

ADVISING HANDBOOK
SCHOOL OF BUSINESS AND ECONOMICS
THE CATHOLIC UNIVERSITY OF AMERICA

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ADVISING HANDBOOK

SCHOOL OF BUSINESS AND ECONOMICS

PRINCIPLES FOR ADVISING POLICIES AND REGULATIONS

The faculty in the School of Business and Economics have established a mission of integrating Catholic Social Doctrine, natural law and virtues into the business and economics education that our students receive. Accordingly, school advising policies and regulations are designed to reflect the four key principles of Catholic Social Doctrine, which are (1) human dignity, (2) common good, (3) solidarity and (4) subsidiarity.

First, all policies are intended to treat students and faculty with the respect they deserve as persons created in the image of God. This means that policies are designed and administered with the expectation that all parties want to make good decisions and do the right thing in their interactions with others. The policies, regulations and procedures are intended to create an atmosphere that encourages students to take personal initiative and act responsibly, and encourages faculty and staff to provide assistance when needed.

Second, policies are designed so as to achieve the common good of a high quality educational experience in which all parties can take pride. This means that standards of performance are established and enforced for the good of all. This allows everyone to develop informed expectations of the school experience.

Thirdly, policies are intended to support the principle of solidarity by providing clear guidance, prompt assistance to those with difficulties and swift resolution to appeals.

Fourth, all policies are designed to respect the principle of subsidiarity so that individual decision-making is trusted and students are given the autonomy to manage their own affairs without undue interference from faculty or administrators. Yet, faculty and staff are ready to provide assistance when needed.

INTRODUCTION

How to Use this Handbook

This handbook contains sections on academic life, forms and requests, major and minor programs, and academic advisers. Like a road map, it will help you navigate through the university curriculum and to arrive at your destination by the most efficient route. The compilers of this handbook have tried to make it accurate and helpful.

But like a road map, it is not intended to show every possible path, every stop sign or pothole on your journey. In other words, this handbook is not all-inclusive and does not replace the official publications of

the university. In case of conflicts, the official publications, such as the current edition of the *Undergraduate Announcements* (the “catalog”) and the *Student Handbook*, govern. Thus, students should use the *School of Business & Economic Advising Handbook* in conjunction with *Undergraduate Announcements* and the *Student Handbook*

Making Choices and Getting Advice

Getting an education requires choices, and you, the student, are the one who makes them. Academic advisers are available to assist you, to provide information, and to make suggestions. They will help you to complete all the requirements for your degree, and also to avoid taking what you don't need. But remember that *the ultimate responsibility for academic choices rests with you*. You must help your adviser/mentor by furnishing essential information about your talents, interests, and goals, even if the last are not yet fully formed. And you must prepare to use advice intelligently, by familiarizing yourself with all that the University offers as well as with all that it requires.

Your education at CUA includes some prescribed courses—both inside and outside of your chosen major field. It also includes liberal arts requirements, where you may choose among a range of courses to fulfill expectations in areas such as humanities, social science, math/natural science, language and literature, philosophy, and religion. And almost every program has room for some free electives. Since your college years are a unique opportunity to explore the universe of knowledge and to lay the foundations of a career, it is crucial that you choose your courses well. That means taking responsibility for your education, and choosing with the best information. Thus, besides saving a good deal of trouble, a careful reading of these pages could mean unexpected and substantial future benefits.

ACADEMIC ADVISING

Obtaining a Faculty Mentor

When you choose a major in the School of Business and Economics, you will be assigned a faculty mentor. Your designated mentor will be available to assist you during registration periods but will also be available throughout the year. He or she can provide information about courses each semester and help in constructing a schedule that meets your goals as well as school requirements. But since *you have final responsibility for making informed decisions* about your academic life, you should familiarize yourself thoroughly with the University's policies and requirements as soon as possible in your college career. A careful reading of the other sections of this handbook is a good start in that direction.

The first step in the registration process is to obtain an up-to-date tracking sheet. Your tracking sheet is available on-line using the *Degree Audit System* in *Cardinal Students*. First year students must meet with their undergraduate advisor in the University Advising Center before registering for classes each semester. Upper class students should meet with their faculty mentor. After you have met with your adviser or mentor to discuss the tracking sheet and your academic progress, you can register by accessing the *Cardinal Students* system on the web.

The Advising Coordinators (McMahon 314) and Associate Dean for Undergraduate Programs (McMahon 309), will be happy to discuss your goals and program with you. We encourage you to use all available academic resources, including advisers, deans, faculty members with whom you become friendly, the

Counseling Center, Career Services, and offices in the Division of Student Life, in order to obtain the maximum benefit from your undergraduate years at Catholic University.

The Relationship between Advisers, Mentors and Students

The primary purpose of the relationship between the mentors and the mentees (students) is to help students discern their particular vocation within business and economics, and to guide them through their academic career and beyond. Meetings are centered around the student's major itself; career opportunities within the major; the possibility of switching majors; internships; study abroad and in general getting to know the student as a student. As advisors, the mentors also help students to map out registration requirements.

Advising and mentoring are crucial to the academic process. In order for it to succeed, however, advisers, mentors and students must have a clear understanding of what to expect from each other. The following statement of rights and responsibilities has been formulated to reduce misunderstanding and to create an optimal climate for communication.

The Student

Expectations

1. Students can expect adviser/mentors to be available at reasonable times throughout the year, and on a more consistent basis during registration.
2. Students can expect adviser/mentors to be knowledgeable about: (a) the merits or disadvantages of various course selections for preparation in their field (b) academic regulations and administrative procedures, and (c) professional and career opportunities in the major field.
3. Students can expect adviser/mentors to seek out relevant information when not knowledgeable about a specific topic, or to refer them to the university office that can provide additional resources and assistance-for example, the Academic Dean, Counseling Center, or Career Services.

Responsibilities

1. Students have a responsibility to know the academic regulations and procedures contained in the *Undergraduate Announcements* and other university publications and to select courses of studies conforming to those regulations.
2. Students have a responsibility to consult with their adviser and/or mentor before or during registration periods at reasonable times (during office hours or during scheduled appointments) and a responsibility to seek assistance on complex matters at other than very busy times.
3. Students have a responsibility to make preliminary choices of courses prior to consulting with their adviser or mentor during registration and, after consultation, a responsibility to complete the required steps in the registration process.
4. Once students declare as a business or economics major at CUA, they must take all ACCT, MGT and ECON courses within the School of Business & Economics (not at other institutions).

The Adviser or Mentor

Expectations

1. Advisers and mentors can expect students to be knowledgeable about their own academic progress, particularly about the courses that they have taken and are currently taking.
2. Advisers and mentors can expect advisees to see them during scheduled office hours, and to check in advance to determine interview times or appointments for registration purposes.
3. Advisers and mentors can expect students to keep appointments, or to notify them of cancellations.

Responsibilities

1. Advisers and mentors have a responsibility to maintain adequate office hours to handle the number of students they advise, and to be available for individual interviews at mutually convenient times before or during the registration period each semester.
2. Advisers and mentors have a responsibility to be knowledgeable about university policies and about rules and regulations governing undergraduate education, to stay abreast of changes in academic regulations, procedures and programs, and to incorporate this information into any interview.
3. Advisers and mentors have a responsibility to assist students in learning about educational support services available at the University that will enhance the learning process (study skill labs, tutoring, etc.) and to assist students, as far as possible, in defining professional and career goals.

CURRICULUM, DEGREE REQUIREMENTS, AND ACADEMIC POLICIES

Degree Requirements of School of Business & Economics

Below is the list of degrees and corresponding requirements offered at the School of Business & Economics. Please refer to the curriculum information posted separately on the School of Business & Economics Website for more detail. Appendix-I of this handbook provides sample tracking sheets with the corresponding courses for each major.

Bachelor of Science in Business Administration (B.S.B.A)

Students pursuing a B.S.B.A. degree with concentrations in finance, management, or marketing must complete the following requirements:

The B.S.B.A. Core Curriculum

The B.S.B.A. Concentration Requirements

The B.S.B.A. Math/Computer Science/Statistics Requirements

The B.S.B.A. Concentration Electives

The University Core Curriculum

B.S.B.A. Required Core Curriculum

(13 courses, 39 credit hours)

These courses form the foundation of business and economic knowledge.

B.S.B.A. Concentration Requirements

(3–4 courses, 9–12 credit hours)

Students receive a solid grounding in the knowledge and skills required for their areas of concentration.

B.S.B.A. Math/Computer Science/Statistics Requirements

(5 courses, 15 credit hours)

Students become competent in data manipulation and analysis.

B.S.B.A. Concentration Electives

(2–3 courses, 6–9 credit hours)

Students explore specialized areas within their chosen fields of concentration.

University Core Curriculum

(16 courses, 48 credit hours)

Students receive a well-rounded liberal arts education with courses in philosophy, theology, and the humanities.

Bachelor of Science in Accounting (B.S.)

Students pursuing a B.S. with a concentration in accounting must complete the following requirements:

- The B.S. Core Curriculum
- The B.S. Concentration Requirements
- The B.S. Math/Computer Science/Statistics Requirements
- The B.S. Concentration Electives
- The University Core Curriculum

B.S. Accounting Core Curriculum

(11 courses, 33 credit hours)

These courses form the foundation of business and economic knowledge.

B.S. Accounting Concentration Requirements

(6 courses, 18 credit hours)

Students receive a solid grounding in accounting knowledge and skills.

B.S. Math/Computer Science/Statistics Requirements

(5 courses, 15 credit hours)

Students become competent in data manipulation and analysis.

B.S. Accounting Concentration Electives

(2 courses, 6 credit hours)

Students may take two accounting courses of their choosing.

University Core Curriculum

(16 courses, 48 credit hours)

Students receive a well-rounded liberal arts education with courses in philosophy, theology, and the humanities.

Bachelor of Arts in Economics (B.A.)

Students pursuing a B.A. degree with a concentration in economics must complete the following requirements:

- The B.A. Economics Core Curriculum
- The B.A. Economics Requirements
- The B.A. Math/Computer Science/Statistics Requirements
- The B.A. Economics Electives
- The University Core Curriculum

B.A. Economics Required Core Curriculum

(6 courses, 18 credit hours)

These courses form the foundation of business and economic knowledge.

B.A. Economics Concentration Requirements

(4 courses, 12 credit hours)

Students receive a solid and rigorous grounding for understanding economics.

B.A. Economics Math/Computer Science/Statistics Requirements

(4 courses, 12 credit hours)

Students become competent in data manipulation and analysis.

B.A. Economics Electives

(4 courses, 12 credit hours)

Students may take four upper-level economics courses of their choosing.

University Core Curriculum

(22 courses, 66 credit hours) Students receive a well-rounded liberal arts education with courses in philosophy, theology, and the humanities.

Bachelor of Science in Economics (B.S.)

Students pursuing a B.S. degree with a concentration in economics must complete the following requirements:

- The B.S. Economics Core Curriculum
- The B.S. Economics Requirements
- The B.S. Math/Computer Science/Statistics Requirements
- The B.S. Economics Electives
- The University Core Curriculum

B.S. Economics Required Core Curriculum

(6 courses, 18 credit hours)

These courses form the foundation of business and economic knowledge.

B.S. Economics Concentration Requirements

(5 courses, 15 credit hours)

Students receive a solid and rigorous grounding for understanding economics.

B.S. Economics Math/Computer Science/Statistics Requirements

(5 courses, 15 credit hours)

Students become competent in data manipulation and analysis.

