the role that economics plays in personal and professional decision making.

Financial Management Association

The purposes of the Financial Management Association is to assist in the professional, educational, and social development of university students interested in finance, banking, and investments, and to encourage interaction among business executives, faculty, and students of business and finance. To join the FMA, a student must have a sincere interest in finance. To be considered for membership in the FMA Honor Society, a student must have an overall GPA of 3.25 and at least six hours of finance course work with a GPA of 3.25.

Global Business Association

The purpose of the Global Business Association is to promote international awareness throughout Loyola's campus. The Global Business Association aims to host several dining etiquette dinners, guest speakers, toastmaster events, tours, and much more.

Students in Free Enterprise

SIFE is a non-profit organization that is dedicated to educating citizens in our community about free enterprise. We emphasize free market economies, practicing business ethically, financial management skills, communication skills, and technology skill

Honor Fraternity

Beta Gamma Sigma

The purposes of this national honor society are to encourage and reward scholarship and accomplishment among students of business administration, to promote the advancement of education in the art and science of business and management, and to foster integrity in the conduct of business operations. Graduate students who have achieved a high level of academic performance are considered for membership in this organization. Invitations go to the upper twenty percent of the graduating master's degree class.

MBA Student Association

The purpose of the MBA Student Association is to provide graduate business students with opportunities to develop leadership skills and to prepare for professional positions in the private and public sectors. This club provides an excellent means for MBA students to interact with other students, faculty, and community leaders. Students are also given the opportunity to discuss and initiate positive changes within the MBA program. Special meetings are scheduled with leaders from the civic and business community of greater New Orleans as invited guest speakers. Membership is open to all students of the graduate school of business administration.

1. The President shall be the chief executive officer, and shall preside at meetings and direct the affairs of the organization with the advice and consent of the Executive Board.
2. The Vice President of Operations and Events shall perform such duties delegated by the President and main purpose is to organize, coordinate, and execute MBA Association events.
3. The Vice President of Networking and Communications shall record the minutes at all General and Executive Board meeting and shall be the official custodian of all records. The VP of Networking & Comm. shall be responsible for all official mailing and posting of notices, shall keep an accurate census membership, and shall be responsible of the maintenance of all correspondence including organizing social media accounts and membership email list.
4. The Vice President of Finance shall collect all dues and monies, keeping accurate records thereof, and be responsible for all financial reports of the organizations and the Executive Board. The Vice President of Finance shall be in charge of dispensing monies upon securing receipts for expenses that are approved by the membership or the Executive Board. The Vice President of Finance shall, with the assistance of the other officers,

prepare and track the association budget, and organize fundraising opportunities for the MBA Association activities and events.

5. The New Student Liaison shall support the activities, operations, and roles of the above elected officers. New Student Liaison will act as the main representative for their semester class encouraging communication and activity with new MBA students. The New Student Liaison will be elected during the initiation week of each semester by a majority vote of new MBA students.

Web Address: business.loyno.edu/mba/mba-student-association

E-mail: mbaassoc@loyno.edu

Facebook: MBA Student Association

Office Location: 3rd Floor of Miller Hall, Room 303

FERPA

Maintaining confidentiality of student records is everyone's responsibility whether you are faculty, staff or student.

Annually, Loyola University New Orleans informs students of the Family Educational Rights and Privacy Act of 1974, as amended.

This Act (formerly known as the Buckley Amendment), which the institution intends to comply with fully, has been designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

The following is considered "Directory Information" at Loyola University New Orleans and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing before the last day to add classes:

Student's name, telephone numbers, all addresses, e-mail address, place of birth, college, major, honors, awards, photo, classification, dates of enrollment, enrollment status, degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission.

GRADUATE PROGRAMS CRITICAL POLICIES

In addition to the policies stated in the university's graduate bulletin, please pay particular attention to the following policies of Loyola's Graduate Programs: <http://2021bulletin.loyno.edu/regulations>

