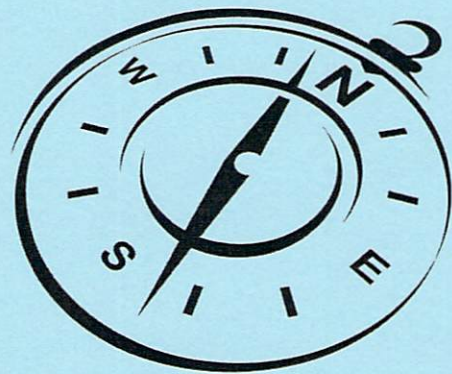


# **QUICK REFERENCE GUIDE**

*Handbook for Undergraduate Students 2010 -2011*





**Gabelli School of Business**  
Roger Williams University  
One Old Ferry Road  
Bristol, RI 02809

Website: <http://gsb.rwu.edu>

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This booklet was developed by the GSB Dean's Office to help students understand the academic procedures and regulations of the Gabelli School of Business. It should be used along with the ROGER WILLIAMS UNIVERSITY UNDERGRADUATE BULLETIN.

It is your responsibility to become familiar with the information contained in this booklet, as well as the Academic Regulations and Gabelli School of Business sections of the ROGER WILLIAMS UNIVERSITY UNDERGRADUATE BULLETIN.

## INTRODUCTION

Welcome to Roger Williams University and to the Gabelli School of Business (GSB). We are glad you are here and we hope that your educational experience at Roger Williams is a rewarding one. The success of your collegiate years will depend vitally upon your own efforts and upon your wise use of the opportunities that will be offered to you. We in the GSB want to help you to understand the educational philosophy, the academic requirements, and the curricular and co-curricular opportunities at Roger Williams University.

There are specific requirements that must be satisfied before you can be granted an academic degree. Although your advisor and others will assist you, you need to understand from the beginning that it is your responsibility to learn these requirements and to plan a course of study that will satisfy them. As students, you are responsible for learning university and school regulations as stated in the Roger Williams University Undergraduate Bulletin. The information that follows is intended for quick, easy reference to some of the more important academic policies of Roger Williams and the GSB.

## DIRECTORY

<b>Deans' Office Personnel (SB 109)</b>	<u><a href="mailto:gsbdeansoffice@rwu.edu">gsbdeansoffice@rwu.edu</a></u>	
Dean Jerry Dauterive	<u><a href="mailto:jdauterive@rwu.edu">jdauterive@rwu.edu</a></u>	3444
Associate Dean Marian Extejt	<u><a href="mailto:mextejt@rwu.edu">mextejt@rwu.edu</a></u>	3371
Assistant Dean Barbara Grota	<u><a href="mailto:bgrota@rwu.edu">bgrota@rwu.edu</a></u>	3092
Vincie Bertolino, Asst. to Dean	<u><a href="mailto:vbertolino@rwu.edu">vbertolino@rwu.edu</a></u>	3046
Sue Proto, Secretary	<u><a href="mailto:sproto@rwu.edu">sproto@rwu.edu</a></u>	3401
Sandy Souza, Secretary	<u><a href="mailto:ssouza@rwu.edu">ssouza@rwu.edu</a></u>	3128
Patricia Finn (Career Development, Internships)	<u><a href="mailto:pfinn@rwu.edu">pfinn@rwu.edu</a></u>	3524
<b>University Administration (Administration Building )</b>		
Registrar		3033
Bursar		3520
Financial Aid		3100
Computer Help Desk		5200
Dean of Students		3161
Public Safety		3611

All telephone numbers are in the 401 area code with an exchange of 254.

## **STUDENT RESPONSIBILITIES**

### **ATTENDANCE**

Students are expected to attend all classes. A class for which a student is registered is an appointment that takes precedence over all other engagements. Students should read their course syllabi early each semester to determine when examinations will be conducted and papers/projects are due; transportation for breaks should be scheduled with these obligations in mind. In all courses, the faculty member will determine the number of absences permitted without incurring a penalty, and the policies regarding late assignments and make-up exams. Faculty are under no obligation to permit late work or exams at a time other than originally scheduled.

### **NOTIFYING INSTRUCTORS REGARDING MISSED CLASSES**

Health Services (Second Floor, Center for Student Development, x3156) will notify faculty by e-mail or letter when a student is seriously ill requiring extended absence, hospitalization, or has been sent home for an extended illness. Health Services will not provide written excuses for minor, self-limiting illnesses. In these cases, students should contact faculty as soon as possible (email, classmates, etc.).

