



2018-2019

Student Handbook

**UNDERGRADUATE
BUSINESS ADMINISTRATION PROGRAM**

**Tepper School of Business
Carnegie Mellon University**

UNDERGRADUATE BUSINESS ADMINISTRATION (UBA)

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INTRODUCTION

This handbook is for use by the students, faculty, and staff of the Undergraduate Business Administration (UBA) Program at the Tepper School of Business at Carnegie Mellon University. Policies, procedures, and resources contained are subjected to revision each summer; students should review the handbook each year. No parts of this handbook may be reproduced or distributed without written permission from Dr. Jennifer Wegner, UBA Executive Director.

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each member of the Carnegie Mellon community to be familiar with policies and guidelines. Sections of this handbook have been reproduced from [The Word: Student Handbook](#) and the [Undergraduate Catalog](#). Further, it is important that students familiarize themselves with the Carnegie Mellon [Academic Calendar](#) located on The Hub's website. Additional [University policies](#) are published online. All questions regarding this publication or the University's policies should be directed to the UBA Program Office.

TEPPER SCHOOL COMMUNITY EXPECTATIONS

The Tepper School of Business is a diverse and inclusive community based on trust, respect, and support toward all individuals, facilities, intellectual endeavors, and activities. It is expected that every individual will contribute every 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 your undergraduate business degree. We must continually protect and nurture our community environment for all of us.

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, and 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.

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 Division of Student Affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268- 2056. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

ACADEMIC INTEGRITY POLICY

The Tepper School and Carnegie Mellon takes academic integrity seriously and expects 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 Academic Development Center, the Global Communication Center, and the Academic Resource Center (Carnegie Mellon University-Q) 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 policies and procedures identified on the Academic Integrity [website](#).

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.

HEALTH & WELLNESS

It is essential that you take care of yourself as a CMU student. 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 some time to relax. All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful.

If you, or anyone you know, experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. Counseling and Psychological Services (CaPS) is available and ready to support all students: call 412-268-2922 and visit their [website](#). Consider reaching out to staff, faculty, or family members you trust for help getting connected to the support that can help.

STUDENT COMMUNICATIONS

It is important that students read and understand communications that come from the UBA Program to ensure they are aware of academic policies, processes, and deadlines. Students are expected to take responsibility for reading communications sent from the UBA Program and staff. Further, special events, professional development opportunities, and career events are also promoted through the UBA Program. The *UBA Weekly* is published by email 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 by advisors, the executive director, and the UBA Program.

The UBA Program also utilizes Canvas sites to provide information to students. Students are enrolled in a Canvas site by class year or additional business major/minor status.

ACADEMIC ADVISING

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 should be the student's first point of contact when discussing these policies, procedures, and resources.

This includes, but is not limited to: course scheduling, concentration selection, minor declaration, additional major declaration, study abroad, and transfer credit.

UBA students are assigned an advisor for their first-year and sophomore class years and then switch to a new advisor for their junior and senior class years. Students who are pursuing the Business Administration minors or additional major will receive information about their UBA advisor assignment after declaration.

UBA advisors ground their approach through the University's [Statement on Advising](#).

... Advising is an intentional process, grounded in teaching and learning, and provides each student with guidance for developing and achieving meaningful educational and personal goals. Successful advising at Carnegie Mellon is highly dependent upon a shared commitment of the students, advisors, and the university to the advising process. Academic advisors are to engage students in learning, to promote students' academic success, to foster students' personal and intellectual growth, and to assist students in carrying these goals into their roles as citizens and lifelong learners.

UBA academic advisors support students to:

- develop suitable educational plans;
- select appropriate courses and other educational experiences;
- evaluate progress toward their established goals;
- develop problem-solving and decision-making skills;
- become independent learners by reinforcement of their self-direction; and
- clarify career and life goals.

In their roles, UBA academic advisors:

- communicate and interpret institutional requirements;
- are accessible to meet with students; and
- refer students to institutional and community resources, including opportunities for research and internships.

