



MBA STUDENT HANDBOOK

2019 – 2020

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



THE JOSEPH A. BUTT, S.J.
COLLEGE OF BUSINESS

www.business.loyno.edu/mba

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COLLEGE OF BUSINESS MISSION STATEMENT

Today, more than ever, businesses need ethical, empowered leaders who invite trust, build community, and value their professional responsibility more than self-interest. In the College of Business, our vision is to create a learning place that awakens, enlightens, and transforms students to become those kinds of leaders and not to leave their values, ethics and character behind when they graduate.

In the Ignatian tradition, the mission of the College of Business is to provide a superior value-laden education that motivates and enables our students to become effective and socially responsible business leaders. We strive to contribute quality research, serve local and intellectual communities, and graduate students who possess critical thinking skills and courage to act justly in a global business environment.

MBA PROGRAM MISSION, VISION AND LEARNING GOALS

VISION

To be the #1 MBA program in the Gulf region

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.



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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

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To find additional information, please visit <http://www.business.loyno.edu/faculty>.

***Adjunct Professors are subject to change each semester.**

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 MBA 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 the MBA program. Please see the Graduate Bulletin for additional definitions and clarifications. The Graduate Bulletin is available online at <http://2019bulletin.loyno.edu/graduate/business-administration>.

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:

However, all grades are translated into the following grades:

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 MBA 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 toward degree requirements.** Any MBA course with a grade of “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” (“incomplete”), 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 MBA 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 MBA GPA to a 3.0 or higher by the end of the semester, the student will be subject to permanent dismissal from the MBA program. MBA students who are placed on academic probation will remain on academic probation for the remainder of their time in the MBA program.

If the MBA GPA of a student who is a conditional admit falls below a 3.0, the student will be subject to permanent dismissal from the MBA 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 a 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 MBA Director.

A student who receives a grade of “F” in any MBA 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 MBA office staff members 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 definitions and information (<http://2019bulletin.loyno.edu/graduate/business-administration>).

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.

ACADEMIC DISMISSAL APPEALS PROCESS

A graduate student will receive written notice of his or her academic dismissal that includes supporting reasons for the dismissal. After receiving notification, the student can appeal the dismissal using the process described below (and in the Graduate Bulletin):

1. Appeal to the College. The student appealing must provide a written statement outlining the reasons for which he or she believes the dismissal should be modified or reversed within 30 days from the date of the dismissal notification. Failure to 1) check his/her e-mail or 2) receive (or pick up) the letter from the post office will not excuse the student's responsibility to meet the response time and policy/procedure requirements of this appeal process.
2. College Committee Review. A college-level committee will review the academic dismissal and appeal information. Based on its review, the committee will make a recommendation regarding the dismissal appeal to the College Dean. The Committee has 15 days to review the information and make a recommendation to the Dean.
3. Dean's Response. The College Dean may affirm, modify, or reverse the dismissal and will provide a written response to the student within five days of the Committee's recommendation.
4. Appeal to Provost. The student can appeal the Dean's decision to the Provost within ten days of notification of the Dean's decision. The provost may affirm, modify, or reverse the Dean's decision. The provost's decision is final.

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 (<http://2019bulletin.loyno.edu/graduate/business-administration>) the responsibilities of the students enrolled in Loyola's MBA program are as follows:

Classroom Behavior

Students will come to class promptly at the scheduled time and be prepared with completed assignment(s). MBA 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 MBA program 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 MBA program 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 MBA 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 MBA 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.

*Loyola's MBA Code of Conduct was created by the MBA administration after reviewing all the Jesuit MBAs' policies on conduct and ethics.

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 MBA students may participate in early registration. The last day to add a class for the spring 2020 semester is Friday, January 10, 2020. The last day to drop a class is Friday, January 17th, 2020. The last day to withdraw from a course is Friday, March 20, 2020. Last day of finals is May 7, 2020. Course offerings are listed online on LORA (<https://lorasec.loyno.edu/>) under “Schedule of Classes”.

