

University of Richmond

**2019-20**  
**Graduate School**  
**of Business**  
**Catalog**

## To Potential MBA Applicants

Thank you for your interest in the Richmond MBA. We hope you will consider joining our talented and motivated student body, which includes professionals from a variety of organizations across central Virginia. Our MBA students hold undergraduate degrees from leading universities and have an average of five years full-time work experience prior to enrolling in the program. The average Graduate Management Admission Test score of recently admitted classes was 600 and the average undergraduate grade-point average exceeded 3.20.

In addition to the MBA program, we offer a JD/MBA program in conjunction with the University of Richmond School of Law.

Each course in the MBA curriculum is designed to help students develop a strategic mindset. Our classrooms are filled with rich discussion focused on the major challenges of businesses today. All classes take place during the evening in the Robins School's state-of-the-art classrooms on our picturesque campus. The faculty of the Richmond MBA includes award-winning teachers and scholars who provide individualized attention in small-class settings.

The Richmond MBA includes many innovative features not found in most part-time programs. These include an opening residency that centers on a live case study, an international experience that includes a consulting project with a foreign firm, and a capstone project that allows students to conduct meaningful research in conjunction with a local organization just before graduation. These features, coupled with core and elective courses across the business disciplines, equip the Richmond MBA student with the decision-making tools necessary to become an effective leader.

Please feel free to contact the MBA Office if you have any questions.

### **Randle Raggio, Ph.D.**

*Associate Dean, The Richmond MBA*

## Non-Discrimination Policy

The University of Richmond prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state or federal law. Copies of the complete "Harassment and Discrimination Policy (including Sexual Harassment)" are included in student handbooks, faculty handbooks and in the published guidelines for University of Richmond support staff. Copies are also available at the dean's office of each college and school and the Department of Human Resource Services. For further information, students should contact the dean of their school or residential college; staff should contact the director of Human Resource Services; and faculty should contact the dean of their school. Any inquiries regarding the University's policies in these areas should be directed to the Office of the Vice President for Student Development, University of Richmond, Virginia 23173. Telephone: (804) 289-8032.

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# Academic Calendar

## Fall Semester 2019

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Classes begin - Monday, August 26, 2019  
Labor Day (class) - Monday, September 2, 2019  
Last day to file for May/August graduation - Friday, September 27, 2019  
Fall break begins after last class - Thursday, October 10, 2019  
Classes resume - Wednesday, October 16, 2019  
Thanksgiving break begins after classes - Tuesday, November 26, 2019  
Classes resume - Monday, December 2, 2019  
Examination period - Monday, December 9, 2019 through Thursday, December 12, 2019  
Term ends - Thursday, December 12, 2019

## Spring Semester 2020

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Classes begin - Monday, January 13, 2020  
Last day to file for December graduation - Friday, February 7, 2020  
Spring break begins after classes - Thursday, March 5, 2020  
Classes resume - Monday, March 16, 2020  
Examination period - Monday, April 27, 2020 through Thursday, April 30, 2020  
Term ends - Thursday, April 30, 2020  
Commencement - Friday, May 8, 2020  
Baccalaureate Service - Sunday, May 10, 2020

## University of Richmond Religious Observance Calendar Religious Observance Policy

The University is a secular institution that values a diversity of religious expression. The University is also an active community with a wide range of personal commitments and academic and extracurricular activities.

Planning for academic and extracurricular activities should be done with sensitivity to the diverse religious commitments of the community and an awareness of religious holidays. Scheduling large-scale, one-time academic or extra-curricular events on a religious holiday should be avoided whenever possible.

Any student may be excused from class or other assignments because of religious observance. A student who will miss an academic obligation because of religious observance is responsible for contacting his or her professor within the first two weeks of the semester. The student is responsible for completing missed work in a timely manner.

Faculty are expected to be mindful of potential conflicts with religious observances and should make reasonable accommodations when students' religious practices conflict with their academic responsibilities.

The religious observance calendar is meant to serve as a scheduling guide. It lists significant holidays from the five largest global faith traditions. However, it is not comprehensive and students may choose to observe a holiday not included on the calendar.

The holidays listed are those which occur during the academic year when the University is open.

### Buddhist 2019-20

Buddha's Enlightenment Day - Sunday, December 8, 2019  
Buddha's Birthday - Wednesday, April 8, 2020

### Christian 2019-20

Ash Wednesday - Wednesday, February 26, 2020  
Good Friday - Friday, April 10, 2020

Easter - Sunday, April 12, 2020

Eastern Orthodox 2019-20

Christmas - Tuesday, January 7, 2020

Good Friday - Friday, April 17, 2020

Easter - Sunday, April 19, 2020

Jewish - 2019-20

Rosh Hashanah, first two days - Monday, September 30, 2019 through Tuesday, October 1, 2019

Yom Kippur - Wednesday, October 9, 2019

First day of Sukkot - Monday, October 14, 2019

First day of Passover - Thursday, April 9, 2020

Muslim - 2019-20

Eid al-Fitr - Wednesday, June 5, 2019

Eid al-Adha - Monday, August 12, 2019

Ashura - Tuesday, September 10, 2019

Ramadan - Friday, April 24, 2020 through Saturday, May 23, 2020

Hindu 2019-20

Diwali - Sunday, October 27, 2019

Holi - Tuesday, March 10, 2020

## About the University

### University Mission Statement

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The mission of the University of Richmond is to educate in an academically challenging, intellectually vibrant, and collaborative community dedicated to the holistic development of students and the production of scholarly and creative work. A Richmond education prepares students for lives of purpose, thoughtful inquiry, and responsible leadership in a diverse world.

### Robins School of Business

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The Robins School of Business is among a select group of business schools that are fully accredited by The Association to Advance Collegiate Schools of Business (AACSB International). The University of Richmond also is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

The Robins School of Business offers the following graduate programs Master of Business Administration (MBA) degree through two options

1. The Master of Business Administration program
2. The Juris Doctor/Master of Business Administration program (offered jointly with the University of Richmond School of Law)

These programs are administered by the faculty of the Robins School of Business. There are 51 full-time school of business faculty members, 96 percent of whom possess terminal degrees.

### Robins School of Business Mission Statement

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The mission of the Robins School of Business is to develop an active learning community in which teaching, scholarship, and service are integrated to stimulate intellectual inquiry as the foundation for responsible leadership in the global business environment. In order to teach in the graduate business programs, faculty members are required to hold a terminal degree, such as the Ph.D., D.B.A. or, in certain cases, the J.D. or a master's degree with professional certification, such as the C.P.A., and to demonstrate a record of scholarly productivity in their area of competency. The

director of the program and the chair of the department must approve each faculty member teaching a course in the department's area. The Robins School is advised by the executive advisory council, which is composed of business executives occupying policy-level positions in their organizations. The corporations represented in the executive advisory council are a cross-section of firms located in central Virginia. Through the merger of thought among business academicians and business practitioners, the graduate business programs are dynamic, challenging, and practical.

### Organization and Accreditation

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Five academic schools and two colleges form the University of Richmond, with authority and responsibility vested legally in the Board of Trustees and the president of the University. The several colleges and schools award no degrees individually, but all degrees for work done in any one of them are conferred by the University of Richmond.

The University enrolls approximately 2,900 full-time undergraduates, 92 percent of whom live on campus; 600 full-time law and graduate students; and 1,300 part-time students, largely from Richmond and the surrounding community.

#### SACSCOC Accreditation

The University of Richmond is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and juris doctor degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of Richmond.

To request a copy of our letter of accreditation, contact: Office of Institutional Effectiveness, 28 Westhampton Way, University of Richmond, VA 23173; Phone: (804) 484-1595; FAX (804) 484-1596.

#### AACSB Accreditation

The Robins School of Business is fully accredited at the undergraduate and graduate levels in Business and Accounting by the Association for the Advancement of Collegiate Schools of Business International (AACSB).

#### ABA Accreditation

The T.C. Williams School of Law is fully accredited by the recognized standardizing agencies in the United States. It is a member of the Association of American Law Schools; it is on the approved lists of the American Bar Association and the Virginia State Board of Bar Examiners; and its Juris Doctor degree is fully accredited by the Regents of the University of the State of New York. Although each state has its own requirements for admission to the bar, a law degree from the School of Law qualifies the holder to seek admission to the bar in any state in the nation and in the District of Columbia. Additional information about accreditation may be found at [abanet.org/legaled/resources/contactus.html](http://abanet.org/legaled/resources/contactus.html).

#### Virginia State Board of Education Certification

The University also is approved by the Virginia State Board of Education to offer teacher licensure programs.

#### Teacher Education Accreditation Council Accreditation

The University of Richmond's undergraduate teacher preparation programs and the graduate certificate in teacher licensure program are accredited by the Teacher Education Accreditation Council.

#### American Chemical Society Accreditation

The University of Richmond's chemistry program is accredited by the American Chemical Society.

## Environment and History

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The University of Richmond campus consists of about 50 major buildings of Collegiate Gothic architectural style set amid 350 acres of lawns, lake, and woodlands. The beautiful and harmonious setting has been recognized nationally by college guides. Richmond's history began almost two centuries ago with Richmond College, founded in 1830 by Virginia Baptists as a college of liberal arts and sciences for men. Around this nucleus were established the T.C. Williams School of Law (1870); Westhampton College, a college of liberal arts and sciences for women (1914); the Graduate School of Arts and Sciences, for advanced study in the liberal arts and sciences (1921-2009); the E. Claiborne Robins School of Business, for undergraduate and graduate study in business (1949); University College, University College, now known as the School of Professional and Continuing Studies, for evening, summer, and continuing education (1962); and the Jepson School of Leadership Studies, the first school of leadership studies in the United States (1992). In 1992, the academic missions of Richmond College and Westhampton College were combined in a separate school, the School of Arts and Sciences. Richmond College and Westhampton College provide special programming and leadership opportunities in student life.

Richmond benefits from a heritage of ethical and religious values, a residential character, and a commitment to liberal and general education through intimate schools and colleges joined into a substantial whole.

## Library Resources

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Boatwright Memorial Library, facing Westhampton Lake, is the main library. It includes collections and services for the humanities, social sciences, sciences, and business. Boatwright is also home to the Media Resource Center and the Digital Scholarship Lab. The Parsons Music Library is in the Modlin Center for the Arts. The Science Reading Room in the Gottwald Science Center holds a small collection of key science reference books, offers access to online resources, and provides opportunities for consultations with the science librarian. The Muse Law Library in the Richmond School of Law serves the special needs of law students and faculty. The libraries' collections have been developed to meet the needs of students and faculty. Those collections, not including those in the Law Library, consist of more than 500,000 volumes, access to more than 30,000 print and online journals, 65,000 electronic books, more than 230 online databases and a wealth of resources in media such as sheet music, DVD, audio CD, microfilm and audio books. Since 1900, the University of Richmond has enjoyed status as a depository for U.S. government publications. Boatwright Memorial Library holds more than 500,000 government documents in print and microform and provides electronic access to thousands more. The Galvin Rare Book Room contains nearly 25,000 rare books, first editions, maps, photographs and manuscripts. The online library catalog ([library.richmond.edu](http://library.richmond.edu)) provides access to the collections. The libraries participate in local and state consortia as well as national networks to obtain access to databases and to borrow items not held in the University's collections. The University's libraries are open to the entire University community.

The libraries offer group and individual instruction in how to use these resources effectively. Group instruction is offered in the Boatwright Computer Classroom and other locations. A formal introduction to library services and resources is a part of every First Year seminar. Individual assistance is available in person and online through various means described at [library.richmond.edu/help/index.html](http://library.richmond.edu/help/index.html).

