

 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>NEW/CHANGE PROGRAM REQUEST</b> <b>Undergraduate Programs</b>		UUPC Approval <u>11/6/23</u> UFS Approval _____ Banner _____ Catalog _____
	<b>Department</b> Student Academic Services <b>College</b> College of Business		
<b>Program Name</b> Corrections to catalog information for the College of Business	<input type="checkbox"/> <b>New Program*</b> <input checked="" type="checkbox"/> <b>Change Program*</b>	<b>Effective Date</b> (TERM & YEAR) Spring 2024	
<p><b>Please explain the requested change(s) and offer rationale below or on an attachment.</b></p> <p>The general catalog information for the College of Business is out of date and/or missing important information that needs to be included in the catalog.</p>			
<p><small>*All new programs and changes to existing programs must be accompanied by a catalog entry showing the new or proposed changes.</small></p>			
<b>Faculty Contact/Email/Phone</b> Kimberly Paulus, paulusk@fau.edu, 561-297-2038		<b>Consult and list departments that may be affected by the change(s) and attach documentation</b> Student Academic Services	
<b>Approved by</b> Department Chair <u>[Signature]</u> College Curriculum Chair <u>[Signature]</u> College Dean <u>[Signature]</u> UUPC Chair <u>Korey Sorge</u> Undergraduate Studies Dean <u>Dan Meeroff</u> UFS President _____ Provost _____		<b>Date</b> <u>10/16/23</u> <u>10/30/23</u> <u>10/31/23</u> <u>11/6/23</u> <u>11/6/23</u>	

Email this form and attachments to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.

# BACHELOR'S DEGREE PROGRAM INFORMATION

The College of Business awards the degrees of Bachelor of Business Administration (B.B.A.), Bachelor of Health Services (B.H.S.), Bachelor of Science (B.S.) and Bachelor of Arts (B.A.). All Business majors are eligible for either the B.B.A. or the B.S. degree, except for Health Administration, General Business and General Economics majors. Though both degrees are on an equivalent academic level, the B.S. degree requires additional mathematics. Health Administration majors obtain the Bachelor of Health Services (B.H.S.) degree, General Business majors obtain the Bachelor of Arts (B.A.) degree, and General Economics majors earn the Bachelor of Science (B.S.) degree.

## **General Studies Degree Program**

The University offers a Bachelor of General Studies (B.G.S.) degree program that allows students to design a plan of study to meet their personal interests and career goals. The 120-credit program includes 15 credits of upper-division coursework in one discipline, which students select in consultation with an advisor. For more B.G.S. details and degree requirements, please refer to the [Degree Programs](#) section of this catalog.

## **Undergraduate Research Certificate**

To recognize undergraduate students' excellence in undergraduate research, the Office of Undergraduate Research and Inquiry (OURI) has established the [Undergraduate Research Certificate](#). Requirements for the Research Certificate include completion of 12 credits of research exposure, skill-building and intensive courses as well as dissemination of the outcomes of students' research and inquiry through a research presentation or exhibition.

## **Admission Policy** *(for B.B.A. and B.S. degrees, except General Economics majors)*

**Note:** For the Admission Policy for General Economics majors (B.S. degree), [click here](#).

**Note:** For the Admission Policy for Health Administration majors (B.H.S. degree), [click here](#).

**Note:** For the Admission Policy for General business majors (B.A.), [click here](#).

All of the following are required for admission to upper-division **selective** specialized majors in the College of Business:

1. Attain a Pre-Business admissions GPA of 2.5 on the courses noted in parentheses below that are relative to success in business programs (ECO 2013, ECO 2023, ACG 2021, ACG 2071, MAC 2233, STA 2023, ENC 1101, ENC 1102 and ISM 2000) with grades of "C" or better **within a maximum of two attempts**. For Pre-Business admissions GPA calculation, only the highest grade of multiple attempts is used.

**Note:** Students who have attempted any of the Pre-Business admissions courses ~~three~~ **two** or more times, including withdrawals ("W"), cannot be admitted to a specialized business major.

- ~~2. Earn 60 credits.~~ Complete the Florida Civic Literacy requirement (for students who initially entered a Florida college system institution or state university in Fall 2018 semester and thereafter).
3. Complete the foreign language entry (FLENT) requirements.

