

# School of Business Administration

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## ADMISSION POLICIES

Students, new and transfer, who meet all requirements for general admission to the university and intend to pursue a B.B.A. will enter the university as a general business major. The B.B.A. curriculum consists of a two-year pre-business program plus a two-year program in the School of Business Administration. Transfer Students – May seek a change of major prior to enrolling at the University of Mississippi if they have met all academic regulations outlined in the Academic Catalog for the School of Business Administration. More information on this process can be found at [Business Transfer Students](#).

The School of Business Administration requires students entering into its degree programs to follow the requirements of the catalog in effect upon the date on which the student officially declares the major. To declare a major in business, students should complete the following form: [Change of Major Form](#)

## ACADEMIC REGULATIONS

### Program Completion Requirements

Credit Hours and Residence – Minimum total: 120 semester hours.

- At least 25% (30 credit hours) of all credit hours applied to the degree must be completed at the University of Mississippi (not transferred from another institution).
- At least 12 of the last 21 hours must be completed at the University of Mississippi.
- At least 30 credit hours must be taken in the School of Business at the University of Mississippi.
- At least 6 credit hours toward a minor, whether required or optional, must be taken in residence at the University of Mississippi.

### Grade Point Averages (GPAs) -

To graduate, students must attain a GPA of C (2.00) or higher in ALL of the following:

- All work attempted at the University of Mississippi
- All work attempted at any institution of higher education (UM and transfer work)
- All business (Bus, Econ, Ent, GB, Fin, Mgmt, MIS, Mktg) and accounting courses taken at the University of Mississippi
- All major-specific courses taken at the University of Mississippi (bolded on degree plans)
- All work applied to meet degree requirements (UM and transfer work)
- All work applied toward a minor both overall and in residence at UM unless otherwise stated in the catalog under specific minor requirements (some minors require a minimum grade of C in each course applied toward the minor).

### Bachelor of Business Administration (B.B.A.)

Listed in the table below are the general education courses that the School of Business requires for all B.B.A. degree programs. Details of the requirements are described following the table. This B.B.A. required curriculum includes all university core courses. AP, CLEP and IB credit can be used toward fulfilling these requirements. Students should note that some majors and minors require specific courses within the following categories.

| B.B.A. Required Curriculum            | Hours |
|---------------------------------------|-------|
| First Year Composition                | 6     |
| Science                               | 6-8   |
| Mathematics                           | 6*    |
| Social Sciences                       | 6     |
| Humanities                            | 3     |
| Humanities or Fine or Performing Arts | 3     |
| Fine or Performing Arts               | 3     |

\*Requirement varies for the General Business Major.

### First Year Composition

The requirement consists of 6 hours of first year composition. The standard composition sequence consists of 1) either Writ 100 or Writ 101 and 2) either



Writ 102 or Liberal Arts (Liba) 102.

### Science

Courses may be chosen from astronomy, biology, chemistry, geology, Liba 205, 205L, 150, 151, 315, 315L and physics. Each course must be a minimum of 3 credit hours. Both of the courses taken must include laboratories.

### Mathematics

Courses include Math 261/262 or 267/268 or 271/272 for all B.B.A. majors except for General Business. The General Business major requirement is a 3 hour mathematics course at the 100-level or above (excluding Math 245 and Math 246).\*

### Social Science

Students pursuing a B.B.A. will fulfill the social science requirement by taking Econ 202 and Econ 203.

### Humanities

The course may be chosen from African American studies; classical civilization; environmental studies 101, gender studies (G St 201, 301, 333, 350); history; Liba 202, 312; philosophy; religion; Southern studies (S St 101, 102). In addition, gender studies courses that are cross-listed with African American studies, classical civilization, English, modern languages, philosophy, or religion courses will satisfy this requirement.

### Fine Or Performing Arts

The course may be chosen from art history, music, dance, and theatre arts. Studio and workshop courses cannot be used to satisfy this requirement. Courses that satisfy this requirement are any Art History (AH); Liba 130, 204, 314; Mus 101, 102, 103, 104, 105; Danc 200; Thea 201, 202. Students who have completed 30 semester hours of undergraduate course work may fulfill the requirement with a 300- or 400-level art history course.

