



CARDINAL STRITCH  
UNIVERSITY

## 2013-2014 Undergraduate Catalog Addendum 1 Effective August 1, 2013

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### **THE MISSION OF CARDINAL STRITCH UNIVERSITY**

Correction to approval date

The official University mission statement was approved September 2013.

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Addition to page 9

### **ADMISSION TO UNDERGRADUATE PROGRAMS**

#### **GENERAL ADMISSIONS INFORMATION**

The print date of official transcripts must not exceed one year from the date of application.

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Addition to page 10

### **ADMISSION TO UNDERGRADUATE PROGRAMS**

#### **International Students**

The University will accept/use the following in admissions decisions:

- Accept IELTS (minimum 6.5) as an alternative to the TOEFL when applicable
  - Accept Wisconsin English as a Second Language Institute 700 level successful course completion as an alternative to the TOEFL when applicable.
  - Use SAT/ACT as optional for scholarship acquisition (not required for admission).
  - Admissions dependent on combination of GPA equivalency and minimum score on the TOEFL, IELTS, or WESLI.
  - English proficiency requirement (to be exempt from taking the TOEFL or IELTS): 24 credits of successful academic coursework conducted in English (C grade equivalency or better) (ESL courses not applicable).
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## Associate of Arts degree in General Studies

### GENERAL STUDIES

#### Core (General Education) Requirements

A minimum of 36 credits.

#### Additional Requirements

A minimum of 24 credits met by one of three options:

- 12 credits in one academic area for concentration and 12 elective credits;
- 12 credits in an Advance Core Certificate and 12 elective credits;
- 24 elective credits.

Requires a minimum of 60 credits.

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## ACADEMIC POLICIES

### LiveText Statement

Cardinal Stritch University uses LiveText, (student subscription assessment software), to assist with student learning outcomes assessment for accreditation purposes and continuous improvement of the student experience. All students will be required to purchase a 5-year, \$98 subscription when they begin their studies at Cardinal Stritch University. LiveText will allow students to create a portfolio of work that highlights their own growth and improvement in key student learning outcomes specific to their major course of study.

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## RESIDENCY REQUIREMENT

Cardinal Stritch University, like most universities, seeks to maximize the number of credits students earn here. This ensures that students absorb as much of the University's philosophy as possible by interacting with a large number of faculty and staff, thus creating a distinctive Stritch identity for the student. It is a University requirement that 30 of the last 60 credits earned for a bachelor's degree and 15 of the final 30 credits for an associate's degree be earned at Stritch (residency requirement.)

Developmental courses are not included in this number. Accelerated/cohort degree students will be required to take all of their major courses at Stritch.

All students must have a minimum of 12 credits in courses taken at Stritch in the undergraduate major. Each college has residency requirements for the major that may be above and beyond what is articulated for the University. Program residency requirements are published in the each college's program materials.

The institution must make available the courses that the student needs to complete his/her degree requirements once he/she has begun a specific program of study. If a student were about to graduate and the University were forced to cancel a required course, permission could be given to take the course elsewhere. **Under ordinary circumstances, once a student has matriculated, he/she may not take courses at other institutions.** Students need explicit permission to take courses at another school and transfer the credits to

Stritch. Permission to take courses at another school is granted by the Registrar in consultation with the appropriate department and their academic advisor on the basis of need, but will not be granted because of convenience or tuition. If the course is one required in the student's major sequence, the permission of the department chair is also required. Normally, courses in the student's major are to be taken at Stritch.

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## **COURSES FROM OTHER UNIVERSITIES**

### **Transfer Credit Policy**

Transfer students bring a range of learning experiences into their studies at Cardinal Stritch University. The university's transfer policy recognizes the value of these experiences and awards credit as appropriate to the subject matter and educational goals of the student.

Cardinal Stritch University will accept up to 90 credits in transfer, depending on the requirements of the degree/program. The decision to accept transfer credits is made by the specific major departments and the Registrar. Transfer courses do not automatically fulfill core or major requirements of Stritch. Once credits are accepted in transfer at the University, the credits will be applied to any college based on the college's major/program requirements.

The following general guidelines apply to all courses taken at other colleges or universities:

- Credits will not be accepted for any course with an earned grade lower than a "C-." This includes "CD," "Pass/Fail" or "Credit/No Credit." It should be noted that some major academic departments have higher minimum grades required for courses to fulfill a specific requirement.
- Credits will not be accepted for orientation, study skills, pre-college or remedial courses.
- Only credits from regionally accredited schools will be considered for direct transfer. Credits from nationally accredited schools will be assessed per the policy described for extra-institutional learning in the various colleges.
- Credits transfer; grades do not.
- Only grades earned at Cardinal Stritch University will be used to determine a grade point average.
- Proficiency exams and Life Experience/Portfolio awards given at other colleges and universities will not be honored at Stritch.
- Department approval is required for equivalency to Stritch courses—usually by the department chair. General electives do not require departmental approval.
- A maximum of 32 semester hours of technical credit may be transferred in and applied to bachelors programs; for associate programs, the limit is 16 semester hours of technical credits. Students will not be permitted to transfer in technical credits after matriculating at Stritch.

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Section replacement for page 41

### **Study Abroad**

Cardinal Stritch University offers access to many study abroad programs. Information for participating in such programs can be obtained through the Student Success Center. Students will receive full credit for any courses that are satisfactorily completed while abroad as long as those courses are pre-approved by the appropriate academic departments at Stritch. Information about offerings and procedures can be obtained by contacting the Coordinator of International Education and Study Abroad.

In addition, enrollment in a semester-long study abroad program approved for credit by Cardinal Stritch University may also be considered enrollment for purposes of applying for federal student financial aid. Specific information about the financial aid process as it relates to study abroad can be obtained by contacting the Financial Aid Office.

