The Haub School of Business is organized into seven departments:

- Accounting,
- Decision & System Sciences,
- Finance,
- Food Marketing,
- Management,
- Marketing, and
- Pharmaceutical Marketing.

The traditional undergraduate programs include 40 courses distributed across three components: A General Education component divided into Signature Courses, Variable Courses, and an Integrative Learning requirement; a Major and Divisional component; and Free Electives. In addition to course requirements as specified in each area, students must complete one certified course in each of the following overlay areas:

1. Diversity, Globalization or Non-western Area Studies,
2. Ethics Intensive, and
3. Writing Intensive. Overlay requirements are part of the forty-course requirement.

**General Education Signature Courses**

See this page about Signature courses (https://academiccatalog.sju.edu/curricula/#signature). Six courses

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td></td>
<td>Social/Behavioral Science</td>
<td></td>
</tr>
<tr>
<td>ECN 101</td>
<td>Introductory Economics Micro</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education Variable Courses**

See this page about Variable courses (https://academiccatalog.sju.edu/curricula/#variable). Six to Nine courses

**General Education Integrative Learning Component**

See this page about Integrative Learning Component (https://academiccatalog.sju.edu/curricula/#integrative-learning). Three courses

**Free Electives**

Six to nine courses

**Business Foundation**

Ten courses including:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Concepts: Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
<td>Managerial Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>
**Major Concentrations**

Each major concentration in the Haub School of Business requires completion of a specified sequence of upper division departmental courses. The number of required courses ranges from six to nine, depending upon the major. Major Concentration courses cover the specific body of knowledge which gives the student specialization in a major field of study.

**Laptop Program**

All full time undergraduate day students in the Haub School of Business are required to have a Windows Laptop documented on the Business School link at www.sju.edu/laptop.

Saint Joseph’s University collaborates with partnered vendors to offer our students specially priced laptops, which meet all the SJU computing requirements. These models are available for purchase at www.sju.edu/laptop. Students are not required to purchase a computer through the SJU Laptop Program.

Microsoft Office for Windows is also required. SJU students can download this software for free by visiting the laptop website.

Students receive technical support provided by the Technology Service Center located in the Science Center, Room 129.

**Minor in Business for Non-Business Majors**

The Haub School of Business offers a minor in Business for non-Business majors which consists of the following six courses:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Concepts: Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MGT 110</td>
<td>Essentials of Organizational Behavior</td>
<td></td>
</tr>
<tr>
<td>MGT 120</td>
<td>Essentials of Management</td>
<td></td>
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<tr>
<td>MGT 121</td>
<td>Organizations in Perspc Honors</td>
<td></td>
</tr>
<tr>
<td>DSS 200</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIN 200</td>
<td>Intro to Finance</td>
<td>3</td>
</tr>
<tr>
<td>MKT 201</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>DSS 210</td>
<td>Business Statistics</td>
<td>3</td>
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</table>

All prerequisite courses must be completed. Students who have completed a statistics course in the College of Arts & Sciences may substitute it for Business Statistics (DSS 210). If this substitution is made, an additional business elective must be taken in order to fulfill the requirements for the minor.

**Professional Practice Center**

The Professional Practice Center in the Haub School of Business provides a centralized administrative location to consolidate and streamline the co-op and internship process which supports the efforts of HSB academic departments and students. The center assists in the placement of students in co-op positions and internships each year at businesses and organization throughout the Northeast. By participating in the center’s programs, students explore the connections between theory and practice and between their academic program and their career choice. They acquire a better understanding of their own skills and interests.

Through the Professional Practice Center programs, undergraduate students integrate classroom study with professional experience in a related career field. In addition to acquiring new knowledge and skills, students may earn college credit. Students are able to clarify career choices by experiencing the challenges of working in a chosen discipline. The Professional Practice Center serves as a resource for employers in the region and is an excellent training ground for students. For additional information, please call (610) 660-1934.

**Cooperative Education (Co-op)**

Cooperative Education (Co-op) unites the classroom and the workplace, allowing students to engage in real-world applications of their academic pursuits. Co-op is available to business students majoring in Accounting; Business Intelligence; Finance; Financial Planning; a series of Management majors (Business Administration; Family Business and Entrepreneurship; International Business; Managing Human Capital; Leadership, Ethics and Organizational Sustainability); Marketing; Risk Management and Insurance; Pharmaceutical and Healthcare Marketing; and Sports Marketing. The Food Marketing Department administers a separate Co-op Program for its students.

Through two full-time, paid experiences (creating one year of work experience within the four-year degree), Co-op has proven to be an instrumental way for students to discover and live their professional passions. The Co-op work terms take place:

1. from September to December of the sophomore year
2. from January to August of the junior year

The hourly pay rate for the first Co-op ranges between $10 and $15 an hour, the hourly pay rate for the second Co-op work term ranges between $15 and $20 an hour. This translates to approximately $25,000 in earnings across the two work terms.

The first work term is a more general experience, introducing students to the fundamental demands of work and providing them with workplace tasks that meet their introductory-level skills and knowledge. The second work term is comparatively more in-depth, allowing students to participate in higher-level responsibilities. Students may work for the same employer for both work experiences or opt to work for different employers.

Co-op students enroll in two summer semesters (the summers following the freshman and sophomore years). The summer semesters, which run from mid-May to mid-July, replace the semesters that students work. Co-op students commonly report enjoying the summer semesters,
particularly the cohesiveness and collaboration that exists among the students in the Program and the academic success that often results.

