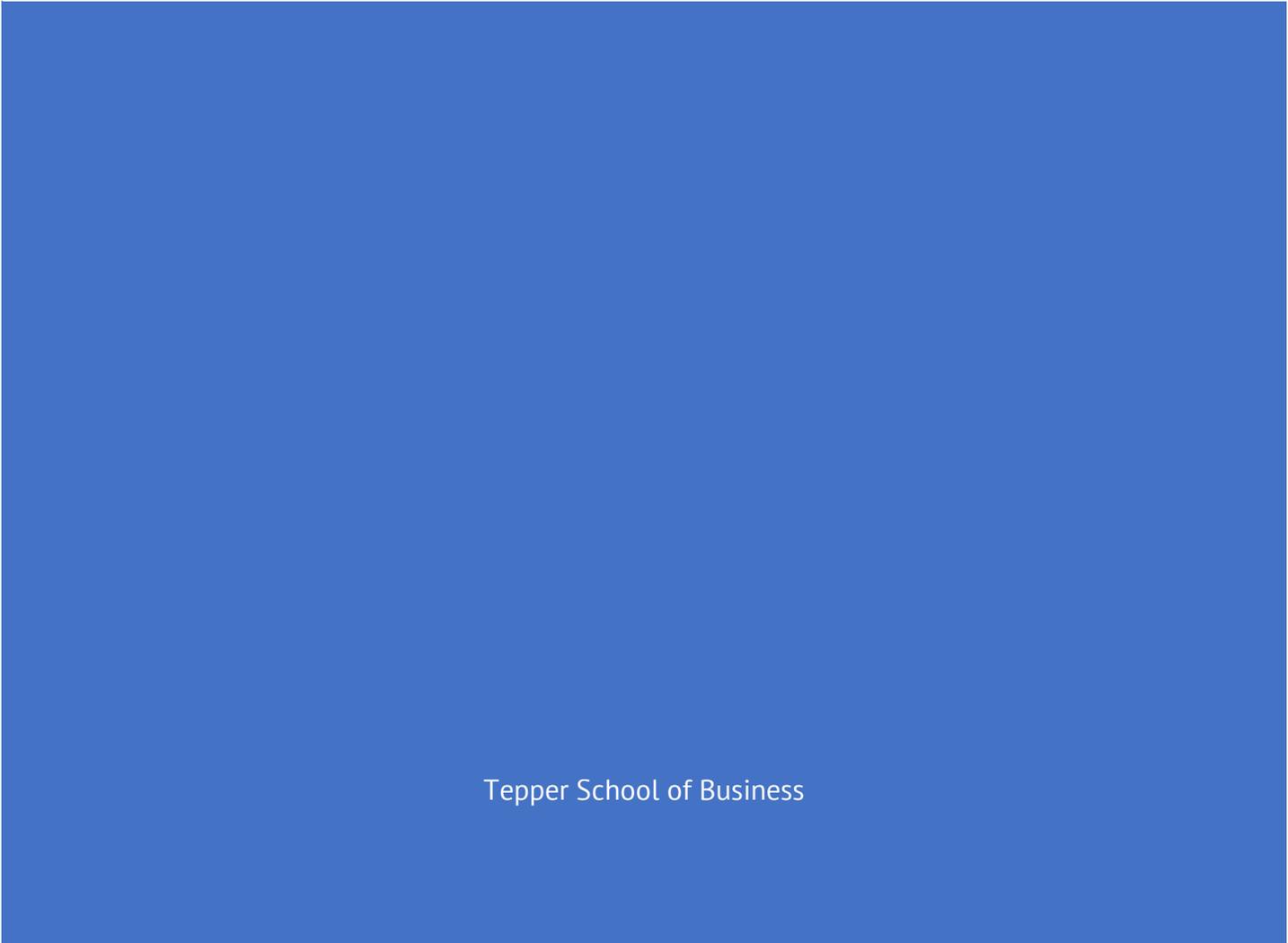




UNDERGRADUATE BUSINESS
ADMINISTRATION HANDBOOK
2021-2022



Tepper School of Business

PREFACE

The Undergraduate Business Administration (UBA) 2021-2022 Student Handbook contains policies, expectations, and resources to support your Tepper School of Business experience. This handbook is for use by the students, faculty, and staff of the UBA program at the Tepper School of Business at Carnegie Mellon University. All policies are subject to annual revision. URLs provided in this handbook are current as of July 2021. No parts of this handbook may be reproduced or distributed without written permission from the UBA Executive Director.