### **Major Declaration and Upper-Division Status**

Students must be admitted to a major (other than Pre-Business) no later than the semester when they earn 60 credits. A registration hold will prohibit enrollment beyond this threshold. ~~Failure to declare a specialized major by 60 credits earned will result in a major change to General Business to meet the university timely graduation policy.~~ **If you have not declared a specialized major by 60 credits earned, you will be invited to change your major to meet the university timely graduation policy.**

~~A student must be admitted to upper-division status in order to receive a baccalaureate degree from the College of Business, except for majors not eligible for the B.B.A. degree (General Economics and Health Administration).~~

Students may ~~appeal~~ petition denial of admission to a major through the academic petition process. **If the petition is denied, students may appeal that decision.** For an appeal to have merit, students must explain new academic or personal information as well as extenuating circumstances. The evidence should show a student's case is stronger than the ~~GPA evidence suggests~~ **initial petition documentation provided.**

### **Implementation and Annual Review**

~~The admissions standards above are effective for students entering FAU (freshmen or transfers) in fall of 2007 and after. Any degree-seeking student continually enrolled at FAU prior to fall 2007 is exempt from the admissions standards. The admissions standards (GPA, Pre-Business Foundation coursework, etc.) in effect at the time of application to a major pertain to any~~

~~student (admitted to FAU fall 2007 or after) regardless of the time of initial enrollment or admission to the University.~~

~~The College of Business, in consultation with the University's Provost, will annually review the admission requirements and determine any revisions to the GPA or other admissions criteria.~~

### **Restricted Access to Upper-Division COB Courses**

Access to upper-division COB courses is restricted. Registration priority for COB upper-division courses will be in the following order:

1. Upper-division COB students (in specialized admissions majors);
2. Students in programs with COB courses as part of the required curriculum;
3. Students in other majors (officially declared and making progress in the program) who desire COB courses to supplement their curriculum;
4. Non-degree seeking students.

~~Department chairs may elect to drop enrollment restrictions on courses not specifically required or applicable to a COB major program (e.g., FIN 3140, BUL 4622, GEB 3052, etc.), as these course are largely service-oriented toward many FAU majors and the community. Courses exempt from restrictions include those of the Business Administration minor (FIN 3403, MAN 3025 and MAR 3023) and some upper-division Economics courses.~~

Students in categories 3 and 4 above may request permission to enroll in restricted business courses after advance registration via a business academic petition or by emailing [cobadvising@fau.edu](mailto:cobadvising@fau.edu).

### **Suspension and Dismissal**

~~Academically suspended or dismissed undergraduate Pre-Business students may only return to the College of Business in the Bachelor of General Studies program. These students may also work with FAU advisors for alternative academic programs to consider. Business students on probation will be limited to 13 credits in a regular semester (fall/spring) and 10 in the summer.~~

**For any students admitted to the College of Business,** ~~If students have been admitted to pre-business or a business major/upper-division,~~ suspension and dismissal actions follow the standard University procedure. Students who are dismissed after **being declared in** admission to ~~upper-division~~ **a business major** will have their reinstatement cases reviewed on an individual basis after remaining out of FAU for the required period.

**Note:** The policy for academic status of graduate students is outlined under the heading Academic Standing in the M.B.A. program description later in this section.

### **Double Majors, Dual Degrees and Second Baccalaureate Degrees**

~~Double majors are possible if both majors earn the same degree (B.B.A. or B.S.). To complete a double major, students must complete the requirements for both programs (including College and major requirements). On completion of the requirements for both programs, students will earn one degree (B.B.A. or B.S.) with both majors listed on the diploma. It is not possible to double major in programs that do not offer the same degree title. Within the College of Business, Health Administration is the only program that cannot double major since that discipline offers the unique B.H.S. degree.~~ Undergraduate students may pursue two majors if approved through advising in the College of Business. If the two majors are in different degrees, such as a B.A. and a B.S., students will receive the degree in the major that they have designated as their primary major. A double major does not require a minimum number of hours beyond those necessary for completing degree requirements (120 or more hours). To graduate with double majors, students must first declare the primary college and major of their choice on the application for admission. Then, undergraduates must inform the second college and department of their intent by completing a Second Major form, available in the Office of the Registrar. Undergraduates must consult with both departments to ensure that all courses needed for graduation are completed. The same catalog year must be used for both majors. A minimum of 21 credits must be applied exclusively toward requirements in the primary major. Students may not pursue multiple degrees a double major in the same academic program, such as a B.B.A. and B.S. in Management.

