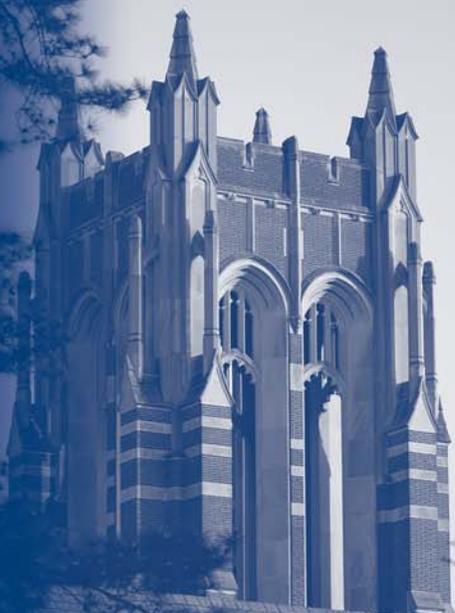


2006–08 Graduate Catalog  
**ROBINS SCHOOL  
OF BUSINESS**



*The University of Richmond is committed to developing a diverse workforce and student body, and to modeling an inclusive campus community which values the expression of differences in ways that promote excellence in teaching, learning, personal development and institutional success. (<http://commonground.richmond.edu/>)*

### **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, 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.

### **Disclaimer**

The contents of this catalog represent the most current information available at the time of publication. However, during the period of time covered by this catalog, it is reasonable to expect changes to be made with respect to this information without prior notice. Thus, the provisions of this catalog are not to be regarded as an irrevocable contract between the University (or any of its colleges or schools) and the student.



## Graduate Business Programs

FOR INFORMATION:

MACC:  
Director, MACC Program  
Robins School of Business  
University of Richmond, VA 23173  
(804) 289-8553  
[macc@richmond.edu](mailto:macc@richmond.edu)  
<http://business.richmond.edu/macc>

MBA:  
Director, MBA Program  
Robins School of Business  
University of Richmond, VA 23173  
(804) 289-8553  
[mba@richmond.edu](mailto:mba@richmond.edu)  
<http://business.richmond.edu/mba>

## To Potential Graduate Business Applicants

Thank you for your interest in the Richmond MBA or MACC. We hope you will consider joining our talented and motivated student body, which includes professionals from a variety of organizations across central Virginia. Our nearly 160 students hold undergraduate degrees from leading universities and MBA students have a minimum of two years of full-time work experience prior to enrolling in the program. The approximate mean Graduate Management Admission Test score of recently admitted classes was 600 and the average undergraduate grade-point average exceeded 3.1.

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

Each of the courses in the MBA curriculum is designed around the integrating themes of globalization and organizational transformation, providing students with an up-to-date view of the world of business. 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 travel abroad, and a capstone project that allows students to conduct meaningful research in conjunction with a local firm 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. The graduate accounting courses in the year-long MACC program will broaden your understanding of the role of accounting in today's business environment, as well as provide further technical knowledge and skills necessary to compete against your peers and meet the new CPA licensing requirements of all states and jurisdictions.

Please feel free to contact the Graduate Business Office if you have any questions about either graduate program.

### **Richard Coughlan, Ph.D.**

Associate Dean for Graduate and Executive Programs

# CONTENTS

University of Richmond .....	6
Resources and Services .....	7
Ethics and Conduct.....	13
Academic Procedures.....	15
Confidentiality/Privacy Rights/Right To Know .....	19
Financial Affairs .....	20
Financial Aid .....	21
Robins School of Business .....	23
MACC Program .....	24
Curriculum .....	25
MBA Program.....	26
Directory .....	33
Index.....	38



## **GRADUATE BUSINESS PROGRAM CALENDARS**

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### **2006-2008**

#### **FALL SEMESTER 2006**

Aug. 2–20 .....Registration  
Aug. 28, Mon. ....Classes begin  
Sept. 4, Mon. ....Labor Day (no class)  
Sept. 8, Fri. ....Last day to file for May/August graduation  
Nov. 20, Mon. ....Thanksgiving break begins after classes  
Nov. 27, Mon. ....Classes resume  
Dec. 11–14, Mon.–Thurs. ....Fall term examination period  
Dec. 14, Thurs. ....Fall term ends

#### **SPRING SEMESTER 2007**

Nov. 14–29 .....Registration  
Jan. 15, Mon. ....Classes begin  
Feb. 2, Fri. ....Last day to file for May/August graduation, if not filed earlier  
Mar. 1, Thurs. ....Spring break begins after classes  
Mar. 12, Mon. ....Classes resume  
Apr. 30–May 3, Mon.–Thurs. ....Spring term examination period  
May 3, Thurs. ....Spring term ends  
May 13, Sun. ....Baccalaureate Service and Spring Commencement

#### **SUMMER SESSION 2007**

May 14 – Aug 16

#### **FALL SEMESTER 2007**

Aug. 27, Mon. ....Classes begin  
Sept. 3, Mon. ....Labor Day (no class)  
Sept. 14, Fri. ....Last day to file for May/August graduation  
Nov. 19, Mon. ....Thanksgiving break begins after classes  
Nov. 26, Mon. ....Classes resume  
Dec. 10–13, Mon.–Thurs. ....Fall term examination period  
Dec. 13, Thurs. ....Fall term ends

#### **SPRING SEMESTER 2008**

Jan. 14, Mon. ....Classes begin  
Feb. 1, Fri. ....Last day to file for May/August graduation, if not filed earlier  
Mar. 6, Thurs. ....Spring break begins after classes  
Mar. 17, Mon. ....Classes resume  
April 28– May 1, Mon.–Thurs. ....Spring term examination period  
May 1, Thurs. ....Spring term ends  
May 11, Sun. ....Baccalaureate Service and Spring Commencement

## Addendum to the University of Richmond Academic Calendars 2006–2008

The list below is intended to familiarize the University community with major religious holidays affecting many throughout the campus. Inclusion on this list does not imply that the day is a University holiday but is provided to alert members of the Richmond community to possible scheduling conflicts. See the Class Attendance and University Holidays section of the catalog for details.

### Christian Holidays 2006–2008

Holiday	2006–2007	2007–2008
Christmas	Dec. 25, Mon., 2006	Dec. 25, Tues., 2007
Good Friday	Apr. 6, Fri., 2007	Mar. 21, Fri., 2008
Easter Sunday	Apr. 8, Sun., 2007	Mar. 23, Sun., 2008
Easter Monday	Apr. 9, Mon., 2007	Mar. 24, Mon., 2008

### Jewish Holidays 2006–2008

Holiday	2006–2007	2007–2008
Rosh Hashanah	Sept. 23–24, Sat.–Sun., 2006	Sept. 13–14, Thurs.–Fri., 2007
Yom Kippur	Oct. 2, Mon., 2006	Sept. 22, Sat., 2007
Sukkot	Oct. 7–13, Sat.–Fri., 2006	Sept. 27–Oct. 3, Thurs.–Wed., 2007
Shemini Atzeret/ Simchat Torah	Oct. 14–15, Sat.–Sun., 2006	Oct. 4–5, Thurs.–Fri., 2007
Hanukkah**	Dec. 15–23, Fri.–Sat., 2006	Dec. 4–12, Tues.–Wed. 2007
Passover	Apr. 3–4, Tues.–Wed., 2007	Apr. 20–21, Sun.–Mon., 2008
Passover (concluding days)	Apr. 9–10, Mon.–Tues., 2007	Apr. 26–27, Sat.–Sun., 2008
Shavuot	May 23–24, Wed.–Thurs., 2007	June 9–10, Mon.–Tues., 2008

– Jewish holy days, religious festivals and the weekly Sabbath begin at sunset the preceding evening. On these days, observant Jews do not engage in daily activities or fulfill routine commitments.