A Co-op student’s schedule proceeds like this:

<table>
<thead>
<tr>
<th>Class</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Study</td>
<td>Study</td>
<td>Study</td>
</tr>
<tr>
<td>Sophomore</td>
<td>Work</td>
<td>Study</td>
<td>Study</td>
</tr>
<tr>
<td>Junior</td>
<td>Study</td>
<td>Work</td>
<td>Work</td>
</tr>
<tr>
<td>Senior</td>
<td>Study</td>
<td>Study/Graduate</td>
<td></td>
</tr>
</tbody>
</table>

A student who wants to participate in Co-op must:

- Be a full-time day student in the Haub School of Business.
- Have completed the first semester of the sophomore year before starting the first Co-op work term.
- Have completed the junior year before starting the second Co-op work term.
- Maintain a minimum overall grade point average of 2.5 throughout his/her college career and be in good disciplinary standing to enter and remain in the Co-op Program.

Additional Important Details

Students can join Co-op by completing a short application that is available at the Co-op Office or at classroom/campus information sessions.

Students should register for Co-op during the first semester of the freshman year (usually by or near November 1). Students may enroll later; however, the advantage to enrolling early is wiser course selection: the Co-op Program guides students into specific courses for the spring semester to prevent scheduling conflicts with the courses that need to be taken during the summer semester. Additionally, Co-op students enjoy a host of special programming (resume writing and interviewing workshops, social gatherings, networking nights; site visits to companies, etc.). Only students who have enrolled in Co-op will know about and be eligible to participate in these events.

Because of changing job market conditions and variations in students’ skills and abilities as they relate to employers’ needs, the Co-op Program cannot guarantee jobs. However, the Director works diligently with students to help them engage in the most successful job search possible with the companies that post Co-op positions with the Co-op Program.

While on work assignments, Co-op students are classified as full-time. Full tuition must be paid for the two summer semesters (which replace the fall semester of the sophomore year and the spring semester of the junior year). A monthly payment plan option is available to divide the summer semester tuition across several months. There are no tuition charges for the two work terms.

Students who are contemplating Co-op must meet with a Hawk Central counselor to investigate how, if at all, Co-op will affect their financial aid package.

On-campus housing is available to Co-op students during the summer semesters and during the work experiences for students who are eligible for it.

For additional information, please call the Co-op office at 610-660-1103 or visit the Co-op office in Mandeville Office 150.

Undergraduate Internship

Undergraduate Internships can be paid or unpaid work experiences in corporate settings that relate to students’ major fields of study. Students may receive academic credit for an internship experience. If a student wants to secure academic credit for an internship, the student should, prior to seeking the internship, meet with his/her academic advisor to determine whether he/she meets the department’s requirements to secure an internship (minimum GPA, enrollment status, and internship prerequisites). Once eligibility has been confirmed, a student can seek internship opportunities through the Career Development Center, through faculty corporate contacts, or through individual internship postings on corporate websites (students who are not seeking academic credit can and should utilize these same resources). Once the internship has been secured, a student needs to provide a job description and a hire letter to his/her faculty mentor (usually an advisor or a faculty member the student has had for at least one class) for the internship. The student and the faculty mentor will complete all necessary internship paperwork to be forwarded to the Director of Cooperative Education. Under the direction of an Associate Dean of the Haub School of Business, the Director of Cooperative Education will approve the internship, if all factors related to the internship meet the University’s and the sponsoring academic department’s requirements.

Interdisciplinary Business

BUS 495 Business Policy (4 credits)

This is a capstone course integrating the various functions of business in the development and implementation of business strategy. It examines cases involving policy formulation and decision-making in the present-day business environment. Using an integrative approach across the business disciplines, this course uses an interdisciplinary case-based format, using a strategic management framework including faculty from Accounting, Finance, Management, and Marketing.

Prerequisites:

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>3</td>
</tr>
<tr>
<td>ACC 102</td>
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<td>ECN 101</td>
<td>Introductory Economics Micro</td>
<td>3</td>
</tr>
<tr>
<td>FIN 200</td>
<td>Intro to Finance</td>
<td>3</td>
</tr>
<tr>
<td>Select one of the following:</td>
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<td>MGT 110</td>
<td>Essentials of Organizational Beh</td>
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<tr>
<td>MGT 120</td>
<td>Essentials of Management</td>
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<tr>
<td>MGT 121</td>
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</tr>
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<td>MKT 201</td>
<td>Principles of Marketing</td>
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</table>

Graduate Business

The Erivan K. Haub School of Business

Dean
• Joseph A. DiAngelo, Ed.D.

Associate Dean and Executive Director Graduate Business Programs
• Vana M. Zervanos, M.Ed., M.B.A.
Vision
The Haub School of Business will be recognized and acknowledged nationally as a leading Jesuit School of Business for undergraduate, executive and part-time graduate programs.

Mission
We seek excellence in business education that offers breadth in terms of broad-based coverage of business concepts and skills, depth through focus on specific industries and professions, and wholeness via education of men and women in service with and for others in accordance with the Ignatian tradition.

