



Advising Handbook Fall 2015 - Spring 2016



**PLEASE KEEP THIS
HANDBOOK UNTIL YOU
GRADUATE**

**THIS HANDBOOK HAS SPECIFIC INFORMATION FOR
STUDENTS ENTERING THE SCHOOL OF BUSINESS
ADMINISTRATION IN FALL 2015 AND SPRING 2016**

ACADEMIC SUPPORT & RESOURCES

Student Services	101 Kalkin Hall Student Services provides information on your academic program, clarifications, explanation of rules and policies, and general help and assistance. If an emergency requires you to leave campus please notify this office.	(802) 656-4015 studentservices@bsad.uvm.edu www.uvm.edu/business
Academic Support Programs	Learning Co-Op 244 Commons, Living/Learning Academic Support Programs include: <ul style="list-style-type: none">▪ TUTOR Program: Tutors are available for a wide range of introductory courses. Tutoring is free.▪ STUDY SKILLS Program: Individual assistance is available to help you with topics such as time management, note taking, test taking, study strategies, comprehension, etc.	(802) 656-4075 learnco@uvm.edu www.uvm.edu/~learnco
ACCESS	A170, Living/Learning ACCESS (<i>Accommodation, Consultation, Counseling & Education Support Services</i>) provides services for students who have physical, learning, or related disabilities.	(802) 656-7753 access@uvm.edu www.uvm.edu/access
ALANA Student Center	Blundell House, Redstone Campus The ALANA Center's primary goal is to assist with the academic, cultural, social, and emotional needs of students of color	(802) 656-3819 asc@uvm.edu www.uvm.edu/~asc/
Career Center	E140, Living/Learning Assistance in resume building, interview techniques, cover letters, strategies, Career Connection, informational interviews, interest surveys, etc.	(802) 656-3450 career.services@uvm.edu www.uvm.edu/~career
Career + Experience Hub	Davis Center, First Floor Explore your interests and passions, find you niche and enhance your personal and career development through internships, jobs, study abroad, undergraduate research, service learning, fellowships, volunteering, leadership and campus employment.	www.uvm.edu/~uvmhub Drop-In and Weekly Workshop schedules are available on "The Hub" website
Center for Health and Wellbeing	The Center for Health and Wellbeing provides a wide range of primary health care and counseling services plus health education programming and referral services. <ul style="list-style-type: none">• Student Health Center - 425 Pearl Street• Counseling Center –<ul style="list-style-type: none">➤ 146 South Williams Street, Jacobs House➤ 436 South Prospect Street, Redstone Campus Visit their website for a complete list of services and contacts.	(802) 656-3350 (802) 656-3340 (802) 656-0784 www.uvm.edu/~chwb
Writing Center	105 Bailey Howe Library Supports writers as they work on any project, at any stage of the writing process. Writers coming to the Writing Center will meet with trained peer tutors who respect the style, voice, and approach of each individual writer.	www.uvm.edu/wid/writingcenter

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Detailed Business Requirements

Basic Business Core

BSAD 010: The Business Enterprise
BSAD 015: Business Communications
EC 011: Macroeconomics
EC 012: Microeconomics
MATH 019/020 or 021: Calculus
BSAD 025: Sustainable Business Strategies
BSAD 030: Decision Analysis
BSAD 060: Financial Accounting
BSAD 061: Managerial Accounting
STAT 141: Basic Statistical Methods

- All Core courses must be completed with a 2.25 cumulative GPA and no single grade below C- by the completion of 60 earned credits.
- Students will take a Math Readiness Test to assist in placing them into their first Math course. If Math 19 is taken, then Math 20 is required. If Math 21 is taken, no additional math is required.
- The average course load is five classes (15 credits) per semester; full-time status requires at least 12 credits.

Business Field

BSAD 120: Leadership & Organizational Behavior
BSAD 141: Info, Technology, & Business Systems
BSAD 150: Marketing Management
BSAD 173: Operations Management
BSAD 180: Managerial Finance

- All Field courses must be completed with a 2.00 cumulative GPA.
- Junior status (≥ 57 credits) is required for course registration.
- Students pursuing a finance concentration should enroll in BSAD 180 concurrent with BSAD 061 in the

Interdisciplinary Theme

3 courses in your selected theme:

- Sustainable Business
- Global Business
- Entrepreneurship

PLUS

Students are also required to complete an interdisciplinary capstone course.

- An Interdisciplinary Theme consists of 12 credits of upper level business coursework in a specialty area that builds on the knowledge gained in the Business Field courses.
- Students can declare their Theme at any time.
- All Theme courses must be completed with an overall 2.00 cumulative GPA.
- The Interdisciplinary Theme is listed on a student's transcript, but not on his or her diploma.
- Faculty advisors work with students to plan their course sequence to align with their career goals.

Business Discipline Concentration

4 courses in your selected concentration:

- Accounting
- Business Analytics
- Finance
- Marketing

- In addition to the Theme, students will select one of the four Concentration areas to enhance their industry knowledge.
- Consists of 4 classes – 12 credits.
- Students can declare their Concentration at any time.
- All Concentration courses must be completed with an overall 2.00 cumulative GPA.
- The Business Discipline Concentration is listed on a student's transcript, but not on his or her diploma.
- Faculty advisors work with students to plan their course sequence to align with their career goals.

Professional Development Series

BSAD 002: (Sophomore Year)
BSAD 102: (Junior Year)
BSAD 202: (Senior Year)

- All Professional Development Series courses are 1-credit.
- Students are required to complete a total of 3-credits of Professional Development Series.

Detailed General Education Requirements

Basic General Education Core

General Education Core:
1. History (any course below 100-level)
2. English Writing or Literature (ENGS 001, 050, 053, HCOL 085)
3. Social Science (any course from ANTH, EC, ENVS, GEOG, POLS, PSYS, SOC, GSWS or HCOL 085/086)
4. Natural Science with a lab (4 Credits)
5. Global & Regional Studies
6. Language and Literature (any foreign language, ENGS literature or WLIT)

Please note: 1) Any course meeting a business requirement cannot also count toward a General Education requirement. 2) Each course can only satisfy one General Education requirement.

Minor

Business students are required to have a minor. Students can minor in any field as long as the minor department agrees. Currently, the Film & Television studies minor is available only to students majoring in a College of Arts and Sciences program. The following CDAE (Community Development and Applied Economics) minors are restricted due to content overlap: Consumer and Advertising, Consumer Affairs, Community Entrepreneurship and Public Communication.

Minor requirements are listed in the online catalogue for each department offering a minor and most minors require about 18 credit hours. Some minors are more difficult to earn than others. The Spanish minor, for example, requires 18 credit hours of coursework above 100-level; for a student who has never taken Spanish, it would require four semesters of coursework before s/he would be eligible to take a 100-level Spanish course.

