



**College of Business Administration  
Student Handbook  
2016-2017**

## Message from the Dean



Welcome to the College of Business Administration at the University of Detroit Mercy! We are a diverse community of scholars working in the Jesuit and Mercy traditions, with dedication to both academic excellence and social responsibility.

Indeed, our graduate and undergraduate programs have been accredited since 1949 by the Association to Advance Collegiate Schools of Business (AACSB), which places us among the top 5 percent of business schools in the world. *U.S. News & World Report* has ranked our undergraduate management program among the top 10 in the nation and ranked our MBA program 16<sup>th</sup> best in the nation for management. But we have never been content with intellectual development alone. Since its inception a century ago, the College of Business Administration has promoted social responsibility in addition to academic performance. Here, you'll not only study business ethics, but also undertake service-learning, using the skills you develop in the classroom to benefit the community. For example, our Accounting majors have received multiple awards from the City of Detroit for our Volunteer Income Tax Assistance program. And this year, in celebration of our College's 100<sup>th</sup> anniversary and the Holy Year of Mercy, the College is proud to launch its new Center for Social Entrepreneurship.

We are delighted to have you joining us as a graduate or undergraduate student, and we hope that you not only take pride in your College, but actively participate to further enrich your own experience and our institution. While you're here, please take advantage of the many opportunities available for spiritual development, leadership growth, social networking, and community involvement. Envision the accomplishments that you'd like to achieve, not just four or five years from now, but by the end of your career, and create a plan to achieve them. We look forward to the day when we can count you among our many distinguished and loyal alumni and alumnae!

**Joseph G. Eisenhauer, Ph.D.**  
**Dean of the College of Business Administration**

## **Purpose**

The College of Business Administration Student Handbook provides the policies and procedures specific to the undergraduate and graduate programs. This handbook should be used in conjunction with the University of Detroit Mercy Undergraduate & Graduate Catalogs & Handbook which provide detailed information regarding programs of study, course descriptions, and University Undergraduate Program policies and procedures.

Students in the College of Business Administration are responsible and accountable for knowledge of the requirements, policies and procedures set forth by the College. Administrators, advisors, and faculty are available to assist students by explaining the various requirements, policies and procedures for each program. However, the ultimate responsibility for compliance rests with the student.

Policies apply regardless of delivery methods, and therefore apply to courses and programs delivered in face-to-face, online, and hybrid formats.

### **Prepared by:**

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## College of Business Administration (CBA)

Founded in 1916, the College of Business Administration provides professional education in business and related fields and aims to instill in its students a sense of personal integrity, a high measure of intellectual curiosity, and a deep awareness of personal and social values in contemporary society, particularly in its urban setting. As a Catholic institution operating in the Jesuit and Mercy traditions, the College emphasizes business ethics and service-learning. The College's international accreditation by the [Association to Advance Collegiate Schools of Business \(AACSB\)](#) places it among the top 5% of business schools in the world. The College's Management program has been ranked among the top 10 in the United States by *U.S. News & World Report*, the MBA program has been ranked among the top 16 in the nation for Management, and the College has received multiple awards from the City of Detroit for its service-learning projects, including the Volunteer Income Tax Assistance program.

### CBA Mission Statement

The College of Business Administration prepares diverse students to serve business organizations and society with competence, compassion and conscience. Rooted in the Jesuit and Mercy traditions, the College champions' academic excellence and good character by encouraging intellectual, spiritual, ethical, and social growth. We achieve this mission by:

- ✓ Encouraging and expecting excellence from students, faculty, and staff in all we do;
- ✓ Helping students to develop knowledge, analytical and critical thinking, and skills to compete in a dynamic global business environment;
- ✓ Teaching students self-reflection, teamwork with diverse peoples, and responsible stewardship for the common good;
- ✓ delivering quality teaching, research, and service to our University, our profession, and our community; and
- ✓ Providing quality bachelor and master degree programs



## Programs & Curricula—Undergraduate

All program requirements must be verified by the Dean's Office prior to graduation. Degree requirements are also noted in the 2016-2017 Undergraduate Catalog located at <http://www.udmercy.edu/catalog/>. To graduate, all undergraduate students must complete the ETS exam and submit the EBI survey.

Please see UDM Academic Policies and Procedures for more information on: academic services; disability support services; grading system; repeating a class; incompletes; class standing; audit of classes; alumni audit; testing, experiential learning, CLEP, DAN TES, and military service credit; and taking classes elsewhere as a guest student. Forms from the Registrar's Office are accessible through the following link: <http://www.udmercy.edu/registrar/forms/index.htm>

### UDM Core and Business Core Requirements

#### Business Core Courses (27 - 30 credits)\*

Course #	Course Name	credits
BUS 1600 **	Business as a Profession	3
BUS 2310	Business Law	3
BUS 3110	Organizational Design and Structure	3
BUS 3120	Principles of Marketing	3
BUS 3130	Financial Management	3
BUS 3150	Quantitative Methods for Decision Making	3
BUS 3160	Control of Operations Management and Quality	3
BUS 3180	Behavior and Leadership in Organizations	3
BUS 3190	Ethics, Business Leadership and Social Responsibility	3
BUS 4990	Strategic Policy and Management	3

\* Students must have attained at least a 2.0 in business core courses by graduation.

\*\* BUS 1600 is only required of freshman business students.

#### Business Supportive Courses (21 credits)

*Note: several courses also fulfill UDM Core requirements*

Course #	Course Name	credits
ECN 2950	Microeconomic Principles (OB3A)	3
ECN 2960	Macroeconomic Principles (OB3C)	3
ECN 3050	Money and The Financial System	3
ENL 2040	Introduction to Business Writing	3
MTH 1110	Mathematical Analysis I (OB2A)	3
MTH 1120	Mathematical Analysis II	3
STA 2250	Statistics	3

## University Core Curriculum Courses (48 credits)

Objective 1	Communication Skills (1)	6
Objective 2	Mathematical and Computer Skills (2)	6
Objective 3	Scientific Literacy (3)	9
Objective 4	Meaning and Value (4)	9
Objective 5	Diverse Human Experience (5)	12
Objective 6	Social Responsibility (6)	6

*(1) Students must complete CST 1010 and ENL 1310 (some students may also need ENL 1300).*

*(2) Students must complete CIS 1000, or CIS 1020, or CIS 1030 and MTH 1110 (also a required supportive course).*

*(3) Students must complete one course in natural sciences (OB3B) and ECN 2950 and ECN 2960 (both required supportive courses).*

*(4) Students must complete PHL 1000 (OB4A), one religious/Catholic studies course (OB4B) and another philosophy or religious/Catholic studies course (OB4C).*

*(5) Students must complete one course each in historical experiences (OB5A), literary experiences (OB5B), aesthetic experiences (OB5C), and comparative experiences (OB5D).*

*(6) Students must complete PHL 2010 (OB6A) and BUS 3190 (also a required business course).*

*Courses must have the Core Curriculum attribute noted above.*

## **Accounting Major Program, BSBA Degree**

The UDM Accounting Program develops professional accountants who transcend narrow functional boundaries and can fill a variety of roles in any organization. A Bachelor of Science in Business Administration with a major in Accounting prepares graduates for life's career not just the next job. Students are taught the accounting skills and analytical tools necessary to succeed in today's rapidly changing economic environment.

A student with a major in accounting can expect to have many doors open throughout his or her career. Graduates generally begin in entry-level accounting positions, but have also started their career in other areas. Accounting students may apply for any position open to business administration majors, so that an accounting major can be thought of as reaping the most flexibility in the long-run.

Upon completion of the 126-hour Accounting major, a student is qualified to take the Uniform Certified Public Accounting (CPA) examination. To become licensed as a CPA in Michigan, the accountant must successfully pass the CPA exam, complete a total of 150-credit hours and meet experience and other requirements set by the Michigan Board of Accountancy. Complete information can be obtained on the state site [http://www.michigan.gov/lara/0,4601,7-154-72600\\_72602\\_72731\\_72855-358919--,00.html](http://www.michigan.gov/lara/0,4601,7-154-72600_72602_72731_72855-358919--,00.html).

A number of other professional certification programs are available to the accounting program graduate. Students may choose to pursue certifications in management accounting, financial management, internal auditing, or forensic accounting, for example. Most certifications, like CPA licensing, have education, examination, experience and continuing professional education



requirements. Students are encouraged to consult with the faculty about career paths and certification.

The College reserves the right to add or delete course offerings and to redesign the program.

### Degree Requirements

#### Accounting Major Courses (30 credits)\*

Course #	Course Name	credits
ACC 2010	Principles of Accounting I	3
ACC 2020	Principles of Accounting II	3
ACC 3110	Intermediate Accounting I	3
ACC 3120	Intermediate Accounting II	3
ACC 3310	Cost Accounting Systems and Procedures	3
ACC 4130 **	Advanced Accounting	3
ACC 4300	Federal Income Taxation I	3
ACC 4500	Accounting Information Systems	3
ACC 4510	Auditing	3
ACC	Accounting Elective	3

\* Students must have attained at least a 2.0 in accounting major courses by graduation.

\*\* Satisfies international course requirement.

#### General Electives (6 - 9 credits)

Students may select from courses offered at UDM.

### **Business Administration Major Program, BSBA Degree**

A degree in Business Administration provides students with the knowledge base and functional skills required to meet the varied and complex responsibilities faced by managers in businesses, governments, not-for-profits, and other organizations.

Students complete a set of business core courses which encompass all of the major functional areas essential to the successful operation of any organization. This ensures that graduates are prepared to enter a variety of positions upon graduation. Students must also take at least four advanced business electives beyond the business core: these may be used to expand the breadth of their knowledge in several subject areas or to increase their depth of understanding in one area. At least one of the four electives must be chosen from International Business. Three business electives in one of ten specified areas can constitute a concentration. A BSBA student may do as many as two concentrations. Students cannot apply an advanced business elective course to more than one concentration.