### **COMMUNICATIONS**

E-mail is the primary form of communication between the Gabelli School of Business and its students. The School will only send email to a student's official RWU email account (i.e. [student@q.rwu.edu](mailto:student@q.rwu.edu)). It is each student's responsibility to check their email in a timely manner, and respond accordingly.

### **RECORDS**

Students should retain the "student copy" of all University documents, e.g., add/drop forms, withdrawal forms, receipts for bills, etc. Students are responsible for handling their own records.

## **INFORMATION, ADVISING AND REGISTRATION**

### **GABELLI SCHOOL OF BUSINESS OFFICES**

The Dean's Office, faculty and staff offices are located in the School of Business building (SB). If you have a problem, you are welcome to stop by the Deans' Office (SB 109) or email [gsbdeansoffice@rwu.edu](mailto:gsbdeansoffice@rwu.edu).

### **ONLINE INFORMATION**

A significant amount of information regarding the Gabelli School of Business can be found on its website: <http://gsb.rwu.edu>. University level information can be accessed via the RWU website or via myRWU.

myRWU is one of the most frequently accessed sites on campus. You can log on from the tool bar at the bottom of the RWU home page at [www.rwu.edu](http://www.rwu.edu). In myRWU you can:

- add and drop courses

- check your class schedule, grades, and Grade Point Average
- view open and closed courses
- review your charges and account payments
- check registration holds
- review your home, and local addresses and much more

Blackboard, the University's Course Management System, can also be accessed via my RWU. Many of your courses will expect you to use it for course-related information.

### **ACADEMIC ADVISOR**

Each student in the Gabelli School of Business is assigned an advisor. The advisee/advisor relationship can be one of the most valuable that students will have during their years at the university. Advisors assist students in developing a suitable educational plan and assist students in finding ways to deal with issues that come up along the way. Students are encouraged to work closely with their advisors, not just during registration, but throughout each academic year.

### **DECLARING YOUR MAJOR, MINOR, CORE CONCENTRATION**

**MAJOR** Although students may enter the School of Business with an "Undecided" Business major, we require that students declare a major no later than their 4<sup>th</sup> semester. Declaring one's major is done by completing a Curriculum Declaration form, available in the Deans and Registrar's Office. Students may change their major at any time prior to filing for graduation.

**MINOR** Students are not required to complete a minor. However, if you declare a minor, you must complete all requirements of the minor before graduation. Failure to complete a declared minor will hold up graduation.

**CORE CONCENTRATION** All students are required to declare a core concentration (see p. 13). In order to facilitate advising, students should formally declare their concentration by their 4<sup>th</sup> semester.



## ACADEMIC CALENDAR 2010-2011

### **Fall Semester 2010: September 1 through December 21, 2010**

Sept 1 Wed	Day and Evening classes begin
<b>Sept 6 Mon</b>	<b>Labor Day: Day &amp; Evening classes do NOT meet</b>
Sept 7 Tu	Last day to add a course without instructor's permission
Sept 14 Tu	Last day to add a course with instructor's permission
Sept 20 Mon	Last day to drop a course without the W (withdrawal) grade
<b>Oct 11 Mon</b>	<b>Columbus Day: No Day and Evening classes</b>
Oct 12 Tu	Monday Classes meet; Tuesday Classes do not meet
Oct 22 Fri	Last day to drop a course and receive the W (withdrawal) grade
Nov 1 Mon	Advisement period begins for Spring 2011
Nov 8 Mon	On-line registration begins for Winter & Spring 2011 semester
Nov 24 Wed	Thanksgiving Recess begins: No classes
Nov 29 Mon	All classes resume
Dec 14 Tu	Last day of classes
Dec 15 Wed	Reading Day
Dec 16-17	Final examinations
Dec 18-19	Reading Days
Dec 20-21	Final examinations

### **Winter Intersession 2011: January 4 through January 21, 2011**

Jan 4 Tu	Classes begin
Jan 5 Wed	Last day to add a course
Jan 6 Thu	Last day to drop a course without the W (withdrawal) grade
Jan 7 Fri	Last to drop a course and receive the W (withdrawal) grade
Jan 17 Mon	Martin Luther King Holiday
Jan 20 Thu	Last day of classes
Jan 21 Fri	Final examinations: All classes