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## Section replacement for pages 51-52

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

#### **What is FERPA?**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's educational records. It limits the type of student information that may be released without a student's permission. It also helps to ensure accuracy in any educational records that are maintained on a student.

#### **What are a student's rights under FERPA?**

FERPA grants four central rights to students related to those records, files, documents, and other materials that contain information directly related to them that are maintained by the University.

- The right to inspect and review education records maintained by the school;
- The right to seek to amend these records;
- The right to have some control over the disclosure of information from these records; and
- The right to file a complaint with the U.S. Department of Education concerning an allegation that the institution has failed to comply with the Act.

If the student believes anything in his or her record is inaccurate, misleading, or otherwise violates one's rights, that student has the right to challenge the content of those records. If a student's suggested corrections are not made by the University, that student may insert into his or her records a written explanation respecting the contents of such records.

The students' access and review are subject to the following conditions:

1. The University has 45 days to comply with a student's written request to review his or her records.
2. All information declared confidential by the act is not available for inspection.
3. After reviewing their records, students may request that the unit maintaining the record remove or modify the information they believe is misleading, inaccurate or inappropriate. If the student's requests are refused, that student may insert in his or her records a written explanation regarding the contents to which he/she objects, or file an appeal with the President's Office, which will be heard by a person or committee designed by the President.

#### **What information may be released without a student's permission?**

The following information is construed to be directory information, which may be released to the public without a student's permission.

- Name
- Address
- Telephone listing
- E-mail address
- Date and place of birth
- Major field of study
- Participation in officially recognized sports and activities
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent educational agency or institution attended

- Photograph

Even though this information is deemed to be public information, all students have the right to inform the University that any or all of the above information should not be released without one's prior consent. If students wish to restrict the release of information, they must complete a written request to that effect to the Registrar's Office. After the student has filed the required written request, the University will notify the appropriate offices and begin to comply with the request as soon as possible. The request is effective for the duration of the academic year for which it was requested.

### **What are the conditions under which other student information may be released without permission?**

1. Release to school officials who have a legitimate educational interest in the records. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company employed by or under contract to the University to perform a special task, such as an attorney or auditor; a student serving on an official committee, such as a disciplinary or grievance committee or a faculty/student committee; or a student worker. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University.
2. Release to officials of another school, in connection with a student's efforts to enroll.
3. Release to federal and state educational officials, in connection with certain audits.
4. In connection with a student's request for or receipt of financial aid.
5. Release to federal, state and local law enforcement officials, in connection with certain criminal investigations.
6. Release to organizations conducting studies for or on behalf of educational agencies or institutions
7. To accrediting organizations to carry out their functions.
8. Release to parents of a student who is their "dependent" within the meaning of the Internal Revenue Code.
9. To comply with a judicial order, lawfully issued subpoena, or in the case of legal action between the University and the student or his/her family.
10. To appropriate parties in a health or safety emergency.
11. Release of directory information (see section above for details on what Cardinal Stritch University designates as directory information)
12. To the student him or herself
13. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
14. Parents of students younger than twenty-one years old may be contacted when students use or possess alcohol or other drugs.
15. In compliance with the U.S. Patriot Act, Stritch may be required to provide to selected U.S. government agencies the following information about international students: name, address, visa classification, academic status, and any disciplinary action taken against the student because of his/her participation in a crime.

### **Where may one call for more information?**

The University registrar can be reached at (414) 410-4080.

### **How does one file a complaint?**

If a student believes that the University is not in compliance with FERPA, she or he may file a written complaint with the:

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

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## **Major and Minor Requirements**

**History Major:** 34 credits

Tracks in major (see social studies):

\*Pre-Law Program \*Secondary Teaching (Broad Field Social Studies) \*Broad Field Social Studies Minor for Elementary Teachers

Required courses for major: HS 241, 242 and 243, 103 or 104, 201, 202, two Intercultural History courses 314-320, 402, 405, and two elective courses in history.

Additional requirements for Broad Field Social Studies teachers: Study of Cooperatives and Environmental Education designed to fulfill requirements of Wisconsin statutes 118.19 (6) and Wisconsin administrative code 3.03 (3) 5, for teachers of science and social studies. These requirements may be met by taking CH/BL 210, GE 101 or GE 102 (for environmental studies); and EC 400 (Cooperatives); or as directed study apart from the above courses.

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Replacement to pages 165-172

## **COLLEGE OF BUSINESS AND MANAGEMENT (CBM) ACCELERATED NON-TRADITIONAL PROGRAMS**

The Undergraduate School offers undergraduate business programs in a non-traditional accelerated format typically scheduled in 6 week courses, presented one weekday evening per week on campus, off campus or online. The undergraduate degree and certificate programs offered through the College of Business and Management (CBM) operate in accordance with the mission statement of Cardinal Stritch University and subscribe to the following principles:

- CBM and its programs are committed to the adult learner.
- CBM programs are oriented toward career preparation and enhancement.
- CBM programs emphasize ethics and values.
- CBM programs strongly emphasize respect for students as individuals and the dignity of every person.
- CBM encourages personal attention and a commitment to student-teacher interaction.
- CBM programs emphasize top-quality instruction with faculty members who are active practitioners as well as scholars.
- CBM faculty members are committed to helping students translate knowledge into action.
- CBM emphasizes an instructional model utilizing small groups working in teams to solve management problems.

Cardinal Stritch University's business-oriented programs for working adults are offered through the College of Business and Management. Like its graduate programs, the College's undergraduate programs allow working adults to advance their personal and professional educational goals while maintaining a career. Undergraduate offerings by CBM include Certificate Programs, and Associate's and Bachelor's degree programs. All CBM programs, are offered online as well as on-ground. Students in on-ground cohorts may take major courses or elective courses on-line, as well.