Christina Morales, MBA Director, will handle all advising. It is your responsibility to contact the MBA office to set up an advising meeting (in person or on the phone) and complete your Course Request Form. It is also the student’s responsibility to review course offerings before their advising meeting. All students are expected to keep track of their MBA courses with the MBA Curriculum Worksheet; for your convenience, please refer to page 38 to view a blank copy in the ‘other’ section of your handbook. You may schedule advising time via e-mail at mba@loyno.edu or by calling (504) 864-7953.

The Course Request form will list the courses 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 his or her courses** through LORA during the registration period.

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 MBA office 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 MBA office at mba@loyno.edu no later than one month prior to the beginning of the next term to request 1) registration for MBA course work in the next term; 2) an additional semester leave from MBA coursework; or 3) a withdraw from the MBA program. Either failure to contact the MBA office prior to the next term or not registering for MBA course for the returning term will result in the student being dismissed 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 and/or MBA handbook of the term the student returns to MBA coursework.

MBA CURRICULUM

Immersion Weeks **Select 4 Credit Hours**

BA	B701	MBA Experience Week	1
BA	B702	Venture & Ideation Week	1
BA	B703	Career Management Week	1
BA	B704	Ethics and Social Justice Week (required)	1
BA	B705	Business Law Week	1
BA	B893	Real Estate Investments Week	1
BA	B893	Information Security Management Week	1
BA	B893	Advanced Sales Strategy Week	1
BA	B893	Healthcare Project Management Week	1

Core Courses **Must take all 24 Credit Hours**

MGT	B705	Strategic Communication	3
DECS	B725	Managerial Econ. & Statistics	3
ACCT	B715	Financial & Managerial Accounting	3
BA	B750	Competitive Strategy	3
MGT	B710	Operations & Process Management	3
FIN	B700	Financial Management	3
MKT	B700	Marketing Management	3
MGT	B700	Organizational Behavior & Leadership	3

Elective Courses **Select 12 Credit Hours**

BA / FIN / MGT / MKT / DECS etc. Electives (4x): 12

May be chosen from any graduate-level business electives offered.
Different electives are offered each semester.

Total credits 40

CORE COURSES & ELECTIVE TRACKS

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.

Elective Tracks

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 an elective track. The courses for each track will vary every semester, but course selection will be available for advising periods.

Please refer to page 39 to view tentative course scheduling for different tracks. Please note these are subject to change.

CORE ELECTIVE COURSES

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 B705 Organizational Behavior & 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.

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 MBA program curriculum at the discretion of the Director of Graduate Programs. Only courses taken at AACSB-accredited schools within seven 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 schools 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 MBA 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. JD/MBA students must apply separately for each degree.

After matriculation, at most six credit hours may be taken outside of Loyola University New Orleans to be applied toward required MBA coursework.



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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.

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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 Diane Blair at dblair@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 Jeannie Harper at jnharper@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 the MBA 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, an MBA 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 MBA 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. Application forms can be obtained in the MBA office.

Academic Workload

A full-time MBA 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 the MBA program.

DEGREE ENHANCEMENTS

Because some experiences are impossible to gain in the traditional classroom setting, MBA 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.

Career Development Center

The Career Development Center, in partnership with the academic community and employers, empowers students to identify and develop career decision-making and job search skills that help them establish purposeful, intentional, and authentic careers. They intend to support students in their career decision-making, professional development, and job search plans. With the Career Development Center, you can schedule mock interviews, attend job fairs, and edit your resume/cover letters with professionals.



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In addition, all MBA students have access to the Career Development Center's job searching programs: Handshake and CareerShift. To use these sites, you will need your campus wide ID number and Loyola email account.

For more information, visit:

<http://www.loyno.edu/careerservices>,

<http://studentaffairs.loyno.edu/careers/department-home-page/careershift>, and

<http://studentaffairs.loyno.edu/careers/students/employola>.

Location:	Monroe Library, Second Floor
Telephone:	504-865-3860
Email:	career@loyno.edu

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.