University Requirements

Students are required to complete several university requirements.

- Diversity – All students must complete six credits in diversity themed courses. At least three credits must come from D1 (Race & Racism in the U.S.) and the remaining three credits can be selected from either D1 or D2 (Human & Societal Diversity) offerings. Designated General Education and Business courses can double-dip to the D1 and D2 requirements.
- Foundational Writing and Information Literacy – All students will take one of three courses–ENGS 001, HCOL 85, or a TAP seminar–designed to promote four foundational goals: rhetorical discernment, critical reading, substantive revision, and information literacy.
- Sustainability – All undergraduates will be required to complete a Sustainability Requirement as part of the general education requirements of the University. Students will acquire knowledge of social, ecological, and economic dimensions of complex problems; develop skills in rigorous and complex discussions about solutions; negotiate multiple values; and analyze their own experiences and actions.

Electives

- Students pursuing a Bachelor of Science in Business Administration cannot use physical education credits (PEAC) toward the 120 credit graduation requirement (including credit received for participating in varsity and club athletics).
- Students will not receive credit for a course that is prerequisite knowledge for a course already completed; for example French 001 after French 002.
 - Credit cannot be received for CDAE 167 if taken after BSAD 180.
 - Credit cannot be received for CDAE 168 if taken after BSAD 150.
 - Students can earn credit for only one PHIL 010 course.
- Students cannot receive credit for a course offered in another department that substantially duplicates material in Business Administration.
 - Credit cannot be received for both CDAE 127 and BSAD 153.
 - Credit cannot be received for both CDAE 128 and BSAD 155.
 - Credit cannot be received for both CS 14 and BSAD 142.
 - Credit cannot be received for CS 42, CDAE 266, CDAE 169, or CDAE 210.
 - Credit cannot be received for EC 170 and STAT 141.
- Students are allowed to earn up to six elective credits for an internship.
- More elective restrictions can be found in the UVM Catalogue at catalogue.uvm.edu.

Registering for Courses

JUNE ORIENTATION

NOVEMBER*

APRIL*

Registration for first semester

Registration for Spring

Registration for Fall

* Note: First-year students are required to attend a group advising session prior to registration.

Registration Instructions:

1. Login to myUVM using your net ID and password.
2. Click on 'Add or Drop Classes' under the Registration menu.
3. Select a term and press SUBMIT.
4. Enter course 5 digit CRN number(s) in worksheet if known *or* press CLASS SEARCH.
5. All classes in the chosen discipline will appear. Open box indicates space available. C indicates class is closed.
6. To register, click in the open box. A checkmark will appear.
7. Scroll to bottom of page and press REGISTER.
8. The screen will indicate if you are registered or restricted. (Possible restrictions could be CLASS STANDING, MAJORS ONLY.)

Registration Checklist:

- ☐ View class schedule on the Registrar's homepage, <http://www.uvm.edu/~rgweb/>
- ☐ Check your student account for holds before you register for classes.
 - <http://www.uvm.edu/~rgweb/> → **myUVM** → **Registration (top left)** → **Registration Status**
 - **Why?** A hold will block your registration, checking in advance gives you time to resolve a hold.
 - Holds can be placed on your record for financial reasons, judicial issues, medical paperwork, and/or advising.
- ☐ Check enrollment totals the night before you register.
 - **Why?** Don't try to register for a class that is full!
- ☐ Have back-up classes ready, in case your first choice sections are full.
- ☐ Click on "View Student Schedule by Day/Time" and print a copy for yourself.

Class Standing

Credit hours which have been earned with a passing grade determine a student's class standing at The University of Vermont. Class standing is important for several reasons: 1) it is the benchmark for the year of graduation and graduation plan; 2) it determines course registration dates; and 3) allows for registration of course based on level. The various dates that students begin registering for their next semester's classes are based on class standing. Some courses may be restricted to students with a particular class standing.

First Year	0-26.9
Sophomore	27.0-56.9
Junior	57.0-86.9
Senior	87.0 and over

Strategic Themes

The Bachelor of Science degree in Business Administration provides a distinctive focus on three interdisciplinary strategic themes. All students must choose one theme by their junior year. The available themes are:

- Global Business
- Sustainable Business
- Entrepreneurship

All students must complete four (4) courses within their chosen theme, including one interdisciplinary "capstone" course in the fourth year. Students who complete our undergraduate program receive a Bachelor of Science in Business Administration (BSBA) with an interdisciplinary theme in one of the three areas.

Global Business Theme

The Global Business theme is a multidisciplinary program that allows a student to take business courses in an international context and to acquire a global mindset. It prepares students for conducting business in an increasingly globalized world by providing a broadened world perspective through study and experience. The Global Business theme provides a macro view of markets and institutions in the global economy, as well as a focus on international relationships. Depending upon the interests of a student, classroom experiences may focus on issues such as formulating global strategies, understanding and reporting global transactions, dealing with the complexities of global trade and finance and marketing across geographic boundaries.

The Global Business theme will also allow students to combine courses in broader areas of economic development, regional business environment, and/or management, marketing, trade, and finance. The student will be encouraged to combine business courses with supplemental coursework in related international subjects such as language, history, politics, and culture. Students are highly encouraged to study abroad and obtain minimum competency levels in a second language to add to their understanding of global business.

Possible Career Paths following a Global Business Theme: Depending upon a student's interests and skills, the Global Business theme can help prepare students for careers involving international market analysis, international commercial and investment banking, portfolio analysis and risk assessment, new market development, international management and consulting.

Sustainable Business Theme

This theme provides knowledge, competencies and experiences for students interested in business and environmental sustainability. Students will gain a broad understanding of, and consideration for, the

importance of nature and the concept of environmental, economic, and social sustainability. Students may enhance this understanding by taking courses spanning a number of different disciplines outside of business such as ecology, economics, environmental studies, political science, history and sociology. Students involved in the Sustainable Business theme are challenged to recognize points of integration and points of tension between the needs of the environment, people, and sustainability as they intersect with the demands of business and economic growth.

Required business electives and participation in a capstone course will give students involved in the Sustainable Business theme the opportunity to synthesize and validate their evolving perspectives in both an academic and applied settings.

Possible Career Paths following a Sustainable Business Theme: Careers in sustainable business, sometimes known as “green” jobs, are found in such varied fields as environmental protection and remediation, waste reduction, the fossil fuels industry, green building, sustainable agriculture, climate change, renewable energy and energy efficiency. Students pursuing the Sustainable Business theme may also pursue careers in industries that produce goods or provide services that benefit the environment or conserve natural resources. Graduates may work on making production processes more environmentally friendly or use fewer natural resources. These careers may range from sustainability consulting, renewable energy finance, and corporate environmental management.