– Many Jews who do not observe all holy days prefer to celebrate at their synagogue or at home on Rosh Hashanah, Yom Kippur and the first two evenings of Passover.

\*\**This holiday does not require absence from routine commitments.*

### Islamic Holidays 2006–2008

Holiday	2006–2007	2007–2008
Eid-al-Fitr	Oct. 24, Tues., 2006	Oct. 13, Sat., 2007
Eid-al-Adha	Dec. 31, Sun., 2006	Dec. 20, Thurs., 2007
Islamic New Year	Jan. 20, Sat., 2007	Jan. 10, Thurs., 2008

– All Islamic dates begin at sunset the preceding evening.

– The Islamic year is based on the lunar cycle, consisting of 12 months of 29 or 30 days each, totaling 353 or 354 days. Each new month begins at the sighting of a new moon. Actual dates may differ by a day or two from the above dates. In many places, the moon sighting is often determined in advance by astronomical calculations.



# UNIVERSITY OF RICHMOND

## **MISSION STATEMENT:**

The mission of the University of Richmond is to sustain a collaborative learning and research community that supports the personal development of its members and the creation of new knowledge. A Richmond education prepares students to live lives of purpose, thoughtful inquiry, and responsible leadership in a global and pluralistic society.

## **ORGANIZATION AND ACCREDITATION**

Five academic schools and two coordinate 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 fulltime 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. The University of Richmond is fully accredited by the Commission on Colleges, Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, telephone 404-679-4500, Web site: [www.sacscoc.org](http://www.sacscoc.org)) to award associate, baccalaureate, master and juris doctor degrees. The University also is certified by the Virginia State Board of Education to offer teacher licensure programs. Various departments and divisions have more specialized accreditation. Included in this category are the music program, accredited by the National Association of Schools of Music, and the chemistry program, accredited

by the American Chemical Society. In addition, the Robins School of Business is accredited by the Association to Advance Collegiate Schools of Business International at the undergraduate and graduate levels, and the T.C. Williams School of Law is accredited by the American Bar Association.

## ENVIRONMENT AND HISTORY

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); the E. Claiborne Robins School of Business, for undergraduate and graduate study in business (1949); University College, now known as the School of 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 are the residential colleges for men and women respectively, providing 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.

# RESOURCES AND SERVICES

## BOOKSTORE

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 also is available. The store offers academically-priced software, computer and office supplies, greeting cards, gifts, clothing and health and beauty aids. Services include UPS shipping, faxing and photo developing. The bookstore's Web site is [www.uspidershop.com](http://www.uspidershop.com)

## CAREER DEVELOPMENT CENTER

The Career Development Center (CDC), located on the ground level of Richmond Hall, exists to empower University of Richmond students to identify and achieve their career goals. The Center provides comprehensive career services for students, based on the belief that career decision making is a lifelong process, integral to the University's educational objectives.

Staff members, who are assigned as liaisons to academic departments, provide individualized

career counseling and help students develop systematic approaches to internship, job or graduate school searches. Students have access to online assessment instruments to assist them in career decision-making. Programs, which often feature alumni and area employers, are presented throughout the year on job search strategies, connections between careers and majors, internships, transitions from student to work life, and other relevant topics.

The Career Development Center houses a career resource library that contains a variety of print and multimedia materials. The Internet enhances the CDC's ability to communicate with and provide services to students. Using resources accessible through the Center's Web site, students can access complete graduate and professional school catalogs, full-time job vacancies, and more than 5,000 internship listings on the award-winning Internship Exchange. eRecruiting software allows students to sign up for on-campus recruiting events, search for job listings, and to upload their résumés for referrals to employers and internship sponsors. Students should visit the

CDC Web site (<http://cdc.richmond.edu>) to view all available resources and a calendar of upcoming events. The Center also sponsors a number of career events throughout the year, including Major Questions, Major Answers, the Richmond Career Fair, the Non-Profit Career Fair, an Externship Program, The Alumni Networking Weekend, and Metrolink, an off-campus interviewing event held in New York City and Washington, DC. The CDC also serves as an advisor to the student program The Real World. In addition, more than 100 organizations visit campus each year to identify candidates for full-time jobs and internships. Students are encouraged to visit the Career Development Center in their first year to meet with a counselor to plan career development strategies. An online introduction to the CDC is included in first-year students' orientation activities, and serves to introduce new students to the vast resources available in the Center.

## **COUNSELING AND PSYCHOLOGICAL SERVICES**

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The University maintains an office for Counseling and Psychological Services (CAPS) in addition to the academic advising and religious counseling services described herein. The office is staffed by counseling and clinical psychologists who are prepared to help students meet academic, personal or emotional challenges while they are enrolled at the University. The services correspond to students' needs and include short-term counseling and psychotherapy, assessment, crisis intervention, psycho-educational presentations, individual consultations and referral services. A policy of confidentiality is maintained with all services and is guided by the standards of the American Psychological Association and the licensing laws of the Commonwealth of Virginia. CAPS is located at 201 Richmond Hall and is open from mid-August to mid-June, Monday-Friday 8:30-noon and 1-5 p.m. Contact CAPS at (804) 289-8119, [caps@richmond.edu](mailto:caps@richmond.edu), or [oncampus.richmond.edu/caps](http://oncampus.richmond.edu/caps) for more information.

## **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.

## **FOOD SERVICE**

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University of Richmond Dining Services is a multi-operation department consisting of dining locations, snack shops and retail stores. The newly renovated 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 University Club is located on the lower level. 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 the scenic Westhampton Lake and gazebo. The campus smoothie bar, Freshens and the Cellar, a late-night gathering space, also are 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**

An off-campus meal plan also is available for commuting students or students residing in Honey Tree Apartments. Details of the various meal plan options, including the Spider Flex and off campus plan are available on the Dining Services Web site at <http://dining.richmond.edu/>.

## Hours of Operation and Other Services

You 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 their Web page. Meal plans follow the undergraduate academic calendar and service and hours maybe limited during academic breaks and holidays. A wide variety of additional services, including nutrition counseling and meals-to-go, along with catering services are also available through University Dining Services. Additional information is available upon request or can be viewed at <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 for Passover selections and carryout meals during Ramadan. Please contact the associate director of dining services if you have questions regarding available services.

## HOUSING

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

## INFORMATION SERVICES – LIBRARY AND COMPUTING RESOURCES

### Library Resources

The University's libraries are the center of intellectual activities outside the classroom. 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 Business Information Center, the Media Resource Center and the Science Information Center. The Parsons Music Library is in the Modlin Center for the Arts. 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 consist of more than 465,000 volumes, access to more than 43,000 print and online journals, 45,000 electronic books, more than 200 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 catalog (<http://library.richmond.edu/>) provides access to the collections through the Internet. 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 libraries offer group and individual instruction in using these resources effectively. Group instruction is offered in the Boatwright Computer Classroom and other locations. Individual assistance is available in person and online through various means described at [http://library.richmond.edu/help/ask\\_lib/index.htm](http://library.richmond.edu/help/ask_lib/index.htm).

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 100 computer workstations. Laptop computers are loaned for in-building use and connect to the University's wireless network. 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. The University's libraries are open to the entire campus community.

