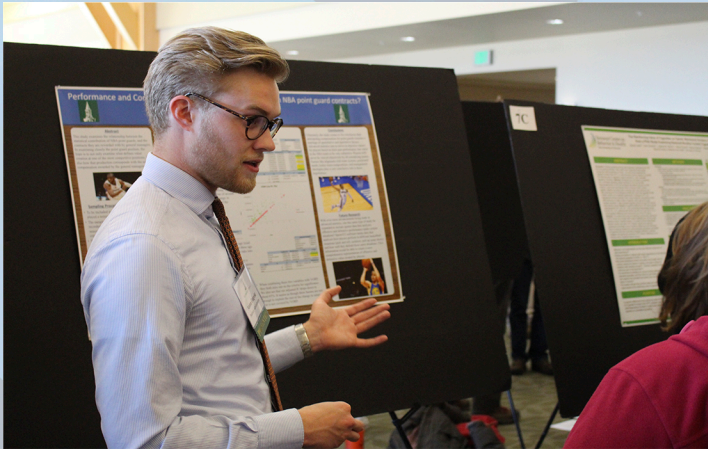


UVM+
BUSINESS

**ENDLESS
POSSIBILITIES**

The University of Vermont
Grossman
SCHOOL OF BUSINESS

**Advising Handbook
Fall 2016 - Spring 2017**



**PLEASE KEEP THIS
HANDBOOK UNTIL YOU
GRADUATE**

**THIS HANDBOOK HAS SPECIFIC INFORMATION FOR
STUDENTS ENTERING THE GROSSMAN SCHOOL OF
BUSINESS IN FALL 2016 AND SPRING 2017**

For more information contact Student Services: studentservices@bsad.uvm.edu (802) 656-4015 www.uvm.edu/business

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	204 Davis Center Assistance in resume building, interview techniques, cover letters, strategies, Career Connection, informational interviews, interest surveys, etc.	(802) 656-3450 career@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

Contents

Bachelor of Science in Business Administration (BSBA) Detailed Degree Requirements	2
Registering for Courses.....	4
Class Standing	5
Strategic Themes	5
Concentrations.....	7
Add/Drop Deadlines & Information.....	8
Adding and Dropping Courses	8
Withdrawals.....	8
Grading	9
Computation of Grade Point Average (GPA)	9
Academic Honesty	11
Classroom Code of Conduct.....	12
Academic Trial & Dismissal	14
Minimum Grade Requirements	14
Academic Trial.....	14
Dismissal Criteria	14
Academic Support Programs	14
Writing Center	15
Learning Skills	15
<i>Learning at UVM</i>	15
Exploring Business – a Residential Learning Community	16
Advising Model	16
How to Access your CATS Audit.....	17
Changing Majors	17
Honors and Awards.....	17
Transfer Credit	18
New Transfer Students	18
Study Abroad	19
Student Involvement	20
Business Clubs.....	20
Case Study Competitions	21
Career and Professional Development	21
DRESS FOR SUCCESS	23

Bachelor of Science in Business Administration (BSBA) Detailed Degree Requirements

Basic Business Core

BSAD 010: The Business Enterprise

BSAD 015: Business Communications

BSAD 040: Information Technology & Mgmt

EC 011: Macroeconomics

EC 012: Microeconomics

MATH 019 or 021: Calculus

BSAD 025: Sustainable Business Strategies

BSAD 030: Decision Analysis

BSAD 060: Financial Accounting

BSAD 061: Managerial Accounting

STAT 141: Basic Statistical Method

- All core courses must be completed with a 2.25 cumulative GPA and no single grade below C- by the completion of 75 matriculated credits.
- Students will take a Math Readiness Test to assist in placing them into their first Math course.
- The average course load is five classes (15 credits) per semester; full-time status requires at least 12 credits.
- 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.

Business Field

BSAD 120: Leadership & Org. 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 most Field Course registration (sophomore for BSAD 180).
- Students pursuing a finance concentration should enroll in BSAD 180 concurrent with BSAD 061 in the sophomore year.

Interdisciplinary Theme

❖ Sustainable Business

❖ Global Business

❖ Entrepreneurship

- 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 Theme is listed on a student's transcript, but not on the diploma.
- Faculty advisors work with students to plan their course sequence to align with their career goals.
- One course can overlap theme and concentration (double dip).

