



THE UNIVERSITY OF VERMONT  
**GROSSMAN**  
SCHOOL OF BUSINESS

## Advising Handbook



**PLEASE REFERENCE  
THIS HANDBOOK UNTIL  
YOU GRADUATE**

For more information contact The Center for Student Success, [jsbcss@uvm.edu](mailto:jsbcss@uvm.edu), (802) 656-4015 [www.uvm.edu/business](http://www.uvm.edu/business)

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## Academic Support and Resources

<i>Name &amp; Information</i>	<i>Location</i>	<i>Contact</i>
<b>Student Accessibility Services (SAS)</b> SAS provides accommodations to students with documented physical or learning disabilities.	Living/Learning A170	802.656.7753
<b>Mosaic Center for Students of Color</b> The Mosaic Center's vision is to create a diverse and rich community of empowered, engaged, and enthusiastic students of color at UVM.	Living/Learning 140	802.656.3819 <a href="mailto:mcsc@uvm.edu">mcsc@uvm.edu</a>
<b>Center for Health and Wellbeing</b> Provides health care, counseling, education and referrals. Student Health Center, 425 Pearl St. Counseling Centers 146 South Williams Street, Jacob's House 436 South Prospect Street, Redstone Campus		802.656.3350 802.656.3340 802.656.0784
<b>Center for Student Success</b> One-stop-shop for Academic, Career, and Study Abroad Advising.	100 Kalkin Hall	802.656.4015 <a href="mailto:gsbcss@uvm.edu">gsbcss@uvm.edu</a>
<b>Tutoring Center</b> Subject area tutoring for a wide range of courses. Help with time Management, note taking, test taking and study strategies.	Living/Learning 224 Commons	802.656.4075 <a href="mailto:Tutoring.Center@uvm.edu">Tutoring.Center@uvm.edu</a>
<b>Writing Center</b> Trained peer tutors assist writers with a variety of writing projects at any point in the writing process.	Bailey Howe Library, 105	802.656.1958 <a href="mailto:Writing.Center@uvm.edu">Writing.Center@uvm.edu</a>
<b>UVM Career Center</b> Help with resume building, interview preparation, cover letters, Career filed research, internships and informational interviews.	Davis Center	802.656.3450 <a href="mailto:Career@uvm.edu">Career@uvm.edu</a>

### Catalogue Requirements:

- Current Catalogue Requirements can be found here: <http://catalogue.uvm.edu/>
- Past versions of catalogue requirements can be found here: <http://catalogue.uvm.edu/undergraduate/cataloguearchives/>
- Unsure of your catalogue year? Ask your GSB CSS Advisor or e-mail [GSBCSS@uvm.edu](mailto:GSBCSS@uvm.edu)

SUMMER ORIENTATION	Registration for first semester
NOVEMBER*	Registration for spring
APRIL*	Registration for fall

\* First year and sophomore students are required to attend an advising session prior to registration.

### Registration Instructions:

1. Login to myUVM using your net ID and password.
2. Click "Registrar"
3. Click on "Add or Drop Classes"
4. Select a term and press SUBMIT
5. Enter 5-digit course registration numbers (CRN) and select REGISTER or press CLASS SEARCH.
  - a. Open box indicates space available. C indicates class is closed.
  - b. To register, click in the open box. A checkmark will appear.
  - c. Scroll to bottom of page and press REGISTER.
  - d. The screen will indicate if you are registered or restricted. (Possible restrictions could be CLASS STANDING, or MAJORS ONLY, etc.)

### Registration Checklist:

- View Schedule of Courses (SOC) on the Registrar's homepage, <https://www.uvm.edu/registrar>
- Check your student account or Navigate App. for holds before you register for classes.
- <http://www.uvm.edu/~rgweb/> -> myUVM -> Registration (top left) -> Registration Status.
- Holds block your registration, so checking in advance allows time to resolve a hold.
- A hold could be for financial, judicial, medical, insurance and/or advising reasons. Call the number listed to get information about clearing your hold.
- Check enrollment totals the night before you register.
- Have back-up classes ready, in case your first-choice sections are full.
- Click on "View Student Schedule by Day/Time" to view open blocks and ensure a balanced week.

### Class Standing

Earned course credit hours (classes with a passing grade) determine a student's class standing at UVM. Class level is how many earned course credits you have PLUS classes currently in progress. This distinction is important for two reasons:

1. Class Standing determines course registration date; not all students register on the same day.
2. Allows for registration of courses based on class level; some classes are only open to first years, or juniors.

