



UNIVERSITY OF
TEXAS
ARLINGTON

Business Student Handbook

Fall 2018

**College of Business
Undergraduate Advising Center**

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College of Business
Undergraduate Advising Center

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COLLEGE OF BUSINESS

Your Academic Success is Important.



**Your Goals are Important.
YOU are Important.**

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General Information

Student Responsibility

This document is a general information publication and it does not contain all regulations that relate to students. The UT Arlington [Online Undergraduate Catalog](#) is the ultimate source for information regarding University policies and procedures. It is the student's responsibility to read, understand, and be familiar with University and College policies and procedures. Additionally, all students are responsible for their enrollment.

University Policies and Procedures

Registration

There are three registration periods for each semester: early, regular, and late. Early registration occurs during the previous semester and is for current or former students. Regular registration for the semester extends from the end of the early period to just prior to the first class day for the semester and is open to all students who have been formally accepted by the University. The late registration period occurs the first two class days of a summer semester and the first week of classes in a fall or spring semester. Waiting until this last registration period is **not recommended and a late fee of \$25** is charged.

Before a student registers, he/she should visit with an academic advisor. This is to ensure that the coursework applies to the degree being pursued. For more information about meeting with a business advisor, see the *College of Business Policies and Procedures* section of this booklet.

ATTENTION: In the College of Business, all business intended and declared majors on probation are required to meet with an advisor before registering. These students may not register until an advisor has approved their coursework.

Once a student has been cleared to register by an academic advisor, a student may then register on designated days. Registration through MyMav may be completed in any of the three registration periods from any computer.

Maximum course loads as specified by the University are:

Fall/Spring --19 hours*

Summer --14 hours*

Spring Intersession or Summer Intersession -- 3 hours

For probation students the maximum course load is 14 hours*.

*In rare circumstances, a business student may request and be approved to exceed the maximum course load designated for the Fall or Spring semester. A written statement supporting the request must be submitted to the Director of Undergraduate Studies.

Schedule Changes -- Add/Drop

After a student has registered for a semester, schedule changes can be made by a student only during scheduled Late Registration periods. For the exact days, a student may check the [Academic Calendar](#) for the semester.

If a student remains enrolled in a class after Census Date of the semester, the student is financially responsible for the FULL cost of the course.

A student may use MyMav on the UTA website during any Late Registration period to make schedule changes. Schedule changes may also be made in person with the student's academic advisor from 8 a.m.-5 p.m.

ATTENTION: Students are NOT automatically dropped from classes for non-attendance. It is the student's responsibility to initiate a drop request.

Dropping a Class

After the Late Registration period is over, a student may still drop a class but adds are not allowed for any reason. These drops **must be made in person with the student's academic advisor**.

Only one drop period exists. This drop period deadline is at the tenth week of a Fall or Spring semester. During this time, a student will receive a grade of W even if failing the class, and the GPA will not be affected. No drops are allowed after this deadline.

Comparable time periods for dropping a class are set for every semester. For the exact deadline date of the drop period, and other important dates, a student should refer to the [Academic Calendar](#) for the semester.

If a student is dropping all classes or the last class enrolled, then he/she must withdraw from the University. Please refer to the following section.

ATTENTION: Students who entered a Texas higher education institution Fall 2007 or thereafter are limited to six (6) grades of "W" during their entire academic career at Texas public institutions. Remedial courses do not count toward the total.

Withdrawal from the University

Any student who wishes to drop all courses enrolled in or the last class he/she is enrolled in must complete the proper resignation form with their academic advisor. Grades assigned for classes will follow the same pattern and deadline as if dropping a class. Please refer to the prior section. No withdrawals from the University are allowed after the tenth week in a regular session or comparable time period in a summer session.

Excessive Undergraduate Hours

A student will be required to pay **nonresident tuition rates** when attempted hours exceed 45 hours more than required for the student's bachelor degree program. This Texas legislature ruling applies to all students who first enrolled in a college or university *Fall 1999 through Summer 2006*.

A student who first enrolled in a state college or university in the *Fall 2006* semester or later will pay nonresident tuition rates when attempted hours exceed 30 hours more than what is required for the student's bachelor degree program.

Critical to understanding this policy is an awareness that the tally of hours includes all classes enrolled in at any Texas public institution, and specifically **includes classes with a grade of "W"** and any grade replacements or grade exclusions. Hours earned at a private or out-of-state institution are not counted toward the limit.

Tuition Rebate for Graduates

Texas residents enrolling for the first time in a Texas public college or university in Fall 1997 or later may be eligible for a tuition rebate up to \$1000 upon completion of a bachelor degree. To qualify a student must:

- Complete all work at a Texas public college or university paying in-state tuition

- Have attempted no more than 3 semester hours beyond the degree requirements
- Apply for the rebate before degree is awarded – go to the online Graduation Checklist and fill out [rebate form](#).
- Rebate is only available for first bachelor degree from a Texas public university

Course Numbering System

A course is referred to by a combination of letters and numbers.

- **The alphabetic prefix indicates the department that is teaching the course.** A complete list of prefixes and the respective department is found at wweb.uta.edu/catalog/content/academics/course_catalog
- **The first number indicates the level of the course.** A 1 indicates a freshman level course, a 2 indicates a sophomore level course, 3 is junior level, and 4 is senior level. A 5 or 6 indicates graduate level courses and are open to graduate students only. This first number serves as a guideline to the year a student should consider taking the course.
- **The second number indicates the number of credit hours** awarded for the course. Most courses are 3 credit hours.
- **The third and fourth numbers indicate the individual course.**

Student Classifications

Students are classified by the number of total credit hours completed. The groups are:

Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or more
Degreed	have earned a bachelor degree and enrolled as an undergraduate

Prerequisites

The purpose of establishing prerequisites is to ensure that students have the necessary background knowledge to successfully complete specific courses. This enhances the student’s learning experience in a particular course. For certain courses, prerequisite courses or requirements have been established.

