

# College of Business Administration

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Departments: Accounting, Finance, Information and Decision Sciences, Managerial Studies (includes: Entrepreneurship, Management, and Marketing)

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## Introduction

The College of Business Administration transforms student potential into success. We provide a proven, research-based education, real-world skills, and professional experiences that add up to exciting career opportunities. For the past four years *U.S. News & World Report* has ranked the University of Illinois at Chicago College of Business Administration the #1 business program among accredited undergraduate business programs in Chicago.

The ranking places UIC among the top 15 percent of the 467 programs accredited by the Association to Advance Collegiate Schools of Business (AACSB), the primary accreditation organization for business schools. Over 2,500 undergraduate students annually pursue degrees in six areas:

1. accounting
2. entrepreneurship
3. finance
4. information and decision sciences
5. management
6. marketing

In addition to our campus-based programs UIC Business offers a Bachelor of Business Administration online degree completion program. More information about this program can be found in the *Bachelor of Business Administration* (<http://catalog.uic.edu/ucatalog/colleges-depts/business-administration/bba>) section.

UIC's proximity to the urban business community in Chicago connects students to Chicago's living classroom and provides constant contact with the college's 33,000 alumni.

The undergraduate program's diverse student body and rigorous programs help students develop the skills they need to become the business leaders of the future. The knowledgeable faculty and the quality of their research and scholarly work are evidenced by publications in the leading journals in their fields.

In addition to course work in their degree program, the curriculum includes core courses in all functional areas of business, and supporting course work in mathematics, communications, statistics, and information systems. UIC's program allows graduates to go on to pursue management and leadership positions in business and nonbusiness settings, or start and own their own businesses. The undergraduate program provides students with the skills necessary for a successful career in business and is also an excellent preparation for graduate training in business, law, or any business-related discipline.

UIC Business provides a proven education that is enhanced through academically challenging course work, innovative theoretical and applied

research, active professional development programs, a full-service Business Career Center, and an array of research and outreach centers.

## Accreditation

The College of Business Administration is accredited by AACSB International—The Association to Advance Collegiate Schools of Business. AACSB International accreditation represents the highest standard of achievement for business schools worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. The accreditation ensures that the business program delivers what is promised. AACSB accreditation is the hallmark of excellence in management education.

## Degree Requirements

To earn a College of Business Administration degree from UIC, students need to complete university, college, and department degree requirements. General university and college degree requirements for all College of Business Administration students are outlined below. Students should consult the academic department section for major course requirements.

## Semester Hour Requirement

The College of Business Administration minimum semester hour requirement is 120 semester hours for all degree programs.

Degree Program	School/ Department	Degree Conferred	Total Hours
Accounting	Accounting	BS in Accounting	120
Entrepreneurship	Managerial Studies	BS in Entrepreneurship	120
Finance	Finance	BS in Finance	120
Information and Decision Sciences	Information and Decision Sciences	BS in Information and Decision Sciences	120
Management	Managerial Studies	BS in Management	120
Marketing	Managerial Studies	BS in Marketing	120
BBA Online <sup>a</sup>	College of Business Administration	Bachelor of Business Administration	120

<sup>a</sup> The Bachelor of Business Administration online program follows a different curriculum. More information can be found in the Bachelor of Business Administration (<http://catalog.uic.edu/ucat/colleges-depts/business-administration/bba>) section.

## Service Hour Requirement

Students in the College of Business Administration pursuing the Bachelor of Science degrees in any of the six majors will be required to participate in a minimum of 10 hours of service learning per calendar year for a total of 40 hours in four years or for a total of 20 hours over two years for transfer students.

## General and Basic Course Requirements

Students should take ENGL 160 and ENGL 161, the courses of one of the mathematics tracks, and ECON 120 and ECON 121 as early as

possible, since these courses are prerequisites for most of the business core courses.

### Required Courses

Business Administration Orientation		
BA 100	Introduction to UIC and Professional Development <sup>a</sup>	1
BA 220	Business Professional Development II <sup>a</sup>	1
BA 320	Civic Engagement <sup>a</sup>	1
English		
ENGL 160	Academic Writing I: Writing in Academic and Public Contexts <sup>b</sup>	3
ENGL 161	Academic Writing II: Writing for Inquiry and Research <sup>b</sup>	3
Mathematics		
Select one of the following Tracks:		8-10
Track I <sup>c</sup>		
MATH 180	Calculus I <sup>b</sup>	
MATH 181	Calculus II <sup>b</sup>	
Track II <sup>c</sup>		
MATH 125	Elementary Linear Algebra <sup>b</sup>	
MATH 165	Calculus for Business <sup>b</sup>	
Track III <sup>c</sup>		
MATH 125	Elementary Linear Algebra <sup>b</sup>	
MATH 180	Calculus I <sup>b</sup>	
Economics		
ECON 120	Principles of Microeconomics	3
ECON 121	Principles of Macroeconomics	3
Communication		
COMM 100	Fundamentals of Human Communication	3
BA 395	Assessment Experience	0
<b>Total Hours</b>		<b>23-25</b>

<sup>a</sup> BA 100, BA 220, and BA 320 are one-semester-hour courses that are required for graduation for students who start as first year students in the College of Business Administration and transfer students who enter with less than 24 hours. The hours count in the calculation of tuition, full- or part-time enrollment status, and financial aid eligibility. The hours do not count towards the 120 hours necessary to graduate.

