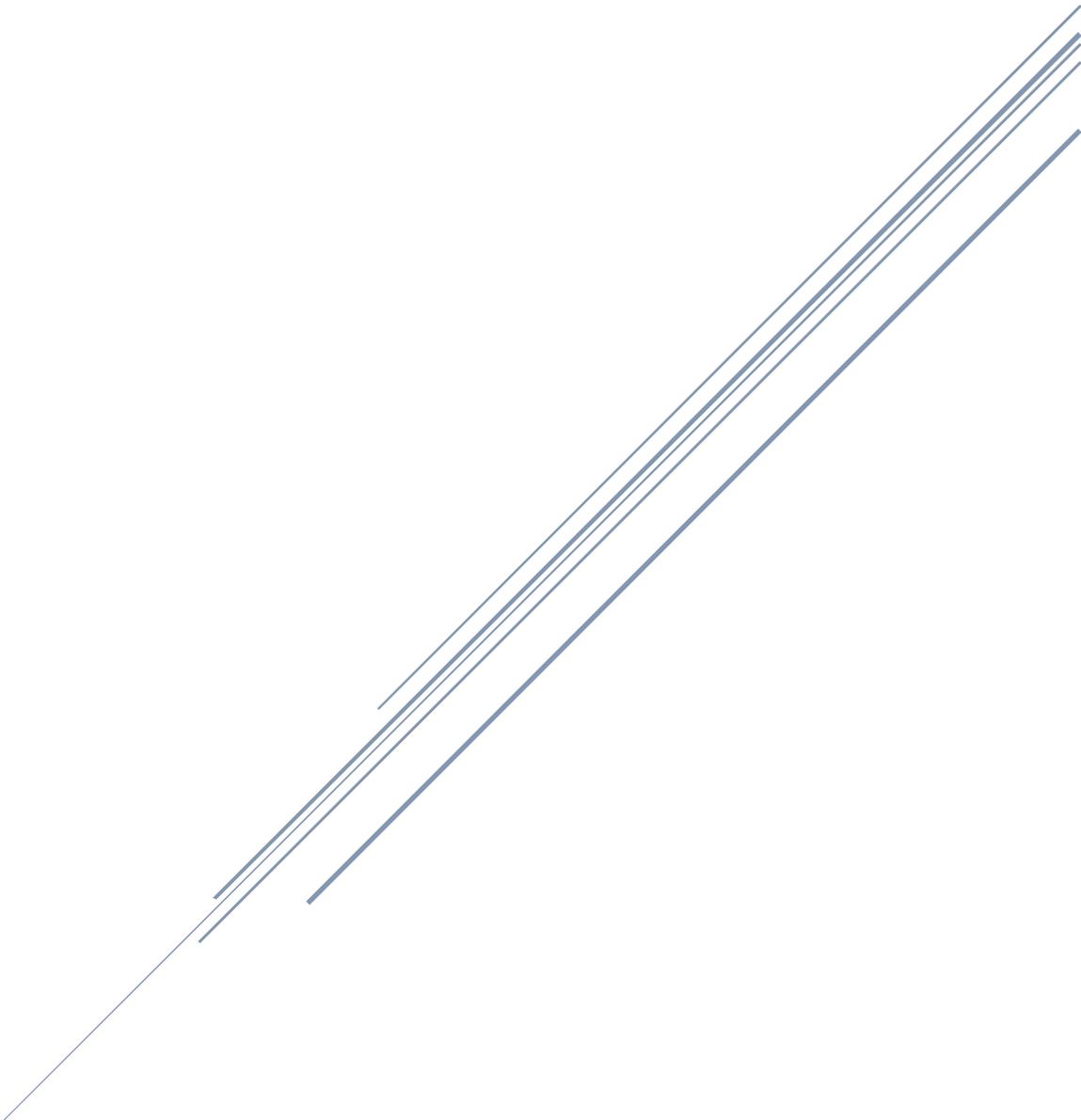


# TEPPER SCHOOL OF BUSINESS

## Undergraduate Student Handbook



2023-2024

Preface .....	4
Introduction .....	5
University Policies and Expectations .....	5
Carnegie Mellon Code.....	5
Carnegie Mellon University Statement of Assurance.....	5
Health and Wellness .....	6
Tepper School Community Expectations.....	6
Tepper School Undergraduate Programs Office.....	6
Undergraduate Programs .....	7
Academic Advising .....	7
Academic Advising Appointments .....	7
Academic Audits: Stellic.....	7
Academic Integrity Policies .....	7
Academic Record Review.....	8
Advanced Placement Credit.....	8
Academic Standards & Actions.....	8
Academic Progress.....	8
Good Standing.....	9
Concern Status.....	9
Academic Probation.....	9
Academic Suspension .....	10
Final Probation.....	10
Drop .....	10
Appeals.....	10
Auditing a Course.....	11
Course Drop .....	11
Course Grade Change Appeal Process.....	11
Course Load.....	11
Course Registration.....	11
Course Waitlists .....	12
Course Withdrawal .....	12
Cross-Registration PCHE Courses.....	13
Curriculum Requirements.....	13
Dean’s List .....	13
Graduate Study Opportunities.....	13
Graduation Requirements and Participation.....	13
Honors Thesis.....	13
Incomplete Grades.....	13
Integrated and Accelerated Master’s .....	13

Leave of Absence .....	14
Pass Grades .....	15
Policy Exemption Requests .....	15
Student Communications .....	15
Student Defined Major .....	13
Study Abroad .....	16
Tepper Building Room Reservations.....	16
Tepper Graduate Course Enrollment.....	16
Tepper Minors.....	16
University Honors .....	17
<b>Business Administration Policies .....</b>	<b>18</b>
Additional Major in Business Administration .....	18
Concentration Requirement for Primary Majors.....	18
Course Double Counts .....	18
Course Grade Policies .....	19
Dual Degree.....	19
General Education: Breadth (Classes 2022 & 2023)/University Core (Class of 2024 +).....	20
Internships for Academic Credit .....	20
Minor Requirements for Business Students & Additional Major Option .....	21
Pass Grades.....	21
Semester Course Overload .....	21
Transfer Credit .....	21
<b>Economics Policies .....</b>	<b>23</b>
Additional Majors.....	23
Course Double Counts .....	23
Course Grade Policies .....	24
Dual Degree.....	24
Economics and Mathematical Sciences Program Requirements .....	24
First Year Academic Advising .....	24
Graduate School Preparation .....	24
Omicron Delta Epsilon Honor Society.....	25
Senior Project.....	25
Transfer Credit .....	25
<b>Highlighted University Resources .....</b>	<b>26</b>
Career and Professional Development Center (CPDC).....	26
Center for Student Diversity and Inclusion.....	26
Computing Services.....	26

