

# BUSINESS SCHOOL

## Leadership

### Dean

Scott Dawson

### Associate Deans

Xiang Fang, Associate Dean of Faculty

Andrey Mikhailitchenko, Associate Dean of Programs

### Administrative Associate Dean

Shane Hoon, Administrative Associate Dean - Student Success

### Assistant Deans

Andi Denton, Assistant Dean of Finance and Human Resources

Andrea Szabo, Assistant Dean for the One Year and Professional MBA Programs

Shelly Townley, Assistant Dean for Enrollment and Scholarships

### Executive Director

Lauren Galleri, Executive Director of Human Resources

## Contact

### Dean's Office

Business School Building

1475 Lawrence Street

Denver, CO 80202

Phone: 303-315-8000

Fax: 303-315-8040

### Mailing Address

The Business School

Campus Box 165

P.O. Box 173364

Denver, CO 80217-3364

Website: <http://business.ucdenver.edu>

### Admissions

[bschool.admissions@ucdenver.edu](mailto:bschool.admissions@ucdenver.edu)

### Advising

303-315-8110

[undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu)

## Overview

Located in the heart of the Rocky Mountain business community, the Business School at the University of Colorado Denver prepares students with the knowledge and skills necessary to become effective, responsible business professionals. We're able to achieve a standard of excellence by bringing together nationally recognized faculty and highly motivated, mature students in an intellectually challenging academic environment. CU Denver's Business School is a research institution. Because our faculty are nationally recognized for scholarly research as well as for their teaching skills, our students have the opportunity to be on the leading edge of business management theory and practice. Our class schedules and curriculum offer flexibility to meet your needs whether you plan to attend full or part-time. Whether you're an experienced working professional seeking an advanced degree or preparing for a new career in

the business world, you'll gain the knowledge and perspective necessary to succeed in today's challenging business environment.

## Educational Goals

The Business School is committed to superb teaching, connecting theory to practice that focuses on:

- current and relevant knowledge and skills necessary for success in the highly competitive global business environment
- experience in cooperative and team-based work skills
- integrated professional and functional expertise
- sensitivity to cultural and ethnic diversity

Our undergraduate program, which serves both traditional and nontraditional students, leads to a baccalaureate degree in business with a substantial liberal arts component. The program is closely linked, through articulation agreements, to lower-division programs offered by Colorado's four-year and community colleges.

Key elements of our academic programs are the provision of top-quality career advising and placement services, as well as flexible schedules and programs to meet a wide range of student needs. We are committed to supporting our students' efforts to pursue rewarding careers.

## Faculty

Our nationally recognized faculty members are vigorous and enthusiastic about teaching and research. Faculty members hold degrees from the nation's leading institutions, including University of Chicago, Northwestern University, UC Berkeley, University of Michigan, Vanderbilt, Duke and UT Austin. Many of them also bring years of valuable experience in private industry. Their interdisciplinary expertise, academic achievements, scholarly research and business experience provide students with a dynamic learning environment.

## Scholarships and Financial Aid

Many programs for financial aid are administered by the Office of Financial Aid (<http://catalog.ucdenver.edu/cu-denver/undergraduate/student-finances/>). Call 303-315-5969 or visit us in-person on the first floor of the Student Commons Building for detailed information.

Thanks to the generous support of the Colorado business community and others, the Business School has a significant number of scholarships to offer its students. Scholarships are awarded on the basis of merit and/or financial need. The amount of the award and the number of awards available vary.

Over 30 different scholarships are available to eligible Business School students, with multiple awards from most scholarships.

Further information about these scholarships, including eligibility criteria and application forms, may be obtained by visiting the Financial Aid & Scholarships website (<https://www.ucdenver.edu/student-finances/scholarships/>), by calling 303-315-5969, or by viewing scholarship information on the Business School website (<https://business.ucdenver.edu/>).