Haub School of Business Core Values
1. Academic Excellence – The HSB is committed to the Jesuit ideal of The Magis or the more, always striving to become better. Academic integrity is the cornerstone of our approach to teaching, an approach that emphasizes excellence in teaching and seeks rigor and student engagement.
2. Jesuit Identity - As a college within a Jesuit university, the HSB is committed to the Jesuit ideals of ethics, justice, and social responsibility.
3. Scholarly Contributions – The HSB encourages scholarly research that is essential to the professionals development of our faculty, contributes to the practice of management, and informs and enlivens our teaching.
4. Innovative Niche Programs – From its inception, the HSB has been entrepreneurial in its approach to targeting and serving the needs of key industries and strategic niches. We seek to continue our creative focus on industry segments such as food, pharmaceuticals, financial services and public accounting.
5. Student Welfare – Cura personalis, that is, care and respect for the whole person, is a hallmark of Jesuit education. We will continue to support and encourage our students as they identify and pursue their personal and professional aspirations.

Our Custom-Built Wall Street Trading Room
Saint Joseph’s University has a tailor-made trading room where students experience firsthand exposure to financial concepts such as portfolio construction, risk management, and financial engineering. This facility—the first of its kind in the Philadelphia region—is just another example of how real-time experiential learning is incorporated into the classroom.

The room’s electronic ticker and LCD Panels display ongoing, real-time market activity and stock prices, while a tri-color board provides students with current financial information and graphics. The trading room at Saint Joseph’s, designed by Rise Trans-Lux Corporation, gives students the opportunity to apply and practice financial analysis and risk management skills before entering the high-tech business arena. Students use both current and historical information in the classroom, which is the same information used by portfolio managers in their day-to-day business.

When graduates of Saint Joseph’s University become practitioners, they can immediately use their experiences from the campus trading room in their professional careers. This technology ensures an effortless transition between the academic world and the professional world.

Organization
The Erivan K. Haub School of Business is a component of the University which is administered by the Dean, Dr. Joseph DiAngelo. The Haub School of Business offers both graduate and undergraduate degrees. Graduate Business Programs are managed by the Associate Dean,

Academic Affairs, Dr. Stephen Porth. At the graduate level, the following programs are offered:

- M.B.A. Program
- Online M.B.A. Program
- Joint D.O./M.B.A. Program in Health and Medical Services Administration
- 20-Month Executive M.B.A. Program
- One-Year Executive M.B.A. Program
- Pharmaceutical & Healthcare Marketing M.B.A. for Executives
- Online Pharmaceutical & Healthcare Marketing M.B.A. for Executives
- Executive Master’s in Food Marketing Program
- Executive M.B.A. in Food Marketing Program
- International Marketing M.S. Program
- Strategic Human Resource Management M.S. Program
- Financial Services M.S. Program
- Business Intelligence & Analytics M.S. Program

To service these programs, the Haub School of Business is organized into seven academic departments—Accounting, Decision and System Sciences, Food Marketing, Finance, Management, Marketing and Pharmaceutical & Healthcare Marketing.

Graduate HSB Dual Degree
Definition
- The dual degree program is defined as an HSB graduate student pursuing any two graduate degrees sequentially with the Professional MBA, MSBIA, MSSHRM, MIM, and MSFS Programs.
- A student in the dual degree program must satisfy all requirements of both degree programs.
- A dual degree is not a “new” graduate degree. It is simply a way to matriculate within two separate degree programs. The student earns two separate graduate HSB degrees.

Program Parameters
- Students participating in the dual degree program must complete both degree programs within seven years.
- Students must complete the dual degree program in a sequential manner. This means completing one degree in its entirety, then applying for admission to the second degree program.
- A student must begin the second degree program within four years of graduation to be eligible for the dual course benefit.
- A total of 12 credits (four courses) may be shared between the two graduate degree programs.

Adult Undergraduate Business
Joseph A DiAngelo, Ed.D., Dean, Erivan K. Haub School of Business
Vana M. Zervanos, MBA, M.Ed., Associate Dean and Executive Director of Haub Degree Completion Program
Janine N. Guerra, JD, MBA, Director
M. Christine Anderson, MBA, MS, Assistant Director

The Haub School of Business Adult Undergraduate Programs are also called the Haub Degree Completion Program (“HDC.”)

The HDC Program of Saint Joseph’s University is the undergraduate division that serves the educational needs of adult, part-time and online students. Additionally, HDC serves employers’ needs for quality programs in the educational and professional advancement of their
employees. The HDC program is an integral part of Saint Joseph’s University, as it connects the Jesuit tradition of academic excellence and service with the contemporary needs of adult learners.

HDC is responsible for adult undergraduate business degree programs, Summer Sessions, the January Intersession, off-campus and online programs, and non-credit and certificate programs. Degree offerings include the Bachelor of Business Administration in a wide range of business disciplines. Certificate and Associate degrees are also offered in various programs. The HDC Program has administrative responsibilities for all undergraduate adult learner programs in business.

Student Profile
HDC serves students 22 or older who pursue their undergraduate education on either a part-time or full-time basis as well as students who intend to study online. Students enter the HDC Program with or without having earned previous college credit. Work, family, and financial obligations influence the pace of adult and part-time students’ academic careers; therefore, the time with which it takes to complete a degree will vary.

HDC students seek programs that facilitate the completion of their degree. Students may potentially receive credit based on demonstrated proficiency from taking an exam in the content area, and/or for work experiences. HDC provides programs and services that are compatible with these learner needs. Finally, students who have already earned undergraduate degrees may enroll in courses simply to enhance their professional advancement, study toward certificates, or even take classes toward earning a second bachelor’s degree.

International students must attend HDC on a full-time basis. The University works closely with the English Language Service (ELS) Center concerning the admission of qualified international students, as well as enrollment requirements for these students.