B.S. Economics Electives

(4 courses, 12 credit hours)

Students may take four upper-level economics courses of their choosing.

University Core Curriculum

(20 courses, 60 credit hours)

Students receive a well-rounded liberal arts education with courses in philosophy, theology, and the humanities.

Bachelor of Science in International Economics & Finance-Honors (B.S.)

Students pursuing a B.S. degree with a concentration in economics must complete the following requirements:

- The B.S. Int'l Econ & Fin-Honors Core Curriculum
- The B.S. Int'l Econ & Fin-Honors Requirements
- The B.S. Math/Computer Science/Statistics Requirements
- The B.S. Int'l Econ & Fin-Honors Electives
- The University Core Curriculum

B.S. Int'l Econ & Fin-Honors Required Core Curriculum

(6 courses, 18 credit hours)

These courses form the foundation of business and economic knowledge.

B.S. Int'l Econ & Fin-Honors Concentration Requirements

(10 courses, 30 credit hours)

Students receive a solid and rigorous grounding for understanding of international economics & finance.

B.S. Int'l Econ & Fin-Honors Math/Computer Science/Statistics Requirements

(4 courses, 12 credit hours)

Students become competent in data manipulation and analysis.

B.S. Int'l Econ & Fin-Honors Electives

(2 courses, 6 credit hours)

Students may take two upper-level economics or finance courses of their choosing.

University Core Curriculum

(18 courses, 54 credit hours)

Students receive a well-rounded liberal arts education with courses in philosophy, theology, and the humanities.

Bachelor of Arts in International Business (B.A.)

Students pursuing a B.A. degree with a concentration in international business must complete the following requirements:

- The B.A. International Business Core Curriculum
- The B.A. International Business Concentration Requirements
- The B.A. Math/Computer Science/Statistics Requirements
- The B.A. International Business Concentration Electives
- The University Core Curriculum
- Minor in a Modern Language*
- One semester abroad (or equivalent experience)

B.A. International Business Core Curriculum

(11 courses, 33 credit hours)

These courses form the foundation of business and economic knowledge.

B.A. International Business Concentration Requirements

(3 courses, 9 credit hours)

Students receive a solid and rigorous grounding in international business principles and practice.

B.A. Math/Computer Science/Statistics Requirements

(3 courses, 9 credit hours)

Students become competent in data manipulation and analysis.

B.A. International Business Electives

(1 course, 3 credit hours)

this course enables students to explore a specialized area of their choosing.

University Core Curriculum

(18 courses, 54 credit hours)

Students receive a well-rounded liberal arts education with courses in philosophy, theology, and the humanities.

*International Business students who have demonstrated the fluency of a native speaker in a language other than English may complete their minor language requirements in a language other than their native language. These bilingual students also have the option to complete an approved minor or certificate including: Islamic World Studies Minor or Certificate; Asian Minor; Latin American and Latino Studies Certificate; European Studies Certificate; Irish Studies Certificate; or complete a set of approved courses toward an interdisciplinary minor (see <http://advising.cua.edu/interdisc/default.cfm>).

NOTE: CUA's Metropolitan School of Professional Studies offers courses leading to a general studies degree. Except in specifically designated areas or with special permission, a student in the School of Business & Economics may not take a Metropolitan College course as part of a B.A., B.S., or B.S.B.A. program.

Tracking Sheet

The Dean's office and your academic adviser use a special form, the "tracking sheet," to keep a record of each student's completion of the requirements for graduation. The tracking sheet reflects official decisions as to whether completed courses fulfill the various university requirements, major requirements, and free electives.

You may obtain an unofficial copy of your tracking sheet at any time by logging into the Cardinal Station website. Go to Student Self-Service, select "Degree Progress," and follow instructions onscreen. You are encouraged to do this frequently, and to review it regularly with your adviser. This is an essential part of managing your education.

You can also use the "Degree Progress" system to see how a change of program would affect your academic progress. Simply select a different major program online. This "what if" option makes no permanent changes in your record, and is useful in considering alternative choices.

Audits of Degree Process

An "audit" is a full review of your academic record. You may request an audit with your mentor or the Advising Coordinator at any time. However, junior and senior audits are a mandatory requirement for every student in the School of Business & Economics.

Junior Audit

The School of Business & Economics requires an official audit be performed with each student during the junior year. Part of this process is a conference where the student sits down with the Advising Coordinator to review academic progress and note what requirements remain for the degree. Making an appointment for this junior audit is crucial, since this is the time when problems can be detected and solutions worked out. **A student who fails to take the junior audit cannot register for fall semester classes in the senior year and is seriously risking the later appearance of a problem that may threaten graduating on time.**

Interpreting the Degree Requirements

In order to graduate with a bachelor's degree, the student must satisfy all of the following requirements:

- Complete at least 40 courses of three or more semester-credit hours each.

- Satisfy the university requirements of the school, including the requirement in English composition.
- Satisfy all of the requirements of a major program, with at least half of the major courses taken in residence.
- Pass a senior-year comprehensive assessment.
- Meet residency requirements.

Foreign Language

A student must pass two semesters of any classical or modern foreign language at the intermediate level. Every student is expected to enroll in a foreign language course each semester until the requirement is completed.

In Arabic, Chinese, French, German, Greek, Italian, Latin, and Spanish, intermediate level courses are numbered 103-104. (Heritage speakers substitute for example SPAN 210-211 for 103-104.)

The distribution requirement in foreign language is fulfilled by the 103-104 courses, the 113 accelerated intermediate course (6 credits, by permission to highly qualified students only), or SPAN 210-211 (for heritage speakers only). Except for majors in the Modern Languages department or in Greek and Latin, any other course in a language below the 200 level can be used only as a free elective.

NOTES:

- Courses in American Sign Language (ASL) do not fulfill the foreign language requirement.
- If the student demonstrates the fluency of a native speaker in a language other than English, or if the student achieves a designated minimum score on either the SAT achievement test or *the language placement examination* administered by this university when the student enters, then the student may place out gaining an additional two free electives; or place higher in a 300 or 400 level course.
- If the student has IB or AP exams with scores that meet requirements the student may place out with credit and add two free electives (See the **Advanced Placement, International Baccalaureate and College Credit during High School** section in this handbook for information on getting CUA credit).
- A student with a documented learning disability specific to language learning should contact CUA's Disability Support Services to discuss appropriate accommodations. See also Disability Accommodations in this handbook. Once enrolled at the university, a student with a learning disability or other disability that impairs the ability to acquire a foreign language may apply to substitute for the language requirement. The decision to grant a substitution is based on the individual's learning history, documentation of a disability that impairs foreign language acquisition, and future educational goals. Eligibility is ultimately determined by the Dean's office of the School of Business & Economics; however, the application process is started in the DSS office. If the foreign language substitution is granted, two alternate courses in areas designated by the School of Arts & Sciences may be substituted for the required intermediate foreign language courses.

NOTE: For more specific guidelines for waiving the foreign language requirement: consult the Associate Dean.

THREE IMPORTANT CAUTIONS:

1. A grade of C- or higher in the preceding course is required for enrolling in a 102, 103, or 104 language course.
2. Prior to continuing a language studied previously (for two or more years in high school or one year in college), a student must take the Language placement examination; if the student does not take the placement exam, no credit will be given for any CUA course in that previously-studied language.
3. No student may take a language course for *credit* below the level into which he or she has been placed, and no student whose language requirement has been waived may take for credit the 101, 102, 112, 103, or 104, or 113 course in that language.

NOTE: Students registered for a *B.A. in International Business* who have demonstrated the fluency of a native speaker in a language other than English may complete their minor language requirements in a language other than their native language. These bilingual students have the option to complete an approved minor or certificate including: Islamic World Studies Minor or Certificate; Asian Minor; Latin American and Latino Studies Certificate; European Studies Certificate; Irish Studies Certificate; or complete a set of approved courses toward an interdisciplinary minor (see <http://advising.cua.edu/interdisc/default.cfm>).

For questions, please contact the Associate Dean in McMahon 309.

Major Programs

The School of Business & Economics offers eight majors in the following areas. See Appendix-I for detailed course requirements for each major.

B.S. in Accounting

B.A. in Economics

B.S. in Economics

B.A. in International Business

B.S.B.A. in Finance

B.S. in International Economics and Finance-Honor

B.S.B.A. in Management

B.S.B.A. in Marketing

Courses in the Major

A major normally consists of more or less than half of the 40 courses required for graduation. See the Degree Requirements of the School of Business & Economics portion of this handbook.

- Every course required for a major program must be passed with a grade of C- or better. A required major course with a grade below C- must be repeated.
- A student is expected to complete MGT118 by the end of first year; ACCT205, ECON101, ECON102 and SBE required math course (MATH111) by the end of second year, including summer, with a grade of C- or better, if those courses are required by a major.
- All major courses may be repeated **only once**.
- At least half of the required courses for the major must be taken at CUA; transfer courses must be approved by the major department before being accepted in the major
- Once students declare as a business or economics major at CUA, they must take all ACCT, ECON, FIN, MGT, and MKT courses within the School of Business & Economics (**not at other institutions**).
- No course taken pass/fail can be counted in a major program. Only free elective courses can be taken pass/fail.

Acceptance into a Major Program

At the end of the sophomore year, each student must be formally accepted into a major. This requires the student to complete the change of major form and declare the specific business and economics major. A student who fails to gain acceptance by the beginning of the junior year (after completing 17 courses) may not continue in the School of Business & Economics.

Academic Standards

A student must maintain a minimum cumulative GPA of 2.30 every semester for courses prefixed with ACCT, ECON, FIN, MGT, and MKT in order to remain in the School of Business and Economics.

Senior Comprehensive Assessment

Toward the completion of the major program, every student in Business & Economics must successfully pass a comprehensive assessment in that major program. It is generally completed either during the first semester of the senior year, or early in the second semester.

A student who does not pass the Senior Comprehensive Assessment may re-take it; however, at least 60 days must intervene between attempts.

If a student fails the comprehensive exam, a failed comprehensive exam grade will appear on his/her transcript, even if the exam is attempted again and passed. Both the initial “fail” grade and the latter “pass” grade will appear.

Students should register for and take their comprehensive exams only when they are truly ready to pass it, and not before. Faculty mentors are the best resource for helping to determine when one has had sufficient preparation (course work) for the comprehensive exam.

Students should register for the Comprehensive Exam through the Cardinal Station system.

Residency Requirements

In order to graduate with a bachelor's degree, the student must meet residency requirements:

- Half of required degree courses must be completed at CUA. New transfer students may bring in up to 20 courses total.
- 10 of the last 12 courses for a degree must be completed at CUA. Students who wish to take courses elsewhere between the junior and senior years should take note of this "10 of last 12" requirement.
- Total transferred courses **after matriculation** are limited to two times the number of academic years in residence at CUA. A student who enters the School of Business & Economics **as a freshman may subsequently transfer to the degree program a maximum of eight courses from other colleges; a student who enters as a sophomore, six courses; a student who enters as a junior, four courses.** Courses transferred at the time of matriculation are not included in this limitation; however, as indicated above, total transfer courses are limited to half the number required for the CUA degree. Courses taken through CUA study abroad programs are not transfer courses; however, study abroad through non-CUA programs requires transfer. **Transfers from summer school sessions at other institutions are limited to two courses per year**, and are subject to the general limitations above.
- Finish with a cumulative grade point average of 2.0 or higher for courses taken at this university, and be in academic good standing at the time of graduation
- Finish with a grade point average of 2.30 or higher for courses taken at SBE (courses with ACCT, ECON, FIN, MGT, and MKT prefixes), for those majoring in Finance, Economics, Management, Marketing; 3.0 or higher for those majoring in Accounting; and 3.50 and higher for those majoring in International Economics and Finance-Honors.