We hope you will take advantage of this handbook to support your UBA experience, and I invite you to contact me if you have questions regarding to the UBA Student Handbook.

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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](#). There are additional [University policies](#) for students to be aware of and responsible for following as Carnegie Mellon students. All questions regarding this publication or

University policies should be directed to the UBA Program. Further, it is important that students familiarize themselves with the Carnegie Mellon [Academic Calendar](#) located on The Hub's website.

TEPPER SCHOOL COMMUNITY EXPECTATIONS

The Tepper School of Business is committed to fostering a [diverse and inclusive community](#) based on trust, respect, and support toward all individuals, 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.

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 at CMU. 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.

PROGRAM 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](#), professional treks, community programs, and new student orientation. Due to the evolving pandemic conditions and CMU's commitment to health and safety, some office operations may be altered in 2021-2022.

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BUSINESS ADMINISTRATION HANDBOOK

ACADEMIC ADVISING

Each student receives an assigned academic advisor who provides clear, timely, and accurate information concerning programs, policies, procedures, and resources. The academic advisor is the student's first point of contact when discussing these policies, procedures, and resources. This includes

course scheduling, concentration selection, minor declaration, additional major declaration, study abroad, transfer credit, and more.

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. Additional major and minor students receive their UBA advisor assignment following the application.

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.

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

ACADEMIC ADVISING APPOINTMENTS

The UBA program uses [ScheduleOnce](#) 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 AUDIT

[Stellic](#) is the University's Academic Audit and is a student success platform for degree planning and the degree audit. Stellic displays a student's progress towards completing degree requirements while 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 students and academic advisors to assess graduation progress. Students are responsible for monitoring their own academic progress toward degree completion and should periodically review the audit. Students should direct any questions regarding their audit to their academic advisor.

ACADEMIC 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 year-long, 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 conditional grades of "I" for Incomplete) receive Dean's List honors in fall and spring semesters. The Dean's List is published on the Tepper School website.

University Honors

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

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 Student Academic Success Center and the CMU-Q Academic Resource Center unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s). Students are responsible for reviewing, understanding, and adhering to the identified policies and procedures.

Students are not eligible to drop a course if they are involved in an active academic integrity matter concerning the course they wish to drop. The academic integrity matter must be resolved before changes to a student's class schedule can be pursued.

ACADEMIC RECORD REVIEW

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

ACADEMIC STANDING

At the end of each semester, a student's academic progress and performance is reviewed by the Academic Actions Committee to determine student standing in the next academic semester.

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 as they work to complete business degree requirements. There are key barometers that the UBA program uses to inform academic progress: 1) by the end of a student's fourth semester in the business program, the UBA program expects that a student has successfully completed at least 40% of business foundation and business core classes (A-D grades). This translates to 8 different 9-unit courses that fulfill the requirements in the business foundation and business core courses; 2) and at the completion of a student's sixth semester in the business program, the student has a declared minor and business concentration; 3) maintain a QPA at or above 2.0; 4) complete 36+ 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 in eight semesters, students need to earn an average of 45 units per semester and maintain at least a 2.0 QPA.

Concern Status (Departmental Status)

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

Academic Probation (Departmental Status)

Students with a semester QPA below 2.0 and/or did not earn at least 36 factorable units are reviewed for departmental probation. Students with a cumulative QPA below 2.0 may also be placed on probation. When a student is placed on probation, the 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. 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. 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.)

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) and follow additional conditions outlined by the Academic Actions Committee. 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 Dean or the appointed designee 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*.

ACCELERATED MASTER'S DEGREES

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 pursuing the accelerated MBA will finish their BS degree at the same time; however, students pursuing a Heinz College accelerated graduate degree do not need to wait to finish both degrees at the same time.

UBA students who complete an accelerated MBA degree need to complete a minor for their undergraduate degree and are exempt from the concentration and business elective requirements. UBA students who complete a non-MBA accelerated Master's degree must complete the concentration area and business elective requirements. The non-MBA Master's replaces the minor requirement for the Business Administration degree.

ADDITIONAL MAJOR IN BUSINESS ADMINISTRATION

Non-Tepper students interested in pursuing the additional major in Business Administration must consult the Undergraduate Business Administration [course catalog](#) and meet the following requirements before officially completing the [application form](#).