Degree and Certificate Program
The Bachelor of Business Administration (B.B.A.)* Degree program is the culmination of an undergraduate education, which is conferred upon the student’s successful completion of 40 courses and 120 credits (see “Curricula”). The Associate of Business Administration Degree program requires 22 courses and at least 66 credits (see “Curricula” section). Students may also earn a Certificate of Proficiency or Post-Baccalaureate Certificate by completing course requirements ranging from 8 to 12 courses (24 to 36 credits) depending upon specific certificate curriculum requirements. Students may not graduate with more than one certificate or degree in the same field at the same time.

*Note: Students who have begun their studies prior to the Summer 2016 semester and have been uninterrupted for a period of no more than three consecutive semesters are grandfathered into the previous Bachelor of Science in Business Administration and Associate of Science degree. Students whose studies are interrupted for a period of more than three consecutive semesters or more are considered inactive students. Students who are inactive will need to reapply to the new degree programs and be subject to all curricular requirements of the new degrees.

For further information concerning HDC Programs, please contact the HDC Office at (610) 660-2250 or haubadult@sju.edu.

Advanced Standing for Transfer Students
A candidate for admission to a degree or certificate program with credits from another college must request an official transcript(s) from each college or university previously attended. Only grades of C or better will be considered for transferability for courses taken outside of Saint Joseph’s University. In transferring course credits from the traditional SJU “day” undergraduate program to the HDC Program, any passing course will be eligible for transfer, at the discretion of the Associate Dean and/or Director so long as the cumulative GPA of the transferred courses is 2.00 or higher.

A maximum of 75 credits (25 courses) may be transferred from outside Saint Joseph’s University to the baccalaureate degree in HDC. Students in a baccalaureate degree program are required to take a minimum of fifteen courses in HDC, including at least four upper division courses in their major. Students transferring from the traditional Undergraduate Day program at SJU to the HDC program may transfer a maximum of 90 SJU credits (30 courses) subject to the transfer policies described above.

Students may transfer up to ten courses towards an Associate Degree. Twelve courses must be completed at Saint Joseph’s University.

Business majors must take at least half of their Business core/ concentration courses at Saint Joseph’s University in either degree program. Some courses may need to be reviewed by specific academic departments for evaluation of transfer credit.

International students must provide official transcript(s) from each high school and university previously attended, translated into English. A course-by-course evaluation from an approved international credential evaluation service is recommended, but is not required if such an evaluation may be done in-house. In addition, certified course descriptions of all courses taken internationally must be submitted in order to evaluate these classes for potential transfer credit. Please see the section on “International Students” for further information.

Transfer credit is considered only for grades of C (not C-) or better in courses that are 3 credits or more. The letter grades of transfer courses are not computed in a student’s grade point average, but may be considered for other purposes, such as some scholarship opportunities.

Credit for Prior Learning CLEP (College Level Examination Program)
CLEP provides the opportunity to earn college credit by the successful passing of tests in specific subject areas. These tests measure learning acquired outside as well as in the classroom setting. Students must be in good academic standing and must get approval from the HDC office before taking a CLEP exam in order to ensure the applicability of CLEP credits to a HDC program. (No CLEP exam credit will be considered without an official CLEP approval form on file signed by an HDC advisor.)

A listing of tests and passing scores is available in the HDC office (Suite 280 in Mandeville). Students’ requests to take CLEP exams for credit will not be considered if the student has 10 or fewer courses remaining in their degree program. A student may not use a CLEP test for credit if he or she has already transferred 75 credits or more into the HDC program or if the CLEP exam will place them over 75 transfer credits. CLEP requests must be submitted before the end of a student’s first semester in HDC, and grade reports submitted before the end of the next consecutive semester.

Awarding of Credit by Assessment through American Council on Education (ACE).
A student may receive credit for courses evaluated and approved for college credit by the American Council on Education (ACE) and if the course meets the content equivalence of a three-credit course
offered at Saint Joseph’s University. ACE recommendations for 1-credit or 2-credit courses may not be transferred to fulfill a three-credit course requirement. Credit is not awarded for vocational/technical level recommendations. Listings of ACE approved courses and credit recommendations are contained in two publications: A Guide to the Evaluation of Educational Experiences in the Armed Forces and The National Guide to Educational Credit for Training Programs. Credits received are subject to the same policies as those of any other transfer credit. To initiate an evaluation of ACE credits, a student must request an official ACE transcript.

**Military Credits**

Credit may be granted for college-level coursework earned while in military service if it is recommended by the American Council on Education (ACE) and if the course meets the content equivalence of a three-credit course offered at Saint Joseph’s University. ACE recommendations for 1-credit or 2-credit courses may not be transferred to fulfill a three-credit course requirement. Credit is not awarded for Basic Training or for vocational/technical level recommendations. To initiate an evaluation of military credits, a student must request an official military transcript from their respective service branch. One may access additional information regarding military transcripts at: https://jst.doded.mil/.

**Second Degree Candidates**

Students who have received a Bachelor of Science, Bachelor of Arts, or other Bachelor’s degree from a previous college or university and wish to pursue undergraduate studies to obtain a second Bachelor’s degree must do the following:

1. Apply to the HDC program and obtain permission from the HDC program director.

2. Fulfill the requirements listed under Advanced Standing; credits applicable to the second degree will be treated as transfer credits.