**Note:** To ensure a timely graduation, students may pursue a double major only if the requirements can be completed without extending the anticipated graduation date. Please refer to the [Timely Graduation Policy](#) for credit requirement thresholds to declare a second major.

~~Only two majors will be noted per degree earned. If a third major is completed, it will not be formally recognized by FAU on a degree or transcript.~~

~~Dual degrees are possible with a minimum of 150 credits and completion of all College, major and degree requirements for each academic program. On completion of a dual degree (business examples include B.B.A., B.S., B.A., and B.H.S.), students earn two diplomas with the appropriate majors listed on each.~~

~~Any additional undergraduate degree requires 30 credits minimum from FAU earned after the prior bachelor's degree is granted.~~

Students may earn a second bachelor's degree from FAU if they have a bachelor's degree from an accredited university. Students with earned bachelor's degrees have fulfilled general education requirements but must complete remaining requirements (College, Pre-Business Foundation coursework, Business Core and major) and earn a minimum of 30 credits from FAU after the first degree. Students may reserve FAU courses from the first degree to apply toward a second degree, but such courses must not have met any requirements for the first degree (including credits as free electives) and be above the 120 minimum credits. Requests to reserve credits from the first degree must be made in writing to the College of Business before the degree is granted. Grades from these reserved courses will not apply to the first degree GPA, honors classification, etc.

## ONLINE BACHELOR'S DEGREE PROGRAM

The Online Bachelor of Business Administration (B.B.A.) Program offers majors in Accounting, Economics, Finance, Hospitality and Tourism Management, Management, and Marketing. ~~To qualify for admission, the student must have 60 lower-division credits from a regionally accredited college or university. Other FAU requirements may apply.~~ The Online B.B.A. Program can be completed in a part-time or full-time format. For information, visit the [website](#) or call 561-297-3688.

### Office of Student Academic Services—Academic Advising

Students are **encouraged** **expected to** **have an advising appointment** **visit the Office of Student Academic Services** ~~whenever they need~~ **each semester to seek advice** on their academic programs. ~~Students are expected to meet with an academic advisor during their first term as a College of Business major.~~ In order to facilitate the graduation process and compile a graduation audit of a student's record, undergraduates should also meet with an advisor in the semester prior to graduation or when they are 11 courses short of completing their degree. **Students must have a graduation pre-approval meeting prior to completing an application for degree. This meeting ensures the student has met all requirements necessary to graduate.**

Located on the Boca Raton and Davie campuses, the Office of Student Academic Services provides the following:

1. Is a source of information on University and College policies, procedures and resources;
2. Helps students evaluate their choice of major;
3. Provides curriculum planning and monitors academic progress;
4. Helps students identify and solve academic-related problems;
5. Serves as an intermediary between students and the University community;
6. Supports students in academic difficulty.

For information on hours and locations, visit [www.business.fau.edu/advising](http://www.business.fau.edu/advising).

### **Residency Requirements**

Students are required to earn at least 75 percent of their major courses at FAU. In addition, 50 percent of all required upper-division classes taught by the College of Business must be taken at FAU (at least 30 credits). Students must earn a minimum of 30 credits at FAU to earn a degree, and the last 30 upper-division credits must be earned at FAU. College of Business certificates require that 100 percent of the courses for the certificate be taken at FAU. After matriculation into the College of Business, transient work is not permitted except in unusual circumstances. In these cases, an academic petition showing justification is required.

### **Administrative Drops, Prerequisites and Student Responsibility**

Students are responsible for completing prerequisites for courses and meeting all requirements for the degree. Any student who does not meet course prerequisites may be administratively dropped from courses at any time during a semester. Exceptions may be made by petition to the College before registering.

Students who do not attend the first class meeting of a College of Business course may be administratively dropped by the instructor.

### **Incomplete Grade Policy**

A student who is passing a course but has not completed all work due to exceptional circumstances may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor but only allowed if the student is passing the course. The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the semester the incomplete grade was issued. After one calendar

year, the incomplete grade automatically becomes a failing ("F") grade. GEB 6215 is an exception to this rule as students may be granted more time with the instructor's recommendation.