A wide range of opportunities exist for business majors upon graduation. Large corporations, small or family-held businesses, not-for-profit organizations and government agencies all have

need for the skills and knowledge possessed by a business administration major. Participation in co-op often helps students to narrow their career focus to a specific occupation, firm, or industry.

The College reserves the right to add or delete course offerings and to redesign the program.

### Degree Requirements

#### Business Major Courses (48-51 credits)

Course #	Course Name	credits
BUS 1600 *	Business as a Profession	3
ACC 2010	Principles of Accounting I	3
ACC 2020	Principles of Accounting II	3
BUS 2310	Business Law I	3
BUS 3110	Organizational Design and Structure	3
BUS 3120	Principles of Marketing	3
BUS 3130	Financial Management	3
BUS 3150	Quantitative Methods for Decision-Making	3
BUS 3160	Control of Operations Management and Quality	3
BUS 3170	Management of Information Systems	3
BUS 3180	Behavior and Leadership in Organizations	3
BUS 3190	Ethics, Business Leadership and Social Responsibility	3
BUS 4990	Strategic Policy and Management	3
BUS	International business elective	3
BUS	Other business electives	9

*\* BUS 1600 is only required of new-entering freshman business students.*

Students majoring in Business Administration may select their international business and business electives from among the Business and Accounting upper-level course offerings.

#### General Elective Courses (15-18 credits)

Students select additional courses offered by UDM. General elective courses may be used to form a minor, a certificate, or a concentration.

#### **Five-Year BSBA/MBA Program**

The 5-year program leading to the Bachelor of Science in Business Administration (BSBA) and the Master of Business Administration (MBA) degree is designed for students who are committed to completing an MBA as part of their professional education.

Students admitted to this program will complete the BSBA in 4 years of study, and complete the MBA degree by the end of the fifth year. Students must:

- Maintain a minimum GPA of 3.25 to remain in the program;
- Maintain the highest ethical standards and abide by the Academic Integrity Policy;
- Adhere to the prescribed schedule for program completion;
- Complete two internships (one must be graduate level);
- Participate actively in the College's Mentoring program;
- Attend periodic cohort meetings;
- Complete 1 approved international experience;
- Create and maintain a LinkedIn profile.

The five-year program includes the following:

- The program provides challenging academic coursework that prepares students for successful business careers.
- All pre-core requirements for the MBA are waived, eliminating 18 credit hours; there is no entrance exam or other special requirements for entering the graduate phase of the program.
- The program includes appropriate work experience in preparation for the MBA Program. Students must complete a minimum of two cooperative education assignments (i.e. internships.) One of these must be a graduate internship completed between the fourth and fifth year.
- Note that beginning Fall 2015, students in the five-year program are also required to complete an international experience as part of the program.

### **Accelerated Curriculum**

- 1st Year: 33 Credit Hours - University Core Curriculum Requirements (11 undergraduate courses)
- 2nd Year: 33 Credit Hours - Foundation Courses for Business (11 undergraduate courses)
- 3rd Year: 36 Credit Hours - Business Core Courses (12 undergraduate courses)
- 4th Year: 36 Credit Hours - Complete Undergraduate Concentration, begin MBA Core Courses (8 undergraduate and 4 graduate courses)
- 5th Year: 24 Credit Hours - Complete MBA Requirements (8 graduate courses)
- Total 162 Credit Hours

### **Admission Requirements**

Applicants must meet the University's general entrance requirements. Admission to the 5-year program requires meeting the following admission standards: 3.25 or higher high school GPA and a minimum of 24 ACT Composite (or equivalent SAT). No entrance exams or separate requirements are needed to enter the graduate phase of the program.

## **CBA Minors and Concentrations**

### **Business Law Minor - 18 Credits**

Available to all Undergraduate Students

Law is pervasive in all aspects of work and life. The minor in business law allows students from any academic discipline to learn the skill sets necessary to identify and manage legal issues encountered within personal and professional contexts, including insurance, employment, home ownership, and personal property. For students interested in a career in law, business, or government, the minor will provide a solid understanding of the complex legal issues that exist in today's regulatory environment.

#### Required Sequence of Courses

##### **First Course in Sequence**

Course #	Course Name	Credits
BUS 2310	Business Law	3

##### **Component Area 1: Law and Society (3 Credit Hours)**

Course #	Course Name	Credits
BUS 2350	Law and Popular Culture	3
BUS 3720	Sports Law	3
ACC 4300	Federal Income Taxation I	3

##### **Component Area 2: Law and Human Relations (3 Credit Hours)**

Course #	Course Name	Credits
BUS 4790	International Human Rights Law	3
BUS 3700	International Business Law	3

##### **Component Area 3: Law and Contractual Relationships (3 Credit Hours)**

Course #	Course Name	Credits
BUS 4770	Insurance Law and Risk Management	3
BUS 4760	Legal Environment of Real Estate	3
BUS 3520	Labor Law & Collective Bargaining	3

##### **Component Area 4: Special Topics in the Law (3 Credit Hours)**

Course #	Course Name	Credits
ACC 4400	Federal Income Taxation II	3
LEGA 2650	Corporations and Business Organizations	3
POL 2040	Tort Law	3
POL 3460	Civil Liberties and Equality	3

## Final Course in Sequence

Course #	Course Name	Credits
BUS 3190	Ethics, Business Leadership, and Social Responsibility	3

To declare and successfully complete the business law minor, students should take note of the following:

1. A student must declare a major before declaring a business law minor.
2. A student should declare a business law minor by the first semester of his or her junior year. A minor cannot be added after graduation. The minor will be certified at the same time that the student's major(s) is certified for graduation.
3. A minimum of 18 credits is required for the business law minor.
4. Students must maintain a minimum cumulative GPA of 2.0 in business law minor courses in order for the minor to be posted on the official transcript at the time of graduation.
5. At most, six (6) credit hours within the business law minor may be counted towards both the major and the minor.
6. At least 12 credits (or 4 courses) of the courses required for the minor must be taken at UDM unless the courses are taken as part of a consortium agreement.
7. BUS 3190 must be completed at UDM.
8. Where indicated for certain courses in the curriculum (see below) students must complete prerequisite courses before taking the specified course in the business law minor.
9. No course for the business law minor can be taken on a pass/fail basis.
10. A minimum of nine (9) credit hours must come from courses at the 3000- or 4000-levels.
11. Students in the College of Business Administration may not pursue both a concentration in business law and the business law minor.
12. Students completing the business law minor will also be required to submit a portfolio to the business law minor coordinator during their final semester. The portfolio must include one example of written coursework completed by the student from each of the four component areas. To document the student's intellectual development during the course of the minor program, examples of written work must be submitted in chronological order. A student may only submit one example of written work per course. In addition, the student must submit a 500 word reflective essay addressing how the minor enhanced: (a) his or her understanding of the connection between business law and private life; and (b) his or her understanding of the connection between business law and major field of study. Students will also be asked to share their comments and reflections on the strengths and weaknesses of the minor, as well as offer suggestions for improving the minor.
13. The College of Business Administration reserves the right to review and to modify the curriculum for the business law minor through the same procedures that it uses to review and to modify the business administration major.

## **Business Minor**

Available for Non-Business Students.

Students pursuing degrees outside the College of Business Administration are eligible to complete a minor in Business. This minor will provide students the fundamental knowledge, skills and competencies in core areas of business.

It will be of benefit to students who wish to a) improve their skills and credentials for employment and professional development, b) obtain a broad understanding of business processes and the business environment, or c) prepare for future graduate studies in business related disciplines.

At least 15 of the 21 credits required for the minor must be completed at the University of Detroit Mercy. Students must achieve a grade point average of at least 2.0 in the business minor coursework to be certified for completion of the minor.

### **Required Courses (21 credits)**

Course #	Course Name	credits
ACC 2010	Principles of Accounting I	3
ACC 2020	Principles of Accounting II	3
ECN 2950	Microeconomic Principles	3
ECN 2960	Macroeconomic Principles	3
BUS 2310	Business Law I	3
BUS 3110	Organizational Design and Structure	3
BUS 3120	Principles of Marketing	3

### **Concentrations for Business Administration Students**

Students may select up to two concentrations. Although a concentration is not required, students choosing to take their international business and business electives within a particular area are encouraged to formally recognize the concentration on their transcripts. Students must have at least three courses within a concentration and obtain a minimum of 2.0 for the area of concentration. Students who wish to complete two concentrations must take at least three courses within each concentration and obtain a minimum of 2.0 for the area of concentration. Students may not count a business elective towards more than one concentration.