Prerequisites must be completed before enrollment in a course. Concurrent enrollment in a course and its prerequisite is not acceptable. **MyMav will restrict enrollment based on prerequisites** when a student is registering for classes or making schedule changes.

All students are required to meet university, college, and course prerequisite requirements in order to receive credit for course work. Course prerequisite information is provided in the Undergraduate Catalog. It is also indicated on the syllabus for a course. Students should actively seek prerequisite and course information from the Undergraduate Catalog or consult with their advisor before a registration period if there is a question about proper prerequisites.

More information about prerequisites is found in the *College of Business Prerequisites and Degree Requirements* section of this handbook.

Grades and Grade Point Average Calculation

The university utilizes a 4.0 scale with official grades as follows:

Grade	Description	Grade Points (per hour)
A	Excellent	4
B	Good	3
C	Fair	2
D	Passing	1
F	Failure	0

Grade	Description	Grade Points (per hour)
I	Incomplete	0
W	Withdrawn	0
Q	Withdrawal of All	0
P	Pass	0
Z	No credit	0 (freshman English and remedial courses)

$$\text{Grade Point Average (GPA)} = \frac{\text{Total Grade Points Earned}}{\text{Total Hours Attempted*}}$$

*Includes only hours taken at UTA unless the course is repeated under the Grade Replacement or Grade Exclusion Policy or an I, W, P, or Z is recorded for the class. Grades earned at another university or college do not affect the UTA GPA.

Grade of Incomplete

A grade of "I" (incomplete) may be awarded only under very unusual circumstances when a student cannot complete the required work during the semester of enrollment. It is only a consideration after the last day to drop has passed and circumstances warrant. An incomplete is given at the discretion of the instructor.

Upon receiving an "I" (incomplete), a student has until the end of the next long semester to complete the course requirements to the satisfaction of the instructor. If the incomplete is not removed in the allotted time, the "I" will automatically convert to an F. When an "I" is received, a student should immediately make arrangements with the instructor regarding course completion. The student will not officially enroll in the course again to satisfy the incomplete.

Grade Forgiveness Policy

Students **first entering UT Arlington in Fall 2013 or later** may use the Grade Forgiveness Policy upon earning a D or F in a 1000 or 2000 course taken at UT Arlington. Students are limited to a total of two Grade Forgiveness opportunities. Prior to the request being made, a business student must consult with their major advisor to initiate the approval process.

There are two options for Grade Forgiveness: Grade Omission and Grade Substitution.

A **Grade Omission** may be used for *one* of the two Grade Forgiveness opportunities if the student is changing majors and the course is not required for the new major.

- If used, the student **may not re-enter the major or program requiring the course excluded.**
- The student is NOT required to retake the course.

A **Grade Substitution** may be used for one or both of the Grade Forgiveness opportunities. The course must be retaken at UT Arlington even if it is not required for the student's current major. The second grade earned will be used in calculating the student's GPA (unless the 2nd attempt is a "W"). The policy applies only to **the attempt immediately after earning the D or F**. Attempts include course enrollment that was later dropped.

Several restrictions apply to the Grade Forgiveness Policy, for both the Grade Omission option and the Grade Substitution option. They are:

- This policy only applies to 1000 or 2000 courses only.
- This policy will not apply to Pass/Fail courses or on grades resulting from disciplinary action.
- Once the course has been "omitted" or "substituted", the action may not be revoked.
- Forgiven grades **will be included** in the calculation of GPA for determining Latin Honors.
- Students on academic suspension cannot use a grade forgiveness option until their dismissal period is completed.

- Tuition and fee refunds, rebates or other financial consideration will not be given for courses that have been forgiven.
- Hours earned for a course that is forgiven will count toward the calculation of hours for the Excessive Hours Rule.

Grade Appeal Policy

Any grievance regarding a grade in a course must first be discussed with the instructor of the course. The instructor has the primary responsibility of assigning grades and making changes in grades. A serious effort must be made in resolving the matter with the instructor. The instructor's judgment is final unless there is evidence of discrimination, preferential treatment, or procedural irregularities.

If substantial evidence of this nature exists, a student may wish to request an appeal. This must be submitted in writing on the proper Grade Appeal Form. This form is available in departmental offices. The normal channel of the appeal process after the instructor, is the departmental chair or program director and then the dean. Before considering the appeal, the department chair or program director will refer the matter to a faculty committee for grade appeals. The decision of the academic dean is final.

University Probation and Suspension

Students must maintain a minimum cumulative grade point average (GPA) to be eligible to continue to enroll in UTA. The minimum GPA varies depending on the number of credit hours accumulated. The UTA academic standards are as follows:

Total Hours	GPA for Probation	GPA for Dismissal
0 - 29	less than 2.00	less than 1.60
30 - 59	less than 2.00	less than 1.80
60 or more	less than 2.00	less than 2.00

Before a student's first dismissal, the student is on probation. The first dismissal is for one long semester. Any second or subsequent dismissal is for twelve months. After a dismissal, immediate performance upon returning must result in a cumulative GPA that meets UTA academic standards to avoid another dismissal.

Readmission to the College of Business after a dismissal is **not guaranteed** and will be evaluated by your advisor. **Written permission from the Director of Undergraduate Studies to readmit to the College of Business after a twelve month dismissal is mandatory.**

A student's academic status is reviewed and updated at the end of each Fall semester, Spring semester, and at the end of the summer.

