

Carnegie Mellon University
Tepper School of Business

2019-2020
Student Handbook

UNDERGRADUATE BUSINESS
ADMINISTRATION PROGRAM

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 subject to

annual revision. URLs provided in this handbook are current as of June 2019. No parts of this handbook may be reproduced or distributed without written permission from Dr. Jennifer Wegner, UBA Executive Director.

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INTRODUCTION

UNIVERSITY POLICIES & EXPECTATIONS

It is the responsibility of each Carnegie Mellon community member 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. There are additional [University policies](#) for students. 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 the undergraduate business degree. We must continually protect and nurture our community environment for all of us.

CARNEGIE MELLON CODE

Students at Carnegie Mellon as 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 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.

[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 time to relax. Everyone benefits 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 important.

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.

[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. 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 and the executive director.

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 is 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. Advisors do not provide excused absences. Students should work with their academic advisor, housefellow, and student affairs if they will be away from CMU for an extended period of time.

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 pursue the Business Administration minor or additional major receive information about their UBA advisor assignment after declaration.

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

ADVISORS FOR MINORS AND ADDITIONAL MAJORS

Once UBA students declare their minors/additional majors, they should regularly meet with the minor/additional major advisors and their UBA advisor to ensure that they are meeting the requirements of the minor/additional major.

ADVISING APPOINTMENTS

The UBA program uses [Schedule Once](#) to schedule advising appointments. UBA staff expects that students attend the appointments as scheduled. If you are physically ill or unable to make your appointment, please cancel the appointment through the same software. Appointments are 30 minutes in length; if an appointment is expected to require additional time due to a specific topic, students should schedule a second time block.

ACADEMIC POLICIES

ACADEMIC AUDIT

[Stellic](#) is the University's Academic Audit and is a student success platform which includes degree planning tools and the degree audit. Stellic displays a student's progress towards degree requirements while allowing for double-counting and exception making. Stellic allows a student to drag and drop courses from the course search into their degree plan, checking for pre-requisites first. Stellic also shows course pre-requisites or co-requisites.

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 degree completion and should access the audit periodically. Students should direct any questions regarding their audit to their academic advisor.

ACADEMIC HONORS

College Honors

The Tepper School grants College Honors to graduating UBA students who qualify with at least a 3.5 QPA and complete the senior-year honors thesis courses (70500 & 70501). Non-Tepper students pursuing the Business additional major may apply for the Tepper School's College Honors.

Dean's List

UBA students who earn at least a 3.75 QPA with at least 36 factorable units (while receiving no grades of "I") receive Dean's List honors in fall and spring semesters.

University Honors

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

ACADEMIC RECORD

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 via the [Student Transcript Review form](#).

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 is enrollment and completion of 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. Full time status as defined by the university is 36 units. Students must receive advisor approval to take less than 36 units per semester. Taking less than 36 units may have financial implications and students are responsible for consulting their HUB liaison to understand the impact. International students who drop below full time status may have visa implications and must consult with the Office of International Education before dropping to less than 36 units.

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 notifies students that they need to consult with their advisor to address their progress and to determine a plan for degree completion. Students who receive a warning notification are required to complete an Academic Success Plan with their advisor (instructions are included in the notification).

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.

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 Academic Actions Committee identifies conditions during the probation 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 will be reviewed by the UBA Academic Actions Committee at the end of their probation semester. Students will return to good standing if they meet their probation conditions, earn at least a 2.0 semester QPA, complete at least 36 units, and earn a cumulative QPA 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, Department Decision)

Students who do not meet their probation requirements qualify for academic suspension. When a student is placed on academic suspension, they must meet with their academic advisor and the

executive director to develop a plan for their future success. 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).

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.)

When a student is academically suspended, the UBA program 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. There are three phases that define the BA framework: phase one (immediately after suspension decision); phase two (during the suspension); phase three (preparing for the return). Information about these phases is provided in the suspension notification. Each phase includes advisor outreach to check-in with the student.