- Cumulative QPA of 3.0
- Completed and passed the following courses:
 - 70-100: Global Business (approved substitute is 70-106)
 - 70-122: Introduction to Accounting
 - 73-102: Principles of Microeconomics
 - 70-207: Probability and Statistics for Business Applications (or equivalent)
 - 21-120: Differential and Integral CalculusOne of the following:
 - 70-311: Organizational Behavior
 - 70-371: Operations Management
 - 70-381: Marketing
 - 70-391: Finance

Students enrolled in the business additional major are required to adhere to the same grading and academic policies (listed in both the course catalog and handbook) as primary majors. Upon completion of the additional major degree requirements, the UBA program certifies the additional major and it appears on the diploma.

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. Students should consult the [Registrar's Office](#) to determine how advanced placement credit is awarded; each department determines their own policy and the Business Administration program follows the guidelines established by the other departments. Students should discuss advanced placement with their advisor to determine how they may choose to use the scores within the degree requirements. If a student takes the CMU course for which they were awarded advanced placement credit, the credit will be removed from the student record and the earned grade for the CMU course will be recorded on the transcript. Students cannot earn credit for both advanced placement and the equivalent course.

AUDITING A COURSE

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."

BUSINESS ELECTIVE REQUIREMENT FOR PRIMARY MAJORS

Students entering Carnegie Mellon must complete the 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. The only exception to this policy are P grades earned in Spring 2020.

BUSINESS LEADERSHIP ENDEAVOR (BLE) REQUIREMENT FOR PRIMARY MAJORS

Business Leadership Endeavor (BLE) is a three-course sequence that integrates professional development and knowledge application, leadership skill building, and global citizenship. Students should begin the BLE sequence with 70-104 in their first-year, enroll in 70-204 in their sophomore year, and finish 70-304 in their junior year.

CONCENTRATION REQUIREMENT FOR PRIMARY MAJORS

Students earning the business degree must complete the concentration and business elective requirements per the undergraduate catalog. Students are expected to identify their chosen concentration in Stellar by the end of sophomore year to maintain academic progress. All courses must be completed with a letter grade (A through D) and not a grade of P. Students are encouraged to consult with their academic advisor and the Career and Professional Development Center career counselors about their concentration choice.

If a student completes an additional major, the concentration requirement is waived (as is the minor requirement). Students must complete three business elective courses for their degree requirements if they earn an additional major.

COURSE DROP

Students are not permitted to drop a course after the drop deadline. 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. Students wishing to use a late drop voucher must consult with their assigned academic advisor about the decision; the advisor initiates the process for the student after the advising appointment.

COURSE 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. There

are no double-counting restrictions between the minor and the student's home college general education requirements.

Non-Tepper students earning a minor, additional major, or dual degree in Business Administration must adhere to the policies listed in the [catalog](#) for double counting courses. There are no double-counting restrictions between the minor and the student's home college general education requirements.

COURSE GRADE CHANGE APPEAL

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 GRADE POLICIES

UBA students must earn letter grades (A through D) for the required business courses including core courses, foundation courses, breadth/University Core courses, business electives, and concentration area courses. 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. No P grades are allowed for degree requirements, unless taken during the Spring 2020 Special Pass/No Pass election. 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. Carnegie Mellon courses taken to fulfill a course requirement for a major or minor must be completed with a letter grade with the exception of Computing @ Carnegie Mellon (99101). Courses completed with a letter grade earn factorable units that are used to compute QPA.

Each academic department adheres to its own grading policies and students are responsible for understanding individual grading policies. For example, Economics requires final grades of C or higher to advance from 73102 to 73103 and to 73230 or 73240.

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 graduate within eight semesters. Students earning less than 36 units in any given semester may be considered by the Academic Actions Committee due to lack of academic progress.

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

COURSE REGISTRATION

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

COURSE 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. UBA students have priority in all business courses. Non-business students pursuing the business additional major or a Tepper minor receive waitlist priority over students from other academic departments who are not pursuing any Tepper affiliated degree.

Each department at Carnegie Mellon handles waitlists differently. Please consult the [waitlist policy](#) for all non-Tepper School course waitlist situations. When prompted by the University Registrar's Office, if you want to remain on the waitlist, you should "tag up" to maintain your place on the waitlist.