Boatwright Memorial Library offers a mix of study space suitable for individuals working alone or in groups as well as AV viewing/listening carrels and rooms and more than 120 public computer workstations. Laptop computers are loaned for in-building use and connect to the University's wireless network. When classes are in session, the first and second floors of Boatwright Library are open 24 hours a day.

A separate wing of Boatwright Memorial Library houses the Virginia Baptist Historical Society, a memorial to the Virginia Baptists who struggled to secure religious liberty in America. The library holds thousands of books, church records, manuscripts, and personal papers related to Virginia Baptist history and heritage. The Society also manages the University's archives, a large collection of books, photos, and memorabilia related to the University's rich history. Boatwright Library is also home to the Eight Fifteen at Boatwright coffee shop.

## Computing Facilities

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The University of Richmond has a strong commitment to prepare students to work in technology- and information-centered environments. The University provides computers, software, and specialized equipment for student use in labs, public areas, classrooms, and residence hall lounges. All students in the residence halls have their own wired network connections, and the entire campus is blanketed with a high-speed wireless network that provides students, faculty, staff, and guests with secure access to a wealth of resources.

The University maintains a robust network infrastructure. A wireless network supports mobile computing in every building on campus, and provides coverage in most outdoor locations and public gathering spaces. Information Services maintains University-owned systems loaded with up-to-date versions of the latest software tools and anti-virus software. All users must have an active University computer account to log into any lab machine. To help ensure the security of the University systems and network, the University requires all users to change passwords regularly in order to maintain an active account. Policies regarding the use of technology and information resources are posted on the Information Services Policies website.

The ground floor of Jepson Hall houses many computing resources, including a general purpose computer lab; five PC classrooms with full multimedia capabilities; and two computer classrooms running Windows, Linux, and Unix designated for use by the math and computer science department. When classes are not in session, the Jepson Hall computer classrooms are open for student use. Jepson Hall is also the location of the Computer Help Desk, a resource that provides assistance with computing-related issues for the entire campus. A listing of the current hours of operation for all of these resources may be found on the Information Services website.

The Center for Technology Learning Center (CTLC) is a unique resource located on the third floor of Boatwright Memorial Library. It is devoted to servicing the multimedia needs of students, faculty, and staff. This area offers PC and Mac workstations equipped with high-end Web development, multimedia, animation, 3-D modeling, and audio-video recording and editing software. Scanners, high quality printers, large-format plotters, digitizers, and digital video and still cameras also are available. In addition, the CTLC contains a photography studio and a small recording studio. The CTLC also supports media production in the Media Resource Center on the second floor of Boatwright Library. Most importantly, the CTLC is staffed by professionals and well-trained student assistants are available to assist students, faculty and staff. Students not only have access to the hardware and software, but also to experts who can help them effectively use the specialized tools.

Technology training for students, faculty, and staff is available in a variety of formats, including books and CDs available in the CTLC and searchable through the Library catalog; online video tutorials; technology training classes offered throughout the school year; and one-on-one training sessions available through appointments at the CTLC. CTLC hours of operation and current technology training classes may be found on the Information Services website.

## Spiritual Life

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This mission of the Office of the Chaplaincy is Inspiring Generous Faith; Engaging the Heart of the University.

The Office of the Chaplaincy consists of five full-time staff members and eighteen affiliated campus ministers. Together, we focus on five strategic goals to advance our mission:

- Creating structures of inclusion for the diversity of faith traditions present on campus.
- Including our eighteen partner campus ministries more robustly in the mainstream of campus life.
- Providing pastoral care to all members of the university community, particularly students.
- Developing programming for students to pursue spiritual renewal, reflection, and critical engagement with their own experience and that of others.
- Animating conversations of meaning across many lines of difference to cultivate our highest ideals of responsible living and learning.

Some of our yearly highlights include the Pilgrimage program to Israel; our Multifaith Student Council; the Weinstein-Rosenthal Forum on Faith, Ethics, and Global Society; our One Book, One Campus program; our Consider This dinner series; the annual Iftar, Seder, Thanksgiving, and December Candlelight services.

In addition, a wide range of worship and fellowship opportunities are offered such as weekly Catholic Mass; Kairos, a Christian contemplative service; Shabbat services; Muslim prayer; and Zen Meditation. Additional worship and study opportunities are offered through our campus ministry team.

Visit our website for detailed information: [chaplaincy.richmond.edu](http://chaplaincy.richmond.edu).



The Office of the Chaplaincy is located in the Wilton Center, between Cannon Memorial Chapel and Tyler Hanes Commons. We look forward to meeting you.

## Admission

Applicants must meet the specified admission requirements to be eligible for admission to one of the programs offered by the Robins School of Business. However, meeting these requirements does not ensure acceptance. Acceptance is determined by the Director of the Reynolds Graduate School of Business in consultation with the Robins School's Graduate Council. Equal opportunity for admission is assured to all applicants subject to qualifications, space, and class-size limitations.

Application for admission to the MBA Program or the JD/MBA program must be made on the MBA application form. A \$50 nonrefundable fee must be submitted with the application.

Applicants for the JD/MBA program are required to meet the admission standards of both the MBA program (as set forth in this bulletin) and the University of Richmond School of Law. Applications must be made separately to the MBA program and to the school of law. A bulletin and application form for the school of law may be obtained from: Director of Admissions, University of Richmond School of Law, University of Richmond, Virginia 23173.

### Admission Requirements

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Applicants for the MBA are expected to have at least two years of relevant work experience after completion of the baccalaureate degree. The two-year work experience requirement is waived for JD/MBA students. Before an applicant will be considered for admission, the following documents must be on file in the graduate business office:

1. A completed application form available on the MBA website
2. \$50 application fee made payable to "University of Richmond"
3. Official transcripts of all college and university work attempted from each college and university attended. Each applicant must hold a baccalaureate degree from an accredited college or university and have an acceptable grade point average (GPA) on all college and university work. An applicant whose prior experience in higher education includes work taken at a non-United States college or university may be required to have the academic record evaluated by an independent credentials evaluation service. In addition, non-United States citizens are required to submit additional documents to meet U.S. Citizenship and Immigration Service requests. Such students should contact the director at least six months prior to the application deadline to determine if a transcript evaluation will be required and/or what additional documents must be submitted.
4. Official score report for either the Graduate Management Admission Test (GMAT) or the GRE. The score must be no more than five years old at the time of application. Information on the GMAT may be obtained from [www.mba.com](http://www.mba.com), and information on the GRE may be obtained from <http://www.ets.org/gre>. In recent years, the average GMAT score for incoming students has been approximately 605.
5. Current resume

Official documents verifying college and university work and test scores must be sent from the institution or agency responsible for the information directly to the MBA Office.

**Note:** Students whose native language is not English, or whose collegiate-level instruction was not in English, must submit a TOEFL score report with a score of at least 600 on the paper based test or 100 on the Internet based test. If

submitting an IELTS score, it must be 7 or higher. Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, New Jersey 08541 or [ets.org/toefl](http://ets.org/toefl).

### **International Students**

It is advised that international applicants contact the MBA office to discuss application requirements

In addition to the other requirements for admission to The Richmond MBA, the following is required:

1. Copy of Passport and Visa
2. An evaluation of your undergraduate diploma **and** transcript by **Global Credential Evaluators** if your degree was obtained outside of the U.S. ([gceus.com](http://gceus.com)). It is necessary to request a course-by-course evaluation and a calculated GPA. (An applicant whose prior experience in higher education includes work taken at a non-United States college/university is required to have the academic record evaluated by an independent credentials evaluation service)
3. Completed Certification of Finances form with official bank certification and I-20 authorization form. Submit the I-20 Authorization Form and the Certificate of Finances Form to the MBA office.

Students are admitted in both the spring and fall semesters. All application materials must be in the MBA Office by the deadline posted on the MBA website to be considered for admission for the upcoming spring or fall semester. The address for all application materials is:

Director  
MBA Program  
Robins School of Business  
University of Richmond, Virginia 23173

## **Financial Affairs**

### **Tuition, Room and Board**

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#### **General Fees and Meals**

The Richmond MBA offers a tuition rate lock for all students based on your admit term. We guarantee you will pay the same tuition from the start of your education to graduation.

For 2019-20, the tuition for graduate business program students is \$1,440.00 per credit hour

JD/MBA students who take in excess of 19 credit hours in a term will be charged at the MBA rate of \$1,440 per credit rate. The only exception to this policy is JD/MBA students enrolled in Opening Residency (2 credits), which occurs prior to the start of fall classes but which is included in the fall semester credit total. In that semester only, the overage limit will be at 21 credit hours.

**Regardless of the University division in which a course is taken, the student pays the tuition and fees of the school to which he or she has been admitted and which is considered the school of record.**

The University reserves the right to increase the fees listed herein if conditions should make such changes necessary or advisable. The changes will be announced as far in advance as possible.

		Semester	Year
Spider 40	40 block meals with 1,020 dining dollars	\$1,470	\$2,940
Spider Blue	960 dining dollars (undergraduate A&S commuter students only)	\$960	\$1,920
Spider Red	480 dining dollars (Law/SPCS/MBA commuter students only)	\$480	\$960

## Invoices

Inquiries concerning payment should be directed to the Office of Student Accounts, phone (804) 289-8147 or (866) 241-8893 (toll free) or email at [bursar@richmond.edu](mailto:bursar@richmond.edu) or mailed to Office of Student Accounts, Box R, University of Richmond, VA 23173.

Fees are electronically invoiced. To avoid incurring a late payment fee and account holds resulting in delays in registration and other consequences, please pay by the due date.

Note: Payment in full is due by 5 p.m. on first day of each term, whether or not an invoice has been received.

Students receive monthly email notifications to their UR email address with the subject line "University of Richmond Electronic Invoice/Statement" and a link to QuikPAY. The student's University of Richmond ID number is used for authentication. Students access their account in QuikPAY through BannerWeb/Student Services/Pay Tuition & Fees/View & Pay Accounts. Upon login, students may view invoices, set up and store bank account or credit card information, set up authorized payers, pay invoices electronically, and print paper copies.

The student may authorize others to view the invoice as an authorized payer. Each invoice cycle, the student and the authorized payer will receive an email notification that the electronic invoice has been sent with a link to the QuikPAY login page.

Each authorized payer is assigned a PIN for added security and privacy. Only authorized payers will be able to view their personal payment history and bank information.

## Payments

Electronic checks (eCheck) is the preferred payment method, is convenient, and generates no additional fee. Checking and savings account information from a bank within the United States is entered through the QuikPAY website, and payments will be transferred electronically to the University of Richmond. The site can retain your bank account information for future convenience, by building a profile, or you may enter it each time you make an eCheck payment.

Payment by traditional check may be mailed or made in person at the Cashier's Office in the Queally Center. To mail a check or money order to the university, please print a copy of the PDF invoice, detach the bottom portion of the statement, and mail with the payment payable to the University of Richmond.

Office of Student Accounts  
Box R  
University of Richmond, VA 23173

Cash payments are accepted in the Student Accounts office in Queally Center.

The University of Richmond also accepts MasterCard, Visa, Discover and American Express via QuikPAY. This service will generate a vendor fee of 2.75% of the amount charged. This will appear as an additional fee on your credit card statement.

If the University deems it necessary to engage the services of a collection agency or attorney to collect or to settle any dispute in connection with an unpaid balance on a student account, the student will be responsible for reimbursing the University of Richmond the fees of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses including reasonable attorney's fees that are incurred. By registering for classes you are acknowledging receipt of this information and your acceptance of the associated responsibilities.

No credit is given for a term's work nor a degree conferred until all charges have been satisfactorily settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, and/or the withholding of transcripts.