### **Spring Semester 2011: January 26 through May 18, 2011**

Jan 26 Wed	All classes begin
Feb 1 Tu	Last day to add a course without instructor's permission
Feb 7 Mon	Last day to add a course with instructor's permission
Feb 15 Tu	Last day to drop a course without the W (withdrawal) grade
Feb 21 Mon	Presidents Day: No Day and Evening classes
Feb 23 Wed	Monday Classes meet; Wednesday Classes do not meet
Mar 13-20	Spring Break
Mar 21 Mon	All classes resume; Advisement period begins for Fall 2011
Mar 28 Mon	Last day to drop a course and receive the W (withdrawal) grade
	On-line registration begins for Mini-Mester, Summer & Fall semester 2011
Apr 22 Fri	University Holiday – All Offices Closed
Apr 25 Mon	Classes resume
May 12 Thu	Reading Day; Final examinations begin for Evening classes
May 13 Fri	Final examinations
May 14-15	Reading Days
May 16-18	Final examinations
May 21 Sat	Commencement:

### **Summer Mini-Mester 2011: May 24 through June 10, 2011**

### **Summer Session I 2011: May 24 through June 28, 2011**

### **Summer Session II 2011: July 5 through August 9, 2011**

### **Summer Session III 2011: May 24 through August 9, 2011**

Modified. Full calendar can be found at

<http://www.rwu.edu/depository/registrar/academiccalendar09-10.pdf>

## **REGISTRATION**

Registration for spring semester begins in November; and registration for summer and fall terms begins in April. Each student, working with his/her advisor, selects courses for each term. See the Academic Calendar (page 6) for specific advising and registration dates. The student's advisor must release a hold on the student's account before the student can register for classes. Students seeking Deans Office personnel to lift a registration hold must have written evidence of meeting with their academic advisor. Students may register in person at the Registrar's Office or online via myRWU (Roger Williams' Web information system).

## **COURSE LOAD**

Students normally carry 15-17 credit hours each regular semester (Fall/Spring). To be classified as fulltime, students must register for at least 12 credits. Students wishing to enroll in more than 17 credits must receive permission from their Dean. Students may register for only one course during Winter Intersession and Mini-semester, and 2 courses during Summer Sessions.

## **REGISTRATION PERMITS**

Some courses require special permission from the course instructor or the academic department in order to register for the course. Typically, the semester's course schedule will list when special permission is required, but this is not always the case.

## **CLOSED COURSES AND WAITLISTS**

Due to high demand for some courses, the School of Business maintains a waitlist for courses that are closed (i.e. have reached the set enrollment limit). If your advisor has told you to take a particular business course in a given semester, and all sections of that course are closed, come to the School of Business Dean's Office on your registration date and sign the waitlist. As soon as possible, a member of the Deans office will contact you regarding your status; if you will not be able to take the class in a given semester, we will work with you to find an alternative.

## **DROPPING A CLASS**

A student can drop a class online via myRWU during the first week of a semester. Deadlines are printed in the University's Academic Calendar. When a student drops a class during Add/Drop, there is no record kept that will show on an official transcript. Once the deadline has passed, a student can remove him or herself from a class by withdrawing. Before withdrawing from a course, students are encouraged to discuss their performance or concerns with their instructor. A grade of "W" is assigned to that course, and the withdrawal becomes part of the student's permanent record. Withdrawing from courses can have implications for financial aid, your graduation date and future graduate-level study.

All course and section changes must be identified on an Add/Drop form submitted to the Office of the Registrar during the add-and-drop periods. Students should refer to the Academic Calendar for specific dates and deadlines

Dropping below 12 credits reduces student status to part-time and impacts financial aid as well as rate of progress.

Please note that the date of the last day to withdraw from a course is printed in the semester academic calendar (page 6). After the deadline for a withdrawal, students must complete the course. You will receive a grade in the course, even if you stop attending.

## **LEAVE OF ABSENCE**

**MEDICAL LEAVE** A student may apply to the Office of Student Affairs for a medical leave of absence from the University for one full semester. The request must be supported by documentation from a physician or psychologist. Generally, a student is limited to one medical leave approval during matriculation at the University. Students are encouraged to contact the Dean of Students in the Office of Student Affairs in advance regarding the financial implications of the medical leave policy.

**NON-MEDICAL LEAVE** The application for non-medical leave of absence must be received by the appropriate dean's office prior to the beginning of the semester. The applicant must be in satisfactory academic standing and have no outstanding debts at the University. A student on leave may apply for a one-semester extension only.