Counseling and Psychological Services (CaPS).....	26
The HUB .....	26
Office of Disability Resources (ODR).....	27
Office of International Education (OIE) .....	27
Religious and Spiritual Life Initiatives .....	27
Student Academic Success Center .....	27
Student Leadership, Involvement, and Civic Engagement (SLICE) .....	27
University Health Services (UHS) .....	27
University Libraries .....	28
Office of Undergraduate Research and Scholar Development .....	28

## Preface

The Tepper School of Business Undergraduate Student Handbook contains policies, expectations, and resources to support the Tepper School experience. This handbook is for use by the students, faculty, and staff at the Tepper School of Business at Carnegie Mellon University. All policies are subject to annual revision. URLs provided in this handbook are current as of July 2023. No parts of this handbook may be reproduced or distributed without written permission from the Tepper School.

We hope you use this handbook to support your undergraduate experience, and I invite you to contact me if you have questions regarding to the Undergraduate Student Handbook.

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## Introduction

### University Policies and Expectations

It is the responsibility of each Carnegie Mellon community member to be familiar with policies and guidelines pertaining to their role on campus. There are additional [University policies](#) for students to be aware of and responsible to follow as Carnegie Mellon students. Sections of this handbook have been reproduced from [The Word: Student Handbook](#) and the [Undergraduate Catalog as the original sources](#). All questions regarding this publication or University policies should be directed to the Undergraduate Programs Office.

### Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical, and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

### Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018

## Health and Wellness

It is essential that you take care of yourself as a CMU student. Everyone benefits from support during times of struggle. You are not alone at CMU. There are many helpful resources available on campus and an important part of the college experience is asking for help. Asking for support sooner rather than later is important. To achieve your goals and manage stress, do your best to maintain a healthy lifestyle by eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and taking time to relax.

If you, or anyone you know, experiences any academic stress, difficult life events, or feelings like anxiety or depression, you are strongly encouraged to seek support. [Counseling and Psychological Services \(CaPS\)](#) is available and ready to support all students. Consider reaching out to staff, faculty, or family members you trust for help getting the support that can help.

## Tepper School Community Expectations

The Tepper School of Business is committed to fostering a [diverse and inclusive community](#) based on trust, respect, and support toward all individuals, intellectual endeavors, and activities. It is expected that every individual contributes each day to recognizing, maintaining, and improving the community environment of the Tepper School. It is this shared environment of the Tepper School that best communicates and differentiates our uniqueness as a special learning place to earn an undergraduate degree. We must continually protect and nurture our community environment for all of us.

## Tepper School Undergraduate Programs Office

The Undergraduate Programs Office is open 8:30-5p, M-F and is in suite 2400 in the Tepper Building. In addition to program administration and academic advising, the Tepper School supports [student clubs](#), professional treks, community programs, new student orientation, and more.

## Undergraduate Programs

### Academic Advising

Each student receives an assigned academic advisor who provides clear, timely, and accurate information concerning programs, policies, procedures, and resources. The academic advisor is the student's first point of contact when discussing these policies, procedures, and resources. This includes course scheduling, concentration selection, minor declaration, additional major declaration, study abroad, transfer credit, and more. Advisors do not provide excused absences. Students should work with their academic advisor, housefellow, and Student Affairs resources if they will be away from CMU for extended time.

Economics students are assigned an advisor in the Dietrich College Academic Advising Center until they declare the Economics major. Upon declaration, they are assigned an Economics major advisor through graduation. Business Administration students are assigned a major advisor for their first and sophomore class years and then switch to a new advisor for their junior and senior class years. Students pursuing additional majors and/or minors receive their advisor assignment following their application review.

The Tepper School fully adheres and supports the [Carnegie Mellon University Statement on Advising](#).

### Academic Advising Appointments

The Tepper School uses [ScheduleOnce](#) to schedule advising appointments. Our staff expects that students attend appointments as scheduled. We recognize that there are times when you are unable to make the appointment if you are ill or have a scheduling conflict. In that case, please cancel the appointment through the same software.

### Academic Audits: Stellic

[Stellic](#) is the University's Academic Audit and is a student success platform for degree planning and the degree audit. Stellic displays a student's progress towards completing degree requirements while highlighting double-counts and allowing for exceptions. While the student transcript is considered the only official record of courses taken at CMU, Stellic is used by students and academic advisors to assess graduation progress. Students are responsible for monitoring their own academic progress toward degree completion and should periodically review the audit. Students should direct any questions regarding their audit to their academic advisor.

### Academic Integrity Policies

The Tepper School and Carnegie Mellon take academic integrity seriously and expect all students to do the same. In any manner of presentation, it is the responsibility of each student to produce their own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Student Academic Success Center and the CMU-Q Academic Resource Center unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be

specifically authorized by the course instructor(s). Students are responsible for reviewing, understanding, and adhering to the identified policies and procedures.

Students are not eligible to drop a course if they are involved in an active academic integrity matter concerning the course they wish to drop. The academic integrity matter must be resolved before changes to a student's class schedule can be pursued. The [Office of Community Standards and Integrity](#) is the campus resource available to students, faculty, and families to support community standards and academic integrity.

### Academic Record Review

Students should review their academic record on a regular basis using [Stellic](#) and [SIO](#). Academic advisors will also review student academic records as an advising appointment topic. If course information is missing from an academic record, students should report this to their academic advisor.

### Advanced Placement Credit

Students can earn course equivalency credit for qualified advanced placement scores from three sources: Advanced Placement (AP College Board), International Baccalaureate (IB), and Cambridge Advance Level & Edexcel Examinations. CMU does not have a maximum allowable number of advanced placement credit that students may earn; AP credit is not factorable in the QPA calculation. Students should consult the [Registrar's Office](#) to determine how advanced placement credit is awarded; each department determines their own policy and the Tepper School follows the campus guidelines. Students should discuss advanced placement with their advisor to determine how they may use the scores within the degree requirements. If a student takes the CMU course for which they were awarded advanced placement credit, the credit will be removed from the student record and the earned grade for the CMU course will be recorded on the transcript. Students cannot earn credit for both advanced placement and the equivalent course.