## **COMPUTING FACILITIES**

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The University of Richmond is committed to preparing students to work successfully in technology- and information-centered environments. The Information Services division supports a teaching and learning environment that provides rich technology and information resources for students, faculty and staff. Computer labs and classrooms with a total of more than 750 computers are spread across the campus and contain a wide variety of equipment and software. These systems can be accessed in Boatwright Memorial Library and in general-purpose and discipline-specific computing spaces. Some residence halls are equipped with public computers in study lounges. In addition to the general purpose labs, many academic departments have computer labs designed to meet the special learning and research needs of their students. These include art and art history, the business school, chemistry, classical studies, education, journalism, the law school, modern literatures and cultures, music, physics, psychology, the School of Leadership Studies and theatre and dance. For more information regarding the discipline-specific computer labs and their hours of operation, please refer to the to the Information Services Web page.

The ground floor of Jepson Hall houses many computing services. This includes the Computer Help Desk, a resource that provides assistance with computing-related issues for the entire

campus. The facilities in Jepson Hall include a general-purpose computer lab with a total of 30 workstations; 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. The normal operating hours for the Jepson Hall computing facilities during the fall and spring semesters are Monday – Thursday, 7:45 a.m. to 1:00 a.m.; Friday 7:45 a.m. to 5:00 p.m.; Saturday 11:00 a.m. to 6:00 p.m.; and Sunday 11:00 a.m. to 1:00 a.m. In addition, the Help Desk is open from 8:30 a.m. to 9:00 p.m., Monday – Friday. These schedules change during holidays, exam and summer sessions. A listing of the current hours of operation may be found on the Information Services Web page.

The Technology Learning Center (TLC) 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 TLC contains a photography studio and a small recording studio. Most importantly, the TLC is staffed by professionals and well-trained student assistants. Students not only have access to the hardware and software, but also to experts who can help them effectively use the specialized tools. 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 keeps 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 our systems and network, passwords must be changed each semester in order to maintain an active account. Please refer to the Policies for Responsible Computing posted on the Information Services Web page for guidelines regarding the use of University-provided technology resources.

## IDENTIFICATION CARD/ONE-CARD

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. **Neither the card nor its privileges is transferable.** All University students may sign up for the University's Spider Account, a declining balance program which allows students to access previously deposited funds via their University One-Card. The Spider Account allows students the ability to make purchases without carrying cash and can be used by all students at the bookstore, the Student Health Center, in campus laundry facilities, at most vending machines and at all campus dining locations. Students will be mailed information each semester for One-Card sign up. Complete information on the One-Card is available at <http://oncampus.richmond.edu/student/life/onecard/>.

## INTERNATIONAL STUDENTS AND STUDY ABROAD

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 study abroad opportunities and procedures, and a wide variety of services for international students: orientation, visa, work, health insurance and taxes, as well as cultural and social activities.

## MULTICULTURAL AFFAIRS

Working closely with the Office of Admission, the Office of Multicultural Affairs is the focus of the University's effort to increase and maintain a diverse student population. To support this effort, the office develops and implements programs of specific interest to students of diverse ethnic backgrounds, and assists them in becoming acclimated to the University's environment.

## PARKING

All students must obtain a parking permit from the campus police office. A nominal fee is charged.

## RECREATION AND WELLNESS CENTER

The mission of Recreation and Wellness is to provide opportunities and experiences that foster personal development, enhance academic productivity, increase physical and psychological health, and encourage social interaction through involvement in health, wellness and recreational activity. Full-time students, staff and faculty are eligible to use the Recreation and Wellness facilities during normal hours of operation. The new 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, racquetball and squash courts, as well as locker room and sauna facilities. Participants will 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 courts are available for recreational use. Also available for recreational use when not scheduled for intramurals, intercollegiate athletics or special events are 13 tennis courts, a 400-meter track and cross country trails. Members may participate in a variety of classes and programs throughout the year. The Fitness and Wellness program offers group exercise, indoor cycling and instructional 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/Outdoor Adventure program offers activities and trips throughout the year, often including whitewater tubing and rafting, camping, skiing, rock climbing and hiking. For more information about Recreation and Wellness programs or the Weinstein Center, please visit <http://oncampus.richmond.edu/student/affairs/recwell/index.html>.

## **SPIRITUAL LIFE**

The University is committed to the formation and support of the spiritual needs and growth of all its students, regardless of faith, tradition, practice or lack thereof. Religious and spiritual life activities and programs that invite, challenge and support the spiritual maturity and understanding of all members of the university community are coordinated through the Office of the Chaplaincy, which is easily accessible in the E. Carlton Wilton Center for Inter-Religious Campus Ministries. There are numerous organizations for students of various faiths and traditions, including Buddhist, Christian (Catholic, Orthodox, Protestant and Ecumenical), Hindu, Jewish, Muslim and Sikh. Events, dinners and programs are open to all so that interfaith understanding and cooperation might be fostered. Regular on-campus worship services and times for religious practice include Zen meditation on Tuesday evenings, Juma'a prayer on Fridays at noon, Shabbat prayer on Friday evenings, Ecumenical Christian worship on Sundays at 3:16 p.m. and Roman Catholic mass on Sundays at 5:00 p.m. Many student groups hold prayer and praise meetings as well. The City of Richmond has over 300 places of worship, each of which welcomes students to participate in their services and practice. The Office of the Chaplaincy also coordinates service opportunities through the Bonner Scholars and Community Partners offices; connects with the greater Richmond interfaith and civic community through A More Perfect Union; and offers individual support, counseling and care by appointment with one of the chaplains. Listings of on-campus and local events, houses of worship and holy days may be found on the Office of the Chaplaincy Web site: [www://chaplaincy.richmond.edu](http://www://chaplaincy.richmond.edu)

## **STUDENT HEALTH CENTER**

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, travel abroad consultations, allergy shots and immunizations. The telephone number is (804) 289-8064 and fax is (804) 287-6466. Students and parents are encouraged to visit our Web site for general information and timely messages: [http://oncampus.richmond.edu/student\\_health](http://oncampus.richmond.edu/student_health). Our e-mail is [healthcenter@richmond.edu](mailto:healthcenter@richmond.edu). Rather than walking in for an evaluation, students are encouraged to call and speak with a registered nurse about their concerns through our Dial-A-Nurse system (call 484-1555 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 are made only after evaluation by the nurse except for annual gynecological examinations, doctor-requested follow-up visits, allergy shots, immunizations and PPD tests.

Students living on campus are eligible for the services provided by the Student Health Center, as the cost of these services is included in the housing fee. Student Health Center privileges are available to off-campus students for a per-semester fee. 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 that 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 also 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 file for insurance reimbursement. Information regarding our hours of operation, descriptions

of services, details of allergy shot procedure, billing and insurance questions, medical information, community facilities and medical referrals, and helpful links can be found on our Web site. All communications between student and staff are strictly confidential and under no circumstances will information be released from the Student Health Center without the patient's prior approval. Virginia law mandates that each student submit an immunization record 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.

## **STUDENT IDENTIFICATION NUMBER**

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 alumni.

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 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.

# **ETHICS AND CONDUCT**

## **POLICIES**

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 assure that both individual and majority rights are appropriately observed and maintained.

### **UNIVERSITY ACADEMIC HONOR STATUTE**

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.

## **STANDARDS OF CONDUCT**

The University of Richmond considers cultivation of self-discipline and resolution of issues through processes 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 for complying 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, that disrupts or interferes with the educational processes, that 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 which 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 necessary, legal action. Disciplinary action may range from reprimand/disciplinary warning up to and including dismissal or expulsion from the University. Penalties 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 is readily available to 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 from time to time by the University of Richmond or by individual colleges and schools of the University.

### **ALCOHOLIC BEVERAGES AND OTHER DRUGS**

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The legal age for the consumption and possession of 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, there are statutes as well as University policies prohibiting 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.