## First-Generation and Multicultural (FaM) Business Program

The CU Denver Business School is committed to extending the promise of business to all students and believes that inclusive business is

good business. This longstanding commitment led to the creation of the First-generation and Multicultural (FaM) Business Program in 2021, which welcomed its first cohort of students in 2022 and is now on the vanguard of advancing the top goal in CU Denver's 2030 strategic plan: to become the nation's first equity-serving institution. FaM honors first-generation and multicultural student communities as vibrant, diverse, and talented groups. The program provides multifaceted support to its students by identifying their strengths, activating their talents, partnering with industries to lower barriers to career-pathing opportunities, and fostering agency and excellence. FaM serves as an active community hub and delivers an ecosystem of wraparound support. We create opportunities for students to engage deeply in learning both in and outside the classroom. FaM helps to build a diverse talent pipeline of future leaders for our industry partners and graduate workforce-ready scholars.

FaM Business Program Opportunities and Supports:

- Deepened community with other students who have shared experiences
- Access to a physical space in the Business School to be in community with one another
- Monthly corporate site visits
- Career and peer mentors
- Program specific scholarships (must apply, not all applicants will receive a scholarship)
- Paid internships
- Inclusive leadership development
- Year-round workshops and events centered on skills, leadership, and career exploration and development
- Access to a closet of professional attire
- Direct support from devoted staff who help students navigate college life

#### **FaM Business Program Eligibility and Application:**

The FaM program is unique to the CU Denver Business School and is open to undergraduate students majoring in business who identify as first-generation, multicultural, or both. The application for the program opens on March 1st and closes on June 1st each year. For example, a student wishing to start the program in fall 2025 should apply between March 1st and June 1st, 2025. The application and additional information about the program can be found on our FaM Business Program website. There is no cost to apply or participate in the FaM program.

## **Institute for International Business**

CU Denver's Institute for International Business (IIB) was created in 1988 by the Board of Regents of the University of Colorado to serve as a center for the advanced study and teaching of international business (IB). The US Department of Education designated the IIB as a Center for International Business Education and Research, a prestigious center of excellence award that it has competitively held since 1993. CU Denver is one of only 15 CIBERs in the United States and the only one in Colorado. Among others, the IIB/CIBER promotes interdisciplinary and multi-campus collaboration at the University of Colorado; hosts monthly International Executive Roundtable lectures focused on global

competitiveness; and sponsors IB development programs, conferences and workshops for faculty and the business community in Colorado, the Rocky Mountain region and the United States. The IIB/CIBER works closely with CU Denver's Business School in advancing its international business programs and research, as well as other colleges, schools, and departments at CU to promote various internationalization initiatives.

Call 303-315-8887 or visit the IIB website at [www.ucdenver.edu/institutes/international-business/](http://www.ucdenver.edu/institutes/international-business/) for more information.

## **Academic Programs**

A carefully designed curriculum to prepare students for success in business administration is available for the student seeking an undergraduate degree. The school offers courses leading to the Bachelor of Science in Business Administration (BSBA).

## **Undergraduate Degree Programs**

The undergraduate curriculum leading to the Bachelor of Science (Business Administration) degree is intended to help the student achieve the following general objectives:

- an understanding of the activities that constitute a business enterprise and the principles underlying administration of those activities
- the ability to think logically and analytically about the kind of complex problems encountered by management
- facility in the arts of communication
- a comprehension of human relationships involved in an organization
- awareness of the social and ethical responsibilities of those in administrative positions
- skills in the art of learning that will help the student continue self-education after leaving the campus

## **Double Major Programs**

Numerous career opportunities exist for people trained in both a specialized field and management. For this reason, students may be interested in combined programs of study in two different majors leading to completion of degree requirements concurrently in two areas. If you have questions on our programs, email the undergraduate business advisors at [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) or call 303-315-8110 to make an appointment with a business advisor.

## **Undergraduate Advising and Academic Planning**

Upon admission to the school, students are encouraged to meet with an advisor who will guide you through the steps needed to have a successful career as a student in the Business School and help you complete the requirements for the BSBA (Bachelor of Science in Business Administration) degree. If you seek advising, or have questions on course selection and other matters, you may email the advisors at: [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) or call 303-315-8110 to make an appointment.