<sup>b</sup> Minimum grades of C must be earned in these courses.

<sup>c</sup> Students should select the mathematics track that matches their preparation and career goals..

## University General Education Requirements

Students must satisfy the university's General Education requirements by taking classes from various subject areas. The requirement in some of these subject areas may be fulfilled through the required courses listed above. For the categories with additional hours, students should consult the *General Education* (<http://catalog.uic.edu/ucat/degree-programs/general-education>) section of the catalog for a list of courses in each category.

### Subject Area

Analyzing the Natural World course <sup>a</sup>	4
Exploring World Cultures course	3

Understanding the Creative Arts course	3
Understanding the Individual and Society course <sup>b</sup>	0
Understanding the Past course	3
Understanding U.S. Society course <sup>c</sup>	0
<b>Total Hours</b>	<b>13</b>

- a *MATH 125, MATH 165, MATH 180, and MATH 181 listed in the preceding General and Basic Education Requirements table are approved General Education Core courses for the Analyzing the Natural World General Education requirement. Students must take one additional course in this category.*
- b *COMM 100 satisfies the Understanding the Individual and Society course requirement.*
- c *ECON 120 satisfies the Understanding U.S. Society course requirement.*

**Electives**

Kinesiology, military science, and music skills courses cannot count in this category.

**Courses**

Select 7-12 hours of electives. Hours of required electives are determined by the degree program in which a student is enrolled, and the mathematics track selected. Students in the Accounting degree program must take enough electives to reach 45 hours of General Course Requirements. Students in the Entrepreneurship, Finance, Information Decision Sciences, Management, and Marketing degree programs must take enough electives to reach 48 hours of General Course Requirements.

<b>Total Hours</b>	<b>7-12</b>
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<b>Total Hours for General and Basic Education Requirements</b>	<b>45-48</b>
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**Business Course Requirements**

**Business Core—Required Courses**

**Accounting**

ACTG 210	Introduction to Financial Accounting	3
ACTG 211	Introduction to Managerial Accounting	3

**Business Administration**

BA 200	Managerial Communication	3
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**Finance**

FIN 301	Introduction to Managerial Finance	3
FIN 302	Introduction to Investments	3

**Information and Decision Sciences**

IDS 200	Intro to Management Information Systems	4
IDS 270	Business Statistics I	4
IDS 355	Operations Management	3

**Management**

MGMT 340	Introduction to Organizations	3
MGMT 350	Business and Its External Environment	3

**Marketing**

MKTG 360	Introduction to Marketing	3
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<b>Total Hours</b>	<b>35</b>
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**Business Core—Selective Courses**

**Advanced Quantitative Skills**

Select one of the following: <sup>a</sup> 3

ECON 300	Econometrics	
FIN 330	Quantitative Methods (required for finance majors)	
IDS 371	Business Statistics II (required for IDS majors)	

**Global Business Perspective**

Select one of the following: <sup>b</sup> 3

ACTG 484	International Accounting	
ECON 333	International Economics	
FIN 442	International Corporate Financial Management	
MGMT 460	Business, Society, and the Global Economy	
MKTG 469	Global Marketing	

**Integrative Course—Competitive Strategy**

Select one of the following: <sup>c</sup> 4

IDS 495	Competitive Strategy	
MGMT 495	Competitive Strategy	

<b>Total Hours</b>	<b>10</b>
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<b>Total Business Core Hours</b>	<b>45</b>
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- a *Finance majors must take FIN 330. IDS majors must take IDS 371. Students may substitute another quantitative course with permission of the department in which they major.*
- b *Students may also use an approved Study Abroad or International Exchange to satisfy this requirement.*
- c *These courses have the same prerequisites—senior standing and completion of all other Business Core courses. Students may take the integrative course in any department, not necessarily in their major.*

**The Major and Business Electives**

Select a major from the following areas: 27-30

Accounting, Entrepreneurship, Finance, Information and Decision Sciences, Management, and Marketing. The major consists of 27–30 hours of major courses and business electives. The exact number of business electives varies by department.

<b>Total Hours</b>	<b>27-30</b>
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<b>Total Hours—Business Course Requirements</b>	<b>72-75</b>
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**Other Course Requirements**

**Business Administration Course Requirements**

All entering freshmen in the college must successfully complete BA 100 during the fall semester. This first-year experience and professional development course is designed to help students successfully transition from high school to a university environment as well as teach professional development skills needed for leadership. BA 100 includes an introduction to study strategies and techniques as well as an orientation to resources available at UIC. Students will be given an overview of the CBA degree programs and careers in business. Additionally, this course provides ample opportunities to connect with other students, faculty, staff, and organizations and activities on campus. In their second year, students must successfully complete BA 220. BA 220 is to be taken in students' fourth semester and is intended to develop

“professional presence”—the verbal and nonverbal skills necessary to excel professionally. BA 100 and BA 220 are one-semester-hour courses required for graduation. The hours count in the calculation of tuition, full- or part-time enrollment status, and financial aid eligibility. However, the hours do not count towards the 120 hours necessary to graduate.

## Foreign Language Requirement

The College of Business Administration requires at least two years of a single foreign language in high school with minimum grades of C as a criterion for admission. Students who are admitted with a deficiency in this area must take two semesters of a single foreign language at the college level with minimum grades of C or prove proficiency in a foreign language.