## **ACADEMIC STANDARDS**

### **ACADEMIC GOOD STANDING REQUIREMENTS**

All colleges and universities have minimum performance requirements for their students. At Roger Williams, the faculty and staff hope you will strive to exceed the minimum, and explore your own possibilities for excellence and achievement. However, to maintain good academic standing, every student must meet what is known as Scale for Satisfactory Academic Standing. This is defined by a minimum GPA for each semester and a minimum number of credits completed each semester. The chart below details the University Rate of Progress requirements.

### **SCALE FOR SATISFACTORY ACADEMIC STANDING**

Semesters Completed	Minimum GPA	Credit Hours Completed
End of 1st Semester	1.70	12
End of 2nd Semester	1.80	24
End of 3rd Semester	1.90	36
End of 4th Semester	2.00	48
End of 5th Semester	2.00	60
End of 6th Semester	2.00	72
End of 7th Semester	2.00	84
End of 8th Semester	2.00	96
End of 9th Semester	2.00	108
End of 10th Semester	2.00	120



## GRADE POINT AVERAGE (GPA)

### HOW TO COMPUTE YOUR GPA

1. For each course, multiply the number of quality points associated with the grade earned times the number of credits.
2. Add them together for total quality points.
3. Divide the total quality points by the total credits.

Quality Points per credit hour associated with each possible grade					
Grade	Points	Grade	Points	Grade	Points
A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

*EXAMPLE:* Suppose a student took the following courses during a semester and earned the grades indicated.

Course & Credits	Letter Grade and Numeric Equivalent	Credits x Numeric = Grade Points
WTNG 102 (3 credits)	A (4.0)	$3 \times 4 = 12$
ECON 102 (3 credits)	B+ (3.33)	$3 \times 3.33 = 9.99$
MATH 121 (3 credits)	B- (2.67)	$3 \times 2.67 = 8.01$
BUSN 100 (3 credits)	B (3.0)	$3 \times 3 = 9$
CORE 101 (4 credits)	C (2.0)	$4 \times 2 = 8$

Total grade points = 47 (sum of  $12+9.99+8.01+9+8$ )

Total credits attempted = 16 (sum of  $3+3+3+3+4$ )

GPA = Total grade points divided by credits attempted

$$\text{GPA} = 47 \div 16 = 2.9375$$

### DEAN'S LIST

Students who earn at least 12 credits in a semester qualify for the Dean's List if they earn at least a 3.4 grade point average for the semester, with no F, I, NP or NS grades.

### GRADUATION GRADE POINT AVERAGE

A student needs at least a 2.0 average in business courses as well as a cumulative GPA of at least 2.0 to graduate.

## **ACADEMIC SANCTIONS**

**ACADEMIC PROBATION** An undergraduate student who fails to meet the minimum requirements for either rate of progress or GPA (p. 8) is placed on probation for the following semester. Freshmen or new transfer students placed on probation at the end of their first semester must participate in an academic probationary support program. While probation may continue for more than one semester, students who do not make progress in addressing their deficiencies are subject to suspension or dismissal.

**ACADEMIC SUSPENSION** Academic Suspension is for one semester. During suspension students may not live on campus or be registered for courses. With prior approval from the academic dean, a maximum of 2 courses will be accepted as transfer credits toward RWU degree requirements.

**ACADEMIC DISMISSAL** Students will be dismissed from the University if their GPA is below 1.4 after 2 semesters of full-time study or below 1.8 after 4 semesters. Students may also be dismissed for other serious academic deficiencies.

## **INCOMPLETE GRADES**

An Incomplete "I" is automatically converted to an "F" unless the Office of the Registrar receives a Change of Grade form before the conclusion of the next regular semester.

## **REPEATED COURSES**

A course may be repeated for credit if a grade of C- or less is received on the first or second attempt. If a student repeats a course at Roger Williams, the grade for the repeated course is calculated in the GPA in place of the initial grade. If the course is repeated at another institution (with prior approval), only the credits for a course completed with a C or better will be accepted in transfer. Neither the grade nor the grade points from a transferred course are used in calculating the GPA. The previous grade remains on the record, but neither grade nor credit is calculated in the GPA.