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### Installment Payment Plans

University of Richmond students may set up an installment payment plan through Tuition Management Systems, TMS. TMS offers a payment schedule choice of three or four payments per semester. There is a \$35.00 nonrefundable enrollment fee per semester.

Please visit the website for more information or to enroll in a plan, [richmond.SPCSMBA.afford.com](http://richmond.SPCSMBA.afford.com) or call 1 (800) 722-4867.

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### Third Party Invoicing-Employer Tuition Benefit

If your employer is paying for your classes, please submit your tuition benefit authorization form to Student Accounts as soon as possible. Email your form to [bursar@richmond.edu](mailto:bursar@richmond.edu) or fax to 804-289-6862. Your form should include Student Name, 8 digit UR ID number, classes you are attending, your employer identification number, and how much your employer will be covering. If your employer benefit is contingent on your grades, you will be responsible for paying for your cost of attendance when payment is due, and you will be refunded when your benefit is received.

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### Late Payment Fee

A late payment fee will be assessed on any unpaid balance. Students who fail to make satisfactory arrangements for their semester fees by the close of the business on the first day of the term will be charged a late payment fee of up to \$70.

A veteran or eligible person who is entitled to use Post 9/11 GI Bill (Chapter 33) or Vocational Rehabilitation and Employment Services (Chapter 31) benefits will not be subject to any penalty, assessment of late fees, denial of access to classes, libraries, or other institutional facilities, nor will they be required to borrow additional funds to satisfy their financial obligations in the event of a delayed payment from the Veteran's Administration.

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### Tuition Insurance Plan

Tuition withdrawal insurance plans are available through Allianz Global Assistance. Information is available at [allianztuitioninsurance.com/ur](http://allianztuitioninsurance.com/ur) or by calling (888) 427-5045.

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### Refunds

Inquiries concerning credit balances on student's accounts should be directed to the Office of Student Accounts, (804) 289-8147 or toll free (866) 241-8893 or [bursar@richmond.edu](mailto:bursar@richmond.edu).

Refunds can be issued by check or direct deposit. With a check refund, it is the student's responsibility to ensure the address on record is correct. With direct deposit, your refund will be automatically deposited to the bank account you specify, eliminating trips to the bank and the risk of your check being lost or stolen. It may take up to two business days for a direct deposit to post to your bank account. To participate, log onto BannerWeb and click on Manage/Sign Up for

Direct Deposit. When you are finished click submit and your direct deposit form will be sent automatically to Accounts Payable. If you have any questions please call Accounts Payable at (804) 289-8179.

### Withdrawal Refund Policy

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Students are matriculated by semester. If a student withdraws from classes or is dropped from the University for whatever cause, a refund of fees for a semester shall be made in accordance with the University's refund policy, based on the following schedules. Failure to attend class does not constitute a withdrawal. Students who withdraw from the University and who are receiving any financial assistance may be required to return such assistance per Public Law 668.22 and institutional policy. The University complies with all federal regulations governing recipients of federal Title IV funds. Information regarding financial aid refund policies is available in the Office of Financial Aid. The amount of the refund is based on the date that the written withdrawal notification is received in the Office of the Dean. Any special fee associated with a particular course is non-refundable after the first day of term.

#### **Refund Schedule (Spring and Fall Semesters Only)**

Withdrawal on or before the first day of term	100% less deposits
Withdrawal during the first week of term	100%
Withdrawal during the second week of term	70%
Withdrawal during the third week of term	50%
Withdrawal during the fourth week of term	25%
Withdrawal during the fifth week of term	25%
Withdrawal during the sixth week of term	25%
Withdrawal after the sixth week of term	None

#### **Refund Schedule (Summer Sessions Only)**

Withdrawal on or before the third day of term	100%
Withdrawal during the 4th - 7th day of term	50%
Withdrawal during the second week of term	25%
Withdrawal during the third week of term	25%
Withdrawal after the third week	None

### Appeals Process

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The University of Richmond has an appeals process for students and parents who believe individual circumstances warrant exceptions from published policy. A student or parent has six weeks from the time of withdrawal to appeal the University's refund policy. All appeals must be in writing and directed to:

Annemarie Weitzel  
Bursar's Office, Box R,  
University of Richmond,  
Virginia 23173.  
[bursar@richmond.edu](mailto:bursar@richmond.edu)

## Financial Aid

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### Financial Aid Overview

The University of Richmond offers graduate students various forms of financial assistance from federal and institutional resources. Financial aid recipients must be enrolled or unconditionally accepted for enrollment on at least a half-time basis in a degree program at the University. Details on the specific aid programs are outlined below. For more information, contact the Financial Aid Office (telephone: (804) 289-8438, email: [finaid@richmond.edu](mailto:finaid@richmond.edu), or [financialaid.richmond.edu/grad/index.html](http://financialaid.richmond.edu/grad/index.html)).

## Federal Loans

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The Federal Direct Loan program allows graduate students to borrow federal loans to assist with educational expenses. Students must be U.S. citizens or permanent residents, be enrolled at least half-time, and be making satisfactory academic progress.

The Free Application for Federal Student Aid (FAFSA) and the appropriate Federal Direct Loan application must be filed at least six weeks prior to the start of the term. Visit [financialaid.richmond.edu/grad/loans/index.html](http://financialaid.richmond.edu/grad/loans/index.html) or contact the Financial Aid Office at (804) 289-8438 or [finaid@richmond.edu](mailto:finaid@richmond.edu) for more information and applications.

## Student Employment

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On-campus employment opportunities may be available to graduate students enrolled at least half-time through the Federal Work-Study program (FWS) or the University Work Program (UWP). FWS is a need-based program. Students interested in this program must complete the FAFSA and demonstrate eligibility for need-based aid. The UWP program is available to students who do not apply for or qualify for need-based aid. For more information and for job opportunities, please visit the student employment website at [studentjobs.richmond.edu](http://studentjobs.richmond.edu) or contact the Financial Aid Office at (804) 289-8438 for more information.

## Veterans Benefits

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Students eligible to receive tuition benefits administered by the U.S. Department of Veterans Affairs (VA) must apply for benefits through the VA. Once the VA application process is complete with the VA, the following paperwork will need to be submitted to the University of Richmond's VA Certifying Official via mail, fax, email attachment, or in person:

- Certificate of Eligibility - After you have applied for and been approved for benefits, you will be issued a Certificate of Eligibility from the VA.
- Veterans Educational Benefit Agreement Form – Available online or in person at the Registrar's Office.

In addition to the tuition benefits offered under the Post 9/11 GI Bill program, the University participates in the Yellow Ribbon program. For details regarding eligibility for the Yellow Ribbon program at Richmond, go to [financialaid.richmond.edu/yellowribbon.html](http://financialaid.richmond.edu/yellowribbon.html). For further information regarding VA Benefits at the University of Richmond, please visit our [VA Programs - Education Benefits Page](#).

## Satisfactory Academic Progress

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According to federal regulations and University of Richmond (UR) policy, students must maintain Satisfactory Academic Progress (SAP) to receive federal and institutional financial aid. Some private loan programs also require SAP.

Evaluation of students' progress for financial aid purposes is made annually at the end of the spring term to determine financial aid eligibility for the following year (summer term, fall term, and spring term). When assessing SAP, the University will review all terms of enrollment at UR as well as transfer work accepted toward UR degree requirements, whether or not the student received financial aid during those terms.

The standards of academic progress outlined here are solely for the purpose of evaluating eligibility to continue receiving federal financial aid. They do not replace or modify academic standards required for continued enrollment at the University of Richmond. The effect of incomplete coursework, withdrawals, and course repetitions impacts SAP in the following ways:

- Incomplete coursework is not included in the GPA or in the number of credits earned but is counted as attempted credit.
- Courses from which a student withdraws are not included in the GPA or in the number of credits earned but are counted as attempted credit.
- Repeated courses are counted only one time as earned credits. However, credits for each course taken, including all repeated courses, are counted as attempted credit. Both grades will be calculated in the cumulative GPA.

At the end of the spring term, Graduate Business students must meet both of the following requirements:

- Have completed 67% of all attempted coursework, (including transfer work and pass/fail courses) AND
- Have achieved a cumulative grade point average of at least a 3.0

In addition, students must complete degree requirements within the 150% maximum timeframe allowed. That is, as the MBA degree program requires 45 hours to complete, the maximum number of hours attempted to complete the program cannot exceed - 67 hours, including transfer work and pass/fail courses. Successful completion of a class means receiving one of the following grades for the class: A, B, C, D.

Students not meeting the SAP requirements for federal financial aid at the end of the spring term will not be eligible for any additional federal financial aid until the standards are met. Denial of aid under this policy may be appealed by the student, in writing, to the Director of Financial Aid within 30 days of notification that the student is no longer eligible for aid. Appeals will be considered for the following circumstances: the death of a relative of the student; an injury or illness to the student; or other special circumstances. A student's request must include information regarding why the student is not meeting the SAP standards and what factors have changed that will allow the student's academic progress to improve by the next evaluation.

Successful appeals will lead to one of two SAP statuses: Financial Probation or Eligible for Financial Aid. A student may be placed on 'Financial Probation' for the subsequent term if it is determined that he/she can regain eligibility after one term. A student may be found 'Eligible for Financial Aid' based on an academic plan that outlines future academic progress for the student as established by the Director of Financial Aid. The student will be notified of their SAP status based on the merits of the appeal. If the appeal is not granted, the student will be notified of the decision and will be financially responsible for their educational expenses.

## Return of Financial Aid When a Student Withdraws

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A student who withdraws during a semester may be entitled to a refund of certain charges as outlined in the Refund Policy. Withdrawal may also affect a student's financial aid eligibility for the semester as outlined in the federal Return of Title IV Program Funds Policy and the Return of Non-Title IV Program Funds Policy.

## Return of Title IV Program Funds Policy

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The 1998 amendments to the Higher Education Act (HEA) of 1965 and subsequent regulations issued by the Department of Education (43 CFR 668.22) establish a policy for the return of Title IV grant and loan funds for a student who withdraws. Title IV grant and loan funds include the following programs: Federal Direct Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal Work-Study, Federal Stafford Loans, Federal PLUS Loans, Federal Teach Grant and the Iraq and Afghanistan Service Grant.

The amount of Title IV funds the student earns, up to the withdrawal date, is based on a daily proration determined by dividing the total number of calendar days completed by the total number of calendar days in the semester (excluding breaks of five or more consecutive days). Adjustments must only be done up to and including the 60 percent point in time for the semester. After the 60 percent point in time, the student is considered to have earned all of the Title IV funds awarded for that semester.

Unearned Title IV funds must be returned to the Title IV programs. If the amount earned is greater than the amount that has been disbursed, the difference is treated as a late disbursement to the student. Unearned funds, up to the amount of total institutional charges (tuition, room, and board) multiplied by the unearned percentage of funds, are returned to the Title IV programs by the University of Richmond. The student must return any portion of unearned funds not returned by the school. For grants, regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50 percent of the total grant funds received by the student. Title IV loan funds that must be returned by the student are repaid per the loan terms. Unearned Title IV funds are returned to the Title IV programs in the following order: Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Perkins Loans, Direct PLUS Loans, Federal Pell Grants for which a return of funds is required, Federal Supplemental Educational Opportunity Grants for which a return of funds is required, TEACH Grant for which a return of funds is required, and the Iraq and Afghanistan Service Grant for which a return of funds is required.

## Return of Non-Title IV Program Funds Policy

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Non-Title IV financial aid will be adjusted for a withdrawing student based upon the University's Refund Policy. Adjustments will be made through the sixth week of classes. The amount to be returned to the non-Title IV financial aid program is the same percentage that will be refunded to the student for tuition and room charges. After the sixth week, the student is considered to have earned all of the non-Title IV aid. Non-Title IV financial aid funds are returned in the following order: institutional grants/scholarships, nonfederal loans, agency scholarships.