## **Undergraduate Majors**

Business students must choose a major and complete the requirements for the major. The major provides specialization beyond the general background of the undergraduate core and the business core. Business students are strongly encouraged to declare a major by the time they have accumulated 60-75 semester hours. The courses in the major are typically completed in the junior and senior years.

## Extend Your Education

Whether you are looking to advance in your current field or prepare for an entirely new career, the Business School offers opportunities to suit your goals.

A variety of classes and programs are available to community members and alumni. Classes are taught by expert faculty or influential members of the Denver business community, imparting knowledge that is readily applicable in the field.

## Entrepreneurship

The Jake Jabs Center for Entrepreneurship offers programs for those looking to start a new venture or enhance their entrepreneurial skills. See the college website for more information.

## Business School Admissions Information

Applicants whose cumulative GPA and SAT/ACT test scores meet or exceed the middle 50 percent range are considered strong candidates for admission to the Business School. Please note: Submitting test scores is optional and will not negatively impact your application.

To be considered for transfer admissions, applicants must have at least a 2.0 cumulative GPA and have completed 24 or more college credits. For transfer students who have less than 24 college credits, high school GPA and or ACT/SAT. Please note: Submitting test scores is optional and will not negatively impact your application.

(For Graduate Programs and information please refer to the Graduate (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/#departmentstext>) catalog.)

## Business School Departments and Programs

### Bachelor of Science in Business Administration

- Accounting, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/accounting-bs/>)
- Entrepreneurship, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/entrepreneurship-bs/>)
- Finance, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/finance-bs/>)
- Financial Management, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/financial-management-bs/>)
- General Business, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/general-business-bs-business-administration/>)
- Human Resources Management, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/human-resources-management-bs/>)

[colleges-departments/business-school/business-administration/human-resources-management-bs/](http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/human-resources-management-bs/))

- Information and Cybersecurity Management, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/information-cybersecurity-management-bs/>)
- Information Systems, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/information-systems-bs/>)
- International Business, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/international-business-bs/>)
- Management, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/management-bs/>)
- Marketing, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/marketing-bs/>)
- Risk Management and Insurance, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/risk-management-insurance-bs/>)
- Sports Business, BS in Business Administration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/sports-business-bs/>)

### Minors

- Business Analytics Minor (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/business-analytics-minor/>)
- Business Fundamentals Minor (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/fundamentals-business-minor/>)
- Entrepreneurship Minor (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/entrepreneurship-minor/>)
- Finance Minor (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/finance-minor/>)
- Information Systems Minor (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/information-systems-minor/>)
- Risk Management and Insurance Minor (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/risk-management-insurance-minor/>)

### Certificates

- Business Fundamentals Certificate (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-fundamentals-certificate/>)
- Entrepreneurship Certificate (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/entrepreneurship-certificate/>)

- Risk Management and Insurance Undergraduate Certificate (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/business-administration/certificate-risk-management/>)

## Business School Graduation Requirements

For additional information regarding Graduation policies and procedures, please visit the Graduation (<http://catalog.ucdenver.edu/cu-denver/undergraduate/graduation/>) section of the catalog.

In addition to the campus core, the following requirements must be met:

### Required Courses

The following courses are required prerequisites for courses in the business core and may count toward the campus core as well. Please see an advisor for more details:

Code	Title	Hours
ECON 2012	Principles of Economics: Macroeconomics	3
ECON 2022	Principles of Economics: Microeconomics	3
MATH 1060	Finite Mathematics <sup>1</sup>	3
<b>Total Hours</b>		<b>9</b>

The following courses are graduation requirements for all business students:

Code	Title	Hours
COMM 2050	Professional Presentations	3
ENGL 3170	Business Writing	3
Business General Credit - Experiential Learning <sup>2</sup>		3
UNIV 1110	College Success <sup>3</sup>	1
<b>Total Hours</b>		<b>10</b>

<sup>1</sup> Other higher level math classes may apply in place of this requirement. Check with an advisor for more information.