<b>Accounting Concentration (select at least three)</b>	credits
ACC 3070 Financial Statement Analysis	3
ACC 3110 Intermediate Accounting I	3
ACC 3120 Intermediate Accounting II	3
ACC 3310 Cost Accounting Systems and Procedure	3
ACC 3320 Cost Accounting Planning and Control	3
ACC 4130 Advanced Accounting	3

ACC 4300	Federal Income Taxation I	3
ACC 4400	Federal Income Taxation II	3
ACC 4500	Accounting Information Systems	3
ACC 4510	Auditing	3

**Business Intelligence Concentration (select all three)** credits

BUS 4605	Business Intelligence	3
BUS 4610	Database Management for Business	3
BUS 4615	Business Analytics	3

**Business Law Concentration (select at least three)** credits

BUS 3520	Labor Law & Collective Bargaining	3
BUS 3700	International Business Law	3
BUS 3720	Sports Law	3
BUS 4760	Legal Environment of Real Estate	3
BUS 4770	Insurance Law and Risk Management	3
BUS 4790	Human Rights Law	3

**Decision Sciences Concentration (select at least three)** credits

BUS 3680	Research Methods for Sports Management	3
BUS 4000	Global Sustainable Development	3
BUS 4600	eBusiness	3
BUS 4605	Business Intelligence	3
BUS 4610	Database Management for Business	3
BUS 4615	Business Analytics	3
BUS 4625	Supply Chain Management	3
BUS 4635	Project Management	3

**Finance Concentration (select at least three)** credits

BUS 3300	Fundamentals of Investments	3
BUS 3340	Corporate Finance	3
BUS 3370	Management of Financial Institutions	3
BUS 4310	Advanced Investments	3
BUS 4350	Global Finance	3
BUS 4360	Real Estate	3

**Human Resources Concentration (select at least three)** credits

BUS 3510	Human Resources Management	3
BUS 3520	Labor Law & Collective Bargaining	3
BUS 3530	Seminar in Human Resource Management	3

BUS 4520 Labor Relations 3  
credits

**International Business Concentration (select at least three)**

ACC 4130 Advanced Accounting 3  
BUS 3700 International Business Law 3  
BUS 4000 Global Sustainable Development 3  
BUS 4350 Global Finance 3  
BUS 4560 Comparative International Management 3  
BUS 4870 Global Marketing Strategies 3  
BUS 4940 International Studies in Business 3

**Management Concentration (select at least three)**

BUS 3550 Individual and Group Behavior, Motivation, Decision Making, and Performance 3  
BUS 4620 Introduction to Entrepreneurship 3  
BUS 4540 Organizational Strategy, Cultural Design, Development, Change, and Performance 3  
BUS 4560 Comparative International Management 3  
BUS 4570 Current Issues in Organizational Management & Leadership 3  
optionally, up to one course from the business law concentration  
optionally, up to one course from the human resources concentration

**Marketing Concentration (select at least three)**

BUS 3820 Consumer Behavior 3  
BUS 3860 Business Research Methods 3  
BUS 3870 Internet Marketing 3  
BUS 3880 Sports and Entertainment Marketing 3  
BUS 4600 eBusiness 3  
BUS 4620 Introduction to Entrepreneurship 3  
BUS 4810 Promotion Management 3  
BUS 4820 Channel and Retailing Management 3  
BUS 4830 New Product Management 3  
BUS 4840 Ethics in Marketing 3  
BUS 4870 Global Marketing Strategies 3  
BUS 4890 Marketing Strategy 3

**Sports Management Concentration (select all three)**

BUS 3680 Research Methods for Sports Management 3  
BUS 3720 Sports Law 3  
BUS 3880 Sports and Entertainment Marketing 3



## **Programs & Curricula—Graduate**

All program requirements must be verified by the Dean's Office prior to graduation. Degree requirements are also noted in the 2016-2017 Graduate Catalog located at <http://www.udmercy.edu/catalog/>. Forms from the Registrar's Office are accessible through the following link: <http://www.udmercy.edu/registrar/forms/index.htm>.

### **Full-time & Part-Time Status**

To be considered a full-time graduate student, one must register for a minimum of 9 credit hours per semester. The normal maximum number of credits that a graduate student can register for each semester is 12 unless the student is enrolled in a program that requires more than 12 credits. Exceptions to exceed 12 credits must be granted by the Dean's office. Full-time students who drop below 9 credits during a semester may jeopardize their financial aid, athletic eligibility, veteran status or international student status. Graduate students are classified as part-time when they register for up to 8.5 credits per semester, and are considered half-time for financial aid purposes when they enroll in at least 4.5 credit hours during the semester.

### **Academic Standing**

If a graduate student's cumulative GPA falls below a 3.0 in any particular term, the student is placed on academic probation. This status dictates that the student's cumulative GPA must continue to improve in each consecutive term thereafter until the cumulative GPA reaches 3.0 and is then sustained at that level or higher. If, after being placed on Academic Probation, the student's cumulative GPA does not improve in each subsequent term, the student will be academically dismissed.

## **1. MBA programs**

### **A. MBA degree program**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/mba/index.htm>

### **Degree Requirements**

#### **Core Courses**

ACC 5200	Managerial Accounting
ECN 5120	Analysis of Economic Conditions
MBA 5200	Decision Analysis
MBA 5210	Personal Development, Ethics, and Social Responsibility
MBA 5220	Corporate Finance
MBA 5240	Marketing Management and Planning
MBA 5250	Organizational Leadership
MBA 5260	Information Systems and Technology
MBA 5900	Strategic Management

Core Electives Select 3 courses (not previously used) from the following: ACC 5300-5950, BTM 5000-5999, CIS 5050-5910, ECN 5200-5850 (excluding ECN 5300), MBA 5270, MBA 5305-5990, HLH 5500, HLH 5700, HSA 5780 See advisor for selection.

Graduate students may elect to complete a graduate thesis. Graduate thesis guidelines, rules, and regulations are available via the following URL:

<http://business.udmercy.edu/programs/graduate/mba/CBA%20Graduate%20Thesis%20Guidelines%2012%201%202010.pdf>

### **Foundation Courses**

Foundation requirements include a set of courses designed for those applicants who have had no exposure or limited exposure to business courses in their academic background and/or limited work experience. These courses, up to a maximum of 24 credit hours, may be required to guarantee preparedness for the program's core and post-core requirements. Foundation requirements may be waived, in any number, depending upon the applicant's academic background.

ACC 5100	Foundations of Financial Accounting
ECN 5100	Economic Analysis of Enterprises
MBA 5100	Legal Environment
MBA 5120	Statistical Analysis for Decision Making
MBA 5140	Foundations of Management
MBA 5160	Foundations of Marketing
MBA 5180	Foundations of Financial Management
MBA 5190	Foundations of Production and Operations Management

### **B. Dual JD/MBA degree program**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/jd-mba/index.htm>

Admission to the Dual JD-MBA Program is contingent upon separate admissions to the UDM School of Law program and the MBA Program. All applications, forms, original files, and grade analyses are handled through the Registrar of the School of Law. Contact: Loretta Lewins-Peck, Assistant Dean and Registrar, School of Law at (313) 596-9828; [lewinspe@udmercy.edu](mailto:lewinspe@udmercy.edu).

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- JD/MBA students are waived from MBA 5210 upon successful completion of UDM LAW 2470 Professional Responsibility.

- Structured Electives Requirements: 9 credit hours drawn from UDM LAW courses. Post-core requirement of nine credit hours of electives are fulfilled by successful completion of a cognate of law courses.
- **JD/MBA students in good standing that have completed their first year of law school studies are waived from MBA 5100.**

### **C. Dual MBA/MHSA degree program**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/hsa-mba-mhsa/index.htm>

The dual degree program is offered cooperatively between the College for Health Professions & McAuley School of Nursing and the College of Business Administration. The Master of Health Services Administration (MHSA) program requires a separate application to the College of Health Professions & McAuley School of Nursing. Admission criteria to the Master of Health Services Administration program differ from the MBA Program admission criteria. For questions or assistance regarding the application process to the Master of Health Services Administration, contact Dr. Renady Hightower, Program Chair and Associate Professor at the College of Health Professions & McAuley School of Nursing via telephone at 313-993-1695 or via e-mail at [hightore@udmercy.edu](mailto:hightore@udmercy.edu).

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- MHSA/MBA students are waived from MBA 5210 upon successful completion of ETH 5520 in their MHSA program.
- Structured Electives Requirements: 9 credit hours drawn from select UDM courses. Post-core requirement of nine credit hours of electives are fulfilled by successful completion of the following courses:

HLH 5500	Research Methods in Health Care
HLH 5700	Health Care Delivery and Policy Issues
HSA 5780	Quality Improvement in Health Care Organizations

### **D. Dual MSCIS/MBA degree program**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/mba-mscis/index.htm>

The dual degree program is offered cooperatively between the College of Liberal Arts & Education and the College of Business Administration. The Master of Computer Information and Systems (MSCIS) program requires a separate application to the College of Liberal Arts & Education. Admission criteria to the Master of Computer Information and Systems program

differ from the MBA Program admission criteria. For questions or assistance regarding the application process to the Master of Health Services Administration, contact Dr. Rita Barrios, Program Chair and Associate Professor at the College of Liberal Arts & Education via telephone at 313-993-3338 or via e-mail at rita.barrios@udmercy.edu.

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- MBA 5200 Decision Analysis is used as an Elective in the MS-CIS program.
- MBA 5260 Information Systems and Technology is used as an Elective in the MSCIS program.
- Structured Electives Requirements: 9 credit hours drawn from select UDM courses. Post-core requirement of nine credit hours of electives are fulfilled by successful completion of the following courses:

CIS 5100 Object Orientation Software Development  
CIS 5200 Specification  
CIS 5300 Software Assurance

**E. Dual MBA and Graduate Certificate in Health Services Administration Management**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/hsa-cert/index.htm>

The Graduate Certificate in Health Services Administration Management requires a separate application to the College of Health Professions & McAuley School of Nursing. Admission criteria to the Graduate Certificate in Health Services Administration Management differ from the MBA Program admission criteria. For questions or assistance regarding the application process to the Graduate Certificate in Health Services Administration Management, contact Dr. Renady Hightower, Program Chair and Associate Professor at the College of Health Professions & McAuley School of Nursing via telephone at 313-993-1695 or via e-mail at [hightore@udmercy.edu](mailto:hightore@udmercy.edu).

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- Structured Electives Requirements: 9 credit hours drawn from select UDM courses. Post-core requirement of nine credit hours of electives are fulfilled by successful completion of the following courses:

HLH 5500 Research Methods in Health Care  
HLH 5700 Health Care Delivery and Policy Issues  
HSA 5780 Quality Improvement in Health Care Organizations

- Students interested in receiving the Dual MBA and Graduate Certificate in Health Services Administration Management will need to take two (2) additional Health Services

Administration courses beyond the MBA degree, totaling five (5) Health Services Administration courses. Students must apply to the Graduate Certificate in Health Services Administration Management program in addition to applying to the MBA program and are subject to the rules and regulations of both the College of Business Administration and the College of Health Professions & McAuley School of Nursing. A grade of B- or above is required for the five (5) Health Services Administration courses that culminate in a GPA of 3.00 or above. Admitted students have a choice of two electives from the following list:

HSA 5070    Population Health  
HSA 5050    Legal Aspects of Health Services Administration  
HSA 5500    Information Systems for Health Services Administrators

#### **F. MBA with Graduate Certificate in Business Turnaround Management (BTM)**

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- Students in good standing that are interested in receiving the Graduate Certificate in Business Turnaround Management in addition to the MBA degree must formally apply to the BTM Certificate program by sending an email to both the Director of Graduate Business Programs and Student Services Coordinator indicating so.
- MBA students may focus in BTM by using their three MBA electives to take MBA 5640 or BTM 5000 plus two (2) BTM courses from the BTM curriculum. To receive the Graduate Certificate in Business Turnaround Management, two (2) additional BTM elective courses are required beyond the MBA degree requirements, totaling five (5) courses. For details, a student should consult with the Director of Graduate Business Programs.