In this advising model, the students' responsibilities are:

- scheduling, preparing for, and keeping advising appointments;
- knowing the requirements of their major, concentration, and minor;
- seeking out contacts and information as needed; and
- bearing the final responsibility for making their own decisions according to the best information and advice available.

ACADEMIC AUDIT

The University's Academic Audit is called Stellic and is a student success platform which includes degree planning tools in addition to a degree audit. The Stellic degree planner allows a student to drag and drop courses from the course search into their degree plan, checking for pre-requisites first. The degree planner also shows the interrelationships between courses, such as which courses are pre-requisites or co-requisites. The Stellic degree audit displays a student's progress towards degree requirements while allowing for double-counting and exception making.

While the student transcript is considered the only official record of courses taken at CMU, Stellic is used by academic advisors to assess progress toward graduation. Students are responsible for monitoring their own academic progress toward completing their degree and should access the audit periodically. Students should direct any questions regarding their audit to their academic advisor.

ADVISORS FOR MINORS AND ADDITIONAL MAJORS

Once UBA students declare their minors/additional majors, they should meet with the program advisors at least once a semester in addition to their UBA advisor to ensure that they are meeting the requirements of the minor/additional major.

POLICY EXEMPTION REQUESTS

Students requesting an exemption to Tepper or UBA policies must complete the Exemption to Policy Request Form available from their academic advisor and submit to the UBA program office for consideration. Responses to such exemptions will be communicated in writing to the student within seven business days.

ACADEMIC POLICIES

ACADEMIC STANDING

At the end of each semester, the progress and performance of each student is reviewed by the UBA Academic Actions Committee.

Academic Progress

UBA students are expected to make adequate academic progress to ensure they complete their Business Administration degree. For most students, this means that they enroll and complete at

least 45 units per semester. 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 by the Academic Actions Committee to ensure they are making adequate progress toward degree completion.

Good Standing (Departmental Status)

To graduate within eight semesters, students need to earn an average of 45 units per semester and maintain at least a 2.0 QPA. Full time status as defined by the university is 36 units. Students must receive advisor approval to take less than 36 units per semester.

Students who are not making adequate progress toward the degree, demonstrated either through QPA or semester course load, may receive a warning notification. Receiving this letter is a notice to the students that they need to consult with their advisor to address their progress and to determine a plan for completing their degree on time.

Academic Probation (Departmental Status)

Students whose semester QPA falls below 2.0 and/or did not earn at least 36 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 Academic Actions Committee may place conditions during the probation semester to support student success. Students with probation status are not permitted to overload.

Students with probation status will have their semester performance reviewed by the UBA Academic Actions Committee at the end of their probation semester. Students will return to good standing if they have earned at least a 2.0 semester QPA while earning at least 36 units and their cumulative QPA is at or above 2.0. The Academic Actions Committee may place conditions on students returning to good standing to support student success.

Academic Suspension (University Status, Departmental Decision)

Students who do not meet the requirements for being removed from probation qualify for academic suspension. When a student is placed on academic suspension, they are strongly encouraged to meet with their academic advisor and the executive director to develop a plan for

their future success which may include a request to enroll in transfer courses while on suspension. From the *University 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).

Suspended students may not:

- register for courses;
- attend classes;
- live in student or fraternity/sorority housing;
- use campus facilities, including athletic facilities, library and computer clusters;
- participate in student activities;
- be members of student organizations; or
- have student jobs.

(Note: students on academic suspension may have a summer campus job if they accepted the job before they were suspended.)

To return from Academic Suspension, UBA students are required to submit material for review by the Academic Actions committee which will determine if a student is permitted to return. Information about the materials required to return from suspension and the deadline for submission are communicated within the academic actions letter.

Drop (University Status)

Drop means permanent expulsion from the University. This normally follows a student's failure to meet minimal academic performance while on Probation after an Academic Suspension has been served.

Appeals

Students have the right to appeal the decisions of the Academic Actions Committee to the Senior Associate Dean of Education of the Tepper School. All appeals must be received in writing and are reviewed by the Tepper School Dean's Office. Additional information about appealing an Academic Actions' decision is found in *The Word: Student Handbook*.