## General Education Core

General Education at UIC is designed to serve as a foundation for lifelong learning. Students are required to complete a minimum of 24 semester hours in the General Education Core with at least one course from each of the following categories:

1. Analyzing the Natural World
2. Understanding the Individual and Society
3. Understanding the Past
4. Understanding the Creative Arts
5. Exploring World Cultures
6. Understanding U.S. Society

For a description and a list of courses for each General Education Core category, students should consult the *General Education* (<http://catalog.uic.edu/ucat/degree-programs/general-education>) section of the catalog. Information on meeting the General Education requirements for each College of Business Administration degree program is detailed in the previous section on General Course Requirements.

## General Education Proficiencies—University Writing Requirement

A minimum grade of C in ENGL 160 and ENGL 161 is a degree requirement. Transfer students who have taken the equivalent of ENGL 160 and/or ENGL 161 at other institutions may only receive graduation credit for these courses if they earned minimum grades of C.

## Mathematics Requirements

**Business students must register for a mathematics course every semester beginning with their first semester of enrollment until one of the required mathematics tracks has been completed.** After completing the required math courses, students must enroll in Business Statistics (IDS 270). Some students may be required to take prerequisite math courses prior to enrolling in the required math courses. Credit earned for these prerequisite courses will not count toward the hours required for graduation, and the grades earned are not included in the grade point average (GPA). Students may place anywhere in this sequence:

### Courses

MATH 090 Intermediate Algebra <sup>a</sup>
MATH 110 College Algebra
MATH 125 Elementary Linear Algebra
MATH 165 Calculus for Business
MATH 180 Calculus I

- <sup>a</sup> Satisfactory grades are required in MATH 090 to progress to the next math course.

## Other Requirements

### Course Work Limitations

Courses that duplicate previous course work do not count toward graduation, nor do courses in which failing grades are received. Furthermore, credit earned in the following courses does not count towards graduation:

### Courses

BA 100	Introduction to UIC and Professional Development
BA 220	Business Professional Development II
BA 289	Business Internship Program
	English as a Second Language courses
ENGL 070	Introduction to Academic Writing for the Nonnative Speakers of English
ENGL 071	Introduction to Academic Writing
MATH 090	Intermediate Algebra
MATH 118	Mathematical Reasoning
MATH 121	Precalculus Mathematics
MATH 140	Arithmetic and Algebraic Structures
MATH 141	Algebraic and Geometric Structures
	Kinesiology and military science courses
	Foreign language courses taken to fulfill a deficiency in the CBA foreign language additional graduation requirement

The only exception is that students may earn 3 semester hours of credit in ENGL 070 or ENGL 071 and a waiver of ENGL 160 if written authorization is received from the Department of English. BA 100, BA 289, ESL courses, MATH 090, and Academic Skills Program courses do not carry academic credit and will not be used in computing the grade point average, but will be used for the purpose of determining full- or part-time status, and for financial aid eligibility.

## Grade Point Average (GPA) Requirement

In addition to meeting all University requirements for the degree, students must earn a minimum cumulative GPA of 2.00/4.00 in each of the following to qualify for graduation:

1. all courses taken at the University of Illinois at Chicago
2. all courses (UIC and transfer) counted toward the degree and
3. in the major.

## Graduation Declaration/Filing to Graduate/Degree Completion

The College of Business Administration is dedicated to assisting students with the achievement of both their academic and professional goals in a timely manner. One semester before graduation, CBA students are required to meet with their academic advisor to complete a graduation check. When students register for their final semester of courses, they will also declare their intent to graduate online using Student Self-Service. The deadline to declare graduation in the *my.UIC* system is the end of the third week (fall and spring) or second week (Summer Session 2) of the term in which graduation is sought. Failure to complete these two steps may delay the awarding of the degree to the next semester. A final review of the records will be made following the close of the term.

Students completing all degree requirements for their declared major will need permission from their college to enroll in additional undergraduate courses. See online catalog <http://www.catalog.uic.edu/ucats/degree-programs/univ-degree-requirements-graduation> for a complete description of this policy.

## Enrollment Residence Requirement

The following college enrollment residence requirements apply to all CBA students:

- Once a student has reached junior standing (earned 60 semester hours of college credit), he/she must earn at least 60 additional semester hours at an accredited four-year institution. The college and department enrollment residence requirements must also be fulfilled.
- The last 30 hours of course work must be taken in enrollment residence at UIC. Furthermore, at **least 30 of the 60 semester hours in the *Business Course Requirements* section of the curriculum must be taken in enrollment residence at UIC.**
- At least two-thirds of the credit required for a departmental major must be completed at UIC.
- Concurrent attendance at the University of Illinois at Chicago and another collegiate institution or enrollment during the summer at another institution, when approved by the student's college, does not interrupt the UIC enrollment residence requirement for graduation.

## Ethics Requirement

All students are required to demonstrate understanding of business ethics through completion of an online ethics examination or by taking an ethics course offered in the CBA.

## Assessment Requirement

To ensure the quality of the academic program and to assist in continuous improvement efforts, all students must participate in one assessment event prior to graduation. Students will register for a non-credit course (BA 395) to complete this requirement.

## Computer Requirement

Business students are required to have a laptop computer that can run the latest versions of Microsoft Windows and Office and has Wi-Fi or wireless Internet access.