Minor Programs in the School of Business & Economics

The School of Business and Economics offers eight minor programs for students who are not already majoring in business and economics. Earning a minor in one of these concentrations is a good way for students majoring in other disciplines to graduate with business and economic knowledge and skills that can help them succeed in a wide variety of career paths. Specific requirements for these programs are outlined below.

Accounting Minor:

ECON 100 – Fundamentals of Economics

ACCT 305 – Intro Accounting

ACCT 306 – Managerial Accounting

ACCT 410 – Intermediate Accounting I

ACCT 411 – Intermediate Accounting II
ACCT 412 – Auditing

Economics Minor:

ECON 101 – Principles of Macroeconomics
ECON 102 – Principles of Microeconomics
ECON 223 – Statistics for Business and Economics
ECON 241 – Intermediate Macroeconomic Theory*
ECON 242 – Intermediate Microeconomics Theory*
One additional ECON course
***Requires MATH111/121 & MATH112/122**

Financial Management Minor:

ECON 100 – Fundamentals of Economics
ECON 223 – Statistics for Business and Economics
ACCT 305 – Intro Accounting
MGT 226 – Financial Management
MGT 332 – Investment Analysis
MGT 334 – Corporate Finance I

International Business Minor:

International Marketing emphasis

ECON 100 – Fundamentals of Economics
ACCT 305 – Intro Accounting
MGT 323 – Management: Theory and Practice
MGT 390 – International Business
MGT 345 – Marketing Management
MGT 362 – International Marketing

International Finance emphasis

ECON 100 – Fundamentals of Economics
ECON 223 – Statistics for Business and Economics
ACCT 305 – Intro Accounting
MGT 323 – Management: Theory and Practice
MGT 390 – International Business
MGT 226 – Financial Management
MGT 389 – International Corporate Finance

Management Minor:

ECON 100 – Fundamentals of Economics
ACCT 305 – Intro Accounting
MGT 310 – Leadership & Organization
MGT 323 – Management: Theory and Practice
MGT 345 – Marketing Management
On Management Elective (MGT301/311/312/330/372/390)

Marketing Management Minor:

ECON 100 – Fundamentals of Economics
ACCT 305 – Intro Accounting
MGT 323 – Management: Theory and Practice
MGT 345 – Marketing Management
MGT 348 – Consumer Behavior
One Marketing Elective (MGT/346/349/362/457)

Sports Management Minor:

The sports management minor is open to CUA undergraduates in good standing outside of the School of Business and Economics. The minor requires a total of six courses four core courses and two electives.

Core Courses:

ECON 100 – Fundamentals of Economics
MGT 323 – Management Theory and Practice
MGT 324 – Sports Management
MGT 325 – Sports Marketing

Elective Courses:

MGT 302 – Sports Management Internship
ECON 327 – Sports Economics and Finance
PSY 243 – Sports Psychology
SOC 345 – Sociology of Sports
Or other Approved Sports Related Courses

Sports Management Specialization

The sports management specialization is open to management or marketing majors in good standing within the School of Business and Economics. It requires a total of five courses of three credit hours each. These courses include three core courses and two electives.

Core Courses

MGT 324 – Sports Management
MGT 325 – Sports Marketing
ECON 327 – Sports Economics and Finance

Elective Courses (choose two)

MGT 302 – Sports Management Internship
PSY 243 – Sports Psychology
SOC 345 – Sociology of Sports

Performing Arts Management Minor:

This minor is open only to students from the School of Music.

ECON 100 – Fundamentals of Economics

ACCT 305 – Introductory Accounting

MGT 323 – Management Theory and Practice

MGT 345 – Marketing Management

MGT 375 – Business of Music & Drama

Two Elective Courses:

(A) One to be selected from:

DR 306 – Theatre Production

MUS 501A – Concert Creativity

MUS 506 – The Musician in Modern Society

MUS 533 – The Business of Independent Studio Teaching

MUS 575 – Arts Administration

and

(B) One to be selected from:

DR 495 – Drama Management Internship

MUS 495B – Music Management Internship

NOTE: Course prefixes for the courses chosen in (A) and (B) must be the same. For example, (DR306 & DR495; or MUS506A & MUS495B)

Policies Concerning Minors

- Course substitutions are not permitted in minors without Dean's approval.
- **No more than two of the six courses** constituting a minor may be transferred from other institutions.
- In cases where a minor is related to the student's major, no more than two courses may "overlap" between major and minor requirements.
- Please make sure to check the listed courses for pre-requisites when planning your schedule.
- If a student pursuing a minor in any business program who has already taken ECON 100, decides to pursue the full major program, that student must take ECON 101 and ECON 102 as required by the major.
- If a student decides to minor in any business program but has already taken ECON 101 (or ECON 102), then that student should not take ECON 100; ECON 102 (or ECON 101) will serve as an acceptable substitute.

NOTE: A student may not pursue more than one minor in the School of Business and Economics.

General Academic Regulations

Normal Course Loads and Over-Electing

Full-time studies consist of 4 or 5 courses of three or more credit hours each (equivalent to 12 or more semester hours). If a student has either a cumulative 3.0 grade point average, or, in the immediately preceding semester, has received a 3.0 grade point average and completed 15 credit hours, he or she may elect to take a sixth course.

Any senior whose average is below 3.0 but who is not on academic probation may take a sixth course in either semester of the senior year *but not in both* (a total of eleven courses for the year). This is commonly referred to as the "Senior Privilege."

In any other circumstances, taking more than five courses requires *specific approval* by the Dean, prior to registering for the sixth course.

A student whose qualification for over-electing is uncertain may not register for a sixth course until after the preceding semester's grades have been recorded and the qualification met.

NO STUDENT MAY TAKE SEVEN COURSES (OF 3 OR MORE CREDITS EACH) IN A SEMESTER. THERE ARE NO EXCEPTIONS TO THIS RULE.

Summer Sessions:

During CUA summer sessions, a student may enroll for a maximum of one credit more than the total weeks in that session. (Overlapping sessions are treated as one for purposes of this regulation.) Ordinarily, this means a student may take *no more than two courses simultaneously, and no more than four courses total in all summer sessions combined*. Students taking two 3-credit accelerated foreign language courses may not take any additional courses during that 6-week period.

For summer sessions at other institutions, transfer is limited to two courses per year. See the section on Residency Requirements.

Academic Probation and Dismissal

Academic Dismissals from the School of Business and Economics

Students will be dismissed from the School of Business and Economics if they meet any of the following conditions:

- 1) Three consecutive semesters of cumulative University GPA below 2.0.
- 2) Two consecutive semesters of cumulative School GPA below 2.30. The School GPA is based on a minimum of four courses taken in the School of Business & Economics (ACCT, ECON, FIN, MGT, and MKT prefixes).

- 3) Failure to have completed MGT118 by the end of first year or ACCT205, ECON101, ECON102 and MATH111 or MGT165 (as required by their major) by the end of second year, including summer, with a grade of C- or better, if those courses are required by a major.
- 4) Failing any SBE courses twice.

Except as indicated in 1 above, students dismissed from the School of Business and Economics may be eligible to apply for transfer to other schools within the University and will be encouraged to find a new major. Students not meeting any other schools' requirements will be dismissed from the University.

Probation and Academic Warning

- 1) Except as indicated in 2 and 3 below (under "Dismissals from the University"), a student who has lower than a 2.0 cumulative University grade point average is considered to be on academic probation until his or her University cumulative average reaches 2.0 or higher. A student on academic probation may be required by the academic dean to take a reduced course load during the time of probation. Students on academic probation may not participate in extra-curricular or intercollegiate activities.

A freshman student whose first full-time semester University grade point average is below 2.0 will be on **academic warning** for one semester rather than on academic probation. A student on academic warning may be required by the academic dean to take a reduced course load during the time of academic warning. Individual schools may impose specific restrictions or conditions on academic programs for students who are on academic warning.

A student whose cumulative University grade point average falls below 2.0 due to a specific circumstance beyond the student's control may petition the Provost to be placed on academic warning rather than academic probation for the following semester. Such requests must be in writing and received by the Provost no later than the end of the enrollment period for the semester. The Provost will consult with the student's academic dean while considering the request.

The status of academic warning may not be extended or repeated in consecutive semesters.

- 2) Since a 2.30 cumulative GPA in courses offered by the school (ACCT, ECON, FIN, MGT, and MKT prefixes) is required of SBE students, those who fall below 2.30 will automatically receive a warning letter to raise their GPA by the end of next semester. Failure to do so will result in dismissal from the School of Business & Economics.

Dismissals from the University

An undergraduate student is no longer in good academic standing, and therefore subject to dismissal by the dean of a school, who:

- 1) Receives a failing grade (F, F*) in three or more credit-bearing courses undertaken in a semester. (Reversion of an incomplete grade (I) to an F shall be included in the total number of failures for the semester in which the I was given, with possible dismissal effective at the close of the current semester) or
- 2) At the end of any academic year has a cumulative average of less than 1.5; or
- 3) Fails to satisfy any additional requirements that may be imposed by individual schools; or
- 4) Fails to gain acceptance into a program of concentration or specialized studies following a fourth semester of full-time college work; special exception may be made for students who change concentrations in their sophomore year.

The University reserves the right to review the record of a student at any time for the purpose of determining whether a student meets the standards necessary for graduation. If, in the opinion of the University, this review reveals serious shortcomings, the student may be dismissed.

Academic dismissal is made by the dean of a school.

Readmission request after dismissal or lapse of continuous enrollment

Students requesting re-instatement following academic dismissal must submit the [Re-Admission Application](#), available on the CUA Admissions website. The application for re-admission must include a statement to be considered by the Academic Standing Committee, giving the student's rationale for seeking to return, and must be accompanied by official transcripts of all college-level coursework undertaken since leaving CUA. Appropriate supporting materials may be included as well. Applications for re-admission must be received, in complete form, well in advance of the beginning of the semester of requested re-instatement.

The same procedure applies to students who have "dropped out" by not maintaining continuous enrollment at CUA. See also [Leave of Absence](#) in this handbook.

Academic Dishonesty, Plagiarism, and Cheating

For a full statement of CUA policy, see: <http://policies.cua.edu/academicundergrad/integrity.cfm>

A student who commits academic dishonesty in connection with any work required for a course is subject to a grade of F, failure for the course.

Categories of academic dishonesty

Academic dishonesty includes: plagiarism; improper use of one's own work; fabrication; cheating; and facilitation of dishonesty by another person.

Plagiarism is the act of presenting the work or methodology of another as if it were one's own. It includes quoting, paraphrasing, summarizing, or utilizing the published work of others without proper acknowledgement and, where appropriate, quotation marks. Any unacknowledged use of another's

words, ideas, or electronic processes (including papers written by other students) constitutes plagiarism, as does unauthorized or inadequately credited use of foreign language, scientific, or mathematical calculation of modeling programs or online services.

Improper use of one's own work is the unauthorized act of submitting work for a course that includes work done for previous courses or projects (at this university or elsewhere) as though the work in question were newly done for the present course or project.

Fabrication is the act of artificially contriving or making up material, data, or other information and submitting this as fact.