#### **G. MBA with Graduate Certificate in Finance**

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- Students in good standing that are interested in receiving the Graduate Certificate in Finance in addition to the MBA degree must formally apply to the Finance Certificate program by sending an email to both the Director of Graduate Business Programs and Student Services Coordinator indicating so.
- MBA students may focus in Finance by using their three MBA electives to take graduate courses in finance. To receive the Graduate Certificate in Finance, two (2) additional finance elective courses are required beyond the MBA degree requirements, totaling five (5) certificate courses. For details, a student should consult with the Director of Graduate Business Programs.

## **H. MBA with Graduate Certificate in Forensic Accounting**

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- Students in good standing that are interested in receiving the Graduate Certificate in Forensic Accounting in addition to the MBA degree must formally apply to the Forensic Accounting Certificate program by sending an email to both the Director of Graduate Business Programs and Student Services Coordinator indicating so.
- A student who completed the Graduate Certificate in Forensic Accounting would need only eight (8) additional courses to complete the MBA degree; or conversely, a student who completed the MBA degree with three Accounting electives from the Certificate would need only three (3) more courses to complete the Certificate. For details, a student should consult with the Director of Graduate Business Programs.

## **I. MBA with Graduate Certificate in Ethical Leadership and Change Management**

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section A, with the following details:**

- Students in good standing that are interested in receiving the Graduate Certificate in Ethical Leadership and Change Management in addition to the MBA degree must formally apply to the Ethical Leadership and Change Management Certificate program by sending an email to both the Director of Graduate Business Programs and Student Services Coordinator.
- MBA students may use their three MBA electives to focus in the field of Management. To receive the Graduate Certificate in Ethical Leadership and Change Management, two (2) additional elective courses (PYC 5730 and PYC 5750) are required beyond the MBA degree requirements, totaling five (5) courses. For details, a student should consult with the Director of Graduate Business Programs.

## **J. MBA with Graduate Certificate in Business Fundamentals**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/fundamentals-cert/index.htm>

**Degree Requirements consist of Core Courses and Foundation courses deriving from the MBA program in Section 1.A, with the following details:**

- Up to a maximum of 3 Foundation courses may be waived. Thus, students requiring successful completion of 5 or more Foundation courses at UDM are eligible to pursue the MBA with Graduate Certificate in Business Fundamentals. Students who have been waived from 3 or more Foundation Courses are not eligible to receive the MBA with Graduate Certificate in Business Fundamentals.
- A student who has been admitted into the MBA degree program and whom is eligible for the Graduate Certificate in Business Fundamentals and would like to to pursue the Graduate Certificate in Business Fundamentals must formally notify the College of Business Administration by sending an email to the Director of Graduate Business Programs and UDM Admissions indicating so.

## 2. Graduate Certificate Programs

### A. Graduate Certificate in Business Turnaround Management

Official information is available in the University's Graduate Catalog, via the URL:

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/btm-cert/index.htm>

#### Required Courses

BTM 5000   MBA 5640	Business Turnaround Management
BTM 5500 (or MBA 5210)	Ethical and Critical Thinking (or Personal Development, Ethics & Social Responsibility)

#### Elective Courses. Select 3 courses from following list:

BTM 5150   MBA 5715	Strategic and Legal Bankruptcy
BTM 5200   MBA 5820	Motivation and Negotiations Management
BTM 5350   MBA 5850	Organizational Change and Development
BTM 5400   ACC 5540	Accounting During Cash Crisis
BTM 5420   ACC 5520	Corporate Fraud Detection and Prevention Management
BTM 5450   MBA 5460	Corporate Restructuring for Business Turnaround
BTM 5550   MBA 5372	Lean Management
BTM 5650   MBA 5385	Supply Chain Management for Turnarounds
BTM 5850   MBA 5480	Debt, Equity and Financing Structuring

#### Foundation Courses

Foundation requirements include a set of courses designed for those applicants who have had no exposure or limited exposure to accounting and finance in their academic background and/or limited work experience. Foundation requirements may be waived, in any number, depending upon the applicant's academic background.

ACC 5100	Foundations of Financial Accounting
MBA 5180	Foundations of Financial Management

## **B. Graduate Certificate in Ethical Leadership and Change Management**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/ethical-leadership/index.htm>

### Required Courses

MBA 5210	Personal Development, Ethics, and Social Responsibility
MBA 5250	Organizational Leadership
MBA 5850	Organizational Change and Development
PYC 5730	Ethical Issues in the Workplace
PYC 5750	Leadership Models

### Foundation Courses

MBA 5140	Foundations of Management
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Students are required to show competence in Management by taking MBA 5140, or an equivalent, or show prior academic preparation through their academic transcripts. Credit will be given for the course taken to fulfill this requirement but this credit will not count towards the Certificate.

## **C. Graduate Certificate in Finance**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/finance/index.htm>

### Required Courses

MBA 5210	Personal Development, Ethics, and Social Responsibility
MBA 5220	Corporate Finance
MBA 5420	Investments

Elective Courses - 2 courses required from following list:

MBA 5400	Capital Expenditures Analysis
MBA 5430	Advanced Investment
MBA 5450	Global Finance
MBA 5460	Corporate Restructuring
MBA 5465	Financial Institution Management
MBA 5480	Debt, Equity and Financing Structuring
ACC 5520	Corporate Fraud Detection and Prevention
ACC 5540	Accounting During Cash Crisis
ECN 5460	Money and Capital Markets



#### Foundation Courses

All students are required to show competence in Foundations of Finance and Accounting by taking MBA 5180 and ACC 5100 respectively, or an equivalent, or show prior academic preparation through their academic transcripts. Credit will be given for courses taken to fulfill this requirement but this credit will not count towards the Certificate.

ACC 5100 Foundations of Financial Accounting  
MBA 5180 Foundations of Financial Management

#### **D. Graduate Certificate in Forensic Accounting**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/forensic-accounting/index.htm>

#### Required Courses

MBA 5210 Personal Development, Ethics, and Social Responsibility  
MBA 5260 Information Systems and Technology  
ACC 5500 Accounting Information Systems  
ACC 5510 Auditing  
ACC 5520 Corporate Fraud Detection and Prevention  
ACC 5540 Accounting During Cash Crisis

Elective Courses - 2 courses required from following list:

CIS 5650 Information and Society  
CIS 5700 Information Assurance Principles  
CIS 5580 System Forensics  
SEC 5950 Computer and Information Security  
SEC 5020 Principles of Loss Prevention

#### Foundation Courses

All students are required to show competence in Accounting by taking ACC 5100 and ACC 5200 or an equivalent, or show prior academic preparation through their academic transcripts.

ACC 5100 Foundations of Financial Accounting  
ACC 5200 Managerial Accounting

## **E. Graduate Certificate in Business Fundamentals**

**Official information is available in the University's Graduate Catalog, via the URL:**

<http://www.udmercy.edu/catalog/graduate2016-2017/programs/cba/fundamentals-cert/index.htm>

### **Program Requirements**

The certificate consists of 8 graduate courses, up to 3 of which may be waived based on prior coursework. The Business Fundamentals Certificate varies between 15 credit hours to 24 credit hours depending on the number of graduate courses requiring successful completion.

### **Required Courses**

Requirements include a set of courses designed for those applicants who have had no exposure or limited exposure to business courses in their academic background and/or limited work experience.

ACC 5100	Foundations of Financial Accounting
ECN 5100	Economic Analysis of Enterprises
MBA 5100	Legal Environment
MBA 5120	Statistical Analysis for Decision Making
MBA 5140	Foundations of Management
MBA 5160	Foundations of Marketing
MBA 5180	Foundations of Financial Management
MBA 5190	Foundations of Production and Operations Management

Each applicant's program requirements are determined immediately following the admission decision. Up to 3 requirements may be waived, depending upon the applicant's academic background. The mere fact that a student has completed coursework in one or more particular disciplines does not imply that any waiver will be granted. Prior academic work must be of sufficient quantity and quality as to satisfy the specific criteria established. Each student's specific requirements are determined individually with the objective of ensuring the overall quality of that student's program of study.

### **Graduate Assistantships**

A limited number of Graduate Assistantships are provided by the College of Business Administration each semester (Fall and Winter). Graduate Assistants work 7.5 hours per week in exchange for a one-course tuition waiver. Please see Ms. Carrol Parris, Student Services Coordinator in CF 114, to apply for a Graduate Assistantship.

## Student Responsibilities and CBA Academic Policies

**Academic Advising:** In the College of Business Administration, academic advising is an integral part of the learning process. The faculty and staff are committed to taking an active role in the education, well-being and personal development of the students. Professional advising is available throughout the year. Undergraduate students **are required** to see an academic advisor prior to course registration each semester. Graduate students are **strongly encouraged** to meet with their primary academic advisor prior to course registration. Graduate students are expected to review their MBA Student Record in conjunction with their Degree Evaluation (available on TitanConnect) prior to registration in any given academic term. Graduate students are expected to consult their primary academic advisor in regards to course-selection prior to registration in any given academic term. Students can locate the contact information for their primary academic advisor through Titan Connect.