### Late Add Process

Students wishing to Late Add into a course, will only have one additional week past Add/Drop week, to request to late add into any course for a full term semester course. Students are not able to Late Add into half semester or intersession courses past the Add/Drop period.

### Academic Petition Process

The College of Business (COB) provides mechanisms for students to seek redress when a College of Business or University academic regulation or policy causes undue hardship. ~~The College may waive or alter an academic regulation when convinced a true hardship will exist if it does not take positive action. It generally considers hardship a situation that has occurred, or will occur, over which the petitioner has limited or no control.~~ The College petition process does not address cases of grievances with instructors or tuition matters.

The College has established specific rules concerning petitions for late withdrawals from courses and the waiver or alteration of University-level academic requirements (beyond those of the College) as follows:

1. The student should petition in writing using a standardized petition form (available on the COB website: [www.business.fau.edu/advising](http://www.business.fau.edu/advising)) indicating what the student would like to happen. Attach a letter of explanation and accompanying supporting documentation as needed. The form includes instructions and what documentation is required for each type of petition. The petition and supporting documentation should be submitted to the Office of Student Academic Services at [cobadvising@fau.edu](mailto:cobadvising@fau.edu), to be reviewed. They will be reviewed by a designated committee.
2. Petitions that deal with events in a given semester must be submitted by the end of the subsequent semester, ~~excluding summer terms~~. For example, petitions for events occurring in a fall semester are to be submitted by the end of the spring semester; petitions for events occurring in a spring ~~or summer~~ semester are to be submitted by the end of the following fall summer semester. Petitions for events occurring in a summer semester are to be submitted by the end of the fall semester. Petitions submitted after a term has ended will be denied if the student completed all work/final exam for the course. If a late withdrawal is



approved, all courses for the semester will be withdrawn. Late withdrawals are not approved for poor performance.

3. The **Student Academic Services Director/Assistant Director** designated **committee** will approve or deny the petition. **Petitions will be approved or denied** within 10 business days. For each decision, a memo of explanation will be written.
4. If a petition is denied and the student wishes to appeal, he/she must do so in writing within ~~30~~ **10** days of receipt of the petition denial memo. The student should submit an appeal letter and provide reasons, **along with additional documentation not provided with the initial petition**, for the appeal. A ~~College committee will review~~ Student's documentation and ~~the director/assistant director's memo~~ **the initial petition decision** will be reviewed and either the decision will be upheld or overturned. ~~uphold or overturn the decision of the director/assistant director~~ **initial committee** within 30 days of the submission of the appeal. The committee usually meets at least twice per semester.

~~The committee will consist of the assistant or associate dean or a designee, a faculty member and one student. The faculty member will serve on a rotating basis for one semester.~~ The decision of the committee is final. There are no higher levels of appeal within FAU.

### **FAU College of Business Career Center**

The **FAU College of Business** Career Center provides career services to current College of Business undergraduate and graduate students, alumni and employers. For undergraduate and graduate students and alumni, the **College of Business** **FAU** Career Center assists with part-time and full-time job placement, internships, **personal branding, interview skills and** résumé writing. For employers, the Center offers job posting, **tabling** opportunities, ~~on its online job resource, OwlCareerLink~~, recruiting through corporate information sessions and on-site interviewing. Click [here](#) for more information. **(Needs link to <https://business.fau.edu/undergraduate/current-students/internships-career-advising/>)**

### **Internship Program**

The **FAU College of Business** Career Center provides students with an opportunity to acquire real-world work experiences through internships within their major disciplines. Internships may be full-time or part-time, may be paid or unpaid and may or may not be taken for credit. Students may not use a position in which they are currently employed unless the internship duties are beyond the normal work responsibilities. In such cases, permission must be granted

from the **College of Business Career Center** ~~internship faculty supervisor~~. Students will not be able to register for and get credit for internships retroactively. Eligible students may apply for an internship at anytime; however, for-credit internships are tied to the semester academic calendar.

Click [here](#) for more information and application instructions.

### **Directed Independent Study**

Students are allowed to take the equivalent of one course (3 credits) of Directed Independent Study to satisfy specific degree requirements. Additional DIS credits can only be used as free electives.