Cheating is the act of deceiving, which includes such acts as communicating or receiving information from another during an examination; looking at another's examination (during the exam); using notes when prohibited during exams; using electronic equipment to receive or communicate information during exams; using any unauthorized electronic equipment during exams; obtaining information about the questions or answers for an examination prior to administering of the exam; or whatever else is deemed contrary to rules of fairness, including special rules designated by the instructor for the course.

Facilitation is assisting someone in committing plagiarism, fabrication, cheating or any other type of academic dishonesty. Facilitation of academic dishonesty is fully equivalent to other acts of academic dishonesty.

Latin Honors

The University recognizes academic distinction by noting on the transcript that a student has graduated *Cum Laude*, *Magna Cum Laude*, or *Summa Cum Laude*. These are sometimes called "Latin" Honors. The required cumulative grade point average is: 3.5 for *Cum Laude*, 3.7 for *Magna Cum Laude*, and 3.9 for *Summa Cum Laude*. For students who have transferred into this university, to qualify for honors a minimum of 20 courses must have been taken at CUA.

Dean's List

The Dean's List honors academic achievement following each Fall and Spring semester. An undergraduate student who is matriculated in a degree program within the School of Business & Economics and who completes the semester with full-time registration as defined by the university (currently 12 credit hours), with no repeated, pass-fail, or failed course, and earns a grade point average of 3.5, will be named to the Dean's List.

Students who meet the Dean's List criteria but complete the semester with five three-credit courses and earn a grade point average of 3.7 will be named to the Dean's List with Distinction.

Students who meet the Dean's List with Distinction criteria but have earned a grade point average of 3.9 will be named to the Dean's List with Highest Honors.

Registration and Grades

To enroll in courses at Catholic University, students must complete the registration process. CUA uses the Cardinal Students registration system, part of [Cardinal Station](#) online.

Registration for the coming semester begins approximately one month before the end of the Fall and Spring semesters. To access the Cardinal Station registration system, the student needs: (1) login ID; (2) password; (3) online schedule of classes; (4) choices of classes for the coming semester (including alternates in case first choices are not available) as worked out in consultation with the academic adviser or mentor.

Waiting Lists

For certain closed courses, students may place their name on a Waiting List within the Cardinal Students system. Students are not considered to be registered for a course while on its waiting list, and that course's credits are not included in determining full-time status or eligibility for financial aid. You should never count on getting into a closed course, even if you are on the waiting list: make alternate choices and register for them.

To change courses following your initial registration: see the section on DROPPING AND ADDING COURSES (CHANGE OF ENROLLMENT) in this handbook.

CAUTION: It is your responsibility to check with your adviser to see how any alternate choices, or changes of courses after your advising session, will affect your academic program. It is a very bad idea to drop or add courses without being aware of how the changes will affect your progress towards your degree.

Course Numbers

Courses numbered from 100 to 499 carry undergraduate credit only. Courses numbered from 500 to 599 are open to graduate students. Qualified undergraduate students with departmental consent may register for 500 level courses. Courses numbered from 600 to 999 are open to graduate students only, unless special circumstances apply and with permission of the dean.

Completing Registration

The University requires that all students complete registration by the date designated in the [Academic Calendar](#). Registration is not complete until tuition and other charges are paid in full or satisfactory arrangements are made with the Office of Student Accounts. Students with incomplete registration will be dropped from class lists. The University will not retroactively register individuals who attend classes for which they are not officially registered.

Verifying Registration Online

Students can verify their registration at any time by using the Cardinal Station system: follow the instructions to produce a list of the classes for which you are officially registered. It is important to verify your registration early in each semester. **This is your responsibility, not the responsibility of your adviser or your instructors.** Discrepancies can be handled using the DROP/ADD procedure or (in difficult cases) by contacting the Enrollment Services' office for assistance. Remember that a student will not receive a

grade in a course for which he or she is not properly registered, and will receive an F if registered but not attending.

REMINDER: Being on a Waiting List does not register you for a course.

NOTE: Because verification of enrollment is available to each student at any time, **there is no valid justification for mistakenly attending a class without being properly registered.** A student who is not registered may not attend a class, with or without the instructor's knowledge or permission.

Final Exams

Many but not all courses have final exams. These are held during the week following the last class and according to a special *final examination schedule* published by the [Enrollment Services](#) and available online. The syllabus for each course should specify whether the course has a final exam and, if so, when it will be held according to the published schedule. By university policy, **final exams must be given according to this schedule and may not be given early or at alternate times.** Instructors do not have the authority to make alternate arrangements for final exams.

Students representing the university in athletic or other events during finals week must work with the Athletics Department and the Associate Dean to deal with any conflicts involving scheduled final exams. If a student has three or more final exams scheduled on a particular day, he or she may contact the associate dean requesting a possible modification of the schedule. **Requests to reschedule finals on this basis must be received no later than 14 calendar days before the last day of classes.**

CAUTION: Make sure that you take the final examination schedule into account in making travel, work, or other plans for the end of a semester.

Course Grades through Cardinal Station

Following the conclusion of each semester, students can access the Cardinal Station system for a grade report. Once posted, a course grade is final and can be changed only through approval by the Dean, for specific reasons as outlined below. Full information on university policy concerning grades is found at <http://policies.cua.edu>

Change of Grades

A grade assigned for work in a course is subject to change by the dean only, and *only in these specific circumstances*:

- a. in the case of a specific error, which may be corrected upon the request of the instructor of the course in writing, to the dean, no later than one month after the beginning of the succeeding semester; or
- b. in the case of a successful challenge to a failing grade after action in accordance with the established university procedures outlines in the [Appeal of Failing Grades Policy](#).

NOTE: The Appeal of Failing Grades Policy applies only in cases where the student can demonstrate that a grade was given for reasons based on nonacademic criteria.

Grade change requests will not be approved if based on work submitted after the end of the course or on "extra credit" opportunities not offered during the semester to all students in the class.

Repeating Courses

A student can receive credit for a given course only once. CAUTION WITH TRANSFER COURSES: It is particularly important that a course proposed for transfer from another institution be evaluated ahead of time, to make sure the course does not overlap with a course previously taken at CUA. In addition, students should ensure that they do not enroll for a CUA course whose content overlaps a course previously transferred.

Replacing or averaging grades in repeated courses

Sometimes it is necessary to repeat a course, either because the student did not pass or because the grade was below a minimum requirement. When a course is repeated, both instances (with grades) appear on the transcript, but any credit earned on the first attempt no longer counts. If the previous grade was D or F, the second grade replaces the first in the cumulative grade point average; if the previous grade was C- or above, then the two course grades are averaged to arrive at quality points for the cumulative GPA.

Grade Point Average (GPA)

The university uses grade point averages to indicate a student's progress toward a degree and the quality of his or her academic work. At the end of each semester and summer term, Cardinal Students calculates both a *semester grade point average*, reflecting the student's work for the term just ended, and a *cumulative grade point average*, based on all CUA academic work to that point. Semester grade point average is the basis for the Dean's List.

Cumulative grade point average is the determining factor in many outcomes, both good (retaining scholarships, internships, study abroad, B.A.-M.A. programs, and University Honors) and bad (losing scholarships, probation, ineligibility for extra-curricular activities, and academic dismissal).

How GPA is calculated

Each course is assigned a number of credit hours (most commonly 3 credits per course). Each grade is assigned a number of quality points: A=4.0, A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0; C-=1.7; D=1.0; F=0. (There are no A+, D+, or D- grades.).

NOTE: transfer courses are not included in CUA grade point average.

Semester grade point average: For each course taken that semester, the quality points for the course grade are multiplied by the number of semester-hour credits carried by the course, resulting in total quality points for that course. (For example, a B+ in a 3-credit course equals 9.9 quality points (3.3 x 3) for that course.

The quality points for all courses taken that semester are added together, then total quality points for the semester are divided by the total credit hours for all courses taken during that semester. This result is the semester grade point average.

Cumulative grade point average: Quality points for all courses taken at CUA are added together, and the total credit hours taken at CUA are separately added together. The total quality points for all courses taken at CUA are divided by the total credit hours taken at CUA. This result is the cumulative grade point average.

Absence from Class:

Excused Absence from Class

PURPOSE: To guide the student in providing information to instructors concerning absences from class due to circumstances beyond the student's control.

POLICY: "Good scholarship requires the presence of students at all class and laboratory meetings. The responsibility for prompt and regular class attendance rests upon the individual student. If, for any reason, a student is absent too frequently from class, it may become impossible for that student to receive a passing grade. Authority for excusing absences rests with the teacher, who may request that the student obtain authentication for absences considered unavoidable." (<http://policies.cua.edu>).

RESPONSIBILITIES: The student is responsible for communicating directly with each instructor concerning absences and missed coursework.

The Office of the Dean of Students serves as a contact resource by providing instructors with notification of class absences in critical and emergency situations, such as hospitalization, serious illness, serious injury of the student, or death of an immediate family member. Notifications from the Dean of Students concerning absences are strictly informational and advisory, and are not intended to verify or provide proof of the legitimacy of any absence.

The Office of the Dean of Students will not provide verification or proof of the legitimacy of the reason for an absence for non-critical or non-emergency situations.

The Office of the Dean of Students is available to assist students concerning situations that are causing absences from class. Dean of Students' staff can advise a student and make appropriate referrals to other campus resources.

Absences to represent the university Students who represent the university in intercollegiate competitive events or in artistic performances at which their presence is requested by university officials are entitled to excused absences from classes missed.

A student entitled to an excused absence must obtain a letter from the requesting university official and must inform the instructor in advance of any classes to be missed. The student is responsible for any missed work. In turn, instructors must make arrangements to accommodate reasonable requests of excused absentees for opportunity to make up the work missed.

In courses in which the evaluation of the student's work includes an attendance and participation requirement that specifies a maximum allowable number of missed classes during the semester, students are not entitled to excused absences beyond the total allowed for all students.

For the [full policy concerning absences to represent the university at intercollegiate athletic events or in artistic performances](#), see the relevant pages under policies.cua.edu.

Pre-College Credit:

PURPOSE: To obtain credit for Advanced Placement (AP) tests or for work in the International Baccalaureate (IB) program or for college credit taken during high school.

WHEN: At the time of matriculation. **Students may not receive credit for AP or CLEP taken after entering college.** College courses taken elsewhere after CUA matriculation are transfer courses: see "Transfer Course Evaluation" in this *Handbook*.

Advanced Placement (AP)

Minimum score requirements and amount of credit for particular scores are determined by CUA departments or schools.

Standards for AP Test Credit:

1. An official score report must be received from the College Board.
2. The Minimum SCORE requirement for the AP Microeconomics or the AP Macroeconomics is a score of 4 or higher. For other courses the student should contact the particular department or school. (See http://admissions.cua.edu/test/ap_credit.pdf).

PROCEDURE: When entering CUA, the student should arrange for an official report of AP scores to be sent to the university from the College Board. The School Code for CUA is 5104.

International Baccalaureate (IB)

In order to be eligible for review of credit from an International Baccalaureate (IB) program the student must have completed the entire IB program and present the IB Diploma to the office of the Associate Dean, Room 309 McMahan.

Minimum score requirements and amount of credit for particular scores are determined by CUA Departments or schools; some departments or schools do not award credit for particular IB tests. (See http://admissions.cua.edu/test/IB_credit.pdf)

College Courses Taken in High School

CUA reserves the right to determine whether or not courses taken from a college or university by high school students are transferable. The following criteria are used, in addition to other factors, to determine whether or not a course or courses are transferable.