Students who are receiving financial aid and who are planning to withdraw from the University during a semester are strongly encouraged to meet with a financial aid advisor to review the impact that their withdrawal will have on their institutional charges and on their financial aid for the semester.

# Student Life and Policies

## Resources and Services

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### Counseling and Psychological Services

CAPS staff members are licensed doctoral-level mental health professionals who help students derive the greatest benefit from the educational opportunities at UR. Services offered include short-term individual psychotherapy, crisis intervention, outreach, training, consultation, and referral to other on- or off-campus resources as needed. Services are offered from about mid-August to about mid-June and are available to full-time students (except for SPCS students). Common reasons students come to CAPS include stress, anxiety, depression, relationship concerns, academic difficulties, grief, family concerns, traumatic events, eating problems, substance abuse, and sleep disturbance. Appointments can be made by visiting the CAPS office (201 Richmond Hall) Monday through Friday from 8:30 a.m. to



5 p.m. Confidentiality is assured to the full extent allowed by law. The CAPS website ([wellness.richmond.edu/offices/caps/](http://wellness.richmond.edu/offices/caps/)) has additional information on CAPS services, links to anonymous online screening surveys, and a variety of other mental health information. Phone: (804) 289-8119; FAX: (804) 287-1227.

## Dining Services

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University of Richmond Dining Services is a multi-operation department consisting of dining locations, snack shops, and retail stores. The E. Bruce Heilman Dining Center is a state-of-the-art facility overlooking Westhampton Lake that serves approximately 3,000 students and guests daily. A retail market is located off the main lobby and the upper level of the facility houses the Department of Food and Auxiliary Services and the campus post office.

The centrally located Tyler Haynes Commons (THC) houses Tyler's Grill, an eat-in or carry-out operation with a dining area that faces Westhampton Lake and gazebo. The campus smoothie bar, Freshens, and the Cellar, a late-night gathering space, are also located in THC. For late-night studying at Boatwright Library, gourmet coffee, hot drinks, and snacks are available at Eight Fifteen at Boatwright. Sodas, snacks, and grocery items also are available at the Dean's Den, located in the Whitehurst building near the Richmond Dean's office.

### Meal Plans

Off campus and commuting students have meal plan options including the Spider Flex and the Spider Blue. Both plans offer on-campus convenience, meal discounts, and flexibility. Meal plan information is available on the Dining Services website at [dining.richmond.edu](http://dining.richmond.edu).

### Hours of Operation and Other Services

Students can find something to eat somewhere on campus whenever classes are in session, from 7:15 a.m. to midnight Monday through Thursday, Fridays from 7:15 a.m. until 1:00 a.m. and Saturday and Sunday from 10:30 a.m. until 1:00 a.m. Dining services maintains an up-to-date schedule of menus and operational hours for all campus locations on its Web page. Meal plans follow the undergraduate academic calendar, and service and hours may be limited during academic breaks and holidays.

Catering and a wide variety of additional services, including nutrition counseling and meals-to-go, are also available through University Dining Services. Additional information is available upon request or can be viewed at [dining.richmond.edu](http://dining.richmond.edu).

### Special Dietary Needs

With a registered dietician as a member of the University dining services team, every effort is made to support special dietary needs that are medically based. Medical documentation is required, and students with dietary restrictions or special needs are asked to make an appointment to see our nutrition professional. Students will be required to sign an informational release so that their situation can be discussed with their physician or medical professional as needed. In addition, dining services may require that students consult the University's physicians regarding their dietary requests.

The University does not have designated facilities to accommodate religion-based dietary needs on a daily basis. However, we do work closely with the campus ministry to provide kosher meals for Passover selections and carry-out meals during Ramadan. Please contact the associate director of dining services if you have questions regarding available services.

## Emergency Information

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To report an emergency, call 911 or 289-8911 (cell phone). The non-emergency number is 289-8715

### Getting Information

During an emergency, UR will distribute information to the campus community via:

- Audio–Tornado siren and PA system
- Web–This website, alert.richmond.edu
- Email–Blast email to '@richmond.edu' accounts
- Text/voice messages–UR Alert text messages and/or voice messages to faculty, staff, and students who register a cell or home phone through BannerWeb
- Campus phones–Telephone messages to campus telephones
- TV–UR TV channel 16 broadcasts
- People–Resident assistants and area coordinators
- Hotline–UR Emergency Hotline: (804) 289-8760 or toll free at (866) 386-0403

## **Emergency Terms**

**Shelter in Place:** Choose an interior room or one with as few doors and windows as possible. Remain there until the danger has passed. Examples: Tornado or other severe weather, nuclear alert, or hazardous materials spill.

**Seek Secure Shelter:** Get into a lockable space, like an office or classroom, and remain there. Lock and barricade doors, turn off lights, and turn cell phones to silent or vibrate mode. Get under a desk or other surface to hide. Wait for further instruction from law enforcement. If the threat is in your building and you can safely flee, then do so. Examples: Active shooter or dangerous person immediately threatening the campus.

**Evacuate:** Immediately leave the building that you are in, exiting through the nearest and safest exit. If the fire alarm has not been activated, do so. Examples: Fire, smoke.

**Avoid Area, Warn Others:** In these types of incidents, the emergency is localized on campus. University officials do not want anyone near the area and want you to alert others of the emergency. Examples: Hazardous materials spill, flooded roads, aircraft accident, bomb threat, civil disturbance, fire, gas leak, or power lines down.

## **What to Do**

### Tornado

- Listen for the tornado siren. A single siren blast will sound continuously until the danger has passed.
- Seek shelter inside a building until notified by University officials that it is safe to leave.
- Stay away from electrical lines and devices.
- There is no “all-clear.” The danger has passed when the siren silences.

### Fire

- Activate the nearest fire alarm and call 289-8911 if possible to report the location and cause of the fire.
- Everyone must leave immediately when a fire alarm is activated, even if there are no obvious signs of an emergency.
- Do not use the elevator.
- Remain calm and assist others in safely getting out.
- Confine the fire by closing all doors and windows if possible. Follow directions given by emergency personnel and go to the location designated by your building coordinator to await further instructions.

### Earthquake

- Stay inside the building until the shaking stops. Don't run downstairs or rush outside while the building is shaking.
- Stay away from glass, windows, outside doors and walls, and anything that could fall.
- A sturdy table or desk can provide cover.
- Once the building stops shaking, exit the building calmly and check for others in need.
- Do not use elevators.
- If outdoors, stay in the open until the shaking stops, avoid any falling debris fields such as buildings, power lines, etc.

#### Active Shooter/Dangerous Person

- Remain calm, do not engage the intruder.
- A quick and quiet escape is suggested, if it can be done safely.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers. Follow all instructions officers may give you.
- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, remain out of sight, and turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors.
- Remain quiet, and turn off cell phone ringers.
- Only one person from the room should call police at 289-8911 and tell them where you are, where the dangerous person is, and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is going on.
- Assist others if they are injured.
- Do not respond to any unfamiliar voice commands until you can be sure they are coming from a police officer.

### Housing

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The University does not provide on-campus housing for graduate students.

### International Students and Study Abroad

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The Office of International Education, located in Puryear Hall, serves all students, undergraduate and graduate, in arts and sciences, business, leadership studies, continuing studies, and law. It offers advising on opportunities and procedures for study, internships, and work abroad; a wide variety of services for international students such as orientation, visas, work, health insurance, and taxes; and a broad range of cultural and social activities focused on cultures and countries around the world as well as cross-cultural issues.

### Multicultural Affairs

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The mission of the Office of Multicultural Affairs is to support the ongoing enrollment and retention of ethno-culturally and socio-culturally diverse American students and promote a campus climate that celebrates diversity. Working in collaboration with a variety of other offices and departments campus-wide, the Office of Multicultural Affairs develops, implements, and advocates for programs that are designed to enhance the overall personal development and growth of University students.

### Official University Communications

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The University of Richmond uses email as an official means of communication within the University. Examples include notification of financial aid, tuition bills, academic or disciplinary action, instructor feedback, and correspondence from University offices. Students are required to activate their @richmond.edu email account and to check it regularly. Students are responsible for reading the content of University communications sent to their email account. If students choose to forward their University emails to an external email provider, they are responsible for ensuring that the external email account remains active.

## Recreation and Wellness

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The mission of the Department of Recreation and Wellness is to enhance the lives of its members by providing quality recreational and educational programs in an environment that promotes healthy lifestyles, academic productivity, and personal growth.

The Weinstein Center for Recreation and Wellness provides a comprehensive facility that includes a two-level fitness and wellness center, three-court gymnasium with an elevated walking and jogging track, two multipurpose rooms, pool, game room, and racquetball and squash courts, as well as locker room and sauna facilities. Participants have the opportunity to experience a full range of cardio and strength equipment, in addition to a wellness resource center and computer lab. Outdoor playing fields and lighted basketball and sand volleyball courts are available for recreational use. Thirteen tennis courts, a 400-meter track, and cross country trails are also available for recreational use when not scheduled for intramurals, intercollegiate athletics, or special events. The campus recently added an 18 hole disc golf course available for recreational use.

The fitness and wellness program offers group exercise, indoor cycling, and other fitness programs throughout the day. In addition, special screenings, assessments, and services are offered to address health and wellness topics. Services often include massage therapy, personal training, cholesterol screenings, blood pressure checks, and fitness assessments.

The intramural sports program offers a wide range of major and minor sports at a variety of skill levels. More than 25 sport clubs provide student leadership opportunities as well as competitive options for students who are not part of the varsity athletic program. The Natural High and Outdoor Adventure programs offer activities and trips throughout the year, often including whitewater tubing and rafting, camping, skiing, rock climbing and hiking. The Odyssey high ropes course is one component of a much larger and long term departmental goal for developing a comprehensive Outdoor Experiential Education program.

For more information about recreation and wellness programs or the Weinstein Center, please visit [recreation.richmond.edu](http://recreation.richmond.edu) or call Member Services at (804) 289-8361.

## Student Health Center

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The Student Health Center offers a comprehensive program in health education and health maintenance, as well as treatment for illness and injury. The Health Center staff includes board-certified family practice physicians and registered nurses. Services include acute care for illness and injury, general medical care, women's health, men's health, allergy shots, and immunizations. The telephone number is (804) 289-8064 and FAX is (804) 287-6466. Students and parents are encouraged to visit the Health Center's website for general information and timely messages: [healthcenter.richmond.edu](http://healthcenter.richmond.edu) and the Health Center can be reached by email at [healthcenter@richmond.edu](mailto:healthcenter@richmond.edu).

Rather than walking in without an appointment, students are encouraged to call and speak with a registered nurse about their concerns through the Dial-A-Nurse system (call 804-289-8700 for the Dial-A-Nurse). After evaluating the history and symptoms of the illness, the nurse will advise the most appropriate treatment. If indicated after the Dial-A-Nurse evaluation, an appointment will be made. Appointments may be made for annual gynecological examinations, doctor-requested follow-up visits, allergy shots, immunizations, and PPD tests by calling (804) 289-8064.

All full time students are eligible for the services provided by the Student Health Center. (School of Professional and Continuing Studies students are not eligible.) The cost of prescription drugs, some laboratory tests, hospital emergency room treatment, hospitalization, x-rays, and referral off campus for consultation with medical specialists are not covered by any student fees. These costs will be billed separately by the provider.

The Student Health Center does not accept insurance assignments. This means we will not bill a patient's insurance company. Any charges incurred at the time of visit will be billed through student accounts or may be paid by check, cash, or Spider Card. The patient will be provided with a medical encounter form itemizing all charges and containing all necessary information to submit for insurance reimbursement.