UNIVERSITY ACADEMIC CALENDAR

FALL 2019

August

M	19	Classes Begin/Immersion Weeks Begin
M-F	19-23	Registration and Drop/Add Continues
M-T	19-22	<i>Forensic Accounting Week</i> <i>MBA Experience Week</i>
F	23	Last Day to be Admitted and Registered Last Day to Add (LORA will remain open until Midnight) Last Day to Change to Full-Time Status or to Audit
F	30	Last day to Drop (LORA will remain open until Midnight)

September

M	2	Labor Day Holiday – NO CLASSES
M	30	Summer 2019 Incomplete (I) Grades Changed to F

October

Su	13	Mid-Term Deadline for Posting Grades (Midnight)
M-T	14-15	Fall Break Holidays – NO CLASSES**
M-Th	21-24	<i>Healthcare Project Management Week</i> <i>Business Law Week</i>
F	25	Last Day to Apply for Graduation in May, August, and December 2020 Last Day to Request a Change of Major or Minor Prior to Registration Last Day to Withdraw
M	28	Spring and Summer 2020 Registration Advising Begins

November

M	11	Spring and Summer 2020 Registration Begins
M-F	4-8	Loyola Week (All Classes Continue)
W-F	27-29	Thanksgiving Holidays – NO CLASSES

December

M	2	Classes Resume
F	6	Last Day of Classes
M-F	9-13	Final Examinations
Su	15	Deadline for posting Undergraduate and Graduate Student Grades (Midnight)

** May be used as replacement days for instruction days lost due to Hurricanes.

Above dates are subject to change. Refer to the Academic Calendar online at <http://academicaffairs.loyno.edu/records/academic-calendars>

SPRING 2020

January

M	6	Classes Begin/Immersion Weeks Begin
M-F	6-10	Registration and Drop/Add Continues
M-Th	6-9	Immersion Weeks
F	10	Last Day to be Admitted and Registered
		Last Day to Add (LORA will remain open until Midnight)
		Last Day to Change to Full-Time Status or to Audit
F	17	Last day to Drop (LORA will remain open until Midnight)
M	20	Martin Luther King, Jr.'s Birthday Holiday – NO CLASSES

February

M	17	Fall 2019 Incomplete Grades (I) Changed to F
M-F	24-28	Mardi Gras Holidays – NO CLASSES

March

M	2	Classes Resume
M	9	Mid-Term Deadline for Posting Grades (Midnight)
M	16	Fall 2020 Registration Advising Begins
M-Th	16-19	Immersion Weeks
F	20	Last Day to Withdraw
M	30	Fall 2020 Registration Begins

April

Th-M	9-13	Easter Holidays – NO CLASSES
T	14	Classes Resume
W	29	Last Day of Classes for Undergraduate Day Courses
		Last Day of Classes for Graduate and Evening Courses

May

F-Th	1-7	Day Division Final Examinations
M-Th	4-7	Final Examinations for Graduate and Evening Courses
F	8	University Baccalaureate Mass
Sat	9	Commencement – Undergraduate and Graduate Students
M	11	Deadline for posting Undergraduate and Graduate Students Grades (Midnight)

Above dates are subject to change. Refer to the Academic Calendar online at <http://academicaffairs.loyno.edu/records/academic-calendars>

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 skills.

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,

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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.

2019-2020 MBA Association Officers

President:	Tara Mariano
VP Finance & Fundraising:	Lauren Leggett
VP Operations & Events:	Natalie Terrell
New Student Liaison:	

Web Address: <http://www.business.loyno.edu/mba/mba-student-association>

E-mail: mbaassoc@loyno.edu

Facebook: MBA Student Association

National Association of Women MBAs (NAWMBA)

The National Association of Women MBAs (NAWMBA) is an organization dedicated to advancing women into leadership. In order to accomplish our mission, NAWMBA focuses our programs in four key areas: Education and Professional Development, Mentorship, Networking, and Collaboration. Membership is open to all students of the Loyola Masters of Business Administration Program. If you are interested in joining NAWMBA, please visit https://nawmba.site-ym.com/general/pick_username.asp.

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



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CAMPUS FACILITIES

This is just a quick overview of the many resources available to students at Loyola. Please refer to the university website for academic calendars, campus news and updates, and much more valuable information. For more information, please visit <http://studentaffairs.loyno.edu/danna-center> or contact 504-865-3622.