### **Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act :**

The security of all members of the campus community is of vital concern to the University of Richmond. Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes that may occur on the campus, and crime statistics for the most recent three-year period may be requested from the University of Richmond Police Department, Special Programs Building, 31 UR Drive, University of Richmond, VA 23173, or accessed on the University's Web site at <http://oncampus.richmond.edu/administration/police/ccra/>. A paper copy of the security report will be provided upon request and may be obtained at the University Police Department, located in the Special Programs Building.

### **MOTORIZED VEHICLES**

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Each automobile, motorcycle, motorbike or other such motorized vehicle operated on the campus must be promptly registered with the University, and the campus automobile permit fee paid. Individuals operating vehicles must abide by the regulations governing registration, use and parking. The University Police Department administers the registration and monitors compliance. Inquiries should be directed to that office.

# ACADEMIC PROCEDURES

## REGISTRATION

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 Web site that may be accessed over the Internet through the registrar's homepage at <http://oncampus.richmond.edu/academics/registrar/>, or via the following link: <https://bannerweb.richmond.edu/>.

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 (drop/add) according to the published schedule. 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.

## LIMITS OF WORK

A part-time Graduate Business student may enroll in either three or six hours per semester. Part-time students should consider requirements of their employers when scheduling academic classes.

A full-time student carries from nine to 12 semester hours in one semester. The maximum load for a graduate student is 16 semester hours in one semester.

All full-time students are urged to bear in mind that graduate work requires much more time and effort for reading, research and organization of material than does undergraduate work. Every effort should be made to limit outside work of every sort. If outside employment is an economic necessity for a full-time student, that student must consult the director concerning the advisability of limiting his or her academic load.

## CLASS ATTENDANCE

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 in the previous paragraph, 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.**

### UNIVERSITY HOLIDAYS

With the increasing diversity of the University community and the limited flexibility in setting the academic calendar, it is not possible to avoid some religious and secular holidays that are very important to some members of our faculty, staff and student body. However, the University is very sensitive to the special needs of those who need to observe such holidays and will make accommodations for them to make up the time missed if arrangements are made in advance.

The University is officially closed on New Year's Day, Thanksgiving Day and Christmas. In addition, some schools are closed for classes on Memorial Day, July Fourth and Labor Day while others hold classes on those days. (See the appropriate academic calendar for specifics.)

Other holidays affecting University community members include Martin Luther King Day, Rosh Hashanah, Yom Kippur, the first two days of Passover, Good Friday and Easter Sunday. In consideration of their significance for our students, students who observe these holidays will be given an opportunity to make up missed work in both laboratories and lecture courses. If a test or examination is given on the first class day after one of these holidays, it must not cover material introduced in class on that holiday. Faculty and staff should be aware that Jewish and Islamic holidays begin at sunset on the evening before the published date of the holiday.

The University recognizes that there are other holidays, both religious and secular, which are of importance to some individuals and groups on campus. Such occasions include, but are not limited to, Sukkoth, the last two days of Passover, Shavuot, Shemini Atzerat and Simchat Torah, as well as the Islamic New Year, Ra's al-sana, and the Islamic holidays Eid-al-Fitr and Eid-al-Adha.

**Students who wish to observe any such holidays must inform their instructors within the first two weeks of each semester of their intent to observe the holiday even when the exact date of the holiday will not be known until later, so that alternative arrangements convenient to both the student and instructor can be made at the earliest opportunity. Students who make such arrangements will not be required to attend classes or take examinations on the designated days, and faculty must provide reasonable opportunities for such students to make up missed work and examinations. To facilitate this, faculty will announce and distribute all anticipated test and examination dates on the course syllabus, distributed at the beginning of each semester. Students should be aware that faculty may need to adjust these dates as necessary.**

### CREDIT AND GRADES

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 determined by dividing the total number of grade points earned by the total number of academic hours attempted. 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.

## **INCOMPLETE WORK**

Two other letters are used in reports for MBA 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 mid-term 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 any case, it is the student's responsibility to make arrangements for and progress to the completion of an incomplete course. Part-time students carrying a grade of I or Y may not enroll for further coursework without the permission of the director.

## **EVALUATION**

Instructors establish grading criteria for their courses and prepare and submit the final course reports (using the grades defined under Credit 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.

## **ACADEMIC PROGRESS AND SCHOLARSHIP**

A student is expected to make steady progress toward completion of his or her 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, will be terminated from the program. Such a student desiring to return to the program must reapply and be readmitted under the catalog standards applicable at the time of reapplication. A student is expected to maintain an average of no less than B (3.00) to remain in the MBA program.

A student who earns less than B in two or more 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 dismissed from the program. A student who has been suspended or dismissed may apply for readmission after the lapse of one academic year. 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*

## **TRANSFER CREDITS**

It is expected that all work for the MBA or MACC degree will be completed at the University of Richmond. Under certain circumstances, a maximum of 12 semester hours may be accepted in transfer. All coursework transferred must be completed at an institution accredited as degree

granting by a recognized regional accrediting body for higher education, as well as an AACSB accredited graduate school at the time the coursework is completed. **Written approval by the director must be obtained in advance if a student desires to take work elsewhere for transfer credit.** Upon completion of the approved work, 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 Program Office directly from the institution giving the instruction.

## **ACADEMIC RECORDS AND TRANSCRIPTS**

Grades are available through BannerWeb. Students may also check grade changes, incomplete make-ups 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.

# CONFIDENTIALITY/PRIVACY RIGHTS/RIGHT TO KNOW

## A. Confidentiality

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), e-mail 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 athletic teams; and photograph. A full list of information considered directory information is available on the Office of the University Registrar's Web page at <http://oncampus.richmond.edu/academicregistrar/policy/ferpapolicy.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.

## B. Rights With Respect To Education Records

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.

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, DC 20202-4605

The University's complete policy statement can be found on the University Registrar's Web page at: <http://oncampus.richmond.edu/academics/registrar/policy/ferpapolicy.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.

### C. Right to Know

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 on the University Registrar's Web page at: <http://oncampus.richmond.edu/academics/registrar/policy/studntcon.html>.

## FINANCIAL AFFAIRS

### TUITION

For 2007-2008, the tuition for Graduate Business program students taking fewer than nine hours is \$770 per semester hour; tuition for Graduate Business students taking nine or more semester hours is \$14,485 per semester. Late registrations are subject to a \$60 fee, and changes in registration made after the first week of class are subject to a \$10 fee.

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.

**Note:** 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. Any special fee associated with a particular course, such as a laboratory fee, is charged based on registration in the course.

### PAYMENTS

Inquiries concerning payment should be directed to the Office of the Bursar, phone (804) 289-8147 or (866) 241-8893 (toll free) or email at [bursar@richmond.edu](mailto:bursar@richmond.edu). Payment in full is due by the end of the first week of classes each term, whether or not an invoice has been received. Tuition payment options include:

1. Cash
2. Check, payable to the University of Richmond
3. Mastercard/VISA/AMEX or Discover — call CheckFree at (877) 237-9734 (There is a convenience fee for using this service that is

explained in detail during the phone call.)

Payments may be mailed to the Bursar's Office, Box R, University of Richmond, VA 23173.

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, withholding of transcripts and/or referral to a collection agency or attorney.

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 liable for all collection agency and/or attorney's fees, reasonable expenses and costs incurred. Accounts referred to a collection agency are reported to a credit bureau(s).

### REFUND OF TUITION AND FEES

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 fall or spring semester shall be made in accordance with the University's refund policy, based on the following schedule. This schedule is adapted for summer terms.

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 of Richmond 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.