## **REGIONS**

The College of Business and Management, accelerated non-traditional programs, offers graduate programs at sites as well as the main Milwaukee campus. These sites are located in Wisconsin and Minnesota and can be offered to a group of 16 to 22 interested students in one or more of the three regions listed below:

*Region I*

6801 North Yates Road, Milwaukee, WI 53217  
(414) 410-4422 or 1-800-347-8822, ext. 4422

*Region II*

2310 Crossroads Dr. Suite 3000  
Madison, WI. 53718  
(800) 347-8222 Ext. 8726

*Region III*

11010 Prairie Lakes Drive, Suite 300  
Eden Prairie, MN 55344-3881  
(414) 410-8871 or 1-800-347-8822 ext. 8871

## **HOW THE PROGRAMS WORK**

Whether on-campus, off-campus or online, instructional activities in the College of Business and Management non-traditional undergraduate programs are typically scheduled in six-week courses, presented one weekday evening per week. The capstone courses are either 6 or 12 weeks. The core curriculum is structured sequentially, with students taking one course at a time. Courses involve four-hour class sessions once a week with onground sessions being 3 hours face to face and one hour of online per week. Participants also form study teams made up of three to five students who meet inside and outside of class to work on assigned individual and group projects. Courses are based on a facilitative model of education in which the students assume responsibility for self-directed, life-long learning. Prior to class starting dates, orientation meetings are held, at which the overall program is explained and necessary forms are completed.

Designed for working adults, the College of Business and Management programs combine theory with practice. Students draw upon their professional experience in classroom discussions and in small-group projects in order to integrate theoretical knowledge with the demands of the workplace.

A key objective of each program is to integrate values and ethics into the process of developing competency — an essential ingredient in managing today’s world of rapid global, economic, and technological change.

## **PROGRAM DESCRIPTIONS**

### **CERTIFICATE PROGRAMS**

The College of Business and Management offers certificate programs designed for adult learners who wish to relate their practical career experience to business and management theory. Certificate programs are clusters of five to six three-credit courses that provide a concentration of course work to develop and/or enhance student skills in a particular area. Students may choose to complete the entire certificate program for 15 to 18 credits, take one or more courses to focus on a specific sub-area, or use individual courses as electives in combination with work towards an associate’s or bachelor’s degree.

#### **Certificate in Sales and Sales Management (CSM)**

Now more than ever, the sales industry has become a vigorous part of the world economy. Virtually no product or service can be distributed without a successful sales team helping to position a product to aid in the attainment of organizational goals. The certificate in sales and sales management emphasizes the skills and knowledge needed for students to become successful in sales and then progress into sales management

careers. Students learn about the sales cycle, the importance of interpersonal relationships, effective negotiation, and how to manage, motivate, and lead a successful sales team.

### **Certificate in Human Resource Management (CHRM)**

The Certificate in Human Resource Management (CHRM) is an 18-credit program that addresses issues that the HR employee faces daily, from legal matters to staff recruitment and development. This program is designed for those who have functional responsibility to carry out the duties of an organization's human resource department: seasoned HR staff members wishing to keep current; newcomers to the field requiring new knowledge and skills; or specialists wanting to broaden their knowledge base. The program focuses on practical applications and techniques associated with the principles of human resource management. Students in this program will learn practical solutions to critical issues that impact the workplace every day.

### **Certificate in Project Management (CPM)**

The Certificate in Project Management responds to the needs of a workforce which faces many changes. As companies and organizations have become flatter, the use of cross-functional teams and project managers has replaced the traditional hierarchical structures.

Students in the Certificate in Project Management program learn how to apply various tools and techniques to plan, schedule and manage projects, as well as how to analyze the successes and failures of those projects. Additionally, they learn how to function as a project team member. Those who receive the Certificate in Project Management will have the knowledge and skills necessary for managing projects that contribute to organizational competitiveness.

Because the skills in this program build upon each other in sequence, students must take the courses in the order presented. Microsoft project software is used throughout the program. Upon completion of this certificate program, students are prepared to sit for the certification PMI exam.

## **ASSOCIATE OF SCIENCE PROGRAM**

### **Associate of Science in Business (ASB)**

The Associate of Science degree in Business (ASB) offers a unique blend of the foundational business courses that serve as an introduction to business and management theory, as well as the liberal arts courses needed for a well-rounded education. This lower division, 60-credit academic program provides a wide array of introductory level courses and skills that can increase the student's value to the workplace or serves as a stepping stone for the achievement of a bachelor's level degree.

The first courses in the program guide students in their personal and professional growth, establish the initial proficiencies needed for oral and written communications, and introduce the basic concepts needed to understand the economic environment of business. Students proceed through the ASB degree program by taking one course at a time in a designated sequence, with each course building on the skills and competencies learned in previous coursework.

Throughout the ASB degree program, students work in project teams that increase their learning opportunities, serve as a support system, and allow them to evaluate diverse solutions to typical business problems. During the first course in the program, all students complete a joint community service project. This project enables students to learn to function as a team, deepens their appreciation of their civic duties and responsibilities, and demonstrates the Franciscan values inherent to the mission of Cardinal Stritch University.

The ASB degree program is a good choice for those students who are looking for employment in those fields that require more skills than high school education offers, to those who want to advance to supervisory level or team leader positions, and to those who want to proceed to a bachelor's degree program. With its mix of liberal arts courses and basic business and management courses, the ASB degree program offers students the first step to professional success.