**Career Preparation:** For assistance in securing internship opportunities, please schedule an appointment with [Edward Sprock](#), our Executive-in-Residence. In addition, you may also contact the Career Education Center (CEC). For more information on the CEC, please visit <http://www.udmercy.edu/cec/>

**Academic Integrity:** As a Jesuit and Mercy institution, the College of Business Administration at the University of Detroit Mercy strives to uphold the highest ethical standards. We expect students, no less than faculty, staff, and administrators, to behave in a professional, honest, and responsible manner. Violations of academic integrity weaken the quality of an educational institution and degrade the value of its degrees. The policy described herein applies to all students enrolled in the College of Business Administration (CBA) and other students taking CBA courses.

**Definitions:** Cheating by acts of commission or omission is unacceptable. Misrepresentation in academic work includes but is not limited to:

- ✓ Submitting the same paper, project, or presentation in more than one course without the explicit permission of the appropriate instructors.
- ✓ Any form of plagiarism, especially failure to acknowledge ideas or language taken from others, and submitting work prepared by others.
- ✓ Submitting research that misrepresents the way in which the work was completed.
- ✓ Collaborating with others on projects expressly intended to be completed individually.
- ✓ Copying, transmitting, or sharing examination materials without authorization of the instructor.
- ✓ Deliberately making false accusations of academic misconduct against others.

**Process:** Any member of the academic community may report an alleged violation of academic integrity in writing to the instructor of record for the course or the Assistant Dean for Academic Affairs. Students who are aware of violations of academic integrity are expected to report those violations immediately. A student who has questions about academic integrity is encouraged to seek guidance from his or her Discipline Coordinator or academic advisor.

Within 7 days of becoming aware of the issue, the instructor will document the alleged violation, notify the Assistant Dean, notify the student of the accusation, and request a meeting with the student within the next 7 days. The student in question will not be permitted to withdraw from the course unless the allegation is determined to be false. If the student chooses not to schedule a meeting or fails to attend a scheduled meeting, she/he will be found to have violated the academic integrity policy. If, as a result of the meeting, the faculty member determines that a violation occurred, she/he will impose an appropriate sanction, notify the Assistant Dean for Academic Affairs in writing, and provide a copy of the letter to the student. The student will have one week in which to appeal the decision to the Assistant Dean for Academic Affairs. The Assistant Dean for Academic Affairs will review the documentation, discuss the case with the parties involved, and make a recommendation to the Dean for final adjudication. If it is determined that a violation of academic integrity has occurred, the incident will be documented in the student's permanent file. The College of Business Administration reserves the right to impose sanctions beyond those imposed within the course.

**Penalties:** Penalties within a course for breaches of academic integrity may include, but are not limited to:

- ✓ Written reprimand
- ✓ Failure on an assignment
- ✓ Reduction of final course grade
- ✓ Failure of a course.

Other penalties for breaches of academic integrity may include, but are not limited to:

- ✓ Written reprimand
- ✓ Disqualification for academic honors and/or initiation into honor societies
- ✓ Revocation of scholarships
- ✓ Expulsion from the College and/or University.

**Directed Studies Courses:** The directed studies course allows a student to work one-on-one with a faculty member for in-depth study in a particular area of expertise. Directed studies courses cannot be used to substitute for required course work. No one directed studies course can exceed 3 credit hours. Generally the maximum number of directed studies allowed in an individual student program cannot exceed two courses.

- ✓ Directed studies courses are generally open only to *undergraduate students* who have achieved senior standing (95 or more earned credit hours) and have a 3.25 or higher cumulative grade point average.
- ✓ Directed studies courses are generally open only to *graduate students* in the last 15 credit hours of their program who have a 3.5 or higher cumulative grade point average.

**Grade Grievance Policy:** The College of Business Administration, in cooperation with the Student Advisory Boards, has created the Student Grad Grievance Advisory Committee. The Student Grade Grievance Advisory Committee has adopted the following operating policies:

- ✓ At the beginning of the academic year, the faculty will elect three Faculty Committee members, one of whom shall serve as chairperson. The Committee will serve one academic year. Committee includes 3 student representatives plus 3 alternates (for

undergraduate and for graduate). These representatives are appointed at the beginning of each semester.

- ✓ Grievances occurring in one semester must be filed before the 6<sup>th</sup> week of the following semester to merit consideration by the Committee. (For purposes of interpretation, pre-summer/summer is considered a semester). If the faculty member or student is not at the University in the following semester, then the filing of the grievance will be extended by one semester.

For more information on the policy, procedures, and relevant forms, please visit the following link:  
<http://business.udmercy.edu/about/mission/images/CBA%20Grade%20Grievance%20Policy.pdf>

**Pass/Fail Grading:** Undergraduate students in the College of Business Administration who have a cumulative GPA of 2.50 or better may take a maximum of four courses or 12 hours of coursework on a Pass-Fail basis. Only one course may be taken per semester. These hours must be taken in courses which are not specifically required for the degree. A final grade of F is treated in the same manner as in those courses which are not taken pass-fail and counts in the GPA. Students cannot elect Pass/Fail in core business (or accounting) courses or graduate level courses.

**Senior Privilege:** UDM undergraduate seniors with at least a 3.25 GPA or who have been accepted to a UDM Master's program may be permitted to take a limited number (nine credits) of graduate level 5000 or above courses to be used toward a graduate degree. Such courses cannot be counted for credit towards their undergraduate degree and would appear only on a graduate transcript. Students wishing to take a 5000 level course towards their undergraduate degree would need to enroll in an existing undergraduate equivalent course numbered below 5000, if one exists. This will create a cross-listed undergraduate-graduate course. The student must have earned senior status at least 96 hours and approval of the instructor, director of the graduate program offering the courses to be taken, as well as signatures of their advisor and dean's office. Once approved, override approval for the course(s) must be entered in TitanConnect before registering for the course online. Undergraduate students taking graduate course(s) under senior privilege must be enrolled in at least one undergraduate level course that meets their bachelor degree requirements during the semester they wish to use senior privilege.

Permission to enroll in graduate courses under senior privilege does not imply acceptance into a graduate program. Students enrolled through senior privilege must follow the procedures and meet the established application requirements to continue their graduate study. Post-degree students do not qualify for senior privilege.

Students who are enrolled in 5 year bachelor/master's programs can take graduate level courses when approved by their college/school as part of the 5 year curriculum plan for their degrees.

**Service Learning:** The College of Business Administration believes that service to the community is a most worthwhile endeavor of a business professional. Some business classes require service activities as part of the course requirements. In general, participation in community service is strongly encouraged and there are a number of opportunities for students to participate. This applies to both undergraduate and graduate students.

## **Jesuit Transfer Agreement among AACSB-Accredited Jesuit Business Schools**

Recognizing that graduate students may be required to relocate during the course of their studies, Jesuit business schools have agreed to facilitate completion of the MBA or other possible graduate business programs by allowing qualified students to transfer credits between institutions.

### **Student Eligibility**

To be eligible to participate in this program, the student must be:

1. In good academic standing with the original institution;
2. Applying to a receiving institution that is at least 50 miles from the location of the original institution.
3. Admissible to the receiving school.

#### **Degree Granting Institution and Academic Requirements**

Students who have completed more than one-half of the core and elective courses (those requirements beyond foundation or prerequisite courses) as required by the original institution, will be eligible to receive their degree (or comparable recognition) from the institution that originally admitted them. In such a case, the student will take course work at the receiving institution according to a plan established by the original institution. This plan will cover not only the courses to be completed, but also, by way of illustration and not limitation, such things as minimum grades required, and time limitations for satisfying requirements.

Students who have completed one-half or less of the core and elective courses (those requirements beyond foundation or prerequisite courses) as required by the original university, will receive their degree (or comparable recognition) from the receiving university once they have satisfied all course and academic requirements established by the receiving university. All comparable course work that was completed at the original university with grades of B or better (or equivalent assessment) will be transferred or otherwise applicable toward satisfying requirements, to include up to one-half of the core and elective courses of the receiving university. In such an instance, it is recognized that the total hours/credits required to complete requirements may be different than the total hours/credits required when the student was admitted to the original university. The institution granting the degree will have final authority in whether grades earned at the other institution will be included within the student's grade point average.

**University of Detroit Mercy Academic Policies:** Undergraduate students are bound by the University of Detroit Mercy's Academic Policies contained in the University's Undergraduate Catalog, details of which can be found at the following URL:

<http://www.udmercy.edu/catalog/undergraduate2016-2017/policies/index.htm>

Graduate students are bound by the University of Detroit Mercy's Academic Policies contained in the University's Graduate Catalog, details of which can be found at the following URL:

<http://www.udmercy.edu/catalog/graduate2016-2017/policies/index.htm>

The University of Detroit Mercy's Academic Policies contains topics such as Academic Information & Procedures, Role of the Academic Advisor, Advisor Assignment, Student Problems, Classification of Students, Full-time Student status, Part-Time Student status, Graduate Grading System, Incomplete Work, Withdrawal, Audit, Alumni Audit, Repeating a Course, Grade Point Average, Grade Reports, Transcripts, Michigan Intercollegiate Graduate Studies (MIGS) Program, Academic Standards, Academic Warning, Academic Probation, Academic Dismissal, Earned Hours, Residence, Application for Degree, Degree Completion and Commencement, Certificate Standards, Release of Student Records, Registration, Attendance Policy.

## Student Support Services

**Disability Support Services:** Disability support services are available to all currently enrolled students who have a documented disability that substantially limits them in one or more major life activities. Individuals eligible for services include, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, psychological, and attentional.

Eligibility must be determined to make arrangements for services and accommodations through Disability Support Services (DSS). Students should complete the following steps to open a disability file and begin receiving services.