### Academic Standing and Actions

The Tepper School believes that each student can be successful in their academic pursuits. Academic actions support student success and create opportunities for students to reflect and utilize additional campus resources. Each student's academic pathway is unique and the Tepper School is committed to partnering with students as they learn and grow as future business leaders. At the end of each semester, a student's academic progress and performance is reviewed to determine student standing in the next academic semester.

### Academic Progress

Tepper students are expected to make adequate academic progress to ensure they complete their degree requirements within eight semesters. For most students, this means enrolling and completing at least 45 units per semester as they work to complete course requirements.

For business majors, academic progress is determined through these checkpoints: 1) completion of Computing @CM (99101) by the end of spring semester in the first year of enrollment; 2) by the end of

a student's fourth semester in the business program, the student has successfully completed at least 40% of business foundation and business core classes (A-D grades). This translates to 8 different 9-unit courses that fulfill the requirements in the business foundation and business core courses; 3) and at the completion of a student's sixth semester in the business program, the student has a declared minor and business concentration; 4) maintain a QPA at or above 2.0; 5) complete 36+ units per semester. Students earning less than 36 units in any given semester may be considered for an academic action due to lack of academic progress.

For economics majors, academic progress is determined by these barometers: checkpoints: 1) completion of Computing @CM (99101) by the end of spring semester in the first year of enrollment; 2) and at the completion of a student's sixth semester, the student has a declared minor; 4) maintain a QPA at or above 2.0; 5) complete 36+ units per semester. Students earning less than 36 units in any given semester may be considered for an academic action due to lack of academic progress.

There are times when it is appropriate for students to enroll and complete less than 45 units and students should consult with their advisor to make the decision that is best for their immediate and long-term success. If a student enrolls and completes less than 45 units, they may be reviewed to ensure they are making adequate progress toward degree completion.

#### Good Standing (Departmental Status)

To graduate in eight semesters, students need to earn an average of 45 units per semester and maintain at least a 2.0 QPA.

#### Concern Status (Departmental Status)

Students who are not making adequate progress toward the degree, demonstrated either through QPA or semester course load, may receive a concern notification. Receiving the letter of concern notifies students that they need to engage with their advisor to reflect on their academic performance, address their progress, and determine a plan for success. Students who receive a letter of concern are required to complete an Academic Success Plan with their advisor (instructions are included in the notification).

#### Academic Probation (Departmental Status)

Students with a semester QPA below 2.0 and/or did not earn at least 36 factorable units are reviewed for departmental probation. Students with a cumulative QPA below 2.0 may also be placed on probation. When a student is placed on probation, the Tepper School identifies expectations during the upcoming semester to support student success that must be met. Students on probation are required to complete an Academic Success Plan with their advisor (instructions are included in the notification). Students with probation status are not permitted to overload.

Students with probation status are reviewed by the Tepper School at the end of their probation semester. Students will return to good standing when they meet their probation expectations, earn at least a 2.0 semester QPA, complete at least 36 units, and earn a cumulative QPA at or above 2.0.

### Academic Suspension (University Status, Department Decision)

Students who do not meet their probation requirements qualify for academic suspension. When a student is academically suspended, the Tepper School remains committed to student success and works with students on suspension throughout the suspension in targeted ways to ensure a successful return and sustained recovery during their CMU career. When a student is placed on academic suspension, they must meet with their academic advisor and the assistant dean to develop a plan for their future success. There are three phases that define the support: phase one (immediately after academic suspension decision); phase two (during the academic suspension); phase three (preparing for the return). Information about these phases is provided in the academic suspension notification. Each phase includes advisor outreach to check-in with the student. While on academic suspension, there are [impacts](#) for students to be aware of while away.

To return from academic suspension, the Tepper School requires the student to submit material for review to determine a student's eligibility to return. Information about the materials required to return from academic suspension and the deadline for submission are communicated within the academic actions letter. The University defines the [suspension policy](#):

University Suspension is a forced, temporary leave from the university...*Academic Suspension* is the result of poor academic performance or violation of academic regulations and is imposed by the student's college or academic department (see university and college academic policies).

### Final Probation (Departmental Status)

Following an academic suspension, Tepper School students return on final probation. When a student is placed on final probation, conditions are identified during the final probation semester that must be met to support student success. Students on final probation are required to complete an Academic Success Plan with their advisor (instructions are included in the notification) and follow additional conditions outlined by the Tepper School. Students with final probation status are reviewed by the Tepper School at the end of the semester. Failure to meet final probation conditions may lead to an academic drop from the Tepper School.

### Drop (University Status)

Drop means permanent expulsion from the Tepper School. This normally follows a student's failure to meet minimal academic performance while on final probation following academic suspension.

### Appeals

Students have the right to appeal Academic Actions Committee decisions to the Tepper School Dean or their appointed designee. All appeals must be received in writing by the deadline printed in the academic standing notification. Additional information about appealing an academic action decision is found in [The Word: Student Handbook](#).

### Auditing a Course

Undergraduate students are permitted to audit courses as defined in the [Undergraduate Catalog](#). Students are encouraged to consult with their academic advisor about this option.

### Course Drop

Students are permitted to drop a course before or on the drop deadline (as published in the [Academic Calendar](#)). When a course is dropped, the course is removed from the student schedule and does not appear on the academic record. Students are responsible to review the [Academic Calendar](#) to understand the drop deadlines. The [University Registrar's Office](#) publishes and administers the drop policy and process.

The [late drop voucher system](#) permits a limited number of late course drops after the drop deadline. Undergraduate students can use three drop vouchers over the course of their undergraduate career and may use only one voucher per semester (including summer). Students must confirm the late drop voucher in SIO within 24 hours of receiving the automated voucher email. Courses dropped using a voucher are removed from the student's record. Students may use drop vouchers up until the last day of classes each semester. Students wishing to use a late drop voucher must consult with their assigned academic advisor about the decision; the advisor initiates the process for the student after the advising appointment.

### Course Grade Change Appeal Process

Students requesting grade appeals must follow the CMU policy. The grade change appeal policy is posted in [The Word: Student Handbook](#). Tepper staff are not involved with grade change requests.