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.

Final Probation (Departmental Status)

Following an academic suspension, UBA students return on final probation. When a student is placed on final probation, the Academic Actions Committee identifies conditions during the probation semester to support student success that must be met. Students on final probation are required to complete an Academic Success Plan with their advisor (instructions are included in the notification). Students with final probation status will be reviewed by the UBA Academic Actions Committee at the end of the semester.

Drop (University Status)

Drop means permanent expulsion from the University. 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 Senior Associate Dean of Education of the Tepper School. All appeals must be received in writing by the deadline printed in the academic standing notification. Additional information about appealing an Academic Actions' decision is found in *The Word: Student Handbook* includes additional information about [appealing Academic Action decisions](#).

COURSE GRADE POLICIES

UBA students must earn letter grades (A through D) for their required business courses including core courses, foundation courses, breadth requirements, business electives, and concentration area. No P grades are allowed for degree requirements. Unless a student received an R grade, students are advised not to repeat courses. Repeating courses does not replace the previously earned grade on the transcript and both grades are calculated into the QPA.

Auditing

Undergraduate students are permitted to audit courses as defined in 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 are not involved with grade change requests. From [The Word: Student Handbook](#):

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.

Course Drop

Students are not permitted to drop a course after the drop deadline. After the drop deadline, students may only *withdraw* from a course. When a course is dropped, the course is removed from the student schedule and does not appear on the academic record. Students should review the [Academic Calendar](#) closely to understand the drop deadline. The [University Registrar's Office](#) publishes the drop policy and process that are followed by the UBA program.

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. UBA requires students wishing to use a late drop voucher meet with their assigned academic advisor to review the decision; the advisor initiates the process for the student after the advising appointment.

Course Withdrawals (W)

After the drop deadline, students may only *withdraw* from a course. When a course is withdrawn, the course is assigned a W grade and appears on the transcript. Students should review the [Academic Calendar](#) closely to understand the withdrawal deadline. The [University Registrar's Office](#) publishes the withdrawal policy and process that are followed by the UBA program.

Incomplete Grades (I)

Students who receive an Incomplete (I) grade will be reviewed by the Academic Actions committee and may be required to adjust their future semester schedule to allow for the Incomplete course to be completed or have additional conditions placed upon them to promote academic success.

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

Carnegie Mellon courses 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 (99101). 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

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). Completing a course with a passing grade "P" results in earning the units for the course. 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 identified in 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 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.

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 2.00 or higher cumulative QPA and 364 earned units. Students must also meet all university residence requirements and all university financial obligations 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.

LEAVE OF ABSENCE

Students should work with their academic advisor when considering a Leave of Absence. The BA program is committed to each student's success as they progress through the degree requirements. Work assignments may be made by the UBA 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. There are three phases that define the BA framework: phase one (pre-leave); phase two (during the leave); phase three (preparing for return). Each phase includes advisor outreach to check-in with the student.

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 enrollment. Students who are interested in this option should speak with their academic advisor.

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 of 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. 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 and sent via email. Petitions received after the posted deadline are not 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. A student may lose the right to overload if their cumulative QPA drops below 3.5 after an overload for the next semester has been granted.

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.

SEMESTER REQUIREMENTS

Course Load

All undergraduate students must carry at least 36 units per semester to maintain full-time enrollment status. 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 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 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.

QPA and Grade Requirements

UBA students must maintain a 2.00 semester 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. 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 expects students to meet with their advisor prior to course registration and use Stellar to plan their course schedules. First-year students are required to meet with their advisor prior to spring course registration in November.

Waitlists

Students are often waitlisted for courses. UBA reserves space in business courses for UBA students, then adds students to courses based on seniority, their place on the waitlist, and available space. Business majors and minors receive priority over students from other academic departments.

Each department at Carnegie Mellon handles waitlists differently. Please consult the [appropriate department administration](#) 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.

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 reserved for students in other departments.