ACADEMIC HONORS

The following are definitions of the various types of academic honors awarded to students.

College Honors

The Tepper School grants College Honors to graduating UBA students who qualify with at least a 3.5 QPA and complete a two-semester, senior-year honors thesis. Students must propose a thesis project prior to the start of their senior year. Approval is based on the quality of the thesis plan and having a faculty advisor. Students will earn 18 units for the completed project. Non-Tepper students pursuing the additional major in Business may apply for the Tepper School's College Honors.

Dean's List

Every Fall and Spring semester, UBA students who earn at least a 3.75 QPA with at least 36 factorable units (while receiving no grades of "I") will receive Dean's List honors with the Tepper School.

University Honors

Students who earn a final cumulative QPA of 3.50 or higher will graduate from Carnegie Mellon with University Honors.

COURSE GRADE POLICIES

Auditing

Undergraduate students are permitted to audit courses. From the *Undergraduate Catalog*:

Auditing is presence in the classroom without receiving academic credit, a pass/fail, or a letter grade. The extent of a student's participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to register for the course, complete the Course Audit Approval Form, obtain permission of the course instructor and their advisor, and return the form to The HUB prior to the last day to add a course. The audit grade appears on one's transcript as the letter "O."

Carnegie Mellon University's Policy on Grade Changes

Students requesting grade appeals must follow the CMU policy. UBA Program staff do not get involved with grade change requests.

From the *Undergraduate Catalog*:

A student who believes that an assigned grade is incorrect may request that a final grade be changed. Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and, for undergraduates, with the approval of the dean's office of the college/school offering the course. The intention of this policy is to ensure that, under normal circumstances, all students in a class are treated equally and no student is unduly advantaged.

Drops/Withdrawals (W)

Students are not permitted to drop a course after the drop deadline. After the deadline, students may only *withdraw* from a course. Please note that in Academic Year 2018-2019, CMU will institute NEW deadlines for drops and withdrawals. Students should review the [Academic Calendar](#) closely to understand the new dates.

From the *Undergraduate Catalog*:

Students at Carnegie Mellon may drop a course by accessing on-line registration on or before the drop deadline as published in the official university calendar. This applies to all courses with the exception of mini-semester courses. When a course is dropped by these deadlines, the course is removed and does not appear on the academic record.

Incomplete Grades (I)

From the *Undergraduate Catalog*:

Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of "I" (incomplete) may be given when a student, for reasons beyond their control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students.

In awarding an "I" grade, an instructor must specify the requirements for completing the work and designate a default letter grade where no further work is submitted. Students must

complete the required course work no later than the end of the following academic semester, or sooner if required by prior agreement. The instructor must record the permanent grade by the last day of the examination period of that following semester, or Enrollment Services will administratively assign the default grade.

Letter Grades and Factorable Units

Any Carnegie Mellon course taken to fulfill a course requirement for a major or minor must be completed with a letter grade (A, B, C, D), with the exception of Computing @ Carnegie Mellon (C@CM; 99101 or 99102). Courses completed with a letter grade earn units, or factorable units, that are used in computing one's QPA.

Mid-Semester Grades

From the *Undergraduate Catalog*:

Mid-semester grades provide valuable feedback to students as they assess their performance in courses. Furthermore, mid-semester grades and the QPA's they generate are used by deans and advisors in identifying and dealing in a timely way with students in academic trouble.

Mid-semester grades are not permanent and are kept only until final grades are recorded.

Because mid-semester grades are not permanent, changes of mid-semester grades as a rule will not be accepted.

Passing Grades

Completing a course with a passing grade "P" results in earning the units for the course. 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). Examples of courses that issue a "P" grade include Physical Education (69xxx) and STUCO (Student Taught, 98xxx) courses. Students who wish to request a "P" grade for an academic course must follow the University's procedures. From the *Undergraduate Catalog*:

Undergraduate students may elect to take a free-elective course pass/fail unless precluded by the course, the course's department or the student's home department/college... A student must submit a Grade Option Request Form to Enrollment Services indicating the course they are electing as pass/fail before the end of the university's drop period. This

decision is irreversible thereafter. No information regarding the student's decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail.