Students wishing to enroll in a Directed Independent Study must ~~complete a Directed Independent Study Proposal form, available in departmental offices.~~ write **a and** proposal and present the proposal to a faculty member for approval. If the faculty members approves the DIS, the student will be provided a permit that will allow them to register for the appropriate course.

~~Students complete the form, write a proposal and present the form and proposal to a faculty member for approval. Upon receipt of the faculty signature, the student will return the signed form and proposal to the departmental office. After approval, students must register for the course. Failure to adhere to the above procedure may result in an administrative withdrawal from a Directed Independent Study.~~

### **International Experience Credit Policy**

Students may apply credit from one College of Business study abroad field experience course toward College-specific requirements (core, majors, business electives or minors). Field experience classes are usually brief study abroad programs **of less than 14 days** that take place over spring break or in the summer months. ~~Field experience courses are ECO 4955 and MAN 4680.~~ Students should speak to their advisor regarding these credits.

### **Distance Learning Program Online Course Registration Policy**

~~Students must meet specific requirements before enrolling in College of Business online classes. The complete distance learning policy is online at [business.fau.edu/advising](http://business.fau.edu/advising). Essential components of the policy require students to:~~

- ~~1. Be in good standing (not on probation);~~
- ~~2. Accept the Student Responsibilities in Distance Learning;~~

~~3. Successfully complete the College of Business Distance Learning Exam, or if the initial exam score is insufficient, students must complete the distance learning mini-course and successfully pass the corresponding exam.~~

### **College of Business International Programs**

The College of Business has developed a cooperative model with several international educational institutions. These programs involve various cooperative agreements wherein FAU's College of Business actively participates in the exchange of students, faculty, program ideas and scholarship with partner universities in various continents. The premise of these international relationships is to provide venues for students, communities, faculty and businesses to work together in the global environment. Students who are interested in exchange or specific programs with the College's international partners should [visit FAU Education Abroad](#), schedule an appointment with their academic advisor.

#### **International Partner Institutions:**

**Aalto University School of Economics**, Helsinki, Finland [www.aalto.fi/en/](http://www.aalto.fi/en/)

**American Business School in Paris (ABS)**, Paris, France [www.absparis.org](http://www.absparis.org)

**Dublin Institute of Technology**, Dublin, Ireland [www.dit.ie](http://www.dit.ie)

**Essec Business School**, Cergy-Pontoise Cedex, France [www.essec.edu](http://www.essec.edu)

**Instituto Superior de Ciências do Trabalho e da Empresa (ISCTE)**, Lisbon, Portugal <http://iepm.ibs.iscte.pt>

**Instituto Químico de Sarrià (IQS)**, Barcelona, Spain <http://www.iqs.edu/en/>

**Stockholm University**,

Stockholm, Sweden [www.su.se/english/study/exchange-students](http://www.su.se/english/study/exchange-students)

**Universidade do Sul de Santa Catarina (UNISUL)**, Florianopolis and Tubarao, Brazil [www.unisul.br](http://www.unisul.br)

**Universidade Federal de Minas Gerais (UFMG)**, Belo Horizonte, Brazil [www.ufmg.br](http://www.ufmg.br)

Click [here](#) for additional options.

### **Business Undergraduate Degree Programs**

The College of Business grants four undergraduate degrees, the Bachelor of Business Administration (B.B.A.), the Bachelor of Science (B.S.), the Bachelor of Arts (B.A.), and the Bachelor of Health Services (B.H.S.). With the exceptions of Health Administration, General Business and General Economics, all majors in the College are eligible to receive the B.B.A. or B.S. degree. The B.S. degree requirements are the same as those of the B.B.A., except the B.S. requires a student to complete 6 additional credits of math or statistics courses beyond the calculus and statistics required in the Pre-Business Foundation courses (e.g.,

MAC 2311, MAC 2312, STA 3163, ECO 4421, ECO 4422, ECO 4401, ECO 4402, PHI 2102, etc.).

Health Administration majors earn the B.H.S. degree. General Economics majors earn the B.S. degree. General Business majors earn the B.A. degree. For specific requirements for the B.H.S. degree, [click here](#). For specific requirements for the General Economics program, [click here](#). For specific requirements for the General Business program, [click here](#).

Students seeking a B.B.A. or B.S. degree (except General Economics majors) must complete the following requirements.