- Academic advisors do **not** manage waitlists but can consult with you about your waitlist status and your academic schedule.
- 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 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

Students can enroll in the business internship course, 70499, in the fall, spring, or summer terms. The course is offered for three units as a pass/no pass grade option only. 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 site
- Provide a one-paragraph description of the internship and the application of business knowledge within the internship

UBA 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 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 graduate 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 accelerated graduate programs 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 or business elective requirements. UBA students who complete a non-MBA accelerated Master's degree need to complete the concentration area and business elective requirements. The Master's replaces the minor requirement for the Business Administration degree.

ADDITIONAL MAJOR

UBA students who earn an additional major can use it to replace the minor and concentration area requirements. The Business Elective requirement is still required for UBA students who earn an additional major.

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 and the credit is not factorable. Depending on the test and score, advanced placement credit can be a course equivalent, general units toward graduation, or instruction about appropriate class placement – this is not determined by the UBA program. 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. Students should discuss advanced placement with their advisor to determine how they may choose to use the scores within the degree requirements.

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), can be used to satisfy the *Creative Production and Reflection* breadth requirement, but cannot be counted as a business elective or concentration requirement.

BUSINESS ADDITIONAL MAJOR

Non-Tepper students interested in pursuing the additional major in Business Administration must consult with the Undergraduate Business Administration program and meet the requirements outlined on the [declaration form](#). Students enrolled in the business additional major 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 additional major degree requirements, the UBA program certifies the additional major and it appears on the diploma.

BUSINESS ELECTIVE REQUIREMENTS

Students entering Carnegie Mellon 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.

BUSINESS LEADERSHIP ENDEAVOR (BLE) REQUIREMENT

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.

BUSINESS MINORS

Non-Tepper students can 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 [course catalog](#) for additional information. Students enrolled in the business minor 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 UBA program certifies the additional major and it appears on the diploma.

CONCENTRATION REQUIREMENTS

Students entering Carnegie Mellon 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 cannot 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

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 are factored into the student QPA and follow the CMU residency requirements. The UBA program does not allow students to cross-register for a course if it is offered at Carnegie Mellon in the same semester to meet their degree 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 degree by completing a second primary major 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. For reference, the UBA minimum unit requirement is 364 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.

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.

Students enrolled in the business additional major 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. The Business Administration dual degree cannot be certified if the primary degree is not completed. Upon completion of the dual degree requirements, the UBA program certifies the dual degree. Dual degree students receive a second diploma and are welcome to attend the Tepper Diploma Ceremony.

HONORS THESIS

UBA students can 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. The honors thesis is 18 units and students receive College Honors upon graduation.

MINOR REQUIREMENT

The business degree requires students to complete a minor from another academic department. Students are advised to consult with their academic advisor and the minor department advisor when making their choice.

PROFESSIONAL SERVICE PROJECT (PSP)

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

RESEARCH & INDEPENDENT STUDY

UBA supports student research through credit-earning independent study with CMU faculty members. UBA students must be in good academic standing and have earned at least 90 units towards the business 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, evaluation criteria, and final grade determination. 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

Students interested in study abroad programs should consult with a study abroad advisor in the Office of International Education and 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.

TRANSFER COURSE CREDIT

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

Students must earn a final grade of C or higher to receive transfer credit unless otherwise noted by an individual class. CMU Washington Semester 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. Students pursuing the Business Dual Degree are subject to the transfer policy for UBA primary majors. If transfer credit is intended to be used to satisfy a business degree requirement, the course must be submitted through the UBA process.

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

- Business Leadership Endeavor sequence
- 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 (primary majors) who entered Carnegie Mellon University after 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.

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

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 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 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 the campus community (such as 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](#).

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 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.

UNDERGRADUATE RESEARCH OFFICE (URO)

The URO 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.

UNDERGRADUATE BUSINESS ADMINISTRATION (UBA)

OFFICE OPERATIONS

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

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