3. Complete at least 10 additional courses (30 credits) in HDC, including any GEP requirements not yet satisfied as part of the first degree.*

*Note: If the student’s first Bachelor’s degree is from Saint Joseph’s University, the student will only need to complete missing Business core courses and major electives. If these classes are less than 30 credits, the student will need to take additional free electives to reach the 30-credit minimum and may be required to take more courses than this minimum in order to fulfill SJU GEP requirements.

4. Take at least 4 upper division courses in one’s major in HDC unless specifically waived by the appropriate chair or dean (See Residency Requirement in section on Academic Policies and Regulations).

5. At the time of admission, the student will receive a list of required courses in order to earn the second degree. This course list will be a minimum of 30 credits, but may be more depending on the coursework from the first degree.

**Academic Advising**

In the HDC Program, the role of an advisor is:

- to help students with transition by monitoring academic load, course selection and academic performance;
- to discuss potential scholarship opportunities and honor societies;
- to support students in initiating long-range educational planning; and,
- to direct students to opportunities and resources that will enrich their education.

The following students are required to obtain an advisor’s approval in order to enroll in courses:

- Students with a GPA of 2.25 or lower

The following students will not be permitted to enroll under any circumstances:

- Students who were required to submit a verification of good standing form from a previous college/university which has not yet been received in the HDC Office
- Students who have not submitted all required admissions documentation, including official transcripts from previous colleges/universities, official language test result reports, etc. to the HDC Office
- Students who have financial holds on their records which prevent course registration. These holds may be the result of unpaid tuition balances, overdue library fees, etc. Please contact Hawk Central at hawkcentral@sju.edu or 610-660-2000 if you have questions about a financial hold placed on your account.
- Students on academic probation who have not completed the terms of probation by the communicated deadline.

Professional staff advisors are available for current, returning, and prospective students through either one-on-one advising sessions or phone advising sessions. For more information regarding student advising in HDC, please contact the HDC office at 610-660-2250 or haubadult@sju.edu. Students are also able to make phone or in-person advising appointments online at http://haubadult.setmore.com

**Registration**

Prior to registration dates published in the academic calendar, HDC and Registrar’s offices will announce and make available registration information and a class schedule that contains all the specific instructions, procedures, and courses. Students must register for each semester or session independently. Course scheduling and registration information is also available online.

Students should read this catalog carefully before selecting courses to make sure they have the prerequisites or proper background for each course. Since the goal of education is academic progress, normally students should not register for a course when they have earned credit in a more advanced course in the same subject. However, this does not mean that a student may skip or substitute courses required for their degrees without prior written approval. Students enrolling in upper division courses who are unsure of the required background should consult an academic advisor in the HDC Office, Suite 280 Mandeville.

Students are urged to meet or speak with an academic advisor to avoid duplication of courses or an unwise selection. Academic approval does not guarantee the student is guaranteed a seat in a particular class. Seats in classes are awarded on a first-come, first-serve basis, through the registration procedures set forth by the Registrar’s Office. When courses have filled to capacity, the student must go through the online class waitlist procedure to try for a second-chance seat in the class. For these reasons, students are strongly encouraged to register on the first day registration becomes available for each semester.

Students are strongly encouraged to register themselves for classes each semester via The Nest. Students may register online from the
beginning of the registration period until two weeks prior to the start of classes without payment at the time of registration. Invoices will be sent electronically by Hawk Central. Student registrations are binding financial agreements – if a student does not intend to attend a class for a grade, he/she should be sure to drop his/her class before the end of the add/drop period for each class. Failure to do so will result in financial obligations depending on the date of official withdrawal (see Hawk Central refund schedule or contact an HDC academic advisor for further information). Information for utilizing all of the above registration procedures will be made available to students via The Nest. For further information regarding registration, please contact the HDC Program at haubadult@sju.edu or 610-660-2250. Degree Works is an excellent tool for assisting students with viewing their remaining degree requirements. HDC Advisors are also available to assist students with questions and registration issues. Please note, however, that HDC Advisors will not register students for classes without an expressed written request to do so under any circumstances. This request must come from the student’s SJU email account and contain the title, section number and CRN number of the course(s) for which the student would like to register. The student will receive a confirmation email back when registration has occurred or if more information is required.

For further information regarding registration, please contact the HDC Program at haubadult@sju.edu or 610-660-2250. Student may also make an appointment to meet with an advisor via phone or in-person at http://haubadult.setmore.com

Academic Policies and Regulations

Degree and Certificate Requirements

Courses and Credits. To be eligible for a degree or certificate, a student must complete the required number of courses and credits listed in the various curricula (See “Curricula.”) Students must have earned a minimum of 40 courses/120 credits for a Bachelor’s Degree and 22 courses/66 credits for an Associate’s Degree. Students may not graduate with more than one certificate or degree in the same field. Three credits represent a total of 45 instructional hours over the course of a semester.

Residency Requirement. The residency requirement for an Associate’s Degree is fulfilled by the satisfactory completion of at least 12 courses at Saint Joseph’s University HDC Program immediately preceding the date of graduation. The residency requirement for a Bachelor’s degree is fulfilled by the satisfactory completion of at least 15 courses* at Saint Joseph’s University’s HDC Program immediately preceding the date of graduation. The 15-course residency requirement may not be satisfied by credits earned through transfer credit or CLEP.

*Note: Students who have previous credits from a Saint Joseph’s University “Undergraduate Day” program may graduate with a minimum of 10 courses in the HDC Program and will be supplied with a list of required courses at the time of admission.

