



**COLLEGE OF BUSINESS
STUDENT HANDBOOK
Fall 2009**

**Information Desk
Sutliff Hall 221
Phone Number: 570-389-4511
Web Site: <http://cob.bloomu.edu>**

Vision Statement

Our vision is to be a leading business program in the Pennsylvania State System of Higher Education by preparing students whose knowledge, talents and skills are valued by our stakeholders.

Mission Statement

The College of Business provides a quality education valued by our stakeholders. We prepare undergraduate students to meet or exceed performance expectations in initial professional positions and to build upon experiences to achieve career advancement. The graduate programs enhance the performance and career potential of working professionals. Our focus is on student development of disciplinary competence, effective communication skills, collaborative problem solving skills, competence in the use of technology and an understanding of the importance of diversity and ethical behavior. Our applied and pedagogical scholarship enriches course content and instruction. We share our professional expertise by providing service to the university community and external stakeholders.

Table of Contents

	Page (s)
Faculty-----	3-4
Majors, Minors, and Concentrations	5
Student Information-----	6-9
Transfer Course-----	6
Course Scheduling-----	6
Changing Majors-----	6
Drop/Add a Class-----	6
Withdrawal Policy-----	6
Prerequisite-----	6
Diversity Requirement-----	7
Standards-----	7
Dean's List-----	7
Course Repeat Policy-----	7
Scholarships-----	7
Grade, Quality Points, and Quality Point Averages-----	7-8
40 Percent Policy-----	8
Full-Time and Part-Time Status---	8
Exit/Entrance Survey-----	8
Change Adviser-----	8
PIN Problems-----	8
Policy Exception Request-----	8
Internships-----	9
International Exchange Programs---	9
Academic Clubs/Honor Societies----	10

Faculty

College of Business Interim Dean-Dr. Dennis Gehris

Accounting

Phone-389-4125, Sutliff 221

<http://www.bloomu.edu/prospective/programs/accounting.php>

Dr. Richard Baker, Chair
Dr. William Bealing, Jr.
Dr. Nancy Coulmas
Dr. Dennis Hwang
Dr. Mark Law
Dr. Edward Pitingolo
Dr. Gary Robson
Dr. John Rude
Dr. Michael Shapeero
Dr. A. Blair Staley

Business Education and Information & Technology Management

Phone-389-4121, Sutliff 221

<http://www.bloomu.edu/prospective/programs/bused.php>

<http://www.bloomu.edu/prospective/programs/ois.php>

Dr. John Olivo, Interim Chair and Coordinator of M. Ed in Business Education
Dr. Carl Chimi
Ms. Christine Force
Dr. Albert Fundaburk
Ms. Lynn Halkowicz
Ms. Carolyn LaMacchia
Ms. Maribeth Lawrence
Dr. Margaret O'Connor
Dr. Loreen Powell
Ms. Loren Selznick
Ms. Barbara Sorg

Finance/Legal Studies

Phone -389-4560, Sutliff 221

<http://www.bloomu.edu/prospective/programs/finance.php>

Dr. Bruce Rockwood, Chair
Mr. Jason Bankert
Dr. Laura Davis
Dr. Victoria Geyfman
Ms. Christine Haririan
Mr. Wilmer Leinbach
Dr. Rand Martin
Dr. Jonathan Ohn

Dr. Mark Usry
Dr. Garry Wamser

Management

Phone - 389-4770, Sutliff 221

<http://www.bloomu.edu/prospective/programs/mgt.php>

Dr. Joan Benek-Rivera, Chair
Dr. Mainuddin Afza
Dr. M. Ruhul Amin, Director, CMD Program
Ms. Sonia Ammar
Mr. Marc Baranouski
Dr. Christian Grandzol
Dr. John Grandzol
Mr. Stephen Hebbard
Mr. Randall Hutchison
Dr. Darrin Kass, Coordinator, MBA Program
Dr. Lawrence Kleiman (Sabbatical Fall 2009)
Mr. Robert Kribbs
Dr. Monica Law
Dr. Stephen Markell
Dr. John Okpara
Dr. Steven Si (Leave)
Dr. Pamela Wynn

Management Information Systems & Computer Information Systems

Phone-389-4560, Sutliff 221

<http://www.bloomu.edu/prospective/programs/cis.php>

Dr. A. Rao Korukonda, Chair (Sabbatical Fall 2009)
Dr. Young B. Choi
Mr. Kaushik Ghosh
Dr. Istvan Molnar (Interim Chair Fall 2009)
Dr. Srinivas Nowduri
Dr. Joseph Schuessler