Coursework earning final grades A, B, C, or D will receive credit for units passed and be recorded as "P" on the student's academic record; below D work will receive no credit and will be recorded as "N" on the student's academic record. No quality points will be assigned to "P" or "N" units; "P" or "N" units are not factored into the student's QPA.

GRADUATION REQUIREMENTS & PARTICIPATION

In order to graduate with the Bachelor of Science in Business Administration, students must meet all requirements specified for the program (listed in the [Undergraduate Course Catalog](#) specific to the student's entering year) with a cumulative QPA of at least 2.00 and 364 earned units. Students must also meet all university residence requirements and all financial obligations to the university before being awarded a degree. Students with less than 36 units to complete for their Business Administration degree requirements are eligible to participate ("walk") at the diploma ceremony. In this situation, students participate in the event but do not receive their diploma until all degree requirements, university residence requirements, and all financial obligations are met.

MBA COURSE ENROLLMENT

UBA seniors with a cumulative QPA of 3.5 or higher may be eligible to enroll in a limited number of MBA courses. MBA core courses are not available for undergraduate enrollment and an application for MBA course enrollment does not guarantee permission will be granted. Students who are interested in this option should first speak with their academic advisor and then complete the MBA Course Enrollment Application.

OVERLOADING

A course overload is any schedule with more than 50 units in Fall or Spring semester or more than 24 units in Summer I or Summer II. Students must petition to receive an overload for any semester. For Fall and Spring semesters, UBA students must complete a petition to enroll in more than 50 units for the semester for a total up to 57 units. For both Summer I and Summer II, UBA students are eligible to enroll in 24 total units and can petition for 3 additional units to total 27 units per term. All petitions are reviewed by the UBA Program. Students must have a cumulative QPA of 3.5

or higher through the prior semester or a cumulative QPA of 3.5 or higher at the end of the current semester to petition for an overload. First-year students are not eligible to overload until the spring semester of their first-year. The deadlines for the overload petition are posted in the Canvas sites as well as the UBA website. Petitions received after the posted deadline will not be reviewed. Students transferring into the UBA Program as cross-campus transfers may be required to reduce their unit load to meet the UBA policy of 50 units per semester.

SEMESTER REQUIREMENTS

Course Load

All undergraduate students must carry at least 36 units per semester to maintain full-time enrollment status with the University. UBA students generally need to carry at least 45 units per semester in order to maintain adequate progress toward graduation. Students earning less than 36 units in any given semester may be at risk of being placed on academic probation due to lack of academic progress.

International students are required to be enrolled full-time each semester in order to maintain status. F-1 and J-1 students who are considering dropping below full-time must consult with an [OIE Advisor](#) first in order to determine eligibility for reduced course load authorization. Failure to do so will result in the loss of legal immigration status.

QPA and Grade Requirements

UBA students must maintain a 2.00 cumulative QPA in order to remain in good academic standing. A letter grade of at least D must be earned in core business and concentration course requirements in order to fulfill prerequisite requirements for other business courses. Please note that each academic department adheres to its own grading policies and students are responsible for understanding individual grading policies. For example, Economics requires final grades of C or higher to advance from 73102 to 73103 and to 73230 or 73240.

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. UBA strongly suggests that students meet with their advisors before

registering for courses and consult Stellic to plan their course schedules. First-year students are required to meet with their advisor prior to Spring 2019 course registration in November.

Waitlists

Students are often waitlisted for courses. UBA reserves space in each of its courses for UBA students, then adds students to courses based on seniority, their place on the waitlist, and available space. Business majors and minors are given priority over students from other academic departments. Non-Tepper students must wait until all qualified UBA students have been enrolled before they are removed from the waitlist. Each department at Carnegie Mellon handles waitlists differently. Please consult the [appropriate department administration](#) for all non-Tepper School course waitlist situations.