Information regarding hours of operation, descriptions of services, details of allergy shot procedure, billing and insurance questions, medical information, community facilities, medical referrals, and helpful links can be found on the Health Center's website.

Virginia law mandates that each student submit an immunization record and tuberculosis screening status prior to enrollment. In compliance with this requirement, the immunization record is included in the health history form provided to entering students and is to be returned to the Student Health Center.

All communications between student and Health Center staff are strictly confidential. Information will not be released from the Student Health Center without the patient's prior approval except in an emergency or by court order.

### **Student Identification Number**

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In an effort to better protect the privacy of each member of the University of Richmond community, the University uses randomly generated ID numbers of each student, employee, faculty member, and alumnus/a.

A student will be assigned a University of Richmond ID number as the primary identification for University records when he/she enters the University. This eight-digit number will be printed on each student's One-Card (unless the student requests that it not be printed). This ID number also will be used in conjunction with a confidential PIN for students to register for classes and access their academic records through the Web using the University of Richmond's Student Information System (BannerWeb). A Social Security number will still be required to be on file with the University to fulfill IRS and federal reporting requirements.

### **Additional Student Resources**

#### **Arts and Cultural Events**

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The Modlin Center for the Arts presents more than 35 world-class performing arts events as part of the Modlin Great Performances Series, four main-stage productions presented by the University Players and Dancers, and another 22 music performances as part of the Department of Music's annual free concert series. Located throughout campus, University Museums presents more than 20 exhibitions of national and international art and artifacts as well as student work. In addition to arts events, the Jepson School of Leadership Studies, the WILL program, and many academic departments sponsor lecture series.

#### **Bonner Center for Civic Engagement**

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The Bonner Center for Civic Engagement (CCE) helps students, faculty, and staff get involved in the Greater Richmond community. The CCE brings together its campus constituents and community members to address social issues in context and to respond to community-identified needs through community-based learning and research, advocacy work, deepened awareness of current events, service, alternative breaks, and city tours. Located in Tyler Haynes Commons, the CCE works with faculty and students to integrate academic learning with the pressing social issues facing the Richmond region and beyond. The CCE also sponsors educational programming on important local, national, and international issues.

#### **Bookstore**

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The University Bookstore carries textbooks for all courses scheduled for a given term at the University. A comprehensive selection of reference books and general reading materials is also available. The store offers academically priced software, computer and office supplies, greeting cards, gifts, clothing, and health and beauty aids. Services include faxing and UPS shipping. The bookstore's website is [urspidershop.com](http://urspidershop.com).

#### **Counseling and Psychological Services**

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CAPS staff members are licensed doctoral-level mental health professionals who help students derive the greatest benefit from the educational opportunities at UR. Services offered include short-term individual psychotherapy, crisis

intervention, outreach, training, consultation, and referral to other on- or off-campus resources as needed. Services are offered from about mid-August to about mid-June and are available to full-time students. Common reasons students come to CAPS include stress, anxiety, depression, relationship concerns, academic difficulties, grief, family concerns, traumatic events, eating problems, substance abuse, and sleep disturbance. Appointments can be made by visiting the CAPS office (Brunet Hall for the 2016-17 academic year) Monday through Friday from 8:30 a.m. to 12 noon and 1 to 5 p.m. Confidentiality is assured to the full extent allowed by law. The CAPS Web site ([caps.richmond.edu](http://caps.richmond.edu)) has additional information on CAPS services, links to anonymous online screening surveys, and a variety of other mental health information. Phone: (804) 289-8119; FAX: (804) 287-1227.

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### Disability Accommodations

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The University seeks to comply with all applicable federal, state, and local laws regarding the rights of individuals with disabilities. To facilitate such compliance, the vice president for student development serves as the University's disability coordinator. The University does not discriminate on the basis of disability in admission. Therefore, applicants are not required to provide information about their physical condition or disability status prior to admission. Individuals with disabilities are invited to contact the disability coordinator regarding any accommodations they may require in visiting the campus or upon matriculation. The University provides reasonable adjustments or accommodations in its academic programs as necessary for equal opportunity and participation for qualified students with disabilities.

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### Identification Card/One-Card

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Each degree- or certificate-seeking student will be issued a picture identification card (One-Card) upon request. This card verifies that the holder is eligible to receive University library and certain other campus privileges. A campus ID is required for check cashing and access to athletic facilities and serves as your meal card if applicable and library card. Neither the card nor its privileges is transferable.

All University students may sign up for the University's SpiderCard Account, a declining balance program which allows students to access previously deposited funds via their University One-Card. The SpiderCard Account allows students the ability to make purchases without carrying cash and can be used at the bookstore, the Student Health Center, most vending machines, for on-campus pizza delivery, in One Card Services for passport photos, for concessions in Robins Stadium/ Robins Center, and all campus dining locations. Students will be mailed information before the fall semester regarding SpiderCard sign up. Complete information on the One-Card is available at [onecard.richmond.edu](http://onecard.richmond.edu).

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### Office of Alumni and Career Services

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The Office of Alumni and Career Services, advises and supports undergraduate students and alumni throughout the career development process. The office approaches career development as a continuous learning experience that begins during a student's first year at Richmond. Staff members work with undergraduate students in all majors to assist them in discovering their individual paths for success. Richmond students achieve a high rate of success after graduation. They are employed in a diverse range of industries and are accepted at some of the best graduate and professional schools in the world. In fall 2008, the office relocated to a newly renovated space located on the third floor of Tyler Haynes Commons.

The Office of Alumni and Career Services assists students in:

- Exploring interests and abilities
- Choosing majors
- Connecting with internships and learning experiences
- Investigating graduate and professional school options
- Landing their first jobs

Programs & Events include:

- Individual career advising
- Industry expos
- Career workshops and panels
- Spider Road Trips to explore industries in various metropolitan areas
- "Evening of Etiquette"
- Mock interviews
- On-campus interviews
- Off-campus recruiting events

### **Exclusive Search Engines**

Richmond students and alumni have access to the University's exclusive job opportunity database, SpiderConnect, which allows them to search for internships and full-time position postings, apply for interviews and register to attend organizational information sessions. Career15 gives Richmond students access to opportunities open to students from Virginia's colleges and universities. The University Career Action Network (UCAN) allows Richmond students access to internship postings throughout the world.

The UR Career Network allows students to search for and connect with Richmond alumni in varying industries and geographic areas for career networking.

### **Recruiting Programs & Events**

Every year, the Office of Alumni and Career Services hosts organizations for information sessions and on-campus interviews. Organization representatives, professionals and alumni also attend five industry-focused expos held throughout the academic year. In addition to bringing employers on campus to recruit Richmond students, the office works to bring students to major metropolitan areas through Spider Road Trips. The office also assists students in applying for and attending regional and national career fairs.

For more information, visit [careerservices@richmond.edu](mailto:careerservices@richmond.edu).

### **Office of Common Ground**

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Common Ground supports the University's core principles of diversity and inclusion. Offering signature programs such as Safe Zone, the Cultural Advisors, Diversity Roundtable and an annual social justice retreat, Common Ground invites all students to join in the work of building a truly inclusive community.

Through workshops, diversity trainings for student leaders, all-campus programs, private consultation, and resources on numerous issues of difference, the staff of Common Ground is ready and willing to work with any student or group who wishes to explore topics of diversity, community, inclusion, or social justice.

### **Parking Services**

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The University of Richmond's Parking and Transportation Office strives to provide adequate, safe, convenient, and accessible parking for faculty, staff, students, and visitors to the University. To accomplish this, Parking Services will:

- Continuously assess the parking needs of the campus community.
- Create effective rules and regulations.
- Collaborate with other departments to better serve the campus community.
- Provide 24-hour police patrols of all parking lots.

# Ethics, Conduct, and Policies

## Alcoholic Beverages and Other Drugs

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The legal age for the consumption and possession of beverage alcohol is 21 in the Commonwealth of Virginia; the law governs all sites within the Commonwealth and all persons including temporary visitors from other places. The University supports the laws of the Commonwealth and has policies to educate and regulate its campus constituencies regarding the consumption of alcohol. Similarly, statutes as well as University policies prohibit the possession, distribution, sale, or use of illegal drugs or narcotics, including marijuana and hallucinogens. Moreover, each person is responsible for his or her destructive, obstructive, or otherwise inappropriate behavior, whether under the influence of any substance or not. Persons in violation of the law are subject to prosecution by law enforcement agencies as well as disciplinary proceedings by the University.

More information about the University's alcohol and drug policy can be found online at [wellness.richmond.edu/common/pdfs/factsheets/alcohol-drug-policy.pdf](http://wellness.richmond.edu/common/pdfs/factsheets/alcohol-drug-policy.pdf)

## Grievances and Complaints

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Students who wish to file a complaint or grievance pertaining to University policies, procedures, or conditions may address their complaint in written form to the appropriate department head or official who oversees the area of concern. If in doubt as to whom to direct the complaint, the following officials may be contacted:

### Student Life Concerns

Housing

Carolyn Bigler, Office of Undergraduate Student Housing

Financial policies

David Hale, Vice President for Business and Finance

All other concerns

Steve Bisese, Vice President for Student Development

### Academic Concerns

School of Arts and Sciences

Joe Boehman, Dean of Richmond College

Mia Reinoso Genoni, Dean of Westhampton College

Robins School of Business

Jim Monks, Associate Dean for Undergraduate Business Programs

Richard Coughlan, Senior Associate Dean and Director of the Reynolds Graduate School of Business

Jepson School of Leadership Studies

Sandra Peart, Dean

School of Law

Alex Sklut, Associate Dean for Student Services and Administration



## Harassment & Discrimination

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The University of Richmond prohibits any form of harassment or discrimination against applicants, students, faculty, or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state, or federal law. The University prohibits such discrimination or harassment by all students, faculty and staff, and Affiliates of the University.

For more information, please see the Policy on Preventing and Responding to Discrimination and Harassment Against Students [https://policy.richmond.edu/documents/policy-pdfs/Public/Governance/policy\\_prohibiting\\_discrimination\\_and\\_harrassment\\_for\\_faculty\\_and\\_staff.pdf](https://policy.richmond.edu/documents/policy-pdfs/Public/Governance/policy_prohibiting_discrimination_and_harrassment_for_faculty_and_staff.pdf).

## Hazing

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purpose of this policy is to ensure that students at the University of Richmond are not subjected to any type of hazing when joining a fraternity, sorority, athletic team or any other University of Richmond sponsored student organization. For more information, please see the Hazing Policy [https://policy.richmond.edu/documents/policy-pdfs/Public/Student-Development/hazing\\_policy.pdf](https://policy.richmond.edu/documents/policy-pdfs/Public/Student-Development/hazing_policy.pdf).

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

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University of Richmond is committed to assisting all members of the university community in providing for their own safety and security. The annual security and fire safety compliance document is available on the University of Richmond website at [police.richmond.edu/reports/index.html](http://police.richmond.edu/reports/index.html).

If you would like to receive a copy of the security and fire safety report which contains this information, you can stop by the University Police Department at Special Programs Building, #31 UR Drive, University of Richmond, VA 23173 or you can request a copy be mailed to you by calling (804) 289-8722.

The website and document contain information regarding campus security and personal safety including topics such as: crime prevention, University police law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crime that occurred on campus, in certain off-campus buildings or property owned or controlled by University of Richmond, and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the University of Richmond Police Department.

## Policies

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The University of Richmond is governed by policy statements that guide individual members in their actions toward each other and toward the larger community. These policy statements support the University's educational mission while seeking to ensure that both individual and group rights are appropriately observed and maintained.