### Course Load

All undergraduate students must carry at least 36 units per semester to maintain full-time enrollment status. Students generally need to carry at least 45 units per semester to graduate within eight semesters. Students must meet with their academic advisor if they are considering dropping below 36 units and receive approval from their college to proceed below 36 units. International students are required to be enrolled full-time each semester to maintain their visa status. F-1 and J-1 students who are considering dropping below full-time must consult with the [Office of International Education](#) to determine eligibility for reduced course load authorization; failure to do so will result in the loss of legal immigration status.

### Course Registration

Students register for classes using [Student Information Online \(SIO\)](#). Registration times are determined by the university based on student class levels and rotate throughout a student's undergraduate career. The Tepper School expects students to meet with their advisor prior to course registration and to use SIO to plan their course schedules.

## Course Waitlists

Students are often waitlisted for courses. Primary majors in Business Administration and Economics have priority in their respective major courses. Students on waitlists are added to courses based on academic major, class level, their place on the waitlist, and available space. Students pursuing a Tepper additional major or a Tepper minor receive waitlist priority over students from other academic departments who are not pursuing any Tepper affiliated degree.

Each department at Carnegie Mellon handles waitlists differently. Please consult the [waitlist policy](#) for all non-Tepper School course waitlist situations. When prompted by the University Registrar's Office, if you want to remain on the waitlist, you should "tag up" to maintain your place on the waitlist. "Tag up" is a term used at Carnegie Mellon wherein students receive an email notification asking them if they wish to remain on a course waitlist. To "Tag up," students indicate if they want to stay on the course waitlist.

Here is the Waitlist Wisdom applicable for all students:

- There is no guarantee that you will be added to a course just because you are on the waitlist.
- Waitlists do mean "wait," you must be patient about your course schedule. Please note that if you are on a waitlist, you may not have an update about your waitlist status until the beginning of the semester.
- A course may appear to have open seats but will prompt with a waitlist. When this happens, it is because there are seats reserved for students in other departments.
- Your number on the waitlist does not necessarily mean that it is the order in which you will be enrolled in the course.
- Academic advisors do **not** manage waitlists but can consult with you about your waitlist status and your academic schedule.
- Instructors do **not** manage waitlists and should not be contacted about a waitlist status.
- You cannot add yourself to a waitlist for a different section of a course in which you are already enrolled.
- You should have a back-up plan when you register so that if a course is full, you have other options for the semester and don't have to add yourself to a waitlist. Registering for a different course that has available spots and still is a good choice for your semester is often the best option when facing a waitlist.

## Course Withdrawal

After the drop deadline, students may withdraw from a course. When a course is withdrawn, the course is assigned a W grade and appears on the transcript. The units remain for the withdrawn course but the W grade does not factor into the QPA calculation. The withdrawal deadline in each semester is published in the [Academic Calendar](#). Students who wish to withdraw from a course need to complete the University Registrar's Office [course withdrawal form](#), meet with their advisor to discuss the withdrawal, and submit the form to their advisor to be processed.

### Cross-Registration PCHE Courses

The [Pittsburgh Council on Higher Education \(PCHE\)](#) allows students to cross-register at a local institution in the fall or spring semester. Cross-registered course grades count towards the semester unit maximum total, follow the CMU residency requirements, and factor into the student QPA. If the same course is offered at Carnegie Mellon in the same semester, the Tepper School requires the student to take the course at Carnegie Mellon.

### Curriculum Requirements

Curriculum requirements for the Economics and Business Administration majors are found in the [Undergraduate Catalog](#). The year that students enter CMU dictates which catalog they must follow. Students who complete an internal transfer should consult with their academic advisor to confirm their curricular requirements.

### Dean's List

Tepper students who earn at least a 3.75 QPA with at least 36 factorable units (while receiving no conditional grades of "I" for Incomplete) receive Dean's List honors in fall and spring semesters. The Dean's List is published on the Tepper School website.

### Graduate Study Opportunities

Students who are interested in a graduate degree may wish to consider an accelerated Master's degree offered through the University. Students should consult the [Undergraduate Catalog](#) for available accelerated master's degree programs.

### Graduation Requirements and Participation

In order to graduate, students must meet all course requirements specified for the program (listed in the [course catalog](#) specific to the student's entering year), earn a 2.00 or higher cumulative QPA, and complete the required number of earned factorable units. Students must also meet all university residence requirements and all university financial obligations before being awarded the degree and diploma. Students with less than 36 units remaining to complete in their undergraduate degree requirements are eligible to participate in the diploma ceremony. In this situation, students participate in the event but do not receive their degree and diploma until all degree requirements, university residence requirements, and all financial obligations are met.

### Honors Thesis for Primary and Additional Majors

The Tepper School grants College Honors to graduating students who complete a senior honors thesis. The thesis is a two-semester research project with a written thesis as a final product and a presentation at the University's *Meeting of the Minds* research symposium in May. Eligible students must have at least 75% of their undergraduate course units and a 3.5 or higher cumulative QPA. The

honors thesis is 18 units in total and students receive College Honors upon graduation. Non-Tepper students pursuing the Tepper additional majors may apply for the Tepper School's College Honors.

### Incomplete Grades

Incomplete grades are an option in limited situations where a student has already completed the majority of course work. Students who receive an Incomplete grade(s) will work with their faculty member to identify the incomplete work and an agreed upon timeline for completing the work. Students who receive an Incomplete (I) grade will be reviewed for academic progress. The default grade assigned to an Incomplete grade will be considered in the academic actions review. To learn more about Incomplete Grades, students should consult the [Undergraduate Catalog](#).

### Independent Study

The Tepper School supports student research through credit-earning independent study with CMU faculty members. Students must be in good academic standing to be eligible for independent study. Students can earn between three and nine units of independent study for a factorable grade. The nine units are agnostic to which department awards them unless the Independent Study units are a requirement for a minor or additional major. Independent study cannot be used as a substitute for an existing course in the [Undergraduate Catalog](#) and cannot be a substitute for a curriculum requirement.

All independent study plans require the active involvement of a CMU faculty advisor who is responsible for the course structure and content activities, evaluation criteria, and final grade determination. Only one independent study is applied to the degree requirements. The [independent study application](#) must be received by or on the add deadline of the semester during which the study is anticipated.