Business Discipline 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.
- A concentration consists of 5 classes for 15 credits.
- Students can declare their Concentration at any time.
- All Concentration courses must be completed with an overall 2.00 cumulative GPA.
- The Concentration is listed on a student's transcript, but not on the diploma.
- Faculty advisors work with students to plan their course sequence to align with their career goals.
- One course can overlap theme and concentration (double dip).

Professional Development Series

BSAD 002: (Sophomore Year)

BSAD 102: (Junior Year)

BSAD 202: (Senior Year)

- All Professional Development Series courses are 1-credit and can be taken in either the fall or spring term
- Students are required to complete a total of 3-credits of Professional Development Series.
- The Professional Development series is taken as a Satisfactory/Unsatisfactory course and will not impact GPA.

Basic General Education Core

General Education Core:
1. English Writing (ENGS 001 or HCOL 085)
2. Social Science (any course from ANTH, EC, ENVIS, GEOG, POLS, PSYS, SOC, GSWS)
3. Natural Science (Lab optional) (3-4 Credits) (ANPS, ASTR, BIOC, BCOR, BIOL, CHEM, ENSC, GEOL, MMG, PBIO, PHYS, PSS)
4. Humanities (ARTH, ARTS, ASL, CLAS, CRES, DNCE, ENGS LIT, FOREIGN LANGUAGE, FTS, GRS, HS, HST, MUS, PHIL, REL, THE, WLIT)

Any course satisfying a business requirement cannot also count toward a General Education requirement. For example, EC 011 cannot also meet the Social Science General Education requirement. Each course can only satisfy one General Education requirement.

Minor

Business majors are required to have a minor outside of the Grossman School of Business. The GSB is one of the host colleges for the Sports Management minor which is an acceptable minor for GSB majors.

There are a few restricted minors. The Film & Television studies minor is only available to students majoring in a College of Arts and Sciences program. The following Community Development and Applied Economics (CDAE) minors are restricted due to content overlap: Consumer and Advertising, Consumer Affairs, Community Entrepreneurship and Public Communication. Other minors may only be available with an application.

Most minors require 18 credit hours of coursework and half at the 1xx level. Some minors take more time to complete because of required prerequisite courses. For example, the Spanish minor 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 becoming eligible to take a 100-level Spanish course.

Business majors can double-dip at most two major requirement courses (Business Core, Field, Theme and/or Concentration) to a minor.

University Requirements

Students are required to complete several university requirements, which could double dip with General Education, Minor or Business requirements.

- Foundational Writing and Information Literacy – All students must take one of three courses—ENG 001, HCOL 85, or a TAP seminar—designed to promote four foundational goals: rhetorical discernment, critical reading, substantive revision, and information literacy.
- 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.
- Sustainability – All students must complete a designated sustainability course (SU:). 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.

Course Elective Options and Restrictions

- Students can earn up to six elective credits for an internship (BSAD 094).
- Students pursuing our BSBA **cannot** use physical education credits (PEAC) toward the 120 credit graduation requirement (including credit received for participating in varsity/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 our business curriculum.
 - 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.

Registering for Courses

SUMMER ORIENTATION
NOVEMBER*
APRIL*

Registration for first semester
Registration for Spring
Registration for Fall

* Note: 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) in worksheet if known and select REGISTER or press CLASS SEARCH to select courses to add to worksheet.
 - 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, MAJORS ONLY.)

Registration Checklist:

- ☐ View Schedule of Courses (SOC) 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. Call the number listed to get information about how to clear your hold.
- ☐ Check enrollment totals the night before you register.
 - **Why?** You won't be able to register for a class that is already full.
- ☐ Have back-up classes ready, in case your first choice sections are full.
- ☐ Click on "View Student Schedule by Day/Time."

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 your currently in progress classes. This distinction is important for two reasons:

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

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 for 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 will be eligible for Sophomore classes.

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

Strategic Themes

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.

Global Business Theme

The Global Business theme is a multidisciplinary program that allows a student to take business courses in an international context, to acquire a global mindset and combine courses in broader areas of economic development, regional business environment, and/or management, marketing, trade, and finance. It prepares students for conducting business in an increasingly globalized world by through study and experience. This theme provides a macro view of markets and institutions in the global economy, as well as a focus on international relationships. Classroom experiences may focus on formulating global strategies, understanding and reporting global transactions, dealing with the complexities of global trade and finance and marketing across geographic boundaries. Each 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 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.