Evaluation of Transfer Hours

Upon making application to the University, a transfer student must submit all transcripts to Admissions. After a student has been accepted, an evaluation of the transfer credits is made by the Office of Admissions and Recruitment. A copy of the evaluation is sent to the student and the original remains on file in the Office of Records.

Credit for courses completed at accredited colleges or universities with a grade of **C or better** may be transferred to UTA. A student's major advisor or degree plan evaluator will determine which courses will apply toward a particular degree program. (For more information about the process in the College of Business, please refer to the *College of Business Policies and Procedures* section of this book.)

Additional courses taken at another institution after the initial transfer evaluation has been made may be added to a student's UTA record by requesting the Admissions Office in person to evaluate the additional work.

Placement Exams

Several departments offer or require a student to take an examination before registering for certain courses.

Accounting 3311 Entrance Exam

Beginning Fall 2004, students are required to pass an Entrance Exam before enrollment in Acct 3311. The goal of the exam is to make sure that students are prepared to succeed in the class. For exam information, refer to the Department of Accounting [website](#), where details regarding test dates, test content, and test procedures are available.

Math Placement Test (MPT)

Students seeking to enroll in MATH 1302 or 1315, DO NOT need to take the MPT. The only prerequisite for these classes is TSI compliance which can be obtained by successfully passing MATH 0302 or obtaining the appropriate score on the state TSI placement exam.

This exam is given by the Math Department, Pickard Hall room 478, and is available [online](#).

Foreign Language Placement Exam

Some majors have a foreign language requirement. If the degree program does, knowing which level language course to take is important.

If a student is a native speaker, had foreign language in high school, or equivalent knowledge, he/she should take AP or CLEP. These exams have two purposes: 1) determining the correct language course, and 2) providing credit for language courses based on skill level. To take an exam, contact [Testing Services](#), Davis Hall 201.

College Credit by Exam

Students have the opportunity to receive credit by examination in courses within UTA's regular curriculum offerings where proficiency may be determined by examination. Several exam programs are available including the College Board Advanced Placement Program (AP), the College Board College Level Examination (CLEP), the College Board SAT II: Subject Tests, the Defense Activity for Non-traditional Support Program (DANTES), and the International Baccalaureate Program (IB). UTA also offers advanced standing examinations in subjects that are prepared by departmental faculty.

Departmental exams for course credit available in the College of Business include:

ACCT 2301
ECON 2305, 2306
MANA 3319
MARK 3321

Testing Services, Davis Hall 201, can answer specific questions including when, where, and how much it costs. They also have the necessary paperwork to record the credit earned with the University. They may be contacted at [Testing Services](#), UTA, Box 19156, Arlington, TX 76019; 817.272.2362; or testing@uta.edu.

Graduation

Degrees are conferred three times a year, at the end of Fall, Spring, and Summer. A student **must apply** for graduation in MyMav. The link to the application is found on a student's [MyMav](#) Student Center page. You must meet with your major advisor before filing the graduation application. You must apply for graduation even if you do not plan to attend the commencement ceremony.

The College of Business recommends that you apply for graduation before you enroll for your last semester of classes (midterm of semester before graduation). The official deadline to apply is the beginning of the graduating semester. **LATE GRADUATION PAPERWORK is accepted by the Registrar for 30 days ONLY. Students who apply after the deadline are assessed a \$60 late fee and depending on the commencement program publishing deadline, may not have their name included in the commencement program or receive tickets for the ceremony.**

A \$40 graduation fee to cover the cost of the diploma and diploma cover is charged, plus a shipping fee. These fees are not refundable or transferable to another semester. There is an additional charge for the required regalia (cap and gown) for students who participate in the graduation ceremony.

Commencement ceremonies are held twice a year; May and December. Attendance at your commencement ceremony is encouraged but not mandatory. August graduates are invited to participate in the December commencement. An RSVP to the College of Business is required to participate in the ceremony. The College of Business does not permit students to 'walk early'. Participants must have completed or be completing all degree requirements.

Graduation with Honors

To graduate with honors, a student must:

- Complete a minimum of 45 hours at UTA
- A minimum UTA overall GPA of
 - 3.3 for Cum Laude eligibility
 - 3.5 for Magna Cum Laude eligibility
 - 3.7 for Summa Cum Laude eligibility

If the student meets the minimum UTA overall GPA requirements, honors are recognized as follows:

Cum Laude:	3.50 – 3.69 GPA
Magna Cum Laude:	3.70 – 3.89 GPA
Summa Cum Laude:	3.90 – 4.00 GPA

Either the last 45 hours at UTA or the UTA overall GPA will be used to determine the honors GPA, whichever is more beneficial to the student.

For additional information and specific graduation requirements for a business student, please refer to the *College of Business Policies and Procedures* section of this handbook.

University Support Services and Offices

Campus Recreation

212 Mavericks Activities Center

817.272.3277

This department provides recreational and leisure activities for students, faculty, and staff including team, individual and co-recreational events, scheduled throughout the year. Student access to the Activities Building facilities as well as the swimming pools is gained with a valid MavExpress card. Intramural competition, a Wellness program and Sports Clubs are also available through this department.

Counseling Services

305 Ransom Hall

817.272.3671

Counseling services are available to help students increase their understanding of personal, academic and career issues and make positive changes in their lives. These services are provided by a multidisciplinary team of professionals, including counselors, social workers, and psychologists. All services are free and confidential.

The Career Development Center

216 Davis Hall

817.272.2932

On-campus interviewing with outside employers is orchestrated through the Career Center. Services also include: Job Fairs, Career Events, Information Sessions, Mock Interviews, Workshops, and On-Line Job Listings.