After graduation with a bachelor’s degree at Saint Joseph’s University, students must complete a minimum of at least 10 courses in the HDC program for a second Bachelor’s degree. See “Second Degree Candidates” section for more detailed information.

Please be aware that once admitted to the HDC Program, students are required to take all remaining courses at Saint Joseph’s University. Exceptions may be considered in extenuating circumstances. Matriculated students must get special written permission from the Associate Dean or HDC Program Director to take a course elsewhere; otherwise, these credits will not be accepted. Permission will be granted only under exceptional circumstances not including tuition costs.

Students must take at least four Upper Division courses at Saint Joseph’s University (level as defined by each academic department) in their major to obtain a Bachelor’s degree. Business majors must take at least half of their Business core/concentration courses at Saint Joseph’s University. Students must take at least one Upper Division course in their major at Saint Joseph’s University for an Associate’s degree.

Transfer credit is accepted only for grades of C (not C-) or better; the letter grades of transfer courses are not computed in a student’s grade point average (See “Advanced Standing for Transfer Students” in “Admissions” section).

Second Major

Qualified students may request permission to pursue a second major* for sound academic reasons. Such a request requires the approval of an academic advisor and the HDC Program Director (Suite 280 MV). The student must meet all the prerequisites and other requirements for both majors. The final transcript, not the diploma, will record the completion of the second major. The degree granted will be the degree appropriate to the primary major. Two separate degrees will not be awarded to students who complete a second major.

*Note: Students may not study toward a degree with a major in Business Administration and choose another business discipline as a second major. Likewise, a student studying toward a major in a business discipline may not select Business Administration as a second major.

Minors

Bachelor’s degree students may pursue a minor or multiple minors.* Students should see an academic advisor and the HDC Program for approval. Ordinarily, at least 6 courses in the specified area must be obtained to complete a minor. At least one-half of the courses must be taken at Saint Joseph’s University. See departmental listings in this catalog for more information on requirements for a minor.

*Note: Students may not study toward a degree with a major in Business Administration and choose another business discipline as a minor. Likewise, a student studying toward a major in a business discipline may not select Business Administration as a second minor.

Admission Policy for Former Saint Joseph’s University “Traditional Day” Students

Saint Joseph’s University “Traditional Day” student who has not met the academic standards of the University (as determined by the Board of Academic Review and/or Dean of that school) and has been academically dismissed from the “Traditional Day” program will not be permitted to enroll in Saint Joseph’s University’s HDC Program for a period of at least one semester or full summer term without the expressed written consent of the Board of Academic Review and/or Dean of the original school.

Current “Traditional Day” students that have not been academically dismissed may also be recommended to transfer to the HDC Program without the waiting period described above only upon the written recommendation of Board of Academic Review and/or the Dean of the student’s current school. Inactive students who previously attended the “Traditional Day” undergraduate program are not required to receive written approval to apply to the HDC Program. Under no circumstances, however, may “Traditional Day” students take a leave of absence from the
University for the purpose or intent of applying to the HDC program at a later date.

“Traditional Day” students who have been approved to transfer to the HDC Program are required to submit an application for admission to the HDC Program. These students are strongly encouraged to meet with the Director or Associate Dean of the HDC program and must complete a personal statement.

If a former “Traditional Day” student successfully meets the above admissions requirements, he or she will be either fully or provisionally accepted to the Haub Degree Completion Program. Students admitted on a probationary basis will be permitted to enroll in a maximum of two courses per semester, unless expressed written permission for additional credits is granted by the HDC Program Director or Associate Dean. Under this probationary acceptance, a student will be required to successfully complete coursework with earned grades of C or higher (as well as earn a cumulative GPA of 2.50 or higher) for two semesters and complete INT 101 Seminar in Learning Strategies. Students who do not meet these requirements may be dismissed from the HDC Program without further probation or appeals process. Former “Traditional Day” students who have been severed from the University for at least one full academic year and has a “Traditional Day” GPA of 2.50 or higher at the point of admission to the HDC program may not be subject to the probationary limits described above.

It is an academic policy of the HDC Program that all former SJU students must satisfactorily complete a residence requirement of at least 10 courses through the HDC program with a cumulative GPA of 2.00 or higher in order to be certified for graduation.

The HDC Program reserves the right to deny admission to any applicant who has a documented history of violating University rules and regulations or who has previously been expelled or suspended from the University.

**Class Absences**

Credit and degree-seeking students are obliged to attend all classes and take all examinations. It will be assumed any absences are taken for serious cause only. All absences will be recorded. Faculty members cannot excuse absences, but may prescribe a class absence policy in their syllabi that students in the class must adhere to.

Students may be encouraged to withdraw from a course if absences are in excess. Students who are absent to excess and do not complete the official withdrawal form will be at risk for received an “FA” grade (failure due to absences). This “FA” is equivalent to a FAILURE and will therefore lower a student’s grade point average. It is also important to note that it is a student’s responsibility to drop or withdraw from any courses that they are registered for and do not intend to complete or attend. Failure to do so may result in academic and financial consequences. (Please see section titled “Withdrawal from Courses.”)