### Integrated and Accelerated Master's Degree (3-1-1 program)

Integrated and Accelerated Master's Degree programs enable undergraduate students to earn both an undergraduate degree and a masters degree by remaining one additional year at Carnegie Mellon.

Integrated and Accelerated Master's Programs represent a considerable savings in cost and time. Students attain further breadth and/or depth of knowledge in their area of study, broadening their post-graduation career opportunities.

The Tepper School of Business offers an integrated and accelerated Master of Business Administration (MBA) to CMU undergraduate students completing either a Business Administration major or an additional major in Business Administration. Students complete 3 years as a CMU undergraduate, followed by 1 year of integrated undergraduate and graduate study, followed by 1 full year of graduate MBA coursework at Tepper. This allows students to complete the two degrees within 5 years.

To be admitted to the program, students must have applicable work or internship experience and have attained grades of B or higher in the following courses: 70-257, 21-257 or 21-292; 73-102; 70-122; 70-

371; 70-381; and 70-391.

**Students must apply and be admitted to the Tepper MBA program.** [Learn more about Tepper MBA admissions requirements.](#) Interested students should apply during the junior year.

For more information on Accelerated Master's Programs, please contact the Tepper Master's Admissions Office at [mba-admissions@andrew.cmu.edu](mailto:mba-admissions@andrew.cmu.edu) or by phone 412-268-5687.

### Leave of Absence

The Tepper School is committed to each student's success as they progress through the degree requirements. There may be times when it is in the student's best interest to consider a Leave of Absence in consultation with their academic advisor. W grade assignments are assigned by the academic program depending on the circumstances and timing of the Leave of Absence. When a student elects a Leave of Absence, the program remains committed to student success and works with the student throughout the time away in targeted ways to ensure a successful return to CMU. Students preparing to return from a Leave of Absence will work with the Assistant Dean and academic advisor to submit the required University paperwork and prepare for a successful return.

### Pass Grades

Completing a course with a passing grade "P" result in earning the units for the course. Students who wish to request a "P" grade for an academic course should consult with their academic advisor and must follow the University's procedures identified in the [Undergraduate Catalog](#).

Coursework earning final grades A, B, C, or D receive credit for units passed and are recorded as "P" on the student's academic record; below D work receives no credit and are recorded as "N" on the student's academic record. No quality points are assigned to "P" or "N" units; "P" or "N" units are not factored into the student's QPA. Students also have the option to elect a [Pass/No Pass voucher](#) and must meet with their academic advisor to pursue this option.

### Policy Exemption Requests

Students requesting an exemption to policies must complete the Exemption to Policy Request Form available from their academic advisor and return the form to their advisor for consideration. Responses to such exemptions are communicated in writing to the student.

### Student Communications

It is important that students read and understand communications that come from the Tepper School to ensure they are aware of academic policies, processes, and deadlines. Students are expected to take responsibility for reading communications. Email newsletters are published each Monday for all students and includes academic, club, and career events and information. Email announcements are also used to communicate key information to students. Tepper utilizes Canvas to promote events,

announcements, and information; students are automatically enrolled in the Tepper Undergraduate Canvas site.

### Student Defined Major

Carnegie Mellon offers the opportunity for undergraduate students to pursue a University [Student-Defined Major](#) (SDM). Students interested in this opportunity should begin by speaking with the Assistant Dean. The Tepper School requires students pursuing the SDM to be in good academic standing at the time the SDM is approved by Tepper as the home college.

### Study Abroad

Tepper students have an array of study abroad programs available to them. Tepper offers [Departmental Exchange Programs](#) with business schools abroad, and many other options can be explored through CMU's [Study Abroad Portal](#). Students interested in study abroad programs should consult with a study abroad advisor in the Office of International Education and their academic advisor about the location, courses to study, and appropriate timing. Some study abroad programs have specific QPA requirements that must be met; for programs without a defined QPA requirement, the Tepper School requires students to have a cumulative QPA of 2.0 or higher to pursue a study abroad experience.

Students work with the [Office of International Education](#) to complete the Study Abroad Transfer Credit (SATC) Form, which is required for all CMU students, prior to departure. Students must have their courses reviewed for equivalency through the transfer credit review process and study abroad transfer credit must align with transfer credit policies. If course plans change, the student must update the SATC form.

### Tepper Building Room Reservations

Student clubs affiliated with the Tepper School Undergraduate Programs receive priority in reserving space in the Tepper building. Tepper student clubs receive instructions for room reservations through the Tepper Undergraduate Programs Office. Individual students and non-affiliated student organizations can request space across campus through [25Live](#).

### Tepper Graduate Course Enrollment

Tepper seniors with a cumulative QPA of 3.5 or higher may be eligible to enroll in Tepper graduate courses. An application for graduate course enrollment does not guarantee enrollment; MBA core courses are not available for undergraduate enrollment. Students who are interested in this option should speak with their academic advisor. This is a very limited option due to graduate enrollments.

### Tepper Minors

The Tepper School offers minors in Business Administration, Business Analytics and Optimization, Economics, Financial Management, Operations and Supply Chain Management, Product Management,

and Innovation & Entrepreneurship (as an IDeATE minor). Eligibility to declare one of these minors varies and students should consult the [course catalog](#) for additional information. Students enrolled in one of these minors are required to adhere to the same grading policies as primary majors. This includes the minimum QPA, letter grades for degree required courses, and the repeating courses. Upon completion of the minor degree requirements, the Tepper School certifies the minor and it is recorded on the academic transcript; minors do not appear on a student's diploma per University policy.

If a student pursuing a business minor that requires 73102 and receives a pre-requisite waiver for 73102, 9 additional units of elective course work (70xxx) is required to ensure 54+ units are met in the minor curriculum.

If a student pursuing an economics minor and receives a pre-requisite waiver for 73102, 9 additional units of elective course work (73xxx) is required to ensure 54+ units are met in the minor curriculum.

### University Honors

Students who earn a final cumulative QPA of 3.50 or higher graduate from Carnegie Mellon with University Honors and are recognized at Commencement activities.

## Business Administration Policies

### Additional Major in Business Administration

Students interested in pursuing the additional major in Business Administration should consult the [Course Catalog](#) for degree requirements and meet the following requirements before officially completing the [application form](#).