Entrepreneurship Theme

The Entrepreneurship theme focuses on the creation of businesses by developing the core capabilities of idea generation, opportunity recognition, resource acquisition, and entrepreneurial management. Students participating in the Entrepreneurship theme will learn to shape entrepreneurial opportunities and assess financial feasibility, while incorporating entrepreneurial experiences. Students must also learn how to deal with numerous challenges and opportunities including, managing proficiently in rapidly growing global markets, comfort with ambiguity and personal risk-taking.

Experience for Entrepreneurship students includes forming teams, constructing business models, talking with partners and customers and assessing feasibility, while launching a new venture or initiative. Additional experiential opportunities include participation in case competitions and pitch competitions. The skills and competencies gained through the Entrepreneurship theme are vital for the success of any business or organization start-ups, corporations, family business, non-profit, franchise, or any other setting.

Possible Career Paths following an Entrepreneurship theme: Many of the students who choose the Entrepreneurship theme plan to, or already have, started their own businesses. Other graduates are in high demand with companies stressing innovation and change. Some students studying Entrepreneurship may choose to work for a family or closely held business, purchase a franchise, work as a business consultant or enter the financial services industry.

*** For an updated list of theme and concentration courses, please check out uvm.edu/business or stop by Student Services in Kalkin 101. ***

Enrollment Changes, Deadlines, and Grading

Adding and Dropping Courses

The add/drop period lasts for the first ten school days of the semester. This is the time in which students can make changes to their schedules. If a student adds a class, it is added to his or her schedule and transcript. Similarly, if a student drops a class, it is removed from his or her schedule and transcript. After the first five days of class, courses can only be added with instructor permission.

Late Adds

It is usually unreasonable to add a class after the first ten days of class. Typically, the only acceptable reason for a late add is a technical problem with a student's paperwork. If a student decides to pursue a late add, the first step is to talk with the instructor. The student and instructor should discuss the material and assignments missed and the reasonableness of class success. Permission for a late add will only be given in very unusual situations that are documented and only with the instructor's agreement. It is not advisable to add a class after the two week mark because it is nearly impossible to catch up on the work.

Late Drops

If a student has never attended the course and realizes he or she failed to drop it during the Add/Drop period, the instructor must drop the student from his or her class roster. If a student has attended even one class, he or she will not be eligible to drop and will need to "withdraw" from the course.

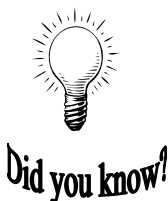
Pass/No Pass

The Pass/No Pass grading system was created to enable students to take elective courses without the stress of GPA maintenance. In the School of Business Administration, **only free electives** may be taken pass/no pass. Required courses such as core, field, theme, concentration and general education courses cannot be taken pass/no pass.

To select the Pass/No Pass grading option, students must complete a "Grading Mode Selection" form, available at the Registrar's Office or in Student Services. Students will need their advisor's signature on this form. Students must select the Pass/No Pass option prior to the end of the Add/Drop period. Students on academic trial are not permitted to take a class Pass/No Pass.

When a course is taken pass/no pass:

- Only a student's advisor will know, the instructor will not.
- Students must complete all work required in these courses to receive full credit.
- Grades of D- or higher will be recorded as PASS and grades of F as NO PASS.



The Dean's List is based on a minimum of 12 graded credits. If a student is enrolled in 12 credits and three of the 12 are to be graded Pass/No Pass, they will not be eligible for the Dean's List.

Audit

Students wishing to regularly attend a course, but not receive credit, may register as an auditor, with the approval of the dean and the instructor. Auditors have no claim on the time or service of the instructor. Students must meet minimum levels of performance set by the instructor at the time of registration in order to receive an audit grade. Tuition is charged at the applicable rate. Under no circumstances will changes be made after the add/drop period to allow credit for courses audited.

Withdrawals

If a student wants to stop taking a course after the Add/Drop period, s/he may withdraw from a class until the tenth week of classes. Students should check on the Registrar's page or with Student Services for the precise date. If a student withdraws from a class, the course remains on his or her transcript with a grade of *W*. The *W* is not used in GPA calculations. Students should speak to both their instructor and their advisor to determine whether this is the appropriate action before making the decision to withdraw.



Caution: If withdrawing from a class brings a student below full-time status (12 credits), s/he must check with financial aid, his or her health insurance company, and any other group that requires the student to be enrolled full-time (parents, the NCAA, scholarships, international education, etc.).

Late Withdrawals

Students may petition to withdraw after the tenth week of class only if they have circumstances beyond their control. Dissatisfaction with the grades in a course is never an acceptable reason for a late withdrawal. To request a late withdrawal, students must submit a petition to the Undergraduate Studies Committee of the School of Business Administration and provide supporting documentation of the circumstances.

If the circumstances beyond a student's control are medical, the student must meet with a representative from the Center for Health and Wellbeing. The Center cannot authorize or give permission for a student to withdraw from a course; they give only a recommendation for action to the academic unit. The School's Undergraduate Studies Committee approves or denies the late withdrawal request.

Incomplete Grade

A student should contact the instructor directly to discuss the option of an incomplete grade prior to the end of the term. It is the student's responsibility to meet with the instructor and determine the nature of the outstanding requirements, and set a deadline for course completion. Dissatisfaction with one's grade in a course is **never** an acceptable reason for an incomplete. The instructor may choose not to provide or agree to an incomplete.

If an incomplete is agreed too, the reason for the incomplete is documented and includes submission of a designation to the University, final due date for completion of the course and the grading metric for the remaining course assignments.



Did you know?

If an emergency interferes with your ability to complete course work, you should contact Student Services (802-656-4015) immediately! Student Services can help you notify your professors of the situation and work with you to develop a plan for missed work.

Grading

Final grades carry a corresponding quality point value. The quality point value and the credit hour value determine a student's semester grade point average (GPA). The cumulative grade point average is the student's total quality points for all semesters divided by his/her total credit hours.

Quality Points		Quality Points	
Grade	Per credit hour	Grade	Per credit hour
A+	4.00	C	2.00
A	4.00	C-	1.67
A-	3.67	D+	1.33
B+	3.33	D	1.00
B	3.00	D-	0.67
B-	2.67	F	0.00
C+	2.33		



Other grades are listed below. Students should refer to the catalogue for details and restrictions. Before selecting any of these grading options, business students need to discuss the ramifications with their advisor.