Concentrations

Accounting Concentration

Most accounting students plan for a career in accounting and work toward obtaining professional certification as either a Certified Public Accountant (CPA) and/or a Certified Management Accountant (CMA). Students intending to pursue this path should choose an accounting concentration and plan to obtain a Master of Accountancy immediately following completion of their undergraduate degree. UVM offers a 5th year Master of Accountancy Degree (MAcc).

Accounting is called the "language of business." Accountants record, summarize and communicate financial information to executives, investors and interested individuals for decision making. Students who concentrate in accounting should have good analytical skills, be creative problem-solvers, have strong communication skills and be effective leaders. Accountants are always in demand and the career possibilities are endless. An accounting concentration can put you on the path to become a Certified Public Accountant (CPA), prepare you for a career in tax or corporate management, help you become a fraud investigator or help you become an entrepreneur.

Business Analytics Concentration

Organizations are drowning in vast amounts of data, the consequence of automated data collection tools and advanced database technology. A substantial challenge for organizations is how to use these vast amounts of data to best achieve or maintain a competitive advantage by improving customer relations, product development, business planning, internal processes and/or operations. This is where the field of Business Analytics (BA) comes into play.

Business Analytics focuses on data-driven decision making with the ultimate goal being the conversion of data into context-specific information to facilitate high quality, timely, value-added business decisions. The Business Analytics concentration is designed to develop and improve students' technical, quantitative, and analytical abilities as well as their critical thinking skills through courses emphasizing the use of data, technology, optimization and statistical analysis, and predictive and exploratory modeling. Data and numbers are only part of the solution however - students must also understand organizational business models, information flows, and the importance of business processes within the organizational value chain.

Finance Concentration

Finance is the study of price versus value. It includes the creation and management of money, credit, investments (assets) and liabilities. It consists of the study of financial systems, institutions and instruments (such as stock markets, commercial banks, and bonds). Students work to develop an understanding of these elements while acquiring the skills needed to succeed through various courses, projects, and extracurricular offerings. Recent finance graduates are employed in organizations such as IBM, GE, Credit Suisse, State Street Bank, Citigroup, Duff & Phelps, Vanguard, Scott Trade and Boeing. Others have gone on to do graduate work at Berkeley, Cornell, Wharton, Harvard, NYU, and Northwestern.

Marketing Concentration

Marketing is about offering customer value. It includes a diverse set of activities, people, and processes involved in creating, managing, promoting and distributing products. There are many elements of making the value creation process work including advertising, sales promotions and digital communications, branding and design, supply chains and distribution, marketing research and data analysis. Our students work to develop an understanding of the many ways marketers deliver value through a variety of techniques and tactics based on their understanding of consumers' needs and wants in today's complex marketplace. Students in the

concentration explore marketing through coursework, experiential projects, case competition participation, internships and extracurricular opportunities.

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

Add/Drop Deadlines & Information

Adding and Dropping Courses

The Add/Drop period happens during the first 10 days of the fall and spring semester. The first five days of this period is the time in which students can adjust his or her schedule with no instructor permission required. After the 5th day, students can drop a course, but must request permission from an instructor to add a course.

Late Adds

It is not advisable to add a class after two weeks because it is nearly impossible to catch up on the work. Typically, the only acceptable reason for a late add is a technical problem with a student's portal or account. 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 practicality of class success. Permission for a late add will only be given in unusual situations that are documented and only with the instructor's permission.

Late Drops

If a student has never attended the course and fails to drop it during the Add/Drop period, the instructor must drop the student from the 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.

Withdrawals

A student may choose to withdraw from a course until the 10th week of classes, and the specific date is available on the Registrar's webpage and in the Student Services office. If a student withdraws from a class, the course remains on the transcript with a grade of *W*. The *W* is not used in GPA calculations. Students should speak to their instructor and their advisor to determine if 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), the student must check with financial aid, health insurance companies, 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 10th week of class if they have circumstances outside of their control. Dissatisfaction with a grade 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 Grossman School of Business 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 allow or give permission for a student to withdraw from a course; they give only a recommendation for action to the academic unit. The GSB's Undergraduate Studies Committee approves or denies the late withdrawal request.

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		

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:

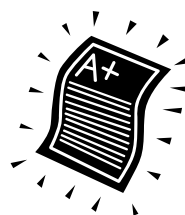
EC 011	A	3 credits	x	4.00	=	12.00
MATH 021	B	4 credits	x	3.00	=	12.00
BSAD 040	A-	3 credits	x	3.67	=	11.01
SOC 019	B+	3 credits	x	3.33	=	9.99
HST 011	A-	3 credits	x	3.67	=	11.01

Total: 16 credit hrs

56.01 quality points

56.01 points/16 credit hrs = **3.50 GPA**

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



Other grades are listed below. Students should refer to the catalogue for more details and restrictions. Students should be aware of the success in each class, and discuss grades with their advisor if a final letter grade will not be earned. Selection or receipt of the following grades could have difficult ramifications.