## College Policies

### Academic Load

To be considered a full-time student during the fall and spring semesters, a student must be registered for a minimum of 12 semester hours. For Summer Session 1 (Four-Week) and Summer Session 2 (Eight-Week), UIC considers a total aggregate of 6 semester hours as the minimum number necessary to constitute full-time enrollment. A maximum of 18 semester hours may be taken in a semester (12 hours between the two summer sessions). To complete a CBA degree within four years, a student must take an average course load of 15–16 hours per semester. Students requiring prerequisite math or English courses should plan to attend summer school to ensure timely graduation and meet this goal. For each hour of registered course work, students should expect to complete three hours of homework, studying, and reading.

### Academic Probation and Dismissal Rules

Students' academic status will be based on their semester or cumulative grade point average. Students are in "good standing," "on probation," or "dismissed." Students can check their academic status after each

semester on *my.UIC*. Students who are on academic probation or who have been dismissed are informed of their status by UIC email from the college following the end of the semester.

## Probation Rules

Students will be placed on academic probation in any term in which they earn either a cumulative or semester grade point average of less than 2.00/4.00. They will then be expected to earn at least a 2.00/4.00 semester grade point average and to raise their cumulative grade point average to a 2.00/4.00 to achieve good academic standing.

Academic probation at UIC can only be removed by successfully completing additional course work at UIC. Probation is broken down as follows.

Probation Level	Conditions	Consequences	Remedy
Semester Probation	Semester GPA is below 2.00/4.00, but the UIC cumulative GPA is 2.00 or higher	Warning status is assigned.	Must meet with an advisor to discuss academic difficulties and seek tutoring, if necessary.
Academic Probation	UIC cumulative GPA is below 2.00/4.00	Academic restrictions enforced until required GPA level is achieved.	Must meet with an advisor to discuss their academic progress, sign an academic contract, and seek tutoring in difficult subjects. Students are required to meet with an academic advisor three times each semester until they are no longer on probation.
Dismissed	UIC cumulative GPA is considerably below 2.00/4.00	Student is dismissed from the university.	Student will not be allowed to register for classes at UIC.

The following rules are applied to determine the academic status of a student on probation:

1. A student in good academic standing is placed on semester probation for any semester in which less than a 2.00/4.00 GPA is earned, but the UIC cumulative GPA is 2.00 or higher (Warning Status).
2. A student in good academic standing is placed on academic probation in any semester in which the UIC cumulative GPA falls below a 2.00/4.00.
3. A student currently on academic probation is continued on academic probation (unless dismissed from the university) until both the cumulative GPA and the UIC GPA are raised to 2.00/4.00.

CBA Undergraduate Programs determines the conditions of probation. In addition to specifying the grade point average, the college may require the completion of specific courses, limit the number of hours for which

students register, and exclude students from taking certain courses while on probation.

All students on probation are required to adhere to the following terms of probation (academic restrictions). Failure to do so will result in registration holds and possible academic dismissal.

1. Students must meet with their academic advisor to complete an academic contract. The contract will include any requirements and/or restrictions for the student's next semester.
2. Students must schedule an appointment with their CBA academic advisor two additional times during the semester to discuss their academic progress for the term.
3. Students cannot register for more than 12 hours of course work for the semester (6 hours during the summer term).
4. Students must seek tutoring in their weak subject areas, i.e. math, accounting, economics, statistics, etc. Tutoring is available in the College of Business Administration Undergraduate Programs Office, during the fall and spring semesters, the Honors College, the Business Learning Center (BLC), and the Mathematical Science Learning Center, as well as many other support programs on campus.

## Dismissal Rules

1. If a student is on academic probation, the student may be dismissed in any term in which he/she fails to meet the grade point average required by the probation status and in which the cumulative grade point average in courses taken at UIC is less than 2.00/4.00.
2. If a student is on academic probation, the student may be dismissed in any term in which he/she fails to meet the grade point average required by the probation and in which the combined transfer and UIC grade point average is less than 2.00/4.00.
3. If the student fails to make any significant progress toward a degree, the student may be dismissed from the college, and is therefore ineligible to enroll at the university in subsequent semesters.
4. The student may be dismissed in any term in which he or she fails to comply with the conditions set by the College of Business Administration.

## Change of Course Schedule—Dropping Courses

Undergraduate students may drop courses using *my.UIC* through the end of the second week of classes for fall and spring semesters, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2. During weeks 3 through 10 of the fall and spring semesters (first Thursday through the second Wednesday of Summer Session 1 or weeks 2 through 5 of Summer Session 2), students may drop courses with the permission of their major college. If the drop occurs between 0 and 2 weeks in fall and spring, there will be no notation on the transcript. If the drop occurs during weeks 3 through 10 in fall and spring (first Thursday through the second Wednesday of Summer Session 1 or weeks 2 through 5 of Summer Session 2), a W is noted on the transcript. Undergraduate students may drop a maximum of 4 UIC individual courses that result in a W notation on their transcript during their entire undergraduate degree program.

To avoid difficulty, CBA suggests that students do the following:

- Meet with a CBA academic advisor each semester to plan a manageable course schedule and stay on track for graduation.

- Get feedback from their instructors before the drop deadline to determine if they are succeeding in their classes.
- Give careful consideration before using this option early in their academic career.

## Change of Major/Declaring a Major

Students are encouraged to discuss their options for majors within the College of Business Administration with faculty, career advisors, and academic advisors. CBA students must declare a major by the end of their sophomore year. Declaring or changing a major is done by making an appointment with an academic advisor.