- Completion of a Tepper School Minor
- 70-207: Probability and Statistics for Business Applications (or equivalent)
- 21-120: Differential and Integral Calculus

Students enrolled in the additional major in Business Administration must adhere to the same grading and academic policies (listed in both the course catalog and handbook) as primary majors. Upon completion of the additional major degree requirements, the Tepper School certifies the additional major and the credential appears on the diploma.

### Concentration Requirement for Primary Majors

Students earning the business administration degree must complete the concentration and business elective requirements per the [Undergraduate Catalog](#). Students are expected to identify their chosen concentration in Stellar by the end of sophomore year to maintain academic progress. Students should consult with their academic advisor and the Career and Professional Development Center career staff about their concentration choice. Courses taken to meet concentration requirements are not allowed to double count toward any other business administration degree requirements, including the minor requirement.

If a student completes an additional major, the concentration requirement is waived (as is the minor requirement). Students must then complete at least 27 units of business elective courses for their degree requirements if they earn an additional major as part of the waived concentration requirement.

Students who select the product management concentration who are also earning a minor or additional major in HCII will have the HCII course in the concentration waived. To meet the concentration requirement, these students will be required to take one additional elective course from the Tepper course listing. This is the only approved exception for the product management concentration.

### Course Double Counts

Students cannot double count courses within the Business Administration curriculum. Courses in the concentration and business elective requirements are not allowed to double count against any other degree requirement, including minor or additional major pursuits. When choosing to double-count courses between Tepper and other academic departments, the double-count policies are determined

by the other academic department for a minor, additional major, and/or dual degree. There are no double-counting restrictions between the minor and the student's home college general education requirements.

Non-Tepper students earning a minor, additional major, or dual degree in Business Administration must adhere to the policies listed in the [catalog](#) for double counting courses. There are no double-counting restrictions between the minor or additional major and the student's home college general education requirements. Students pursuing multiple Tepper minors cannot double count beyond one course across the minors.

### Course Grade Policies

Students must earn letter grades (A through D) for the required business courses including core courses, foundation courses, general education courses, business electives, and concentration area courses. A letter grade of at least D must be earned in core business and concentration course requirements to fulfill prerequisite requirements for other business courses. No P grades are allowed for degree requirements, unless taken during the Spring 2020 Special Pass/No Pass election. Repeating courses does not replace the previously earned grade on the transcript and both grades are calculated into the QPA. Carnegie Mellon courses taken to fulfill a course requirement for a major or minor must be completed with a letter grade except for Computing @ Carnegie Mellon (99101). Courses completed with a letter grade earn factorable units that are used to compute QPA.

Each academic department adheres to its own grading policies and students are responsible for understanding individual department grading policies.

### Dual Degree

Business administration students may earn a dual degree by completing a second primary major (and all requirements for the second degree) at Carnegie Mellon. To do so, a student must complete an overall number of units that exceeds the minimum unit requirement for the degree with the smaller unit requirement, by at least 90 units. Completion of the dual degree requirements earns a second diploma from Carnegie Mellon. A dual degree replaces the minor requirement for the Business Administration degree. Students are still required to complete the other business degree requirements in their entirety including the University Core, concentration, and business elective requirements. A student interested in a Dual Degree should consult with their academic advisor and the department that they are considering as a Dual Degree.

Non-Tepper students intending to pursue a Dual Degree in Business Administration are required to apply for the dual degree and are encouraged to consult with the Assistant Dean about their interests and the application process. In addition to the student's primary degree requirements, a student accepted for Dual Degree in Business Administration must complete an overall number of units that exceeds the minimum unit requirement for the degree with the smaller unit requirement, by at least 90 units. Further, they must meet all requirements for the Business Administration major including the

major's University Core (general education) requirements, concentration area, and business elective requirements. The student's primary major will substitute for the minor requirement. The student's primary major must be completed prior to or at the same time as the dual degree in Business Administration to satisfy the minor requirement.

Students enrolled in the business Dual Degree are required to adhere to the same grading policies as primary majors. The Business Administration dual degree cannot be certified if the primary degree is not completed. Upon completion of the dual degree requirements, the Tepper School certifies the dual degree. Dual degree students receive a second diploma and are invited to attend the Tepper Diploma Ceremony.

### General Education: Breadth (Class of 2023)/University Core (Class of 2024 +)

Students should consult their academic catalog for the general education requirements needed to fulfill their degree requirements. For students who entered CMU prior to Fall 2020, the Tepper School requires the completion of Breadth requirements. For students who enter CMU in Fall 2020 and later, the Tepper School requires the completion of University Core requirements. Courses may count toward a general education requirement and toward a minor or additional major.

### Internships for Academic Credit

The Tepper School offers students the opportunity to earn academic credit for business-related internships. This is a credit-bearing course and tuition is assessed for the internship course. Students can enroll in the business internship course, 70499, in the fall, spring, or summer terms once they have secured a business-related internship through special permission. The course is offered for three units as a Pass/No Pass grade option only; the internship course does not fulfill a course requirement in the major. To enroll in 70499, students must:

- Be enrolled in the business administration major, additional major, or minor;
- Be in good academic standing;
- Provide an offer letter from the internship location;
- Provide a one-paragraph description of the internship and the application of business knowledge within the internship.

International students who want Curricular Practical Training (CPT) credit for the internship must submit the application for CPT, internship offer letter, and internship description to the Tepper School by the add deadline and meet all requirements designated by the Office for International Education.

Non-Tepper students who have not yet declared the additional major and wish to enroll in 70499 must have at least 60% of the Business Administration additional major course work completed prior to the current semester and at least 70% of the additional major course work must be completed at the end of the current semester.

### Minor Requirement for Business Students & Additional Major Option

Students are required to complete a minor to earn the business degree, and some students choose to fulfill this requirement with an additional major. Each college has its own process for declaring a minor/additional major; students should work with the individual department to learn their policies. Upon official declaration of the minor/additional major, students should regularly meet with the minor/additional major advisor and their Tepper School advisor to ensure that they are meeting the requirements of the minor/additional major. If a student completes an additional major, the minor requirement is waived (as is the concentration requirement). Students must complete at least 27 plus units of business elective courses for their degree requirements if they earn an additional major. The minor/additional major is certified by the corresponding department at the time of graduation. Failure to complete the minor requirement will prevent a student in business administration from graduating.

### Pass Grades

There is a limit of 9 units of “P” that students may apply toward the 364 units needed for the Business Administration degree (this excludes C@CM). Exceptions are available for students who earned P grades during Spring 2020.