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

Incomplete Grade

A student should contact their instructor to discuss the option of an incomplete grade before 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 to, the reason for the incomplete is documented and includes submission of "I" designation to the University, final due date for completion of the course and the grading metric for the remaining course assignments.

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.

Audit

Students wishing to 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.

Pass/No Pass

The Pass/No Pass grading system exists to enable students to take elective courses without the stress of GPA maintenance. In the GSB, **only free electives to reach the 120 total credit requirement** may be taken pass/no pass. Required courses such as core, field, theme, concentration, minor 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 before the end of the Add/Drop period (10 days in the semester). 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.



Did you know?

The Dean's List is based on a minimum of 12 graded credits. If a student is enrolled in 12 credits and 3 of the 12 are to be graded Pass/No Pass, they will not be eligible for the Dean's List.

Academic Honesty

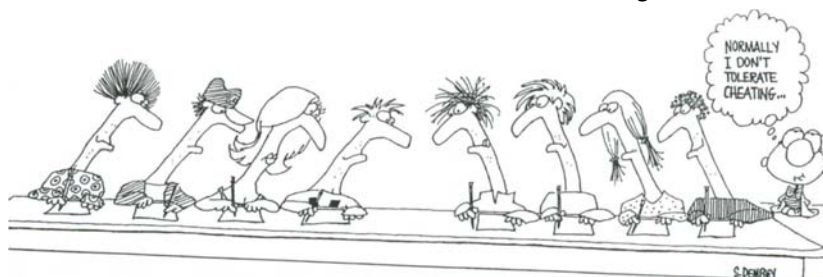
Purpose

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*.



Stephen Dempsey © 2013

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.

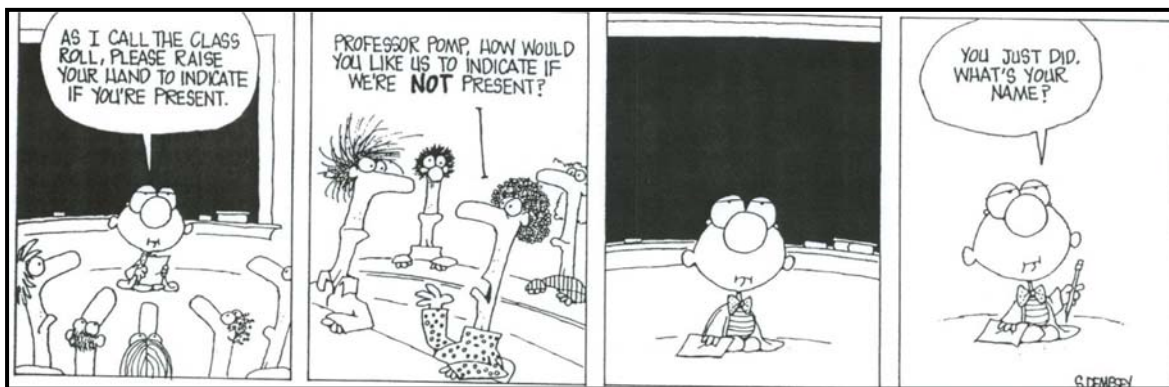
1. A student constantly texts and uses his computer during class. The professor repeatedly asks the student, both in and out of class, to focus on the course and specifically forbids the use of either a cell phone or computer during class time. The student continues to ignore the professor's requests.

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 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.



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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.

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 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. First year students placed on academic trial after their first term, are required to complete the *Learning at UVM Series*, a program designed to help students become more effective and efficient learners.