## Response to Troubled Students

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**If immediate assistance is needed because of a threat to someone's safety, call the police:**

On-campus situations: Call UR Police emergency (804-289-8911); or 911 from any campus phone

Off-campus situations: Call 911 to access local police responders

**For all other types of mental health or safety concerns, please fill out an Incident Report Form, which will be routed to the appropriate office(s):**

- Westhampton College Dean's Office (804) 289-8468
- Richmond College Dean's Office (804) 289-8061
- Law students: Alex Sklut (804) 289-8013
- MBA students: Richard Coughlan (804) 289-8553
- School of Professional and Continuing Studies students: John Zinn (804) 287-6378
- Counseling and Psychological Services (CAPS): (804) 289-8119.
- AFTER-HOURS: Contact University of Richmond Police: (804) 289-8715 (non-emergency), (804) 289-8911 (emergency).

**Be alert to signs of difficulty:**

- Deterioration in classroom performance or quality/quantity of work
- Missed assignments
- Repeated absences from class
- Disorganized or erratic performance
- Frequently falls asleep in class
- Comes to class bleary-eyed, hungover, or smelling of alcohol
- Continually seeks special provisions (late papers, extensions, postponed examinations); NOT including accommodations granted by a UR Disability Accommodation Notice
- Essays or creative work which indicate extremes of hopelessness, social isolation, rage, or despair
- Inappropriate or atypical behavior in class (e.g., hostile glances; highly argumentative; leaving class abruptly)

**General behavioral indicators:**

- Direct statements indicating distress, family problems or other difficulties
- Unprovoked or excessive anger or hostility
- Exaggerated personality traits (e.g., more withdrawn or more animated than usual)
- Excessive dependency
- Tearfulness
- Dramatic mood swings
- Flat affect (i.e., no display of emotion at all)
- Deterioration in physical appearance, or lack of personal hygiene
- Impaired speech; disjointed thoughts
- Social withdrawal
- Loss of interest in previously enjoyed activities
- Excessive fatigue
- Significant changes in weight
- Marked worries, fears, anxiety
- Marked restlessness, tension, or agitation

**Safety risk indicators:**

- Hints about not being around in the future, or saying goodbye
- Any statement, written or oral, which has a sense of finality or a suicidal tone to it
- Essays or papers which focus on despair, rage, suicide or death
- Gives away prized possessions
- Self-injurious or self-destructive behaviors
- Active substance abuse and/or increase in use of drugs or alcohol

- High degree of agitation, or impulsivity
- Any other behavior which seems out of control
- Has been a victim of bullying by others
- Enjoys hurting animals
- History of previous violent acts
- Frequently starts or participates in fights
- Extreme hostility toward peers or authority figures
- Loses temper and self-control easily
- Becomes easily frustrated and converts frustration into physical violence
- Access to or preoccupation with weapons
- Possesses or creates media depicting graphic images of death or violence
- Statements indicating harmful intentions toward others
- Detailed plans for committing acts of violence

### **Take these signs seriously**

Don't disregard what you've observed. At the very least, convey your observations and concerns to the appropriate dean's office. The dean's office usually has the most holistic picture of each student, and is best able to gather information from a variety of sources. The dean's office can call a student in, express concern and make referrals to appropriate sources of help.

### **Sex Offender**

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In accordance with the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Virginia State Police will advise the University of Richmond Police Department if a registered sex offender is employed, carries a vocation, or is a student at the University of Richmond. This information is also available at the Virginia State Police Sex Offender registry.

### **Sexual Misconduct**

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As an educational institution, the University of Richmond values a learning community in which all members feel secure, physically and intellectually. Behavior that harms others or threatens campus security challenges the institution's key mission to "sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge." Sexual misconduct is such behavior and is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, and stalking. Additionally, the University prohibits retaliation against anyone who reports or witnesses an incident of possible sexual misconduct.

Please see the complete policy at [policy.richmond.edu/documents/policy-pdfs/Public/Governance/policy\\_prohibiting\\_sexual\\_misconduct.pdf](http://policy.richmond.edu/documents/policy-pdfs/Public/Governance/policy_prohibiting_sexual_misconduct.pdf).

### **Standards of Student Conduct**

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The University of Richmond considers cultivation of self-discipline and resolution of issues through process of reason to be of primary importance in the educational process and essential to the development of responsible citizens. All members of the University community have a responsibility to comply with local, state, and federal laws and with all published University policies and regulations. In a community of learning, individual or group conduct that is unlawful disrupts or interferes with the educational processes, causes destruction of property, or otherwise infringes upon the rights of others or of the University itself cannot be tolerated.

The trustees of the University of Richmond have authorized a policy statement on standards of conduct, penalties, and disciplinary procedures to guide the conduct of students and their guests. This statement sets forth those standards of conduct that the University of Richmond deems essential for fulfilling its educational mission. Any person who violates the standards of conduct and regulations of the University of Richmond shall be subject to disciplinary action and, if need be, legal action. Disciplinary action may range from disciplinary warning up to and including suspension or expulsion from the University. Sanctions will be imposed after proper determination has been made in accordance with established disciplinary procedures of the University, with fair procedures observed and with appropriate appeal procedures available, as outlined in the policy statement and any approved revisions thereof.

A copy of this policy statement and/or any officially approved revisions thereof is readily available in the Student Handbook for each student who matriculates. All members of the University community should familiarize themselves with this policy statement and revisions and with any other official publications, handbooks, or announcements issued on occasion by the University of Richmond or by individual colleges and schools of the University.

### University Academic Honor Code Statute

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All schools within the University of Richmond operate under an Academic Code of Ethics; copies are available in the appropriate dean's office. Breaches of the code include cheating, plagiarism, violation of a signed pledge, lying, academic theft, and in general, breaking one's word of honor in any circumstance. Any person who violates these standards shall be subject to disciplinary action ranging from reprimand up to and including expulsion from the University. Determination of guilt or innocence and imposition of penalties, when necessary, will be effected according to established procedures, with procedural fairness observed, and with appropriate appeal procedures available.

### University Police

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The University of Richmond Police Department, a nationally accredited police department, is committed to providing a safe and secure environment for our students, faculty, staff, and visitors. The University of Richmond Police Department provides 24-hour uniformed response to calls for service, provides routine and directed patrol activities, performs vehicular crash investigation, and investigates criminal offenses. Additionally, all police officers are Red Cross First Responder/CPR-certified. Uniformed security officers also assist with building security and other calls for service as needed. All crimes that occur on campus should be reported to the University Police in person or by calling 911, (804) 289-8911 or (804) 289-8715. More information about the police department, including crime statistics, can be found online at [police.richmond.edu](http://police.richmond.edu).

## Confidentiality/Privacy Rights/Right to Know

University of Richmond procedures and the Family Educational Rights and Privacy Act (FERPA) prohibit the unauthorized release of confidential information about individual students. However, directory information is not considered to be confidential and may be published or otherwise released. Directory information includes: name; addresses, including permanent, campus, local (off-campus), email, and campus computer network (IP) address; associated telephone numbers; date and place of birth; school or college; major and/or minor fields of study; degree sought; expected date of completion of degree requirements and graduation; degrees conferred; awards and honors (e.g., dean's list); full- or part-time enrollment status; dates of attendance; previous institutions attended; participation in officially recognized activities and sports; weight and height of members of an athletic team; and photograph. A full list of information considered directory information is available on the Office of the University Registrar's web page at

registrar.richmond.edu/ferpa/index.html or by contacting the Office of the University Registrar. Students may opt to have their directory information withheld. To exercise this option, the appropriate form must be obtained from the Office of the University Registrar, completed, and returned to that office. Once filed, this form remains in effect until withdrawn by the student in writing to the Office of the University Registrar. For further information, contact the Office of the University Registrar.

Note: Code of Virginia 23.1-405(C) restricts the disclosure of a student's email address, physical address, or telephone number to parties outside the University under the exception in the Family Educational Rights and Privacy Act (FERPA) for directory information unless the student has approved the disclosure in writing.

### **Rights with Respect to Education Records**

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The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. Access to Education Records: students have the right to inspect and review their education records within 45 days of the day the University receives a written request for access. Students should submit their request to the Office of the University Registrar and specify the record(s) they wish to inspect. Arrangements will be made for access and the student notified of the time and place where the records may be inspected.
2. Request for Amendment of Education Records: students have the right to request amendment of their education records if they believe the records are inaccurate. They should write the University Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
3. Disclosure of Education Records: students have the right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by

linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Upon request, the University discloses records without consent to officials of another school in which a student seeks or intends to enroll.

4. Right to File a Complaint: Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Richmond to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

The University's complete policy statement can be found on the University Registrar's website at [registrar.richmond.edu/ferpa/statement/index.html](http://registrar.richmond.edu/ferpa/statement/index.html).

Note: Because of the access afforded by a University ID, this number is not considered directory information and will not be released without a student's consent except in situations as listed above. Students should treat the University ID as confidential; it should be protected and not carelessly shared with others. It will be used for a student's entire time at the University of Richmond, so it should always be treated in a confidential manner.

### Right To Know

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In accordance with the Student Right To Know and Campus Security Act, the University of Richmond makes graduation rates available to all current and incoming students. These figures can be found at [ifx.richmond.edu/research/fact-book.html](http://ifx.richmond.edu/research/fact-book.html).

## Academic Procedures

### Registration

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In registering for courses, it is presumed that students enrolled in advanced-level courses will have the necessary academic background.

Students shall register each term according to the instructions published by the graduate business office and the University Registrar. A calendar is published concurrently with pertinent dates.

Students are able to register for classes through BannerWeb, a secured website that may also be accessed over the Internet through the Registrar's Office homepage.

Through BannerWeb, students can register for classes, drop classes, view their class schedules, view grades for a specific term, and view their unofficial University of Richmond transcript. Students are responsible for all activity on their BannerWeb account including PIN maintenance, registration, and security. If a student has questions or needs assistance with any aspect of BannerWeb, he or she should contact the Office of the University Registrar at (804) 289-8639 or [registrar@richmond.edu](mailto:registrar@richmond.edu).

Once registered, students may change their registration (add/drop) according to the published schedule. Students must contact the Graduate Business Programs Office to add/drop a class after registration has closed. For a regular term, generally adds and withdrawals without academic record may be made during the first two weeks of classes. After that time only withdrawals-with-record are possible. The grade to be recorded during the withdrawal-with-record period is left to the instructor's discretion. To initiate changes in registration, the student should contact the graduate business office promptly.

## Class Attendance

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Each student is expected to attend all meetings of all classes, including lectures, seminars, laboratories, and workshops, in which he or she is enrolled. The specific attendance policy in each course, however, is determined by the instructor of the course, subject to the section on University holidays below. The specific attendance policy for each course will be announced to the students and distributed on the course syllabus at the beginning of each semester.

Faculty members will honor an official notification from the appropriate dean that a student is to be excused from participation in a University-sponsored event, such as choral performances off campus, intercollegiate athletic events, or judicial hearings at which the student must be present. A student generally will be held responsible for all work of a class or laboratory missed during an absence. Acceptance of any excuse for an absence, other than those excused by the appropriate dean, and any provision for makeup, will be at the discretion of the instructor, provided it is consistent with the announced policy for the course and with the University holiday schedule below. Missed classes, work, tests, and/or excessive absences with or without good cause may result in a poorer grade, or failure, in the course.

Generally, absences that may be excused by faculty members include accident or illness, death or serious illness of a family member, bona fide religious holiday observance, or participation in other University activities such as field trips. Students should make arrangements with their instructors as far in advance as possible for the make-up of any missed work. Students experiencing difficulty in making reasonable arrangements for make-up work may see their dean.