Here is the UBA 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 being saved for students in other departments.
- Academic advisors do not manage waitlists but can consult with you about your waitlist status and your academic schedule.
- Do not add yourself to the waitlist for a course where UBA has reserved sections; rather, select an alternate section.
- 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 confronted with a waitlist.

CURRICULUM POLICIES

The UBA curriculum is designed around a central core of courses in the functional areas of business, economics, mathematics and computing course requirements. Detailed requirements are found in the [Undergraduate Course Catalog](#). The year in which students first enter CMU dictates which Undergraduate Course Catalog they must follow.

ACADEMIC INTERNSHIPS

UBA supports experiential learning with 70499 Internship in the fall, spring or summer terms. The course is offered for three units as a pass/no pass grade option only. Students enrolling in 70499 must be in academic good standing and completing the BA major, additional major, or dual degree. UBA international students who want CPT credit for the internship must submit the application for CPT, internship offer letter, and internship description to the UBA Program Office by

the posted deadline and meet all requirements designated by the Office for International Education. The materials will be reviewed for approval within five business days.

Non-Tepper students who have not yet declared the additional major and wish to enroll in 70499 must have at least 60% of the BA 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.

ACCELERATED MASTER'S DEGREE

Students who are interested in a Master's degree may wish to consider an accelerated Master's degree offered through the University, including the Tepper School of Business 3-2 MBA Program. Students should consult the Course Catalog for available accelerated master's degree programs. Students in the accelerated MBA program will get their BS degree in Business Administration certified in the same semester in which they get their Master's degree certified.

UBA students who complete an accelerated MBA degree need to complete a minor for their BS degree, but do not need to complete the concentration area requirement with business electives. For a non-MBA accelerated Master's degree, the reverse is required; the Master's replaces the minor requirement for the Business Administration degree and students still need to complete the concentration area requirement and three business electives.

ADDITIONAL MAJOR

Students earning an additional major may use it to replace the degree's minor and track/concentration requirements. The additional major does not replace the Business Elective requirements for those completing a concentration.

Non-Tepper students interested in pursuing an additional major in Business Administration must consult with the Undergraduate Business Administration Program and meet the requirements outlined on the declaration form.

ADVANCED PLACEMENT CREDIT

Students can earn course equivalency credit for qualified advanced placement scores from three sources: AP (College Board), International Baccalaureate (IB), and Cambridge Advance Level &

Edexcel Examinations. There is no maximum allowable number of advanced placement credit nor is the credit factorable. Depending on the test and score, students can count the advanced placement credit as either a course equivalent or general units toward graduation. Students should discuss advanced placement with their advisor to determine how they may choose to use the scores within the degree requirements. For some departments, a test score provides instruction about appropriate course placement in an area of study and does not award credit. Each department determines their own policy and the Business Administration program follows the guidelines established by the other departments. Students should review the Registrar's Office [website](#) for additional information.

BREADTH COURSE REQUIREMENTS

UBA requires students to take a broad range of coursework in the liberal studies and sciences per the undergraduate catalog. All breadth course requirements must be completed with a letter grade (A through D); the P grade is not allowed for breadth courses. Some courses may count toward a breadth requirement and also toward a minor or additional major. Students must check with the department offering the minor or additional major about the limits to double-counting courses. *Acting for Business* (70350), may be used to satisfy the *Creative Production and Reflection* breadth requirement, but may not be counted as a business elective or concentration requirement.

BUSINESS LEADERSHIP ENDEAVOR (BLE)

Business Leadership Endeavor (BLE) is a nine unit curriculum requirement for students entering into Carnegie Mellon in or after Fall 2017. BLE is a three-course sequence that integrates professional development and knowledge application, leadership skill building, and global citizenship.

CONCENTRATION AND BUSINESS ELECTIVE REQUIREMENTS

Students entering Carnegie Mellon in or after Fall 2015 must complete the concentration and business elective requirement per the undergraduate catalog. All courses must be completed with a letter grade (A through D) and not a grade of P.