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.
- Instructors do **not** manage waitlists and should not be contacted about a waitlist status.
- You cannot add yourself to a waitlist for a different section of a course in which you are already enrolled.
- You should have a back-up plan when you register so that if a course is full, you have other options for the semester and don't have to add yourself to a waitlist. Registering for a different course that has available spots and still is a good choice for your semester is often the best option when confronted with a waitlist.

COURSE WITHDRAWAL

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 adhere to the withdrawal deadline. Students who wish to withdraw from a course need to complete the University Registrar's Office [course withdrawal form](#), meet with their advisor to discuss the withdrawal, and submit the form to their advisor for signature and processing through the Tepper School.

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.

CURRICULUM REQUIREMENTS

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.

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 including the University Core, concentration and business elective requirements.. A business student interested in a Dual Degree should consult with their academic advisor and the department that they are considering as a Dual Degree.

Non-Tepper students intending to pursue a Dual Degree in Business Administration are required to apply for the dual degree and are encouraged to consult with the UBA Executive Director about their interests and the application process. In addition to the student's primary degree requirements, a student accepted for Dual Degree in Business Administration must complete an overall number of units that exceeds the minimum unit requirement for the degree with the smaller unit requirement, by at least 90 units. For reference, the UBA minimum unit requirement is 364 units. Further, they must meet all requirements for the Business Administration major including the major's University Core (general education) requirements, concentration area, and business elective requirements. The student's primary

major will substitute for the minor requirement. The student's primary major must be completed prior to or at the same time as the dual degree in Business Administration to satisfy the minor requirement.

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

GENERAL EDUCATION: BREADTH (CLASSES OF 2021-2023)/UNIVERSITY CORE (CLASS OF 2024+) REQUIREMENTS

Students should consult their academic catalog for the general education requirements needed to fulfill their degree requirements. For students who entered CMU prior to Fall 2020, UBA requires the completion of Breadth requirements. For students who enter CMU in Fall 2020 and later, UBA requires the completion of University Core requirements. All breadth course requirements must be completed with a letter grade (A through D); the P grade is not allowed for Breadth or University Core courses (except for P grades earned in Spring 2020). Some courses may count toward a breadth requirement and also toward a minor or additional major.

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 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 the degree and diploma. Students with less than 36 units remaining to complete for their Business Administration degree requirements are eligible to participate in 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.

HONORS THESIS FOR PRIMARY MAJORS

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. Non-Tepper students pursuing the Business additional major may apply for the Tepper School's College Honors.

INCOMPLETE GRADES

Students who receive one or more Incomplete (I) grades will be reviewed by the Academic Actions Committee and may be required to adjust their future semester schedule to allow for the Incomplete course(s) to be completed 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.

INTERNSHIPS FOR ACADEMIC CREDIT

The UBA program offers students the opportunity to earn academic credit for business-related internships. This is a credit-bearing course and tuition is assessed for the internship course. Students can enroll in the business internship course, 70499, in the fall, spring, or summer terms once they have secured a business-related internship through special permission granted by the UBA program. 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.

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.

LEAVE OF ABSENCE

The UBA program is committed to each student’s success as they progress through the degree requirements. There may be times when it is in the student’s best interest to consider a Leave of Absence in consultation with their academic advisor. W grade assignments are assigned by the 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. Students

preparing to return from a Leave of Absence will work with the executive director and academic advisor to submit the required University paperwork and prepare for a successful return.

MBA COURSE ENROLLMENT

UBA seniors with a cumulative QPA of 3.5 or higher may be eligible to enroll in a MBA course. 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.

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.

MINOR REQUIREMENT FOR BUSINESS STUDENTS & ADDITIONAL MAJOR OPTION

UBA students are required to complete a minor to earn their business degree, and some students choose to fulfill this requirement with an additional major. Each college has its own process for declaring a minor/additional major, and students should work with the individual department to learn their policies. Once UBA students officially 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. If a student completes an additional major, the minor requirement is waived (as is the concentration requirement). Students must complete three business elective courses for their degree requirements if they earn an additional major. The minor is certified at the time of graduation and failure to complete the minor requirement will prevent a student from graduating.

MINORS FOR NON-BUSINESS STUDENTS

Non-Tepper students can minor in Business Administration, Business Analytics and Optimization, 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 one of these minors are required to adhere to the same grading policies as primary majors. This includes the minimum QPA, letter grades for degree required courses, and the repeating courses. Upon completion of the minor degree requirements, the UBA program certifies the minor; it does not appear on a student's diploma per University policy.