### Semester Course Overload

A course overload for a business student is any schedule with more than 51 units in Fall or Spring semester or more than 24 units in Summer I or Summer II. Students must petition to receive a semester overload. For Fall and Spring semesters, Tepper students petition to enroll in more than 51 units for the semester to total 57 units. For both Summer I and Summer II, students are eligible to enroll in 24 total units and can petition for 3 additional units to total 27 units per term. Students must meet the identified QPA threshold to petition for an overload. Petitions are reviewed and determined by the Tepper School. Students transferring into the Tepper School from across campus may be required to reduce their unit load to meet the Tepper School policy of 51 units per semester. New first-year or external transfer students are restricted to 50 units in their first semester and are not eligible to overload until they complete one semester. A student may lose the right to overload if their QPA drops below the threshold after an overload for the next semester has been granted.

### Transfer Credit

Courses taken at higher education institutions outside of Carnegie Mellon can be considered for transfer credit if the course and the institution offering them meet a comparable level and rigor as determined by CMU faculty. Transfer credit for any Carnegie Mellon course must be approved through the appropriate review processes.

Students must earn a final grade of C or higher to receive transfer credit unless otherwise noted by an individual approval. CMU Washington Semester and CMU-Qatar courses are exempt from the transfer course policy; community college and online courses may be considered for transfer credit by the individual department policies. Students pursuing the Dual Degree in Business Administration are

subject to the transfer policy for business administration primary majors.

The following courses must be taken at Carnegie Mellon:

- Business Science (70106)
- Business Leadership Endeavor (70104, 70204, 70304)
- Senior Capstone Management Game (70401) or equivalent
- First Year Writing (76101, 76102 or 76106, 76107 and/or 76108)
- C@CM (99101)

Business students can transfer up to 90 units from higher education institutions to count towards the degree requirements, including study abroad.

- Only 5 courses can be taken at U.S. institutions
- Only 2 courses can transfer to the business foundation courses requirements
- Only 1 course can transfer to the concentration and business elective course requirements
- Only 1 course can transfer to the business core course requirements
- Only 3 courses can transfer as general education courses

Students who complete dual enrollment college coursework during high school must be able to produce a university/college transcript and demonstrate that the course was taught by a college/university faculty member. Dual enrollment courses must be evaluated within the CMU equivalency processes and the courses must fall within the current transfer policy. External transfer students admitted to the Tepper School may transfer up to 182 units (including AP credit). External transfer students are not permitted to earn additional transfer credit with exceptions considered for study abroad.

Non-UBA students interested in pursuing a business minor/additional major can transfer:

- No more than 9 units toward a minor
- No more than 27 units toward the additional major requirements

## Economics Policies

### Additional Majors

CMU students are eligible to pursue an additional major in Economics, Economics and Politics, or Economics and Statistics. Students enrolled in the Institute for Politics and Strategy are not permitted to complete an Economics and Politics additional major; students enrolled in Statistics are not permitted to complete an Economics and Statistics additional major. Students interested in an additional major should meet with an academic advisor to review requirements.

Students interested in pursuing the additional major in Economics should consult the [Course Catalog](#) for degree requirements and must complete the minor in Economics before officially completing the [application form](#).

Students enrolled in the additional major in Economics must adhere to the same grading and academic policies (listed in both the course catalog and handbook) as primary majors. Upon completion of the additional major degree requirements, the Tepper School certifies the additional major and the credential appears on the diploma.

### Course Double Counts

#### Primary Majors:

- BA in Economics: No double counting restrictions.
- BS in Economics: No double counting restrictions.
- BS in Economics and Math: The 3 economics electives and 3 math electives cannot double count with another major or minor.

#### Additional Major in Economics:

- 4 of the advanced economics electives required for the additional major must be unique to the additional major and cannot double count with any other major or minor.

#### Minor in Economics:

- 73-265 and the 3 economics electives must be unique for the minor and cannot double count with any other major or minor.

#### Economics+ Majors in Dietrich:

- BS in Economics and Statistics: No double counting restrictions.
- BS in Economics and Politics: 4 courses may double count with another major or minor.
- Additional Major in Economics and Statistics: 3 economics courses (73-xxx) and 3 statistics (36-xxx) courses must be unique for the additional major and cannot double count with any other major or minor.

- Additional Major in Economics and Politics: 4 courses within the additional major may double count with another major or minor.

### Course Grade Policies

All economics courses (73-xxx and higher) counting towards an economics degree must be completed with a grade of "C" or higher. Students who fail to receive a grade of "C" or better in an economics course prerequisite will be dropped or not permitted to enroll in the associated economics course.

### Dual Degree

A student pursuing a primary degree outside of the department may obtain a dual degree by completing all the requirements for the B.S. in Economics or B.S. in Economics and Mathematical Sciences, including the Tepper School general education requirements. Students interested in pursuing the B.S. in Economics and Politics or the B.S. in Economics and Statistics should speak with Dietrich College. In addition, the student's total units completed must be at least 90 units more than the requirement for the student's other degree(s) or at least 450 units, whichever is greater.

### Economics and Mathematical Sciences Program Requirements

This degree program equips students with the mathematical tools that are essential for success in Ph.D. programs in economics; mathematics; and areas of business including finance, accounting, marketing, and information systems. Interested students apply through [an application](#) and acceptance into the program is based on meeting the following requirements:

- Cumulative QPA of at least 3.5
- Completed 73-102
- Earned a "B" or better in 21-127 or 21-128
- Earned a "B" or better in 21-241
- Earned a "B" or better in 73-103
- Earned a "B" or better in either 73-230 or 73-240

### First Year Academic Advising

First-year students interested in economics begin as Dietrich College students and are assigned a Dietrich College [Academic Advisory Center](#) (AAC) advisor. While the AAC advisors are the advisors of record until students formally declare their majors, students who are considering majoring in economics are encouraged to speak with the Tepper School Economics advisors so that they will have access to program resources, advising, and the community of faculty, staff, and students.