COURSE DOUBLE-COUNTING

Students may not double count courses within the Business Administration curriculum. 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.

Non-Tepper students earning a minor, additional major, or dual degree in Business Administration must adhere to the policies listed in the [academic catalog](#) for double counting courses:

- Students pursuing the minor in Business Administration may double-count one course.
- Students pursuing the minor in Operations and Supply Chain Management may double-count two courses.
- Students pursuing the minor in Innovation & Entrepreneurship may double-count two courses.
- Students pursuing the Business additional major or dual degree may double count two courses.

CROSS-REGISTRATION

Students are permitted to cross-register at a local institution in the fall or spring semesters through the [Pittsburgh Council on Higher Education \(PCHE\)](#). Cross-registered course grades are factored into the student QPA and follow the UBA residency requirements.

From the *Undergraduate Catalog*:

Full-time Carnegie Mellon students may take subjects for credit through the Pittsburgh Council on Higher Education (PCHE). The purpose is to provide opportunities for enriched educational programs by permitting full-time paying undergraduate and graduate students to cross-register for one course at any of the ten PCHE institutions. Carnegie Mellon students should not cross-register for a course that is offered at Carnegie Mellon during the semester unless their associate dean feels there are exceptional circumstances. For many students, it is not advisable to cross register for any class in the last semester before graduation as final grades may not be available in time for certification for graduation. Students who are registered as full-time Carnegie Mellon students will not have additional tuition charges, except for special course or laboratory fees for cross-registered courses.

DUAL DEGREE

UBA students may earn a dual, or second, degree by completing a second primary major with an overall minimum of 454 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 components of the degree in their entirety.

Non-Tepper students intending to pursue a Dual Degree in Business Administration are required to apply for the degree in the same way students apply for the additional major. In addition to the student's primary degree requirements, a student accepted for Dual Degree in Business Administration is required to complete at least 454 units in total and meet all requirements for the Business Administration major including the major's breadth 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. A dual degree in Business Administration cannot be certified if the primary degree is not completed.

HONORS THESIS

The UBA Program offers students the chance to earn College Honors from the Tepper School by completing 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 270 units by the end of the junior year and a 3.5 or higher cumulative QPA. Students enroll in the independent study research course to pursue the honors option. Completion earns the student 18 units and College Honors upon graduation.

MINOR

In order to obtain the business degree, students must complete a minor from another academic department. Students are advised to consult with their academic advisor as well as the minor department advisor when making their choice.

Non-Tepper students have the opportunity to minor in Business Administration, Operations and Supply Chain Management, or Innovation & Entrepreneurship. Eligibility to declare one of these minors varies and students should consult the website for additional information.

PROFESSIONAL SERVICE PROJECT (PSP)

The Professional Service Project (PSP) is a nine unit curriculum course requirement for students entering into Carnegie Mellon prior to Fall 2017. Since the course project is a reflection on the accumulation of past experiences, students typically will complete this requirement in their senior year; however, with instructor approval, students may complete PSP in the junior year.

RESEARCH & INDEPENDENT STUDY

The UBA Program supports student research through credit-earning independent study with Tepper School faculty members. UBA students must be in good academic standing and have earned at least 90 units towards the BA degree requirements. Students can earn between three and nine units of independent study for a factorable grade. Independent study cannot be used as a substitute for an existing course in the undergraduate catalog and cannot be approved as 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, agreeing to the metrics used to evaluate the course outcomes and goals, and submitting a final grade. Approval must be obtained by the course add deadline of the semester during which the independent study is to be done. Only one independent study is allowed during the degree program. UBA students must submit the independent study application (available via the Canvas website) to the UBA Program Office for approval before the add deadline of the semester during which the study is done.