ATMs and Credit Union

Tulane-Loyola Credit Union has a branch on campus. Additionally, there are several local banks represented with ATMs (Credit Union, Capital One, and Whitney) in the Danna Center.

Location: Danna Center, main level

Bookstore

The bookstore offers textbooks, trade books and magazines, software and computer accessories, office supplies, Loyola clothing, giftware, personal items, and many other products. Many textbooks are available online through a link on the bookstore Web site at <https://loyno.bncollege.com>.

Location: Danna Center, main level
Telephone: 865-3262

Career Development Center

The Career Development Center, in partnership with the academic community and employers, empowers students to identify and develop career decision-making and job search skills that help them establish purposeful, intentional, and authentic careers.

For more information, visit <http://www.loyno.edu/careerservices>.

Location: Monroe Library, Second Floor
Telephone: 504-865-3860

Counseling Center

Offering personal counseling (individual and group) and informational workshops and prevention programs, the center's staff is sensitive to the stresses and concerns of the students.

Location: Danna Center, upper level
Telephone: 865-3835

Food Services

The Danna Center offers several options for meals and snacks. Use your student ID as a debit card and receive a discount. Several of the vendors are open until midnight. For more information, visit <http://studentaffairs.loyno.edu/residential-life/campus-dining>.

Starbucks: coffee, tea, and pastries
Location: Danna Center, main level

Orleans Room: salad bar, sandwich bar, hot entrees, pizza, hamburgers, and soup
Location: Danna Center, main level

The Market: snacks, sodas, salads, sandwiches, etc.
Location: Danna Center, main level

Smoothie King: smoothies
Location: Danna Center, main level

Subway: subs, soup, salads, etc.
Location: Danna Center, main level

Original Burger Company: hamburgers, fries, sandwiches
Location: Danna Center, main level

Tsunami Sushi: sushi
Location: Danna Center, Main Level

Dunbar's: Creole cooking, Starbucks, sandwiches, salads
Location: Broadway Campus

Vending machines: Danna Center, lower level and Miller Hall, second floor

Post Office

A full-service post office is available on campus. Pick up is twice a day for both on-campus and U.S. Postal Service mail, Monday through Saturday.

Location: Danna Center, main level
Telephone: 865-2130



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Recreational Sports Complex

Students at Loyola University New Orleans are members of the Recreational Sports Complex. This complex houses an Olympic-style swimming pool, whirlpool, elevated jogging track, indoor tennis courts, free weight room, racquetball courts, basketball courts, volleyball courts, well-equipped fitness rooms, saunas, steam rooms, yoga classes, exercise classes, fitness testing, personal training, and many other activities. Discounts are available for family members.

Location: Recreational Sports Complex
Telephone: 864-7539

Student ID and Parking Services

The student ID is used to check out books from the library and provide access to the Recreational Sports Complex and Loyola home sporting events. Additionally, after making deposits to the account at the Bursar's Office, the card works as a debit card for the Loyola Bookstore and various food outlets on campus. When purchasing a parking permit, bring the car's registration, proof of insurance, driver's license, and proof of school registration.

Location: Biever Hall, 1st Floor Police Headquarters
Telephone: (504) 865-3000
Parking Fees: Full-time (after 4pm) MBA student = \$85 (one semester)
\$150 (both semesters)
Full-time (all day) Commuter student = \$180 (one semester)
\$340 (both semesters)
Part-time MBA student = \$48 (2 nights a week/semester)

Student Records

The Office of Student Records offers many services from providing transcripts and academic calendars to voter registration.

Location: Thomas Hall, Room 204
Telephone: 865-3237

Weather and Emergency Class Cancellations

In times of inclement weather or other emergencies, classes may be cancelled. Loyola has a phone number you can call that tells if unexpected events cause us to cancel classes: **865-2186**.

For major emergencies, see <http://finance.loyno.edu/emergency/communications>



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LOYOLA E-MAIL ACCOUNT

Information Technology automatically assigns each enrolled MBA student an e-mail address. You can search for a faculty, staff or student Loyola email address by visiting www.loyno.edu/search/. Please note that all general university information is sent to your Loyola e-mail address even if you have provided a preferred e-mail address. In addition, Blackboard and LORA only recognize your Loyola e-mail address. Please provide an additional e-mail address to the MBA office in the event of an emergency.