Students enrolled in business school courses must attend at least 75 percent of the class meetings, regardless of the reasons for absence, to be eligible to receive credit for the course.

## Credit and Grades

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The graduate business programs use the semester hour credit value and the four-point grading system as applied to a normal A-F grading scale.

A semester hour is the value of one class hour of work a week through the semester. Grade points are given to each semester hour according to the following scale:

A+ 4.0 B+ 3.3 C+ 2.3 D+ 1.3

A 4.0 B 3.0 C 2.0 D 1.0

A- 3.7 B- 2.7 C- 1.7 D- 0.7

F 0.0 I 0.0 M 0.0 V 0.0

These letter grades may be accompanied by a (+) or minus (-) to indicate a relative position within the grade category. The grade point average is calculated by dividing the total number of grade points earned by the total number of GPA units. The grade point average is represented to two significant decimal figures and truncated, not rounded. Each of these totals is accumulated term by term. Students may not choose to take a class pass/fail in the MBA program. However, certain classes (e.g., the opening residency) may be offered on a pass/fail basis. Special grades also are used as

follows: V-failing due to excess absence; W-withdrawn passing; M-withdrawn failing; and X-grade unavailable. The V and M count as F in the grade point average computation.

An unclassified MBA student (not working toward a degree) may opt to have one or more normally standard-graded courses graded on a pass/fail basis. In each case, the student must receive written approval to enroll on a pass/fail basis from the course instructor. The level of performance necessary to earn a pass grade in a student-opted pass/fail course is C+ or better. A passing grade will be recorded as P on the permanent record. The credit will be added into credit earned, but will not affect the grade point average. A failing grade will be recorded as F on the permanent record. The credit will affect the grade point average. To opt for pass/fail grading, a permission form must be obtained from and returned with appropriate signatures to the Office of the University Registrar by the end of the 10th day of classes. The student must first register for the course and then file the permission form. Once the form is submitted to the University Registrar, the decision may not be reversed. All unclassified students will be bound by the Graduate School's attendance policy, which requires attendance at 75% or more of the class meetings in order to be eligible to earn credit for the course.

## Course Load

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Most MBA students will enroll in seven to nine credits per semester.

## Repeated Courses

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Coursework may not be repeated for credit toward graduation except as sanctioned by the University; however, particular coursework may meet more than one requirement for graduation. An example of a sanctioned repeat-for-credit is the subsequent registration for a course in which the content changes from term to term, such as special topics or independent studies. Also, certain courses in a major or program may have to be repeated if the grade earned the first time does not meet requirements; in such a case, the credit will be counted only once but both grades will be calculated in the cumulative grade point average.

Courses taken on an audit basis cannot be repeated for credit unless approved by the appropriate dean.

Except in clear situations, the Office of the University Registrar should be consulted before registration to learn if a proposed repeat is sanctioned for credit or if sanction is possible.

All courses taken at the University of Richmond become a part of the permanent academic record. The grade for a course repeated at the University of Richmond becomes a part of the grade point average if the grade otherwise would be included in the computation.

## Academic Progress and Scholarship

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A student is expected to make steady progress toward completion of the graduate business program. A student who, over a period of 12 months, fails to complete a graduate business course at the University of Richmond, unless completing elsewhere an approved course for transfer credit, will be suspended from the program. A student is expected to maintain an average of no less than B- (2.70) to remain in or graduate from the graduate business program. A student whose average falls below 2.70 may be suspended from the program; a student whose average is less than 2.70 after the completion of all coursework will be suspended from the program and not be granted the degree.

A student who earns less than B in two courses (whether or not they are being taken for graduate credit) may be suspended from the graduate business program. A student who earns three Cs, one C and one D, or one F will automatically be suspended from the program.

A student who has been suspended may apply for readmission after the lapse of one calendar year after the date of suspension. Such a student desiring to return to the program must reapply and be readmitted under the catalog standards applicable at the time of reapplication. Application for readmission must be made in writing to:



Graduate Council  
c/o Director Graduate Business Programs  
Robins School of Business  
University of Richmond, VA 23173

A student who fails to complete the requirements for the degree, as stated in the catalog at the time of entrance, within five years of the date of original entry will be suspended from the program. Reinstatement to the program after five years requires permission of the Graduate Council. If an extension of time is granted, the student may be required to satisfy the degree requirements in effect at the time of reentrance.

### Transfer Credits

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It is expected that all work for the MBA degree will be completed at the University of Richmond. Under certain circumstances, a maximum of 9 semester hours may be accepted in transfer credit. All coursework transferred must be completed at a graduate school accredited by AACSB at the time the coursework is completed.

Written approval by the director must be obtained in advance if a student desires to take coursework elsewhere for transfer credit. Upon completion of the approved coursework, credit will be allowed only if a grade of B or better is earned and after an official transcript documenting the fact is received by the Graduate Business Programs Office directly from the institution giving the instruction.

Students who have a degree in accounting, economics, or another business subject may be exempt from taking the Core Course covering that subject. For example, a student with a degree in Finance may be exempt from MBA 510 Financial Management; a student with a degree in accounting may be exempt from MBA 501 Financial and Managerial Accounting. Under such circumstances, the student will be required to take elective course(s) to replace the credit hours of the Core Course from which the student is exempt. Written approval by the Director must be obtained in advance if a student desires to substitute elective coursework for a Core Course requirement.

### Academic Records and Transcripts

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Grades are available through BannerWeb. Students may also check grade changes, incomplete makeups and posting of transfer credit throughout the year from any location. Grades are deemed correct unless notification to the contrary is received by the University Registrar within three (3) months after the close of the term specified.

If students need an official copy of the academic record, they can request a transcript through the Office of the University Registrar. All courses taken at the University of Richmond become a part of the permanent academic record.

Advice concerning progress toward the degree may be obtained in the Graduate Business Program Office.

### Registration Holds

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The following holds will prevent students from registering (students can access BannerWeb to check holds): Admissions Office, Cashier, Dean's Office, Library, Long-Distance (Student Account Hold), Parking Services (Student Account Hold), Student Credit Service, Perkins Loan in Repayment, Registrar's Office, Student Health, and Student Accounts. For further information on these types of holds, contact the office from which the hold originated.

### Religious Observance Policy

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The University is a secular institution that values a diversity of religious expression. The University is also an active community with a wide range of personal commitments and academic and extracurricular activities.

Planning for academic and extracurricular activities should be done with sensitivity to the diverse religious commitments of the community and an awareness of religious holidays. Scheduling large-scale, one-time academic or extra-curricular events on a religious holiday should be avoided whenever possible.

Any student may be excused from class or other assignments because of religious observance. A student who will miss an academic obligation because of religious observance is responsible for contacting his or her professor within the first two weeks of the semester. The student is responsible for completing missed work in a timely manner.

Faculty are expected to be mindful of potential conflicts with religious observances and should make reasonable accommodations when students' religious practices conflict with their academic responsibilities.

The religious observance calendar is meant to serve as a scheduling guide. It lists significant holidays from the five largest global faith traditions. However, it is not comprehensive and students may choose to observe a holiday not included on the calendar.

The holidays listed are those which occur during the academic year when the University is open. Please see the academic calendar page to view religious observance dates.

### **Incomplete Work**

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Two other letters are used in reports for graduate business students. I and Y mean that course work has not been completed by the end of the term. The I, which counts as a failing grade in the grade point average, is given when the reasons for incomplete work are deemed unjustifiable by the instructor. The work is to be made up by the date the instructor specifies, but no later than the midterm point of the next regular term. If the work is not made up during the grace period, the I will be converted to F unless the instructor has submitted to the registrar a written request for delay until a specified date, which has been approved by the director. The Y, which does not count as a failing grade, is given when the reasons for incomplete work are deemed justifiable by the instructor. There is no deadline for completion of the work unless the instructor so specifies. In the case of an I or Y, once the make-up grade is received, it appears to the right of the incomplete grade on the student's permanent record. In any case, it is the student's responsibility to make arrangements for and progress toward the completion of an incomplete course.

### **Evaluation**

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Instructors establish grading criteria for their courses and prepare and submit the final course reports (using the grades defined under Credits and Grades) to the University Registrar for recording. In the event of a question about the accuracy of the recorded grade, a student should direct inquiries to the instructor and/or the Office of the University Registrar.

It is recognized that each class and each student in a class has unique characteristics that the instructor alone is in the best position to evaluate; consequently, except in unusual circumstances, formal appeals concerning the evaluation on which a grade is based are not appropriate.

If unusual circumstances appear to have existed which could have affected the evaluation, the student should first bring the matter to the attention of the instructor (if available). If that informal inquiry is impossible, or if its results are disputed, the student may next bring the matter to the attention of the department chair and the instructor, jointly. In the event of continued dispute, the student may formally petition the dean of the student's school who, in consultation with department faculty, may present the matter to the appropriate academic council for a decision.

### **Withdrawal from the University**

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Students who plan to withdraw from the University of Richmond must submit an official withdrawal letter to their Dean. The Dean's Office will notify the appropriate offices of the student's withdrawal from the University of Richmond including the actual withdrawal date.

# MBA Program

Graduate study in business administration at the University of Richmond is designed for professionals who hold an undergraduate degree. The MBA degree program is a decision-based course of study that provides students with the ability to advance to higher levels of management in all types of organizations.

The objectives of the MBA program are:

- To prepare students for career growth as they move through different organizations and industries
- To provide students with the knowledge and tools to deal with contemporary business challenges
- To provide an educational environment that allows students to interact with peers who work in a broad range of companies and industries
- To provide a classroom experience that encourages analysis, decision-making, and written and verbal communication

Key characteristics of the MBA program in the Robins School of Business:

- The school of business is among a select group of business schools that are fully accredited by the Association to Advance Collegiate Schools of Business (AACSB International). The University of Richmond also is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
- Outstanding facilities and teaching environment
- Class sizes of 15 to 25 students ensure a personal class environment
- Convenient location on the western outskirts of Richmond, with ease of parking close to the business school
- A wealth of data in our business information center
- An MBA faculty dedicated to quality teaching and to providing a real-world orientation to meet today's business challenges
- A student-centered approach to learning

## Degree Requirements

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To qualify for the Master of Business Administration degree, a candidate must complete the curriculum satisfactorily, including the achievement of at least a 3.00 grade point average on all applicable coursework. Of the 45 required hours, the MBA candidate must complete at least 36 semester hours of applicable graduate-level coursework at the University of Richmond and must complete the curriculum requirements within five years of starting the program, unless amended by the graduate council.

To graduate, a student must file a degree application and participate in commencement. Degree applications must be filed in the Office of the University Registrar by the second Friday in September for the coming May or August commencement or by the first Friday in February for the coming December commencement. The graduate degree application form is available on BannerWeb under Student Services or in the Graduate Business Programs Office.

Degrees are awarded in person except by the decision of the University not to do so. A student who expects to graduate may request absentia status by explaining in writing the very unusual circumstance which prevents participation in the ceremony. This request must be received by the University Registrar no later than eight working days before the ceremony. The Registrar will notify the degree candidate of the status granted by the University. Unless approved as "absentia," a candidate for graduation who does not participate in the commencement ceremony does not graduate. Such a candidate may graduate at a later date by again filing a degree application and by following the appropriate commencement policy.

August and December degrees are conferred as of the date specified in the University calendar and diplomas are mailed to those qualified.

Note: No degree is conferred if the student's responsibilities to the University are in an unsatisfactory condition. Such responsibilities include financial and administrative matters such as, but not limited to, delinquent payments, parking fines, or overdue library books.

### Curriculum Program Options

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#### Option I: The MBA Program

The MBA program is designed to meet the needs of people holding responsible positions with Richmond-area business organizations and institutions, and who wish to continue their education on a part-time basis. Accordingly, all classes meet in the evening.