<sup>2</sup> Business students must earn 3 semester hours of credit in an approved Experiential Learning course: study abroad, internship, or 1 of 3 project-based courses.

<sup>3</sup> Only required for incoming first-term freshmen students. May be substituted with BUSN 1100.

### Business Core

Specific grades are required for the business core courses in order to meet prerequisites and qualify for graduation. Prerequisites are listed within the course description. Students should meet with their advisor for recommendations on which courses to take first.

The following courses require a C- or higher:

Code	Title	Hours
ACCT 2200	Financial Accounting and Financial Statement Analysis	3
ACCT 2220	Managerial Accounting and Professional Issues	3
BANA 2010	Business Statistics	3
BANA 3000	Operations Management	3

BLAW 3050	Business Law and Ethics	3
BUSN 2110	Cultivating Emotional Intelligence	1
BUSN 3110	Career and Professional Development	1
ISMG 2050	Business Problem Solving Tools	3
ISMG 3000	Technology In Business <sup>1</sup>	3
MGMT 3000	Managing Individuals and Teams	3
MKTG 3000	Principles of Marketing	3
MGMT 4500	Business Policy and Strategic Management <sup>2</sup>	3
<b>Total Hours</b>		<b>32</b>

<sup>1</sup> Note: Students in the Accounting or Financial Management majors or Accounting or Financial Management with specializations in Information Systems are required to complete ACCT 4054 Accounting Information Systems instead of ISMG 3000 Technology In Business.

<sup>2</sup> This is a capstone course and must be completed in your last semester and only after the 33 credit hours of business core listed above are completed.

The following course requires a C or higher:

Code	Title	Hours
FNCE 3000	Principles of Finance	3

### International Studies

Choose **one** of the following courses: (a specific course may be required for some majors)

Code	Title	Hours
Select one of the following:		3
ACCT 4370	International Accounting	
FNCE 4370	International Financial Management <sup>1</sup>	
MGMT 4400	Environments of International Business	
MKTG 4200	International Marketing	
RISK 4509	Global Risk Management	
<b>Total Hours</b>		<b>3</b>

<sup>1</sup> Students in the Finance Major, Financial Management Major, and Financial Management with Information Systems Specialization Major are required to complete this course specifically.

Other courses in international business may be offered periodically that satisfy the international studies requirement.

## Major

Business students must complete the prescribed courses in a major at CU Denver/ complete all requirements associated with your individual major. Transfer courses are not permitted to apply in the major.

The majors include:

- Accounting Major - BS in Business Administration
- Entrepreneurship Major - BS in Business Administration
- Finance Major - BS in Business Administration
- Financial Management Major - BS in Business Administration
- Human Resources Management Major - BS in Business Administration

- Information Systems Major (specializations available in Accounting, Financial Management, Human Resources Management, Management, and Marketing) - BS in Business Administration
- International Business Major - BS in Business Administration
- Management Major - BS in Business Administration
- Marketing Major - BS in Business Administration
- Risk Management and Insurance Major - BS in Business Administration
- Sports Business Major - BS in Business Administration

The specific requirements of these majors are described in subsequent sections.

## Experiential Learning

Business students must earn 3 semester hours of credit in an approved Experiential Learning course. This can be satisfied by completing: an Internship; ENTP 3900 Real Life Entrepreneurship: The Founder's Journey, MGMT 4900 Project Management and Practice/ISMG 4900 Project Management and Practice; or completing an approved Study Abroad business course. Students completing the RISK program must take RISK 3949 Experiential Learning in RMI Industry.

Students may petition to waive the experiential learning requirement based on documented full time work experience of one year or more related to their chosen major.

## General Electives

General electives are credits needed in addition to your specific degree requirements in order for you to reach the minimum 120 credits needed for graduation. The amount of electives needed varies from student to student, so always check with your advisor to confirm how many you need.

You are welcome to take courses from any area, business or non-business, and any level, lower or upper division. Generally, to be acceptable, electives must be college level, not repetitious of other work applied toward the degree, and academic as opposed to vocational or technical.