## **COURSES TAKEN AWAY FROM ROGER WILLIAMS**

After taking courses at Roger Williams, students in good standing who need to take summer courses at another school must receive prior written permission. This may be obtained from the appropriate Deans Office'. Transfer credits from 2-year (community / junior) colleges will only be awarded for lower level (100 & 200 level) classes; upper division transfer courses will be accepted only from four-year schools. For business courses, schools should be accredited by AACSB International (The Association to Advance Collegiate Schools of Business). Only courses in which grades of "C" or higher are earned are eligible for transfer credit to Roger Williams. Courses taken elsewhere do not affect the RWU GPA.

## **GRADING**

Each instructor has the option of tailoring a grading method within each course to best meet the needs of the students and the course.

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<sup>1</sup> If the class is a Business Course, the Dean of the School of Business must approve the class. For non-business courses, see the Dean of the school which houses that course.

At the beginning of each semester, instructors should explain how class attendance and other course requirements will affect a student's grades. For example, an instructor may decide that class attendance is imperative and assign a final grade of "F" if the student misses more than a stated percent of class time.

### **GRADE APPEALS**

Any student who formally appeals a course grade must do so in writing. Correspondence should be addressed to the professor and a copy sent to the dean of the school in which the course was offered.

The School of Business has adopted its own policy regarding grade appeals. The following summarizes this policy; details may be obtained from the GSB Deans office.

*A grade appeal shall be confined to the final grade in a course. Grade appeals concern charges of unfair action toward an individual student and may not involve challenging an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.*

### **GRADE REPORTS**

Midterm Reports and Final Grade Reports will be available to the student on the web through myRWU. Midterm grades reflect the student's standing in each course, as of the midterm period. The student's final semester grades are those that will be posted on the official transcript.

### **FERPA**

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Roger Williams requires that students complete a parental release form, naming specific persons to whom information may be disclosed. This form may be altered at any time.

### **ACADEMIC INTEGRITY**

Students at Roger Williams have the responsibility and obligation to comply with the basic principles of academic honesty, as stated in the University Catalog: The University expects students to observe the principles of academic integrity that ensure the excellence of their education and the value of their diploma. Specifically, cheating, fabrication, plagiarism and fraud are prohibited. Please refer to the section of the catalog on Academic Integrity of Scholarship for a discussion of prohibited actions, and their consequences.

All first-year students in the Gabelli School of Business will be asked to sign an Academic Integrity pledge. This pledge, developed by students on the GSB Dean's Advisory Council, is a reminder of the importance of honesty in all endeavors, professional and academic.



## **ACADEMIC OPPORTUNITIES**

### **COOPERATIVE EDUCATION**

Business students are able required to earn college credit by participating in the GSB's cooperative education (co-op) program. This program recognizes that work experience in a business environment affords unique learning opportunities that would be impossible in the traditional classroom setting. The co-op experience provides students an opportunity to 1) gain relevant business experience; 2) reinforce and/or reevaluate classroom study through a comparison of theory and practice; and 3) pursue the study of specialized business topics in their field of interest within a professional context.

The co-op program is available to students who have completed 2 semesters at RWU, who are in academic good standing and who have completed a series of preparatory workshops facilitated by the Career Center. Contact the GSB's Co-op advisor, Ms. Patricia Finn, SB 101, for more information.

### **STUDY ABROAD**

The Center for Global and International Programs is the clearing-house for all study abroad programs at Roger Williams. All business students are encouraged to study abroad; participating in a study abroad program is one way to fulfill the global business requirement of the Business Core. Many GSB students use the study abroad opportunities to earn their Core Concentration in International Studies. Study abroad requires careful planning, so students should seek the services of the Center early in their career.

The Gabelli School of Business offers several opportunities specifically for business students. GSB students may take business courses at any of the international AACSB-accredited schools. In addition to RWU-based courses with a study- abroad trip component, the GSB participates in an undergraduate exchange program with the Institut Commercial de Nancy (ICN), one of France's leading schools of business. Nancy, located in the Lorraine region, is located about one hour from Luxembourg and Strasbourg (two major EU centers) and less than three hours from Paris. Students can study either in French or in English. Students who stay a full year can gain a Diploma in International Business.

### **INDEPENDENT STUDY**

Independent study allows students to pursue a specific topic of interest not available in regularly offered courses. Students interested in pursuing an independent study must first formulate an idea for a project and then find a professor in a related field who endorses the project and agrees to supervise it. The professor will provide guidance and grade the independent study work. Independent study is usually limited to juniors and seniors, as research project presuppose some formal academic background in the area of study.