*Any special fee associated with a particular course is nonrefundable after the first day of class.*

### Refund of tuition and fees

Withdrawal on or before the first day of class	100% less deposits
Withdrawal during the first week of classes	85%
Withdrawal during the second week of classes	70%
Withdrawal during the third week of classes	50%
Withdrawal during the fourth week of classes	25%
Withdrawal during the fifth week of classes	25%
Withdrawal during the sixth week of classes	25%
Withdrawal after the sixth week of classes	None

## APPEALS PROCESS

The University of Richmond has an appeals process for students and parents who believe individual circumstances warrant exceptions from published policy. All appeals must be in writing and directed to Annemarie Weitzel, Bursar, Box R, University of Richmond, VA 23173 or [bursar@richmond.edu](mailto:bursar@richmond.edu).

## FINANCIAL AID

The University of Richmond offers graduate students various forms of financial support drawing on state, federal and institutional resources. Financial aid is awarded without regard to race, color, religion, national origin, sex, disability or age. Applicants for financial aid must be enrolled or accepted for enrollment on at least a half-time basis in a degree or certificate program at the University.

Graduate assistantships are available in limited number for full-time MBA/MACC students. Students interested in applying for a graduate assistantship in the MBA program should contact the associate dean. Students interested in applying for a graduate assistantship in the MACC program should contact the director of the program. Assistantships are not available for part-time students.

Students who are degree candidates and registered for at least six credits a semester may be eligible for student loans. The Free Application for Federal Student Aid (FAFSA) and a loan application must be submitted to the Financial Aid Office. In addition, to maintain eligibility for consideration for financial aid, students must be making satisfactory academic progress toward their degree. Graduate students must maintain a cumulative GPA of at least 3.0 and students must pass at least 67 percent of coursework

attempted. The maximum timeframe allowed for completion of a program is 150 percent of the program length (e.g., if the program requires 27 credit hours, the maximum number of hours attempted to complete the program cannot exceed 40 credit hours). For more information, contact the Financial Aid Office (telephone: (804) 289-8438, e-mail: [finaid@richmond.edu](mailto:finaid@richmond.edu), or at [www.oncampus.richmond.edu/financialaid](http://www.oncampus.richmond.edu/financialaid)).

The Virginia Tuition Assistance Grant is available to full-time degree-seeking MBA/MACC students who are bona fide Virginia residents. The grant is available for up to two academic years. Applications are available in the Graduate Business Program Office and in the Financial Aid Office. The deadline is July 31.

### RETURN OF FINANCIAL AID WHEN A STUDENT WITHDRAWS

A student who withdraws during a semester may be entitled to a refund of certain charges as outlined in the Refund Policy (see Financial Affairs section of this catalog). 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 and Federal PLUS Loans.

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). This calculation must only be done up to 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. Only 50 percent of unearned grants funds must be returned. Title IV loans 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 Federal Stafford Loans, Subsidized Federal Stafford Loans, Unsubsidized Direct Stafford Loans, Subsidized Direct Stafford Loans, Perkins Loans, Federal PLUS 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, and LEAP funds 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, non-federal 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 adviser to review the impact that their withdrawal will have on their institutional charges and on their financial aid for the semester.

# ROBINS SCHOOL OF BUSINESS

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

- The Master of Business Administration program
- The Juris Doctor/Master of Business Administration program (offered jointly with the University of Richmond School of Law) and Master of Accountancy (MACC) degree

These programs are administered by the faculty of the Robins School of Business. There are 55 full-time School of Business faculty members, 96 percent of whom possess terminal degrees.

## MISSION STATEMENT

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.

## DEGREE REQUIREMENTS

To qualify for either the Master of Business Administration degree or the Master of Accountancy 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 54 required hours, the MBA candidate must complete at least 42 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. The MACC candidate must complete 30 semester hours of graduate level course work at the University of Richmond.

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. The Graduate Degree Application form is available on BannerWeb - 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 in the spring commencement 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 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.

# MACC PROGRAM

## MACC PROGRAM ADMISSIONS

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 Graduate Council of the Robins School of Business. Equal opportunity for admission is assured to all applicants subject to qualifications, space, and class-size limitations. Application for admission to the Master of Accountancy Program (MACC) must be made on the application form found at [http://businessrichmond.edu/masterofaccountancy/macc\\_certification.pdf](http://businessrichmond.edu/masterofaccountancy/macc_certification.pdf). A \$50 non-refundable fee must be submitted with the application.

## ADMISSION REQUIREMENTS

To be considered for admission to the MACC program, an applicant must:

- Hold a baccalaureate degree or senior standing from an accredited college or university. Have completed undergraduate coursework in taxation, managerial accounting, information systems, auditing, and financial reporting through the intermediate level.
- Have a grade point average (GPA) on all college and university academic work attempted that meets current admission standards.
- Have a score on the Graduate Management Admission Test (GMAT) that meets current admission standards. The GMAT score must be no more than five years old at the time of application. Information on the GMAT may be obtained at [www.mba.com](http://www.mba.com).

**Note:** Students whose native language is not English, or whose collegiate level instruction was not in English, must also earn a score of at least 600 on the paper-based, 250 on the computer-based,

or 100 on the Internet-based Test of English as a Foreign Language (TOEFL). Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, NJ, 08541 or [www.toefl.org](http://www.toefl.org).

Before an applicant will be considered for admission the following documents must be on file in the MACC Director's Office:

1. A completed application form.
2. Official transcripts of all college and university work attempted from each college and university attended. 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 Immigration and Naturalization 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.
3. Official GMAT score report.
4. Official TOEFL score report, if needed.
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 MACC Director.

Students are admitted for the fall semester. **All application materials must be submitted no later than May 1 in order to be considered for admission for the upcoming fall semester.** However, admittance decisions will be made for completed applications starting on December 1.

# CURRICULUM

The University of Richmond MACC program consists of 30 graduate credits including a 2-credit opening residency, 2-credit internship, 2-credit Professional Responsibilities seminar; 12 credits of graduate accounting courses; and 12 credits of MBA and Law School electives approved by the MACC director .

## SAMPLE PROGRAM SCHEDULE

### 1st Term (Summer)

Accounting Internship	2 credits
Opening Residency	2 credits
	4 credits

### 2nd Term (Fall)

IS Audit & Control	3 credits
Federal Taxation Policy & Research	3 credits
MBA Elective	3 credits
Law Elective	3 credits
Professional Responsibilities	1 credits
	13 credits

### 3rd Term (Spring)

Business Assurances Services	3 credits
Fin'l Theory Policy & Research	3 credits
MBA Elective	3 credits
Law Elective	3 credits
Professional Responsibilities	1 credits
	13 credits
	Total 30

## COURSE DESCRIPTIONS:

### MACC 500 Opening Residency:

The opening residency is a one-week seminar taught during the week before the beginning of classes in August. One day is devoted to a structured discussion of the students' internship experience. The remainder of the time is devoted to equipping students to conduct applied accounting research using the Financial Accounting Research Systems (FARS), which is a set of computerized, searchable databases providing access to authoritative financial reporting literature. The last day of the seminar consists of a case competition among teams of students.

(2 sem hrs)

### MACC 503 Professional Responsibilities Seminar

This seminar addresses accountants' ethical and professional responsibilities. The seminar meets for two-hour sessions approximately seven times per semester. Guest speakers from the accounting profession and other academic disciplines are invited to address current topics.

1 sem hr/1 sem hr

### MACC 507 Information Systems Audit and Control

This course examines the risk and control issues specific to an information systems audit, and how these issues affect the financial statement audit. The course helps students acquire a working knowledge of the processes utilized to audit information systems. Class activities include lectures, outside speakers, discussion of case studies, hands-on computer activities, and a tour of a data center.