Marketing

Phone - 389-4657, Sutliff 221

<http://www.bloomu.edu/prospective/programs/mkt.php>

Dr. William Neese, Chair
Dr. Stephen Batory
Mr. Matthew Beagle
Ms. Monica Favia
Dr. Morry Ghingold
Dr. Manek Kirpalani, Director, CIBER Program
Dr. Salim Qureshi
Ms. Michele Welliver
Dr. Yang Xia

*****Faculty office hours are posted on the bulletin board on the second floor of Sutliff Hall and on faculty office doors.**

Majors, Minors, Concentrations and Certificates

Majors

- Accounting
- Business Education
- Finance
- Information and Technology Management
- Management
- Management Information Systems, Managerial Applications Track
- Management Information Systems, Systems Design & Development Track
- Marketing
- General Business Advisement**

****This is not a major. Students must declare a major at the completion of 30 credit hours. This designation indicates that the student was admitted to the College of Business, but chooses to delay the declaration of a specific major.**

Minors

- Accounting
- Business
- Computer Information Systems
- Information and Technology Management
- Legal Studies
- Management
- Marketing

Concentrations

- Fraud Examination
- Human Resource Management
- Information Assurance
- International Business
- Supply Chain Management

Student Information

(It is each student's responsibility to know and observe the academic policies and regulations of the University. Refer to the undergraduate catalog on the BU web page.)

Transfer Courses to BU

Students should contact the registrar's office to secure a prior approval form.

Course Scheduling

Each semester the registrar publishes the scheduling timetable newspaper. Departmental suggested course sequence sheets are located on the second floor of Sutliff Hall. With the scheduling timetable and suggested course sequence, students are expected to schedule their classes. **Scheduling on STINF:** <http://ot.bloomu.edu/stinf/>

Change of Major

Students must obtain a permission slip from the chairperson of the department they wish to enter.

Dual majors may obtain the dual major permission form from the department they choose as their second major.

Drop/Add a class

A student who wishes to drop/add a class can start the process the second day of the semester. A student must follow the schedule changes timetable that can be found in the class schedule newspaper. All drop/adds must be completed by the end of the first week of classes. If the class is closed and the student needs the particular course as a prerequisite for another course, the student should contact the department that offers the course.

Withdraw from a Course

After the schedule change period ends, and continuing until three weeks past mid-term, a student may withdraw from a course with a grade of "W" recorded. A student is required to obtain his/her instructor's signature on the withdrawal form. Withdrawals will not be permitted after the close of the work day three weeks after the middle day of the semester. There is no limit to the number of courses from which a student may withdraw. Course withdrawal forms are available from the Registrar's Office.

Prerequisites

A prerequisite is a course that must be completed before another course can be taken. For example, if a student wants to schedule Intro to Corporate Finance, he/she must complete 91.223 (Managerial Accounting), 91.220 (Financial Accounting), 91.222 (Principles Accounting II), 40.156 (Business and Economics Math) or 53.123 (Essentials Calculus), 40.121 (Principles of Economics I), 40.122 (Principles of Economics II) and 40.256 (Business and Economic Statistics).

Diversity Requirement

Students must complete two courses (6 credits) in diversity-focused courses as identified in the scheduling newspaper. Students may be able to meet the diversity requirement by selecting courses which also meet general education requirements. In addition, some business courses are designated as culturally diverse and are double counted.

Standards

A cumulative QPA of 2.0 or higher in the major and overall is required for graduation. Business Education majors must maintain a cumulative GPA of 3.0 or higher. Sixty (60) of the 120 credits required for graduation must be earned at a four-year college or university.

Dean’s List

A full-time degree student (12 or more semester hours) whose semester GPA is 3.5 or higher will be named to the dean’s list for that semester. Grades of “P” or “E” do not enter into the computation of a student’s GPA.

University Course Repeat Policy

A student may repeat a maximum of six (6) courses (not more than 14 credit hours) in which grades of “C-“, “D+”, “D” or “E” have been earned. The initial grade remains on the transcript and is part of the student’s permanent record. Quality points are awarded for the grade of the repeated course only. The grade of the repeated course is part of the permanent record and is used to calculate the student’s quality point average. Multiple repeats of the same course are considered one repeat. The maximum number of permitted repeats includes, a course taken at Bloomsburg University in which a grade of “C-“, “D+”, “D” or “E” has been earned that is repeated at another institution of higher education is included in the permitted maximum number of repeats.

Scholarships Available

A list of available scholarships is available in each department.

Grade, Quality Points and Quality Point Averages.