AU Audit	S/U Satisfactory/Unsatisfactory
I Incomplete	SP/UP Satisfactory Progress/Unsatisfactory Progress
M Missing (grade not submitted by Instructor)	W Withdrawn
NP Not Passed	XC Extended Course
P Passed	XF Failure resulting from academic dishonesty

Computation of Grade Point Average (GPA)

To calculate the total quality points, multiply the quality points for each grade by the number of credits earned for the course. Example:

EC 011	A	3 credits	x	4.00	=	12.00
MATH 021	B	4 credits	x	3.00	=	12.00
BSAD 040	A-	3 credits	x	3.67	=	11.01
SOC 019	B+	3 credits	x	3.33	=	9.99
HST 011	A-	3 credits	x	3.67	=	11.01

Total: 16 credit hrs 56.01 quality points
56.01 points/16 credit hrs = **3.50 GPA**

You can get great material for your resume just by earning good grades! A high GPA can lead to placement on Dean's List, academic awards, leadership positions, membership in honors societies, etc.

Academic Honesty

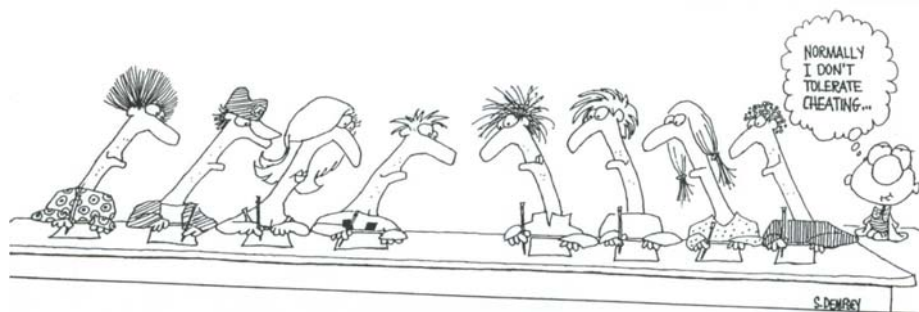
Purpose

The University should provide an environment that encourages all students (undergraduate, medical, graduate, and continuing education) to learn, create, and share knowledge responsibly. As society entrusts our students and faculty to pursue knowledge and report their discoveries truthfully, any deliberate falsehood or misrepresentation undermines the stature of the University. The following standards of academic integrity are deemed necessary for fulfilling the University's mission, as well as its motto: *Studiis et Rebus Honestis*. These standards are also necessary for evaluating the quality of student work in a fair manner.

Standards

All academic work (e.g., homework assignments, written and oral reports, use of library materials, creative projects, performances, in-class and take-home exams, extra-credit projects, research, theses and dissertations) must satisfy the following four standards of academic integrity:

1. All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute *plagiarism*.
2. All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute *fabrication*.
3. Students may only collaborate within the limits prescribed by their instructors. Students may not complete any portion of an assignment, report, project, experiment or exam for another student. Students may not claim as their own work any portion of an assignment, report, project, experiment or exam that was completed by another student, even with that other student's knowledge and consent. Students may not provide information about an exam (or portions of an exam) to another student without the authorization of the instructor. Students may not seek or accept information provided about an exam (or portions of an exam) from another student without the authorization of the instructor. Violations of this standard constitute *collusion*.
4. Students must adhere to the guidelines provided by their instructors for completing coursework. For example, students must only use materials approved by their instructor when completing an assignment or exam. Students may not present the same (or substantially the same) work for more than one course without obtaining approval from the instructor of each course. Students must adhere to all course reserves regulations, including library course reserves, which are designed to allow students access to all course materials. Students will not intentionally deny others free and open access to any materials reserved for a course. Violations of this standard constitute *cheating*.



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Examples of Academic Dishonesty

Situation: *Not recognizing an action as dishonest (ignorance is not an excuse).*

1. The project was to be done individually and out of class, but three students collaborated. All of the other assignments had been assigned as group projects. Since the students were used to discussing their projects as a group, the members discussed how to interpret one of the questions. As a result of their discussion their answers were nearly identical and very different from the rest of the class.



Outcome: The students received a zero on the assignment.

2. Two courses covered similar topics and both had papers. One student turned in the same paper for both courses. The paper was good so the instructors were discussing it and discovered the identical paper.

Outcome: The student was allowed to use the paper in one of the courses, but earned a zero on the assignment in the other course, so failed the course. You may not turn in the same paper for two separate courses without both instructors' permission.

Situation: *Students get behind and feel pressured to take a short cut.*



3. The project was due in two days, and the students couldn't understand the computer program they needed to use. It was to be done in teams, and each of them counted on the others to figure it out. They knew their friends in the class had been working on it for two weeks and were still not done. One of them had a friend who took the course the semester before, so they took a computer copy of his project and made minor modifications.

Outcome: Everyone in the group received an F in the course and was required to take it again. If they had told the professor they couldn't complete the project; a zero on the project might have still let them pass the course.



Did you know?

If you are found responsible of academic dishonesty you may receive a grade of XF. The grade of XF will be defined as "Failure resulting from academic dishonesty" on each student's transcript and in the University Catalogue. The grade of XF is equivalent to the grade of F in the determination of your grade-point averages and academic standing.

Classroom Code of Conduct

Faculty and students will at all times conduct themselves in a manner that serves to maintain, promote, and enhance the high quality academic environment befitting The University of Vermont. To this end, it is expected that all members of the learning community will adhere to the following guidelines:

1. Faculty and students will attend all regularly scheduled classes, except for those occasions warranting an excused absence under the policy detailed in the catalogue (e.g., religious, athletic and medical).

2. Students and faculty will arrive prepared for class and on time, and they will remain in class until the class is dismissed.
3. Faculty and students will treat all members of the learning community with respect. They will promote academic discourse and the free exchange of ideas by listening with civil attention to comments made by all individuals.
4. Students and faculty will maintain an appropriate academic climate by refraining from all actions which disrupt the learning environment (e.g., making noise, ostentatiously not paying attention, and leaving and reentering the classroom inappropriately).

Examples of Violations of Classroom Code of Conduct

Situation: A student is not respectful of the professor or classroom conduct expectations.

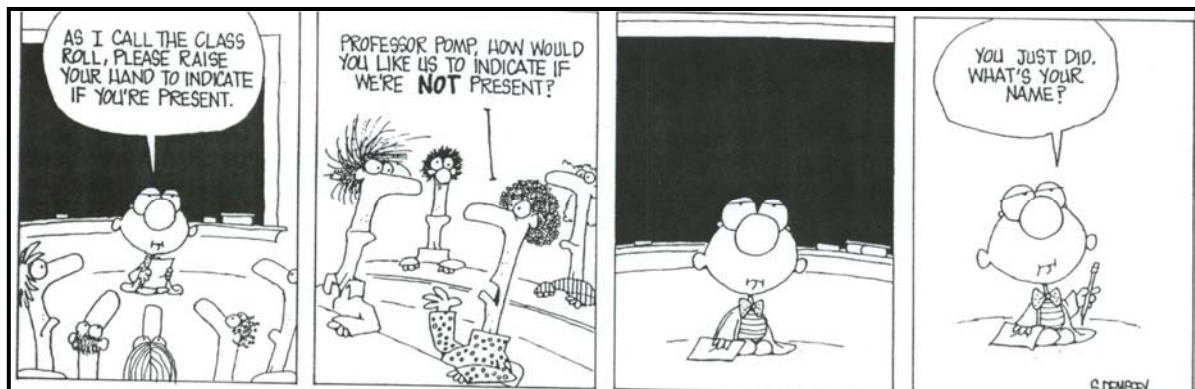
1. A student constantly texts and uses his computer during class. The professor repeatedly asks the student, both in and out of class, to focus on the course and specifically forbids the use of either a cell phone or computer during class time. The student continues to ignore the professor's requests.