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

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
- Directly interact with a peer leader for FIG for support and guidance
- Explore campus resources together

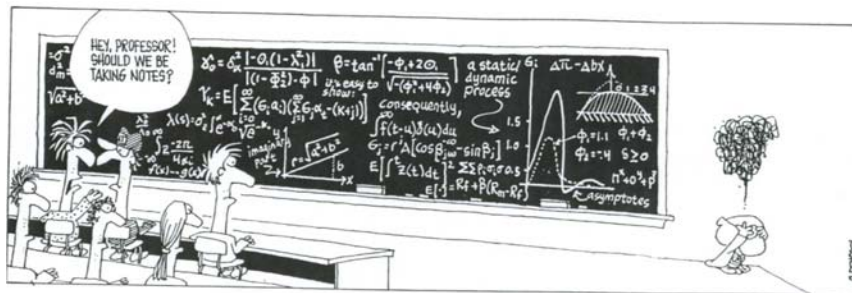
- Increase knowledge and connection to the community with field trips to local companies
- Benefit from mutual study habit and time management skills for the collegiate setting
- Gain in-depth knowledge about the Grossman School of Business
- Participate in specific workshops on professionalism including 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 or during scheduled hours in the Learning Co-op office. You can go to tutoring for each class, up to one time a week. **All subject area tutoring is free of charge!**

Group tutoring for certain business subjects may be available on a weekly basis in Kalkin Hall.



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Writing Center

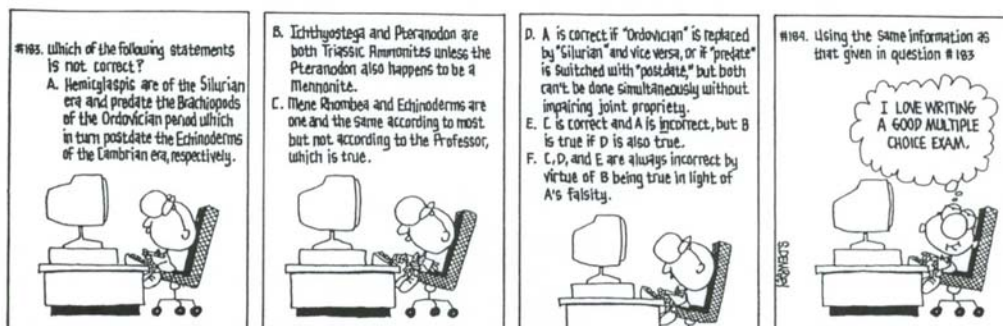
Students use the Writing Center for help with a variety of projects: class assignments, application essays, resumes, creative pieces and unassigned writing projects. Many students have found that going to the Writing Center makes the writing process less stressful and solitary, and helps them to improve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

Learning Skills

The Learning Co-Op offers Learning Skills workshops to help students develop tools and study habits essential to a successful college career. Some workshops are time management and test-taking strategies. The Learning Skills program provides both individual and group tutoring to help students understand how they learn & create a plan on how best to succeed in the classroom. **Learning skills workshops are free.**

Learning at UVM

First-year students who go on academic trial after their first semester at UVM are required to take part in *Learning at UVM*. *Learning at UVM* sessions 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 get enthusiastic and passionate students with common interests and encourage them to further their knowledge. The “Exploring Business” program allows students to explore their interests within the business world through the scope of three themes:

- ❖ Sustainable Business
- ❖ Global Business
- ❖ Entrepreneurship

Why Join our Community?

Students who live in the “Exploring Business” living and learning community attend 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.
 - a. The application includes both general questions and business-specific questions, which should have a response of 100 - 200 words.
 - b. 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) **2016 Application Deadline:** June 30, 2016

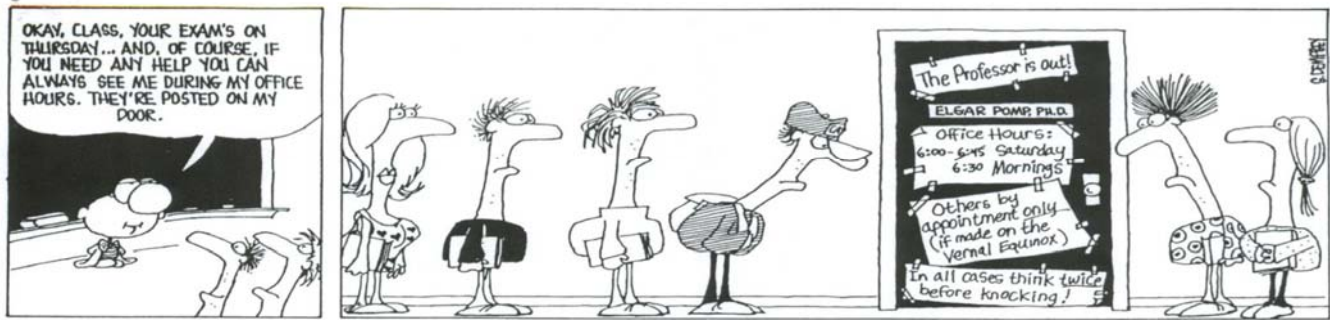
Please direct questions about the Exploring Business RLC to Student Services: StudentServices@bsad.uvm.edu.