All independent study courses must be approved by the Dean prior to the end of the second week of the semester in which they are to be taken. Forms are available in the Deans' Office.



## **STUDENT ORGANIZATIONS**

The Gabelli School of Business sponsors a variety of student organizations because we recognize the need for a balance between academic, social, and service opportunities. Active involvement in one or more of these organizations will enhance your college career and professional marketability by providing a forum for developing lasting friendships and establishing professional networks. The GSB's professional organizations include the Delta Sigma Pi, the Economics Club, the Accounting and Finance Association, the Alternative Investments Club, and the Society for the Advancement of Management (SAM). The College's honor society is Beta Gamma Sigma, the national honor society in business.

## **CURRICULUM**

The program outline worksheet is a check-off list that indicates the courses a student must complete in the areas of the University Core (including the Core Concentration), Business Core, and Major Requirements. Remember that it is your responsibility to know the requirements for your degree. Every semester during Early Registration your advisor will receive an up-dated copy of the "Advising Report" which lists all the courses you have taken at Roger Williams and the courses currently enrolled.

### **CORE CURRICULUM**

The Core Curriculum represents Roger Williams' commitment to the liberal arts education of all students. All students, regardless of major, must complete a set of courses from the Core Curriculum. These courses focus on fundamental issues that are central to intellectual development.

For students in School of Business majors, these requirements include:

1. Three skills courses
  - a. MATH 141 or its equivalent
  - b. WTNG 102 Expository Writing
  - c. WTNG 220 Critical Writing for the Professions
2. The Five Course Interdisciplinary Core
  - a. CORE 101 Science Technology and Society
  - b. CORE 102 History and the Modern World
  - c. CORE 103 Perspectives in Human Behavior
  - d. CORE 104 Literature, Philosophy and the Ascent of Ideas
  - e. CORE 105 Aesthetics in Context

#### **3. The Core Concentration**

This set of 5 courses involves an exploration of one liberal arts or science area unrelated to the student's major. This requirement ensures that students graduate with significant knowledge of at least 2 fields, that of their major and that of the Core Concentration field.

A listing of Core Concentrations available to School of Business students is maintained in the GSB Deans Office.

#### **4. The Core Interdisciplinary Senior Seminar**



University Core Curriculum	School of Business Core Requirements	Business Major Requirements (Allied Business Major Requirements on Reverse)									
		[all business majors]									
Interdisciplinary Core Requirements		Accounting	Economics	Finance	International Business	Management	Marketing		3+3 Busn. Law		
CORE 101	ACCTG 201	ACCTG 204*	ECON 201*	FNCE 305*	MRKT 340*	MGMT 302*	Comm. Track	Analysis Track		Busn. elective	
CORE 102	ACCTG 202*	ACCTG 304*	ECON 202*	FNCE 325*	MGMT 340*	MGMT 310*	MRKT 301*	MRKT 305*		Busn. elective	
CORE 103	BUSN 100	ACCTG 305*	ECON 303*	FNCE 360*	ECON 330*, 340*, 350*, 360* or MGMT 335	MGMT 439*	MRKT 302* or MRKT 360* or MRKT 469*	MRKT 315*		Busn. elective	
CORE 104	BUSN 305*	ACCTG 308*	ECON Elective	FNCE 401*	FNCE 360*	MGMT 469*	MRKT elective	MRKT elective			
CORE 105	CIS 102	ACCTG 309*	ECON elective	FNCE elective	IS 489* or Summer/ Exchange	MGMT elective	MRKT elective	MRKT elective			
CORE 4XX*	CIS 105	ACCTG 405*	ECON elective	FNCE elective	EU Course #1	MGMT elective	MRKT elective	MRKT elective			
Writing Core Requirements	ECON 101	ACCTG 406*	ECON Elective	FNCE elective	EU Course #2	MGMT elective	MRKT elective	MRKT elective			
WTNG 102	ECON 102	ACCTG 469*	ECON elective	FNCE elective	EU Course #3	Business Elective	MRKT 420, MGMT 435, MRKT 469 or Independent Study	MRKT 420*, MGMT 435*, MRKT 469* or Independent Study			
WTNG 220*	FNCE 301*	Accounting Elective			Diversity /Int'l courses	Business Elective	Add'l electives to total 120 credit hours	Add'l electives to total 120 credit hours			
Math Core Requirements	MATH 124 or BUSN 210	Add'l electives to total 120 credit hours	Add'l electives to total 120 credit hours	Add'l electives to total 120 credit hours	DI #1	Add'l electives to total 120 credit hours					
Math 141 or 207 (131, 135, 137, or 213 also fulfill req)	MGMT 200				DI #2						
Core Concentration	MGMT 330				Language Requirements						
1)	MGMT 499*										
2)	MRKT 200										
3)	Int'l Dimensions Course				Add'l electives to total 120 credit hours						
4)											
5)											