Academic Standing

1. A graduate student must maintain a minimum cumulative grade point average (GPA) of 3.0 to remain in good academic standing.
2. Students who fall out of good academic standing by earning a cumulative GPA below 3.0 are placed on academic probation and given ONE semester (Fall, Spring, or Summer) in which to raise their cumulative GPA to the minimum of 3.0
3. All students placed on academic probation will remain on probation during their entire enrollment in the program.
4. Probationary students must maintain a cumulative GPA of 3.0 during their entire enrollment in the graduate program. If a probationary at any time the student will be dismissed immediately and indefinitely from the program.
5. No course with a grade below a "C" can be used towards degree requirements.
6. Any grade of "C-" or below will automatically cause a student to be placed on probationary regardless of the overall GPA.
7. Any grade of "C-" or below will automatically cause a probationary student to be dismissed immediately and indefinitely from the graduate program.
8. Students on probation may not take a course at another school or take an independent study course, study abroad course, internship without the written permission of the Director of Graduate Programs.
9. Any student, who earns a grade below an "F", is subject to immediate dismissal from the program.
- 10. Students must have a cumulative GPA of 3.0 or higher to graduate from their graduate program.**

Incomplete Grades

11. Any student who earns a grade of "I" (Incomplete) will not be able to register for any further courses until the relevant coursework is completed and a letter grade is posted, except under special circumstances. If a student is already registered for next semester's courses and earns a grade of "I", the student will be withdrawn from courses until a letter grade is posted to replace the incomplete grade.

LOYOLA UNIVERSITY NEW ORLEANS
MASTER OF BUSINESS ADMINISTRATION
CURRICULUM WORKSHEET – AY 2021-22

Phone: _____

STUDENT'S NAME _____ FT / PT

E-Mail Address: _____

CWID: _____

| IMMERSION WEEKS – 4 HRS | GRADE | CORE COURSES – 24 HRS | GRADE | ELECTIVES – 12 HRS 9 HRS MAY BE USED FOR OPTIONAL CONCENTRATION | GRADE |
|---|-------|---|-------|---|-------|
| BA B (1 hr.)* | | ACCT B715 (3 hrs.) Financial & Managerial Accounting | | | |
| BA B (1 hr.)* | | FIN B700 (3 hrs.) Financial Management | | | |
| BA B (1 hr.)* | | BUAN B725 (3 hrs.) Managerial Economics & Statistics | | | |
| BA B (1 hr.)* | | MKT B700 (3 hrs.) Strategic Marketing | | | |
| BA B704 (1 hr.) required Ethics & Social Justice Week | | MGT B700 (3 hrs.) Organizational Leadership | | | |
| | | MGT B705 (3 hrs.) Strategic Communication | | | |
| | | MGT B710 (3 hrs.) Operations & Process Management | | | |
| | | BA B750 (3 hrs.)** Competitive Strategy (Capstone) | | | |
| Advising notes **Must take in final semester enrolled. A grade of "B" or higher is required to pass the Capstone course | | | | | |

| | | |
|-------------------------------------|------------------------|-------------------|
| Baccalaureate Degree & Major: _____ | Graduation Date: _____ | Date: _____ |
| Institution: _____ | | |
| Additional Degree(s): _____ | | |
| AACSB: Yes or No (Circle one) | 4 – Year GPA: _____ | GMAT/GRE: _____ |
| | Date Taken: _____ | Admit Term: _____ |

**LOYOLA UNIVERSITY NEW ORLEANS
GLOBAL MASTER OF BUSINESS ADMINISTRATION – TRIPLE MASTER
CURRICULUM WORKSHEET – AY 2021-22**

NAME: _____ **CWID:** _____ **EMAIL:** _____

| Loyola University New Orleans (15 crs.) New Orleans, LA, USA | Grade | SKEMA Business School (15 crs.) Paris, France | Grade | Ludwig Maximilian University Munich, Germany | Grade |
|--|-------|--|-------|--|-------|
| BA B701 MBA Experience/Orientation (1 cr.) | | Corporate Finance (3 cr.) | | Strategic Communication (3 crs.) | |
| BA B704 Ethics and Social Justice (1 cr.) | | Innovation & Entrepreneurship (3 cr.) | | Data Based Decision Making (3 crs.) | |
| BA B703 Career Management Week (1 cr.) | | Supply Chain Management (3 cr.) | | Competitive Strategy / Consulting Project Pt. 1 (3 crs.) | |
| ACCT B715 Financial & Managerial Accounting (3 cr.) | | International Project Management (3 cr.) | | Financial Risk Management (3 crs.) | |
| MGT B700 Organizational Leadership (3 cr.) | | Strategic Stakeholder Management (3 cr.) | | Competitive Strategy / Consulting Project Pt. 2 (3 crs.) | |
| MKT B700 Strategic Marketing (3 cr.) | | | | | |
| BUAN B725 Managerial Economics & Statistics (3 cr.) | | | | | |
| Optional Thesis Project (15 crs.) Advising Notes: | | | | | |