Here are two very common examples:

1. Alex, who has earned 86 credits and is enrolled in 12 credits, may register for classes on Junior day, but may take classes that list senior level standing.
2. Olivia earned 15 AP credits and is enrolled in 15 during the first term. She will register on First-Year day, but is

eligible for sophomore classes.

First Year	0 – 26.9
Second Year	27.0 – 59.9
Third Year	57.0 – 86.9
Fourth Year	87.0 and higher

## Add/Drop Deadlines and Information

### Adding and Dropping Courses

Please see the policies around adding and dropping courses as listed in the academic catalogue:

<http://catalogue.uvm.edu/undergraduate/enrollmentregistration/registration/>

### Grading

Please refer to the current academic catalogue for information on grading:

<http://catalogue.uvm.edu/undergraduate/academicinfo/examsandgrading/>

### 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. You can also use [this online tool](#) to help you. 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	3.76	=	11.01
SOC 019	B+	3 credits	x	3.33	=	9.99
HST 011	A-	3 credits	x	3.67	=	11.01

Total:                    16 credits    56.01 quality points

56.1 divided by 16 = 3.50 GPA

### Academic Dishonesty Purpose Statement

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: **"For studies and other honest pursuits"**. 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.

### **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.

1. 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.

Note: 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.

### **GSB Code of Conduct in the Classroom and Facilities**

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 Grossman School of Business 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.

### **Academic Trial & Dismissal**

#### **Minimum Grade Requirements**

A cumulative grade-point average (GPA) of 2.00 is required for the degree of Bachelor of Science in Business Administration. There are minimum grade point benchmarks within each area of the curriculum. Students who have not successfully met the Basic Business Core requirements by the end of 75 credits will be asked to transfer to another academic unit on campus.

<i>Requirement</i>	<i>GPA Needed</i>
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
Minor	2.00

#### **Academic Trial**

Students will be placed on academic trial if the 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 GPA to achieve by the end of the following semester.

## **Dismissal Criteria**

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

A student may appeal a dismissal in writing to the Undergraduate Studies Committee (UGSC) within the time frame stipulated in the dismissal letter. The UGSC reviews and discusses the academic performance of each student who submits a dismissal appeal. Once a thorough review and discussion has ensued, the members vote on what type of academic action will be taken. The outcome of this discussion will be conveyed to the student via email.

## **Academic Support Programs**

### **[Center for Academic Success](#)**

#### **Subject Area Tutoring**

Students can meet one-on-one with a tutor once per week for each subject. Small group sessions (2+ students and a tutor), are limited by availability of tutors and their schedules. The Study Skills program helps students to become effective and efficient learners.

#### **[Writing Center](#)**

Students use the Writing Center for help 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 work.

#### **[Academic Advising](#)**

The Grossman 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 and will continue to be professionally advised through the sophomore year. Honors College students are also assigned a faculty advisor and an Honors College advisor. Each advisor guides students through the curriculum options including for theme, concentration and minor selection and helps students to be proactive in connecting to academic and other UVM resources. After the sophomore year, students are reassigned to a faculty advisor. We will do our best to pair students with a faculty member in their desired business theme or concentration.

#### **Changing Faculty Advisors**

Sometimes a student wishes to change her or his advisor, and this can be done through the Center for Student Success, 100 Kalkin Hall at any time after their sophomore year. When a faculty member leaves or goes on sabbatical, a new advisor may be assigned on a permanent or temporary basis respectively.

#### **How to Access your Degree Audit**

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

1. Login to myUVM using your net ID and password.
2. Select 'Advising (Degree Audit)' from the Advising menu.
3. Click on the banner 'Run Your Degree Audit.'
4. Your Degree Audit will automatically load.

#### **Changing Majors**

Students must be in good academic standing to have the option to change majors. Consent from both colleges'

Academic Dean's office (Center for Student Success) is required. Students who want to transfer out of the Grossman School 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 start the change of major process is 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**

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 top 7% 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. The society typically awards one scholarship each year. These students are celebrated on UVM's Honors Day in an induction ceremony in April.

### **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. These students are celebrated on UVM's Honors Day in April.

### **MCSC Awards Banquet**

The MCSC Awards Banquet is a celebration of the achievements of students and their allies during Honors Day.

### **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 Athletic Council Honor Roll acknowledges student-athletes whose grade point averages range from approximately 3.20 to 4.00.

### **Graduation with Latin 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**

UVM students who want to take a course at another US institution must get pre-approval before enrolling in the class. This assures that the course will transfer as expected. Students should also talk with an advisor to confirm the course is applicable toward the student's degree. To get pre-approval, submit a request to Transfer Affairs: [Transfer@uvm.edu](mailto:Transfer@uvm.edu), or if it is a business specific course, [gsbsyllabus@uvm.edu](mailto:gsbsyllabus@uvm.edu).