\*For the B.B.A. in General Business, an additional 3 hour mathematics course at the 100-level or above (excluding Math 245 and Math 246) or business statistics course Bus/Econ 230 or Bus/Econ 302 is required.

### Change of Major

The School of Business Administration will accept "change of major" forms for students changing from General Business to a specialty major after the following criteria are met: successful completion of the first year of the general education core curriculum, plus Accy 201, either Econ 202 or Econ 203, and either Bus 250 or Bus 271 (total of 36 hours) or the equivalent (for those students transferring to the university from another institution). Students must have a minimum GPA of 2.25 on these 36 hours to declare a specialty major (i.e., all School of Business Administration majors except general business). Students who do not meet the 2.25 GPA on these 36 hours will continue to be a general business major. There is an appeals process for those students who do not meet the minimum GPA on the 36 hours. Once a student successfully completes these 36 hours and declares a specialty major, s/he may enroll in approved major-specific upper-division (300+ level) course work. Students pursuing a major outside the School of Business who wish to declare a major within business may change to General Business until the above criteria is met so long as the university requirements for declaring a major are met.

### College/Schoolwide Degree Requirements

#### Maximum Load -

No student may enroll for more than 18 semester hours exclusive of exercise and leisure activity courses, and basic air, military, or naval science courses unless the student has earned the privilege of taking additional work by an exceptional record of grades during the preceding semester. For each additional semester hour of work taken, the student must have a grade-point average for the preceding semester two-fifths (0.4) of a grade point higher than 2.0.

#### Applying for degree -

Each senior must apply for a degree by submitting an "Intended Graduation Date" in their advising submission to the advising office in the semester preceding the semester in which the student expects to graduate. The advising office will complete a checklist using official transcripts on file to date and will notify students prior to their last term of additional academic requirements that must be completed for the degree. It then becomes the responsibility of the student to complete the remaining requirements by the end of the semester in which the student wishes to graduate.

#### Diploma Application -

If the advising office verifies that the student is able to graduate during the term he or she has requested, the student will then receive an e-mail from the Office of the Registrar as notification that he or she has been authorized to complete a diploma application for the Office of the Registrar. The diploma application is an online form that must be filed during the semester of anticipated graduation. It is completion of this online form that puts the student on the list of graduates for a particular semester. Failing to submit the diploma application could result in the student's graduation being delayed or, at the very least, the absence of the student's name in the commencement program.

#### Walking in May Commencement Ceremony -

The following students will be invited to participate in the May commencement ceremony: (a) December graduates - Students who completed all of their degree requirements in December of the current academic year. (b) May applicants - Students who will complete all of their degree requirements by the end of the spring semester of the current academic year. (c) August applicants - Students who plan to complete their final requirements by the end of the August intersession of the current academic year.

The Office of the Dean will determine a student's eligibility for August graduation based on the number of remaining hours (no more than 3 credit hours can be taken during May intersession, no more than 12 hours can be taken during full summer session, and no more than 3 hours can be taken during August intersession), course availability during the summer, and the student's eligibility to enroll in the final courses (all prerequisites must be met for final courses).

### Advising

Academic Advising - Freshmen in the School of Business Administration are assigned an academic adviser in the Center for Student Success and First-Year Experience for their first year at the university. All other students are assigned academic counselor's in the School of Business. The School of Business Administration's undergraduate academic advising program is an essential part of the undergraduate educational experience. Academic counselors help undergraduate students understand the options and opportunities for academic programs of study, degree requirements, and course selection. Academic counselors will engage students in meaningful relationships designed to support and encourage a challenging and successful



undergraduate education. Students will prepare for, and participate fully in, their advising experience. Each student is responsible for monitoring his or her academic progress toward degree completion.

### **Honor Code Policy**

Academic Integrity - The School of Business Administration upholds honor and academic integrity in all of its teaching, research, and service activities. All business faculty, staff, and students are charged with the responsibility to behave with personal and professional integrity and to refrain from dishonorable conduct.