Baccalaureate Degree & Major: _____

Graduation Date:

Date:

Institution: _____

Additional Degree(s):

AACSB: Yes or No (Circle one)

4 – Year GPA:

GMAT/GRE:

Date Taken:

Admit Term:

**LOYOLA UNIVERSITY NEW ORLEANS
M.S. IN HEALTHCARE MANAGEMENT
CURRICULUM WORKSHEET – AY 2021-2022**

STUDENT'S NAME _____

Phone: _____

CWID: _____

E-Mail Address: _____

| CORE CURRICULUM 18 HRS. * | GRADE | MKT. & COMMS. 9 HRS. ** | GRADE | DATA ANALYSIS 9 HRS. ** | GRADE | PROJECT MGT. & OPS. 9 HRS. ** | GRADE |
|---|-------|---|-------|--|-------|--|--------------|
| BA B601 (3 hrs.) Applied Business Mathematics | | MKT B700 (3 hrs.) Strategic Marketing | | BUAN B725 (3 hrs.) Managerial Econ. & Statistics | | MGT B700 (3 hrs.) Organizational Leadership | |
| CNH (3 hrs.) The Business of Healthcare | | CMMN 810 (3 hrs.) Crisis Communication | | MKT B825 (3 hrs.) Consumer Analysis & Research | | MGT B710 (3 hrs.) Operations & Process Mgt. | |
| FIN B700 (3 hrs.) Financial Management | | MKT B825 (3 hrs.) Consumer Analysis and Research | | MKT B820 (3 hrs.) Digital Marketing & Analytics | | MGT B830 (3 hrs.) Project Management | |
| ACCT B715 (3 hrs.) Financial & Managerial Accounting | | CMMN 820 (3 hrs.) Corp. & Social Responsibility | | | | MGT B835 (3 hrs.) Lean Six Sigma | |
| LAW (3 hrs.) Law Health Policy | | CAPSTONE PRACTICUM COURSE – 3 HRS. * CNH/BA 855 Healthcare Leadership Capstone Project Must take in final semester enrolled. A grade of "B" or higher is required to pass the Capstone course | | | | | GRADE |
| CNH (3 hrs.) Healthcare Informatics | | Advising notes *Required **Select one concentration | | | | | |

Baccalaureate Degree & Major: _____

Graduation Date: _____ Date: _____

Institution: _____

4-year CGPA: _____ Admit Term: _____

Additional Degree(s): _____

**LOYOLA UNIVERSITY NEW ORLEANS
M.S. IN MARKETING & COMMUNICATIONS
CURRICULUM WORKSHEET – AY 2021-2022**

STUDENT'S NAME _____

Phone: _____

CWID: _____

E-Mail Address: _____

| CORE CURRICULUM* 15 HRS. | GRADE | MARKETING CONCENTRATION* 9 HRS. | GRADE | COMMUNICATIONS CONCENTRATION* 9 HRS. | GRADE |
|--|-------|---|-------|---|--------------|
| BA B601 (3 hrs.) Applied Business Mathematics | | MGT B700 (3 hrs.) Organizational Leadership | | CMMN A735 (3 hrs.) Ethics and Diversity | |
| MKT B700 (3 hrs.) Strategic Marketing | | BA B750 (3 hrs.) Competitive Strategy | | CMMN A810 (3 hrs.) Crisis Communication | |
| MKT B820 (3 hrs.) Digital Marketing and Analytics | | MKT B825 (3 hrs.) Consumer Analysis and Research | | CMMN A820 (3 hrs.) Corporate and Social Responsibility | |
| CMMN A600 (3 hrs.) State of Journalism and Mass Communications | | CAPSTONE** -- 6 HRS. Must take in final semester enrolled. A grade of "B" or higher is required to pass the Capstone course | | | GRADE |
| CMMN A782 (3 hrs.) Social Media | | MKT/CMMN 890 (6 hrs.) Marketing and Communications Capstone Project | | | |

Advising notes:

*Select one concentration

**Required

| | | |
|-------------------------------------|------------------------|-------------------|
| Baccalaureate Degree & Major: _____ | Graduation Date: _____ | Date: _____ |
| Institution: _____ | 4- Year CGPA: _____ | Admit Term: _____ |
| Additional Degree(s): _____ | | |