### Graduate School Preparation

The life of a researcher (whether in academia or in the private research sector) requires a set of skills that undergraduate students begin to acquire through course work, research, and focused conversations with faculty and advisors. Doctoral programs in economics are looking for specific analytical skills. Key determinants of acceptance into these programs are the choice of courses, student

achievement, research experience, graduate school entrance exam test scores (specifically the GRE), and faculty recommendations. Students who are considering pursuing a higher academic degree are encouraged to discuss their interests with their advisor. Interested students are encouraged to consider the B.S. in Economics and Mathematical Sciences curriculum.

### Omicron Delta Epsilon Honor Society

The CMU requirements for induction into the Omicron Delta Epsilon (ODE) Honor Society are:

- Pursuing a degree awarded by the Undergraduate Economics Program (primary major, additional major, or minor)
- Completion of 73102 or 73104, 73230 or 73240, and at least one advanced upper-level elective
- Completion of at least 36 units of economics courses at CMU Pittsburgh campus (excluding 73101, 73155, and 73450).
- 3.33 cumulative QPA in economics courses (excluding 73101, 73155, and 73450)
- Junior or senior standing

### Senior Experience

The senior experience curriculum requirement can be met through completion of 73-497 or the honors thesis. The senior project course 73-497 can be an upper-level economics elective if students are completing an Honors Thesis and earning the BA in Economics, BS in Economics, BS in Economics and Math, or BS in Economics and Politics. 73-497 does not count as an upper-level economics elective for students pursuing the BS in Economics and Statistics.

### Transfer Credit

Courses taken at higher education institutions outside of Carnegie Mellon can be considered for transfer credit through the Tepper School course equivalency process.

BA in Economics: May transfer a maximum of 18 units of economics elective course credit.

BS in Economics: May transfer a maximum of 18 units of economics elective course credit.

BS in Economics and Math: May transfer a maximum of 9 units of economics elective course credit.

Additional Major in Economics: May transfer a maximum of 18 units of economics.

Minor in Economics: May transfer a maximum of 18 units of economics elective course credit.

Economics+ Majors in Dietrich:

BS in Economics and Politics: May transfer a maximum of 9 units of economics elective course credit.

BS in Economics and Statistics: May transfer a maximum of 9 units of economics elective course credit.

Additional Major in Economics and Politics: May transfer a maximum of 9 units of economics elective course credit.

Additional Major in Economics and Statistics: May transfer a maximum of 9 units of economics elective course credit.

## Highlighted University Resources

### [Career and Professional Development Center \(CPDC\)](#)

The Career and Professional Development Center's (CPDC) mission is to empower students to optimize their professional and life potential through career exploration, experiential learning and connections with employers and opportunities. Services include career exploration and consultations, [Handshake](#), the online recruitment system for internships, full-time employment, and campus jobs, and additional career development resources.

### [Center for Student Diversity and Inclusion](#)

The Center for Student Diversity and Inclusion is an interdivisional, co-located center that provides a home for functions and resources in support of the student experience, enhancing student access, student success, campus climate and intergroup dialogue. The Center is located in the lower level of the Cohon Center and offers resources to achieve an inclusive and transformative experience for all students. The Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced.

### [Computing Services](#)

Students can access Computing Services' resources for storing and sharing files, protecting their email account, and more.

### [Counseling and Psychological Services \(CaPS\)](#)

CaPS provides the opportunity for students to talk privately about issues that are significant for them in a safe and confidential setting. An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CaPS offers short-term psychotherapy at no cost. Most students come for 6-8 sessions, but the number of sessions is determined by the student and therapist. If students desire or need long-term care, CaPs helps identify appropriate therapists and mental health professionals in the community. There are no limits for consultation, crisis support, referral, and case management services.

### [The HUB](#)

The HUB staff delivers comprehensive service and counsel to students and families regarding financial aid, billing and payments, registration, and academic records.

### [Office of Community Standards and Integrity \(OCSI\)](#)

The OSCI is dedicated to the growth and development of students both in and outside of the classroom. When faced with a challenging or complicated situation, the OCSI can serve as a resource for students, staff, faculty, and family members looking for guidance.

### [Office of Disability Resources \(ODR\)](#)

The ODR supports for physical and learning disabilities. It works to provide qualified students with reasonable accommodations as guaranteed by the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students may voluntarily disclose a disability prior to campus arrival by submitting the Student Voluntary Disclosure of a Disability Form provided by ODR. The office will work with the student to develop an individualized Accommodation Plan and an Accommodation Memorandum. These documents are given to the student to share with advisors and instructors as the student sees fit.

### [Office of International Education \(OIE\)](#)

OIE supports international and cross-cultural experiences. OIE promotes and coordinates [study abroad](#) and acts as a liaison to the university for international students.

### [Religious and Spiritual Life Initiatives](#)

Religious and Spiritual Life Initiatives' mission is to support all students along the spectrum of religious and spiritual practice and exploration. Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration for individuals all along the spectrum of spiritual and religious development. Additionally, they offer programs and initiatives that cross traditional religious boundaries in order to increase our students' knowledge of and appreciation for the full diversity of the world's religious and spiritual traditions.

### [Student Academic Success Center](#)

The Student Academic Success Center offers a variety of academic support services to assist students in developing the skills, strategies, and behaviors needed to perform as confident, independent, and active learners. Group and individualized instruction is available for the diverse learning styles and skills of the CMU population.

### [Student Leadership, Involvement, and Civic Engagement \(SLICE\)](#)

The SLICE office provides and supports opportunities where undergraduate students can explore, connect and engage with one another to create a set of experiences that match your unique interests and talents.

### [University Health Services \(UHS\)](#)

UHS is staffed by physicians, advanced practice clinicians, and registered nurses who provide general medical care. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests,

diagnostic procedures, and emergency room or specialist referrals are the student's responsibility. UHS also has a registered dietician and health promotion specialist to assist students in addressing nutrition, drug and alcohol, and other healthy lifestyle matters. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance Plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services.

### [University Libraries](#)

The libraries provide support for academics, job search resources, and business plans. Students utilize the libraries for market research, investment data, economic research, company profiles, industry trends, management studies, business plans, demographics, tips on interviewing, target companies, country reports, business news, datasets, and books. Through the website, students can find: [business and economics databases](#), books, E-books, print journals and movies, and [Interlibrary Loan](#) databases.

### [Office of Undergraduate Research and Scholar Development](#)

This office supports undergraduate research in the following ways: seed funding for undergraduate research projects, recognition of student research, student funding to present at academic conferences, and Meeting of the Minds, an annual undergraduate research symposium.