- The course was taught on the campus of the college or university granting credit, by a faculty person of that institution.

- The course is evaluated for equivalency here at CUA and may be used in your program, as one of the university requirements, or as a free elective.
- The course is completed with at least a grade of “C”.

PROCEDURE: The college or university that awarded the credit must send an official transcript directly to the Office of the Associate Dean, 309 McMahon. The student must also provide an official description, from the institution’s course catalog, or a syllabus of the course taken. The Advising Coordinator will complete an evaluation of the course for CUA credit. The student must also submit the [High School Confirmation Form](#), completed by the high school guidance counselor.

Accelerated Programs:

B.A. / J.D. Law School Program

PURPOSE: To complete within six years both a bachelor's and a law degree. This is a cooperative program with CUA's Columbus School of Law.

WHEN: By the middle of the sophomore year the student must begin developing a plan to satisfy all non-waivable courses for the B.A. during the junior year. The student must be accepted into the Columbus School of Law by the end of the junior year.

NOTES: Students must meet the admissions standards of the Law School: by the middle of the junior year they must achieve a score above the 66th percentile on the Law School Aptitude Test (LSAT). A minimum cumulative undergraduate GPA of 3.6 at the end of sophomore year is required. To be admitted to the Law School, the students must also complete by the end of their junior year all non-waivable requirements (including the comprehensive examination) and a minimum of 30 courses.

FORM: No specific form.

PROCEDURE: The student should arrange an interview with the Associate Dean no later than the beginning of the second semester of the sophomore year. After this interview, the student arranges an interview with the Law School Admissions office, and consults with Associate Deans about scheduling courses to complete non-waivable requirements (see above) by the end of the junior year. The student should take the LSAT in June following the sophomore year and apply to the Law School between October and December of the junior year. During the first semester of the junior year, an agreement is drawn up with the Associate Dean of the School of Business & Economics, indicating precisely which senior year courses will be replaced by the law program. This agreement goes into effect when the student enters law school; when the student completes the first year program of the law school, he or she will be awarded the B.A. degree. If for any reason, the student does not complete the first year of law school, the ten courses that have been replaced will once again be required for completion of the B.A. degree.

B.A. / M.A. Program or B.S. / M.S. Program

PURPOSE: To permit outstanding students to complete a B.A. and an M.A. degree program (or a B.S. and M.S.) in five years. Acceptance into the program allows a student to take **up to four courses** that will count towards both undergraduate and graduate credit.

WHEN: The beginning of the junior year: the application process must be completed by the end of the junior year.

NOTES:

A minimum grade point average of 3.5 is required at the time of application.

All courses for the bachelor's degree must be completed within 4 years of matriculation and all courses for the master's degree must be completed within 5 years of matriculation; otherwise, the double course credits are forfeited.

Once admitted to the B.A./M.A. or B.S./M.S. program, a student who fails to maintain a satisfactory academic record, or who fails to achieve acceptable scores on the Graduate Record Exam (see below), may not continue in the program

FORMS: (1) Application for Admission to Graduate Studies, and (2) Application for the B.A./M.A. or B.S./M.S. program.

PROCEDURE: The application for the B.A./M.A. (or B.S./M.S.), completed in consultation with the major advisor, lists a *maximum of four courses* to be taken for both undergraduate and graduate credit. (No course may be so designated after the beginning of the semester in which it is taken.) This application (and any subsequent revisions) requires approval by the major department and the Associate Dean for Undergraduate Studies.

The application for graduate study requires approval by the major advisor and the Associate Dean. Any approval will be provisional, subject to review of scores on the Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT), which *must be taken* before the end of the first semester of the senior year.

Consortium Registration

PURPOSE: To take a course at another university in the Washington Consortium of Universities.

- American University
- The Catholic University of America
- Gallaudet University
- Georgetown University
- George Mason University
- George Washington University
- Howard University
- Marymount University
- National Defense University
- National Intelligence University
- Trinity Washington University
- University of the District of Columbia
- University of Maryland, College Park

WHEN: Any semester *except* the semester when the student will graduate. Taking a Consortium course in your final semester may delay graduation, because the required official grade report may not be available in time for Commencement.

NOTES: A specific rationale is required, and approval is not automatic.

A student may not take a course through the Consortium whose equivalent is regularly offered at CUA. Normally, a course will be approved only if it is required for the student's major or an approved minor program but not available on campus; or if it is a course in a language not taught at CUA.

A Consortium course may not be audited or taken for a different number of credits than it carries at the offering institution.

FORMS: (1) Consortium Request Form: Statement of Need, and (2) Consortium Registration Form (both available from the Consortium Coordinator, Enrollment Services' office).

PROCEDURE: The student must obtain the Consortium Request Form and the Consortium Registration Form and meet with his/her academic adviser. If the course is deemed appropriate, the adviser will sign both forms. The student then takes the forms to McMahon 309, where the Associate Dean evaluates the request. If the request is approved, the student takes the signed forms to the Consortium Coordinator in the Enrollment Services' office. Once all approval steps are complete, the Consortium Coordinator enters the information into the registration system. Students do not register directly on the web for Consortium courses.

Students should **show, but not give**, their copy of the Consortium Registration form to the course instructor, and keep their copy.

FURTHER INFORMATION: School of Business & Economics office, McMahon 309; Enrollment Services (202-319-5300) Fr. O'Connell Hall Room W200 & Schedule of Classes

Disability Accommodations

For information on CUA Disability Support Services, see <http://dss.cua.edu>

PURPOSE: Disability Support Services (DSS) at the Catholic University of America assists all students who have documented disabilities with appropriate accommodations. DSS provides programs and services designed to support and encourage integration of students with disabilities into the mainstream of the university community. The School of Business and Economics cooperates fully with DSS.

PROCEDURE: In order to register with Disability Support Services, students requesting accommodations are required to verify eligibility under the ADA of 1990 and Section 504 or the Federal Rehabilitation Act of 1973. Appropriate documentation of the disability must be provided so that DSS can: 1) determine the student's eligibility for accommodation; and 2) if the student is eligible, determine appropriate academic accommodations.

Foreign Language Requirement: Once enrolled at the university, a student with a learning disability or other disability that impairs the ability to acquire a foreign language may apply to substitute for the language requirement. The decision to grant a substitution is based on the individual's learning history, documentation of a disability that impairs foreign language acquisition, and future educational goals.

Eligibility is ultimately determined by the Dean's office of the School of Business & Economics; however, the application process is started in the DSS office. If the foreign language substitution is granted, two alternate courses in areas designated by the School of Arts & Sciences may be substituted for the required intermediate foreign language courses.

CAUTIONS: It is the responsibility of the individual student to communicate his or her needs to instructors, advisers, deans, etc., as necessary. Accommodations are not given retroactively. In particular, grades are not changed or removed based on disability declarations or documentation provided after a course, or part of a course, is past.

FURTHER INFORMATION: Disability Support Services, 201 Pryzbyla Center; Associate Dean Business & Economics, 309 McMahon.

Dropping or Adding a Course, Changing Section within a Course, or Withdrawing from a Course

PURPOSE: To change courses or sections after your original registration through Cardinal Station.

WHEN: To ADD OR DROP A COURSE or CHANGE SECTIONS: By the date specified in the [Academic Calendar](#), usually during the second week of a regular semester or after three days for summer sessions. Dropped courses do not appear on the grade report or transcript.

To Withdraw from a Course: By the date specified in the [Academic Calendar](#) (approximately one month before the end of classes). These courses appear on the grade report and transcript with a "W" and do not factor into the grade point average.

Students should consult their academic advisers about how the added or dropped course will affect their progress toward fulfilling degree requirements.

FRESHMEN: Freshmen have academic adviser "holds" that require meeting with the adviser and Associate Dean prior to withdrawing from any course.

PROCEDURE: Students should access the Cardinal Station registration system for add/drop. To add or to drop a class, he/she should select "Add/Drop Classes" and follow instructions. For a section change, or to add and drop in a single transaction, he/she should select "Swap a Class" and follow instructions. Using "Swap a Class" will prevent dropping a class or section if the desired alternative is not available.

WARNING: Failure to complete the drop or add process will result in your not receiving credit for a course you intended to add, or receiving a grade of F in a course you intended to drop.

FURTHER INFORMATION: Enrollment Services' Office or School of Business & Economics office, McMahon 314.

Incomplete (I) Grade

PURPOSE: To provide extra time when a student is unable to complete required coursework due to circumstances beyond the student's control.

WHEN: A student may request an incomplete grade in a course when an emergency or similar situation arises following the last day to withdraw, but before the end of the semester. When such a situation occurs prior to the published withdrawal date, then the appropriate action is to withdraw from the course.

PROCESS: Incomplete grades require Dean's approval and are entered into Cardinal Station by the Associate Dean; an instructor cannot assign an Incomplete grade, but must forward the appropriate form, with a rationale taking into account the criteria below, to the Associate Dean.

CRITERIA: Dean's approval for an Incomplete grade is given only when **ALL** of the following conditions are met:

1. The student must specifically request the Incomplete grade; and
2. The student must provide specific evidence to verify an emergency or other extenuating circumstance beyond the student's control that prevents completion of coursework on time; and
3. The student must be passing the course at the time the emergency or similar situation arose; and
4. The amount of coursework remaining must be such that completing it after the conclusion of class sessions is reasonable and academically sound; and
5. The incomplete grade must be approved by the instructor; and
6. The instructor and the student must complete a written agreement specifying what coursework remains to be done and deadlines for submitting it.

NOTES: Incomplete grades are not given simply because a student has not done required coursework on time, or has stopped attending, or has missed required exams.

It is the student's responsibility to provide to the instructor adequate documentation to verify the emergency or other extenuating circumstances beyond the student's control.

FORM: "Grade of Incomplete (I) for Undergraduate Student," available from the School of Business & Economics office, 314 McMahan.

DEADLINES: All grades of Incomplete must be resolved no later than midterm of the following semester. The instructor may, however, set an earlier deadline. The student must submit required material to the instructor sufficiently prior to the deadline to allow the instructor to evaluate it and report the grade before the deadline.

An incomplete grade not resolved by the deadline automatically becomes a failing (F) grade.

Extension of the deadline to resolve an Incomplete grade requires Dean's approval and is rarely granted.

CAUTION: The student is responsible for completing the required coursework and getting it to the instructor on time. Instructors are not required to remind students of deadlines.

FURTHER INFORMATION: Associate Dean, 309 McMahan.

Independent Study

PURPOSE: To arrange, with dean's approval, a special course with an individual professor. Independent study courses are generally numbered 494.

Independent study is intended for advanced study in the student's major or a closely-related field. Independent study is not appropriate to replace a regularly-offered course, or for introductory-level study outside the major.

WHEN: During registration for the semester in which the course will be completed. All registration criteria and limitations apply.

CAUTION: Independent study enrollment may not be used to complete courses while away from campus. Independent study must include regular face-to-face meetings with the instructor.

NOTE: No more than two independent study courses may be included in a degree program. Minimum Cumulative GPA required: 2.5.

FORMS: Application for Independent Study.

PROCEDURE: The student begins by working out the contents and testing procedures for the project with a faculty member who is willing to direct it. When agreement is reached, obtain the Application for Independent Study from the School of Business & Economics offices (McMahon 309). The student and the faculty sponsor complete and sign the form, which is then submitted to the Advising Coordinator for review and approval by the Associate Dean. After receiving the Associate Dean's approval, the student may register for the independent student course.