3 sem hrs

### MACC 513 Federal Taxation Policy & Research

The objectives of this course are: (a) to provide students with an understanding of tax accounting and its underlying theoretical framework; (b) to develop a student's ability to use tax accounting information and assess its importance in the decision-making processes of managers; (c) to present a broad perspective of tax accounting as it relates to the economic, financial, and social environment in which institutions and firms must operate; (d) to establish a body of knowledge for the further study of tax accounting as for the development of an awareness of the role of tax information in the decision processes of business, institutions, governments or the public at large. This course is taught using a combination of lectures, case analyses and problem solving techniques.

3 sem hrs

### MACC 518 Business Assurance Services

This course examines advanced topics and current problem areas in auditing and assurance services. Academic and applied audit-related research are integrated throughout the course. Brief lectures are used to introduce technical material. The majority

of class time is devoted to discussions of cases and student presentations of applied research.

*3 sem hrs*

**MACC 519 Financial Accounting Theory, Policy, and Research**

This course provides students: an overview of basic financial accounting theory, an opportunity to examine accounting issues from a policy and reporting perspective, an exposure to and appreciation of research in accounting. Class meetings are devoted primarily to discussions of assigned text and article readings. On selected days, members of the accounting faculty will present their current research.

*3 sem hrs*

**MACC 539 Selected Topics Specialized**

Study on a topic of interest in accounting, auditing or financial area not covered in other courses.

*1 - 3 sem hrs.*

**MACC 587 Directed Independent Study**

Independent Research on an accounting, auditing or financial area not covered in other courses.

*Pre-Requisite: Permission of Instructor 1 - 3 sem hrs.*

**MACC 588 Accounting Internship**

Each student in the MACC program will complete an internship at a company, not-for-profit organization, public accounting firm or other

organization approved by the internship director. Students will earn two hours of academic credit by writing several papers on selected topics. Each paper will demonstrate accounting and business knowledge as well as proper writing skills. Papers will be due at regular intervals throughout the internship.

*2 sem hrs.*

**EXAMPLES OF ADDITIONAL ELECTIVE COURSES:**

**MBA Course offerings:**

- MBA 561 - Investments
- MBA 569 - Corporate Governance
- MBA 581 - Leadership
- MBA 582 - Mergers & Acquisitions

**LAW Course offerings:**

- LAWE 602 - Corporations
- LAWE 623 - Corporate Taxation
- LAWE 633 - Estate and Gift Taxation
- LAWE 634 - Estate Planning
- LAWE 658 - Securities Regulation
- LAWE 672 - Negotiation
- LAWE 685 - International Taxation
- LAWE 704 - Bankruptcy

**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 programs 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

## **ADMISSIONS**

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 Graduate Council of the Robins School of Business. 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, VA 23173.

## **ADMISSION REQUIREMENTS**

To be considered for admission to the MBA program, an applicant must:

- Hold a baccalaureate degree from an accredited college or university or, in the case of the MACC Program, hold senior standing.
- Have a grade point average (GPA) on all college and university.
- Have a score on the Graduate Management Admission Test (GMAT) that meets current admission standards. The GMAT score must be no more than five years old at the time of application. Information on the GMAT may be obtained at [www.mba.com](http://www.mba.com).

**Note:** Students whose native language is not English, or whose collegiate level instruction was not in English, also must earn a score of at least 600 on the paper-based, 250 on the computer-based,

or 100 on the Internet-based Test of English as a Foreign Language (TOEFL). Information about the TOEFL may be obtained from the Educational Testing Service, Princeton, NJ 08541 or at [www.toefl.org](http://www.toefl.org).

Applicants for the MBA also are expected to have had at least two years of relevant work experience after completion of the baccalaureate. The two-year work experience requirement is waived for JD/MBA students, for those who hold another advanced degree, and for full-time applicants with exceptional academic records. However, applicants who hold the Bachelor of Science in Business Administration degree from the Robins School of Business are discouraged from applying to the MBA program until they have had two years of work experience beyond the baccalaureate. 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
2. Official transcripts of all college and university work attempted from each college and university attended. 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 Immigration and Naturalization 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.
3. Official GMAT score report
4. Official TOEFL score report (when applicable)
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.

Students are admitted for the fall semester. **All application materials must be in the MBA Office by May 1 in order to be considered for admission for the upcoming fall semester.**

The address for all application materials:

*Director*

*MBA Program*

*Robins School of Business*

*University of Richmond, VA 23173*

## **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 (a student is considered part time if enrolled for fewer than nine semester hours of credit in a semester). Accordingly, all classes meet in the evening. Although designed as a part-time program, a few full-time students are admitted each year.

Currently, eight graduate assistantships are available for students seeking their MBA degree on a full-time basis.

### ***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.

## **REQUIREMENTS**

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The MBA degree program is divided into six parts: pre-course instruction, an Opening Residency, 11 core courses, an international experience, four elective courses and a Capstone Project. Each course carries three semester hours of credit. The pre-course instruction provides students a basic background in business disciplines. The Opening Residency is designed to develop *esprit de corps* among students, to provide concrete take-away knowledge, and to introduce students to the goals, expectations and methods used throughout the program. The eleven core courses emphasize advanced analysis and decision-making in business. The international experience provides an intensive learning opportunity that enhances students'

understanding of the complexities of conducting business in a foreign land. The elective courses further students' skills and knowledge in areas of personal interest. The Capstone Project gives students a chance to incorporate the knowledge gained in previous courses by solving a specific business problem.

In order to earn the MBA degree, all students must complete the Opening Residency, 11 core courses, the international experience, four elective courses, and the Capstone Project. The only course transfer credits that will be considered will be equivalent graduate business courses completed at an AACSB accredited school. A maximum of four courses (12 credits) may be transferred into the program (see Academic Procedures section for specifics on transfer credits).

### **Pre-Course Instruction**

Prior to beginning the program, all students must obtain pre-MBA interactive programs for self-study. The MBA Office will specify which self-study program will be used. The program must be completed prior to the Opening Residency and instructors will assume that students have mastered these materials.

### **MBA 500—Opening Residency**

The Opening Residency is designed to set appropriate expectations about effort, quality, performance and cooperation. It is held over two weekends. The first weekend (Friday, Saturday and Sunday) is at a residential off-site location. The second weekend (Saturday and Sunday) is held in the Robins School and is not residential. The Opening Residency is organized around a "live case" and culminates in a case competition on the last day. This is a Pass/Fail course and attendance is required at all residency activities.

### **Core Courses**

The satisfactory completion of 11 core courses (33 semester hours) is required. These courses form a common body of knowledge of business administration. Students must complete MBA 501 Financial Accounting, MBA 504 Statistical Analysis for Business and MBA 506 Economics for Managers within the first year after matriculation. The core courses are:

MBA 501 Financial Accounting

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 545 Strategic Resource Management  
 MBA 550 Managing Information and Technology in Organizations  
 MBA 580 Strategic Management

### **International Residency**

- MBA 570 Global Environment of Business/  
 International Residency

The international residency offers an intensive, in-depth, project-based experience that produces an understanding of a country or region and the unique problems that it faces.

### **Four Elective Courses**

The four elective courses provide an opportunity for students to further skills and knowledge in areas of personal interest.

### **Capstone Project**

- MBA 590 Capstone Project

A project relating to a local company or organization is developed by each student or, in some cases, by two students working together. This will be researched and analyzed by the groups with a recommended solution presented to senior management and instructors. The project is an integrative experience and incorporates the total learning experience of the program.

## **JD/MBA CURRICULUM REQUIREMENTS**

JD/MBA students normally substitute four Law School elective courses for the MBA elective courses, and MBA 508 Social, Ethical and Legal Issues in Business is 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.