If you have a lot of general electives to complete, you may want to consider adding a second business major or a non-business minor. Talk to your advisor about how a minor or second major could fit into your degree plan.

## Independent Study

Junior or senior business students desiring to work beyond regular course coverage may take variable credit courses (1-3 semester hours) as electives under the direction of an instructor who approves the project, but the student must have the appropriate approval before registering. A maximum of 6 semester hours may be applied toward degree requirements. An independent study request form must be signed by the student, the instructor, the program director and the Assistant Dean.

## Internship

A maximum of 6 semester hours of approved independent study, internships, experimental studies, choir, band and/or music lessons, art lessons may be applied.

## Pass/Fail

Students may select the P+/P/F grading option for some courses. In addition to Downtown Campus policies covering the P+/P/F grading option (see the Academic Policy (<http://catalog.ucdenver.edu/cu-denver/undergraduate/academic-policies-procedures/>) section of this catalog), Business School students must adhere to the following grading policies. The following categories of coursework may not be taken on a P+/P/F or S/U basis:

- Courses used to complete Business Core, a student's major, business minor, specializations, and/or certificate requirements.
- Courses required to demonstrate proficiency (includes the first two semesters of foreign language and regional expertise coursework.)
- Courses used to satisfy Business School graduation requirements. (COMM 2050 Professional Presentations, ECON 2012 Principles of Economics: Macroeconomics, ECON 2022 Principles of Economics: Microeconomics, ENGL 3170 Business Writing, and MGMT 4900 Project Management and Practice/ISMG 4900 Project Management and Practice. Exception: an internship must be taken on a satisfactory/unsatisfactory basis.)

## GPA Requirement

To graduate, a student must maintain a minimum cumulative GPA of 2.0 for all university courses as well as a minimum college GPA of 2.0 for all business courses taken at CU Denver. All graded attempts are calculated in the cumulative and Business GPAs.

## Upper Division

All students receiving a BS degree in business must take at least 45 upper-division semester hours.

## Residency Requirement

At least 30 semester hours of business courses (including the business major courses) must be completed as a CU Denver student. The 30 hours for residence must include MGMT 4500 Business Policy and Strategic Management.

## Business School Foreign Language Hours Proficiency

The Business School's foreign language requirement or regional expertise requires that students demonstrate a minimum level of proficiency in one foreign language or culture.

This requirement is met through the completion of one of the following:

- a second-year (Level II) high school course with a minimum grade of C-
- a second-semester-level college course (1020) with a minimum grade of C-
- satisfactory proficiency testing, including taking and passing a proficiency exam
- completion of three regional expertise courses

***\*High school courses will not apply toward degree credit; however, they will serve to satisfy the foreign language requirement. Students may need additional electives to make up this credit - check with an advisor.***

Students choosing the regional expertise requirement with one year of high school foreign language or one semester of college-level work can



satisfy the requirement by completing a minimum of 6 semester hours of course work from an approved list that relates to the politics, arts, history, culture or economy of any region of the world other than North America.

Courses used in the expertise area must meet the Business School guidelines and can be chosen from the list specified by the Business School. Students should contact their business advisor if they have questions. The advisors can be reached by emailing [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) or calling 303-315-8110 to schedule an appointment.

## Applying for Graduation

A senior audit is completed on all students who have completed 90 or more semester hours. Students must file an undergraduate candidacy form prior to registering for their final semester. Failure to do so will delay graduation.

Students must complete the online intent to graduate form on their student portal when they register for their last semester.

## Academic Honors

Students who demonstrate superior scholarship are given special recognition at graduation. Students must achieve a cumulative GPA of 3.500-3.649 at the University of Colorado to be considered for cum laude, achieve a cumulative GPA 3.650-3.749 at the University of Colorado to be considered for magna cum laude, and achieve a cumulative GPA of 3.750 or higher at the University of Colorado to be considered for summa cum laude.