## Class Attendance

CBA's expectation is that students will attend all classes because it is necessary for achieving academic success. Each instructor may establish specific attendance requirements for his/her course. The instructor is responsible for making the attendance policy clear to the students. An instructor cannot drop a student from a course due to nonattendance. It is the student's responsibility to make certain that all courses are added and dropped properly by the published deadlines.

## Closed Courses

Courses close because a maximum enrollment capacity is placed on each course. This limit cannot be exceeded due to safety and environmental regulations. It is necessary that students register at their assigned time to ensure the preferred course schedule.

## College Level Examination Program (CLEP)

The College of Business Administration accepts a maximum of 30 semester hours of CLEP (College Level Examination Program) credit toward the degree requirements. Examinations may provide credit if approved by the college. CLEP credit will be awarded toward the CBA degree requirements based on the description and content of the exam, permission from the college, and the score earned on the exam. A minimum score of 65 is required. The CBA does not accept CLEP for English composition or foreign language credit. CLEP exams are administered on campus by the Office of Testing Services at (312) 996-0919.

## Course Prerequisites

Students must meet all course prerequisites. The most up-to-date prerequisites for courses are listed on *my.UIC* (<http://my.uic.edu/common>). Prerequisites are put on courses to ensure students' success in the course and to maximize understanding and comprehension of the academic material. Students who do not meet published prerequisites may be **dropped** from the course.

## Credit/No Credit Option

Students may elect to take courses on the credit/no credit option under the following conditions:

1. Students must be on clear academic status, not on academic probation;
2. Students must be enrolled full-time at UIC;
3. Only one course per semester may be taken on the credit/no credit option;
4. A maximum of 21 semester hours of credit/no credit course work can be earned at UIC. Courses that may **not** be taken on the credit/no credit option include:

## Courses

ENGL 160	Academic Writing I: Writing in Academic and Public Contexts
ENGL 161	Academic Writing II: Writing for Inquiry and Research
BA 200	Managerial Communication
COMM 100	Fundamentals of Human Communication
ECON 120	Principles of Microeconomics
ECON 121	Principles of Macroeconomics
MATH 125	Elementary Linear Algebra
MATH 165	Calculus for Business
MATH 180	Calculus I
MATH 181	Calculus II
<ul style="list-style-type: none"> <li>• Business Core courses</li> <li>• Courses taken to satisfy a requirement of a particular major, i.e., the advanced quantitative skills requirement for Finance, and Information and Decision Sciences majors</li> <li>• Major business courses</li> <li>• Business elective courses</li> <li>• Any accounting courses</li> <li>• Any course a department or college stipulates as not eligible to be taken under the CR/NC option; this restriction should be listed on the course syllabus</li> <li>• Minor courses</li> </ul>	

To elect this option, students must complete a Credit/No Credit Form in the CBA Undergraduate Programs office. The form must be submitted to 1118 UH by 4:15 p.m. (the close of business) on the tenth day of instruction (or the first Friday of Summer Session 1 or the second Friday of Summer Session 2). No exceptions will be made to this policy.

## Double Major, Double Degrees, and Second Bachelor's Degree

### Double Major

Students pursuing a double major or dual major will have a GPA requirement and will require approval from the college/department offering the degree.

### Double Degrees

Students interested in pursuing a double degree should submit a formal request via general petition to the undergraduate programs office. If a student's request is approved, the College of Business Administration will serve as the primary college.

### Second Bachelor's Degree

Applicants who have already earned a bachelor's degree must apply to the graduate program <http://business.uic.edu/liautaud-graduate-school-business-uic>.

## Graduate-Level Courses for Undergraduate Credit

The College of Business Administration prohibits undergraduate students from registering for graduate-level courses and the use of graduate-level credit applied toward the undergraduate degree. Students should understand that graduate-level courses taken by an undergraduate student are not applicable toward a future graduate or professional degree.

## Independent Study

Students are required to contact an instructor in their major field of study to propose a topic for independent study. If approved, a Request for Independent Study Form must be completed and approved by the academic department before registering for an independent study course. In addition, if the course is to be applied toward the major, a formal petition must be approved by the department head and the Undergraduate Programs Office of the college. Students should consult the department office for specific procedures regarding enrollment in independent study courses.

## Petition Procedure

Students who want to make formal requests or appeal college policies do so by using a petition process. CBA has various types of petitions available for different types of appeals, requests, or clarifications of policies and requirements. Petition forms and advice for completing these forms are available in the Undergraduate Programs Office in 1118 UH or on the CBA website <https://businessconnect.uic.edu/student-services/academic-resources>.

## Proficiency Examinations

Students interested in earning proficiency credit should contact the department for information concerning eligibility and availability of a proficiency exam. This is subject to the university, college, and departmental policy on proficiency examinations. Proficiency credit cannot be earned by CBA students for major-level courses, nor can proficiency credit earned for a foreign language be used towards the degree. A student who earns proficiency credit is given the amount of credit toward graduation regularly allowed in the course. Proficiency credit is not considered an interruption of the enrollment residence requirement, nor a satisfaction of the last 30-semester-hour enrollment residence requirement for graduation.

## Required Advising for Registration Approval

Each semester, all Accounting majors, who have started taking major-level accounting courses, are required to meet with an academic advisor and an assigned faculty advisor in their major department prior to receiving approval to register. Students on academic probation must also meet with an academic advisor prior to registering for the next semester. Registration holds will not be removed from the student's account until these conditions have been met.

## Repeat Policy for Standard Graded Courses

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. The College of Business Administration requires students to discuss any plan to repeat a course with their academic advisor before they register to repeat the course.