## **BACHELOR OF SCIENCE PROGRAMS**

### **Bachelor of Science in Business Administration (BSBA)**

The Bachelor of Science in Business Administration (BSBA) degree program is an upper division undergraduate degree program that offers students an opportunity to blend their personal and professional experiences with quantitative and qualitative coursework. The program is designed to support students in their quest to work effectively in an increasingly more complex business environment and includes the skill sets related to the administration of a business enterprise. Those skills sets include critical thinking, ethical decision making and problem solving, and the analysis and evaluation of economic, financial, and statistical data. The BSBA degree program culminates in a capstone course, which enables students to integrate the learned skill sets with business theory. In the capstone course, students develop an overall strategic organizational plan, which involves the design, formulation, and management of business policies and strategies for change.

The BSBA degree program is accredited by the Accreditation Council for Collegiate Business Schools and Programs (ACBSP), which recognizes business schools that provide excellence in education for business professionals. The program is built on the core professional components that are recognized by the ACBSP as necessary for a broad understanding of the business environment. Those components include economics, finance, accounting, statistics, marketing, and the legal environment of business.

Students in the BSBA degree program progress by taking one course at a time in a designated sequence. They work in project teams that increase their learning opportunities, serve as a support system, and allow them to evaluate diverse solutions to typical business challenges. During the first course in the program, all students complete a joint community service project that allows them to learn to function in a team, deepens their appreciation of their civic duties and responsibilities, and demonstrates the Franciscan values that are inherent to the mission of Cardinal Stritch University.

A graduate of the BSBA degree program gains the skills needed to recommend alternative solutions to business challenges and opportunities, as well as the ability to communicate those solutions effectively.

### **Bachelor of Science in Management (BSM)**

The Bachelor of Science in Management (BSM) degree program is an upper division academic program designed for those who are seeking the skills and competencies necessary for managing within an organization. The program focuses on foundational concepts that are related to management techniques, especially those related to the successful management of people. Those concepts include the ability to communicate effectively, to think critically, to motivate and coach individuals and groups, and to promote ethical problem solving and decision making. The BSM degree program culminates in a capstone course, which enables students to integrate the learned skill sets with management theory. In the capstone course, students examine and analyze leadership performances and strategies that help shape the overall culture and effectiveness of an organization.

The BSM degree program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), whose main focus is on teaching excellence. The program is built on the core professional components that are recognized by the ACBSP as necessary for a broad understanding of the business environment. Those components include management, marketing, finance, accounting, and business ethics.

Students in the BSM degree program progress by taking one course at a time in a designated sequence. They work in project teams that increase their learning opportunities, serve as a support system, and allow them to evaluate diverse solutions to typical management challenges. During the first course in the program, all students complete a joint community service project that allows them to learn to function in a team, deepens their appreciation of their civic duties and responsibilities, and demonstrates the Franciscan values that are inherent to the mission of Cardinal Stritch University.

Because the BSM degree program emphasizes both theory and practical applications in the areas of communication, human behavior, leadership, and conflict resolution, a BSM graduate is well-suited to positions involving the management and supervision of people, a critical element in the achievement of organizational goals.

### **Bachelor of Science in Strategic Management of Information Systems (BS-SMIS)**

The Bachelor of Science in Strategic Management of Information Systems (BS-SMIS) emphasizes the strategies involved in managing technology and the information that it generates. The program includes courses which provide a basic management foundation, including such areas as critical thinking, leadership, and accounting and financial techniques. It also emphasizes specific areas related to the technology field such as database management, systems analysis and design, and enterprise resource planning. The program culminates in a capstone course, which enables students to integrate the skill sets learned throughout the degree program. In the capstone course, students examine and analyze the strategic role that technology plays in helping an organization maintain its competitiveness and meet the challenges of the 21st century.

Students in the BS-SMIS degree program progress by taking one course at a time in a designated sequence. They work in project teams that increase their learning opportunities, serve as a support system, and allow them to evaluate diverse solutions to typical management challenges. During the first course in the program, all students complete a joint community service project that allows them to learn to function in a team, deepens their appreciation of their civic duties and responsibilities, and demonstrates the Franciscan values that are inherent to the mission of Cardinal Stritch University.

A graduate of the Bachelor of Science in Strategic Management of Information Systems degree program is well-positioned to manage the information technology processes and solutions that have become an integral part of an organization's overall business strategies, as well as to facilitate communication and strategic planning between the technology side of an enterprise and those who consume its products.

### **Bachelor of Science in Human Services Management (BS-HSM)**

The Bachelor of Science in Human Services Management is designed for those students who want to acquire the management skills necessary for use in the human services industry, whether not-for-profit or for-profit. Students learn wide-ranging, but detailed concepts that include ethical and legal issues, communications, finance and budgeting, fundraising, and community resource development. The overarching theme in each course, however, is application of these concepts into the overall management of a human services organization.

The curriculum is structured sequentially, with students taking one course at a time in a designed order. Upon completion of the entire course sequence, students complete a capstone course focused on human services strategies. During the capstone course, students complete a major paper and an oral presentation which demonstrates the integration of material from previous coursework in the degree program. The paper and presentation are based on a typical challenge or opportunity found in a human services organization.

Students who graduate from the Bachelor of Science in Human Services Management degree program are well-prepared to function as supervisors or managers in this growing field, and are positioned to make contributions to their organization's overall success.

## **ADMISSION REQUIREMENTS**

### **General Admission Requirements**

1. All students must have proficiency in the English language as determined by the office of admissions. Proficiency is usually demonstrated by two years of successful academic work in the United States at the high school or college/university level or by passing the test of English as a foreign language (TOEFL) with a score of 550 or better.

2. All students must meet the work experience requirements specific to their program. The academic assessor has the responsibility for verifying the work experience requirement for students seeking admission to all College of Business and Management degree and certificate programs.
3. Students who do not meet the specific admission requirements can have their applications reviewed on a case-by-case basis.

**Good standing (Full Acceptance):** Applicants who meet or exceed the University and College of Business and Management admission requirements are admitted to the University in good standing, without conditions or stipulations.

**Provisional:** Students who have completed all admission requirements but whose official current transcripts (less than one year old) from all other schools attended have not yet been received may be admitted provisionally. Students are allowed to remain in a provisional admission status for up to 4 credits. Provisional students would be responsible for tuition. During the first course for which the student is registered, the student's admission file will be checked. If it is complete and all requirements are met, the student will receive notice of acceptance or denial.

If the file is not complete after the student has completed four credits, or if the evaluation shows deficiencies, the student will be allowed to complete the current course, and the coursework will be graded, but the student will be withdrawn from the program and the student's provisional admission status would be rescinded. The student would pay tuition for the course. The student would be eligible to receive an official transcript after all tuition and fees have been paid.

When the file is complete and the deficiencies have been made up, the student is granted admission as a degree seeking student.

**Conditional:** Students who have been suspended or dismissed from another college will not be considered for admission until the period of suspension has expired and facts relating to the dismissal or suspension are provided.

Prospective students whose final academic status was probationary at the college last attended are placed on probation for the first four courses in their program (excluding remedial and developmental courses, but including prerequisite courses) and are subject to all policies of probation at the University.

Students not meeting their conditional admission requirement will be dismissed from the University and will be sent a letter of dismissal from the University by the Vice President for Academic Affairs and may not be allowed to continue in the program. Students may submit an appeal to the Vice President for Academic Affairs no later than 30 days after the letter of dismissal has been mailed. For students on conditional admission, completion of the first four courses with a "C" or better in each course (as required in the letter of acceptance) will give the student full acceptance and eligibility for continuation in the program.

Students admitted conditionally who are given a grade of Incomplete in one of their probationary courses may not proceed to subsequent courses until they have removed the Incomplete. If they have already begun their next course before receiving the Incomplete grade, they may complete that course, but may take no other courses until the Incomplete grade is removed.

### **Evaluating Students Who Delay Starting Their Program**

Once students have been admitted to the University, permission to enroll in the College of Business and Management will be in effect for one year. During that time, students may enroll in the program to which they have been admitted without submitting new transcripts or admission materials to the University, unless they have attempted additional course work for credit at another institution since they were admitted to the program. However, if the admission takes place prior to the beginning of the academic year on August 1, and enrollment is delayed until after August 1 and there have been changes in the academic requirements for the program, the transcripts will be reevaluated by the University Assessor and a new advising worksheet will be completed. Students are responsible for notifying the University regarding any additional college course work attempted since the original application. If additional coursework has been attempted, the transcripts will be reevaluated.

## **Orientation**

Orientation is the first official night of the program and is required. Orientation is a critical first encounter with the cohort and is designed to acquaint students with Cardinal Stritch University, the College of Business and Management and its resources. Students are held responsible for knowing and being familiar with the information.

## **Prerequisites**

Students may meet a prerequisite course requirement by completing one of the following options:

1. Successfully completing (with a grade of “C” or better) a course from a regionally accredited institution. The course must have been completed within ten years prior to the start of the course for which it is a prerequisite. The course must be judged by the college as equivalent to the prerequisite course offered by the college.
2. Taking the College of Business and Management undergraduate-level prerequisite course and passing it with a grade of “C-” or better for undergraduate programs.

The prerequisite courses are scheduled within the program course sequence. Students must achieve the required grade before beginning the course for which it is a prerequisite.

- a. Students earn 3 undergraduate credits for each prerequisite taken.
- b. Tuition is based on the current undergraduate rate per credit.
- c. Tuition payment and the educational resources fee are due prior to the start of the course.

Note: students who have not met the prerequisite requirements prior to entering their program, as determined by the college assessor, will be automatically registered for the prerequisite course within their college program. Students who have made other arrangements for completing these requirements must contact the regional office in writing.

3. Taking the college prerequisite challenge exam and passing it with a score of 75% or better.

## **Residency Requirements College of Business Cohort Programs**

The College of Business has different residency requirements for different programs. Residency refers to a minimum number of credits that must be taken at Stritch in order to receive a Stritch degree. All residency credits must be earned at Cardinal Stritch University, preferably College of Business and Management courses (transfer, portfolio, and Challenge Exam credits do not apply).

- Residency for the ASB program is 18 credits in College of Business courses.
- Residency for the Bachelor degree programs is 30 credits in the College of Business current courses.
- Residency for the CSM is 9 credits from among those in the respective programs.
- Residency for the CHRM and CPM programs is 12 credits from among those in the respective programs.

## **Using CHRM courses for the ASB or BSM Program**

Students who have completed four courses in the Certificate in Human Resource Management program will not be required to take ASB 210 Human Resource Management or MGT 445 Human Resource Management I as part of the BSM course sequence.

## **SPECIFIC ADMISSION REQUIREMENTS**

### **Certificate Programs**

In addition to meeting the College of Business and Management general admission requirements, the student must have:

1. A high school diploma or equivalent with a GPA of 2.0 on a grading scale of 4.0, or GED score of 2250
2. 2.0 grade point average on a 4.0 scale in previous college work. (Grades below C- do not transfer, but are used to calculate cumulative GPA.)

3. Two years of management and/or related experience post-high school, which may include volunteer or military experience.
4. Successful completion of the required admissions assessment, if applicable. This assessment is required for students with GPAs below 2.0.
5. Satisfactory completion of all prerequisites required for the program, or approved equivalents, before taking the course for which it is the prerequisite.

### **Associate of Science Program**

In addition to meeting the College of Business and Management general admission requirements, the student must have:

1. A 2.0 grade point average on all previous academic work or GED of 2250. GPAs below 2.0 will be reviewed on a case-by-case basis. A maximum of 16 technical credits may transfer into the associate's degree program.
2. Two years of full-time work experience, which may include volunteer or military experience.
3. Successful completion of the required admissions assessment, if applicable. This assessment is required for students with GPAs below 2.0.

Students who begin a Bachelor of Science program and then decide to complete the Associate of Science in Business degree must reapply and be re-evaluated for the Associate of Science in Business major and liberal arts requirements in effect at the time of their application for the Associate of Science in Business program.

### **Bachelor of Science Programs**

In addition to meeting the College of Business and Management general admission requirements, the student must have:

1. A minimum of 48 semester hours of transferable college credit with a 2.0 grade point average on a 4.0 grading scale (grades below "C-" do not transfer, but are used to calculate cumulative GPA). A maximum of 32 semester hours of technical credits from an accredited institution may be included as part of the minimum entrance requirements. A maximum of 18 CPL credits (excluding military credits) may be applied to the 48-credit minimum entrance requirement.
2. Two years of full-time work experience post-high school, including exposure to the functions of management: planning, organizing, staffing, directing, controlling. This may include volunteer or military experience.
3. Successful completion of the required admissions assessment, if applicable. This assessment is required for students with GPAs below 2.0.

Note: Meeting the specific admission requirements is not a guarantee of admission to the college. The college reserves the right to consider other factors in determining the best fit for CBM programs.

## **PROGRAM REQUIREMENTS**

### **Associate of Science Degree**

A total of 60 semester credits are required for graduation, with a minimum of 18 credits taken at Stritch.

The remaining credits may be earned through a combination of:

- (a) Transfer credits from another accredited institution – 42 credit maximum
- (b) Credit for Prior Learning—18 credit maximum
- (c) Extra-institutional learning (CLEP, DANTEs, military, and ACE registry)—30 credit maximum

Note: The number of credits that may be earned from extra-institutional learning such as CPL, portfolio, and CLEP combined cannot exceed 30. A maximum of 16 credits may be from technical courses.

The total of 60 semester credits must include the following:

- (a) 30 credits in the major courses in the ASB program
- (b) Liberal arts courses totaling 30 credits, including the following:

- One course in written communication
- One course in oral communication
- Three courses in social sciences
- One course in science
- One course in math
- Three courses in humanities

Note: There are courses in the ASB program that count as both major courses and liberal arts courses. In addition, students must have the following:

- (a) A minimum of 2.0 overall GPA
- (b) A minimum grade of "C-" in major courses
- (c) A minimum grade of "C-" in prerequisite courses\*
- (d) A minimum grade of "D" for liberal arts courses (in cases where the course is both a major course and a liberal arts course, a minimum grade of "C-" is required.) For prerequisite courses which will be later applied to meet requirements for graduate programs, a grade of "C" is required.
- (e) A minimum grade of "D-" for elective courses
- (f) Faculty recommendation for graduation

See graduation information section of the catalog for more requirements.

\* Note: For undergraduate courses that the student intends to apply later to meet prerequisite requirements for a graduate degree program, a minimum grade of "C" is required. In cases where a course is both a major and a liberal arts course, the higher grade requirement of "C-" for major courses prevails. For example, ASB 115 is a liberal arts and major course in the associates program, so student must achieve a minimum grade of "C-" in order to graduate.

### **Bachelor of Science Degree**

A total of 120 semester credits are required for graduation, with a minimum of 30 credits taken at Stritch for the bachelor's degree programs. A maximum of 9 credits may be transferred from another accredited degree-granting institution and applied to fulfill major course requirements.

The remaining credits may be earned through:

- (a) Credit for Prior Learning—36 credit maximum (10 credits average award)
- (b) Extra-institutional learning (CLEP, DAN TES, military, and ACE registry)—60 credits maximum
- (c) Stritch certificate or associate courses
- (d) Elective courses - contact your Academic Counselor

Note: the number of credits that may be earned from extra-institutional learning such as CPL, portfolio, and CLEP combined may not exceed 60.

The total of 120 semester credits must also include at least 39 credits in liberal arts as follows:

- Three courses in the Humanities: examples: Literature, Art Appreciation (not Applied Art), Music Appreciation (not Applied Music), Foreign Language, History, Philosophy/Religion/Theology
- One course in mathematics
- One course in science
- Three courses in social sciences
- One course in written communication
- One course in oral communication
- One 400 level course in ethics (must be taken in the College of Business and Management)

The remaining two courses (or 6 credits) can be in any of the above areas.

In addition, students must have the following:

- (a) A minimum of 2.0 overall GPA
- (b) A minimum grade of "C-" in major courses
- (c) A minimum grade of "C-" in prerequisite courses\*

- (d) A minimum grade of "D" for liberal arts courses
- (e) a minimum grade of "D-" for elective courses
- (f) Faculty recommendation for graduation

See graduation requirements section of the catalog for more requirements.

\* For undergraduate courses that the student intends to apply later to meeting prerequisite requirements for a graduate degree program, a minimum grade of "C" is required.

In cases where a course is both a major and a liberal arts course, the higher grade requirement of "C-" for major courses prevails. For example, MGT 301 and MGT 460 are both liberal arts and major courses in the bachelor's program, so students must achieve a minimum grade of "C-" in order to graduate.

Note: Students who wish to graduate with two undergraduate majors ("double majors") may do so by completing the liberal arts core requirements, applying all major courses that are common to the programs, and completing all additional courses required to meet the remaining major course work required in each program. The result must yield a total of at least 120 credits required for graduation with a BS degree.

