



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

**Advising Handbook**  
**Fall 2018 - Spring 2019**



**PLEASE KEEP THIS  
HANDBOOK UNTIL YOU  
GRADUATE**

**THIS HANDBOOK HAS SPECIFIC INFORMATION FOR  
STUDENTS ENTERING THE GROSSMAN SCHOOL OF  
BUSINESS IN FALL 2018 AND SPRING 2019**

For more information contact The Center for Student Success: [css@bsad.uvm.edu](mailto:css@bsad.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>Center for Student Success</b>  Academic and Career Advising: Information on your academic program, clarifications, explanation of policies and general assistance. If an emergency requires you to leave campus you must notify the Center for Student Success. On-site career professionals provide students with career advice and engagement through internship, summer job, interview prep and networking support.	100 Kalkin Hall	802.656.4015 CSS@bsad.uvm.edu
<b>GSB IT Services</b> In-house Tech Team provides high quality support for all GSB	227 Kalkin Hall	802.656.0800 <a href="mailto:help@bsad.uvm.edu">help@bsad.uvm.edu</a>
<b>Tutoring Center</b> Subject area tutoring is available for a wide range of courses. Study Skills Program helps with time management, note taking, test taking, study strategies, comprehension, etc.	Living/Learning 224 Commons	802.656.4075 tutoring@uvm.edu
<b>Student Accessibility Services (SAS)</b> SAS provides accommodations to students with documented physical or learning disabilities. This includes exam accommodations, ebooks, deaf and hard of hearing services, notetaking and adaptive technology.	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 E140	802.656.3819 mcsc@uvm.edu
<b>UVM Career Center</b> Help with resume building, interview preparation, cover letters, career field research, internships, and informational interviews.	Davis Center 204	802.656.3450
<b>Career &amp; Experience Hub</b> Enhance your personal and career development through study abroad, undergraduate research, service learning, fellowships, volunteering, leadership and campus employment.	Davis Center First Floor	uvm.edu/uvmhub
<b>Writing Center</b> Writers will meet with trained peer tutors who respect the style, voice, and approach of each writer.	Bailey Howe Library, 105	802.656.1958 uvm.edu/writing center
<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



## Bachelor of Science in Business Administration Degree Requirements

### Business Core Courses

BSAD 010: (SU): The Business Enterprise	BSAD 060: Financial Accounting
BSAD 015: Business Communications	BSAD 061: Managerial Accounting
BSAD 020: The Business Enterprise II	EC 011: Macroeconomics
BSAD 025: Sustainable Business Strategies	EC 012: Microeconomics
BSAD 030: Decision Analysis	MATH 019 or 021: (QR): Calculus
BSAD 040: Information Technology and Management	STAT 141: (QR) Basic Statistical Method

- All core courses must be completed with a 2.25 cumulative GPA **and** no single grade below C-.
- Students will take a Math Readiness Test (MRT) 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.

### Business Field Courses

BSAD 120: Leadership & Org. Behavior	BSAD 173: Operations Management
BSAD 150: Marketing Management	BSAD 180: Managerial Finance

- All Field courses must be completed with a 2.00 cumulative GPA.
- Junior status ( $\geq 57$  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 Themes

Entrepreneurship, Global Business, Sustainable Business

- 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 and change 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 (or count for both) theme and concentration and is referred to as a "double-dip" course.

### Business Discipline Concentrations

[Accounting](#), [Business Analytics](#), [Finance](#), [Marketing](#)

In addition to the Theme, students will select a concentration area to enhance their industry knowledge.

- A concentration consists of 5 classes for 15 credits\*.
- Students can declare or change 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 career goals.
- One course may overlap theme and concentration and is referred to as a "double-dip" course.

\*Finance majors will take 16 credits total towards their concentration.

*For an updated list of theme and concentration courses, please check out [uvm.edu/business](http://uvm.edu/business) or stop by the Center for Student Success in Kalkin 100*

## Professional Development Series

BSAD 002: Professional Development Series I

BSAD 102: Professional Development Series II

BSAD 202: Professional Development Series III

- All Professional Development Series courses are 1-credit
- Students are required to complete all 3-credits in the Professional Development Series.
- The Professional Development Series is graded Satisfactory or Unsatisfactory and will not impact GPA.

## General Education Requirements

1. English Writing (ENGS 001 or HCOL 085)
2. Social Science (any course from ANTH, EC, ENVS, GEOG, POLS, PSYS, SOC, GSWS, COMU 001)
3. Natural Science (Lab Optional) (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)

*Please Note:* 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. GSB is one of the host colleges for the Sports Management minor which is an acceptable minor for GSB majors.

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. Some minors may only be available with an application.

Most minors require 18 credit hours of coursework, with 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, this requires 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—ENGS 001, HCOL 85, or a TAP seminar (only available to CAS majors)—designed to promote four foundational goals: rhetorical discernment, critical reading, substantive revision, and information literacy.
- Diversity (D1 & D2) – 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 (SU) – All students must complete a designated Sustainability course. 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.

- Quantitative Reasoning (QR) — All students must complete a designated Quantitative Reasoning course. Students will interpret mathematical models such as formulas, graphs and tables drawing inferences from them. QR teaches students to represent mathematical information symbolically, visually, numerically and verbally.

### Course Elective Options and Restrictions

- Students can earn up to six elective credits for an internship (BSAD 094).
- Students pursuing our BSBA may include up to three 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 from the business school curriculum.

- Credit cannot be received for both CDAE 127 and BSAD 153.
- 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	Registration for first semester
NOVEMBER*	Registration for spring
APRIL*	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) 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, [uvm.edu/registrar](http://uvm.edu/registrar).
- Check your student account or Guide 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, 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, and
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

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 Center for Student Success 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.

**NOTE:** If withdrawing from a class brings a student below full-time status (12 credits), the student must check with financial aid, health insurance companies, Office of International Education (intl. students) and any other group

that requires the student to be enrolled full-time (parents, the NCAA, scholarships, 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 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

<u>Grade</u>	<u>Per Credit Hour</u>	<u>Grade</u>	<u>Per Credit Hour</u>
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. 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

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

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/Unsatisfactory
M	=	Missing (not submitted)	W	=	Withdrawn
NP	=	No Passed	XC	=	Extended Course
P	=	Passed	XF	=	Failure resulting from Academic Dishonesty

### **Incomplete Grade**

Student should contact their instructor(s) 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 the Center for Student Success (802-656- 4015) immediately! The Center for Student Success 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 the Center for Student Success. 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.

Note: 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 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: 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.

### **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.

### **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.

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.

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

### **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**

#### **Subject Area Tutoring**

The Tutoring Center 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. Study Skills workshops help students develop tools and study habits essential to a successful college career. Some workshops cover 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.

Group tutoring for some business courses may be available on a weekly basis in Kalkin Hall.

#### **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 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.

#### **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, 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.

### **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.

#### **Mosaic Center Awards Banquet**

The Mosaic Center Awards Banquet is a celebration of the achievements of 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 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, [syllabus@bsad.uvm.edu](mailto:syllabus@bsad.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. Attend a Study Abroad 101 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. OIE 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. Meet with the Academic Advisor for study abroad within the Grossman School of Business.

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 3.0 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.

Office of International Education  
Living/Learning, B161  
802.656.4296  
uvm.edu/oie

### **Student Involvement**

#### [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  
[CSS@bsad.uvm.edu](mailto:CSS@bsad.uvm.edu)