Internships

PURPOSE: To receive academic credit for work experience.

WHEN: Usually in the Junior or Senior year. While all students are encouraged to intern, ideally more than once, Freshman students may not enroll in internships for credit; Sophomore students may only do so with the permission of the Internship instructor.

A limit of 3 credits in internships may be counted toward the undergraduate degree. A given internship may be counted as only one course; students cannot receive credit for two courses for the same internship, even if it extends over two semesters.

Minimum Cumulative GPA required: 2.5. Individual departments may set higher GPA requirements.

NOTE: Internship course credits taken at another institution are not transferable to CUA.

FORMS: See Advising Coordinator in McMahon 314.

PROCEDURE: The student must be working at the internship site during the semester (or summer session) when credit is awarded: credit for internships cannot be given retroactively. The same deadlines for enrollment apply as for all other courses in the given semester or summer term.

For credit to be awarded, the following procedure must precede registration for the course.

- The student develops the internship opportunity with the organization offering it. The student should consult the internship coordinator early in the process. Once accepted by the internship organization, the student meets with the internship coordinator to arrange to enroll for credit or non-credit. Only the coordinator may approve registration for the formal internship courses.
- Specific criteria must be met for an internship to qualify. These include on-site supervision as part of an established internship program, and a minimum number of hours on-site (generally approximately 150).

NOTES:

A student cannot complete the internship requirement simply for a part-time or summer job. The work must be part of an established and supervised internship program by the offering institution.

If a particular off-campus experience cannot be handled as an internship, a student may be able to arrange an Independent Study course with an interested faculty member. (Consult the section of this handbook on Independent Study.)

Internship experiences offered within the CUA Athletics Department will qualify for a Sports Management Minor or a Sports Management Specialization. However, such internships do not qualify for students who are not registered for those programs.

Leave of Absence

PURPOSE: To permit a student to withdraw from the university for up to one year without losing status as a member of the university.

WHEN: By the published end of enrollment for the semester in which the student wishes to take a leave of absence.

NOTES:

The student must be in good standing. Dismissal for academic reasons overrides a leave of absence previously granted.

Since CUA requires continuous enrollment, a student who simply fails to enroll for a regular Fall or Spring semester is considered to have dropped out and must submit the re-admissions application in order to return.

CAUTION: A student contemplating a study-abroad program offered by another institution should contact CUA's [Center for Global Education](#) concerning matriculation status. (See also the sections of this handbook on Study Abroad and Transfer Course Evaluation.)

FORMS: Application for a Leave of Absence, available in the office of the Dean of Students or-if the student is not on campus-by writing or calling the School of Business & Economics office, Room 314 McMahon, 202 319-5234.

PROCEDURE: Begin by scheduling an interview with the Dean of Students. Then proceed to obtain signatures from the various offices identified on the form, including the Associate Dean of the School of

Business & Economics. If registered for the upcoming semester, the student must withdraw from these courses using the online Cardinal Station system.

FURTHER INFORMATION: Dean of Students, 350 Pryzbyla Center

Pass/Fail or Audit

PURPOSE: To change a course from regular grading to pass/fail, or to change from credit to audit (no credit).

WHEN: By dates specified in the university calendar: midterm for auditing, approximately two weeks before the semester ends for pass/fail.

NOTE: Approval of the School of Business & Economics office (314 McMahon Hall) is required to change a course to pass-fail, but not to change to audit. However, both audit and pass/fail require that the Change of Enrollment form be completed and submitted to the Enrollment Services.

CAUTION: Only free electives may be taken pass/fail. This excludes any course required for the major, a minor, or a distribution requirement, as well as courses (such as elementary foreign language) requiring a minimum grade to move to the next level.

No course may be changed from audit to credit after the end of the period for adding a course at the beginning of the semester.

Students pay regular tuition for courses they audit, but they receive no credit.

FORMS: Registration Change form (formerly called "Drop/Add"), available in McMahon 314.

PROCEDURE: Complete the columns "Course Department" and "Course No." in the section CHANGE OF COURSE STATUS. For audit, place a check in the column "audit"; for pass/fail, check the column "pass/fail". Take the completed form (with dean's approval for pass/fail) to the Enrollment Services' office, Room 4 McMahon Hall.

NOTE: Do not inform the instructor that you are changing to pass/fail. The Enrollment Services receives a letter grade and converts it to pass or fail.

FURTHER INFORMATION: Enrollment Services' Office, Fr. O'Connell Hall, Room W200 (2nd Floor, tower side) or the School of Business & Economics office, McMahon 314.

Study Abroad (CUAbroad)

Please see the Center for Global Education at <http://cge.cua.edu> and CUAbroad at <http://cuabroad.cua.edu> for more information.

PURPOSE: To assure that students who study abroad will pursue appropriate courses of study and will receive proper credit.

WHEN: As soon as possible, but no later than the semester prior to beginning the program abroad.

CAUTION: It is usually not possible to study abroad during the senior year without delaying graduation.

PROCEDURE: The student begins by consulting with CUAbroad, part of the Center for Global Education at Catholic University. CUAbroad provides information about various credit programs approved by the university for semester- and year-long study abroad, honors program study abroad, international internships, and intensive language programs. Application forms are available from CUAbroad.

At the same time, the student should consult with the academic adviser and, as appropriate, with the Associate Dean in order to understand how a particular study-abroad program will fit into the student's curriculum and degree requirements.

The English composition requirement must be completed before studying abroad, and the student must have declared a major. The foreign language requirement must be completed, or the student must be enrolled for the final course (104 or equivalent) when beginning the study-abroad program. (A student who has a disability substitution for the foreign language requirement must complete the substitution courses before studying abroad.)

CAUTION: Non-CUAbroad programs for study abroad have special requirements in order to assure transfer of credits by transcript from other institutions. See "[Non-CUA Programs](#)" on the CUAbroad website, and the section on [Transfer Course Evaluation](#) in this handbook.

FURTHER INFORMATION: CUAbroad, new address in McMahon111 McMahon Hall, 202-319-6010, <http://cuabroad.cua.edu>. Associate Dean, School of Business & Economics Office, 309 McMahon, 202-319-4692.

Summer Courses

PURPOSE: To obtain credit for courses taken during Summer Sessions, at CUA or by transfer from other accredited institutions.

CUA SUMMER SESSION: CUA offers a range of courses in two 5 or 6-week periods, plus other courses of varying length scheduled with *dynamic* dating.

LIMITS: There are limits on the number of courses that can be taken during CUA summer sessions. In general, a student may take no more than 2 courses total within each 5 or 6-week period, and no more than 4 courses for all summer sessions combined. Students taking two 3-credit accelerated foreign language courses may not take any additional courses during that 6-week period.

SUMMER COURSES AT OTHER INSTITUTIONS: Students wishing to transfer summer courses are responsible for knowing and observing academic procedures and regulations. These include:

EVALUATION: No course will be transferred without being appropriately evaluated. Students are strongly advised to obtain evaluations prior to leaving campus, and are cautioned that courses taken without

having been evaluated may not be accepted for transfer. See the section on Transfer Course Evaluation in this handbook.

LIMITS: A student is limited to 2 off-campus transfer courses each summer. Other limits on transfer credits also apply. See the sections on Transfer Course Evaluation and Residency Requirements in this handbook. In addition, limits on enrollment in a summer session (see above) also apply to courses taken elsewhere.

PROCEDURE:

- Student should consult with academic adviser or mentor about what type of course or courses could be taken off campus.
- Student should check the guidelines and policies regarding [taking courses off campus](#)
- Student should pick up the forms for course evaluation from 314 McMahon (also available to print from link above).
- Student should submit all paperwork needed for permission to take courses off campus in the summer to B09 McMahon or via email to devinem@cua.edu by **May 1st**.
- Student will receive email confirmation to their CardinalMail from the Transfer Coordinator verifying the course equivalency/s. He/she should check it frequently, including the junk mailbox, as there will be an attachment which may get caught in the spam filter.
- Student should bring the received evaluation form to SBE Advising McMahon 314 to receive final sign off approval.
- Student should make sure whether or not the course(s) have equivalencies. If no credit can be given, then he/she should not take the course.

CAUTION: Courses taken at other institutions do not affect CUA GPA.

FURTHER INFORMATION: Summer Session at <http://summer.cua.edu>; School of Business & Economics office, McMahon 314.

Transfer between CUA Schools

PURPOSE: To permit students to transfer from the School of Business & Economics to another school within the university; or to transfer from another school to the School of Business & Economics.

WHEN: Normally, transfer is requested in advance of the start of a semester.

NOTES: The student must be eligible to continue in the School of Business & Economics.

CAUTION: A student who has been academically dismissed from the university by another school may not circumvent dismissal by transferring to Business & Economics; see the section of this *Handbook* on dismissal and re-admission. A student who has not been allowed to continue in a program of another school (as opposed to being dismissed from the university) may apply to transfer to Business & Economics.

An overall cumulative grade point average of at least 2.0 and at least a 2.3 cumulative grade point average of business and economics courses (ACCT, ECON, & MGT prefixes) already taken is required for students transferring into the School of Business & Economics. However, for those transferring to the International Economics & Finance-Honors program the minimum grade point average is 3.5 and to the Accounting program is 3.0.

FORM: Transfer Request Form available in 314 McMahon Hall or by visiting [Enrollment Services website](#).

PROCEDURE: Complete the transfer request in room 314 McMahon. The Associate Dean will then approve the transfer from the School of Business & Economics and send the form with the student's records to the school to which the student wishes to transfer. The desired school will then inform the student whether or not he/she has been accepted. If the student is not accepted into that school, the records will be returned to the School of Business & Economics.

FURTHER INFORMATION: School of Business & Economics office, McMahon 314.

Off-Campus Transfer Course Evaluation

PURPOSE: To permit students to take courses at comparable accredited colleges or universities and to know in advance for which CUA courses these can be substituted.

WHEN: Any time **before** the student enrolls for the course. A student who wishes to take summer courses elsewhere should submit the evaluation form before leaving campus. If a student takes a course elsewhere without having it evaluated ahead of time, CUA cannot guarantee transfer credit.

CAUTION: Evaluation of equivalency does not guarantee credit. To receive credit, a course must meet all applicable university policies.

LIMITATIONS ON THE AMOUNT OF TRANSFER CREDIT: *The* school specifically limits the number of courses that may be transferred:

1. total transfer courses within a degree program are limited to half.
2. transfer by advanced students is limited to 2 of the last 12 courses for the degree.
3. the number of courses that may be transferred after matriculation is limited to two times years in residence; and
4. the number of courses transferred from summer sessions is limited to two per year (For full information, see "Residency Requirements" in this handbook.)

FORM: *Off-Campus Course Policy and Evaluation of off-campus courses*, available in the School of Business & Economics office, 314 McMahon. Both are available for download here: [Off-Campus Course Evaluation Forms](#)

Read carefully all the information on these forms. You are responsible for following all required procedures in order to transfer external courses to your CUA record.

PROCEDURE: Complete the appropriate sections of the forms above, including (for each course) course, number, credit hours, and dates/days/times of session. During the summer months, students may download, print, complete and submit the forms to the Advising Coordinator via fax (202-319-4426), U.S. mail, or email to parisi@cua.edu.

Evaluations are not handled by telephone.