ALLIED BUSINESS MAJOR REQUIREMENTS

2010-2011 Program Outline

University Core Curriculum	CIS major		Economics (BA) major
Interdisciplinary Core Requirements	BUSN 100		ECON 101
CORE 101	MRKT 200		ECON 102
CORE 102	CIS courses		ECON 201*
CORE 103	CIS 105	CIS 399*	ECON 202*
CORE 104	CIS 200	CIS 425*	ECON 303*
CORE 105	CIS 206	CIS 469	ECON elective
CORE 4XX	CIS 299	CIS 499*	ECON elective
Writing Core Requirement	CIS 305	CIS elective	ECON elective
WTNG 102	CIS 306	CIS elective	ECON elective
WTNG 220*	CIS 325		ECON elective
Math Core Requirement	CIS 360*		MATH 124 or BUSN 210
ECON: Math 141 or 207 (131, 135, 137, or 213 also fulfill req.) CIS: one MATH course	CIS 469		Add'l electives to total 120 credit hours
Core Concentration	Minor (select one)	OR	Second Major
1)	Accounting		
2)	Business		
3)	Economics		
4)	Finance		
5)	Marketing		
	Management		
	Add'l electives to total 120 credit hours		Add'l electives (if necessary) to total 120 credit hours

- 1) This sheet is intended for planning purposes only.
- 2) All courses marked with an \* have pre-requisites. Elective courses may or may not have specific pre-requisites. Students are responsible for knowing and following pre-requisites.
- 3) International Dimension courses include ECON 330,340,350,360; FNCE 360; IB301; MGMT 340,355; MRKT 340
- 3) Typically, courses numbered 100 are completed in the student's first year, courses numbered 200 in the second year, etc.





## **SUPPORT SERVICES**

Roger Williams offers many support services, both academic and non-academic.

### **ACADEMIC SUPPORT**

**CORE TUTORING** Peer tutors are available in the Core Tutoring Center (2<sup>nd</sup> floor, Library) for a variety of courses, including CORE 101, 102, 103, 104 and 105. Additionally, peer tutors are available for foreign language courses. All tutors have been nominated by their faculty based on academic achievement and interpersonal skills.

Tutors also conduct review sessions and some tutors attend the class for which they are tutoring in order to keep current with class readings and assignments, class discussions, and lectures. All of the services offered are free of charge.

**THE MATH CENTER** Peer and faculty math tutors work in the Math Center to assist all members of the University community with their math courses and math-related assignments for other courses. The Center sponsors the Tutor in the Classroom program as part of its tutoring services. These services are provided at no additional cost to the student.

**THE WRITING CENTER** provides faculty and peer tutoring for all RWU students enrolled in writing courses or involved in writing-related projects. To see a peer tutor, students can just walk in, no appointment necessary. To see a faculty tutor, students should sign up for an appointment. The appointment book is on the secretary's desk in the Center for Academic Development, Main Library, 2nd floor.

**BUSINESS COURSE TUTORS** The Gabelli School of Business will provide individual peer tutoring for business courses. In order to obtain a tutor, students should come to the School of Business Deans' Office.

### **DISABILITY SUPPORT**

Services are available to all students with documented disabilities that substantially limit a major life activity such as: learning, hearing, seeing, reading, walking, and speaking. It is the student's responsibility to provide current documentation from an appropriate professional (physician, psychologist, etc.). Students must request academic accommodations in person in the DSS office each semester.

The most commonly requested accommodations are: extended time for test taking, testing in a less-distracting environment, note taking assistance and alternate texts. Accommodations are not intended to guarantee success. They are intended to "level the playing field" so students have equal access and are assessed on their learning and not on the impact of their disability in the educational environment.

### **COUNSELING SERVICES**

The Center for Counseling and Student Development is a campus agency staffed by professional psychologists and social workers trained to help you discover ways to cope with problems in living. The Center is located on the second floor of the Center for Student Development, across from Cedar Hall.

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