Courses with A, B, or C grades may not be repeated. Courses with D or F grades may be repeated once with written permission. In all cases, the original grade for the course and the grade for each repeat will appear on the transcript. The original grade and the grade for each repeat will be calculated into the grade point average. Only one registration for the course counts toward the total number of credits required for graduation. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

To repeat a course more than once requires written permission from the student's college. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should consult their college before repeating a course.

## Undergraduate Grade Point Average Recalculation Policy

- Colleges may elect to implement this policy as early as the end of the junior year, or as late as the final semester during degree certification.
- The college will evaluate each student unable to graduate because of an academic grade point average deficit. The deficit may occur in the UIC GPA, the program GPA, or both.
- The academic record is examined so as to determine if courses, deemed appropriate by each college, with grades of F or grades of D, may be excluded from the student's grade point average.
- A total of four courses may be excluded, with one course excluded at a time until the necessary quality points are obtained to meet the UIC GPA requirement and/or degree program minimum GPA. The credit hours associated with excluded course grades will not count towards graduation requirements.
- Only the college can initiate course exclusions, and only in consultation with the evaluated student.
- Students may not request exclusions.
- Only courses taken at UIC may be converted as part of this policy.
- This policy only applies to undergraduate degree seeking students.
- All courses taken and all grades will remain on the official transcript.
- The grade exclusion policy does not apply to courses failed as the result of a student conduct hearing.
- In cases where these procedures would impact program accreditation, licensure or similar, colleges may use their discretion to allow the policy. Colleges, departments, and programs may have discretion in choosing courses that impact the student's major.

## Transferring

### Intercollege Transfer Students

UIC students from other colleges may apply for transfer to the College of Business Administration. Admission is competitive and based on space availability. The College of Business Administration holds biweekly information sessions for students who wish to transfer into the college. Information on application procedures and deadlines is available at these sessions and in 1118 UH. Call (312) 996-2700 to sign up for an intercollege transfer information session.

The following is a list of the **minimum** criteria needed to be considered for admission:

- Students must have a minimum UIC grade point average of 2.50/4.00 and a cumulative grade point average (UIC and transfer) of 2.50/4.00 in 36 or more semester hours of course work to have their records reviewed by the college.
- Students on academic probation or dismissal status will not be considered for admission.
- Students must have successfully completed one of the following math courses with a minimum grade of C: MATH 125 (MATH 160 is the equivalent), MATH 165, or MATH 180.

## Transfer Students from Other Colleges and Universities

Admission into the college is competitive. The college reserves the right to adjust admissions criteria based on number of applications received and space availability.

The following guidelines list the minimum requirements to be considered for admission to the College of Business Administration:

- At the time of application,<sup>a</sup> a student must have completed a minimum of 24 semester hours (36 quarter hours) of credit with at least a 2.50/4.00 GPA.
- At the time of enrollment,<sup>a</sup> a student must have completed a minimum of 36 semester hours of credit with at least a 2.50/4.00 GPA.

See the Office of Admission Transfer Guide (<https://admissions.uic.edu/undergraduate/undergraduate-requirements-deadlines/transfer-requirements/transfer>) for more information about transfer admission requirements.

- <sup>a</sup> *It is highly recommended that students complete their required Academic Writing courses, Finite Math or Linear Algebra, and either Business Calculus or Calculus I with minimum grades of C by the time of enrollment at UIC.*

## Transferring Out of the College of Business Administration

Students should follow the process of the receiving college when requesting a transfer out of the College of Business Administration.

## Minors

The College of Business Administration offers the following minors. Completion of one of these programs will be noted on the official UIC transcript upon graduation.

Minor	School/Department	Hours
Business Administration	Interdepartmental	18–19
Business Analytics	Information and Decision Sciences	12
Business Operations	Information and Decision Sciences	12
Entrepreneurship	Managerial Studies	12–15
Finance	Finance	15
International Business	Interdepartmental	15
Management Information Systems	Information and Decision Sciences	12
Managerial Skills	Interdepartmental	12

## Academic Advising

Academic advisors are located in the CBA Undergraduate Programs Office located on the 11th floor of University Hall. Office hours are Monday through Thursday, from 8:30 to 4:45 and Friday, 8:30 to 4:30. Additional information can be found online at <https://businessconnect.uic.edu/undergraduate>.

## Advising Policy

The CBA Undergraduate Programs Office provides academic advising regarding course selection and registration, transfer credit, academic probation, and progress made toward the degree. It is the student's



responsibility to make certain that the degree requirements are fulfilled. The college strongly recommends that all students meet with an advisor each semester to plan a manageable course schedule to stay on track for graduation.

## Required Advising

Students must meet with an advisor for any of the situations listed below:

- All new students must attend an Orientation session to meet with an advisor and register for classes.
- All beginning freshmen must meet with their academic advisor each semester during their first year.
- All new transfer students are assigned an advisor and must meet with them during their first semester.
- Juniors and seniors majoring in Accounting are required to meet with a college advisor prior to meeting with an assigned faculty advisor in the Accounting department each semester.
- Students on academic probation and whose UIC GPA is below 2.00/4.00 must meet with an advisor three times each semester until the probationary status has been cleared.
- All graduating seniors are required to meet with an advisor for a graduation check the semester before they plan to graduate. See *Graduation Declaration/Filing to Graduate/Degree Completion* in this section of the catalog for information on filing to graduate.