## Petitioning for Exceptions to Standing Academic Policy

Students should contact a staff advisor in the Business School's programs office (undergraduates call 303-315-8110) for appeal and petition procedures pertaining to rules and regulations of the school.

## Business School Policies

For additional information regarding policies and procedures, please visit the Records and Registration (<http://catalog.ucdenver.edu/cu-denver/undergraduate/records-registration/>) section and the Academic Policies and Procedures (<http://catalog.ucdenver.edu/cu-denver/undergraduate/academic-policies-procedures/>) section of the catalog.

## Explanation of Course Numbers

The course numbering system used at CU Denver identifies the class standing required for enrollment. Students are expected to take 1000-level courses in their freshman year, 2000-level courses in their sophomore year, 3000-level courses in their junior year and 4000-level courses in their senior year. Courses at the 5000 and 6000 level are restricted to master's-level business students, and courses at the 7000 level are restricted to PhD students.

## Independent Study

Junior or senior business students desiring to work beyond regular course coverage may take variable credit courses (1-3 semester hours) as non-business electives under the direction of an instructor who approves the project, but the student must have the appropriate approval before registering. A maximum of 6 semester hours may be applied

toward degree requirements. A Special Processing form (<https://www.ucdenver.edu/registrar/student-resources/forms/>) must be signed by the student, the instructor, the program director and the director of advising and admissions.

## Internships

Internships are included in the experiential learning requirement of the undergraduate business program. To be eligible to enroll in an internship for experiential learning credit, the undergraduate student must meet the following grade and course work requirements:

- the student must be in good standing with a cumulative GPA of at least 2.750, and a GPA in the area of emphasis of at least 2.000
- the student must have completed (a) all required lower-division course work and (b) at least 21 semester hours of the business core courses

Graduate students must be admitted to the Business School, be in good standing with at least a 3.000 GPA and have completed 15 semester hours of graduate work on the Denver Campus.

Interested students should contact the Experiential Learning Center (303-315-7318) for further details about the program.

## How to Declare or Change a Major or Minor

Business students must complete the prescribed major courses, all of which must be taken at CU Denver. Major core sections range from 18-36 credit hours. Business students are advised to select a major prior to completing the business core, and are encouraged to declare a major by the time they have accumulated 60 to 75 credit hours. The courses in the major core are completed in the junior and senior years after completing the required prerequisites.

The majors offered include Accounting, Entrepreneurship, Finance, Financial Management, Human Resources Management, Information Systems, International Business, Management, Marketing, Risk Management and Insurance, and Sports Business. The specific requirements for these majors are described in subsequent sections.

Students who want to transfer to the Business School from another college or school of the University of Colorado Denver must formally apply for an intra-university transfer (IUT) to the Business School. To apply for an intra-university transfer, students must submit an intra-university transfer (IUT) form and transcripts from the University of Colorado to the business program coordinator. Intra-university transfer forms are available from the Office of the Registrar or the Business School Advising Office. Transcripts (<https://www.ucdenver.edu/registrar/student-resources/transcripts/>) can be ordered via the Office of the Registrar. The transcript must include the student's most recent semester at the university. Students with previous course work from other institutions are also required to submit a copy of their transfer credit evaluations (advanced standings). Additional information about IUTs can be found here (<http://catalog.ucdenver.edu/cu-denver/undergraduate/records-registration/registration/registration-process/#iuttext>).

## Adding a Course

Students may add courses to their original schedule through the census date (first 12 days of the fall or spring semester, first eight days of summer session). Instructor approval may be required to add a course after the first week of classes. In some cases, instructors do not allow

students to add their course if the student fails to attend the first week of classes. In addition, instructors may ask that a student be administratively dropped from the course for failure to attend the first week of classes.

## Course Credit Limitations

The school will accept:

- a maximum of 6 semester hours of the theory of physical education, theory of recreation and/or theory of dance
- a maximum of 6 semester hours of approved independent study, internships, experimental studies, choir, band and/or music lessons, art lessons
- a maximum of 12 semester hours of advanced ROTC, providing the student is enrolled in the program and completes the total program.