COMPUTER LABS

There are three locations on campus where PCs are available for your convenience. All PCs in the computer labs on campus are equipped with Microsoft Office and can be used to access the Internet:

J. Edgar and Louise S. Monroe Library PC Lab

Location: Ground floor (three labs available), Monroe Library

Hours: http://library.loyno.edu/about_us/hours.php

CBA Carlos M. Ayala Stock Trading Room

These computers require an I.D. **cbastudent** and password **cba**.

Location: Miller Hall, room 101

Hours: Vary each semester. Hours are posted on the door.

***Under no circumstances is food or drink allowed in the stock trading room.**

Writing Across Curriculum (WAC) Lab

WAC lab also provides assistance in writing style, grammar, etc. To use this lab and related services, call 865-2278

Location: Bobet Hall, room 100

Hours: M - F, 9 A.M. – 4:30 P.M.

All floors of Miller Hall have wireless capabilities.

Note: All computer-related problems on campus should be referred to Information Technology Help Desk at 865-2255.

STUDENT HEALTH SERVICES

Student Health Service also offers many services to students, including primary care for illness, limited emergency care, medical clinics, immunization, anonymous HIV testing, allergy injections, referral service to area specialists, lab work, and health/nutrition counseling.

Location: Danna Center, lower level
Telephone: 504-865-3326

Immunization

Louisiana Law (R.S. 17:170) requires all students entering the university for the first time to show proof of immunization for tetanus/diphtheria (within the past ten years) and meningitis. Additionally, all students born after 1956 must show proof of immunization for measles, mumps, and rubella (two doses). Any questions regarding this requirement may be directed to the Student Health Service.

Insurance

Loyola University New Orleans provides a student health insurance plan through Gallagher Koster. The plan is available for students who are United States citizens. Gallagher Koster manages the insurance program and United Healthcare Student Resources (UHCSR) is the insurance company and claims administrator.

For details about what is covered, to review Frequently Asked Questions, locate participating providers, or enroll in the plan, go to www.gallagherkoster.com/students/student-home.php.

Gallagher Koster's Customer Service Team is available to assist you Monday through Friday, 8:30 to 6:00pm EST at 800-457-5599 or by e-mail at LoyolaStudent@gallagherkoster.com.



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Community Referrals Resources

The following listings are local community referrals and are solely for informational purposes. Neither Loyola University New Orleans nor Student Health Services endorses any of the services or the professionals who may be affiliated with them. Please contact Student Health Services should you have any questions or need further assistance in locating a referral source.

Ochsner Health Center

www.ochsner.org

3423 St. Charles Ave.
New Orleans, LA 70115
(504) 842-7400

Uptown Urgent Care

www.uptownurgentcare.com

4605 Magazine Street
New Orleans, LA 70115
(504) 891-7676

New Orleans Urgent Care

www.neworleansurgentcare.com

900 Magazine St.
New Orleans, LA
(504) 552-2433

Westbank Urgent Care

www.theurgentcare.com

148 Wall Boulevard
Gretna, LA 70056-7107
(504) 393-2273

East Jefferson After Hours

www.eastjeffersonafterhours.com

2215 Veterans Hwy.
Metairie, LA
(504) 838-3524



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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.



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STUDENT FINANCIAL SERVICES

The Office of Student Financial Services assists students with questions or concerns regarding their tuition, fees, and related costs. The staff of Student Finance maintains the student accounts, available on LORA, and generates billing statements. For students whose employer offers a tuition benefit, a tuition deferment form may be completed with the MBA office in the College of Business. The staff of Scholarships and Financial Aid exists to help students seek, obtain, and make the best use of all available financial resources.

Location: Thomas Hall, Room 202
Telephone: 504-865-3333
Email Address: SFSCenter@loyno.edu
Website: <http://sfs.loyno.edu/> .

Tuition Payment

Tuition payments can be made online or in the person at the Bursar's Office. For students whose employer offers a tuition benefit, a tuition deferment form may be completed with the MBA office in the College of Business.