**Withdrawal from Courses**

Students wishing to withdraw from a course must submit an official notice of withdrawal to the Haub Degree Completion Program (HDC) office in writing on the day of withdrawal by completing the appropriate form. The date the University receives the notice of withdrawal shall in all cases be considered the day of withdrawal. Withdrawal from any course without official notice will result in the recording of “FA” (failure due to excessive absences) in that course. Students are permitted to withdraw from an individual course or from all courses. Grading and refund regulations apply only to the course(s) from which a student has officially withdrawn. Refunds will be calculated based on the official date the University receives the student’s withdraw form for each class. For information on the withdraw refund schedule, please contact Hawk Central at hawkcentral@sju.edu or 610-660-2000. Refund periods may be shorter for online classes or for classes that do not span a full semester. It is recommended that students submit completed withdrawal forms to the HDC office via email at haubadult@sju.edu or by fax to 610-660-1599.* All withdrawn courses will be noted with a “W” on the official transcript. Students are encouraged to discuss withdrawing from a course with an instructor prior to submitting a withdrawal form.

A student withdrawing from a course during the add/drop period will not have the course listed on his or her official record.

Withdrawals after the published deadlines will not be granted, except for extraordinary and unusual reasons. The avoidance of undesirable grades is not a sufficient reason. Extraordinary withdrawals are not granted during and after the last full class week of the semester, and under no circumstances are withdrawals considered during the exam period. The student must make this request in writing and receive the permission of both an HDC Academic Advisor and either the Associate Dean or HDC Program Director in order to do an extraordinary withdraw from a class. Forms are available in Suite 280 Mandeville. If approved, the appropriate grade would be a “W”. A student who withdraws without permission or does not attend class will receive a grade of “FA”.

*Note: Withdrawal requests received via phone or email that are not accompanied by an official withdrawal form physically signed by the student are not considered official requests under any circumstances.

Should the general good of the University be involved, the right is reserved to request the withdrawal of any student. Withdrawal is not permitted for the purpose of avoiding penalties imposed through the University’s Academic Honesty Policy.

**Minimum Standards for Graduation**

In order to graduate, candidates for a Bachelor’s degree, an Associate’s degree, or a Certificate must achieve an SJU grade point average of 2.00 on the adult undergraduate level.

**Minimum Requirements for Retention**

HDC students are permitted to take courses at a rate that is appropriate and convenient for them, normally without incurring any penalties for delay in completing degree program requirements. Students are permitted to take a maximum of 16 credits per semester, unless written approval from the HDC office is obtained. This approval will be considered only in cases where a student’s previous academic performance at Saint Joseph’s University supports that success in more than 16 credits per semester is highly likely.

Students who receive any grade(s) of C or below and/or with a grade point average below 2.25 will receive a warning of insufficient performance. Students who have received multiple failing grades while a student in the HDC Program and/or whose grade point average has fallen below 2.00 will be subject to academic probation. For a description of the method of calculation of the grade point average, see “Grade Point Average.” Continued warnings may result in academic dismissal at the discretion of the HDC Program and/or Associate Dean of the HDC Program.
Academic Probation

Students who are not making satisfactory academic progress according to the standards listed under the “Minimum Standards for Retention” section above will be placed on academic probation. While on probation, a student will be given a prescribed amount of time to raise his or her GPA to an appropriate level (See “Academic Dismissal and Suspension” and “Minimum Requirements for Retention.”) In addition, additional course requirements, registration limits, individual course grade requirements, and/or other conditions may be applied to students who have been placed on academic probation if the student does not raise his or her GPA to the required level within the allotted time and complete any other conditions of academic probation, he or she will be subject to dismissal.

Students will be placed on academic probation after a review of their grades at the end of the fall and spring semesters and at the end of the second summer session and intersession. Students will be informed in writing of their probationary status following each review.

Students placed on probation are strongly encouraged to meet with the Associate Dean or Director, who may place a variety of conditions to the student while on probation. These include, but are not limited to, requiring a student to limit his or course load in a given semester, imposing grade and/or GPA requirements, pass each class, and/or any other appropriate remedial measures. Students on probation are strongly encouraged to consult with an academic advisor to register for any courses, and must do so if at any point their GPA falls below 2.00.

Students may lose their financial aid if they do not attain the required GPA after being placed on probation. In rare instances, the loss of financial aid may be stipulated without any previous probation if the student’s academic standing is so poor that continuing to allow financial aid would not be in the student’s best academic interest. Since these judgments involve issues of academic qualifications and performance, as well as federal and state regulations concerning financial aid, decisions about the loss of financial aid will be made jointly by the Director of Student Financial Services and Compliance and the HDC Director, acting on the recommendations of the Board of Academic Review.

Students on probation making inquiries must address them to the HDC Director. For further information regarding financial aid, one may contact the Director of Student Financial Services and Compliance.

Academic Dismissal and Suspension

Students who fail to complete conditions set forth during the allotted period of academic probation will be subject to academic dismissal. No student may be dismissed without having gone through a probation period (usually two consecutive semesters though this may vary, particularly if a student fails a course while on academic probation).

It is understood that exceptional cases will be dealt with according to the administrative discretion of the Director, in consultation with the Associate Dean of the HDC program.

A student who is dismissed for academic reasons may request to be readmitted through a written appeal directed to the HDC Program Director who will share it with the Associate Dean. Requests for readmission will be considered by the Director and Associate Dean, who will take into consideration extenuating circumstances which might enter into a student’s case, and will decide whether and under what circumstances (if any) the student will be readmitted. Students who are readmitted through this process are considered to be on probation and will be subject to any conditions set forth in the readmission letter.

A student may also be dismissed or suspended from the University under the provisions of the Academic Honesty Policy without a term of probation. (See “Academic Honesty Policy.”)