If the course(s) listed on the form have not been previously evaluated, the student must submit to the Advising Coordinator an **official description** as published in the external school's course catalog. In

addition, a **syllabus** is required for courses offered by 2-year colleges, or if requested by the evaluating department at CUA. The student is responsible for providing sufficient information about the course to allow CUA to evaluate it.

The Advising Coordinator arranges the evaluation through the CUA Transfer Coordinator. *This procedure takes at least one to two weeks.* The student will be notified when it is complete, and may obtain a copy of the completed form, which lists the CUA equivalent for the course and indicates whether it is acceptable for major, distribution, and/or free elective credit, or if no credit will be transferred. Students may obtain evaluations for courses without committing themselves to take the courses in question. For its part, the university waives no requirements. Students approaching the senior year should remember that ten of the last twelve courses for a degree must be taken at CUA.

COURSES NOT ELIGIBLE FOR TRANSFER: The following types of courses are generally not accepted for transfer:

- online courses, **unless from AACSB accredited Business Schools**
- correspondence or distance learning courses
- independent study
- internships
- courses not providing credit toward graduation at the offering institution
- courses meeting long hours over a few days
- courses lasting less than 3 weeks
- courses that overlap a CUA session for which the student is enrolled
- study abroad courses emphasizing travel or tourism over academics
- courses of fewer than 3 semester credits (or 5 quarter credits)
- "life experience" credit
- CLEP credit done after matriculation at any college or university
- courses not appropriate for a business or economics degree

Coursework may be acceptable for CUA credit even if no equivalent course is offered at CUA. However, courses in subject areas not granted credit at CUA (for example, "student success," physical education, recreation, or emergency medical training) may not be transferred.

ADDITIONAL CAUTIONS:

A matriculated student may not transfer courses taken elsewhere during a Fall or Spring semester when the student is enrolled at CUA.

For transfer of study-abroad courses, consult the [Center for Global Education](#) and the Associate Dean of Business & Economics.

No credit will be given for a transfer course whose CUA equivalent has also been taken by the student. Transfer credit is not posted on the student's CUA record until an official transcript is received directly from the institution where the course was taken.

A minimum C grade is required for any transferred course.

Transfer courses and grade point average: Transfer courses do not affect CUA grade point average. Business & Economics transfers course credits and applies them toward graduation, but GPA reflects courses taken at CUA only

FURTHER INFORMATION: School of Business & Economics office, McMahon 314

Withdrawal from CUA

PURPOSE: To withdraw completely from the university.

WHEN: Prior to the final date for withdrawal from classes, as listed in the Schedule of Classes.

NOTES: The student must be eligible to continue in the School of Business & Economics. Academic dismissal supersedes withdrawal.

FORM: Undergraduate Withdrawal form available from the Office of the Dean of Students.

PROCEDURE: The student sets up an exit interview with the Dean of Students, at which time he/she will receive the Undergraduate Withdrawal form. The student must withdraw from any registered courses, using Cardinal Station.

FURTHER INFORMATION: Dean of Students, 353 Pryzbyla Center at 202-319-5619.

Appendix I: Tracking Sheets

Name: Duffy,Laura R. ID: 2132049 Major: ACCOUNTING - BS (Beginning Fall2013)	
ACCOUNTING ** Grade of C or better needed ** (Grade Limit includes C-) Core Courses(11)	
1	MGT-218 <input type="checkbox"/>
2	ECON-101/ECON-103 <input type="checkbox"/>
3	Click to view <input type="checkbox"/>
4	MGT-323 <input type="checkbox"/>
5	ACCT-305 <input type="checkbox"/>
6	ACCT-306 <input type="checkbox"/>
7	MGT-345 <input type="checkbox"/>
8	MGT-226 <input type="checkbox"/>
9	MGT-301 <input type="checkbox"/>
10	Click to view <input type="checkbox"/>
11	MGT-475 <input type="checkbox"/>
Major Requirements(8)	
12	ACCT-410 <input type="checkbox"/>
13	ACCT-411 <input type="checkbox"/>
14	ACCT-409 <input type="checkbox"/>
15	ACCT-412 <input type="checkbox"/>
16	ACCT-418 <input type="checkbox"/>
17	Click to view <input type="checkbox"/>
Mathematics/Computer Science(5)	
18	Click to view <input type="checkbox"/>
19	MATH-111/MATH-121 <input type="checkbox"/>
20	ECON-223/HSSS-203 <input type="checkbox"/>
21	MGT-240 <input type="checkbox"/>
22	MGT-365 <input type="checkbox"/>
Business Electives (2)	
23	Click to view <input type="checkbox"/>
24	" <input type="checkbox"/>
PHILOSOPHY (3)	
25	Click to view <input type="checkbox"/>
26	Click to view <input type="checkbox"/>
27	Click to view <input type="checkbox"/>
THEOLOGY & RELIGIOUS STUDIES (3)	
28	Click to view <input type="checkbox"/>
29	Click to view <input type="checkbox"/>
30	Click to view <input type="checkbox"/>
LANGUAGE INTERMEDIATE LEVEL (2)	
** Grade of C or better needed ** (Grade Limit includes C-) Intermediate Level	
31	Click to view <input type="checkbox"/>
32	" <input type="checkbox"/>
LITERATURE (2)	
33	Click to view <input type="checkbox"/>
34	Click to view <input type="checkbox"/>
COMPOSITION REQUIREMENT (1)	
** Grade of C or better needed ** (Grade Limit includes C-)	
35	Click to view <input type="checkbox"/>
HUMANITIES (3)	
36	Click to view <input type="checkbox"/>
37	Click to view <input type="checkbox"/>
38	Click to view <input type="checkbox"/>
FREE ELECTIVES (2)	
Not in Major	
39	Click to view <input type="checkbox"/>
40	" <input type="checkbox"/>
EXCESS COURSES	
41	<input type="checkbox"/>
42	<input type="checkbox"/>
43	<input type="checkbox"/>
44	<input type="checkbox"/>
45	<input type="checkbox"/>
46	<input type="checkbox"/>
47	<input type="checkbox"/>
48	<input type="checkbox"/>
49	<input type="checkbox"/>
50	<input type="checkbox"/>
51	<input type="checkbox"/>
52	<input type="checkbox"/>
53	<input type="checkbox"/>
54	<input type="checkbox"/>
55	<input type="checkbox"/>
56	<input type="checkbox"/>

* : 1-credit course ** : 2-credit course o : 0-credit course @ : courses this term >> : courses next term -- : substitution
 CU : Taken at CUA TR : Transfer AP : Advanced Placement
 This is not an official transcript. Report any errors to the Office of the Dean of your school

Name: Duffy,Laura R. ID: 2132049 Major: ECONOMICS- BA (Beginning Fall2014)		LITERATURE (2)	
ECONOMICS-BA ** Grade of C or better needed ** (Grade Limit includes C-) Core Courses (8)		29 Click to view <input type="checkbox"/> _____	30 Click to view <input type="checkbox"/> _____
1 MGT-218 <input type="checkbox"/> _____ 2 ECON-101/ECON-103 <input type="checkbox"/> _____ 3 Click to view <input type="checkbox"/> _____ 4 ACCT-305 <input type="checkbox"/> _____ 5 MGT-226 <input type="checkbox"/> _____ 6 ECON-301 <input type="checkbox"/> _____	COMPOSITION REQUIREMENT (1) ** Grade of C or better needed ** (Grade Limit includes C-)		
Major Requirements (4)		31 Click to view <input type="checkbox"/> _____	HUMANITIES (3)
7 ECON-241 <input type="checkbox"/> _____ 8 ECON-242 <input type="checkbox"/> _____ 9 ECON-243 <input type="checkbox"/> _____ 10 ECON-244 <input type="checkbox"/> _____	FREE ELECTIVES (6) Not in Major		
Economics Electives (4)		35 Click to view <input type="checkbox"/> _____ 36 " <input type="checkbox"/> _____ 37 " <input type="checkbox"/> _____ 38 " <input type="checkbox"/> _____ 39 " <input type="checkbox"/> _____ 40 " <input type="checkbox"/> _____	32 Click to view <input type="checkbox"/> _____ 33 Click to view <input type="checkbox"/> _____ 34 Click to view <input type="checkbox"/> _____
Mathematics (4)		EXCESS COURSES	
15 MATH-111/MATH-121 <input type="checkbox"/> _____ 16 MATH-112/MATH-122 <input type="checkbox"/> _____ 17 ECON-223/HSS-203 <input type="checkbox"/> _____ 18 ECON-463 <input type="checkbox"/> _____	41 <input type="checkbox"/> _____ 42 <input type="checkbox"/> _____ 43 <input type="checkbox"/> _____ 44 <input type="checkbox"/> _____ 45 <input type="checkbox"/> _____ 46 <input type="checkbox"/> _____ 47 <input type="checkbox"/> _____ 48 <input type="checkbox"/> _____ 49 <input type="checkbox"/> _____ 50 <input type="checkbox"/> _____ 51 <input type="checkbox"/> _____ 52 <input type="checkbox"/> _____ 53 <input type="checkbox"/> _____ 54 <input type="checkbox"/> _____ 55 <input type="checkbox"/> _____ 56 <input type="checkbox"/> _____		
PHILOSOPHY (4)			
19 Click to view <input type="checkbox"/> _____ 20 Click to view <input type="checkbox"/> _____ 21 Click to view <input type="checkbox"/> _____ 22 Click to view <input type="checkbox"/> _____			
THEOLOGY & RELIGIOUS STUDIES (4)			
23 TRS-201 <input type="checkbox"/> _____ 24 Click to view <input type="checkbox"/> _____ 25 Click to view <input type="checkbox"/> _____ 26 Click to view <input type="checkbox"/> _____			
LANGUAGE INTERMEDIATE LEVEL (2) ** Grade of C or better needed ** (Grade Limit includes C-) Intermediate Level			
27 Click to view <input type="checkbox"/> _____ 28 " <input type="checkbox"/> _____			

* : 1-credit course ** : 2-credit course 0 : 0-credit course @@ : courses this term >> : courses next term -- : substitution
 CU : Taken at CUA TR : Transfer AP : Advanced Placement
 This is not an official transcript. Report any errors to the Office of the Dean of your school