Financial Aid and Scholarships

252 Davis Hall

817.272.3561

Many financial aid options exist at UTA including scholarships, emergency tuition loans, Alumni loan fund, Federal PLUS and SLS, Pell Grants, and a work study program. Any interested student must apply for assistance each year, as eligibility can vary from one year to the next. For more information and a consultation regarding eligibility, contact the office for counseling.

Health Services

605 S. West Street

817.272.2771

Student Health Services is staffed to care for the routine health needs of students. Many of the services are free of charge and very reasonable fees are assessed for services such as medications, x-rays, and laboratory tests. The center works by appointment. Services include medical services of physicians and nurses, pharmacy services, routine lab procedures, psychological counseling, Women's clinic, allergy injections, substance abuse prevention, HIV/AIDS information, and HIV antibody testing is available.

The Center for Substance Abuse Prevention is housed in the Health Center and is available to all students needing assistance to address alcohol and other drug-related issues.

I.D.E.A.S. Center

Central Library, 2nd Floor

817.272.6593

The I.D.E.A.S. Center is a hub of services to UT Arlington students undergoing a transition to a four-year university. The center is funded by a Department of Education grant aimed at partnering with transfer students, veterans, sophomores, and students re-entering school after a break, to help pave a path to student success. We offer free tutoring and mentoring, as well as other services in coordination with academic success partners in the Central Library's [Academic Plaza](#). The new space which includes computers, study rooms, collaborative space and comfortable study areas with whiteboards.

Language Acquisition Center

302 Trimble Hall

817.272.3161

The Language Acquisition Center is a fully equipped audio, video, and computerized language laboratory. The Center is a great resource for students mastering a foreign language.

Math Clinic

Pickard Hall, Room 325

817.272.5674

The Math Clinic is open 7 days a week to help students with math homework. Peer tutors are available to assist students with all types of math problems. It is open to any UTA student enrolled in MATH 0300 - 1308, 1315, 1316, 1322 - 1325, 1421 - 2326, 2425, 3318, 3319, 3330.

Multicultural Affairs

Lower Level, University Center, B150

817.272.2099

This office aids in the recruitment and retention of students from diverse ethnic backgrounds. It encourages minority group participation in University activities and organizations and facilitates the development of minority programs and activities.

Office for Students with Disabilities

102 University Hall

817.272.3364

Relay Texas 1.800.735.2989

The Office for Students with Disabilities offers a variety of services to the disabled student including: pre-registration, personal, academic, and career counseling, wheelchair repair, note-copying, adaptive exercise and sport activities courses, wheelchair athletics, and agency interface. This office verifies all physical, emotional, and learning disabilities and specifies the appropriate accommodations and/or adaptations for students with faculty.

Office of Information Technology (OIT)

Help Desk – Central Library, 1st floor

817.272.2208

The Help Desk services UTA students, faculty, and staff in the effective development and delivery of UTA's information technology. This office assists students with a forgotten password to enter MyMav and other MyMav access issues, and in setting up a student computer account. A student computer account allows a student access to personal email, computer storage space, unlimited internet access, and creation of personal web pages.

Office of International Education

Swift Center, 1022 UTA Blvd.

817.272.2355

The International Office provides assistance and counseling for international students. It also coordinates the UTA Study Abroad Program and advises students wishing to study, work, or travel abroad.

Police

700 South Davis

817.272.3381 (non-emergency)

817.272.3003 (emergency)

The University Police Department provides motorist assistance and patrols the campus 24 hours a day. The University Shuttle Bus Service, crime prevention programs, and campus escort services are maintained by this department. Parking decals, rules, and information are provided and enforced by this office. Officers also investigate traffic accidents and crimes and make arrests.

Science Education and Career Center

106 Life Science Building

817.272.2129

The Science Learning Center can provide you with self study materials for science and mathematics. The materials available include videos, tape and slide programs, workbooks, microcomputer software, previous exams, lecture notes, etc. The Learning Center is open 6 days a week.

Student Activities and Organizations

Lower Level, University Center, B140

817.272.2963

The Office of Student Activities and Organizations coordinates out-of-class activities including: Greek Life, Cheerleaders, student leadership programs, and EX-CEL campus activities and over 300 registered student organizations..

Student Governance

Lower Level, University Center, B150

817.272.0556

This office coordinates and oversees the various components of student government at UTA. This includes: Student Congress, Constituency Councils, and the Graduate Student Senate.

Testing Services

201 Davis Hall

817.272.2362

The Testing Office handles Admission Tests, TASP Test, Credit by Examination, and a variety of individual tests of aptitude, interests, and ability.

University Housing

210 University Center

817.272.2791

A variety of Student Housing options are available within walking distance to campus. They include six residence halls and 19 apartment communities with one- and two-bedroom floor plans. Houses are available for families with dependent children. For details regarding housing rates and the application process, contact the Housing office.

University Tutorial Services and Supplemental Instruction

205 Ransom Hall

817.272.2617

Student Support Services offers free academic support for qualifying students including tutoring, counseling, seminars, and a self-paced computer lab. Cost Share Tutoring offers low cost services for all students including private tutoring, study groups, and algebra and TASP review sessions. Supplemental Instruction (SI) for difficult academic courses provides support for all enrolled students, for more info call or visit. The McNair Scholars Program is also managed by this office and is a federal program to prepare undergraduates for graduate studies. For more information on the McNair program call 817.272.3715 or visit 202 Ransom Hall.

The Writing Center

Central Library, Room 411

817.272.2601

The Writing Center is dedicated to helping students write more effectively. Faculty, peer tutors and 22 micro-computers with word processing and grammar software are available. The Center is open 7 days a week and walk-ins are welcome. Papers may be submitted on-line through their web site. All Writing Center services are free to UTA students except for a minimal printing fee.