The grades given at Bloomsburg University with their commensurate quality points are defined as follows:

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	E	=	0.00
C+	=	2.33			

If a student believes that he/she has been given an inaccurate grade, the student must discuss this with the professor. If a student is not satisfied, he/she should see the department chair. If the problem is not resolved, the Interim Coordinator of Academic Grievances, Dr. Laura Davis, located in Sutliff Hall 207, is the next person to contact. A student must put requests in writing. Other grades assigned to students but not included in the computation of quality point averages are as follows:

I - Incomplete

F - Failed

P - Passed

50 Percent Business Credit Requirement

Students majoring in a Bachelor of Science/Bachelor of Arts degree program in the College of Business must complete at least 50 percent of the business credit hours required for the business degree at Bloomsburg University.

40 Percent Policy

Forty percent (48 credits) or 16 courses of the 120 total credits required must be at the 300/400 level if required by your major.

Definition of Full-Time and Part-Time Status

An undergraduate who is enrolled for 12 or more semester credits is classified as a full-time student. One who is enrolled for fewer than 12 semester credits is a part-time student.

Undergraduate Exit/Entrance Survey, ETS Tests

To establish baseline demographics on undergraduate student populations, a College of Business exit/entrance survey shall be administered each year. Participation in these tests and surveys is **required!**

Change Advisor

See the department secretary to request a change of advisor.

PIN Problems

Students who have problems with their PIN (personal identification number) to access STINF, may telephone the registrar's office at 389-4263. In addition, students may bring a photo ID to the registrar's office to obtain a PIN number.

Policy Exception Request

Prepare a written description of the academic conflict and submit it to Mrs. Traci Mitchell, Sutliff 216, and schedule an appointment with Dr. Laura Davis, Interim Coordinator of Academic Grievances.

Internships

Application

Students must complete RO Form 509 Application for Internship. This form is available in the hallway on the second floor of Sutliff Hall (near the bulletin board) or at the registrar's office. Instructions for filling out the form can be found on the back of the form. Refer to department internship guidelines for requirements. The Registrar's Office will schedule all internships. Contact the department for specific internship qualifications such as minimum GPA. For available internships, the student should contact the department.

Internship Proposal

A typewritten proposal of two to three pages, double-spaced, is also part of the required internship documents. The proposal should contain the following: how this internship will relate to specific courses the student has taken, how the internship will relate to the student's career goals; and what, specifically, the student hopes to gain from this experience.

Job Description

The company must provide an internship job description on company letterhead.

International Exchange Programs

Aarhus School of Business, Denmark
ICN University of Nancy, France
Robert Schuman University, France

Trier University, Germany
Sheffield Hallam University,
England

Tuition Fees

Participation in an international exchange program not only assists students in understanding global business issues, but also will enhance the chances of placement in companies with an international business focus.

Students pay full tuition to Bloomsburg University. Room and board fees are paid to the visiting school and they are approximately the same as Bloomsburg University's. Additional costs include round-trip airfare to Europe and personal spending money. Exchange students are housed in university sponsored residence halls, some with private rooms. Meals will be provided, or students can prepare their own meals. Contact Dr. Mainuddin Afza at mafza@bloomu.edu or (570)-389-4764.

College of Business Student Organizations

Organization

Accounting Association
Financial Management Association
National Association of Black Accountants
Legal Studies Association
Management Association
Student Association for Fraud Examination
Phi Beta Lambda (Future Business Leaders)
Society for Human Resources Management (SHRM)
American Marketing Association (AMA)
Association of Information Technology
Professionals (AITP)
ROTARACT
Students in Free Enterprise (S.I.F.E.)
Student PSEA

Faculty Advisor

Dr. Richard Baker
Dr. Victoria Geyfman
Dr. Richard Baker
Dr. Laura Davis
Dr. Pamela Wynn
Dr. Michael Shapeero
Dr. Gary Robson
Dr. Joan Benek-Rivera
Ms. Monica Favia and Dr. Yang Xia
Dr. Istvan Molnar

Dr. A. Blair Staley
Dr. Ruhul Amin and Dr. John Okpara
Dr. Caryn Terwilliger

Honor Societies

Beta Gamma Sigma (Business Administration)
Delta Pi Epsilon
Kappa Delta Pi (Education)
Pi Omega Pi (Business Education)

Dr. Rand Martin
Dr. Maggie O'Connor
Dr. Lorraine Shanoski
Dr. John Olivo

Check the clubs/societies bulletin board on the first floor of Sutliff Hall for additional information.

Notes:

