



# **GRADUATE BUSINESS STUDENT HANDBOOK**

## **2022-2023**

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## NEWLY ADMITTED STUDENT CHECKLIST

The below steps will help you get started as a Graduate Business Student with Rowan University. You may have already completed some of these steps, but please be sure to review each section carefully.

### Accept your Offer of Admission: Matriculation Agreement

- ☐ Confirm your intent to join your Rowan Program become a matriculated student.
  - a. Log in to the admissions portal where you applied to the program and sign your [Matriculation Agreement](#).
  - b. Your records will be updated over the next few business days.

### Rowan Account Activation & Student Email

- ☐ Enroll in Duo (two-factor authentication adding a second layer of security to **Rowan** Network accounts).
  - a. Go to [duo.rowan.edu](https://duo.rowan.edu) and click “I don’t know my Rowan Network Username/Password”
  - b. Confirm your identity by entering the requested information.
    - i. Note: If you do not have a Social Security number on file with Rowan University, enter your Banner ID in the Social Security number field.
  - c. Click “Validate”
  - d. Create a six-digit Duo Portal Security PIN.
  - e. Click “Register New Device”.
  - f. For help, see the [Duo: Enroll in Two Factor Authentication](#) article.
- ☐ Activate your [Rowan Network Account](#).
  - a. If this is your first time activating a Rowan network account, select “I need to set or reset my password” to create your Rowan Network Account password.
  - b. Contact the [Rowan IRT Support Department](#) if you are unable to set up your Rowan Network Account.
- ☐ After your Rowan Network Account has been successfully activated, log in to your [Rowan email account](#).
  - a. Per Rowan policy, all official University correspondence is sent to your Rowan email address only.
  - b. Students can [set up an auto-forward](#) to send their Rowan [@students.rowan.edu](mailto:@students.rowan.edu) (Gmail) address to a personal email account.
- ☐ Access Rowan [Self-Service Banner](#)
  - a. Please utilize these [Rowan IRT Login Instructions](#) to access Self-Service Banner
  - b. Rowan Self-Service Banner is where you will register for classes, view your schedule, pay your term bill, access your financial aid and all other necessary aspects of being a student at Rowan.

### Before Starting Classes: Important Items to Review

- ☐ Make sure your Financial Aid is in order (if applicable)
  - a. For more details and the most up-to-date information about financial aid, please visit the [Financial Aid Office website](#) or email the Financial Aid Office: [financialaid@rowan.edu](mailto:financialaid@rowan.edu).
  - b. Sign up for eRefund direct deposit!
    - i. The Office of the Bursar requires students who expect to receive a refund to enroll in our eRefund service. eRefunds are sent electronically via direct deposit to a designated personal checking or savings account. For more information on eRefunds and how to enroll, please visit the [Bursar's website](#).
- ☐ Make sure you meet all health form requirements
  - a. Detailed information (including deadlines) and forms can be found on the [Wellness Center Website](#).



- b. Failure to meet these requirements may result in a financial penalty and/or a registration hold on the student's account.**
    - i. Immunization forms are required for ALL degree-seeking students at Rowan University, including online-only students.
  - c. You can reach the Health and Wellness Center at [wellnesscenter@rowan.edu](mailto:wellnesscenter@rowan.edu) or 856-256-4333 for more information.
- ☐ See if the Student Health Insurance Waiver applies to you
  - a. Matriculated, full-time Rowan students who wish to waive the University health insurance coverage must follow these instructions before classes begin.
  - b. New Jersey state law requires all matriculated, full-time students to have health insurance (either privately or through the University).
  - c. The University will automatically bill any student who does not complete the waiver process.
- ☐ Notify Accessibility Services (If Applicable)
  - a. Accommodations for all Rowan courses are approved on a case-by-case basis according to the student's disability and documentation.
- ☐ Get Your RowanCard (Optional)
  - a. Information on how to receive your RowanCard can be found at the RowanCard ID Production webpage.
  - b. RowanCards allow students to use various services on campus such as printing, the RowanBucks program, meal plans, etc.
  - c. RowanCards for online-only students are also encouraged and will be mailed to students after the end of the official drop/add period.

## Meet with an Advisor, Get Registered for Classes & Start Networking

- ☐ **Once you have reviewed Sections 1-3, email our Graduate Business Programs Academic Advisor at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) with your name and contact information to schedule a virtual appointment or phone call.**
- ☐ Register for Classes - Review the following sections in this Handbook for details:
  - a. Planning Your Graduate Studies
  - b. Registration Tips and Support (Notably, please review How to Use Section Tally)
- ☐ Pay Your Bill
  - a. Term bills are typically generated one month prior to that semester starting (i.e. August for Fall semesters, December for Spring semesters, etc.)
  - b. Term bills can be accessed through the ePay Center, found under the Bursar tab in Self-Service Banner.
  - c. NOTE: No bill will be mailed before classes begin; therefore, students must check their self-service account regularly and make payment arrangements in a timely manner.

## PLANNING YOUR GRADUATE BUSINESS STUDIES

### MBA Time to Completion

The Rowan University Master of Business Administration program consists of 36 graduate credits with 18 required credits (8 courses) and 18 elective or concentration credits (6 courses). The 6 elective courses allow the individual student to tailor the academic program to meet their specific career development needs and interests.

The time to completion for the MBA program is flexible and varies depending on student preference (and foundation courses completed prior to starting the MBA). Many students are working full-time jobs and pursuing coursework part-time, which typically results in a two-to-three-year time period for MBA degree completion. Some students pursue MBA courses full-time, and time to completion ranges from one year (Fall, Spring, and Summer study) to two years (typically Fall and Spring study only, sometimes includes Summer).

The maximum time to completion allowed is six years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses will still satisfy degree requirements and which courses will need to be replaced.

### **Certificate (COGS and CAGS) Time to Completion**

The Rowan University COGS and CAGS vary in the number of courses required for each (see details on the [Certificate of Graduate Study Program](#) site), and each is flexible in terms of time to completion.

Students pursuing COGS and CAGS typically are working full-time and pursue coursework part-time. Most students complete the COGS and CAGS within two years of study.

The maximum time to completion allowed is seven years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses will still satisfy degree requirements and which courses will need to be replaced.

### **MS Finance Time to Completion**

The Rowan University [Master of Science in Finance](#) program consists of 10 graduate classes. This is a part-time only program. All courses are offered in the online format; occasionally some courses are offered face-to-face on the main Glassboro campus and online students are eligible to enroll if interested.

The time to completion is flexible, although most students complete the degree in two years by pursuing two courses each semester over five semesters (Fall Year 1, Spring Year 1, Summer Year 1, Fall Year 2, and Spring Year 2). The sequencing of courses requires adherence to prerequisites, so students should work with the Graduate Business Studies Office for course schedule planning.

The maximum time to completion allowed is seven years; after that point, you will need to work with the Office of Graduate Business Studies to determine which courses will still satisfy degree requirements and which courses will need to be replaced.

### **Importance of Registering for Classes Early**

Course registration opens within the same months every academic year.

- **Fall** semester registration typically opens towards the end of March
- **Spring** semester registration typically opens towards the end of October
- **Summer** registration typically opens towards the end of February

We recommend all students schedule academic advising appointments with the Office of Graduate Business Studies **PRIOR** to registration opening for the semester which you would like to take courses.

## **REGISTRATION TIPS AND SUPPORT**

### **Section Tally – Navigation Basics**

Section Tally is a tool organized by term and includes all Rowan course offerings. Section Tally lists all registration-related information for each course including start and end dates, meeting days, times, location, mode of delivery (hybrid, online, etc.) instructor, prerequisites/restrictions, and whether there is any space available in the class.

**For detailed instructions (including screenshots) on navigating Section Tally, please review the [Section Tally Quick Guide](#).**

## Registration Support

Follow these [Registration Instructions](#) to register yourself for classes after meeting with your advisor.

If you have registration holds (e.g. GPA Requirement, Degree Pending, Foundation Course Requirements) then you must send an email to [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) for assistance.

For any technical issues with course registration (e.g. Prerequisite Errors), please contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu).

## Learning How to Take Online Courses at Rowan

Rowan University offers *ONL 00100 - Rowan Online Immersion* as a zero-credit, zero-cost training course.

The course will take approximately 2 hours and can be completed at the student's own pace (does not require the student to be online at a specific date or time).

Key topics covered include:

- What to expect in a Rowan Online or Hybrid course
- Technology and support overview
- Important policies and resources

Students are not required to complete ONL 00100, but it can be very helpful for learning the Canvas platform. For more frequently asked questions see the [Rowan Online Immersion Course](#) guide.

## PROGRAM CURRICULUM

Below, you will find the curriculum for the MBA program, Certificate Programs (Business COGS, Accounting COGS, etc.). Please find the Program you were admitted to and review that section.

## MBA Program Requirements

The [Master of Business Administration](#) (MBA) program provides contemporary graduate business education to professionals from diverse fields and academic backgrounds. The program prepares students as team leaders and team players with effective interpersonal, verbal, and written communication and group process skills. The MBA curriculum emphasizes critical thinking, quantitative analysis and computing applications, and the technological and international nature of business.

***Important Note:*** *The MBA Program Curriculum has gone through a substantial refresh beginning in Fall 2021. All students that are taking or have taken MBA coursework prior to Fall 2021 will need to meet with the MBA Academic Advisor to discuss remaining requirements for degree completion.*

### **MBA: Areas of Concentration**

The MBA program consists of 36 graduate credits with 18 credits required and 18 credits of elective or concentration courses for students pursuing a one or two areas of concentration. One concentration is equal to 9 credits in the subject area, so students are eligible to pursue one area of concentration (9 credits) and 3 general elective courses (9 credits), or two concentrations (18 credits total; 9 credits in each subject area).



### MBA Foundation Courses

- A grade of “C” or higher is required in each foundation course.
  - Refer to your official Admissions Decision Letter for your specific foundation requirements.
  - For more on foundation course requirements and options, review the [Foundation Fact Sheet](#)
1. ECON 04303 Principles of Economics: A Survey **OR** both ECON 04.101 Macroeconomics and ECON 04.102 Microeconomics
  2. ACC 03405 Foundations of Accounting **OR** both ACC 03.210 Principles of Accounting I (Financial Accounting) and ACC 03.211 Principles of Accounting II (Cost Accounting)
  3. MATH 03125 Calculus: Techniques and Applications
  4. STAT 02260 Statistics I
  5. MKT 09200 Principles of Marketing
  6. MGT 06305 Operations Management (Prerequisites: MATH 03.125, STAT 02.260); must be from a 4-year college/university.
  7. FIN 04300 Principles of Finance (Prerequisites: MATH 03.125, STAT 02.260, ECON 04.101 & 04.102, ACC 03.210 & ACC 03.211); must be from a 4-year college/university if not from Sophia.org.

### MBA Core and Concentration/Electives

- A grade of “C” or higher is required in each graduate business course.
  - No more than two graduate grades below B- are allowed.
  - A minimum overall graduate GPA of 3.0 is required.
1. MGT 06515 Employee Engagement and Performance (1.5 credits)
  2. MGT 06567 Responsible Leadership: Aligning the Interests of Stakeholders, Profit, and Planet (1.5 credits)
  3. MIS 02501 Information Systems for Managers (1.5 credits)
  4. MKT 09511 Marketing Management (1.5 credits) (Prerequisites: MKT 09200)
  5. ACC 03500 Managerial Accounting (3 credits) (Prerequisites: ACC 03210 and ACC 03211)
  6. MGT 07550 Operations Analytics (3 credits) (Prerequisites: MATH 03125, STAT 02260, MGT 06305)
  7. FIN 04500 Financial Decision Making (3 credits) (Prerequisites: ECON 04303, MATH 03125, STAT 02260, FIN 04.300, ACC 03.500)
  8. MGT 06629 Managing Organizational Strategy (3 credits) (Corequisites: FIN 04500, MGT 07550, MGT 06515, MGT 06567, MKT 09511)
  9. Graduate-level business concentration elective (3 credits)
  10. Graduate-level business concentration elective (3 credits)
  11. Graduate-level business concentration elective (3 credits)
  12. Graduate-level general business elective or concentration course (3 credits)
  13. Graduate-level general business elective or concentration course (3 credits)
  14. Graduate-level general business elective or concentration course (3 credits)

*Note: The courses listed above are tentative and subject to change.*

### MBA Options – General vs. Concentration

Students in the MBA program have a choice of whether to pursue one MBA concentration, or two concentrations.

While the decision on one or two concentrations, and which concentration(s), does not need to be made during the first semester of study, it's ideal to consider it as soon as possible to incorporate these courses in planning towards the overall pathway towards graduation.

### MBA Concentration Options

MBA students can choose from among the following concentrations:

- [Accounting](#)

- [Cannabis Commercialization](#)
- [Data Analytics](#)
- [Entrepreneurship](#)
- [Finance](#)
- [HR Management](#)
- [Management](#)
- [Management Information Systems](#)
- [Organizational Leadership](#)
- [Supply Chain and Logistical Systems](#)
- [Sustainable Business](#)

Refer to the webpage for Rohrer College of Business [Graduate Concentration](#) to review requirements and options.

Elective options are subject to availability in each course format and will be determined on a semester-by-semester basis.

### **Declaring a Concentration**

Completing a concentration within an MBA degree may provide a competitive advantage in the job market for students who have a clear preference for a specific business discipline. It communicates to prospective employers that the graduate has an interest in and has completed advanced course work in a specific area of business.

### **MS Finance Program Requirements**

The Rowan University [Master of Science in Finance](#) is a rigorous online program that combines quantitative techniques with practical experience. This program is designed to prepare students for financial analyst and financial planner positions in corporations and financial institutions. Rowan's M.S. in Finance program will help prepare students for the Chartered Financial Analyst (CFA) and Certified Financial Planner (CFP) exams, the premier certifications in the finance field.

The MS in Finance requires a total of 10 graduate courses for program completion. *Note: 1 course is equal to 3 semester hours.*

#### **Foundation Courses**

- A grade of "C" or higher is required in each foundation course.
  - Refer to your official Admissions Decision Letter for your specific foundation requirements.
  - For more on foundation course requirements and options, review the [Foundation Fact Sheet](#).
1. ACC 03405 Foundations of Accounting **OR** both ACC 03210 Principles of Accounting I (Financial Accounting) and ACC 03211 Principles of Accounting II (Cost Accounting)
  2. ECON 04303 Principles of Economics: A Survey **OR** both ECON 04101 Macroeconomics and ECON 04102 Microeconomics
  3. STAT 02260 Statistics I
  4. MATH 03125 Calculus: Techniques and Applications
  5. FIN 04300 Principles of Finance (Prerequisites: MATH 03125, STAT 02260, ECON 04101 & 04102, ACC 03210 & ACC 03211); must be from a 4-year college/university if not taken on Sophia.org.

#### **Required Courses**

- A grade of "C" or higher is required in each graduate business course.
  - No more than two graduate grades below B- are allowed.
  - A minimum overall graduate GPA of 3.0 is required.
1. FIN 04505 Advanced Financial Planning

2. FIN 04540 Financial Institutions Management
3. FIN 04511 Quantitative Methods in Finance
4. ACC 03510 Financial Statement Analysis (Prerequisites: ACC 03.405 or ACC 03.210 and ACC 03.211)
5. FIN 04500 Financial Decision Making (Prerequisites: ACC 03500 or ACC 03.510)
6. FIN 04600 Investment Analysis and Portfolio Management
7. FIN 04560 Fixed Income Securities
8. FIN 04520 Financial Modeling (Prerequisites: FIN 04511)
9. FIN 04530 Multinational Financial Management (Prerequisites: FIN 04500)
10. FIN 04518 Derivative Securities & Financial Risk Management (Prerequisites: FIN 04600)

*Note: The courses listed above are tentative and subject to change.*

## Certificate Program Requirements

The Office of Graduate Business Studies offers a variety of graduate-level certificates for students who are ultimately interested in the MBA program, as well as advanced certificates for MBA graduates looking to broaden their knowledge base.

The Certificate of Graduate Study (COGS) programs provide graduate course exposure to students who are ultimately interested in pursuing an MBA degree. The pursuit of a COGS allows students to gain business expertise for career purposes, as well as an opportunity for aspirational applicants to take several classes before they apply to the MBA Program.

Completion of a Certificate of Advanced Graduate Study (CAGS) will allow MBA graduates to prepare themselves for opportunities in a rapidly changing workplace by pursuing advanced graduate coursework related to their current or targeted career paths. *To be eligible, students must have already completed an MBA at Rowan or another AACSB-accredited business program.*

### **Business Certificate of Graduate Study (COGS)**

The Business COGS is the most popular certificate program and provides graduate course exposure to students who are ultimately interested in pursuing an MBA degree. The Business COGS requires the completion of 5 graduate course (9 credits).

Upon completion of the Business COGS with a cumulative GPA of 3.5+, the student will be eligible as a qualified candidate for the MBA program with a GMAT waiver and a simplified, streamlined, no-fee application.

All Business COGS courses with grades of C or better are eligible to satisfy degree requirements towards the MBA.

For more on foundation course requirements and options, review the Foundation Fact Sheet.

### **Foundation Courses**

- A grade of “C” or higher is required in each foundation course.
  - Refer to your official Admissions Decision Letter for your specific Foundation requirements.
  - For more on foundation course requirements and options, review the Foundation Fact Sheet.
1. ACC 03405 Foundations of Accounting **OR** both ACC 03210 Principles of Accounting I (Financial Accounting) and ACC 03211 Principles of Accounting II (Cost Accounting)
  2. MKT 09200 Principles of Marketing

### **Required Courses**

- A grade of “C” or higher is required in each graduate business course.
- No more than two graduate grades below B- are allowed.
- A minimum overall graduate GPA of 3.0 is required.

1. ACC 03500 Managerial Accounting (Prerequisites: ACC 03210 and ACC 03211)
2. MGT 06567 Responsible Leadership: Aligning the Interests of Stakeholders, Profit and Planet (1.5 credits)
3. MGT 06515 Employee Engagement and Performance (1.5 credits)
4. MIS 02501 Information Systems for Managers (1.5 credits)
5. MKT 09511 Marketing Management Fundamentals (1.5 credits)

### **Finance Certificate of Graduate Study (COGS)**

The Finance COGS offers the opportunity to pursue quantitative and analytical concepts and tools that are valuable in corporate, non-profit, and personal finance settings. Students who wish to later pursue the MS Finance or MBA programs at Rowan may have all COGS credits transferred into one of these degree programs. The Finance COGS requires the completion of 4 courses (12 credits).

Upon completion of the COGS with a cumulative GPA of 3.5+, the student will be eligible as a qualified candidate for the MSF or MBA program with a GMAT waiver and a simplified, streamlined, no-fee application.

All COGS courses with grades of C or better are eligible to satisfy degree requirements towards the MSF or MBA.

### **Foundation Courses**

- A grade of “C” or higher is required in each foundation course.
  - Refer to your official Admissions Decision Letter for your specific Foundation requirements.
  - For more on foundation course requirements and options, review the [Foundation Fact Sheet](#).
1. ACC 03405 Foundations of Accounting **OR** both ACC 03210 Principles of Accounting I (Financial Accounting) and ACC 03211 Principles of Accounting II (Cost Accounting)
  2. ECON 04303 Principles of Economics: A Survey **OR** both ECON 04101 Macroeconomics and ECON 04102 Microeconomics
  3. STAT 02260 Statistics I
  4. MATH 03125 Calculus: Techniques and Applications
  5. FIN 04300 Principles of Finance (Prerequisites: MATH 03125, STAT 02260, ECON 04101 & 04102, ACC 03210 & ACC 03211); must be from a 4-year college/university if not completed on Sophia.org.

### **Required Courses**

- Requires completion of 4 graduate courses (12 credits) in Finance.
- A grade of “C” or higher is required in each graduate business course.
- No more than two graduate grades below B- are allowed.
- A minimum overall graduate GPA of 3.0 is required.

Below are options for satisfying the 12 required credits:

1. FIN 04505 Advanced Financial Planning
2. FIN 04540 Financial Institutions Management
3. FIN 04511 Quantitative Methods in Finance
4. ACC 03510 Financial Statement Analysis (Prerequisites: ACC 03405 or ACC 03210 and ACC 03211)
5. FIN 04500 Financial Decision Making (Prerequisites: ACC 03500 or ACC 03510)
6. FIN 04600 Investment Analysis and Portfolio Management
7. FIN 04560 Fixed Income Securities
8. FIN 04520 Financial Modeling (Prerequisites: FIN04.511)
9. FIN 04530 Multinational Financial Management (Prerequisites: FIN04.500)
10. FIN 04518 Derivative Securities & Financial Risk Management (Prerequisites: FIN04600)
11. FIN04512 Capital Budgeting (Prerequisites: FIN 04500)
12. FIN 04516 Issues in Finance
13. FIN 04510 Independent Study - Finance

For more on foundation course requirements and options, review the [Foundation Fact Sheet](#).

## **Additional Certificates of Graduate Study**

### **Accounting Certificate of Graduate Study (COGS)**

4 courses from appropriate graduate-level Accounting courses. For details, visit the [Accounting Certificate of Graduate Study](#) webpage.

### **Cannabis Commercialization Certificate of Graduate Study (COGS)**

3 courses from appropriate graduate-level Cannabis Commercialization courses. For details, visit the [Cannabis Commercialization Certificate of Graduate Study](#) webpage.

### **Corporate Entrepreneurship Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Entrepreneurship courses. For details, visit the [Entrepreneurship Certificates of Graduate Study](#) webpage.

### **Data Analytics Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Data Analytics courses. For details, visit the [Data Analytics Certificate of Graduate Study](#) webpage.

### **Human Resources Management Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level HR Management courses. For details, visit the [HR Management Certificate of Graduate Study](#) webpage.

### **Leading Innovative Organizations Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Entrepreneurship courses. For details, visit the [Entrepreneurship Certificates of Graduate Study](#) webpage.

### **Management Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Management courses. For details, visit the [Management Certificate of Graduate Study](#) webpage.

### **Management Information Systems/MIS Certificate of Graduate Study (COGS)**

4 courses selected from appropriate graduate-level Management Information Systems courses. For details, visit the [Management Information Systems/MIS Certificate of Graduate Study](#) webpage.

### **Organizational Leadership Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Organizational Leadership courses. For details, visit the [Organizational Leadership Certificate of Graduate Study](#) webpage.

### **Supply Chain & Logistical Systems Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Supply Chain & Logistical Systems courses. For details, visit the [Supply Chain & Logistical Systems Certificate of Graduate Study](#) webpage.

### **Sustainable Business Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Sustainable Business courses. For details, visit the [Sustainable Business Certificate of Graduate Study](#) webpage.

**Technology and Innovation Certificate of Graduate Study (COGS)**

3 courses selected from appropriate graduate-level Entrepreneurship courses. For details, visit the [Entrepreneurship Certificates of Graduate Study](#) webpage.

**Certificates of Advanced Graduate Study****Accounting Certificate of Advanced Graduate Study (CAGS)**

3 courses selected from appropriate advanced graduate-level Accounting courses. For details, visit the [Accounting Certificate of Advanced Graduate Study](#) webpage.

**Management Information Systems/MIS Certificate of Advanced Graduate Study (CAGS)**

3 courses selected from appropriate advanced graduate-level Management Information Systems courses. For details, visit the [Management Information Systems Certificate of Advanced Graduate Study](#) webpage.

**Finance Certificate of Advanced Graduate Study (CAGS)**

3 courses selected from appropriate advanced graduate-level Finance courses. For details, visit the [Finance Certificate of Advanced Graduate Study](#) webpage.

**Management Certificate of Advanced Graduate Study (CAGS)**

3 courses selected from appropriate advanced graduate-level Management courses. For details, visit the [Management Certificate of Advanced Graduate Study](#) webpage.

**Transitioning from Business COGS to MBA****Policies and Procedures**

- You must be admitted to the MBA prior to taking courses beyond the standard 5 courses in the COGS program.
- You do not need to complete the COGS before applying to the MBA. You can apply once you have identified a target start date for the MBA program (and once the system is open for applications for that semester, which is typically six months in advance).
- Assuming you are admitted into the MBA program, the offer of admission will be provisional until you have officially completed all COGS courses with a minimum 3.0 GPA.
- GMAT Waiver policies:
  - The GMAT requirement for MBA program admission will be waived if the COGS cumulative GPA is 3.5+.
  - If you do not complete the COGS with a minimum 3.5 GPA, you will need to submit a minimum GMAT of 450 to be admitted into the MBA program.
- There are streamlined components to the MBA application that we offer to you as a COGS student!
  - Waived: Letters of Recommendation



- Waived: Transcripts (unless you have new records we need to review, e.g., additional foundation courses completed at another school)
- Waived: MBA application fee
- Waived: Foundation Course Completion Form

#### **Action Steps for Streamlined Application and Expedited Decision Process**

- Submit an MBA application through the application portal, here: <https://apply-global.rowan.edu/apply/>
- Be sure to include:
  - Statement of Professional Objectives
  - Updated Resume
- If you have any specific questions related to the admissions portal, reach out to Tendai Vengesa, Admissions Recruiter at Phone: 856.256.5145, Text: 856.347.0662, or [vengesa@rowan.edu](mailto:vengesa@rowan.edu).
- Once you have created an application and submitted your contact information, statement, and resume, send a request to [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to be considered under the offer for “Streamlined MBA Application Process for Business COGS students.”
- We will then notify the Admissions team that we authorize the streamlined application process, and they can adjust the necessary waivers and mark your application as complete.
- Admissions will then notify our office for an expedited and prioritized review of your MBA Application.

## **Transitioning from Finance COGS to MSF or MBA**

#### **Policies and Procedures**

- You must be admitted to the MSF or MBA prior to taking courses beyond the standard 4 Finance courses in the Finance COGS program.
- You do not need to complete the COGS before applying to the MSF or MBA. You can apply once you have identified a target start date for the MSF or MBA program (and once the system is open for applications for that semester, which is typically six months in advance).
- Assuming you are admitted into the MSF or MBA program, the offer of admission will be provisional until you’ve officially completed all Finance COGS courses with a minimum 3.0 GPA.
- GMAT Waiver policies:
  - The GMAT requirement for MSF or MBA program admission will be waived if the COGS cumulative GPA is 3.5+.
  - If you do not complete the COGS with a minimum 3.5 GPA, you will need to submit a minimum GMAT of 450 to be admitted into the MSF or MBA programs.
- There are streamlined components to the MBA application that we offer to you as a COGS student!
  - Waived: Letters of Recommendation
  - Waived: Transcripts (unless you have new records we need to review, e.g., additional foundation courses completed at another school)
  - Waived: MBA application fee
  - Waived: Foundation Course Completion Form

### Action Steps for Streamlined Application and Expedited Decision Process

- Submit an MSF or MBA application through the application portal, here: <https://apply-global.rowan.edu/apply/>
- Be sure to include:
  - Statement of Professional Objectives
  - Updated Resume
- If you have any specific questions related to the admissions portal, reach out to Tendai Vengesa, Admissions Recruiter at Phone: 856.256.5145, Text: 856.347.0662, or [vengesa@rowan.edu](mailto:vengesa@rowan.edu).
- Once you have created an application and submitted your contact information, statement, and resume, send a request to [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to be considered under the offer for “Streamlined MSF/MBA Application Process for Finance COGS students.”
- We will then notify the Admissions team that we authorize the streamlined application process, and they can adjust the necessary waivers and mark your application as complete.
- Admissions will then notify our office for an expedited and prioritized review of your MSF/MBA Application.

## GRADUATION AND COMMENCEMENT

**Graduation:** Graduation refers to the conferral of a degree when a student has been certified by the University as meeting all degree requirements. This includes the successful and final completion of all University criteria (foundation courses, cumulative GPA, and courses related to the degree requirements).

**Commencement:** The Commencement ceremony is the annual event at which family, friends, and the Rowan community celebrate each graduate's academic achievements. Students who have completed, or are near completion (per stated policy) of their degree, are invited to participate; however, participation in the annual May commencement ceremony does not indicate the student has earned a degree.

### Graduation and Commencement Deadlines and Policies

One of the roles of the Office of the University Registrar is to manage the graduation process for all Rowan students, including graduation applications, handling advisor reviews and approvals, degree conferrals, diploma orders, and any related academic honors.

For more details and Graduation Dates & Deadlines, visit the [Graduation Information](#) website.

### Screening for Graduation Clearing

The Graduation Team in the Office of the University Registrar reviews student transcripts to ensure they have earned the University-required credits, grades, and GPA.

Students are required to submit a graduation application before the deadline during the semester in which they intend on completing all program graduation requirements. The graduation applications are then reviewed and approved/rejected by the Office of Business Graduate Studies.

Prior to submitting a graduation application, students are encouraged to connect with the Office of Graduate Business Studies to verify that they will complete all requirements. Students are welcome to initiate and often complete this process via email but are also welcomed to set an appointment for an in-person or phone meeting. You can reach the Office of Business Graduate Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) or 856-256-4024.

## How to Apply for Graduation

Students must apply to graduate online through Self-Service Banner (SSB) via [www.rowan.edu/selfservice](http://www.rowan.edu/selfservice) – select “Apply to Graduate.”

The graduation application only takes a few minutes to complete but graduation cannot be reviewed or officially conferred without it.

Submitting your online application will trigger a \$100 graduation application fee to be added to your Rowan account shortly after submission.

The graduation application fee is approved by the Board of Trustees. The fee is a one-time charge and covers the processing of the application, the cost of the degree audit and evaluation, the production and mailing of the diploma by an outside service, and diploma covers distributed at commencement.

Students can view their application details online through [Self-Service Banner](#) – select “View Pending Applications.” Please refer to the “Graduation Process and Important Deadlines” PDF on the [Rowan Graduation Webpage](#) for more details.

## How to Participate in Commencement (If Not Graduating in May)

As a graduate student, you are eligible to participate in commencement if you have 6 credits remaining in your degree program following each spring semester. Those 6 credits must be completed during the next summer or fall term.

As a friendly reminder, participating in commencement does NOT mean you have graduated from your program. All degree requirements must be completed to officially “graduate” from any program.

For more information regarding how to RSVP for the Commencement ceremony when not graduating in May, please visit the [Rowan Graduation website](#).

## When Will I Receive My Diploma?

Diplomas for all graduates in good standing will be delivered directly to the address submitted on their online graduation applications. Typically, students can expect to see the degree showing as conferred on their official transcripts within 6 weeks of all required courses being completed. Diplomas are typically sent out 12 weeks after degree is conferred. Please refer to the “Graduation Process and Important Deadlines” PDF on the [Rowan Graduation Webpage](#) for more details.

## RESOURCES AND SUPPORT

### Career Services for Graduate Business Students

#### Center for Professional Development

##### *Business Hall 133*

The Rohrer College of Business [Center for Professional Development \(RCPD\)](#) provides business students with the tools necessary to navigate the professional world and to become career-ready. The career education received through the RCPD will enable Rohrer College of Business students to graduate with the ability to find meaningful employment in their chosen field.

Join the RCPD Remind 101 and receive text message reminders about events and drop-in times. Text @rcpdrowan to 81010 to join.

#### Career Counseling

MBA students that would like to set up a one-on-one career counseling session should contact Amie Ryno at [rcpd@rowan.edu](mailto:rcpd@rowan.edu) or call (856) 256-4600.

#### Drop-In Hours:

Students can address any issue they have related to professional development: resume review, cover letter review, interview prep, internship/job search, business skills and job search strategies.

- Mondays 12 pm to 2pm
- Tuesdays 2 pm to 4 pm
- Wednesdays 12 pm to 2 pm
- Thursdays 3 pm-5 pm
- Fridays by appointment only: email Amie at [rcpd@rowan.edu](mailto:rcpd@rowan.edu) or call (856)-256-4600

#### Office of Career Advancement

##### *Savitz Hall 242*

The mission of the Office of Career Advancement (OCA) is to engage students in the development and implementation of meaningful educational and career goals consistent with their values, interests, and abilities. The OCA team helps students and alumni create an effective framework for a lifetime of active career management through one-on-one counseling, workshops, recruitment programs, career fairs, job posting databases and by promoting strong partnerships with employers, academic departments, and the university community.

Visit the [Office of Career Advancement](#) website, email Robert Bullard at [bullardr@rowan.edu](mailto:bullardr@rowan.edu), or call the office at (856) 256-4456 for more information regarding OCA services.

#### Events and Workshops

All event details for both the OCA and RCPD can be found on [ProfLink](#).

- Industry Workshop Series: These events are hosted by the RCPD and organized by industry (Finance, Marketing, Technology, etc.). The Center brings industry leaders to campus to network with students and discuss the industry and what kind of positions are available.
- Mocktails: This is a networking event with RCB alumni. Simulated real-life networking that allows students to practice and fine-tune their networking skills. Students must RSVP for this event.
- Career Fair: Rowan offers multiple Career Fairs each year. Employers hiring full-time, part-time and internship positions are on hand to talk with students.
  - Accounting, Finance and MIS Expo: Fall
  - Federal Government & Non-Profit Agencies Job Fair: Fall
  - Career and Graduate School Fair: Typically February

### Job Search Tools and Interview Preparation

**Career Shift:** A platform to find open positions, explore industries and connect with professional Rowan alumni.

**ProfJobs:** View opportunities posted by employers seeking business students.

**Big Interview:** Virtual interview preparation per industry. Practice questions, record yourself and receive feedback all through the website. See how others answered the questions and how you compare. This is a great tool!

**Suit our Students:** Rowan students can rent professional business attire for interviews or important presentations, for a small fee (\$4-\$10) through the [Office of Career Advancement \(OCA\)](#). Suits, shoes, belts, ties, and blouses are all available (see above for contact details).

### Rowan University Libraries – Services for Business Students

[Campbell Library](#) is located in the center of Rowan University's Glassboro campus, yet many resources are available online. The library collection, as well as their partner and loan programs, are a valuable resource for students and faculty. By using newspapers, industry databases, and journals from the library, students can access more detailed, comprehensive, and authoritative resources than through simply seeking content via public search engines such as Google.

- Library Databases of Journal Articles (for Industry/Company information and more)
  - Find daily newspaper articles and current research about markets, finance, and many other topics in our online licensed library databases. Click the Database Finder icon and from the Subjects drop-down menu, then choose Business. This page will provide you with a list of over 50 business-specific library resources for your course projects as well as for real-world decision making.
- Library E-books (full text of whole books provided online)
  - Search for popular and scholarly business books in full text via the Campbell Library website. Choose the E-book finder (link on the bottom left) to search for a particular item via title, ISBN, or keyword (not for most textbooks, sorry). This search returns thousands of library books that are available online which you can quote in your research papers and reports.
- Online Research Guides (for research tips and citation guidance)
  - View Campbell Library's Research Guides to find tips on common assignments and suggestions for the best sources for your research. From the main page, choose Research Guides and then Business as the subject from the drop-down menu. These guides provide places to start your library research in any of the business disciplines.
- Online How-to Pages (from the Digital Scholarship Center in Campbell Library)
  - Access step-by-step explanations describing how to do everything from creating a PDF, to using virtual software on the Rowan Cloud. Check their list of tutorials, partner on projects, or report tech problems to [support@rowan.edu](mailto:support@rowan.edu)
- Free PDFs of articles not showing in full text (through an interlibrary loan request)
  - Request articles that do not appear in full text so that Campbell can procure it from another library (at no cost to you). Fill out an article request via ILLiad or use any links within databases to make requests. You will receive the article as a PDF in your Rowan email, usually within a day or two.
- Borrow interlibrary loan books (from other libraries, if Rowan does not own them)
  - Request books that Rowan does not have so that we can borrow them from another library on your behalf (also at no cost to you, but not for requesting textbooks, sorry). Fill out a book request via EZ-Borrow and the library will contact you about when and how to retrieve your interlibrary loan books, usually within a week or two.
- Request research help from a subject librarian (who knows the business resources)
  - Connect with Dr. Michelle Kowalsky, who can be contacted anytime at [kowalsky@rowan.edu](mailto:kowalsky@rowan.edu) to answer questions or provide research help. Explain your topic and describe where you've looked already so that she can provide guidance on where to look next for the information you need. Emailing her is best.

## LinkedIn Learning

LinkedIn Learning offers videos, tutorials, and courses taught by real-world practitioners, located across the globe, who inspire and engage learners. Learn from these best-in-class instructors across a broad and deep international learning library. Whether you are seeking a specific skill within a specific tool or a more thorough exploration of a new area of knowledge, you have the opportunity to learn more whether you have 30 minutes or 40 hours to dedicate to the new expertise you seek. By connecting your LinkedIn profile with your Rowan account you will also get personalized recommendations based on your current skills and position.

## Networking and Relationship Building

We encourage our students to go beyond the classroom to build relationships now that will serve you during your graduate studies - and throughout your career.

Several [Networking Activities](#) are offered each semester to foster connections among MBA, MS Finance, COGS and CAGS students.

We also suggest that you freshen up your LinkedIn profile and then connect via LinkedIn with members of Rohrer Graduate Student and Alumni Advisory Board (RGSAAB). RGSAAB members are actively engaged in academics and shared community connections which elevate the student experience and the reputation of Rohrer Graduate Programs.

## Military Affiliated Student Support

The Office of Graduate Studies in the Rohrer College of Business is dedicated to supporting our Military-affiliated students: active duty, reserves, veterans, and military family members. We encourage you to consider taking advantage of the many support resources offered at Rowan University.

The Military Services Office at Rowan University is the liaison with the Regional Processing Office in Buffalo, New York, to assist veterans and dependents of veterans with their education benefits. The Military Services Office also provides programming and resources for the campus community.

On the Military Services Office website, there is important information regarding benefits, change in status, active duty/training, scholarships, work-study, veteran resources, etc.

Visit the [Military Services Office](#) to learn more about the aforementioned topics and view contact information.

In addition to the Military Services Office, Rowan University offers students support in the areas of, career-readiness, physical and mental wellbeing, as well as military student specific groups and events such as military appreciation week and the Veteran Student Organization (VSO). Additional information on these areas can be found on the [Military Affiliated Students](#) page on our site.

## Writing Center

The [Rowan University Writing Center](#) is a resource that can be used to supplement the student's education, with offerings of scheduled face-to-face appointments, live online appointments, or walk-in appointments during specific hours of the day.

- If you wish to make an appointment or speak with a Writing Center tutor, you must first:
  - Make an account with the [Writing Center](#).
  - You will see a schedule with tutor availability and method of meeting, which is where you will select the day, time, method of meeting and tutor for your appointment.
- Each Writing Center appointment is a collaboration between the student and the tutor. Students should arrive at the appointment as prepared as possible and expect to engage in the session.



- Tutoring appointments are not strictly corrective or prescriptive. While happy to offer fresh eyes on an assignment, basic proofreading and editing is *not* a service the Writing Center provides.

To prevent abuse of the Writing Center resources and ensure that those resources are being occupied as efficiently as possible, students must abide by the following terms of use:

- Appointments are reserved, one-on-one sessions with a tutor and therefore students are expected to attend their scheduled appointments. Cancellations for any reason should be made as soon as the student knows he/she cannot attend.
- Students are allowed to schedule up to 2 appointments per week unless otherwise approved by the Director of the Writing Center.
- Students are not permitted to make multiple appointments on one day.
- Students who miss two appointments in one term or demonstrate a pattern of cancellations will have their account suspended.
- Students whose tutoring accounts have been suspended must contact the Director of the Writing Center to discuss having their privileges restored.

### **Special Support Resources – Extended Absences**

Rowan University supports its students through all issues that have an impact on their studies. If you have an issue that has caused or will cause an extended absence from the program, please reach out to the Dean of Students Office by contacting Nikki Colasanti, Assistant to the Vice President for Student Life/Dean of Students, at [colasanti@rowan.edu](mailto:colasanti@rowan.edu), or (856)256-4453.

### **The Wellness Center**

Our Student Health Services (SHS) strives to remove health-related barriers to learning, to promote optimal wellness, to enable clients to make informed decisions about health issues, and to empower students to be self-directed and well-informed health care consumers.

Services provided include:

- Student Health Services
- Counseling and Psychological Services
- Healthy Campus Initiatives
- Emergency Medical Services
- Alcohol and Other Drug Services

Contact information for the Wellness Center, including counseling and crises phone numbers, can be found below:

Location: Winans Hall, 201 Mullica Hill Rd., Glassboro, NJ 08028

Phone: 856-256-4333 | Fax: 856-256-4427 | Email: [wellnesscenter@rowan.edu](mailto:wellnesscenter@rowan.edu)

After Hours Emergency Phone (if you or someone you know is in crisis): 856-256-4911

### **Academic Success Center: Accessibility, Mental Health, and Personal Crisis Support**

The Office of Accessibility Services offers assistance for multiple challenges students might face: documented disabilities, mental health, and some crisis situations.

Students who experience mental health challenges as well as those students in need of temporary accommodations – such as depression, anxiety, or other life-related mental health issues – may be eligible for specific resources including extended time on tests and assignments and remote success coaching. Accessibility Services also provides accommodations and assistance to students with various documented disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. Students who meet University admissions requirements (i.e., otherwise qualified to attend the University) are required to submit appropriate documentation so that the University can determine whether they qualify for reasonable accommodations.

The Academic Success Center & Accessibility Services staff will coordinate and ensure accessible classes, use of assistive technology, audiotaped books (when available), examination administration in cooperation with the instructor, as well as other services as deemed necessary.

If a student had accommodations as an undergraduate, then they are entitled to them as a Graduate student (provided they can submit appropriate documentation if they did not attend Rowan as an undergraduate student).

We strongly suggest that graduate students that are seeking support and direction on how to navigate advanced studies reach out to Lee Plenn, Assistant Director of Accessibility Services. Lee is not only a go-to person for support services at Rowan – he is proud to share his journey, successes, and lessons learned as a student that received accommodations in his graduate studies at Penn State and doctoral studies here at Rowan.

Lee Robert K. Plenn, M.Ed  
Assistant Director, Academic Success Center & Accessibility Services  
Rowan University | 201 Mullica Hill Rd., Savitz Hall - Suite 304, Glassboro, NJ 08028  
T: 856-256-4260 | F: 856-256-4438 | <https://sites.rowan.edu/accessibilityservices/index.html>

## Counseling and Support Resources Outside of Rowan

GradResources and the National Association of Graduate-Professional Students has a National Grad Crisis-Line (877-GRAD-HLP) available to all graduate students as a supplement to existing mental health services on campus.

When the university is closed and critical counseling services are unavailable, please feel free to call 877-GRAD-HLP (472-3457). The GRAD Crisis-Line is free to all student callers.

## Bloomberg Terminals

Business Hall boasts the Rowan University Trading Room, which provides students an opportunity to apply their knowledge of financial markets in a realistic setting. The main component of the trading room is the Bloomberg Terminals, which are state of the art tools used by industry professionals to access real-time market data, news, and analysis. They feature a 24/7, global financial services system with over 20 years of company financials and market data. The experience of using Bloomberg Terminals and managing a portfolio gives the students a true competitive advantage in the marketplace.

Students seeking careers as traders, fund managers, and investment bankers will be able to develop valuable skills analyzing and using data which will improve their competitiveness in the job market. Bloomberg has enabled students to demonstrate their knowledge and skill by offering training and proof through its certification program. After completing training and exam requirements, Bloomberg will issue you a certificate that will provide evidence of your accomplishment, a noteworthy achievement to include on your resume.

For more information and instructions regarding the Bloomberg Terminal Certification, please contact the Office of Graduate Business Programs at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) or call (856)256-4024.

## Printing Services

On the first floor of Business Hall, there is a computer lab where you can print documents. A list of additional printing locations can be found on the IRT [Frequently Asked Questions](#) page. You will need your Rowan ID card to print. Please visit [Print Services](#) for more information about the cost for printing, and the initial printing credit you are given each year.

### **Rowan ID Cards**

A physical ID card is not required for Rowan University students, but it is necessary for certain services on campus like meal plans and printing services. For more information on how to receive an ID card, please visit the [Rowan Card Website](#).

## FREQUENTLY ASKED QUESTIONS

### Scheduling, Staggering, and Timing of Courses

#### Q. When should I plan to take my Elective and/or Concentration courses?

A. One guiding principle is to review and consider which courses you are most interested in, and then map out when they are offered in coordination with an academic advisor in the Office of Graduate Business Studies. While each Core course is offered in at least one format each semester, elective and concentration courses are offered less frequently. Thus, you want to be sure you build a schedule that allows you to take advantage of your choice of electives/concentration as they are offered.

#### Q. What are the start and end dates for each semester?

A. See the [Rowan Academic Calendar](#) for holidays, breaks, and the start and end dates of the traditional semester.

Registration-related dates for all terms are available on the [University Registrar's webpage](#).

Students in online, off-site, hybrid and/or accelerated courses and programs may follow different calendars for each type of course offered. However, the best way to be certain of the start and end dates for your non-traditional course is to consult [Rowan's Section Tally](#).

### Course Descriptions (including Prerequisites)

#### Q. Where can I find program requirements, course descriptions, and prerequisites in a catalog format?

A. The [Rowan University Graduate Catalog](#) includes program requirements and course descriptions for accelerated, online, and off-site undergraduate programs and all graduate and post-baccalaureate programs.

#### Q. Where can I find course descriptions and prerequisites online?

A. View the Graduate Catalog at the above link, as well as the [Section Tally navigation](#). In addition to seeing which sections have availability, you can also drill down into course descriptions and prerequisites.

### Course Formats and Scheduling Details

#### Q. Am I eligible to take courses in different formats/modalities?

A. Yes! We want to provide you flexibility to fit your needs. Once you are a matriculated graduate business student, you are eligible to enroll in face-to-face, hybrid, and/or online courses based on your interest and preferences. You can enroll in one format or multiple formats each semester.

The exception to this rule is for full-time students on F-1 visas that must enroll in at least 9 credits each semester to remain full time. In this case, students must be enrolled in at least 6 credits in a face-to-face format, with the remaining courses online.

#### Q. How are face-to-face courses scheduled?

A. Most face-to-face courses run the full semester, which is typically 16 weeks in length. These classes meet one night per week from 6:30-9:15 pm on the Glassboro main campus. You will see "Evening" listed as the "Session" for these courses in the Section Tally, as well as details on start and end dates and start and end times.

#### Q. How are online courses scheduled?

**A.** Most online courses run in an accelerated format for 8 weeks and all content will be distributed through [Canvas](#), the online course management system. Courses are offered either during the first or second 8 weeks of the semester. This allows students to complete two consecutive online graduate courses in a semester.

**Q. How are hybrid courses scheduled?**

**A.** Most hybrid courses run in an accelerated format for 8 weeks and combine one evening meeting, 6:30-9:15 pm, every other week at the RCBC Mount Laurel Campus for a total of 4 class meetings per course. The remainder of the content will be distributed through [Canvas](#), the online course management system. You will need to confirm the exact dates for class meetings with the assigned faculty member. This is often not finalized until the first week of the semester.

**Q. I have a class at the Cooper Hospital in Camden, but I am unsure how to navigate the campus. What should I plan to do on the first night of class?**

**A.** See the end of this handbook for a detailed map of the Cooper Hospital campus.

All buildings at the Cooper Camden campus are connected by indoor walkways.

First, plan on parking at One Cooper Parking Garage on the corner of Broadway and Benson St., with garage entry from either Benson or Stevens St. There will be a \$9 charge each evening you park at this garage, as opposed to a semester-long parking pass.

The One Cooper Plaza Garage which connects to the Dorrance building by an indoor walkway.

You will need to sign in at the security desk each week in the Dorrance Building. Please allow yourself an extra five to ten minutes for sign in each week.

After signing in with security desk, continue indoors down the hall to Roberts Pavilion where you can find your designated classroom.

## **Military Student Support – Tuition, Active Duty**

**Q. How can I learn more about tuition benefits and scholarships for Veterans of the US military?**

**A.** To qualify for veterans' benefits, you must be enrolled in a degree-seeking program. If you are entering Rowan University for the first time and believe you are eligible for veterans' educational assistance, schedule an appointment with the [Military Services Office](#). The office has both day and evening hours. Appointments can be made by calling (856)256-4233 or emailing [militaryserviceoffice@rowan.edu](mailto:militaryserviceoffice@rowan.edu).

**Q. If I am called to Active Duty while attending Rowan, what should I do?**

**A.** For any students called to Active Duty while taking classes at Rowan, you are eligible for certain rights. To see these rights, please visit the [Military Services Website](#).

## **Financial Aid and Funding**

**Q. Who can I contact about Financial Aid options for graduate students?**

**A.** While a student does not need to be admitted to apply for federal aid, a student must be admitted and matriculated into a program to receive federal aid. To be eligible for federal financial aid, you must be a U.S. citizen or an eligible noncitizen and have a valid Social Security number. To apply for federal financial aid, students must complete the [Free Application for Federal Student Aid \(FAFSA\)](#) (Rowan's FAFSA code is 002609). For a graduate-level student, 4.5 credits per term is the minimum.

If you have more questions regarding how to finance your graduate studies, it is recommended that you reach out to [financialaid@rowan.edu](mailto:financialaid@rowan.edu) or 856.256.4250.

**Q. How can I apply for a Graduate Assistant position?**

**A.** In addition to financial aid, prospective and current graduate students may be eligible to apply for graduate assistantships (GA). Students enrolled at Rowan can apply for positions across the university. The GA application process is competitive and there are no guarantees of placement. For more details, see the [Graduate Research Services](#) website.

When positions are available within the College of Business, they will be posted on the [Graduate Assistantships](#) page on the Rohrer Graduate Programs website.

**Q. Are there any scholarships that I can apply for?**

**A.** Rowan University offers a [scholarship database](#) which will direct you to scholarships for which you may be eligible. You will be asked to create an account by entering your email address. No scholarship is guaranteed but students are encouraged to apply.

## **Tuition, Fees, and Payment**

**Q. How many credits are graduate business courses?**

**A.** All MS Finance and CAGS courses are 3 credits each. In the MBA and Business COGS Curriculum, some courses are 3 credits and others are 1.5 credits. Please be mindful of the number of credits each course is worth.

**Q. What are the tuition and fees for graduate programs?**

**A.** You can find tuition and fee details on the [Bursar's](#) website. You can also contact the Bursar's office directly for confirmation of per course cost and fee details.

Note that you might see the individual tuition and fee breakdown costs vary (e.g., sometimes tuition plus fees are combined and sometimes listed separately) based on the delivery format (e.g., online is sometimes listed differently than main campus), but the total cost per course which includes tuition and fees is the same.

**Q. How can I find my tuition bill?**

**A.** Your bill can be found in [Self Service Banner](#) by looking under the Bursar / Official Billing/Account Statement or Bursar / ePay Center for payment options. See the [Frequently Asked Questions](#) page on the Bursar's website for more details.

**Q. What are the billing due dates?**

**A.** Payment due dates are listed on the [Bursar's website](#).

Students who register after the payment due date are required to pay immediately upon registration.

If payment or an official payment arrangement is not made with the Bursar's Office by the appropriate deadline, a student may be dropped from courses for non-payment. Non-attendance does not constitute a drop or withdrawal.

Failure to pay in a timely manner and according to University policies and timelines as it applies to dropping a course could result in a student being financially responsible for course registrations.

**Q. I am being reimbursed by my employer for my graduate studies. What documents do I need to submit to them to receive my compensation?**

**A.** The answer to this question will vary by employer.

Once a student is accepted into the program, they will receive an offer of admissions letter. The student would then matriculate and be able to enroll in classes. A tuition bill will be generated at this time.

Some employers require at least the offer of admissions letter and tuition bill, while other employers also require final grades to be posted. This would mean that the student must pay for classes up front (using payment plans or another method) and then once final grades are posted, they can be submitted to the employer and the tuition can be reimbursed.



If you have any further questions, please contact the Graduate Business Studies office at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) or call (856)256-4024.

**Q. Must I pay my bill in full before the semester begins?**

A. Rowan offers a [Deferred Payment Plan](#) that allows students to pay their total bill in five (5) monthly installments. You must pay one-fifth of the current amount due (net of financial aid, private scholarships, loans, etc.) plus a \$30.00 enrollment fee for the installment plan on or before the indicated due date. The remaining installments will be billed via e-mail to the student's Rowan e-mail address during the semester.

**Q. Do summer courses cost the same as fall and spring courses?**

A. Yes, as a graduate business student all courses cost the same for the entire academic year, including summer. Graduate-level courses are charged and paid per credit, not by semester.

**Q. What payment methods and options are available?**

A. Rowan University accepts many different forms of payment and offers a payment plan for those who cannot pay their balance in full by the semester billing due date. See [Payment Methods and Plans](#).

**Q. The US government agency that I work for will be providing tuition assistance and I need to submit my SF182 form to someone at Rowan. Who can I send this document to?**

A. For any students needing to submit SF182 forms, please reach out to Lewis Caple, a Professional Services Specialist in the Office of the Bursar. He can be reached at [caple@rowan.edu](mailto:caple@rowan.edu) or (856)256-4500 x53380.

## Add/Drop – How to and Dates

**Q. When can I register for courses each semester?**

A. Registration opens each semester as outlined below and then remains open until the end of the Regular Drop/Add period.

- **Fall:** usually in March
- **Spring:** usually in October
- **Summer:** usually in February

For more details, visit the [Registrar's site](#).

**Q. What are the policies related to dropping courses?**

A. The standard drop period (with no financial penalties or Withdraw listed on your transcript) for most Rowan Global courses is during the first 5 business days of the course. For some accelerated course offerings, particularly during Summer and Winter sessions, the drop period is fewer than 5 business days.

For information regarding the drop period for a particular course, please see the [Registrar's Registration](#) site or contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu).

The policies regarding dropping courses are managed by the Registrar. For details, see: [Registration Periods & General Information](#)

**Q. How do I drop a course within the Add/Drop period?**

A. Visit Self-Service Banner, and go to where you registered for classes. Select the term you would like to drop a class from, and you can select the option that drops the course.

**Q. How do I drop a course outside the Add/Drop period?**

A. To withdraw from a course after the Add/Drop period, a student must submit a completed and signed Rowan University Course Withdrawal Form within the proper deadlines. The necessary forms and withdraw deadlines are available on the [Registrar](#) website. Please note that no refunds are provided when a student withdraws from a

course after the Add/Drop period. Additionally, withdrawals count as attempts of the course and a grade of “W” “WF” or “WP” will be listed on the student’s transcript depending on the timing of withdrawal.

**Q. I am encountering problems when I try to register for courses. Help!**

**A.** If you have registration holds (e.g., need to satisfy Foundation requirements) or encounter other registration errors (e.g., major restriction, prerequisite block for a course you are sure you already took) then you must send a registration request via email.

Please see the “Registration Holds” section of this handbook for specific instructions on how to register with a foundation-related or probationary admission hold.

For any other problems you may be having, please email [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) for assistance.

## **Foundation Course Requirements**

**Q. I have been admitted to a Rohrer College of Business Graduate Program! My official admissions offer letter states that I still need to satisfy Foundation course requirements. However, I believe I have already satisfied some or all the courses noted as outstanding. What can I do to have my case reconsidered?**

**A.** We are more than happy to review records when newly admitted students believe they are eligible for additional course waivers. There are details on the appeal process in the [Foundation Fact Sheet](#). We might need you to provide course descriptions and/or a syllabus or additional transcripts that were not included in your application package, but if you have completed equivalent coursework elsewhere it is important that you pursue this appeal process early in your studies so that waivers can be granted for those courses.

**Q. Is it possible to take graduate-level business courses before I satisfy all Foundation course requirements? If so, which ones?**

**A.** Four of the required core courses, plus some MBA electives can be taken before the Foundation courses are completed. For specific information on which courses can be taken before completion of Foundation courses, please contact your advisor at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu).

**Q. Can I take my Foundation courses at Rowan?**

**A.** Yes! All Foundation courses are offered at Rowan through our undergraduate programs. You will find these courses as you search the [Section Tally](#) or the [Undergraduate Catalog](#) for details on offerings.

Note that as a matriculated MBA student, you will be charged the Graduate vs. Undergraduate rate for all Foundation courses.

Keep in mind many of the Foundation courses serve as prerequisites to the MBA courses, so it is in your best interest to complete foundation requirements early in your studies to allow you to keep progressing through the graduate program curriculum.

However, there are MBA courses that do not have foundation prerequisites, so you can take one or more courses in the first semester even before you complete Foundation courses.

For more details, review the [Foundation Fact Sheet](#).

**Q. Must I take required Foundation courses at Rowan?**

**A.** No, you are not required to take Foundation courses at Rowan. You can transfer in Foundation courses from another school, online alternative option or take the College Level Examination Program (CLEP) exam for qualifying foundations courses as part of the CLEP. Keep reading the FAQ for details.

**Q. Can I transfer Foundation courses after I start the graduate program?**

**A.** Yes. If you choose to pursue any Foundation courses at another institution, you are required to manage all logistics regarding researching your options, applying, enrolling, and ensuring your final transcripts are sent to the Office of Graduate Business Studies.

The MGT 06305 Operations Management course must be taken at a four-year school. You are eligible to take the other Foundation courses either at an online alternative website (see remaining FAQs) or at a community college/other 4-year school and transfer them to Rowan.

Note that course enrollment outside of Rowan (e.g., at a community college or otherwise) will not count towards any graduate program enrollment requirements or policies, these might include financial aid, loans, or international student visas.

For more details, see the [Foundation Fact Sheet](#).

**Q. Where do I send my transcripts and or test scores for Foundation courses once I start the graduate/certificate program?**

**A.** All transcripts can be sent electronically to “electronic-transcripts@rowan.edu”

If needed to be sent via US Postal Mail, please send to the following address:

Rowan University  
Global Learning & Partnerships Graduate Admissions  
Enterprise Center  
225 Rowan Blvd, 2<sup>nd</sup> Floor  
Glassboro, NJ 08028

Please be sure to follow up with the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to make sure that your transcripts are received.

**Q. How do you suggest I stagger completing my Foundation courses vs. completing graduate-level courses towards program completion?**

**A.** It is recommended that students complete their Foundation courses within the first year of the program (this includes Fall, Spring, and Summer semesters).

Illustrative examples:

- For part-time students requiring two Foundation courses, taking one Foundation course and one core graduate-level course during each of their first two semesters might be a good path to take.
- For a full-time student who requires two Foundation courses, taking one Foundation course and three graduate-level core courses during each of their first two semesters may make the most sense for degree completion within two years.
- For a full-time student requiring four or more Foundation courses, after taking one Foundation course and three graduate-level core courses during each of their first two semesters of Fall and Spring study, it might be best to complete the remainder of the Foundation courses over the summer.

Foundation courses do NOT have to be taken at Rowan University. Taking these courses at your local community college or other institution affords additional flexibility for course offerings and may help reduce the overall cost. Taking courses elsewhere may impact some federal loans. For more information please see the [Foundations Fact Sheet](#). The MBA program is designed to provide flexibility to its students, so if you wish to discuss a plan of study that works best for you, please contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu).

## Alternative Options for Satisfying Foundation Requirements

Course	Comm. College	Study.com	Sophia.org	Straighterline.com	CLEP
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ECON 04101	Yes	x	Yes	x	Yes
ECON 04102	Yes	x	Yes	x	Yes
ACC 03210	Yes	Yes	Yes	Yes	Yes
ACC 03211	Yes	x	x	Yes	x
MATH 03125	Yes	x	Yes	x	Yes*
STAT 02260	Yes	Yes	x	Yes	x
MKT 09200	Yes	Yes	x	x	Yes
MGT 06305	x	x	x	x	x
FIN 04300	x	x	Yes	x	x

*\*Students who are interested in utilizing CLEP to satisfy the MATH 03125 foundation requirement should first contact the Graduate Business Programs team at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to discuss logistics and details.*

**Q. What is a CLEP exam?**

**A.** CLEP exams are part of the College Level Examination Program from the College Board. This program allows students to receive academic credit for skills and knowledge they may already possess through the successful completion of a test.

Additionally, students are allowed to complete FREE course modules at the [Modern States website](#) in preparation for their specific CLEP exam. Completion of Modern States courses will earn you a voucher to take the appropriate CLEP exam for free.

**Q. Am I eligible to take the CLEP exam?**

**A.** Yes. Anyone can take part in the College Level Examination Program or CLEP. This includes both current and prospective students. Individuals seeking to take the CLEP exam can do so at [local testing centers](#) or [Rowan University's Testing Center](#).

**Q. What courses can be covered by the CLEP exam?**

**A.** Foundation Courses with available CLEP Exam Options are:

- ACC 03210 - Principles of Accounting I (Financial Accounting)
- ECON 04101 - Macroeconomics
- ECON 04102 - Microeconomics
- MKT 09200 - Principles of Marketing
- MATH 01130 - Calculus / *Students who are interested in utilizing CLEP to satisfy the MATH 03125 foundation requirement should first contact the Graduate Business Programs team at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to discuss logistics and details.*

**Q. What is the cost of the CLEP exam?**

**A.** The CLEP test costs \$89 with a \$33.50 proctoring fee\*. Students can apply for test fee and proctoring waivers through the Modern States Association upon successful completion of the preparatory course.

*\*Costs listed in this document are intended to give students a general idea of prices but are not considered final. Please contact the Rowan University Testing Center to learn final costs.*

**Q. Can the CLEP be taken online?**

**A.** No, at this time, the CLEP exam is only available to be taken in person at an approved testing center such as Rowan University's Testing Center.

**Q. Are test preparation materials available?**

A. Yes, free testing materials are available such as the Modern States Association. The Modern States Association will provide students with proctor fee and test cost waivers upon successful completion of the corresponding CLEP preparation course

**Q. Can I retake a CLEP exam if I do not Pass?**

A. Yes. Students can take the test as many times as needed, however, there is a three-month waiting period between testing attempts for each subject test.

**Q. How do I take courses at Study.com, Sophia.org or Straighterline.com?**

A. Students should sign up for the appropriate courses at their website of choice, pay any fees that are necessary and once the course is completed, request that the transcript be sent from the website directly to Rowan University (an option should be provided within the website).

**Q. How do I know if the courses I am planning to take at a community college, Study.com, Sophia.org or Straighterline.com are equivalent to my required Foundation courses?**

A. If you are planning on taking a Foundation course at a community college, Study.com, Sophia.org or Straighterline.com, be sure to utilize the [Rowan Transfer Equivalency Database](#) to view course equivalencies between the institution and Rowan University. If the course in question is not listed in the transfer equivalency database, or you're having trouble determining course equivalents, the Graduate Business Studies office can assist in determining equivalent options.

When trying to determine the equivalent courses at Study.com, Sophia.org or Straighterline.com via the Rowan Transfer Equivalency Database, be sure to use the below information as the Transfer Institution:

**Study.com** - ACE CREDIT: 641000 / Courses will be listed under "SC"

**Sophia.org** - ACE CREDIT: 641000 / Courses will be listed under "SO"

**Straighterline.com** - ACE CREDIT: 641000 / Courses will be listed under "SL"

## Transferring Graduate-level Coursework

**Q. I took MBA classes as an undergraduate via the Senior Privilege program. How can I have those credits added to my MBA transcript?**

A. After you matriculate into the MBA program, you must complete all of the information in the [Senior Privilege Transfer Credit Request Form](#) except for signatures 2, 3 & 4. Submit the completed form [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu). The form will then be submitted to Global Student Services at [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu) for processing and copy you on the request.

**Q. Can I transfer in courses from another Graduate Program?**

A. You may be eligible to transfer up to 9 credits into the MBA. The minimum requirements for transferred credits are that the courses were earned within the last ten years with a grade of B or better and they were earned from an institution accredited by top specialized organizations specific to the program you are transferring credits from (e.g., AACSB and ABET).