## **COURSE DESCRIPTIONS:**

### **MBA 500 Opening Residency**

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 we analyze a "live case" on a topic of relevant strategic importance. The residency ends with a case competition among the teams, judged by University faculty and selected executives from industry 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.

*3 sem. hrs.*

### **MBA 501 Financial Accounting**

Basic concepts and procedures underlying corporate financial statements are developed. Tools for analyzing profitability, liquidity, leverage, activity and risk are introduced. The impact of the alternatives available within generally accepted accounting principles on financial statements, especially in terms of management's financial reporting strategy, are explored. Mastery of pre-course instruction in accounting is assumed when this course begins.

*3 sem. hrs.*

### **MBA 504 Statistical Analysis for Business**

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.

*3 sem. hrs.*

### **MBA 506 Economics for Managers**

Examines the 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.

*Prerequisite: MBA 504; 3 sem. hrs.*

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

Ethical and legal approaches and their application to the world of business are studied. Discussion centers on interaction between firms and their various stakeholders, including employees, customers and society. The role of business under the legal systems of countries other than the United States is introduced to highlight important differences. Emphasis is placed on court decisions relating to business contracts, secured transactions and business organizations.

*3 sem. hrs.*

**MBA 509 Selected Topics in Economics.**

*Prerequisite: MBA 506; 3 sem. hrs.*

**MBA 510 Financial Management**

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.

*Prerequisite: MBA 501; 3 sem. hrs.*

**MBA 512 Investments**

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.

*Prerequisite: MBA 510; 3 sem. hrs.*

**MBA 513 Portfolio Management and Analysis**

Techniques for analyzing and evaluating financial data for security selection are explored. Security markets, investment theories, valuation techniques and applied investment concepts are discussed. Emphasis is on political theory, risk/return objectives and portfolio monitoring. Global diversification and resultant effects are treated within the context of constructing security portfolios.

*Prerequisites: MBA 510 and 512; 3 sem. hrs.*

**MBA 514 Global Financial Management**

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.

*Prerequisite: MBA 510; 3 sem. hrs.*

**MBA 516 Corporate Governance**

Examines recent corporate scandals and critically evaluate proposed reforms. Topics to be covered include the Sarbanes Oxley Act, earnings management, responsibilities of the board, external auditors and financial analysts, role of institutional investors, moral and ethical issues and executive compensation. Makes use of extensive outside speakers, including attorneys, analysts and high-level executives.

*Prerequisite: MBA 510; 3 sem. hrs.*

**MBA 517 Selected Topics in Accounting**

*Prerequisite: MBA 501; 3 sem. hrs.*

**MBA 518 Technical Analysis**

Provides an overview of the various analytic techniques utilized in the discipline by professional technicians. Emphasis will be placed on analytical and statistical methodologies used in measuring the primary factors governing the pricing of securities in the marketplace. Interaction of technical analysis with fundamental research also will be examined.

*Prerequisite: MBA 510; 3 sem. hrs.*

**MBA 519 Selected Topics in Finance**

*Prerequisite: MBA 510; 3 sem. hrs.*

**MBA 520 Marketing Management**

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 firm's 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.

*3 sem. hrs.*

### **MBA 529 Selected Topics in Marketing.**

*Prerequisite: MBA 520; 3 sem. hrs.*

### **MBA 530 Organizational Behavior**

Analysis of work behavior from the viewpoint of both behavioral research and managerial practice. Understanding of basic issues such as motivation, individual differences, leadership and managing change provides students with foundation needed for managing performance, quality and operations.

*3 sem. hrs.*

### **MBA 531 Leadership**

Designed to assist MBA students in making the transition from theory to application in the science and art of leadership. Its focus is on what a leader does in the work environment. The emphasis is on leader/employee interactions and the behaviors required to be an effective leader.

*Prerequisite: MBA 530; 3 sem. hrs.*

### **MBA 532 Mergers and Acquisitions**

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 and 530; 3 sem. hrs.*

### **MBA 534 Negotiations**

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.

*Prerequisite: MBA 530; 3 sem. hrs.*

### **MBA 536 New Venture Planning and Financing**

Uses a combined case and lecture approach for the study of entrepreneurship, new venture creation and growth. Covers the financial, strategic, legal and market-related elements of new venture creation. Topics include opportunity recognition, business planning and alternative financing means. Students write a business plan as part of the course.

*Prerequisites: MBA 510 and 530; 3 sem. hrs.*

### **MBA 538 Strategic Crisis Management**

After using the case study method to critically examine the preemptory theory and practice of strategic crisis management, students will analyze the unique strategic, security and geopolitical risks and responsibilities of managing businesses in the altered management landscape of a post-World Trade Center world.

*Prerequisite: MBA 530; 3 sem. hrs.*

### **MBA 539 Selected Topics in Management Systems**

*Prerequisite: MBA 530; 3 sem. hrs.*

### **MBA 540 Operations Management**

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.

*3 sem. hrs.*

### **MBA 545 Strategic Resource Management**

The design of management accounting systems that support an organization's strategic objectives is the focus of this course. Topics also include the impact of lean production methods on cost management, target costing, managing capacity costs, environmental costs, activity-based management and theory of constraints.

*Prerequisite: MBA 540; 3 sem. hrs.*

### **MBA 550 Managing Information and Technology in Organizations**

Introduction to the managerial challenges and opportunities of implementing technology solutions and obtaining competitive advantage through information value. Emphasis on technology as an enabler to support business strategy, define business models and provide for more efficient operations in the digital, network economy. In addition, information is recognized as a major economic good deserving increased attention in organizations. Cases will be used to exemplify real world examples while conceptual models and analytical frameworks will be introduced as decision-making tools to address the issues faced by technology and business leaders.

*3 sem. hrs.*

### **MBA 570 Global Environment of Business/ International Residency**

An intensive, in-depth experience designed to enhance understanding of a country or region and the unique problems that it faces. The residency will consist of 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 the visiting groups. The project will begin prior to departure, developed during the residency, and completed after the residency. Presentations of final project report are required.

*Prerequisites: MBA 506, 510 and 520; 3 sem. hrs.*

### **MBA 580 Strategic Management**

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.

*Prerequisite: MBA 570; 3 sem. hrs.*

### **MBA 587 Independent Study**

*3 sem. hrs.*

### **MBA 590 Capstone Project**

A project relating to a local company or organization is developed, researched and analyzed, with a recommended solution presented to senior management and instructors. Each project is completed by one student working independently, or occasionally by a team of two students. The project will incorporate the total learning experience of the program.