Students wishing to transfer credit from an international institution should contact the Center for Student Success Office for detailed instructions on the approval process.

[General Transfer Course information: \(click here for the comprehensive transfer policy\)](#)

- Upper-level business courses (1XX) must be taken at an AACSB accredited institution.
- 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 the UVM GPA.
- Graduate programs and law schools usually consider grades from all colleges attended.

### **New Transfer Students**

When a student transfers to UVM, their transcript is evaluated by Transfer Affairs. An assessment will be made of the courses taken and how they align with the BSBA curriculum. If there is not enough information to evaluate a course, Transfer Affairs will request more information, typically a syllabus and textbook information. A student may not receive credit for the same course twice. An advisor will help determine appropriate courses to take to complete their degree.

### [Study Abroad](#)

#### **Getting Started & Starting Early**

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

1. Information Gathering
  1. Attend a Study Abroad 101 Info Session held most Fridays during the semester or go through the [Getting Started Page](#) on OIE's website.
  2. Read over [Earning Academic Credit](#) to be informed on what courses to take abroad and how your credit will transfer back.
  3. The above items must be completed before moving on to the next step. It is your responsibility to be prepared for your meeting with GSB's Study Abroad Liaison.
2. GSB Advisor Meeting: Schedule a Study Abroad appointment via Navigate with Lindsey Bouzan, GSB's Study Abroad Liaison in Kalkin 100. Select "Study Abroad" for Reason for Appointment to do so.
3. Choose your Program: Go to [GoAbroad](#), the Office of International Education's (OIE) Study Abroad program site to search different programs based on location or subject area offered. Consider you concentration, theme, and minor to help determine what study abroad program is best for you. Prepare a list of locations or programs you are interested in before meeting with an OIE Study Abroad Advisor.
4. OIE Advisor Meeting: Meet with a Study Abroad Advisor in OIE, who can help you narrow down your study abroad options and assist in the application process. OIE is located in Living and Learning, call 802-656-4296 to make an appointment.

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. For more information about studying abroad as a business student, please visit [GSB's Study Abroad Page](#).

#### **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; Stockholm University, Stockholm, Sweden; Western Australia University, Perth, Australia; and ICN, Nancy, France; ISEP, the International Student Exchange

Program.

Other 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.

### **Prerequisites**

UVM requires that all students who wish to study abroad have a GPA of at least 2.50. Some programs, may require a 3.0 GPA, junior standing or certain course pre-requisites. It is important to consider each program carefully and talk with the Grossman School of Business Study Abroad Advisor to confirm that the program will fit with your academic goals. After you meet with Grossman's Study Abroad Advisor you must meet with a Study Abroad Advisor in the Office of International Education to discuss program applications, logistics, and requirements.

Office of International Education  
Living/Learning, B161  
802.656.4296  
[uvm.edu/oie](http://uvm.edu/oie)

### **Getting Involved**

#### [Business Clubs and Organizations](#)

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 invite 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 may meet with executives from a variety of firms, offering the club members an opportunity to build contacts, improve networking skills, and increase their knowledge of the business world. Clubs may also provide services to local non-profits to use their business skills. For more information or contacts and meeting notices, check the electronic bulletin board in the lobby of Kalkin Hall or visit the Center for Student Success.

### **Case Study Competitions**

Students have the opportunity to represent UVM in business case competitions around the world. Each year, the Grossman School of Business sends small teams of 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. To learn more about Case Study opportunities go to [uvm.edu/business](http://uvm.edu/business).

### **Career and Professional Development**

For assistance with career preparation, please refer to the Grossman School of Business Career Resource Guide, which can be found at <https://gsbcareers.uvm.edu/>.

### **Center for Student Success (CSS)**

The Center for Student Success supports students in developing their personal, educational and career goals through academic and career advising initiatives. These efforts facilitate a versatile and holistic approach to a student's

academic career. 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, the Center for Student Success 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
- Career Coaching
- Provide continuous improvement of resources

Students share responsibility for:

- Being intentional with integrating their academic requirements and 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 works on a regular basis.
- Actively participating in career related initiatives and programs, including: internships, workshops, alumni and employer events, and student clubs.

### **Contact Information**

Grossman School of Business  
Center for Student Success  
100 Kalkin Hall  
55 Colchester Avenue, Burlington, VT 05405  
802.656.4015  
[gscss@uvm.edu](mailto:gscss@uvm.edu)