YWCA Arlington Child Development Center

1120 UTA Blvd.

817.262.5910

The center offers full-time infant, toddler, and pre-school childcare. Children between newborn and 5 years of age whose parents are UTA students, faculty, or staff are given enrollment priority.

College of Business Policies and Procedures

Business Degree Programs

Undergraduate degree programs offered by the College of Business (CoB) include:

Bachelor of Business Administration

Concentrations:	Accounting	Information Systems	Marketing
	Economics	International Business	Operations and Supply
	Finance	Management	Chain Management
			Real Estate

Bachelor of Science

Concentrations:	Accounting	Information Systems
	Business Analytics	
	Economics	

The CoB is accredited by The Association to Advance Collegiate Schools of Business (AACSB). This mark of excellence indicates a well-qualified faculty, high standards for students, an extensive library system, and appropriate computing resources.

Visit the CoB website for specific requirements of the [degree programs](#). This information is also available in the [Undergraduate Catalog](#) and in The Undergraduate Advising Center, which is located in Suite 107. Please refer to the *College of Business Policies and Procedures* section of this handbook for information on requesting a Degree Plan.

Double Majors

The College of Business allows select Bachelor of Business Administration (BBA) programs to be combined resulting in a degree with a double major. If all specified requirements are completed at the same time, one diploma will be awarded recognizing both business majors. Double majors may restrict Fast Track or Certificate program participation and are available on the 2015-2016 catalog year. Consult with a business advisor to determine if a double major is the best option for you.

BBA in Accounting and Finance	BBA in Economics and Finance
BBA in Accounting and Information Systems	BBA in Management and Marketing

Undergraduate Advising Center

The College of Business Undergraduate Advising Center is located in Suite 107 of the Business Building. All undergraduate business advisors are located in this first floor area and work on an [appointment](#) basis.

Undergraduate business advisors specialize in specific business degree programs. You should see the [advisor](#) for your major. They are as follows:

Accounting (Denise Wylie/Bianca Upshaw)	International Business (Julie Nieves)
Business Analytics (Denise Wylie)	Management (Ramon Iturbe/ Eric Mason)
Economics (Julie Nieves)	Marketing (Julie Nieves/Eric Mason)
Finance (Kathy Gutierrez/Bianca Upshaw)	Operations/Supply Chain Management (Denise Wylie)
Information Systems (Denise Wylie/Bianca Upshaw)	Real Estate (Julie Nieves)

Appointments with the Degree Plan Evaluator or the Director of Undergraduate Studies, Shelly Parker, may also be made through the Business Undergraduate Advising Office.

The function of this office is to assist and guide students toward achieving their academic goals. In support of this purpose, a number of activities are conducted beyond course selection for a semester. These activities include: publication of [Undergraduate Advising Center Newsletter](#), publication of the [Business Student Handbook](#), personalized probation counseling, graduation counseling, as well as assisting in University recruiting efforts.

Registration Requirements

The Undergraduate Advising Center recommends that students regularly meet with an academic advisor before registering. Many business students are required to meet with an advisor before they may register. The following students are **required to meet with a business advisor** and **must** meet with an advisor **every semester** before registering:

- Business-Intended majors
- Pre Business majors
- Any business major on University Probation

Business students who have been accepted into a degree program **are not required** to meet with an advisor unless on probation. For a declared business major, it is recommended that you meet with a business advisor about once a year, or as your personal needs warrant.

ATTENTION: No advising or registration release is conducted over the phone or by email. It must be done in person, either by appointment or walk-in.

Business advisors work on an [appointment](#) basis. During peak advising demand time, it is not unusual to have a wait of a week or more to see an advisor. Please plan in advance.

Walk-ins are available on a very limited basis during most registration periods and are restricted to registration releases. Simply stated, during an appointment, the advisor will provide the full range of services and information, while walk-ins are more of a self-service meeting.

ATTENTION: Students who post a D or F at mid-term or are on **University or Business probation will NOT BE ALLOWED TO PARTICIPATE IN EARLY REGISTRATION PERIODS.**

Admission to the College of Business

Admission to the College of Business (CoB) as a business-intended student is based on the University's Undergraduate admission requirements plus the following additional admission criteria for the College of Business.

Students Entering Directly from High School or Students with Less Than 24 Credit Hours

Students entering directly from high school or with less than 24 hours of transferrable credit will initially be advised by University College. Transitioning to advisement by the CoB advisors will occur as the student accomplishes certain GPA and course completion milestones.

Following transition to the CoB, students will be classified as an Undeclared Business Intended Major* (UBUSINT) if the CoB math** requirement is complete or a Pre-Business Intended Major* (PBUSINT) if the CoB math** requirement is not complete.

Students Entering with More Than 24 Transfer Credit Hours

Transfer students with 24 hours or more of transferrable credit will be evaluated on the basis of the following admission criteria.

Direct Admission Criteria

Students entering UT Arlington who have completed 24 or more hours of transferable college credit will be directly admitted to a CoB major based on the following criteria:

- Students must meet all UT Arlington admission requirements; and
- Students must have a grade point average of 3.25 or better for all college level credit; and
- Students must have the CoB math requirement completed (the CoB math requirement includes MATH 1315 and MATH 1316, or equivalent courses as credits).

Regular Admission Criteria

Students who do not meet the criteria for Direct Admission as stated above will be classified as an Undeclared Business Intended* (UBUSINT) or Pre-Business Intended* (PBUSINT) major.

Undeclared Business Intended Major*: Students who have completed the CoB math requirement will be admitted to the Undeclared Business Intended (UBUSINT) major.