*Prerequisite: MBA 580; 3 sem. hrs.*

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## FACULTY OF THE SCHOOL OF BUSINESS

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**INDEX**

**A**

Academic Calendars ..... 5

Academic Procedures

    Academic Progress and Scholarship ..... 17

    Academic Records and Transcripts..... 18

    Attendance ..... 15

    Credit and Grades ..... 16

    Evaluation ..... 17

    Incomplete Work ..... 17

    Limits of Work..... 15

    Registration ..... 15

    Transfer Credit ..... 17

    University Holidays ..... 16

Administration ..... 34

Alcoholic Beverages and Other Drugs ..... 14

**B**

Board of Trustees..... 33

Bookstore ..... 7

Business, Robins School of

    Degree Requirements ..... 23

    Mission Statement..... 23

**C**

Calendar, Graduate Business Programs ..... 4

Career Development Center ..... 7

Computing Facilities ..... 10

Confidentiality/Privacy Rights/  
    Right to Know..... 19

Contents ..... 3

Counseling and Psychological Services ..... 8

**D**

Directory..... 33

Disability Accomodations..... 8

**E**

Environment and History ..... 7

Ethics and Conduct..... 13

**F**

Faculty ..... 34

Financial Affairs ..... 20

Financial Aid ..... 21

Food Service

    Meal Plans..... 8

**H**

Housing ..... 9

**I**

Identification Card/One-Card..... 11

Information Services -

    Library and Computing Resources

        Library Resources ..... 9

International Students and Study Abroad ..... 11

**M**

MACC Program

    Admissions ..... 24

    Course Descriptions ..... 25

    Curriculum ..... 25

MBA Program ..... 26

    Admissions ..... 27

    Course Descriptions ..... 29

    Curriculum Program Options ..... 28

    Requirements ..... 28

Mission Statement..... 6

Motorized Vehicles ..... 14

Multicultural Affairs..... 11

**O**

Organization and Accreditation..... 6

**P**

Parking..... 11

**R**

Recreation and Wellness Center ..... 11

Refunds..... 20

Resources and Services ..... 7

**S**

Spiritual Life ..... 12

Student Health Center ..... 12

Student Identification Number ..... 13

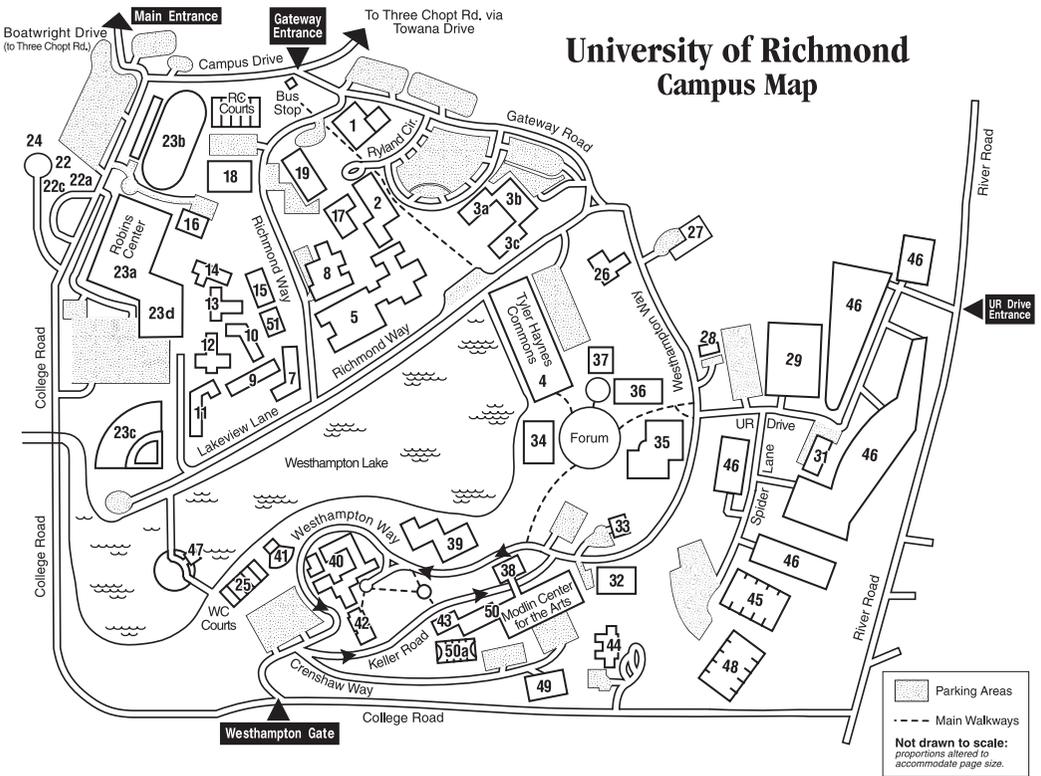
**T**

Tuition ..... 20





# University of Richmond Campus Map



Admissions **18**  
 Advancement Office **3a**  
 Alice Haynes Room **4**  
 Alumni Office **49**  
 Arts & Sciences Dean **5**  
 Atlantic House **22c**  
 Boatwright Memorial Library **5**  
 Booker Hall of Music **38**  
 Bookstore **4**  
 Brunet Memorial Hall **18**  
 Bursar's Office (Student Accounts) **18**  
 Business Office **3a**  
 Business School **1**  
 Camp Concert Hall **38**  
 Campus Ministries Center **37**  
 Cannon Memorial Chapel **36**  
 Career Development Center **3b**  
 Center for Civic Engagement **4**  
 Chancellor's Office **5**  
 Chaplain's Office **37**  
 Columbarium **36**  
 Counseling and Psychological Services (CAPS) **3b**  
 Crenshaw Field **50a**  
 Data Systems Administration **16**  
 Deanery **33**  
 Dennis Memorial Hall **13**  
 E. Carlton Wilton Center for Interfaith Campus Ministries **37**  
 Financial Aid **18**  
 First Market Bank Stadium **23b**  
 Football Practice Field **45**  
 Fraternities **22 & 24**  
 Freeman Hall **10**  
 Gazebo **47**  
 Gottwald Science Center **35**  
 Graduate Business School **1**  
 Graduate School A&S Dean **5**

Gray Court **39**  
 Gumenick Academic/Administrative Quadrangle **3**  
 Heilman Dining Center **34**  
 Human Resource Services **8**  
 Information Services **17**  
 International Education **3c**  
 Intramural Fields **29**  
 Jenkins Greek Theatre **41**  
 Jepson Alumni Center **49**  
 Jepson Hall **17**  
 Jepson School of Leadership Studies **17**  
 Jepson Theatre **50**  
 Jeter Memorial Hall **15**  
 Keller Hall **43**  
 Lacrosse Field **48**  
 Law School **19**  
 Law School Alumni Office **19**  
 Lora Robins Court **32**  
 Lora Robins Gallery of Design from Nature **5**  
 Management Institute **1**  
 Marsh Art Gallery **50**  
 Marsh Hall **11**  
 Maryland Hall **3a**  
 Media Resource Center **5**  
 Military Science **16**  
 Millhiser Gymnasium **16**  
 Modlin Center for the Arts **50**  
 Moore Memorial Hall **12**  
 North Court **40**  
 North Court Reception Room **40**  
 Pacific House **22a**  
 Perkinson Recital Hall **40**  
 Phonathon Center **28**  
 Pitt Baseball Field **23c**  
 Police **31**  
 Political Science **8**  
 Post Office **34**

Power Plant **26**  
 President's Home **44**  
 President's Dining Room **4**  
 President's Office **3a**  
 Printing Services **28**  
 Puryear Hall **3c**  
 Registrar **18**  
 Richmond College Dean **51**  
 Richmond Hall **3b**  
 Richmond Research Institute **8**  
 Robins Center **23a**  
 Robins Center Pool **23**  
 Robins Pavilion **49**  
 Robins Memorial Hall **14**  
 Robins School of Business **1**  
 Ryland Hall **2**  
 School of Continuing Studies **31**  
 Services Building **28**  
 Soccer/Track Complex **23b**  
 South Court **42**  
 Special Programs Building **31**  
 Student Affairs **4**  
 Student Health Center **31**  
 Tennis Complex **25**  
 Thalhimer Guest Cottage **33**  
 Thomas Memorial Hall **7**  
 Tyler Haynes Commons **4**  
 University Facilities **27**  
 University Forest Apartments **46**  
 University Services **27**  
 Virginia Baptist Historical Society **5**  
 Weinstein Center for Recreation and Wellness **23d**  
 Weinstein Hall **8**  
 Westhampton College Dean **33**  
 Whitehurst **51**  
 Wilton Center **37**  
 Wood Memorial Hall **9**



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