Outcome: The student is referred by the professor to the Center for Student Ethics and Standards for disruptive classroom behavior. The student goes through the judicial process to determine the sanction for the course disruption.

Situation: A student is consistently disruptive in class.

2. A student constantly talks in class to other students, makes loud and inappropriate comments and asks the professor questions unrelated to course content. The professor has taken the student aside after class on several occasions and the student always promises to stop the behavior immediately. Other students also complain to the professor about the student's inappropriate behavior.

Outcome: The student is referred to the Associate Dean of the School of Business Administration to discuss the disruptive behavior. After this conversation, the student continues the same behavior in class. Eventually, the professor refers the student to the Center for Student Ethics and Standards and the student goes through a judicial hearing process.



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Academic Trial & Dismissal

Minimum Grade Requirements

A cumulative grade-point average of 2.00 is required for the degree of Bachelor of Science in Business Administration. There are also minimum grade point benchmarks within the curriculum. Students need to average a 2.25 GPA or higher across their Basic Business Core courses with no single grade lower than a C-, a 2.00 average across their Business Field courses, a 2.00 average across their Interdisciplinary Theme courses, and a 2.00 average across their Business Discipline Concentration courses. Students who have not successfully met the Basic Business Core requirements by the end of 60 credits will be asked to transfer to another academic unit on campus.

Requirement	GPA Needed
Overall GPA	2.00
Basic Business Core	2.25 (and no single grade lower than C-)
Business Field	2.00
Interdisciplinary Theme	2.00
Business Discipline Concentration	2.00

Academic Trial

Students will be placed on academic trial if their semester or cumulative grade-point average is less than 2.00. Students will remain on trial until both semester and cumulative grade-point averages reach at least 2.00 or until they are dismissed. Students on trial will be given a target semester grade-point average to achieve by the end of the following semester. First year students placed on academic trial after their first term, are required to participate in *Learn at UVM*, a program that will help students become more effective and efficient learners.

Dismissal Criteria

Students shall be dismissed from the University in the following situations: (1) failure to achieve the target grade-point average while on trial; (2) failure of at least half their course credits in any semester while maintaining a cumulative grade-point average of less than 2.00; (3) failure of at least half their course credits while maintaining a cumulative grade-point average of 1.00 in their first semester.

The Business School's Undergraduate Studies Committee, which consists of three business faculty members, reviews and discusses the academic performance of each student who submits a dismissal appeal.

A student may appeal a dismissal in writing to the Undergraduate Studies Committee within the time frame stipulated in the dismissal letter. Once a thorough review and discussion has ensued, the members vote on what type of academic action will be taken. Detailed information on the criteria for dismissal may be obtained from the School of Business Student Services Office.

Academic Support Programs

First-Year Interest Group (FIG)

A First-year Interest Group (FIG) is comprised of a group of 25-30 first-year students who take three of the same Basic Business Core classes. This program is designed to make it easy for first-year students to enhance their academic learning with a cohort model of peers. **With the FIG experience, participants:**

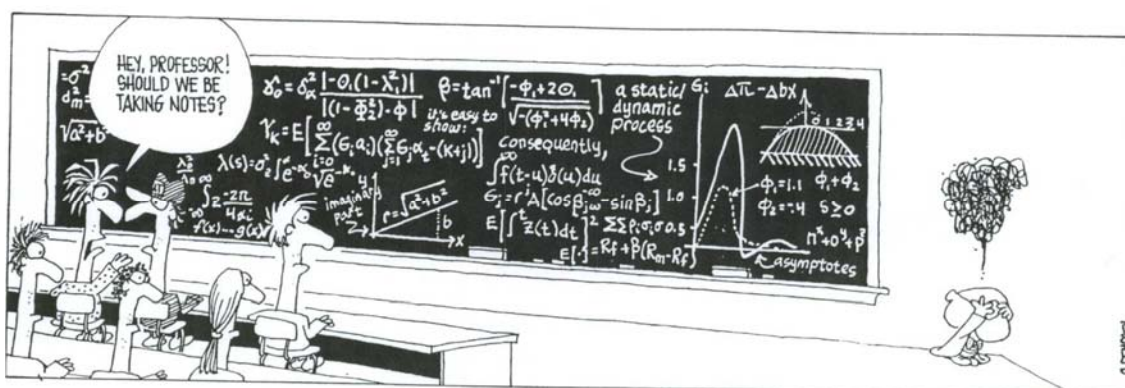
- Enroll in the same sections of BSAD 010, EC 011, and MATH 019 which allows for
 1. stronger peer connections in lecture style classes
 2. easier scheduling of study groups
 3. increased social connections with cohort
- Directly interact with a peer leader for FIG for support and guidance
- Explore campus resources together
- Increase their knowledge and connection to the community with field trips to local companies
- Benefit from mutual study habit and time management skills for the collegiate setting
- Gain in-depth knowledge about the School of Business
- Participate in specific workshop sessions on professionalism including presentation skills

For enrollment in the FIG, you must be a first-time, first-year business student, place in MATH 019 and enroll in BSAD 010 and EC 011. This is an excellent opportunity for all students, and a select few students will be invited to participate. If you are interested in joining FIG, please contact Student Services at StudentServices@bsad.uvm.edu

Subject Area Tutoring

The Learning Co-op offers one-on-one peer tutoring in many business and general education courses. One-hour tutoring appointments are held around campus throughout the week or during scheduled hours in the Learning Co-op office. All subject area tutoring is free of charge!

Group tutoring for certain business subjects is also available on a weekly basis in the School of Business Administration.