Pre-Business Intended Major*: Students who have not completed the CoB math requirement will be considered pre-business admits to the College of Business and will be placed in the Pre-Business Intended (PBUSINT) major.

** UBUSINT and PBUSINT students will be required to meet with an advisor each semester and monitored for progress toward declaring a business major.*

*** The CoB math requirement includes MATH 1315 and MATH 1316, or equivalent courses as credits.*

Declaring a Business Major

Undeclared Business Intended or Pre-Business Intended majors can declare a business major if they satisfy either Condition 1 or Condition 2 below. Once satisfied, a Request to Declare Major form must be submitted to CoB.

Condition 1

- Complete the College of Business (CoB) math requirement; and
- Complete a minimum of twenty four (24) hours of business course work at UT Arlington; and
- Earn an overall grade point average of 2.00 at UT Arlington; and
- Earn a business grade point average of 2.00 at UT Arlington.

Condition 2

- Complete the College of Business (CoB) math requirement; and
- Complete a minimum of twelve (12) hours of business course work at UT Arlington; and
- Earn an overall grade point average of 2.25 at UT Arlington; and
- Earn a business grade point average of 2.25 at UT Arlington.

Business Probation and Dismissal

If at any time an undeclared business-intended or pre-business intended student does not maintain a minimum College of Business (CoB) GPA or UTA GPA of 2.0, the student is on College of Business Probation. Depending on the circumstances, a student on CoB probation may have restrictions on course load and course selection and will be given specific course grade requirements that must be met. All business hours will be used to calculate a business grade point average for the CoB admission purposes.

If the student is unable to maintain a minimum CoB GPA of 2.0 after one semester on probation, the student will be dismissed from the CoB. Once dismissed from the CoB, the student has the right to appeal to the Director of Undergraduate Advising. If the appeal is rejected, the student must choose a major other than business in order to remain enrolled at UT Arlington.

Business Degree Progress and Major Dismissal

A student who has been accepted to a business degree program must maintain satisfactory progress of at least 2.0 in their UTA, COB and Major (field of study) to avoid being placed on probation. Declared business majors are subject to dismissal from a business degree program (major) and will not be permitted to enroll for additional courses in that major if they:

- Receive a grade of D or F in more than one upper level major course, or
- Receive any combination of grades of D or F in two attempts of the same major course.

Requesting a Degree Worksheet or UMap Review

A business-intended student may request a business degree worksheet by completing the [Degree Worksheet Request Form](#) and placing in the drop box located in **Suite 107 Business Building**. Declared business majors may view their degree progress through the UMap found on their [MyMav](#) Student Service Center .

It is recommended that students request a worksheet for their own use upon transferring from another college or university, changing majors, or becoming a sophomore. Degree worksheets and UMap reviews will be available in fifteen working days. Being informed about degree requirements and your progress toward completing these requirements is essential to your success at the university.

REQUESTING A DEGREE WORKSHEET IS **NOT** DECLARING A MAJOR.

ATTENTION: It is expected that a student will maintain the copy of the degree worksheet, updating it as coursework is completed. **A new worksheet will NOT be provided each semester for a student.** The Degree Plan Evaluator has the right to refuse excessive requests from a student.

Evaluation of Transfer Hours

The University Admissions Office initially evaluates transfer hours for each transfer student upon admission to the university. A copy of this evaluation is sent to the student and the original remains on file in the Registrar's Office.

The College of Business has the authority for determining which transfer courses apply toward any undergraduate business degree program or business minor. Students transferring business classes taken at another institution will be required to submit both a catalog course description and a syllabus for each course to the Business Undergraduate Advising Center for approval.

Permission through the College of Business Transfer Credit Approval Form is required before a student can take courses outside of UTA for credit transfer. Courses should be completed at the same level (freshman, sophomore, junior, senior) as the UTA course. A course completed at the freshman or sophomore level at another institution will not be considered an equivalent of an upper level (junior or senior) course or degree requirement. Upper level business courses must be completed at an AACSB accredited institution. Transfer credit for courses from institutions outside the United States will be evaluated independently.

The Department of Accounting requires junior/senior accounting courses completed at another institution, at an appropriate level, be test validated to be used to fulfill accounting degree requirements at UTA. Students must earn a grade of C or higher on the validation exam for credit validation. Information on validation exams can be obtained from an advisor.

Business Residency and Graduation Requirements

In addition to meeting the credit hour and course requirements for a specific College of Business degree program, students must meet the following requirements:

- Be a declared business major; and
- Complete at least 50% of business course work with the UT Arlington College of Business; and
- Complete at least 24 of the last 30 semester hours of advanced (3000/4000 level) course work with the UT Arlington College of Business, to include a minimum of 12 hours of advanced courses in their major/concentration subject area beyond business core requirements; and
- Earn a grade of “C” or better in all major/concentration courses required for the degree; and
- Earn the following minimum GPA requirements

OVERALL	2.0
BUSINESS	2.0
MAJOR/CONCENTRATION	2.0

Additionally, the BS in Accounting requires a minimum of 39 hours in business courses from UTA, while the BS in Information Systems requires a minimum of 36 hours in business and the BS in Economics requires a minimum 24 hours in business.

ATTENTION: Students must apply for graduation in [MyMav](#) through the link on the Student Service Center and pay appropriate graduation fees.
Application should be made before registering for the last semester and ONLY after meeting with an academic advisor.

Combined Bachelor and Master Degree Programs

Fast Track Programs are designed for outstanding senior undergraduate Business students to satisfy degree requirements that lead to a master’s degree while completing their undergraduate studies. The programs are designed to encourage our most gifted students to complete a master’s degree at UTA, and are intended to offer incentives in time and money saved. Satisfactory performance in the permitted graduate coursework will result in immediate admission to the graduate program, waiving the GMAT (Graduate Management Admissions Test), the Graduate School Application, and the related application fee.