STUDENT DEFINED MAJOR (SDM)

Carnegie Mellon offers the opportunity for undergraduate students to pursue a University Student-Defined Major (SDM). UBA students interested in this opportunity should begin by speaking with the Executive Director. UBA 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

The UBA Program strongly encourages students to study abroad. Students interested in study abroad programs should consult with a study abroad advisor in the Office of International Education in addition to their UBA advisor about the location, courses to study, finances, and appropriate timing. Students work with the [Office of International Education](#) to complete the Study

Abroad Transfer Credit (SATC) Form which is required for all CMU students. UBA students must have their courses reviewed for equivalency through the transfer credit review process and study abroad transfer credit must align with UBA transfer credit policies (please see Transfer Course Credit in this handbook).

From the Office of International Education's *"Study Abroad Transfer Credit (SATC)"* Form:

All students must complete a Study Abroad Transfer of Credit (SATC) Form for each term abroad (fall, spring, summer, etc.) prior to their departure, meet with their advisor/departmental representatives in person to discuss course offerings/approvals, and upload the completed/signed form to their study abroad account in the CMU Study Abroad Portal. Students can only obtain the SATC Form from the Office of International Education (OIE) after attending a Pre-Departure Orientation Session, hosted by OIE.

TRACK REQUIREMENTS

Students who entered Carnegie Mellon prior to Fall 2015 have the option of completing the track requirement or completing the concentration and business elective requirement per the undergraduate catalog. All courses must be completed with a letter grade (A through D) and not a grade of P.

TRANSFER COURSE CREDIT

Courses taken at institutions of higher education outside of Carnegie Mellon can be considered for transfer credit if the courses and the institution offering them are of a comparable level and rigor as determined by CMU faculty. Transfer credit for any Business Administration course must be submitted by the posted deadlines and must be approved by the UBA process.

Students must earn a final grade of C or higher to receive transfer credit unless otherwise noted by an individual class. This applies to all transfer courses taken after April 2018. The CMU Washington Semester Program and CMU-Qatar courses are exempt from the transfer course policy. Students in the International Business concentration must work with the International Business concentration faculty representative to determine appropriate transfer credit beyond the transfer course policy. Community college and online courses will be considered for transfer credit through the transfer course approval process. If transfer credit is intended to be used to satisfy a requirement outside of the Tepper School, the respective department must approve the credit.

The following courses must be taken at the Tepper School of Business:

- Business Leadership Endeavor (70105, 70205, 70305)
- Management Game/Senior Capstone (70401)
- Business Communications (70340)
- Business Presentations (70345)

The following courses must be taken at Carnegie Mellon:

- Interpretation and Argument (76101, 76102, or equivalent mini course sequence)
- Global Histories (79104)

UBA students who entered Carnegie Mellon University in or prior to Fall 2015 can transfer a maximum of three courses total from institutions of higher education to be counted toward the UBA degree, with the exception of study abroad. The distribution is as follows:

- No more than 3 courses can transfer to the core courses;
- No more than 1 course can transfer to the concentration area;
- No more than 1 course can transfer as a business elective.

UBA students who entered Carnegie Mellon University in or after to Fall 2016 can transfer a maximum of five courses total from institutions of higher education to be counted toward the UBA degree, including study abroad. The distribution is as follows:

- Of the 5 transfer courses, only 3 courses can be taken at U.S. institutions;
- Of the 5 transfer courses, only 1 course can transfer to the concentration courses;
- Of the 5 transfer courses, only 1 course can transfer to the core courses;
- Of the 5 transfer courses, only 1 course can transfer as a business elective;
- Of the 5 transfer courses, only 3 courses can transfer as breadth courses.

External transfer students admitted to UBA may transfer up to 182 units (including AP credit) for the BA degree. External transfer students are not permitted to earn additional transfer credit. Special exceptions will be considered for one course if a course previously approved for transfer credit is forfeited.

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

- No more than one course toward the business minor;
- No more than two courses toward the additional major BA core requirements.