Name: Duffy,Laura R. ID: 2132049 Major: ECONOMICS- BS (Beginning Fall2014)	
ECONOMICS-BS ** Grade of C or better needed ** (Grade Limit includes C-)	
Core Courses (8)	
1	MGT-218 <input type="checkbox"/>
2	ECON-101/ECON-103 <input type="checkbox"/>
3	Click to view <input type="checkbox"/>
4	ACCT-305 <input type="checkbox"/>
5	MGT-226 <input type="checkbox"/>
6	ECON-301 <input type="checkbox"/>
Major Requirements (5)	
7	ECON-241 <input type="checkbox"/>
8	ECON-242 <input type="checkbox"/>
9	ECON-243 <input type="checkbox"/>
10	ECON-244 <input type="checkbox"/>
11	ECON-461 <input type="checkbox"/>
Economics Electives (4)	
12	Click to view <input type="checkbox"/>
13	" <input type="checkbox"/>
14	" <input type="checkbox"/>
15	" <input type="checkbox"/>
Mathematics (5)	
16	MATH-111/MATH-121 <input type="checkbox"/>
17	MATH-112/MATH-122 <input type="checkbox"/>
18	ECON-223/HSSS-203 <input type="checkbox"/>
19	ECON-463 <input type="checkbox"/>
slot 20 needs econometrics 2	
20	MATH-3/MATH-4 <input type="checkbox"/>
PHILOSOPHY (3)	
21	Click to view <input type="checkbox"/>
22	Click to view <input type="checkbox"/>
23	Click to view <input type="checkbox"/>
THEOLOGY & RELIGIOUS STUDIES (3)	
24	TRS-201 <input type="checkbox"/>
25	Click to view <input type="checkbox"/>
26	Click to view <input type="checkbox"/>
LANGUAGE INTERMEDIATE LEVEL (2) ** Grade of C or better needed ** (Grade Limit includes C-)	
Intermediate Level	
27	Click to view <input type="checkbox"/>
28	" <input type="checkbox"/>
LITERATURE (2)	
29	Click to view <input type="checkbox"/>
30	Click to view <input type="checkbox"/>
COMPOSITION REQUIREMENT (1) ** Grade of C or better needed ** (Grade Limit includes C-)	
31	Click to view <input type="checkbox"/>
HUMANITIES (3)	
32	Click to view <input type="checkbox"/>
33	Click to view <input type="checkbox"/>
34	Click to view <input type="checkbox"/>
FREE ELECTIVES (6) Not in Major	
35	Click to view <input type="checkbox"/>
36	" <input type="checkbox"/>
37	" <input type="checkbox"/>
38	" <input type="checkbox"/>
39	" <input type="checkbox"/>
40	" <input type="checkbox"/>
EXCESS COURSES	
41	<input type="checkbox"/>
42	<input type="checkbox"/>
43	<input type="checkbox"/>
44	<input type="checkbox"/>
45	<input type="checkbox"/>
46	<input type="checkbox"/>
47	<input type="checkbox"/>
48	<input type="checkbox"/>
49	<input type="checkbox"/>
50	<input type="checkbox"/>
51	<input type="checkbox"/>
52	<input type="checkbox"/>
53	<input type="checkbox"/>
54	<input type="checkbox"/>
55	<input type="checkbox"/>
56	<input type="checkbox"/>

: 1-credit course **: 2-credit course o: 0-credit course @: courses this term >> : courses next term -- : substitution
 CU : Taken at CUA TR : Transfer AP : Advanced Placement
 This is not an official transcript. Report any errors to the Office of the Dean of your school

Name: Duffy,Laura R. ID: 2132049 Major: FINANCE-BSBA (Beginning Fall2013)	
FINANCE-BSBA CORE (12) ** Grade of C or better needed ** (Grade limit includes C-) Core Courses (13)	
1	MGT-218
2	ECON-101/ECON-103
3	Click to view
4	MGT-323
5	ACCT-305
6	ACCT-306
7	MGT-345
8	MGT-226
9	MGT-301
10	Click to view
11	ECON-443
12	ECON-446
13	MGT-475
Requirements for Major (4)	
14	MGT-332/MGT-532
15	MGT-334/MGT-534
16	MGT-336/MGT-536
17	MGT-389
Mathematics/Computer Science (5)	
18	Click to view
19	MATH-111/MATH-121
20	ECON-223/HSSS-203
21	MGT-240/MGT-331
22	MGT-365
Business Electives (2)	
23	Click to view
24	"
COMPOSITION REQUIREMENT ** Grade of C or better needed ** (Grade limit includes C-)	
25	Click to view
PHILOSOPHY (3)	
26	Click to view
27	Click to view
28	Click to view
THEOLOGY & RELIGIOUS STUDIES (3)	
29	TRS-201
30	Click to view
31	Click to view
LANGUAGE INTERMEDIATE LEVEL (2) ** Grade of C or better needed ** (Grade limit includes C-)	
32	Click to view
33	"
LITERATURE (2)	
34	Click to view
35	Click to view
HUMANITIES (3)	
36	Click to view
37	Click to view
38	Click to view
FREE ELECTIVES (2) (Not in Major)	
39	Click to view
40	"
EXCESS	
41	
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* : 1-credit course ** : 2-credit course 0 : 0-credit course @@ : courses this term >> : courses next term -- : substitution
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Name: Duffy,Laura R. ID: 2132049 Major: INTL ECON & FIN-BS Honors (Beginning Fall2014)		31	"	█	_____
INTERNATIONAL ECONOMICS & FINANCE B.S. (HONORS) ** Grade of C or better needed ** (Grade Limit includes C-)					
Core Courses (8)		LITERATURE (2)			
1	MGT-218/HSS-101	█	_____	32	Click to view
2	ECON-103	█	_____	33	Click to view
3	ECON-104/HSS-102	█	_____		
4	ACCT-305	█	_____	HUMANITIES (3)	
5	MGT-226	█	_____	34	Click to view
6	ECON-301	█	_____	35	Click to view
Requirements for Major (10)		FREE ELECTIVES (4) Not in Major			
7	ECON-241	█	_____	37	Click to view
8	ECON-242	█	_____	38	"
9	ECON-243	█	_____	39	█
10	ECON-244	█	_____	40	█
11	MGT-332/MGT-532	█	_____	EXCESS	
12	MGT-334/MGT-534	█	_____	41	█
13	MGT-337	█	_____	42	█
14	ECON-480/ECON-580	█	_____	43	█
15	ECON-481/ECON-581	█	_____	44	█
16	MGT-389/MGT-589	█	_____	45	█
Mathematics/Computer Science (4)		46 █ _____ 47 █ _____ 48 █ _____ 49 █ _____ 50 █ _____ 51 █ _____ 52 █ _____ 53 █ _____ 54 █ _____ 55 █ _____ 56 █ _____			
17	MATH-111/MATH-121	█	_____		
18	MATH-112/MATH-122	█	_____		
19	ECON-223/HSS-203	█	_____		
20	ECON-463/ECON-563	█	_____		
Major Elective (2)					
21	Click to view	█	_____		
22	"	█	_____		
COMPOSITION REQUIREMENT (1) ** Grade of C or better needed ** (Grade Limit includes C-)					
23	Click to view	█	_____		
PHILOSOPHY (3)					
24	Click to view	█	_____		
25	Click to view	█	_____		
26	Click to view	█	_____		
THEOLOGY & RELIGIOUS STUDIES (3)					
27	TRS-201	█	_____		
28	Click to view	█	_____		
29	Click to view	█	_____		
LANGUAGE INTERMEDIATE LEVEL (2)					
30	Click to view	█	_____		

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Name: Duffy,Laura R. ID: 2132049 Major: INTERNATIONAL BUSINESS-BA (Beginning Fall2013)	
INTERNATIONAL BUSINESS-BA ** Grade of C or better needed ** (Grade Limit includes C-) Core Courses(11)	COMPOSITION REQUIREMENT (1) ** Grade of C or better needed ** (Grade Limit includes C-)
1 MGT-218	30 Click to view
2 ECON-101/ECON-103	
3 Click to view	31 Click to view
4 MGT-323	
5 ACCT-305	
6 ACCT-306	
7 MGT-345	
8 MGT-226	
9 MGT-301	
10 Click to view	
11 MGT-475	
Major requirements (3)	HUMANITIES (3)
12 MGT-362	32 Click to view
13 MGT-389	33 Click to view
14 MGT-390	34 Click to view
Mathematics/Computer Science (3)	
15 MATH-111/MATH-121	
16 ECON-223/HSSS-203	
17 MGT-240	
Business Elective (1)	FREE ELECTIVES (6) <i>Not in Major</i>
18 Click to view	35 Click to view
	36 "
PHILOSOPHY (4)	37 "
19 Click to view	38 "
20 Click to view	39 "
21 Click to view	40 "
22 Click to view	
THEOLOGY & RELIGIOUS STUDIES (4)	EXCESS COURSES
23 TRS-201	41
24 Click to view	42
25 Click to view	43
26 Click to view	44
	45
	46
	47
	48
	49
	50
	51
	52
	53
	54
	55
	56
LANGUAGE INTERMEDIATE LEVEL (2) ** Grade of C or better needed ** (Grade Limit includes C-) <i>Intermediate Level</i>	
27 Click to view	
28 "	
LITERATURE (2)	
29 Click to view	

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Name: Duffy,Laura R. ID: 2132049 Major: MANAGEMENT-BSBA (Beginning Fall2013)	
MANAGEMENT-B.S.B.A. ** Grade of C or better needed ** (Grade Limit includes C-) Core Courses (13)	
1	MGT-218
2	ECON-101/ECON-103
3	Click to view
4	MGT-323
5	ACCT-305
6	ACCT-306
7	MGT-345
8	MGT-226
9	MGT-301
10	Click to view
11	ECON-443
12	ECON-446
13	MGT-475
Requirements for Major (3)	
14	MGT-310
15	MGT-311
16	MGT-390
Mathematics/Computer Science (5)	
17	Click to view
18	MATH-111/MATH-121
19	ECON-223/HSSS-203
20	MGT-240/MGT-331
21	MGT-365
Business Electives (3)	
22	Click to view
23	"
24	"
COMPOSITION REQUIREMENT (1) ** Grade of C or better needed ** (Grade Limit includes C-)	
25	Click to view
PHILOSOPHY (3)	
26	Click to view
27	Click to view
28	Click to view
THEOLOGY & RELIGIOUS STUDIES (3)	
29	TRS-201
30	Click to view
31	Click to view
LANGUAGE INTERMEDIATE LEVEL (2) ** Grade of C or better needed ** (Grade Limit includes C-)	
32	Click to view
33	"
LITERATURE (2)	
34	Click to view
35	Click to view
HUMANITIES (3)	
36	Click to view
37	Click to view
38	Click to view
FREE ELECTIVES (2) Not in Major	
39	Click to view
40	"
EXCESS	
41	
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Name: Duffy,Laura R. ID: 2132049 Major: MARKETING-BSBA (Beginning Fall2013)		30 Click to view ■ _____
		31 Click to view ■ _____
MARKETING-B.S.B.A. ** Grade of C or better needed ** (Grade Limit includes C-)		LANGUAGE INTERMEDIATE LEVEL (2) ** Grade of C or better needed ** (Grade Limit includes C-)
Core Courses (13)		32 Click to view ■ _____
1 MGT-218	■ _____	33 " ■ _____
2 ECON-101/ECON-103	■ _____	
3 Click to view	■ _____	
4 MGT-323	■ _____	
5 ACCT-305	■ _____	
6 ACCT-306	■ _____	
7 MGT-345	■ _____	
8 MGT-226	■ _____	
9 MGT-301	■ _____	
10 Click to view	■ _____	
11 ECON-443	■ _____	
12 ECON-446	■ _____	
13 MGT-475	■ _____	
Requirements for Major (3)		
14 MGT-346	■ _____	
15 MGT-348	■ _____	
16 MGT-457	■ _____	
Mathematics/Computer Science (5)		
17 Click to view	■ _____	
18 MATH-111/MATH-121	■ _____	
19 ECON-223/HSSS-203	■ _____	
20 MGT-240/MGT-331	■ _____	
21 MGT-365	■ _____	
ACCT/ECON-3/ECON-4/ECON-5/MGT/HSEV-203 Business Electives (3)		
22 Click to view	■ _____	
23 "	■ _____	
24 "	■ _____	
COMPOSITION REQUIREMENT (1) ** Grade of C or better needed ** (Grade Limit includes C-)		
25 Click to view	■ _____	
PHILOSOPHY (3)		
26 Click to view	■ _____	
27 Click to view	■ _____	
28 Click to view	■ _____	
THEOLOGY & RELIGIOUS STUDIES (3)		
29 TRS-201	■ _____	

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