Advising Model

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 Student Services, 101 Kalkin Hall at any time after their sophomore year. When a faculty member leaves or goes on sabbatical, a new advisor will be assigned on a permanent or temporary basis respectively.



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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 to have the option to change majors. Consent of both colleges' Academic Dean's office (Student Services) 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.

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 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: http://www.uvm.edu/~rgweb/?Page=transferringcredit/t_domestic.html&SM=t_menu.html

Transfer Notes

- 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.

UVM Transfer Affairs Office
360 Waterman Building
transfer@uvm.edu
802.656.0867

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. 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 Grossman 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.

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 3.00 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.



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

Student Involvement

Business Clubs

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 may 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 use 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.

Current GSB Clubs are:

Accounting Club - The Accounting Club is a student-run and faculty-advised club that helps with necessary career building such as: resume and interview workshops, information sessions on professional certification processes (i.e., CPA, CMA, CIA), and networks with accounting firms as well as prominent alumni. The club travels to the Boston area every year to meet with UVM alums in major accounting firms such as PriceWaterhouseCoopers, KPMG, and Ernst & Young.

Marketing Club - The Marketing Club is a student-run, faculty-advised organization which offers its members an opportunity to build contacts, improve networking skills, and increase their knowledge of the marketing profession. Highlight of each year include live case studies and hands-on projects, professional development programs and social events.

Enactus - Enactus is a community of student, academic, and business leaders committed to using the power of entrepreneurship action to enable human progress. Enactus students apply business concepts to develop community outreach projects, transform lives and shape a better, more sustainable world.

Entrepreneurship Club - The UVM Entrepreneurship Club is a faculty-led organization that helps students pursue entrepreneurship as a career path through discussion forums, guest speaker events, and start-up competitions. The Entrepreneurship Club is also a place for all students across the university to share and cultivate their ideas. Club meetings offer a venue for sharing ideas and learning from others who have turned concepts into businesses. Members will receive advice from successful entrepreneurs, professional networking opportunities, resources to foster and develop ideas, involvement/leadership in a growing UVM organization.

Finance and Investment Club - Members of the Finance and Investment Club discuss the current trends of the market, key in on the hot stocks to watch, and learn how to become responsible investors by participating in a virtual online investment competition with fake money and real time. The club takes an annual networking trip to New York City to meet with prominent alums working on Wall Street.

Grossman Student Advisory Committee (GSAC) - GSAC is a group of students who provide advice and information to the Dean. The Committee has an anonymous feedback system for students to share input. Membership is by application only. For more information, please e-mail gsac@uvm.edu.

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.

Career and Professional Development

Path to Career & Professional Development

The campus Career Center, located in Davis Center 204, 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, graduate 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 academic year by updating a plan to maximize your engagement, enhance your learning, and stay on track toward your goals.

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

Grossman 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); Instagram: UVMGrossman

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, assess and choose a 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 • 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





DRESS FOR SUCCESS

Business Professional

Polished and conservative attire worn for interviews and career fairs

Men

- Dark colored suit jacket and pants
- Collared button down shirt
- Tie
- Dark dress shoes
- Belt

Women

- Dark colored suit jacket
- Blouse
- Dark colored pants
- Dark colored skirt
(At or below the knee)
- Dark dress shoes
(Heel below 3 inches)

Business Casual or Smart Casual

Attire less formal than business professional but still conservative and

Men

- Polo or button down shirt
- Blazer jacket
- Dress pants, chinos or cotton pants
- Dark dress shoes

Women

- Button down shirt or blouse
- Blazer jacket
- Sweater or cardigan
- Dress pants, chinos or cotton pants
- Dark Dress shoes
(Heel below 3 inches)

Not Acceptable

Tops: Tank tops, t-shirts, athletic jackets and sweatshirts

Bottoms: Sweatpants, jeans, cargo pants, athletic pants, yoga pants, leggings, shorts and skirts shorter than fingertip length

Shoes: Open-toed shoes and sandals or shoes with heels exceeding 3 inches

Details: Bright colors, bold patterns and improperly fitting garments, excessive or overbearing perfume or cologne, flashy jewelry and excessive makeup.

For more information, please refer to the Career Resource Packet (pages 33-41)

http://www.uvm.edu/sites/default/files/CareerResourcePacket15-16_0.pdf

University of Vermont
Grossman School of Business
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