If approved, the transferred courses can only be utilized as electives, and cannot be used to satisfy core or concentration courses; the electives would only count towards the MBA without a concentration.

In addition to submitting a completed [Graduate & Post-Bac Transfer Credit Evaluation Form \(TCEF\)](#), you must submit a link to the home school site with the course description.

Although you cannot transfer courses into Rowan to satisfy MBA core courses, if you feel that you have taken a course that is very similar to a required core course, you can submit a syllabus and request to your academic advisor which may allow you to replace the core course you are attempting to satisfy with a more challenging course. This option is not required, but it will allow you to learn new and more challenging content as opposed to learning content you feel you have already mastered.

## Sharing Graduate-level Coursework between MBA and MS Finance Programs

### **Q. Can MBA courses be used to satisfy MS Finance degree requirements?**

**A.** Yes, if you are interested in the [MBA program with a Concentration in Finance](#), select courses may count towards both the MBA and MS in Finance degrees.

The total maximum number of courses that can potentially transfer is 5, but this is not guaranteed and should be planned carefully in advance. Courses from the first master's degree are subject to the ten-year limit policy.

This "sharing of 5 courses" option is only available while a student is concurrently pursuing either/both degrees – once a degree is conferred, the policy shifts and students are then limited to only utilizing a maximum of 3 courses to transfer from the first Master program completed into a second Master program started.

Additional details on this accelerated pathway can be found on our [MBA/MSF Accelerated Pathway Website](#).

To prepare for this option, contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to help you map out your options for the most efficient plan of study.

### **Q. Can MS Finance courses satisfy MBA degree requirements?**

**A.** Yes, it is possible to transfer courses from the [MS Finance program](#) towards an [MBA with a Concentration in Finance](#).

The total maximum number of courses that can potentially transfer is 5, but this is not guaranteed and should be planned carefully in advance. Courses from the first master's degree are subject to the ten-year limit policy.

To prepare for this option, contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) to help you map out your options for the most efficient plan of study.

## Academic Advising

### **Q. How can I connect with an Academic Advisor from the Graduate Business Studies office?**

**A.** For academic advising assistance as a Graduate Student in the College of Business, please contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) or call (856)256-4024 to set up an appointment.

We can address academic advising questions via email. In this case, you are encouraged to send your questions via email as a starting point, and if email isn't the best way to address your question, we are happy to set up a meeting.

To schedule a meeting, please send an email with a brief note on the meeting topic, your full name and student ID, and a few windows of time in the next week or so that work for you. You should also note if you prefer an in-person meeting in 305E Business Hall or on the phone.

### **Q. I have specific curriculum question related to the MS Finance program. Who can help me?**

**A.** Jia Wang Ph.D., Associate Professor of Finance in the Department of Accounting and Finance is the expert on the MS Finance curriculum. You can reach her at [Wangji@rowan.edu](mailto:Wangji@rowan.edu).

### **Q. I need to take a leave of absence. Who do I contact?**

**A.** If a student needs to stop taking courses and/or take a leave of absence, the student must contact Rowan Global Student Services at [globalstudent@rowan.edu](mailto:globalstudent@rowan.edu) to make sure is handled properly and within appropriate deadlines.



**Q. Can you make some recommendations on how to select some of the MS Finance Courses as MBA concentration or elective courses?**

**A.** For MBA students who have strong quantitative and analytical skills and enjoy working with numbers, a concentration in Finance is a potentially valuable focus in their studies. It might also be of value to students that only want to take one or two Finance courses to support their interests in personal financial planning.

An MBA with a finance concentration can offer a wide range of jobs across various industries. For example, in the corporate finance area, potential jobs might include chief financial officer, financial manager, corporate controller, accounting manager, or risk manager; it is also possible to pursue a career path in financial service industries in roles such as managers or VPs in banking, mutual fund, or insurance companies.

To pursue concentration courses in a theme, consider courses organized in these categories:

- **Corporate Finance:** Financial Statement Analysis, Derivative Securities and Financial Risk Management, Financial Modeling, and Multinational Finance Management
- **Investment/Asset Management Companies:** Investment Analysis and Portfolio Management, Fixed Income Securities, Derivative Securities and Financial Risk Management, and Financial Statement Analysis
- **Commercial Banking:** Financial Institutions Management, Multinational Finance Management, Derivative Securities and Financial Risk Management, Financial Statement Analysis (for Credit Analysts)
- **Personal Finance and Retirement Planning:** Advanced Financial Planning and Investment Analysis and Portfolio Management

## Academic Policies

**Q. What are the policies for Grade Changes?**

**A.** Grades are subject to change under the following conditions: Incompletes, Errors, and Disputes. A change of grade is not a substitute for an "Incomplete." If a student has "work missing" at the end of a semester – exams, papers, assignments to be written or rewritten – an "Incomplete" may be assigned if circumstances warrant. More details are listed at [Grade Change Policy](#).

**Q. How do I formally submit a complaint as a student about a faculty member?**

**A.** If you wish to file an official complaint, there is a specific procedure that must be followed. Be sure to start by documenting your specific attempts to resolve the situation with your professor directly. The complaint procedure (and sequence of actions) is available at [Formal Complaint Procedure](#). Even though your Academic Advisor is not part of the Student Complaint Procedure process, it might be useful for you to set a meeting to discuss the situation before moving toward submitting an official complaint.

If you would like to submit a complaint directly to the Office of Graduate Business Studies, this can be done directly through email. The office can then share the complaint (depending on its nature) with the academic department chairs that are impacted by the complaint. If this complaint were to be shared with any department chairs, name and contact information would be removed to allow for total anonymity for the student.

Please feel free to email [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) for any questions regarding the complaint procedures.

**Q. What is the policy for repeating a course to improve my grade?**

**A.** If a student repeats a course, the full tuition must be paid again, and the grade received for the repeated course will constitute the final grade for that course for cumulative G.P.A. purposes whether the grade is higher or lower than the grade received in the original attempt. The original grade, although not counted in the cumulative G.P.A., remains on the student's transcript. For details, see the [Repeating a Course Policy](#).

## Support Services for Students

### Q. What resources exist for remote learning and student support?

A. Rowan University is committed to supporting students taking online courses and learning remotely. To that end, there are remote services available for all students:

- **Remote Tutoring** – Appointments can be made through the [Rowan Success Network](#) with the Tutoring Services office for help with any foundation courses. All tutoring appointments will be conducted via Zoom, a virtual conferencing website. For any questions related to remote tutoring, please see the [Remote Tutoring FAQ](#) or contact [tutoring@rowan.edu](mailto:tutoring@rowan.edu).
- **Writing Center** – Virtual Appointments are also available for any students interested in receiving writing center tutoring. Please see the [Writing Center website](#) for assistance.
- **Wellness Center** – Virtual appointments can be made with wellness center professionals, as necessary.

### Q. I am struggling with some of the content within my courses. Is there tutoring available?

A. Unfortunately, the Tutoring Services office at Rowan does not assist with graduate-level courses. If you are struggling with a course, we encourage you to reach out to your professor and take advantage of their office hours to further go over the course material beyond the classroom.

If you are interested in tutoring for Foundation courses, please contact the Office of Graduate Business Studies at [GraduateBusinessStudies@rowan.edu](mailto:GraduateBusinessStudies@rowan.edu) or call (856)256-4024 for details.

### Q. How do I learn more information regarding the Bloomberg Terminals?

A. See [Bloomberg Terminals](#) in the Resources section of this handbook for details.

### Q. I want to discuss my career trajectory with an advisor. Where can I speak to someone about this?

A. As a College of Business student, you have multiple options for career advising. You can either go to daily drop-in hours at the Center for Professional Development (for Business students) or you can make an appointment with the Office of Career Advancement (for all Rowan students) to discuss your career path. For more details, visit the [Center for Professional Development](#) and the [Office of Career Advancement](#) websites.

### Q. What is the best way for me to get the required textbooks for my classes?

A. Rowan University's bookstore is located within the Barnes and Noble bookstore on Rowan Boulevard. You can order the specific textbooks for each of your courses using their online [Course Textbook](#) tool.

### Q. Where can I print documents in Business Hall?

A. On the first floor of Business Hall, there is a computer lab where you can print documents. You will need your Rowan ID card to print. Please visit [Print Services](#) for more information about the cost for printing, and the initial credit you are given each year for printing.

## LOGISTICS

### Parking

See the campus maps at the end of this handbook for more details on parking locations and options.

#### Rowan University Main Glassboro Campus

- Student Parking Permit
  - Students parking the Main Glassboro campus at any time require a parking pass.
  - For detailed directions on how to purchase a parking permit as either a commuter or resident, visit [Public Safety Parking Information](#).
- Visitor Day Pass
  - Please visit the [Parking Services website](#) for more information about retrieving a guest pass.
  - If you require a pass for a longer period, contact the Parking office at 856-256-4575 or [parking@rowan.edu](mailto:parking@rowan.edu) for further information.
- Visitor Overnight Pass
  - Visit [Overnight Pass Request](#) to find details on how to order a visitor overnight pass.
- For any questions or concerns regarding parking, contact the [Rowan University Parking Office](#).

#### RCBC Campus in Mount Laurel

- Students must register their vehicles with [RCBC's Public Safety Department](#) at the Mount Laurel campus. You must show your state registration and a valid photo driver's license to receive your RCBC vehicle registration.

- Users of the college parking lots will be issued two parking decals at no expense. There will be a \$10 charge for additional decals.
- All students will park in the designated student lots, which can be found on the [RCBC campus map](#) in this handbook.

**Cooper Campus in Camden**

- If you have a class at the Cooper Medical School Campus, there is no parking permit requirement.
- There is a \$9 charge to park in the campus parking garage each evening of class.
- Plan to arrive on campus 10-15 minutes early so that you can stop by the security desk and sign in as a temporary guest.

## Food and Shopping On and Near Campus

### Food on Main Campus - Chamberlain Student Center

#### The Market Place

Food Court offers an assortment of eateries, including all-day breakfast, Asian cuisine, pizza and more. All meals are ordered and paid through *GrubHub*, an app that can be downloaded on any smartphone.

- Hours at [Rowan's Dining Website](#).

#### The Owls Nest

Sit-down Restaurant.

- Monday - Friday from 11 am to 2 pm

#### Peet's Coffee & Tea

Quick Drink and Breakfast Stop.