CO-CURRICULAR LIFE

CASE COMPETITIONS

Case studies are an effective and common way to study organizational problems facing business leaders. Students encounter cases in job interviews, coursework, and in team case competitions. There are a number of opportunities to be involved in case competitions, usually through student clubs and corporate sponsorships. The UBA Program hosts its own competition each year, called the Case Challenge, which is open to all CMU students. Throughout the academic year, UBA will announce opportunities to represent the program in case competitions held by other institutions. In these cases, eligibility is determined by the competition guidelines.

STUDENT DEVELOPMENT

UBA supports personal and professional development for its students by providing numerous events and programs, including:

- events, treks, and services with the Career & Professional Development Center;
- UBA case competition and external case competitions;
- mentoring and networking opportunities with other students, faculty, alumni, and employers.

UBA CLUBS

Student clubs provide highly valued co-curricular experiences for students by offering the following opportunities:

- applying classroom knowledge and skills to projects;
- community service and client relationship building;
- peer networking and mentoring between students of all class years and from across campus;
- project and organizational leadership development;
- networking with employers and alumni; and
- participation in case competitions and student conferences.

CMU's [Office of Student Leadership, Involvement, and Civic Engagement \(SLICE\)](#) works with student organizations across campus, including those connected to the Tepper School. Information about individual organizations, including events and contact information, is available on [The Bridge](#).

HIGHLIGHTED UNIVERSITY RESOURCES

ACADEMIC DEVELOPMENT CENTER

Academic Development 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. Academic Development uses group and individualized instruction to accommodate the diverse learning styles and skill levels of the student population.

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. The CPDC services include:

Career Counseling

Individualized service is offered to every Carnegie Mellon student. The CPDC's college specific and industry-based model enables students to meet with career consultants in both their chosen academic discipline and/or the industry in which they would like to work.

Career consultants work with each student to provide best-in-class career and professional development coaching.

[Handshake](#)

Handshake is Carnegie Mellon's online recruiting system where students and employers interact. CMU students are eligible to use Handshake once they complete a user profile.

Self-Guided Career Exploration

To assist students interested in guiding their own individual career journeys, and to better prepare students for appointments with CPDC consultants, students should explore the *myCareerPath* program.

Other Services

Career Exploration and Strengths Identification, Resume and Professional Written Communication, Job and Internship Search, Career Fair/Interview Preparation, Personal Branding and Presentation Skills, and Networking Skills

UBA liaison:

[Jennifer Frick](#), Senior Assistant Director & Career Consultant

[COMPUTING SERVICES](#)

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

[COUNSELING & PSYCHOLOGICAL SERVICES \(CaPS\)](#)

CaPS provides the opportunity for students to talk privately about issues that are significant for them in a safe, 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.

[DIVISION OF STUDENT AFFAIRS](#)

Student Affairs provides support for students in most non-academic areas of undergraduate life, including career development, residence life, and student health. For many of the offices, there are specific staff members who serve as liaisons specifically for UBA students.

THE HUB

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

UBA liaison:

[Carey Zehnder](#), Assistant Director

OFFICE OF DISABILITY RESOURCES (ODR)

ODR offers support for both 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 the campus community (such as advisors and instructors) as the individual sees fit.

OFFICE OF FELLOWSHIPS AND SCHOLARSHIPS (OFS)

The OFS supports students interested in securing external scholarships and fellowships. It works with students to help them develop competitive applications and maintains a searchable database of external scholarship and fellowship opportunities and manages campus selection processes.

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](#).

UBA liaisons:

[Erin Swift](#), Study Abroad Coordinator

[Judy van Rheenen](#), Assistant Director, Foreign Student & Scholar Advisor

STUDENT CENTER FOR DIVERSITY AND INCLUSION

The Student Center for 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.

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 referral to the emergency room or specialists are the student's responsibility. UHS also has a registered dietician and health promotion specialist on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. 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 can 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.

UBA liaison:

[Ryan Splenda](#), Librarian

UNDERGRADUATE RESEARCH OFFICE (URO)

The URO supports undergraduate research in the following ways: providing seed funding for undergraduate research projects, recognizing students conducting research, funding students presenting their findings at academic conferences, and hosts an annual undergraduate research symposium, Meeting of the Minds.