Fast Track in Accounting

Once admitted, this program allows an undergraduate Accounting student to satisfy degree requirements that will lead to a Master of Science in Accounting or a Master of Science in Taxation while completing their undergraduate studies. Admission guidelines for this program are:

- Within 30 hours of completing a BBA or BS in Accounting
- Minimum 30 hours at UTA with a 3.3 or better GPA
- An overall GPA (at all institutions) of a 3.3 or better GPA
- 3.3 Business GPA at UTA
- 3.5 or better GPA on specified Fast Track foundation courses with a B or better in each

For more information about this program and details about the application process you should meet with the undergraduate accounting advisor.

Fast Track in Business

Once admitted, this program allows the undergraduate Business student to satisfy degree requirements that will lead to one of a selected master’s degrees in Business while completing their undergraduate studies. Admission guidelines for this program are:

- Within 30 hours of completion of a bachelor’s degree in Business
- Minimum 30 hours at UTA with a 3.3 or better GPA
- An overall GPA (at all institutions) of a 3.3 or better GPA
- 3.3 Business GPA at UTA
- 3.5 or better GPA on specified Fast Track foundation courses with a B or better in each

For more information about this program and details about the application process you should meet with an undergraduate business advisor. Current Fast Track options are the Masters of Business Administration, the Master of Science in Economics, The Master of Science in Human Resources, the Master of Science in Information Systems, and the Master of Science in Real Estate.

Certificate Programs

Certificate programs enhance a student's general education, academic major and/or career preparation by providing the opportunity to learn specific skills and training.

Sales Certificate Program

The Sales Certificate program prepares students for a challenging and rewarding career in the sales profession. The program will enhance students' abilities to sell themselves, their ideas, as well as products and services. It also equips students with knowledge and skills related to developing and managing mutually beneficial relationships with customers. The Sales Certificate program stresses the ethical, technological, and global aspects of professional sales, deemed a necessary prerequisite for sustainable growth. The Sales Certificate program is built on a strong theoretical background but emphasizes applications and practice. The Sales Certificate program responds to the growing demand for students with a sales education and is available to both business and non-business majors.

Admission and Eligibility Requirements

Students seeking admission to the Sales Certificate program must have completed 45 hours of college credit with a minimum UTA GPA of 2.0.

To remain eligible for the Sales Certificate program, a student must maintain a 2.0 or better GPA in program coursework and earn a grade of C or better in every Sales Certificate course.

A student who receives any combination of grades of D or F in more than one Sales Certificate course or in two attempts of the same Sales Certificate course will be dismissed from the program.

Certificate Requirements

The Sales Certificate requires 18 credit hours for all majors with 12 credit hours from required courses and an additional 6 credit hours from elective options as listed.

Required (Complete all courses for a total of 12 hours)

BCOM 3360	EFFECTIVE BUSINESS COMMUNICATION	3
MARK 3321	PRINCIPLES OF MARKETING	3
MARK 3322	PROFESSIONAL SELLING	3
MARK 4308	MANAGEMENT AND LEADERSHIP OF THE SALES FORCE	3

Electives (Select two of the following courses for a total of 6 hours)

MARK 3323	INTEGRATED MARKETING COMMUNICATION	3
MARK 3370	SOCIAL MEDIA MARKETING	3
MARK 4303	RETAIL AND SERVICE MARKETING	3
MARK 4325	INTERNATIONAL MARKETING	3
MARK 4393	MARKETING INTERNSHIP	3

MARK 4393 is for Marketing majors only. Other majors must enroll in sales internships through their respective departments. To receive credit towards the Sales Certificate, the actual work performed in the internship must be sales focused.

Certificate in Entrepreneurship Program

The Certificate in Entrepreneurship program provides students with training in: identifying innovations and market opportunities, writing a business plan, obtaining funding, and launching a new company.

Admission and Eligibility Requirements

- Undergraduate students in good standing at UTA
- Must maintain a 3.0 or better GPA in all certificate courses
- Student will be dismissed from the program upon earning any combination of grades of C, D or F in more than one certificate course or in two attempts of the same certificate course.

Certificate Requirements for Business Majors – 9 hours

- MANA 3325 – Entrepreneurship and Venture Management
- MANA 4333 – Innovation, Creativity, and Entrepreneurship
- MANA 4345 – Social Entrepreneurship

Students are required to complete all 9 hours of the program course work at UTA.

Further information about either certificate program may be found in Suite 107 of the Business Building or on the [website](#). Email inquiries may be sent to ugadvice@uta.edu.

Goolsby Leadership Academy

Founded in 2003 and named for a 1964 graduate of the College of Business, John Goolsby, the [Goolsby Leadership Academy](#) involves students, faculty and executives in leadership development. Each spring, the academy selects sophomore students to participate in a two-year sequence of specialized courses, projects, and field activities on the different aspects of leadership. Executives mentor Goolsby students and support Academy leadership training programs.

The Goolsby Leadership Academy has also created the [BNSF Early Leader Program](#). This extension of the Academy will accept incoming business-intended freshman and is dedicated to strengthening the leadership ability of students. The program is designed to help students transition into Goolsby Scholars in their junior year, yet acceptance is not guaranteed.

Students selected as Goolsby Fellows receive a significant scholarship and are members of the [Honors College](#). The details of the Goolsby Leadership Academy Honors degree program are available from an Honors College advisor.

Honors Program

The UTA [Honors College](#) is designed to provide highly motivated and intellectually able students with challenging courses that promote student participation and independent research. It also offers scholarships, special lectures, an Honors Student Advisory Council, and social and intellectual gatherings, as well as early registration and extended library privileges. The College of Business actively participates in the University Honors College by offering a number of honors designated courses each semester.