Location: Thomas Hall, Room 206
Telephone: 504-865-2388
Email Address: bursar@loyno.edu
Website: <http://www.loyno.edu/bursar>

Graduate Assistantships

Graduate Assistantships are assigned at the beginning of each semester. Assistantship applications were included in your application packet, but duplicates are available through the MBA Admissions Office, Miller Hall, Room 303.

EMPLOYER TUITION REIMBURSEMENT

Eligibility

Students whose employer provides tuition reimbursement may be eligible for a deferral of 90% of tuition. Students on financial aid may participate in the program only if there is a balance due after all aid has been applied (the tuition deferral will be limited to the remaining account balance).

Program Requirements

The student must complete the following:

- Submit a copy of their employer's reimbursement plan
- Submit verification from employer of the student's eligibility
- Complete and submit an Employer Reimbursement Agreement form
- Make a deposit to cover 10% of tuition and mandatory University fees*

*Mandatory University fees include: Information Technology and General Fees. Other fees and charges, such as parking decals and fines, late registration fees, etc., may not be deferred. These items must be paid in full within the normal deadlines.

Deadlines

Students who register early are billed prior to the beginning of the semester. The completed Employer Reimbursement Agreement form and 10% deposit will be due 30 days from the billing date.

Students who are not early registrants, and who are registering at the beginning of the term, will be expected to submit the Employer Reimbursement Agreement form and 10% deposit at the time of registration.

Failure to properly file for the tuition deferment by the due date may result in the assessment of a \$250 late payment fee and non-acceptance into the Employer Tuition Reimbursement Program.

Tuition Deferral

Ninety percent of tuition and mandatory university fees are deferred for a period of 30 days from the date grades are due in the Dean's office. Final grades will be available to the student on LORA (www.loyno.edu/lora) for submission to the employer; however, transcripts and the diploma will not be released until final payment is received.

CRITICAL MBA POLICIES

In addition to the policies stated in the university's graduate bulletin, <http://2019bulletin.loyno.edu/academic-regulations>, please pay particular attention to the following policies of Loyola's MBA program:

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 MBA program.
4. Probationary students must maintain a cumulative GPA of 3.0 during their entire enrollment in the MBA program. If a probationary student's cumulative GPA falls below 3.0 at any time the student will be dismissed immediately and indefinitely from the MBA program.
5. Any grade of "C-" or below will automatically cause a student to be placed on probation regardless of the overall GPA.
6. Any grade of "C-" or below will automatically cause a probationary student to be dismissed immediately and indefinitely from the MBA program.
7. 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 MBA Director.
8. Any student, who earns a grade of "F" is subject to immediate dismissal from the MBA program.
9. No course with a grade below a "C" can be used toward degree requirements.
- 10. Students must have a cumulative GPA of 3.0 or higher to graduate from the MBA 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" (incomplete), 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 2017-18

STUDENT'S NAME _____ Phone: _____
 FT / PT _____ E-Mail Address: _____

IMMERSION WEEKS – SELECT 4	GRADE	CORE COURSES – 24 HRS	GRADE	ELECTIVES – 12 HRS (9 MAY BE USED FOR TRACK)	GRADE
BA B701 (1 hr.) MBA Experience Week (fall)		ACCT B715 (3 hrs.) Financial & Managerial Accounting			
BA B702 (1 hr.) Venture & Ideation Week (fall)		BA B750 (3 hrs.) Competitive Strategy			
BA B703 (1 hr.) Career Management Week (spring)		DECS B725 (3 hrs.) Managerial Economics & Statistics			
BA B704 (1 hr.) *required Ethics & Social Justice Week (spring)		FIN B700 (3 hrs.) Financial Management			
BA B893 (1 hr.) Special Topics — Previous offerings include: Business Law, Info. Security Mgmt., Real Estate, Healthcare Project Mgmt.		MGT B700 (3 hrs.) Organizational Behavior & Leadership			
		MGT B705 (3 hrs.) Strategic Communication			
		MGT B710 (3 hrs.) Operations & Process Management			
		MKT B700 (3 hrs.) Strategic Marketing			
Advising notes:					

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