The school will not accept:

- activity physical education classes, recreation, workshops, orientations, dance, teaching methods, practicums and courses reviewing basic skills in computers, English composition, mathematics and chemistry.

## Administrative Drop Policy

The school reserves the right to administratively drop students who are incorrectly enrolled in business courses. Instructors also may recommend that students who fail to meet expected course attendance or course prerequisites be dropped from the course. Generally, students who are administratively dropped will not receive tuition refunds.

In some cases, failure to attend the first week of classes may result in an administrative drop from that course.

**Note:** Students who never attend class are not automatically dropped from the course. The student is responsible for dropping courses and failure to do so will result in a tuition charge for the class and an F grade.

## Student Complaint/Appeal Process

Students must follow the process below.

1. Discuss concerns with the faculty member.
2. If the issue is not resolved after a conversation with the faculty member, discuss concerns with the Discipline Director.
3. If the issue is not resolved after a conversation with the Discipline Director, discuss concerns with the Associate Dean.

The Discipline Director and Associate Dean will evaluate the student complaint to see if the faculty or staff member behaved in accordance with Business School and University policies and will communicate any decisions related to the complaint to both the student and faculty/staff member involved.

If the student complaint is related to grading, the Associate Dean or Discipline Director will not offer opinions with respect to the qualitative assessment of a student's work but may consider whether the procedures used to determine a grade were consistent with the syllabus and written amendments to the syllabus. No passing grade will be changed after one year. Requests for grade adjustments/appeals must be made in the semester immediately following the semester in which the disputed grade was earned.

Students may reach out to the advising office to determine the names and contact information of the appropriate Discipline Directors and/or Associate Dean by emailing [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) or [grad.advising@ucdenver.edu](mailto:grad.advising@ucdenver.edu).

## Special Grading Options

Only internships, independent studies and nonbusiness elective courses may be taken for a grade of S/U or P+/P/F. Required business and nonbusiness courses (including the campus core) may not be taken as S/U or P+/P/F. A maximum of 6 hours of S/U and P+/P/F credits may be applied toward the business degree. Courses taken in excess of the maximum will not be applied toward degree requirements. P+/P/F determination must be made within the posted deadlines and may not be rescinded (unless approved by the undergraduate committee).

Note: Effective Summer 2023 courses that were previously graded on the basis of Pass/Fail (P/F) are now graded with Satisfactory/Unsatisfactory (S/U). This is based on faculty approval of APS 1025 in May 2022. Students still have the option to use the P+ grading system (P+/P/F) by student selection for elective courses up to the maximum allowed by their program.

## No Credit

*Pass-Fail or No Credit (Audit).* With the exception of internships, experiential learning and travel study courses, the Business School does not permit the election of pass-fail grading for any business course required for the student's degree. Students are not allowed to audit business courses.

## Incomplete Grades

The only incomplete grade given in the school is *I*. An *I* grade is assigned only when documented circumstances clearly beyond the student's control prevent completion of course requirements (exams, papers, etc.). Students must sign a contract outlining how they will make up the missing work with the instructor giving the *I*. Students need not register for the course a second time. All *I* grades must be made up within the contract period (which may not exceed one year), or the *I* will automatically be changed to the grade of F. The student is responsible for contacting the instructor to schedule the completion of the coursework.

## Holds

Enrollment in business classes is limited to students who have been admitted to business degree programs and to other students as described in the separate undergraduate and graduate policy sections. The course registration criteria are designed to meet a number of objectives:

- to serve students in other colleges who have business-related education objectives or requirements
- to serve non-degree students who have specific career or education goals
- to assure access to business courses for students admitted into a business degree program

Refer to the student portal each term for course availability and prerequisites.

## Attendance Policy

Students are required to attend classes, including online classes, on a regular basis. Absences must be arranged with the instructor and must conform with university and instructor policies on attendance.

## Course Repeat Policy

A failed course (grade of F) may be repeated; however, the F will be included in the GPA and will appear on the transcript. Students must earn at least a C grade in required business core courses. Core business courses must be repeated if the student earns less than a C grade.