Individual academic advising is by appointment. General questions can be answered by phone and email. Students faced with an emergency situation should contact the director of academic services at (312) 996-2700.

## Policies to Ensure Academic Progress

- Meet with an academic advisor each semester to facilitate academic success and stay on track for graduation.
- It is recommended that students enroll in a manageable course load of 12–13 hours the first semester of the freshman year. After the first semester, to complete the degree within four years, a student must enroll in an average course load of 15–16 hours per semester every semester after their first. The maximum course load is 18 hours per semester (12 hours between the two summer sessions).
- Students must choose courses for which they meet the prerequisites. Current prerequisites are listed on *my.UIC* or the online course descriptions.
- Students must enroll in a math or statistics course each semester until the sequence is completed.
- ENGL 160 and ENGL 161 should be completed by the end of the freshman year with minimum grades of C.
- ECON 120 should be completed during the first semester in which a student is enrolled for MATH 125 or MATH 180.
- IDS 200 should be completed after the first semester of the freshman year or during the sophomore year.
- IDS 355 should be completed the semester after IDS 200 and IDS 270 credit is earned.
- Finance and Information and Decisions Science majors should complete the advanced quantitative skills course after IDS 270 credit is earned.

## Academic Honors

### College Honors

College Honors are awarded when a student graduates and are noted on both the diploma and transcript. To qualify for College Honors, students must do the following:

1. Complete the degree requirements.
2. Earn a minimum of 60 semester hours of credit at UIC.
3. Achieve a minimum UIC cumulative grade point average of 3.50.

### Dean's List

Students are eligible for the Dean's List if they have completed a minimum of 12 graded hours, or 6 graded hours during the summer term, and if they earn a term grade point average of 3.50 or higher. Although the grade point average excludes courses taken on the credit/no credit option, a student who fails a course taken under this option is **ineligible** for the Dean's List.

### Department Honors

Department Honors are awarded when a student graduates and are noted on the UIC official transcript. Department honors are awarded if the student meets the grade point average criteria listed below:

- **Distinction:** Overall GPA of 3.25 and major GPA of 3.25
- **High Distinction:** Overall GPA of 3.50 and major GPA of 3.50
- **Highest Distinction:** Overall GPA of 3.75 and major GPA of 3.75

## Special Programs and Opportunities

### Undergraduate Programs

- The CBA's official mode of communication is through UIC email. The CBA keeps its students informed of news and deadlines through the UIC Business newsletter. CBA students are expected to check their UIC email account daily for updates.
- The CBA awards approximately \$500,000 in scholarships per year. Applications are submitted online in January with the deadline in early February. Scholarship recipients are notified in April and the scholarship awards are distributed in the next fall semester. The information about applying can be found online <https://businessconnect.uic.edu/student-services/scholarships>.
- Student organizations related to each of the business majors provide opportunities for students to interact with faculty, alumni, and corporate professionals. Some of the CBA student organizations are: Accounting Club, Beta Alpha Psi, Beta Gamma Sigma, The Business Student Advisory Board, The Finance and Investment Group, Collegiate Entrepreneurship Organization, Latino Association of Business Students, American Marketing Association, Management Leadership Association, National Association of Black Accountants, Information and Decision Sciences Organization, INFORMS, UIC has over 300 registered student organizations. Organizations can be found at <http://campusprograms.uic.edu>.
- The CBA newsletter is sent to students by email regularly and informs students about academic deadlines, policies, career opportunities, scholarships, and other CBA-related news.
- The CBA offers Honors business courses each semester. Students must either be a member of the Honors College or have a cumulative GPA of 3.40/4.00 to take these courses. The Honors courses provide an enhanced classroom experience and more contact and interaction

with the professor. The Honors Course Designation will be noted on the official UIC transcript.

- Business students may opt to live on the Business or Entrepreneurship floors of the residence halls which provide an opportunity to connect, study, and socialize with other business students. Special programs are delivered by the college in the residence hall.
- Notable authors and business executives are invited to speak and interact with CBA students on a regular basis. Professional development opportunities will be offered.
- The CBA Tutoring Program is available to business students in the areas of accounting, finance, and statistics.

## Business Career Center

The Undergraduate Business Career Center (BCC) encourages students to participate in many activities that are designed to prepare future business leaders for their careers. Information can be found at <https://businessconnect.uic.edu/business-career-center>.

- Career advisors help students gain career preparation and planning skills that they can use throughout their careers.
- Resume development and mock interviews help maximize each student's opportunity for employment.
- Internships expose students to professional organizations through full-time and part-time paid internships. Students gain hands-on experience with corporate, nonprofit and governmental clients in their fields of study.
- Students can meet hundreds of company representatives and learn about employment trends, salary ranges, and corporate cultures through student organizations and campus job fairs.
- The Business Career Center hosts career fairs, corporate information sessions, resume expos, mock interview days, job shadow days, and other career related events.

Career advising services include:

- Career path and job market information
- Resume and cover letter reviews

We *Coach* students:

- in 1:1 career advising sessions
- at our Resume Expo
- during mock interviews
- through preparation sessions

We *Expose* students to employers through our:

- Internship Preparation Series
- MBA Career Topics
- corporate site visits
- Alumni for You Program

We *Connect* students to employers via our:

- Business Career Fair
- Meet the Firms, Accounting Career Fair
- On-campus Interviews

The Undergraduate Business Career Center is located on the first floor of Douglas Hall. More information can be found online <https://businessconnect.uic.edu/business-career-center/services>.