## **PROGRAM CURRICULUM AND COURSE DESCRIPTIONS**

### **Certificate Programs**

#### **CERTIFICATE IN SALES AND SALES MANAGEMENT (CSM)**

##### **Curriculum**

MKG 305 Fundamentals Of Selling (3 Cr., 5 Weeks) (Prerequisite for MKG 335)

MKG 310 Managing Sales Relationships For Productivity (3 Cr., 5 Weeks)

MKG 315 Psychology Of Sales (3 Cr., 5 Weeks)

MKG 320 Negotiating Skills In Business (3 Cr., 5 Weeks)

MKG 335 Sales Management (3 Cr., 5 Weeks)

#### **CERTIFICATE PROGRAM IN HUMAN RESOURCE MANAGEMENT (CHRM)**

##### **Curriculum**

HRM 454 The Role Of Human Resources (3 Cr., 5 Weeks) (Prerequisite for HRM 459)

HRM 455 Staffing: Selection And Placement (3 Cr., 5 Weeks)

HRM 456 Employee And Labor Relations (3 Cr., 6 Weeks)

HRM 457 Wage And Salary/Benefits Administration (3 Cr., 6 Weeks)

HRM 458 Safety And Health (3 Cr., 5 Weeks)

HRM 459 Human Resource Development (3 Cr., 5 Weeks)

#### **CERTIFICATE IN PROJECT MANAGEMENT (CPM)**

##### **Curriculum**

Courses must be taken in the order listed.

CPM 470 Introduction To Project Management (3 Cr., 5 Weeks)

CPM 478 Project Team Management (3 Cr., 5 Weeks)

CPM 472 Project Management Techniques (3 Cr., 5 Weeks)

CPM 476 Project Budgeting And Financial Control (3 Cr., 5 Weeks)

CPM 474 Project Implementation (3 Cr., 5 Weeks)

CPM 479 Capstone Course: Project Management (3 Cr., 5 Weeks)

#### **ASSOCIATE OF SCIENCE/BUSINESS (ASB)**

##### **Curriculum**

ASB 100 Foundations for 21<sup>st</sup> Century Learner (3 Cr., 6 Weeks)  
 ASB 101 Writing and Reading with a Purpose (3 Cr., 6 Weeks)  
 ASB 106 Environmental Studies (3 Cr., 6 Weeks)  
 ASB 110 Self-Leadership (3 Cr., 6 Weeks)  
 ASB 115 Introduction to Microeconomics (3 Cr., 6 Weeks)  
 ASB 116 Introductions to Macroeconomics (3 Cr. 6 Weeks)  
 ASB 118 Introduction to American Government and Politics (3 Cr., 6 Weeks)  
 ASB 120 Business Law I (3 Cr., 6 Weeks)  
 ASB 151 Applied Math for Business I (3 Cr. 6 Weeks)  
 ASB 152 Applied Math for Business II (3 Cr., 6 Weeks)  
 ASB 201 Written/Oral Communications I (3 Cr., 6 Weeks)  
 ASB 203 Written./Oral Communications II (3 Cr. 6 Weeks)  
 ASB 205 Accounting I: Financial Accounting (3 Cr., 6 Weeks)  
 ASB 208 Introduction to Business, Management, Leadership, and Sustainable Practice (3 credits 6 Weeks)  
 ASB 210 Human Resource Management I (3 Cr., 6 Weeks)  
 ASB 219 American History and the Effect on Business (3 Cr., 6 Weeks)  
 ASB 245 Humanities for 21<sup>st</sup> Century Leaders (3 Cr. 6 Weeks)  
 ASB 285 Intercultural Communications in a Global Society (3 Cr. 6 Weeks)  
 ASB 286 21<sup>st</sup> Century IT Literacy (3 Cr 6 Weeks)  
 ASB 287 Introduction to Marketing (3 Cr 6 Weeks)  
 ASB 288 Capstone Experience-Simulation of Applied Learning (3 Cr 6 Weeks)

#### **Calendared Electives**

After completion of the ASB major course sequence above, courses will be scheduled to assist students in acquiring sufficient credits to meet ASB degree and liberal arts requirements.

### **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION (BSBA)**

#### **Curriculum for the Major**

MGT 306 Principles of Self-Management (4 Cr., 6 Weeks)  
 ASB 101 Writing and Reading with a Purpose (3 Cr., 6 Weeks)  
 \*MGT 301 Critical Thinking and Writing (3 Cr., 6 Weeks)  
 MGT 405 Management and Leadership (3 Cr., 6 Weeks)  
 \*MGT 460 Business Ethics (3 Cr., 5 Weeks.) (This course must be taken at CBM.)  
 ASB 151 Applied Math for Business I (3 Cr., 6 Weeks)  
 ASB 152 Applied Math for Business II (3 Cr., 6 Weeks)  
 ADM 321 Statistics I (3 Cr., 6 Weeks)  
 \*ADM 341 Microeconomics (3 Cr., 5 Weeks)  
 \*ADM 346 Macroeconomics (3 Cr., 5 Weeks)  
 ADM 411 Business Law II (3 Cr., 5 Weeks)  
 MGT 426 Marketing (3 Cr., 5 Weeks)  
 ASB 205 Accounting I: Financial Accounting (3 Cr., 6 Weeks)  
 ADM 335 Accounting II: Managerial Accounting (3 Cr., 6 Weeks)  
 ADM 406 Managerial Finance (3 Cr., 5 Weeks)  
 MGT 430 Introduction to Management Information Systems (3 Cr., 5 Weeks)  
 ADM 496 Capstone: Business Policy and Strategy (5 Cr., 11 Weeks)

### **BACHELOR OF SCIENCE IN MANAGEMENT (BSM)**

#### **Curriculum for the Major**

MGT 306 Principles of Self-Management (4 Cr., 6 Weeks)  
 ASB 101 Writing and Reading with a Purpose (3 Cr., 6 Weeks)  
 \*MGT 301 Critical Thinking and Writing (3 Cr., 6 Weeks )  
 MGT 405 Management and Leadership (3 Cr., 6 Weeks)  
 MGT 461 Communication for Management and Business (3 Cr., 5 Weeks)  
 \*MGT 460 Business Ethics (3 Cr., 5 Weeks) (This course must be taken At CBM.)