PASS GRADES

There is a limit of 9 units of “P” that students may apply toward the 364 units needed for the Business Administration degree (this excludes C@CM). Exceptions are available for students who earned P grades during Spring 2020. Completing a course with a passing grade “P” results in earning the units for the course. Physical Education (69xxx) and STUCO (Student Taught, 98xxx) courses issue “P” grades. 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.

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 from the Executive Director.

RESEARCH & INDEPENDENT STUDY

UBA supports student research through credit-earning independent study with CMU faculty members. Students must be in good academic standing to be eligible for independent study. Students can earn between three and nine units of independent study for a factorable grade. The nine units are agnostic to which department awards them unless the Independent Study units are a requirement for a minor or additional major. Independent study cannot be used as a substitute for an existing course in the undergraduate catalog and cannot be 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 applied to the degree requirements. UBA students must submit the [independent study application](#) before the add deadline of the semester during which the study is done.

SEMESTER OVERLOAD

A course overload for a business student 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 a semester

overload. For Fall and Spring semesters, UBA students petition to enroll in more than 50 units for the semester to total 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. Students must meet the identified QPA threshold to petition for an overload. Petitions are reviewed and determined by the UBA program. The deadlines for the overload petition are posted in Canvas 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. New first-year or external transfer students are not eligible to overload until the spring semester of their first-year. A student may lose the right to overload if their QPA drops below the threshold after an overload for the next semester has been granted.

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 to provide information to students. Business students are enrolled in a Canvas site to receive additional announcements and information.

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

UBA students have an array of study abroad programs available to them. Tepper offers [Departmental Exchange Programs](#) with business schools abroad, and many other options can be explored through CMU's [Study Abroad Portal](#). Students interested in study abroad programs should consult with a study abroad advisor in the Office of International Education and their UBA advisor about the location, courses to study, 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, prior to departure. 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). If course plans change, the student must update the SATC form.

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 higher education institutions 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 Carnegie Mellon course must be approved through the UBA process. Retroactive equivalency approval is not granted for business courses.

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 (eligible only for Classes of 2021, 2022, and 2023) must work with the International Business concentration faculty representative to determine appropriate transfer credit beyond the transfer course policy.

Community college and online courses are 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 Transfer Credit Request process](#).

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

- Business Science (70106)
- Business Leadership Endeavor sequence
- Management Game (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)
- C@CM (99101)

Business students 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;
 - Only 1 course can transfer to the concentration courses;
 - Only 1 course can transfer to the business core
 - Only 1 course can transfer to the business foundation courses;
 - Only 1 course can transfer as a business elective;
 - Only 3 courses can transfer as general education (Breadth/University Core).

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 a minor administered by the Tepper School;
- No more than two courses toward the additional major BA core requirements.

HIGHLIGHTED UNIVERSITY RESOURCES

CAREER AND PROFESSIONAL DEVELOPMENT CENTER (CPDC)

The Career and Professional Development Center's (CPDC) mission is to empower students to optimize their professional and life potential through career exploration, experiential learning and connections with employers and opportunities. 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.

CENTER FOR STUDENT DIVERSITY AND INCLUSION

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

COMPUTING SERVICES

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

COUNSELING & PSYCHOLOGICAL SERVICES (CaPS)

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

THE HUB

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

OFFICE OF COMMUNITY STANDARDS AND INTEGRITY (OSCI)

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

OFFICE OF DISABILITY RESOURCES (ODR)

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

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

OFFICE OF INTERNATIONAL EDUCATION (OIE)

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

RELIGIOUS AND SPIRITUAL LIFE INITIATIVES

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

STUDENT ACADEMIC SUCCESS CENTER

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

STUDENT LEADERSHIP, INVOLVEMENT, AND CIVIC ENGAGEMENT (SLICE)

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

UNIVERSITY HEALTH SERVICES (UHS)

UHS is staffed by physicians, advanced practice clinicians, and registered nurses who provide general medical care. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures, and emergency room or specialist referrals are the student's responsibility. UHS also has a registered dietician and health promotion specialist to assist students in addressing nutrition, drug and alcohol, and other healthy lifestyle matters. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance Plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services.

UNIVERSITY LIBRARIES

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

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.