Satisfactory Academic Progress and Financial Aid

Students who are receiving federal, state, or University aid need to maintain a satisfactory rate of academic progress and also meet the “Minimum Requirements for Retention” in order to keep their financial aid eligibility. Part-time students must earn a minimum of 12 credits in at least 4 courses over a 12-month period in order to show satisfactory academic progress. Full-time students must earn a minimum of 24 credits over a 12-month period. Since financial assistance cannot be assured for more than eight years for students studying for a bachelor’s degree (four years for Associate Degree and two years for Certificate), students planning a longer period to complete their degree program should consult with the HDC Director and Hawk Central.

In addition to the above quantitative parameter as a requirement for retaining financial aid, Saint Joseph’s University also adheres to the qualitative parameter defined under “Minimum Requirements for Retention.” Students receiving financial aid with a GPA below the minimum level will be subject to academic probation. Students are required to maintain the minimum GPA. Students may lose their financial aid if they do not retain the stipulated GPA after being placed on probation. (See “Minimum Requirements for Retention.”)

Evaluation of a student’s academic progress to determine eligibility for financial aid will be made at the end of each semester. At the end of each semester, students who are not meeting the criteria for satisfactory progress will be informed that their current academic record disqualifies them for financial assistance. Both the HDC Director and the Director of Student Financial Services and Compliance reserves the right to make exceptions for special cases.

Class Status

Separate from the notion of “Satisfactory Academic Progress” is the subject of class standing. Advancement through the stages of freshman, sophomore, junior and senior is predicated on the number of semesters completed and hours earned toward completion of the degree program. Normally, at least eight (8) semesters completed are required to finish a baccalaureate degree program. Hence, class standing for bachelor’s degree-seeking students at Saint Joseph’s is based on the following scale, including transfer credits received:

<table>
<thead>
<tr>
<th>Class Standing</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>Less than 24 earned credits</td>
</tr>
<tr>
<td>Sophomore</td>
<td>24-53 earned credits</td>
</tr>
<tr>
<td>Junior</td>
<td>54-83 earned credits</td>
</tr>
<tr>
<td>Senior</td>
<td>84 or more earned credits</td>
</tr>
</tbody>
</table>

Note: For some scholarship, internship, or other purposes, this class standing scale may be adjusted specific to that particular purpose.

Dean’s List

The Dean’s List is published at the completion of the fall and spring semesters. Students working toward a Bachelor’s degree or an Associate’s degree are eligible for this honor.

A student must complete at least 30 credit hours through Saint Joseph’s HDC Program before becoming eligible. A cumulative grade point average of 3.50 is required to achieve and to remain on the Dean’s List. In order to be eligible for Dean’s List consideration for a semester, students must...
take at least 6 credits in that semester. A failing semester grade of F in the current semester makes one ineligible for the list in that semester.

**Academic Honor Societies**

**Beta Gamma Sigma Business Honor Society.**

Beta Gamma Sigma is the international honor society serving business programs accredited by AACSB International - The Association to Advance Collegiate Schools of Business. Membership in Beta Gamma Sigma is the highest recognition a business student anywhere in the world can receive in a business program accredited by AACSB International.

HDC Students are eligible for invitation to membership in the Beta Gamma Sigma International Business Honor Society. In order to receive an invitation to Beta Gamma Sigma, students must be a bachelor’s or associate’s degree-seeking student and fulfill either of the following criteria:

- **Tier 1:** Be in the top 10% of eligible HDC students who have earned at least 105 overall credits (including transfer credits) as well as at least 30 credits in the HDC Program
- **Tier 2:** Be in the top 7% of eligible HDC students who have earned more than 75 overall credits and fewer than 105 overall credits (including transfer credits) as well as at least 30 credits in the HDC Program

Invitations are based on cumulative SJU GPAs on the HDC Program level only, and are calculated as of the end of the Intersession semester immediately preceding the invitation. Invitations are generally sent late in the spring semester. Certificate students are not eligible for membership.

**Honors at Graduation**

Honors at graduation will be awarded for SJU grade point averages in all subjects as follows:

- summa cum laude 3.85
- magna cum laude 3.70
- cum laude 3.50

Averages for honors will be computed on the basis of work completed at Saint Joseph’s in HDC only. To be eligible for honors at graduation, students must complete at least twenty courses in the Haub School of Business Degree Completion Program.

**Commencement**

Commencement exercises are held annually in the spring. Diplomas are issued to students completing degree requirements three times a year, dated September 15 (for degrees completed in the Summer semester), January 15 (for degrees completed in the Fall semester), or the day of Commencement exercises in May (for degrees completed in the Intersession or Spring semesters). Students receiving diplomas dated September or January are invited to participate formally in the Commencement exercises in the May ceremony following their completion date.

Students are required to declare their intention to graduate a semester in advance of their expected graduation date. Under no circumstances will the University “backdate” the awarding of a degree; i.e., prior to the filing of the Intent to Graduate form through The Nest. Students must present themselves for evaluation of their record in order to graduate and have their degree conferred.

Students should consult the *Academic Calendar* to see when they should file their Intent to Graduate. After their record has been evaluated, graduating seniors will receive detailed information on Commencement procedures.

If a student wishes to walk in the May ceremony preceding his/her actual graduation date, the student should request approval from the Director or Associate Dean in writing. Requests will be considered only for students who will have no more than 6 credits remaining in their degree and are registered for those 6 credits in the Summer semester immediately following the Commencement ceremony. The petitions for students who do not meet these criteria will not be considered and they must attend their regular Commencement ceremony.