Writing Center

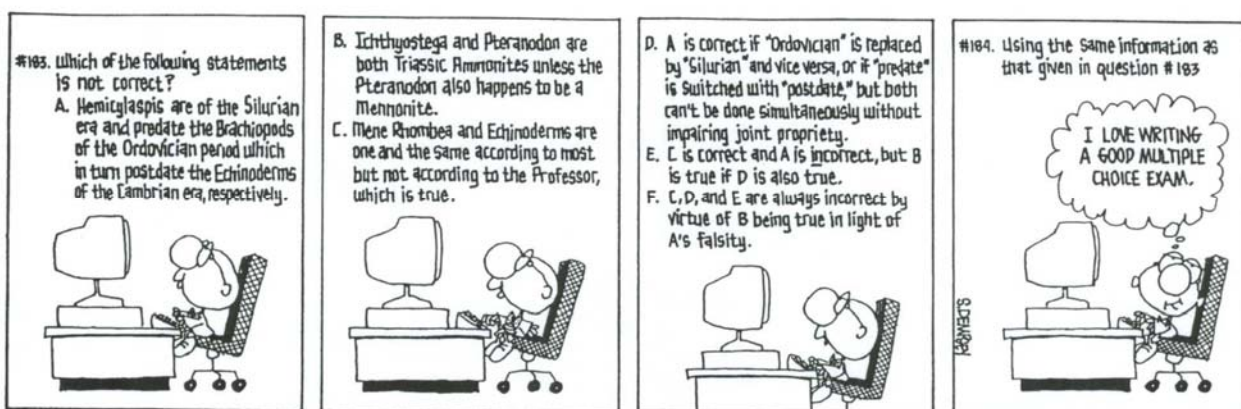
Students use the Writing Center for assistance with a variety of projects: class assignments, application essays, resumes, creative pieces, and unassigned writing projects. Many students have found that going to the Writing Center makes the writing process less stressful and solitary and helps them to improve the overall quality of their written work.

Learning Skills

The Learning Co-Op offers Learning Skills workshops to help students develop tools and study habits essential to a successful college career, like good time management and test-taking strategies. The Learning Skills program provides both one-on-one and group tutoring free-of-charge to help students understand how they learn & plan how best to academically succeed.

Learn at UVM

First-year students who are placed on academic trial after their first semester at UVM are required to participate in Learn at UVM. Learn at UVM sessions, a joint partnership between the School of Business Administration and the Learning Co-Op, focus on improving study skills, test-taking skills, note-taking and other academic skills needed to be successful in the college classroom.



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Exploring Business – a Residential Learning Community

The Purpose of the Residential Learning Community (RLC)

Residential Learning Communities acquire enthusiastic and passionate students with common interests and goals and encourage them to further their knowledge. The “Exploring Business” program will allow students to explore their interests within the business world through the scope of three themes:

- Global Business
- Sustainable Business
- Entrepreneurship

Why Join our Community?

Students who live in the “Exploring Business” living and learning community will be invited to professional presentations, field trips to local organizations - ranging from large businesses to new start-up companies, networking events, social events, community service events, in-house professionalism trainings, career

preparation meetings and in-house professional academic advising. This program will also allow students to network with major players in the Business world in varying fields to discuss business trends, career options and the current (and future) markets.

How to Apply

1. A Housing and Meal Plan Contract must be submitted in order to apply for Living and Learning Residential Living Communities. This contract can be found on the myResLife portal: <https://reslife.uvm.edu>
2. Submit a separate Programmed Housing Application which can be found under "Forms" section on the myResLife dashboard.

The application includes both general questions and business-specific questions, which should have a response of 100 - 200 words.

The application requires the applicant to rank the programs they applied to by preference.

3. There are a limited number of spots within the Exploring Business Residential Living Community so thoughtfully fill out the application and don't wait to apply!
4. **2015 Application Deadline:** June 30, 2015

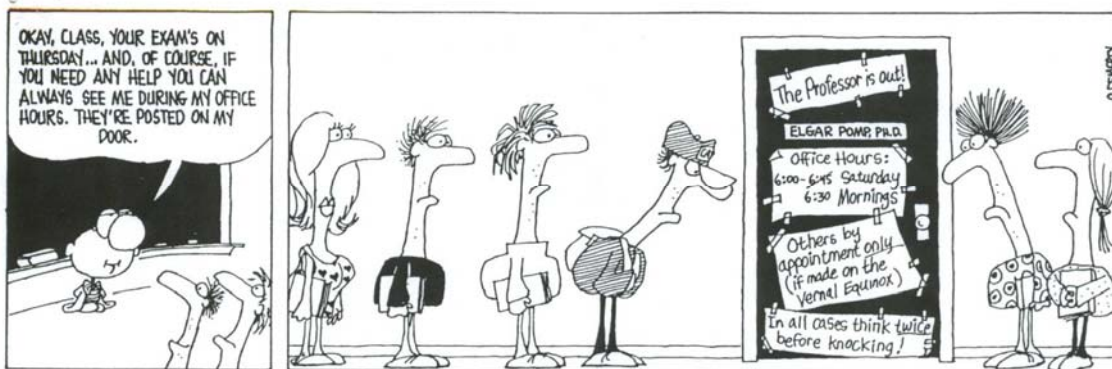
Please direct questions related to the Residential Learning Community to Student Services at StudentServices@bsad.uvm.edu.

Advising Model

The School of Business provides a comprehensive advising program for all business majors and minors. First-year students are assigned to a professional academic advisor at Orientation. Honors College students are assigned to the faculty Honors College advisor for business. Most international students will also be assigned a professional academic advisor who specializes in the international education experience. Each advisor guides students through the first-year curriculum choices and helps students to be proactive in connecting to academic and other UVM and Business School resources. After the first year, students are reassigned to a faculty advisor. If a student has already declared an interdisciplinary theme, or plans to study a specific business discipline concentration, we will do our best to pair them with a faculty member in that field of study.

Changing Faculty Advisors

Students may request a change of advisor through Student Services, 101 Kalkin Hall at any time after their first year. It is common for many students to request a change advisors once they choose a Theme and/or Concentration. It is the intent of Student Services to pair a student with an advisor in his or her area of interests, but sometimes a change is initiated when an advisor goes on sabbatical leave, retires, or otherwise leaves the University on a temporary or permanent basis. The student should verify his or her assigned advisor through their myUVM portal or by consulting with Student Services.



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How to Access your CATS Audit

Students can manage their degree requirements electronically by using the CATS Audit system:

1. Login to myUVM using your net ID and password.
2. Select 'CATS for Students' from the Academics menu.
3. Click on 'Submit an Audit.'
4. Click on 'Run Audit' the 'View Audit.'

Changing Majors

Students must be in good academic standing in order to have the option to change majors. Consent of both colleges' Academic Dean's office (Student Services) is required. Students wishing to transfer out of BSAD must have a cumulative grade-point average of 2.00. A cumulative grade-point average of 2.50 is required for transfer admission into the teacher licensure programs in the College of Education and Social Services. The College of Engineering and Mathematics and the College of Nursing and Health Sciences have some majors where a specific GPA is required for entry into the major. Transfers can be made only if space is available and may be conditional upon students satisfactorily completing requirements set by the new college or school. The link to initiate change of major can be found in the myUVM portal.