## Credit Age and Applicability Policy

For students newly admitted to the Business School and former students readmitted to the school after an absence of three semesters, applicable credits (business core and major core) up to eight years old will be counted toward business degree requirements. Courses more than eight years old will not count automatically, but can be evaluated individually for their current relevance to the degree program through a petition process with the dean's office. Approval for courses older than 8 years is not guaranteed so students may be required to update their knowledge by taking additional courses when past courses are outdated. Refer to the campus policy on age of applicable credits for CU Denver Core requirements and general electives.

*\*\*\*For questions, please contact your advisor.*

## Academic Integrity And Discipline Policies

CU Denver Campus Policy 7050, Academic Integrity ([https://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/7XXX%20Student%20Affairs/7050%20-%20Academic%20Integrity.pdf](https://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/7XXX%20Student%20Affairs/7050%20-%20Academic%20Integrity.pdf)), defines academic misconduct and sets forth a uniform process for handling allegations of student academic misconduct at CU Denver. As members of the CU Denver community, students are expected to know, understand, and comply with the standards of the University and to accept the responsibility to maintain the highest standards of intellectual honesty and ethical conduct in completing all forms of academic work at the university. In particular, students must refrain from academic misconduct, defined in the policy as

1. a student's use of unauthorized assistance with intent to deceive an instructor or other person who is assigned to evaluate the student's work in meeting course and degree requirements, or
2. actions that interfere with the ability of the instructor to fairly judge the work of the student or other students.

Academic integrity standards assist in promoting an academically sound, fair, and respectful community. CU Denver views the Academic Integrity process set forth in this policy as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the CU Denver community and the greater community. All students must adhere to these standards. Students who allegedly violate these standards and commit academic misconduct will be subject to the procedures described in this policy. Academic dishonesty is academic in nature, and students are encouraged to contact their academic advisor for details of the campus policy and procedures centered on the academic integrity policy.

**Forms of Academic Dishonesty (Refer to Campus Policy 7050 for more detailed definition)**

Students are expected to know, understand and comply with the ethical standards of the university. Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such people who may be assigned to evaluate the student's work in meeting course and degree requirements. Examples of academic dishonesty include, but are not limited to the following:

### 1. *Plagiarism*

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. The incorporation of another person's work into one's own requires appropriate identification, regardless of the means of appropriation.

### 2. *Cheating*

Cheating involves the possession, communication or use of information, materials, notes, study aids or other devices not authorized by the instructor in an academic exercise or communication with another person during such an exercise for the purpose of obtaining or providing unauthorized information or materials.

### 3. *Fabrication and Falsification*

Fabrication involves inventing or counterfeiting information, i.e., creating results not obtained in a study or laboratory experiment. Falsification, on the other hand, involves the deliberate alteration or changing of results to suit one's needs in an experiment or other academic or creative exercises.

### 4. *Multiple Submissions*

This is the submission of academic work for which academic credit has already been earned, when such submission is made without instructor authorization.

### 5. *Misuse of Academic Materials*

The misuse of academic materials includes but is not limited to the following: stealing or destroying library or reference materials, computer programs, another student's notes or materials or illegitimate possession of examination materials, forgery, falsification of university documents.

### 6. *Complicity in Academic Dishonesty*

Complicity involves knowingly allowing or contributing to another's academic misconduct.

## School/College Specific Policy BUSINESS SCHOOL

Students are expected to conduct themselves in accordance with the highest standards of honesty and integrity. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, falsification of official records and similar acts or any attempt to engage in such acts are grounds for suspension or expulsion from the university. In particular, students are advised that plagiarism consists of any act involving the offering of the work of someone else as the student's own. It is recommended that students consult with the instructors as to the proper preparation of reports, papers, etc., to avoid this and similar offenses. Also, actions that disrupt the administrative



process, such as misrepresentation of credentials or academic status, other forms of deception or verbal abuse of university staff are grounds for suspension or probation. All discovered acts of dishonesty must be referred to the campus Student Conduct and Community Standards.