- Open Monday-Thursday 7 am to 7 pm and Friday 7 am to 4 pm

### Food Nearby Campus - Glassboro

#### Angelo's Glassboro Diner

*Old school diner serving American classics.*

26 N Main Street | 856-881-9854

- Monday - Saturday 5 am-9 pm; Sunday 5 am-8 pm

#### Chickie's & Pete's

*Sports-bar, happy hour, food, and drinks.*

234 Rowan Blvd | 856-307-2490

- Monday - Thursday 11 am-12 am; Friday & Saturday 11 am-1 am; Closed Sunday

#### Ciconte's Italia Pizza

321 Mullica Hill Rd | 856-881-5196

- Sunday - Thursday 11 am-10 pm; Friday & Saturday 11 am-11 pm

#### Cookie Munchers

*Warm cookies for a sweet tooth; made by Rowan alumni!*

217 Rowan Blvd | 833- 786-8624

- Sunday - Tuesday 1 pm-1:30 am; Wednesday to Saturday 1 pm-3:30 am

#### Landmark Americana

*Lively restaurant sports bar with everyday food and drink specials.*

1 Mullica Hill Rd | 856-863-6600

- Monday - Sunday 11 am-2 am

#### Playa Bowls

*Juice shop offering fresh fruit bowls & smoothies.*

328 Rowan Blvd | 856- 881-0325

- Sunday - Thursday 9 am-9 pm; Friday & Saturday 9 am-10 pm

### Shopping on Rowan Boulevard

#### Barnes & Noble Rowan University

201 Rowan Blvd | 856 881-5960

- Hours: Monday -Friday 9 am-9 pm, Saturday - Sunday 10 am-6 pm

#### 7-Eleven

324 Rowan Blvd | 856- 881-6027

- Hours: Open 24 hours

### Shopping in Delsea Drive Area

#### ShopRite of Glassboro

201 William Dalton Drive | 856- 863-3700

- Open daily 6 am -12 am

#### Walgreens

221 Delsea Drive | 856- 881-5945

- Monday to Sunday 8 am-10 pm

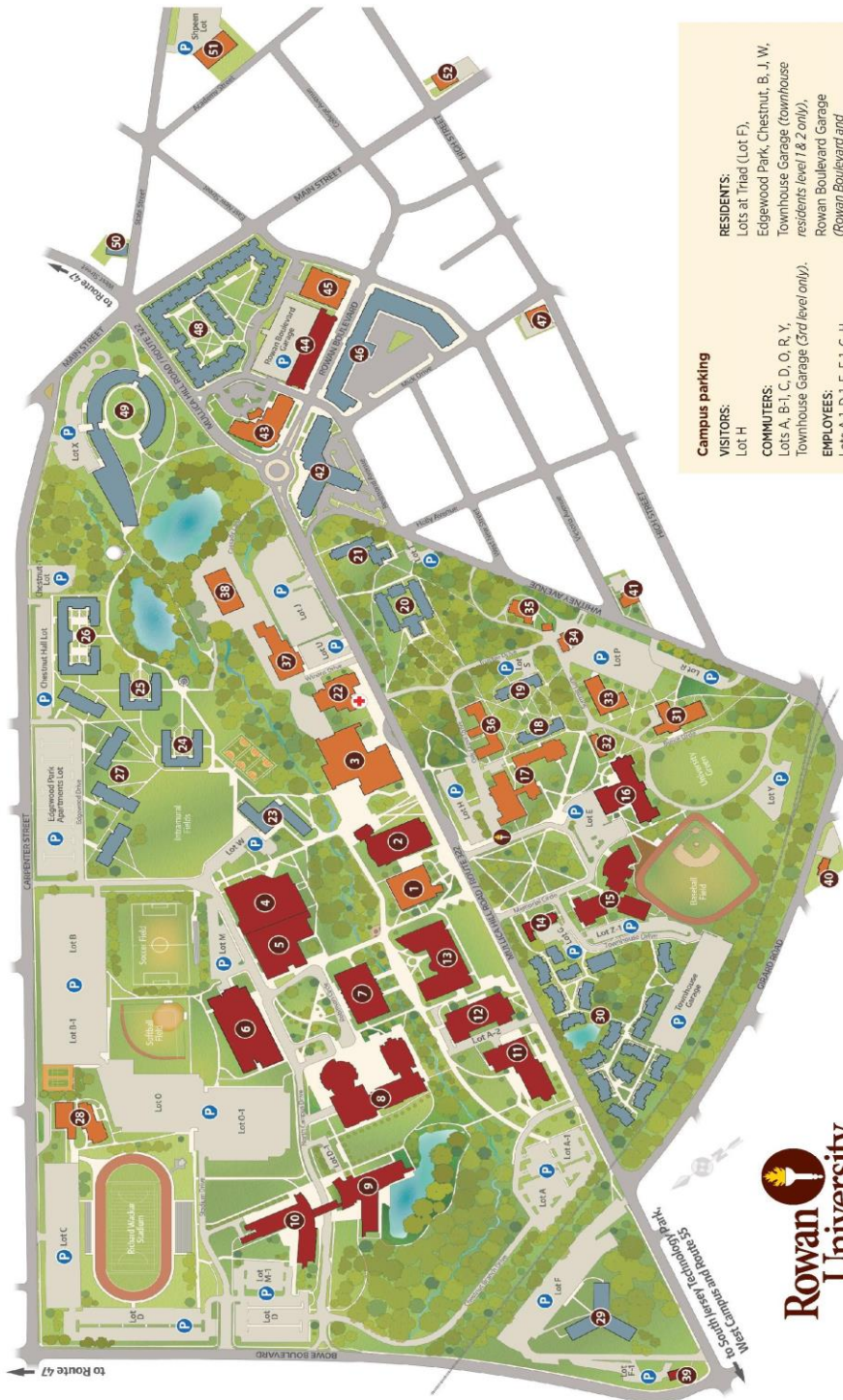
#### Wawa

692 Delsea Drive | 856- 881-7098

- Open 24/7 Daily



## Main Glassboro Campus Map



**Campus parking**

**VISITORS:**  
Lot H

**COMMUTERS:**  
Lots A, B-1, C, D, O, R, Y,  
Townhouse Garage (3rd level only).

**EMPLOYEES:**  
Lots A-1, D-1, E, F-1, G, H,  
M, O-1, P, S, T, U and Z-1.

**RESIDENTS:**  
Lots at Triad (Lot F),  
Edgewood Park, Chestnut, B, J, W,  
Townhouse Garage (townhouse  
residents level 1 & 2 only),  
Rowan Boulevard Garage  
(Rowan Boulevard and  
Whitney residents).

- Welcome**  
Admission Tours begin at Savitz Hall (#1)  
For 24-hour Public Safety assistance, call 856-256-4922.  
Parking for visitors is available in Lot H, near the  
welcome gate across from Savitz Hall.
- Academic Buildings**  
1. Savitz Hall (Admissions)  
2. Chamberlain Student Center  
3. Whins Hall (Wellness Center)  
22. John Green Team House  
31. Bole Hall (Administration)  
32. Sangree Greenhouse  
33. Bole Hall Annex (Public Safety)  
34. Carriage House  
35. Hollybush Mansion  
36. Linden Hall
- Administrative & Support**  
1. Savitz Hall (Admissions)  
2. Chamberlain Student Center  
3. Whins Hall (Wellness Center)  
22. John Green Team House  
31. Bole Hall (Administration)  
32. Sangree Greenhouse  
33. Bole Hall Annex (Public Safety)  
34. Carriage House  
35. Hollybush Mansion  
36. Linden Hall
- Residence Halls & Apts**  
14. Hawthorn Hall  
15. Bozorth Hall  
16. Bunc Hall  
17. Memorial Hall  
39. R.O.T.C.  
44. Enterprise Center  
18. Laurel Hall  
19. Oak Hall  
20. Evergreen Hall  
21. Westby Hall  
23. Mimosa Hall
- Residence Halls & Apts**  
24. Willow Hall  
25. Magnolia Hall  
26. Chestnut Hall  
27. Edgewood Park  
Apartment  
29. Triad Hall Apartments  
30. Townhouses  
42. Whitney Center  
46. 220 Rowan Boulevard  
Apartment  
48. Rowan Boulevard  
Apartment  
49. Holly Pointe Commons  
50. International House
- Other Buildings**  
37. Herring Heating Plant  
38. Cassidy Facilities Building  
40. Girard House  
41. 600 Whitney Avenue  
43. Courtyard Marriott Hotel  
45. Barnes & Noble Bookstore  
47. 301 High Street  
51. Shepley Hall  
52. 6 High Street
- Other Buildings**  
1. Savitz Hall (Admissions)  
2. Chamberlain Student Center  
3. Whins Hall (Wellness Center)  
22. John Green Team House  
31. Bole Hall (Administration)  
32. Sangree Greenhouse  
33. Bole Hall Annex (Public Safety)  
34. Carriage House  
35. Hollybush Mansion  
36. Linden Hall



## RCBC in Mount Laurel Campus Map



**Rowan College**  
at  
BURLINGTON COUNTY



### IMPORTANT PHONE NUMBERS

(856) 222-9311

Department	Ext.
Public Safety	2100
Direct dial (856) 434-7233	
Liberal Arts Division	1441
Science, Technology, Engineering and Mathematics Division	1403
Health Sciences Division	1410
Bookstore	2640
Library	2021
Distance Education	1790
Registration	1560
Financial Aid	1575
Academic Advising	1559

**1 STUDENT SUCCESS CENTER**

- Student Services
- Career Services
- Tutoring Center
- Library
- Bookstore

**2 SCIENCE BUILDING**

- Science Labs
- Classrooms

**3 VOTTA HALL**

- Executive Offices
- Foundation Office
- Auditorium

**4 TEC**

- STEM Division
- Classrooms
- Science Labs

**5 LAUREL HALL**

- Liberal Arts Division
- Classrooms
- Computer Lab
- Student Lounge

**6 CENTRAL ENERGY PLANT**

- Facilities

**7 HEALTH SCIENCES CENTER**

- Health Science Division
- Dental Hygiene Clinic
- Classrooms
- Computer Lab
- Virtua Paramedic Science Simulator
- Classrooms/Labs

**8 EVANS HALL**

- Public Safety
- Workforce Development Institute

**1 STUDENT SUCCESS CENTER**

- Dining Area
- Student Life
- Student Accounts
- Test Center

**2 SCIENCE BUILDING**

- Science Labs
- Classrooms

**3 VOTTA HALL**

- Executive Offices
- Foundation Office
- Auditorium

**4 TEC**

- STEM Division
- Classrooms
- Science Labs

**5 LAUREL HALL**

- Liberal Arts Division
- Classrooms
- Computer Lab
- Student Lounge

**6 CENTRAL ENERGY PLANT**

- Facilities

**7 HEALTH SCIENCES CENTER**

- Health Science Division
- Dental Hygiene Clinic
- Classrooms
- Computer Lab
- Virtua Paramedic Science Simulator
- Classrooms/Labs

**8 EVANS HALL**

- Public Safety
- Workforce Development Institute

## Cooper Camden Campus Map