1. After you are admitted to UDM, contact the Director of DSS to indicate your intent to register for disability services. The intake process, which involves giving general information about your disability and need for accommodations, will be initiated. A disability file will be started after the intake process is completed, and will become active upon receipt and verification of appropriate documentation.
2. Provide current documentation (no more than three years old) that establishes and verifies your disability to DSS. See the [Disability Documentation Guidelines](#).
3. After appropriate documentation is received and verified, a meeting will be scheduled with the Director of DSS to discuss your specific accommodations needs based on your disability.
4. The Director of DSS will provide your professors with official notifications of your approved accommodations each semester. However, letters are not automatically sent to your professors. **You must contact the Director of DSS each semester to request accommodations.**

It is very important for students with disabilities to self-advocate. It is your responsibility to advise the Director of Disability Support Services if you ever feel that your needs are not being met or your accommodations are not being provided.

For more information, visit <http://www.udmercy.edu/uas/disability-support/> or contact Emilie Wetherington, **Director of Disability Support Services**.

**Location:** UDM Library, 3rd Floor, Room 328

**Phone:** 313-993-1158

**Fax:** 313-578-0342

**Email:** [gallegem@udmercy.edu](mailto:gallegem@udmercy.edu)

**International Services Office:** ISO serves the UDM community and the Detroit area and, in alignment with the greater UDM mission, enriches the quality of life of all UDM students, provides immigration and academic support to non-immigrant students and faculty, fosters cultural understanding and awareness through practical and creative experiences, and advances a campus culture that admires and celebrates the diversity of UDM's rich global viewpoints. Specific functions of the ISO include:



1. Provide information, advice and assistance in matters of immigration to prospective, admitted and current students and to University departments.
2. Provide current non-immigrant students with ongoing orientation to the University and the U.S.
3. Administer the University's health insurance program for international students.
4. Work with other University areas to insure that the special needs (namely academic and social needs) of non-immigrant students are met.
5. Sponsor a broad range of on- and off-campus recreational, educational and cross-cultural programs and events for international and domestic students

For more information on the ISO, visit <http://www.udmercy.edu/apply/international-students/iso/>

CBA students may also contact Yuping Yang, International Student Counselor, at 313-993-1224 or [yangyu4@udmercy.edu](mailto:yangyu4@udmercy.edu)

**Student Athletes:** Please see athletic department for policies relating to NCAA eligibility.

**Student Success Center:** The Student Success Center (SSC) provides quality, student-centered academic support services to help students achieve success. Features of the SSC include tutoring and study groups, professional mentoring, CLEP and DANTES Exams, and placement testing.

For more information on the SSC, visit <http://www.udmercy.edu/uas/>

**Student Wellness Center:** The UDM Student Wellness Center (SWC) functions as your private physician's office with a strong emphasis on wellness. We want you to fully benefit from your Jesuit and Mercy education. In the event of an accident or illness, our Henry Ford oversight physician, Nurse Practitioner and Registered Nurses are here to give you our expertise and care.

For more information on the SWC, visit <https://udmercy.edu/slo/wellness/index.htm>

## **Student Conduct**

**Student Code of Conduct:** University of Detroit Mercy is an institution of higher learning that is committed to a value- directed, Christian education within the Roman Catholic tradition. As a community of scholars dedicated to the transmission of knowledge, pursuit of truth and development of spiritual, moral and cultural values, the University strives to provide an environment in which the rights of inquiry, expression and communication coexist with the responsibilities each member has to the community. Respect for the rights and privileges of others, the development of high standards of personal integrity, self-discipline and control, and the exercise of wise ethical decisions are goals espoused for each person. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities below.

For the purposes of the Student Code of Conduct, a student is defined as a person enrolled at the University of Detroit Mercy for undergraduate or graduate courses, (excluding Law and Dental), and is considered to be a student until such time as he/she graduates, withdraws, is dismissed or does not register for the next semester (excluding summer term).

**Student Rights:** As a participant in the processes of the University, i.e. learning, teaching, research, administration, and other University activities, each member of this academic community has the right to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the Student Code of Conduct.

Students have the right to be treated fairly and with dignity regardless of race, ethnicity, gender, religion, age, disability, sexual orientation or political affiliation.

**Responsibilities:** The University of Detroit Mercy is committed to fostering ethical and moral values that are consistent with Jesuit and Mercy traditions. Among the core values of the university is the inherent dignity of every individual as well as the right of each person to hold and to express his or her viewpoint. When these views conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the university community, the University will not tolerate discriminatory or hate motivated conduct, behavior, or harassment based on race, ethnicity, gender, religion, age, disability, sexual orientation or political affiliation with the intention to intimidate or injure an individual(s) physically, mentally, or emotionally.

**Off-Campus Student Conduct:** The University reserves the right to review student conduct that occurs off campus when such behavior reflects upon the integrity of the University. Students are reminded that they serve as representatives of the University of Detroit Mercy. In cases of inappropriate off campus behavior, the Dean of Students or designee investigates these charges and may refer students to the Student Conduct System. This provision is also applicable to students studying abroad.

For more details please visit [http://www.udmercy.edu/slo/office/handbook/Student\\_Handbook.pdf](http://www.udmercy.edu/slo/office/handbook/Student_Handbook.pdf)

**Alcohol & Other Drugs Policy:** As an academic community, the University calls on its members to seek knowledge, build healthy relationships, and take responsibility for their individual well-being. Alcohol and other drugs can endanger this life-style. Abuse of alcohol and use of illicit drugs causes damage to health, threatens safety of self and others, interferes with academic and societal performance, and often leads to legal and financial problems. Even in a situation of legal and normal use, alcohol can increase the likelihood of injury, property damage, and deterioration of a healthful life-style.

For more details please visit [http://www.udmercy.edu/slo/office/handbook/Student\\_Handbook.pdf](http://www.udmercy.edu/slo/office/handbook/Student_Handbook.pdf)

**Alcohol Amnesty:** Student health and safety are of primary concern at the University of Detroit Mercy. As such, in cases of intoxication, alcohol poisoning, or drug-related medical emergencies, the University of Detroit Mercy always encourages individuals to seek medical assistance for themselves or others.

- A. Students who seek medical attention for themselves related to the use of drugs or alcohol will not be formally charged with a violation of the Student Code of Conduct related to that use, provided that the student subsequently completes an assessment and any other recommended treatment from the Dean of Students and/or designee. Failure to complete such assessment may result in additional sanctions being applied.
- B. Students who seek medical attention for someone else related to the use of drugs or alcohol will not be charged with a violation of the Student Code of Conduct related to that use.

For more details please visit [http://www.udmercy.edu/slo/office/handbook/Student\\_Handbook.pdf](http://www.udmercy.edu/slo/office/handbook/Student_Handbook.pdf)

**Drug Policy:** Possession, use, distribution and/or sale of narcotics and marijuana is illegal, and student involvement in such illicit use, possession, distribution, manufacture, or sale of narcotics, amphetamines, barbiturates, LSD, Ecstasy, marijuana, or any other harmful or hallucinogenic drug is prohibited. This also includes the possession, use, distribution and/or sale of drug paraphernalia. Students engaged in any type of this prohibited activity are of concern for the university whether on or off campus and regardless of any action taken by civil authorities. Students found in violation of the university drug policy are subject to suspension or expulsion. This may also apply to students found abusing, distributing, and/or selling legal prescription drugs.

The University of Detroit Mercy does not permit the use of marijuana for any purpose on university property. Therefore, even students who qualify to use marijuana for medical purposes are not permitted to possess, store, provide, or use the marijuana on University-owned (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots), or during a University-sanctioned activity regardless of the location.

For more details and information on conduct & grievance procedures, please visit

[http://www.udmercy.edu/slo/office/handbook/Student\\_Handbook.pdf](http://www.udmercy.edu/slo/office/handbook/Student_Handbook.pdf)

**Sexual Misconduct Policy:** The University of Detroit Mercy is committed to promoting an environment which supports its educational mission and Jesuit and Mercy traditions. In addition, the University seeks to create a climate which preserves the safety and dignity of its members. In particular, the University views, with the utmost seriousness, offenses against an individual such as stalking, sexual harassment, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity.

For more details and information on the sexual misconduct policy, please visit <http://www.udmercy.edu/publicsafety/policies/sexualmisconduct/index.htm>

**Family Educational Rights and Privacy Act Information (FERPA):** University of Detroit Mercy maintains the **confidentiality of student records** in accordance with the **Family Educational Rights and Privacy Act (FERPA) of 1974 as amended**. At UDM, the **University Registrar** coordinates the inspection and review procedures for student records which includes admissions, personal, academic and financial files as well as cooperative education and placement records.

**No one outside the institution** may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, *except:* to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency to protect the health or safety of students or other persons. Personnel within the institution shall include administrative, supervisory, academic, research or support staff; a person or company with whom the institution 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 personnel within the institution in performing a task. All these exceptions are permitted under the Act.

For more details please visit <http://www.udmercy.edu/registrar/ferpa/>

**Title IX:** Title IX of the 1972 Education Amendments (Title IX) is a federal law that states: No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX is commonly thought of as pertaining to sports, but it is actually much broader. Title IX prohibits gender discrimination in all programs and activities of a college or university. Title IX prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance. Each college or university receiving federal financial assistance must

designate at least one professional employee as its Title IX Coordinator. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX. Title IX applies to every aspect of education from a student's application until their graduation, including course offerings, counseling, financial assistance, student health, student housing, marital and parental status of students, physical education and athletics, student conduct involving sexual harassment, educational programs and activities, and student employment. Title IX applies to issues involving both students and employees of the University. Title IX prohibits sexual misconduct, gender discrimination, sexual harassment, retaliation, and other behaviors when gender- or sex-based.

For more details please visit <http://www.udmercy.edu/academicaffairs/title-ix/index.htm>

## Honor & Service Societies and Clubs

**Beta Gamma Sigma:** Membership in Beta Gamma Sigma, an international scholastic honor society for students in the field of business and management, is the highest international scholastic honor that a student in a school of business or management can achieve. Eligibility for membership in Beta Gamma Sigma places a student in a very select group and is conferred for a lifetime status. Beta Gamma Sigma chapters are chartered only in those schools of business and management accredited by AACSB International. For more information about Beta Gamma Sigma, see their web site at [Beta Gamma Sigma](#).