#### Option II: The JD/MBA Program

The JD/MBA program is offered through a reciprocal arrangement with the University of Richmond School of Law. A student may pursue a dual-degree program designed to provide its graduates with two degrees, the JD and the MBA, attesting to competency in both the law and in business administration. Because certain credits may count in both degree programs, the student pursuing this option may complete the JD and MBA degrees in less time than would be necessary to complete the two degrees independently.

#### Option III: The LL.M./MBA Program

For the LL.M./MBA program, students take classes over two academic years and the summers in between. Students take courses in both programs during both years, and need a total of 30 credits in the MBA program and 24 credits in the LL.M. program. In addition to the two required law school courses, students must take Business Associations unless a waiver is appropriate based on prior experience/education.

### Courses and Curriculum

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The MBA degree program includes 21 courses ranging from 1 to 3 credits. The core curriculum totals 37 credits and includes 17 courses, many of which serve as prerequisites to other courses. In addition, students will complete 4 courses (8 credits) of electives.

The only course transfer credits that will be considered will be equivalent graduate business courses completed at an AACSB-accredited school. A maximum of nine credits may be transferred into the program. See Academic Procedures section for specifics on transfer credits.

Students who have a degree in accounting, economics, or another business subject may be exempt from taking the Core Course covering that subject. For example, a student with a degree in Finance may be exempt from MBA 510 Financial Management; a student with a degree in accounting may be exempt from MBA 501 Financial and Managerial Accounting. Under such circumstances, the student will be required to take elective course(s) to replace the credit hours of the Core Course from which the student is exempt. Written approval by the Director must be obtained in advance if a student desires to substitute elective coursework for a Core Course requirement.

#### Core Courses

The satisfactory completion of 17 core courses is required. These courses form a common body of knowledge of business administration. The core courses are:

MBA 500 Opening Residency  
MBA 501 Accounting for Managers

MBA 504 Statistical Analysis for Business  
MBA 506 Economics for Managers  
MBA 508 Social, Ethical, and Legal Issues in Business  
MBA 510 Financial Management  
MBA 520 Marketing Management  
MBA 530 Organizational Behavior  
MBA 540 Operations Management  
MBA 555 Analytics and Information  
MBA 561 Principles of Business Communication  
MBA 570 Global Environment of Business/International Residency  
MBA 580 Strategic Management  
MBA 591 Capstone Project: Scope  
MBA 592 Capstone Project: Analysis  
MBA 593 Capstone Project: Recommendations and Conclusion

#### **Four Elective Courses**

The four elective courses, each of 2 or 3 credit hours, provide an opportunity for students to further skills and knowledge in areas of personal interest.

#### **JD/MBA Curriculum Requirements**

JD/MBA students normally substitute four law school elective courses for the MBA elective courses, and two courses (MBA 508 and MBA 561) are waived from their degree requirements. More details and suggested curricula are available in the dean's office of each school. Students who are pursuing the combined JD/MBA program and who complete the JD degree before the MBA degree must satisfy the MBA degree requirements within one year of completing the JD requirements. Further, the requirements for both degrees must be completed within five years of the starting date of the degree program, JD or MBA, in which the students first enrolled.

#### **Courses**

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MBA 500 Opening Residency

Semester hours: 2

Description

The objectives of the opening residency are to develop esprit de corps among all participants; to give the participants concrete, take-away knowledge; and to set the appropriate expectations about effort, quality, and cooperation. To accomplish these goals students analyze a "live case" on a topic of relevant strategic importance. The residency ends with a case competition among the student teams, judged by University faculty and selected executives from the case company on both content and presentation quality. As part of the residency, participants are introduced to the goals, expectations, and methods that are used throughout the program, including case analysis methods and business research and analysis skills

Prerequisites

Departmental approval required.

MBA 501 Accounting for Managers

Semester hours: 3

Description

Integrates financial and managerial accounting topics with corporate governance issues to demonstrate how various stakeholder groups use accounting information to make decisions. These stakeholders include managers, board members, investors, creditors, and government regulators. Our focus is interpreting accounting information, rather than creating it. Topics include interpreting the income statement, balance sheet, and statement of cash flows, the implications of cost structure, planning, performance evaluation, and management responsibility for internal control

over financial statement information. Mastery of pre-course instruction in accounting is assumed when the course begins.

#### MBA 504 Statistical Analysis for Business

Semester hours: 2

##### Description

Addresses the theory, methodology, and application of statistics to contemporary business problems. Topics include descriptive statistics, probability theory, discrete and continuous distributions, one- and two-population statistical inference, analysis of variance, correlation, regression, and selected other topics.

#### MBA 506 Economics for Managers

Semester hours: 3

##### Description

Examines fundamentals of macroeconomics and international economics, including analysis of business cycles and macroeconomic policy. Explores economic methodologies to solve business-oriented problems, with a focus on the role that economic analysis plays in the decision process.

#### MBA 508 Social, Ethical, and Legal Issues in Business

Semester hours: 2

##### Description

Examines the theory and practice of law and ethics in the context of economic and other organizational interactions. Discussion will center on engagements between organizations, their stakeholders and society at large. Topics include human rights, labor issues, the natural environment, international laws and norms, and cultural relativism among others.

#### MBA 509 Selected Topics in Economics

Semester hours: 2

##### Prerequisites

MBA 506

#### MBA 510 Financial Management

Semester hours: 3

##### Description

Financial management techniques, policies, and theory are discussed via case studies and problem-scenario analysis. Policies and strategies for current and longterm assets, working capital, total capitalization, and profit distribution presented in the context of share price maximization. Multinational considerations, leasing, risk analysis, project evaluation, and cost of capital are specifically addressed.

#### MBA 512 Investments

Semester hours: 2

##### Description

Covers the structure, trading, and valuation of financial instruments in dynamic competitive markets. Both money markets and capital markets are examined with an emphasis on longer-term investing. Uses a blend of theoretical and practical approaches to investment strategies. Specific topics include market efficiency, yield and rate of return analysis, risk measurement, asset pricing theory, portfolio theory, valuation models, futures, and derivative contracts.

##### Prerequisites

MBA 510

#### MBA 514 Global Financial Management

Semester hours: 2

##### Description

Tools and concepts used to identify and analyze risks in dynamic international financial markets are addressed. Designed in three modules. The first module provides a foundation in currency valuation, currency markets, parity theories, and balance of payments phenomena. The second module examines hedging concepts and practices. Applications of forward, future, option, and swap contracts are emphasized. The last module focuses on different approaches to the management of transaction, translation, and operating exposures of a firm. Case studies are employed as integrating exercises.

##### Prerequisites

MBA 510

MBA 517 Selected Topics in Accounting

Semester hours: 2

Prerequisites

MBA 501

MBA 519 Selected Topics in Finance

Semester hours: 2

Prerequisites

MBA 510

MBA 520 Marketing Management

Semester hours: 3

Description

An intensive study of the marketing process in advanced market economies concerning the environment within which marketing decisions are made. Areas of concentration: consumer wants; motivation and purchasing power; structure of distribution; product service market offerings; a global approach; and management of the firms marketing effort. Strategic decisions of the marketing mix variables applied to both service and manufacturing companies of various sizes. Lectures and the case analysis method are used to integrate the student's marketing background.

MBA 529 Selected Topics in Marketing

Semester hours: 2

Prerequisites

MBA 520

MBA 530 Organizational Behavior

Semester hours: 2

Description

Analysis of workplace behaviors and organizational psychology as they relate to the management of employees, teams, and other key organizational constituents. Understanding of basic management issues such as motivation, individual differences, leadership, teams, and managing change, provides students with a foundation needed for enhancing individual and team performance and attitudes at work.

MBA 532 Mergers and Acquisitions

Semester hours: 2

Description

Explores how mergers and acquisitions can achieve the strategic growth objectives of a corporation. The issues raised in merger and acquisition decisions are addressed, specifically (1) negotiation strategies, (2) valuation analysis, (3) strategic fit, (4) effects of competitive bidding, and (5) problems with post-acquisition integration. The alternative mechanisms for corporate diversification such as joint and internal ventures also are explored.

Prerequisites

MBA 510

MBA 534 Negotiations

Semester hours: 2

Description

Multidisciplinary study of concepts related to bargaining and negotiations. Situations involving interpersonal behavior and group conflict will be examined using research findings from several disciplines.

Prerequisites

MBA 530

MBA 539 Selected Topics in Management

Semester hours: 2-3

Prerequisites

MBA 530

MBA 540 Operations Management

Semester hours: 3

Description

The systematic direction and control of the process that transforms inputs into finished goods or services. It emphasizes the concepts and analytical methods that are used in understanding the management of the firm's operations.

Prerequisites

MBA 504

MBA 555 Analytics and Information

Semester hours: 3

Description

The purpose of the course is to provide the knowledge, skills, and abilities needed to manipulate very large data sets, analyze complex business problems, and develop evidence-based recommendations to improve firm performance. Students will work with relational database and spreadsheet software to import, structure, cleanse, transform, filter, and analyze data. You will also learn to integrate data from a variety of sources and utilize visualization software to graphically communicate analytical results.

Prerequisites

MBA 504

MBA 561 Principles of Business Communication

Semester hours: 2

Description

Practical learning experience designed to sharpen written and oral communications skills. The course addresses various forms of written communications designed to inform, convince, and persuade: professionalism of written communications, communications planning, and the appropriateness of various written media for conveying information. The course emphasizes oral communications in organizations: planning and professional execution of various types of oral communications, message reinforcement, executive presence, use of humor, crisis communications, best practices for conference calls and face-to-face meetings, the art of asking questions, and communicating difficult messages.

MBA 570 Global Environment of Business/ International Residency

Semester hours: 3

Description

An intensive, in-depth experience designed to enhance understanding of a country or region and the unique issues that it faces. The residency will consist of travel abroad and discussions with local business people, academics, politicians, and civil servants, coupled with visits to other local operations to enhance this understanding. In addition, there will be a project relating to a relevant company or institution to be completed by students upon their return to the U.S. The project will begin prior to departure, developed during the residency, and completed after the residency. A presentation of the final project report is required.

Prerequisites

MBA 501, MBA 506, 510, and 520.

MBA 580 Strategic Management

Semester hours: 3

Description

Examines strategic alternatives and choices to be made by companies in light of opportunities and threats within the external environment. Also examines how companies should create core competencies to enhance the strategic choice and to create sustainable competitive advantage. Different levels of strategic management are emphasized.

Prerequisites

MBA 510 and MBA 520

MBA 587 Independent Study

Semester hours: 1-3

MBA 591 Capstone Project: Scope

Semester hours: 1

Description



A field-based course in which students, under the direction of a faculty member, articulate and appropriately scope a strategic challenge facing a host organization. The course builds on principles taught in MBA 580 (Strategic Management).

Prerequisites

MBA 580.

MBA 592 Capstone Project: Analysis, Insights and Recommendations

Semester hours: 1

Description

A field-based course in which students, under the direction of a faculty member, conduct quantitative and qualitative analyses to gain insight about possible solutions to a strategic challenge facing a host organization. Students will make strategic recommendations based on insights developed during analysis. The course builds on principles taught in MBA 555 (Analytics & Information).

Prerequisites

MBA 555. Co-requisite MBA 593.

MBA 593 Capstone Project: Recommendations and Conclusion

Semester hours: 1

Description

A field-based course in which students, under the direction of an advisor, create recommendations to address a strategic challenge facing a host organization. Students will be required to present recommendations both orally and in writing. In addition to recommendations, students will present an implementation plan, implications of their recommendations for the host organization, and future projects the organization should pursue.

Prerequisites

Co-requisite MBA 592.

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---

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