## Academic Options

- UIC Business Scholars Program is a highly selective four-year cohort honors program for first-year undergraduate business majors designed to develop leadership excellence and professionalism through courses, workshops, service opportunities, and development activities. Students who qualify for in-state tuition will be awarded a minimum scholarship that is renewable for up to four years as long as the student remains eligible.
- The UIC Study Abroad Program and Exchange Program provide students the opportunity to take courses in universities around the world. Courses must be reviewed and approved by the College of Business Administration for credit towards graduation.
- A Certificate in Entrepreneurial Studies is available to students in the College of Business Administration interested in the area of small business. This is an excellent opportunity for students to choose their major electives with an academic objective.
- Students may pursue Minors in: Business Administration, Business Analytics, Business Operations, Entrepreneurship, Finance, International Business, Management Information Systems, or Managerial Skills.

## Honor Code

As an academic community, the College of Business Administration at the University of Illinois at Chicago is committed to providing an environment in which teaching, learning, research, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the college community—students, faculty, staff, and administrators—share the responsibility of insuring that high standards of integrity are upheld so that such an environment exists.

In pursuit of these high ideals and standards of academic life, students will be expected to respect and uphold the UIC College of Business Administration Honor Code throughout their academic life at UIC. They will be expected to maintain the highest moral and ethical standards in all academic and business endeavors and to conduct themselves honorably as responsible members of the college academic community. This includes the following:

- Not to seek unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements;
- To represent fact and self truthfully at all times;
- To respect the property and personal rights of all members of the academic community.

Violations of the Honor Code are just causes for discipline under the University of Illinois at Chicago Student Disciplinary Policy, and all allegations of Honor Code violations shall be handled pursuant to that Policy.

## Student Organizations and Extra-Curricular Opportunities

Student groups, such as intramural sports teams, local and national chapters of fraternities and sororities, ethnic clubs, and academic and preprofessional organizations provide students with outlets for participating in activities which augment the educational experience. Many organizations are affiliated with the College of Business

Administration, and include the following: Accounting Club; Beta Alpha Psi; Beta Gamma Sigma, National Association of Black Accountants (NABA); American Marketing Association (UIC Chapter); Economics Club; Collegiate Entrepreneurship Organization; Finance and Investment Group; The Information and Decision Sciences Organization (IDSO); INFORMS Student Chapter; Latino Association of Business Students (LABS); the Management Leadership Association; and the National Asian American Society of Accountants.

## Beta Gamma Sigma

The College of Business Administration annually invites the upper 10 percent of the junior class and senior class to accept membership in Beta Gamma Sigma, the national scholastic honor society in the field of business administration. Inductees must have completed at least 30 semester hours at UIC and are chosen on the basis of their UIC and cumulative grade point averages.

## Sample Business Major Curriculum

Course	Title	Hours
<b>Freshman Year</b>		
<b>First Semester</b>		
BA 100	Introduction to UIC and Professional Development <sup>a</sup>	1
ENGL 160	Academic Writing I: Writing in Academic and Public Contexts	3
Math Track first course:		4-5
MATH 125 or MATH 180	Elementary Linear Algebra or Calculus I	
ECON 120	Principles of Microeconomics	3
COMM 100	Fundamentals of Human Communication	3
<b>Hours</b>		<b>13-14</b>
<b>Second Semester</b>		
ENGL 161	Academic Writing II: Writing for Inquiry and Research	3
Math Track second course:		4-5
MATH 165 or MATH 180 or MATH 181	Calculus for Business or Calculus I or Calculus II	
IDS 200	Intro to Management Information Systems	4
ECON 121	Principles of Macroeconomics	3
<b>Hours</b>		<b>14-15</b>
<b>Sophomore Year</b>		
<b>First Semester</b>		
IDS 270	Business Statistics I	4
ACTG 210	Introduction to Financial Accounting	3
BA 200	Managerial Communication	3
General Education Core course (example: Analyzing the Natural World) <sup>b</sup>		5
<b>Hours</b>		<b>15</b>
<b>Second Semester</b>		
BA 220	Business Professional Development II	1
ACTG 211	Introduction to Managerial Accounting	3

FIN 301	Introduction to Managerial Finance	3
MGMT 340	Introduction to Organizations	3
General Education Core course (example: Understanding the Past)		3
Elective		3
<b>Hours</b>		<b>15</b>

### Junior Year

#### First Semester

FIN 302	Introduction to Investments	3
MKTG 360	Introduction to Marketing	3
Advanced Quantitative Skills		3
General Education Core course (example: Exploring World Cultures) <sup>b</sup>		3
Elective		3
<b>Hours</b>		<b>15</b>

#### Second Semester

IDS 355	Operations Management	3
MGMT 350	Business and Its External Environment	3
Major course		3
Major course		3
General Education Core course (example: Understanding the Creative Arts) <sup>b</sup>		3
<b>Hours</b>		<b>15</b>

### Senior Year

#### First Semester

Global Business Perspectives		3
Major course		3
Major course		3
Business Elective/Major course		3
Elective		3
<b>Hours</b>		<b>15</b>

#### Second Semester

Major course		3
Major course		3
Business Elective/Major course		3
Business Elective/Major course		3
Integrative course		4
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>120</b>

<sup>a</sup> BA 100 and BA 220 are required one-semester-hour courses, but the hours do not count toward the total hours required for graduation.

<sup>b</sup> Courses may be taken in any semester in any order.