**Beta Alpha Psi:** Beta Alpha Psi is an honorary organization for Financial Information students and professionals. Membership is restricted to upper division students majoring in accounting or choosing a concentration in finance who have maintained a superior grade point average in the study of accounting and finance. This membership is one of the highest scholastic honors that accounting and finance students can attain. As the premier professional accounting and business information fraternity, Beta Alpha Psi recognizes academic excellence and complements members' formal education by providing interaction between students, faculty and professionals, and fosters lifelong growth, service and ethical conduct. Beta Alpha Psi chapters may be chartered only in those schools of business and management accredited by AACSB International. For more information about Beta Alpha Psi, see their web site at [Beta Alpha Psi](#).

**Alpha Iota Delta:** Alpha Iota Delta is the international scholastic honor society that confers distinction for academic excellence in the decision sciences and information systems. Membership is restricted to upper-division students who have compiled a superior academic record overall as well as in courses focusing on Decision Science and/or Information Systems. In addition to recognizing academic excellence, Alpha Iota Delta promotes the infusion of the functional and behavioral areas of administration with the tools, concepts, and methodologies of the decision sciences and information systems and promotes professional fellowship among students, faculty, and administrators who share a common interest in the development of decision sciences and information systems. For more information about Alpha Iota Delta, see their web site at [Alpha Iota Delta](#).

**Global Jesuit Business Student Association:** The purposes of the GJBSA Honor Society are to confer distinction for academic excellence upon students attending Jesuit business schools and to encourage their pursuit of lifelong education; to acknowledge and promote a spirit of community involvement among its members; to promote and encourage ethical and socially responsible business practices among its members and in the global business community; and to act as a catalyst for the advancement of business thought and theory. For more information about the GJBSA Honor Society, see their web site at [Global Jesuit Business Student Association](#).

**CBA Student Advisory Board (SAB):** Membership in the Student Advisory Board is open to any undergraduate CBA student in good standing. The SAB represents and supports students in the College of Business Administration by providing input and feedback on decisions such as hiring, curricula, and extracurricular activities, and engaging in community service, organizing field trips, student and alumni mixers, and other student-oriented events. Students can join during the annual Student Organization Fair during Celebrate Spirit, or attend subsequent meetings as announced.

**Investments Club:** The University of Detroit Mercy Investments Club (UDMIC) provides student members with hands on investing experience and participation in research challenge contests. For further information, please contact faculty moderators Dr. Omid Sabbaghi and Dr. Min Xu.

## Important Dates

Registration timetables and other important dates are listed individually per term in [Class Schedules](#) or at [Registration Dates and Finals Week Schedules](#).

### ACADEMIC CALENDAR

<b>TERM I - FALL (15 Week Semester)</b>	<b><u>2016-17</u></b>	<b><u>2017-18</u></b>	<b><u>2018-19</u></b>
Registration Begins	Mar 21	Mar 20	Mar 12
Registration Ends	Aug 28	Aug 27	Aug 26
Classes Begin	Aug 29	Aug 28	Aug 27
Labor Day Holiday	Sept 3-5	Sept 2-4	Sept 1-3
Weekend Classes Begin (11 weeks)	Sept 9-10	Sept 8-9	Sept 7-8
Last Day to Add a Class (web closes at midnight)	Sept 5	Sept 4	Sept 3
Last Day to Delete a Class without a W grade	Sept 5	Sept 4	Sept 22-25
Final Exam Week (Tuesday through Saturday)	Dec 13-17	Dec 12-16	Dec 11-15
Official End of Term I/Fall	Dec 17	Dec 16	Dec 15
Grades due by Noon for Term I/Fall	Dec 19	Dec 18	Dec 17
<b>TERM II - WINTER (16 Week Semester w/One Week Break)</b>			
Registration Begins	Nov 7	Nov 6	Nov 5
Registration Ends	Jan 8	Jan 7	Jan 6
Weekend Classes Begin (11 weeks)	Jan 6-7	Jan 5-6	Jan 4-5
Classes Begin	Jan 9	Jan 8	Jan 7
Last Day to Add a Class (web closes at midnight)	Jan 15	Jan 14	Jan 13
Last Day to Delete a Class without a W grade	Jan 15	Jan 14	Jan 13
MLK Holiday (UNIV CLOSED)	Jan 16	Jan 15	Jan 21
Deadline for Fall "I" grades	Feb 10	Feb 9	Feb 8
Mid-term Grades are Due	Feb 28	Feb 27	Feb 26
Mid-Winter/Spring Break	Mar 6-11	Mar 5-10	Mar 4-9
Advising for Fall begins	Mar 13	Mar 12	Mar 11
Registration for Fall begins	Mar 20	Mar 19	Mar 18
Weekend Classes End (11 weeks)	Mar 24-25	Mar 23-24	Mar 22-23
Honors Convocation	Mar 26	Mar 25	Mar 24
Last Day to Withdraw (full semester course)	Mar 30	Mar 29	Mar 28
Easter Recess (UNIV CLOSED)	Apr 14-16	Mar 30-Apr 1	Apr 19-21
Final Exam Week (Tuesday through Saturday)	Apr 25-29	Apr 24-28	Apr 23-27
Official End of Term II/Winter	Apr 29	Apr 28	Apr 27
Grades due by Noon for Term II/Winter	May 1	Apr 30	Apr 29
Baccalaureate/Commencement (No Classes)	May 13	May 12	May 11
<b>TERM III - SUMMER SESSIONS</b>			
<b>Term III (14 Week Semester)</b>			
Registration Begins	Nov 7	Nov 6	Nov 5
Registration Ends	May 7	May 6	May 5
Classes Begin	May 8	May 7	May 6

Last Day to Add a Class (web closes at midnight)	May 14	May 13	May 12
Last Day to Delete a Class without a W grade	May 14	May 13	May 12
Memorial Day (UNIV CLOSED)	May 29	May 28	May 27
Deadline for Winter "I" grades	June 23	June 22	June 21
Mid-term grades due	June 27	June 26	June 25
Independence Day (UNIV CLOSED)	July 4	July 4	July 4
Last Day to Withdraw	July 18	July 17	July 16
Final Exam Week	Aug 7-10	Aug 6-9	Aug 5-8
Official End of Term III	Aug 10	Aug 9	Aug 8
Grades due by Noon for Term III	Aug 14	Aug 13	Aug 12

**Summer Session I (7 Week Session)**

Registration Begins	Nov 7	Nov 6	Nov 5
Registration Ends	May 7	May 6	May 5
Weekend Classes Begin	May 6	May 5	May 4
Classes Begin (Non-Weekend)	May 8	May 7	May 6
Memorial Day (UNIV CLOSED)	May 29	May 28	May 27
Weekend Classes End	June 24	June 23	June 22
Official End of Summer I	June 24	June 23	June 22
Grades Due for Summer I	June 26	June 25	June 24

**Summer Session II (7 Week Session)**

Registration Begins	Nov 7	Nov 6	Nov 5
Registration Ends	June 25	June 24	June 23
Classes Begin	June 26	June 25	June 24
Independence Day (UNIV CLOSED)	July 4	July 4	July 4
Official End of Summer II	Aug 10	Aug 9	Aug 8
Grades Due by Noon for Summer II	Aug 14	Aug 13	Aug 12

The University reserves the right to change any of the above dates. Please refer to the on-line Schedule of Classes each term for all the official dates, especially for non-full semester courses. There are a variety of courses each semester that are not full semester courses that have other beginning/ending dates.



**CBA Faculty, Staff & Administration:** Whether you're learning to discern the subtext of an advertising campaign or discovering the role of ethics in the business world, College of Business Administration (CBA) faculty will prime you for an interesting and rewarding career in business.

### **Full-Time faculty**

1. [Michael Bernacchi](#) Professor of Marketing
2. [Mithu Bhattacharya](#) Associate Professor of Decision Sciences
3. [Gerald F. Cavanagh](#) Charles T. Fisher III Chair of Business Ethics
4. [Wonseok Choi](#) Assistant Professor of Management
5. [Timothy Creel](#) Assistant Professor of Accounting
6. [Jeanne M. David](#) Associate Professor of Accounting
7. [Mary Ann Hazen](#) Professor Emerita
8. [Mary Higby](#) Professor of Marketing
9. [Terry L. Howard](#) Lecturer in Decision Sciences
10. [Ram Kesavan](#) Professor of Marketing
11. [Suk Hi Kim](#) Professor of Finance
12. [Thomas Mawhinney](#) Professor of Organizational Behavior & HR Management
13. [Evan Peterson](#) Director of Undergraduate Business Programs
14. [Omid Sabbaghi](#) Associate Professor & Director of Graduate Business Programs
15. [Gregory W. Ulferts](#) Professor of Decision Sciences
16. [Min Xu](#) Associate Professor of Finance
17. [Fang \(Rose\) Yang](#) Associate Professor of Accounting
18. [Lawrence Zeff](#) Professor of Management

### **Administration**

1. [Joseph G. Eisenhauer](#) Dean of the College of Business Administration
2. [Leonard Kloft](#) Assistant Dean of the College of Business Administration

### **Staff**

1. [LySandra Hill](#) Assistant to the Dean
2. [Carrol Parris](#) Student Services Coordinator
3. [Wendy Marshall](#) Office Manager
4. [Edward Sprock](#) Executive-in-Residence
5. [Yuping Yang](#) International Student Counselor
6. [Fr. Phil Cooke, SJ](#) Director of the Centre for Social Entrepreneurship