MGT 435 Organizational Behavior (3 Cr., 5 Weeks)  
ASB 151 Applied Math for Business I (3 Cr., 6 Weeks)  
ASB 152 Applied Math for Business II (3 Cr., 6 Weeks)  
ADM 321 Statistics I (3 Cr., 6 Weeks)  
MGT 445 Human Resource Management II (3 Cr., 5 Weeks)  
MGT 459 Negotiations And Conflict Resolution (3 Cr., 5 Weeks)  
MGT 430 Introduction to Management Information Systems (3 Cr., 5 Weeks)  
ASB 115 Introduction to Microeconomics (3 Cr., 6 Weeks)  
ASB 116 Introduction to Macroeconomics (3 Cr. 6 Weeks)  
MGT 450 Financial Planning and Control Systems (3 Cr., 8 Weeks)  
MGT 426 Marketing (3 Cr., 5 Weeks)  
MGT 499 Capstone: Strategic Organizational Leadership (5 Cr., 11 Weeks)

## **BACHELOR OF SCIENCE IN STRATEGIC MANAGEMENT OF INFORMATION SYSTEMS (BS-SMIS)**

### **Curriculum for the Major**

MGT 306 Principles of Self-Management (4 Cr., 6 Weeks)  
ASB 101 Writing and Reading with a Purpose (3 Cr., 6 Weeks)  
\*MGT 301 Critical Thinking and Writing (3 Cr., 6 Weeks )  
MGT 405 Management and Leadership (3 Cr., 6 Weeks)  
MGT 430 Introduction to Management Information Systems (3 Cr., 5 Weeks)  
ASB 151 Applied Math for Business I (3 Cr., 6 Weeks)  
ASB 152 Applied Math for Business II (3 Cr., 6 Weeks)  
SMS 403 Introduction to Project Management of Information Systems (3 Cr., 5 Weeks)  
MGT 460 Business Ethics (3 Cr., 5 Weeks)  
SMS 423 Business Data Communications (3 Cr., 5 Weeks)  
ASB 115 Introduction to Microeconomics (3 Cr., 6 Weeks)  
ASB 116 Introduction to Macroeconomics (3 Cr. 6 Weeks)  
MGT 450 Financial Planning and Control Systems (3 Cr., 8 Weeks)  
SMS 441 Database Management (3 Cr., 6 Weeks)  
SMS 427 Marketing for the Information Age (3 Cr., 5 Weeks)  
SMS 439 Systems Analysis and Design (3 Cr., 6 Weeks)  
SMS 449 Enterprise Resource Planning (3 Cr., 5 Weeks)  
SMS 494 Capstone: Strategic Management of Information Systems (5 Cr., 11 Weeks)

## **BACHELOR OF SCIENCE IN HUMAN SERVICES MANAGEMENT (HSM)**

### **Curriculum for the Major**

MGT 306 Principles of Self-Management (4 Cr., 6 Weeks)  
ASB 101 Writing and Reading with a Purpose (3 Cr., 6 Weeks)  
\*MGT 301 Critical Thinking and Writing (3 Cr., 6 Weeks)  
HSM 370 Principles and Trends in Human Services (3 Cr., 6 Weeks)  
HSM 408 Management and Supervision for Human Services Professionals (3 Cr., 5 Weeks)  
HSM 437 Community Resources and Development (3 Cr., 5 Weeks)  
ASB 151 Applied Math for Business I (3 Cr., 6 Weeks)  
ASB 152 Applied Math for Business II (3 Cr., 6 Weeks)  
MGT 323 Statistics and Data Interpretation (3 Cr., 6 Weeks)  
MGT 445 Human Resource Management II (3 Cr., 5 Weeks)  
HSM 468 Legal Issues in the Human Services Field (3 Cr., 5 Weeks)  
MGT 460 Business Ethics (3 Cr., 5 Weeks)  
HSM 454 Communications and Grant Writing (3 Cr., 5 Weeks)  
ASB 115 Introduction to Microeconomics (3 Cr., 6 Weeks)  
ASB 116 Introduction to Macroeconomics (3 Cr. 6 Weeks)

HSM 451 Finance and Budgeting for Human Services Organizations (3 Cr., 8 Weeks)  
HSM 429 Marketing and Fundraising for Human Services Organizations (3 Cr., 5 Weeks)  
HSM 491 Capstone: Human Services Strategy (5 Cr., 11 Weeks)

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## Addition to page 196

### **Requirements**

Students must earn a 3.0 GPA overall and in Education coursework in order to register for EDSED355: Portfolio 2. In order to register for EDSED 355: Portfolio 2, transfer students must have transcripts submitted and on file in the Regular Education Program office for all courses completed at a University other than Cardinal Stritch University.

Students must pass the appropriate Praxis 2: Content Knowledge Test and earn a 3.0 GPA in Education courses and overall in order to register for Student Teaching and EDSED455: Portfolio 3. Students in the Education program must complete a minimum of 30 credits and their last two semesters at Cardinal Stritch University.

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