In order to graduate with an Honors designated diploma, students must complete:

- 24 total hours of Honors course work
- Minimum 9 hours of Honors courses in their major
- A thesis or research project.

Freshman Honors candidates are typically required to have a combined SAT score of 1200 or ACT of 27. Entering freshmen must be in the upper 10% of their high school graduating class. Transfer students and those currently enrolled at UTA must have a 3.35 GPA to be admitted to the program. Admission is not solely based on grades or scores. Faculty recommendations and student statements of purpose are also given careful consideration. Interested students may contact the Honors College directly at 817.272.7215, 100 College Hall.

Internships

One approved internship can be used as an advanced business elective for undergraduate business students related to their field of study. An internship is not required for a business degree. **Students must be a declared business major, junior or senior standing, have an overall UTA GPA of 2.5 or better, and have 3 hours of advanced business electives available.**

The student is responsible for locating the position and completing all required [internship](#) forms, including approval by the internship coordinator, before the appropriate semester deadline.

Scholarships

More than \$40,000 in scholarships is awarded to undergraduate business students annually through the Dean's office. The scholarships range from \$500 to \$1500 and are awarded in the summer for the upcoming academic year. Other scholarships are available through several departments in the College of Business and the UTA Alumni Association. For information about these and other opportunities, contact [Financial Aid and Scholarships](#).

Study Abroad

The Jack and Doris Fouse Study Abroad Scholarship was established by Dr. Jacquelyn Fouse, a graduate of the College of Business, in honor of her parents, Jack and Doris Fouse. The scholarship was established for business students who want to have a global experience that enriches their undergraduate experience and degree. This is especially important for students pursuing one of several International Business degree programs.

For more information on the application and information on Dr. Jacquelyn Fouse, please refer to the College of Business Undergraduate Advising [website](#).

College of Business

Support Services and Offices

Dean's Office

817.272.2881

Room 334 Harry Dombroski, **Dean**
Dr. Greg Frazier, **Associate Dean for Faculty**
Dr. Wendy Casper, **Associate Dean for Research**
Dr. Fernando Jaramillo, **Associate Dean for Student Programs**
Dr. Roger Meiners, **Associate Dean for Strategic Initiatives**

Departmental Offices

Accounting

Dr. Ramgopal Vekataraman, Chair
817.272.7029
Room 409

Information Systems and Operations and Supply Chain Management

Dr. Radha Mahapatra, Chair
817.272.3502
Room 535

Economics

Dr. Roger Meiners, Chair
817.272.3061
Room 309

Management

Dr. George Benson, Chair
817.272.3166
Room 209

Finance and Real Estate

Dr. Sanjiv Sabherwal, Chair
817.272.3705
Room 434

Marketing

Dr. Elten Briggs, Chair
817.272.2876
Room 234

Goolsby Leadership Academy

817.272.3869 or 817.272.3085

Room 311 Director Jerry Hubbard

Graduate Studies

817.272.3004

Suite 107 Director of Graduate Services Becky Neilson

Director of Doctoral Programs Dr. Wendy Casper

Undergraduate Studies

817.272.3368

Suite 107

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Information Systems

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Eric Mason
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Marketing

Julie Nieves
alcorn@uta.edu

Eric Mason
eric.mason@uta.edu

**Operations and Supply Chain
Management**

Denise Wylie
dwylie@uta.edu

Real Estate

Julie Nieves
alcorn@uta.edu

Business Library

817.272.5327

Room 342

The business librarians can assist you with a variety of business related databases, journals and research resources. They are available Monday through Thursday from 2:00 p.m. to 3:30 p.m. with no appointment needed. When not in the business building they may be reached on the 4th floor of the Central Library.

Ruth Brock

817.272.7152

brock@uta.edu

Computer Labs

Computer labs are located in rooms 339 and 349 of the Business Building. For detailed information regarding hours, visit the College of Business Tutoring and [Lab Schedules](#).

Students also have access to other computer facilities across campus: Architecture, Engineering, Fine Arts, MAC, University Hall and University Center. To view exact locations and hours for each facility, visit the [OIT website](#).

College of Business Tutoring Center

The College of Business Tutoring Center now offers tutoring for Accounting, Economics, Finance, Information Systems, Marketing and Statistics in one location. For information regarding specific availability, visit the web site <http://www.uta.edu/business/tutoring/>.

Student Organizations

Active student organizations vary from year to year. To locate each organizations website and contact information go to [MAVORGS](#).

Accounting Society (Accounting Alumni Association—Student Auxiliary) (Accounting)
817.272.3481

Alpha Iota Delta (Information Syst./Operations Management Honor Society)
817.272.3502

American Marketing Association (Marketing)
817.272.2876

Association of Information Technology Professionals (Information Systems)
817.272.3502

Beta Alpha Psi (Accounting Honor Society)
817.272.3481

Beta Gamma Sigma (Business Honor Society)
817.272.2882

Business Constituency Council (All Business students)
817.272.2643

Delta Sigma Pi (All Business students)
817.272.2876

Entrepreneur Society
817.272.3166

The Finance Society (Finance)
817.272.3705

National Association of Business Economists (Economics)
817.272.3061

Omicron Delta Epsilon (Economics Honor Society)
817.272.3061

Phi Beta Lambda—Future Business Leaders of America (All Business students)
817.272.3166

Society of Human Resource Management (Management)
817.272.3166

Advising Notes

Advising Notes

College of Business
Undergraduate Advising Center

Box 19366

Arlington, TX 76019-0366

817.272.3368

ugadvise@uta.edu