## Campus Directory

<b>Office / Facility</b>	<b>Phone (313)</b>	<b>Location</b>
Academic Affairs	993-1585	FAC 500
Admissions	993-1245	FAC 110
Alumni Relations	993-1540	FAC 400
Athletics	993-1700	CH
Bookstore (McNichols)	993-1030	SC Lobby
Business Administration (College of)	993-1200	CF 113
Business Administration (Dean)	993-1204	CF 129
Campus Recreation	993-1783	SFC
Career Education Center (McN)	993-1017	RH First Floor
Computer Lab (C&F)	993-1597	CF 9/10
Computer Lab (E&S)	993-1100	E 140
Computer Lab (SC)	993-1596	SC Ground Floor
Computer Lab (CHP)	993-1174	CHP 7
Counseling – Personal (McN)	578-0496	RH First Floor
Dean of Students	993-1028	SC 101
Disability Support Services	578-1143	Library 3 <sup>rd</sup> Floor
Financial Aid (McN)	993-3350	FAC 70
Fitness Center & Intramural Sports	993-1783	UFC
Gamesroom	993-3301	SC Ground Floor
Grounds Coffeehaus	993-1593	SC Ground Floor
Health Center (Wellness Center)	993-1185	WQ 104
Helpdesk (ITS)	993-1500	FAC 230
Institute for Leadership and Services (ILS)	993-2003	B232
Services	993-1205	RH Ground Floor
Intramurals	993-1783	SFC
Learning Center	993-1143	Library 3 <sup>rd</sup> Floor
Library (McNichols)	993-1070	Library
Mailroom (Services)	993-1240	
Mailroom (SUMS)	993-1154	Quad Commons
Marketing & Public Affairs	993-1254	FAC 400
Parking & ID (McN)	578-0341	SC First Floor
Prologues, Transitions & Viewpoints (PTV)	993-3276	SC 001
Public Safety (McN)	993-1234	S C
Registrar (McN)	993-3313	FAC 80
Residence Hall Repair Hotline	993-1747	
Residence Life	993-1230	SH First Floor
Residential Connection	993-2466	Q C
Shiple Hall Front Desk	993-1783	SH
Student Accounting Office	993-1420	FAC 40
Student Affairs	993-1028	SC 101
Student Life (McN)	993-1150	S C
Student Government	993-1493	S C
Transcripts	993-3313	FAC 80
Theatre Company (The)	993-3270	RH 043

Titan Info Center	578-0341	SC First Floor
University Academic Services	993-1143	SC Ground Floor
University Ministry	993-1560	SC 106
Varsity News	993-1436	B 101
Writing Center	993-1022	B 225
<b>Building Codes</b>		
<b>AD</b> – Administration; <b>B</b> – Briggs; <b>CF</b> – Commerce and Finance; <b>CH</b> – Calihan Hall; <b>CHP/MSoN</b> – College of Health Professions/McAuley School of Nursing; <b>E</b> – Engineering; <b>FAC</b> – Fisher Administration Center; <b>HH</b> – Holden Hall; <b>L</b> – Library; <b>LO</b> – Walter Loranger Architecture; <b>LR</b> – Lansing Reilly Hall; <b>QC</b> – Quad Commons; <b>RH</b> – Reno Hall; <b>SB</b> – Services; <b>SFC</b> – Student Fitness Center Bldg; <b>SH</b> – Shiple Hall; <b>SOL</b> – School of Law; <b>UFC</b> – UDM Fitness Center; <b>WQ</b> – West Quad.		

Note: Campus directory subject to periodic change. For an up-to-date version of the directory, please see the Student Handbook located at <http://www.udmercy.edu/slo/office/handbook/> and for updated phone lists, please visit the following URLs: <http://www.udmercy.edu/contact/phonest/index.htm> and <http://it.udmercy.edu/EmployeePhoneDirectory.htm>

**Important web links for students:** The below table provides a synopsis of the important web links that students would require during their curriculum.

SN	Detail	URL
1	Academic affairs	<a href="http://www.udmercy.edu/academicaffairs/">http://www.udmercy.edu/academicaffairs/</a>
2	Academic Calendar	<a href="http://www.udmercy.edu/registrar/academic-calendar/">http://www.udmercy.edu/registrar/academic-calendar/</a>
3	Academic Information & Procedures	<a href="http://www.udmercy.edu/catalog/undergraduate2016-2017/policies/">http://www.udmercy.edu/catalog/undergraduate2016-2017/policies/</a> <a href="http://www.udmercy.edu/catalog/graduate2016-2017/policies/index.htm">http://www.udmercy.edu/catalog/graduate2016-2017/policies/index.htm</a>
4	Athletics	<a href="http://www.detroittitans.com/">http://www.detroittitans.com/</a>
5	Blackboard Collaborate Tutorial	<a href="https://www.youtube.com/watch?v=IhQKJa8e09o">https://www.youtube.com/watch?v=IhQKJa8e09o</a>
6	Blackboard (Knowledge portal)	<a href="https://knowledge.udmercy.edu/">https://knowledge.udmercy.edu/</a>
7	Blackboard Help	<a href="https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_SP_12_and_SP_13/Student">https://en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_SP_12_and_SP_13/Student</a>
8	Bookstore (a)	<a href="http://www.udmercy.edu/facilitiesmgt/univservices/bookstore/index.htm">http://www.udmercy.edu/facilitiesmgt/univservices/bookstore/index.htm</a>
9	Bookstore (b)	<a href="http://udmercy.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=44066&amp;catalogId=10001&amp;langId=-1">http://udmercy.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=44066&amp;catalogId=10001&amp;langId=-1</a>
10	Campus Maps and Driving Directions	<a href="http://www.udmercy.edu/about/campus/locations/">http://www.udmercy.edu/about/campus/locations/</a>
11	Career Education Centre (CEC)	<a href="http://www.udmercy.edu/cec/">http://www.udmercy.edu/cec/</a>
12	Catalogs	<a href="http://www.udmercy.edu/catalog/">http://www.udmercy.edu/catalog/</a>
13	Class Schedules	<a href="https://ssb.udmercy.edu/prod/bwckschd.p_disp_dyn_sched">https://ssb.udmercy.edu/prod/bwckschd.p_disp_dyn_sched</a>
14	Clubs and Organizations	<a href="http://www.udmercy.edu/slo/clubs/index.htm">http://www.udmercy.edu/slo/clubs/index.htm</a>
15	College of Business Administration	<a href="http://business.udmercy.edu/">http://business.udmercy.edu/</a>
16	Dean of Students Office	<a href="http://www.udmercy.edu/slo/office/index.htm">http://www.udmercy.edu/slo/office/index.htm</a>
17	Employment	<a href="https://udmercy.peopleadmin.com/">https://udmercy.peopleadmin.com/</a>
18	Financial Aid	<a href="http://www.udmercy.edu/apply/financial-aid/index.htm">http://www.udmercy.edu/apply/financial-aid/index.htm</a>
19	Knowledge – Course Server	<a href="https://knowledge.udmercy.edu/">https://knowledge.udmercy.edu/</a>
20	In the Know – Business Newsletters	<a href="http://business.udmercy.edu/newsletters/index.htm">http://business.udmercy.edu/newsletters/index.htm</a>
21	International Services Office (ISO)	<a href="http://www.udmercy.edu/apply/international-students/iso/index.htm">http://www.udmercy.edu/apply/international-students/iso/index.htm</a>

22	Information Technology Services	<a href="http://it.udmercy.edu/">http://it.udmercy.edu/</a>
23	Libraries	<a href="http://research.udmercy.edu/">http://research.udmercy.edu/</a>
24	Office of the Registrar	<a href="http://www.udmercy.edu/registrar/">http://www.udmercy.edu/registrar/</a>
25	Personal Counseling	<a href="http://www.udmercy.edu/slo/wellness/counseling/index.htm">http://www.udmercy.edu/slo/wellness/counseling/index.htm</a>
26	Public Safety	<a href="http://www.udmercy.edu/publicsafety/">http://www.udmercy.edu/publicsafety/</a>
27	Residence Life Office	<a href="http://www.udmercy.edu/reslife/index.htm">http://www.udmercy.edu/reslife/index.htm</a>
28	Scholarships at UDM	<a href="http://www.udmercy.edu/apply/financial-aid/scholarships/index.htm">http://www.udmercy.edu/apply/financial-aid/scholarships/index.htm</a>
29	Student Accounting Office	<a href="https://www.udmercy.edu/sao/">https://www.udmercy.edu/sao/</a>
30	Student Life Events	<a href="http://www.udmercy.edu/slo/slo-events/index.htm">http://www.udmercy.edu/slo/slo-events/index.htm</a>
31	Student Fitness Centre UDM	<a href="http://www.udmercy.edu/fitnesscenter/">http://www.udmercy.edu/fitnesscenter/</a>
32	Student Health Insurance Program	<a href="http://www.collegiateinsuranceresources.com/sip/index.asp?assnid=840">http://www.collegiateinsuranceresources.com/sip/index.asp?assnid=840</a>
33	Student Wellness Center	<a href="http://www.udmercy.edu/slo/wellness/index.htm">http://www.udmercy.edu/slo/wellness/index.htm</a>
34	Third Party Client Settings for Desktop or Mobile Devices	<a href="https://it.udmercy.edu/office365/client/index.htm">https://it.udmercy.edu/office365/client/index.htm</a>
35	Titan Connect – UDM	<a href="https://tc.udmercy.edu/cp/home/displaylogin">https://tc.udmercy.edu/cp/home/displaylogin</a>
36	University Ministry Services	<a href="http://www.udmercy.edu/ministry/">http://www.udmercy.edu/ministry/</a>
37	Useful Links for Students	<a href="http://www.udmercy.edu/slo/links/index.htm">http://www.udmercy.edu/slo/links/index.htm</a>

### **UDM Student Handbook & Additional Information**

Additional information not explicitly contained in this handbook, such as information on parking permits, residence halls, and University ID cards can be obtained from the Office of Student Life; see <http://www.udmercy.edu/slo/index.htm>. The UDM student handbook for the academic year 2016-2017 can be found at [http://www.udmercy.edu/slo/office/handbook/Student\\_Handbook.pdf](http://www.udmercy.edu/slo/office/handbook/Student_Handbook.pdf).