Honors and Awards

Dean's List

Each semester, the top 20% of students in each class (first year, sophomore, junior, senior) are placed on the Dean's List for their outstanding academic performance. The Dean's List is based on the performance of students in a minimum of 12 graded credits during a semester. Students enrolled in 12 credits who take a class Pass/No Pass or who audit a class would not qualify for Dean's List.

Beta Gamma Sigma

The top 10% of the junior class, the top 10% of the senior class and the top 20% of graduate students are invited to join Beta Gamma Sigma. Membership in Beta Gamma Sigma is the highest national recognition a student can receive in an undergraduate or master's program in business or management. The mission of Beta Gamma Sigma is to encourage and honor academic achievement and personal excellence in the study and practice of business. The society typically awards one scholarship each year.

Honors Day

Honors Day awards are based on academic success, potential for professional success, service and leadership. There are awards given within specific interdisciplinary themes or business discipline concentrations, as well as overall awards.

ALANA Awards Banquet

The ALANA Awards Banquet is a celebration of the achievements of ALANA students and their allies at the end of every academic year.

Residential Life Star Award

Students who reside in UVM's residential halls and whose grades place them in the top 5% of all students living in residence halls, are given a STAR award.

Athletic Academic Honors

The America East Conference Academic Honor Roll is awarded to varsity student-athletes who achieve a GPA of 3.50 or higher. The Athletic Council Honor Roll acknowledges student-athletes whose grade point averages range from approximately 3.20 to 4.00.

Graduation with Honors

The bachelor's degree may be conferred with honors in recognition of exemplary scholarship. Within the graduating class of each college/school, students in the top one percent receive *summa cum laude*, the following three percent receive *magna cum laude*, and the next six percent receive *cum laude*.



Transfer Credit

New Transfer Students

When a student transfers to UVM, his or her transcript will be evaluated by corresponding faculty members and an assessment will be made of the courses taken and how they fit into the program. Students should be sure that all of their transcripts are sent to UVM's Transfer Affairs Office to begin this process. A student may not receive credit for the same course twice. A student's advisor can help determine appropriate courses to take in order to complete their degree.

General Policy

UVM students wishing to take a course at another institution must receive transfer approval before the course is taken. To obtain pre-approval:

1. Students should submit requests to the Transfer Affairs Office. Students should receive a reply in three-five business days.
 - http://www.uvm.edu/~rgweb/?Page=transferringcredit/t_domestic.html&SM=t_menu.html
2. After receiving approval from Transfer Affairs, students should discuss their plans with their advisor to determine if the courses will meet degree requirements.

Note: upper-level business courses must be taken at an AACSB accredited institution.

Transfer Notes

- Students must take at least 30 of their last 45 credits at UVM.
- Students may not graduate with honors unless they complete at least 60 credits at UVM.

- Students must earn at least a C to transfer a course.
- Grades earned in transfer courses are not averaged into a student's UVM GPA.
- Graduate programs and law schools usually consider grades from all colleges attended.

UVM Transfer Affairs Office

360 Waterman Building

transfer@uvm.edu

802.656.0867

Study Abroad

Getting Started

Students should consider a study abroad opportunity as part of their curricular goals as it can align well with enhancing a global perspective and add to the academic achievements. There are several steps for students to get started on this exploration:

1. Attend a “**Getting Started**” advising session through the Office of International Education (OIE) at the Davis Center Hub.
2. Create an account in and explore **iAbroad**, the electronic system that supports a student while they investigate, apply, and complete steps for a study abroad experience. International Education Office has many written testimonials from UVM students describing their study abroad experiences and the OIE Advisors assist students in understanding and completing the steps for application to programs and for getting appropriate approvals from UVM Offices through iAbroad.
3. **Consider Theme/Concentration** and how going abroad will enhance the academic requirements.
4. Students should then **meet with the Study Abroad Advisor** within the School of Business to help students decide which programs work best given their academic goals.

Although it is possible to go abroad in a different semester, most business students study abroad during the spring of their junior year or during the summer between their sophomore and junior years. **UVM policy states that 30 of the last 45 credits must be taken at UVM.** As a result, generally students studying abroad during the spring of their junior year may only apply 15 credits from abroad toward their degree.

Where can business students go to study abroad?

Nearly anywhere they want to go, but how they get there depends on the program of choice. Students have completed direct exchanges with the Business and Economics University of Vienna; University of Guadalajara, Mexico; Stockholm University, Stockholm, Sweden; Western Australia University, Perth, Australia; and ICN, Nancy, France; ISEP, the International Student Exchange Program.

Or, students have chosen external programs such as API, IES, AIFS or Global Links. These programs tend to offer a variety of locations with different universities including ones in Barcelona, Spain; Cape Town, South Africa; Wellington, New Zealand; and Copenhagen, Denmark.

Students are encouraged to study the language of the country in which they will study to enrich their experience abroad, and many programs require studying the language or culture of the country. In recent years, UVM business students attended programs in Australia, New Zealand, Spain, France, Austria, Sweden, England, Italy, Japan, China, Argentina, and Mexico.

Prerequisites

UVM requires that all students who wish to study abroad have a GPA of at least 2.50. Some programs, like the Vienna Exchange and the DIS Copenhagen Program, require a 3.00 GPA and even require junior standing

or certain course pre-requisites. It is important to consider each program carefully and talk with the School of Business Study Abroad Advisor to confirm that the program will fit with your academic goals.



Contact: <http://www.uvm.edu/~oies>
Office of International Education (OIE)
B 161 Living Learning; 656-4296

Student Clubs

The business clubs are student-run, faculty-advised organizations for students interested in the various business fields. The purpose of these organizations is to increase networking opportunities for students and foster relationships between students and business professionals. These groups bring in guest speakers and host career/resume-building workshops. For some clubs, the high point of each year is a networking trip taken to one of the major metropolitan areas in the Northeast. On these trips, students meet with executives at a variety of firms, offering the club members an opportunity to build their contacts, improve their networking skills, and increase their knowledge of the business world. Clubs may also provide services to local non-profits to utilize their business skills. For more information or contacts and meeting notices, check the electronic bulletin board in the lobby of Kalkin Hall or ask in Student Services.

Our current clubs include:

- Accounting - Enactus - Marketing - Finance and Investment

Case Study Competitions

Students have the opportunity to represent the University of Vermont in international, national and regional business case competitions. Each year, the School of Business Administration sends teams of 2 to 4 students to over 10 competitions where students put their academic experience to work presenting their solutions to panels of business professionals and leading academics. Many of these events place our students against the top business schools in the world and enhance analytical, problem solving and public speaking skills. In addition to gaining valuable workplace skills, case competitions challenge students to apply classroom knowledge in real-business scenarios and allow students to gain practical experience in a competitive, exciting and rewarding environment.

Student Advisory Committee (SAC) to the Dean

SAC is a group of students who provide advice and information to the Dean. The Committee has an anonymous feedback system by which students may send comments and criticisms about the program. Membership is by application only. Contact Student Services, 101 Kalkin Hall, 656-4015, sac@uvm.edu.

Career and Professional Development

Path to Career & Professional Development

The campus Career Center, located in Living/Learning E-104, is available to actively support students in identifying and attaining their career and life-long learning aspirations. A team of Career Counselors are available to speak with students about goals related to major, career, work, grad school, and more. You can “drop-in” at the Career & Experience HUB in the Davis Center for a quick chat, or schedule a longer appointment by calling 802-656-3450.

Developing your career direction begins during your first days at UVM. The University advises creating a 4 Year Plan early in your collegiate career to help guide you in your career exploration. You should begin each new year by updating a plan to maximize your engagement, enhance your learning, and stay on track toward your goals.

A sample outline of a 4 year career plan can be seen below:

First Year	Sophomore	Junior	Senior
<ul style="list-style-type: none"> • Learn strategies for managing academic and social interests • Develop and enhance technology skills • Get involved in clubs & activities related to major and interests • Write a resume and cover letter • Attend career panels, networking events, and fairs • Explore Catamount Job Links 	<ul style="list-style-type: none"> • Investigate opportunities for minors, study abroad, and internships • Meet with Career Counselor to revise resume & cover letter • Consider taking on leadership roles in student organizations • Attend panels, networking events, and career fairs and practice professional business correspondence • Attend on-campus info sessions and recruiting events • Research and assess Business Discipline Concentration & Interdisciplinary Theme areas 	<ul style="list-style-type: none"> • Submit revised resume to Employer Relations advisor • Participate in on-campus info sessions and recruiting • Intern and connect with people working in your desired field • Hold leadership positions in clubs and other organizations • Select Theme and Concentration within the Business School • Participate in mock interviews and attend career fairs • Attend panels & networking events 	<ul style="list-style-type: none"> • Submit revised resume to Employer Relations advisor • Participate in on-campus info sessions and recruiting • Self-directed job search activities • Develop knowledge depth in field • Attend panels & networking events • Attend career fairs



Sampling of Career & Internship Opportunities

Accounting: PricewaterhouseCoopers, Gallagher Flynn, KPMG, National Life

Business Analytics: Google, Oracle

Finance: National Life, Morgan Stanley, Mass Mutual, General Electric, State Street

Marketing: Polo Ralph Lauren, Digitas, Fuse Marketing, Select Design

Outside Vermont: Pepsi Co, Boeing

Locally: Seventh Generation, Keurig Green Mountain, Dealer.com, Burton Snowboards

School of Business Career Services Highlights

- [Catamount Job Link](#) –massive database for internships and employment opportunities- your search should begin here!
- Targeted career and field resources & advice
- Professional development workshops designed for business majors
- Business Career Fairs
- On campus interviewing
- Networking events from alumni working in business sector
- Linked In Database: [University of Vermont Career Connection](#)
- Internship for credit programs
- Centralized [calendar](#) of events
- Social Media resources: [Facebook](#) and [Twitter](#) (@UVMBizSchool)



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Bachelor of Science in Business Administration

TOTAL = 120 Credits

Basic Business Core:

Must be completed with a ≥ 2.25 GPA and no grade lower than C-

Courses	
BSAD 010: The Business Enterprise	
BSAD 015: Business Communications	
BSAD 025: Sustainable Business Strategies	
BSAD 030: Decision Analysis	
EC 011: Macroeconomics	
EC 012: Microeconomics	
Math 019 or 021: Calculus	
Math 020 (if 021 not taken)	
STAT 141: Basic Statistical Methods	
BSAD 060: Financial Accounting	
BSAD 061: Managerial Accounting	

Business Field:

Must be completed with a ≥ 2.00 GPA

Courses	
BSAD 120: Leadership & Org Behavior	
BSAD 141: Info, Tech and Business Systems	
BSAD 150: Marketing Management	
BSAD 173: Operations Management	
BSAD 180: Managerial Finance	

Interdisciplinary Theme:

Twelve credits above 100-level, completed with ≥ 2.00 GPA

Options: Sustainable Business, Global Business, & Entrepreneurship

Courses	
Capstone Course	

Business Discipline Concentration:

Twelve credits above 100-level, completed with ≥ 2.00 GPA

Options: Accounting, Finance, Marketing, & Business Analytics

Courses	

Professional Development Series (1 credit per year):

One seminar per year, graded as S/U.

Courses	
BSAD 002: Professional Development Series (Soph)	
BSAD 102: Professional Development Series (Junior)	
BSAD 202: Professional Development Series (Senior)	

General Education Core:

One 3-credit course from each of six categories

Courses	
History (any course <100)	
English Writing (ENGS 001, 050, 053, HCOL 085)	
Social Science (ANTH, EC, ENVS, GEOG, POLS, PSYS, SOC, GSWS)	
Natural Science with lab (4-credit course)	
Global & Regional Studies (Course list at uvm.edu/business)	
Language & Literature (foreign language, ENGS lit, WLIT)	

Minor: (Average 18 Credits)

Business students are required to have a minor. The following minors are restricted: FTS, Consumer and Advertising, Consumer Affairs, Community Entrepreneurship, and Public Communication. Other minors may require an application.

Courses	

University-Wide Requirements:

Courses	
Foundational Writing and Information Literacy Course (ENGS 001, HCOL 085)	
Sustainability Requirement	
D1: Race & Racism in the U.S. (3-credit course)	
D2: Human & Societal Diversity (3-credit course) (or complete an additional D1 course)	

Notes: _____

You can electronically monitor your progress toward degree completion through the CATS Audit system available in the myUVM portal.

Questions: Contact Student Services, 101 Kalkin Hall, studentservices@bsad.uvm.edu, (802) 656-4015

University of Vermont
School of Business Administration
Mission Statement for Student Services

Student Services provides resources to assist students in developing their educational, career and life goals. By meeting these goals, students will have the skills they need to become the next generation of business leaders in a dynamic, global economy.

Working with the faculty and administration, Student Services shares a responsibility to provide prospective and current students with the following:

- Accurate and effective academic advising.
- Assistance in developing skills for ethical decision making and responsible leadership.
- Appropriate campus and community referrals.
- Provide continuous improvement of resources.

Students share responsibility for:

- Being conscientious about integrating academic requirements with out-of-class leadership and career opportunities.
- Becoming familiar with the School of Business Administration curriculum, degree requirements and graduation requirements.
- Reviewing their academic records through degree audits (CATS) on a regular basis.
- Actively participating in career-related initiatives and programs including internships, workshops, alumni and employer events, and student clubs.

Student Services

101 Kalkin Hall

Phone: (802) 656-4015

Fax: (802) 656-4078

Email: studentservices@bsad.uvm.edu