POLICIES & REQUIREMENTS

Academic Excellence

Honors
In recognition of high scholastic achievement, upon recommendation of the faculty, the designation "With High Distinction" or "With Distinction" will be awarded at graduation. To qualify for the "With High Distinction" designation, the student’s cumulative University of Colorado GPA must be at least 3.90. For the "With Distinction" designation, the student’s cumulative GPA must be at least 3.75 but less than 3.90. In addition, for these designations, at least 60 credit hours must have been earned at CU Boulder.

Dean's List
Students in the Leeds School of Business who have completed at least 12 credit hours of CU Boulder coursework for a letter grade in any single semester with a term GPA of 3.600 or better are included on the dean’s list and receive a notation on their transcript.

Beta Gamma Sigma
Membership in Beta Gamma Sigma is an honor that must be earned through outstanding scholastic achievement. Such membership is the highest scholastic honor that a student in a school of business or management can attain.

To be eligible for Beta Gamma Sigma membership, students must rank in the top 10 percent of their junior class, the top 10 percent of their senior class or be among the top 20 percent of those students receiving master’s degrees. Also, students completing all requirements for the doctoral degree conferred by a business school are eligible for Beta Gamma Sigma. It should be noted that Beta Gamma Sigma chapters may be chartered only in those schools of business and management accredited by AACSB, the International Association for Management Education.

Scholarships
Each year the college awards a number of divisional and general scholarships. Business scholarships are for students who have completed business coursework at the university. The amount and number of the awards vary each year.

Academic Standards

Academic Ethics
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 or falsification of official records and similar acts or the attempt to engage in such acts are grounds for suspension or expulsion from the university. Reported acts of academic dishonesty must be referred to the Honor Council.

Students are advised that plagiarism consists of any act involving the offering of someone else’s work as the student’s own. It is recommended that students consult with instructors as to the proper preparation of reports, papers, etc., in order to avoid this and similar offenses. Official college procedures concerning academic ethics are maintained in the Office of Undergraduate Studies.

Standards of Performance
Students are held to basic standards of performance with respect to attendance, active participation in coursework, promptness of assignments, correct English usage both in writing and in speech, accuracy in calculations and general quality of scholastic workmanship. In general, examinations are required in all courses and for all students, including seniors.

Good Academic Standing
To be in good standing, students must have an overall grade point average of C (2.00) or better for all coursework taken, and a 2.00 or better for all business courses taken. Students must earn a passing grade for all required courses. This requirement applies to work taken at all university campuses.

Any student earning all or nearly all failing grades, or no academic credit for a semester will not be permitted to register without the dean’s approval.

Official double-degree students must maintain required academic standards for the Leeds School as well as their other college.

When semester grades become available, students below the acceptable standard will be placed on probation or suspension. Students are responsible for being aware of their academic status at all times, and late grades and/or late notification do not waive this responsibility.

Academic Alert (First-Year Students Only)
First-semester freshmen with a cumulative grade point average or business grade point average below 2.00 at the end of their first semester will be placed on academic alert. If a student is placed on academic alert, they are in good academic standing but must meet with an academic advisor to discuss scholastic performance and establish a customized academic recovery contract. Students placed on a academic alert are given one semester to improve their academic performance. At the conclusion of the academic alert semester, records will be reviewed.

- If both cumulative and business GPAs are 2.00 or higher, students will remain in good standing.
- If the cumulative and/or business GPA is still below 2.00 but a student mets the terms of the academic recovery contract, the student will be placed on probation and given one academic recovery semester (see Probation/Academic Recovery).
- If the cumulative and/or business GPA is still below 2.00 and the student did not meet the terms of the academic recovery contract, or never met with an advisor to establish a contract, the student will be placed on academic suspension (see Scholastic Suspension).

Probation/Academic Recovery
If the cumulative grade point average or cumulative business grade point average falls below 2.00, students will immediately be placed on probation for one semester. If a student enrolls in any term, excluding summers, after being placed on probation, they are expected to raise their cumulative and business grade point average to at least a 2.00 or demonstrate significant progress toward improving your GPA(s).

If a student does not raise the GPA(s) to 2.00 or make significant progress during the probation semester, they will be placed on suspension.
**Significant Progress**

Significant progress is defined relative to whichever GPA is below 2.0. If the cumulative GPA is below 2.0, significant progress is defined as a term GPA of 2.5 with at least 12 credits completed toward the cumulative GPA. If the Business GPA is below 2.0, significant progress is defined as a term business GPA of 2.5 with at least 6 credits of business coursework completed.

**Scholastic Suspension**

If the cumulative and/or business grade point average is below 2.00 after the semester of probation and a student has not demonstrated significant progress (as defined above), they will be suspended. Once on suspension, students will not be able to register for University of Colorado daytime courses on any campus for one academic year OR until a student raises the GPA to 2.0 or demonstrates significant progress.

Students are allowed to take summer classes at any of the CU campuses while on suspension.

If suspended, students may choose from the following options.

**Suspension Option 1: Clear GPA**

1. Students may take Continuing Education Independent Learning courses, and/or Boulder Evening credit classes, and apply for readmission when they have cleared their grade deficiency or when they have demonstrated significant progress.
   - If a student is readmitted based on significant progress, they will be readmitted on probation and will be subject to Leeds’ probation rules (see Probation).
   - Students must maintain a 2.50 term GPA each semester while enrolled in Continuing Education courses. If a student does not earn a 2.50 GPA in Continuing Education Courses, they will be suspended from Continuing Education and will only be allowed to enroll in CU Boulder courses during the summer term.

2. Students may choose to attend another educational institution and apply for readmission when, and only when, they have overcome their grade deficiencies by means of a GPA, which is arrived at by averaging the grades from CU with the grades from the other institution. These transfer grades are used only for the purpose of readmission and do not remain in the University of Colorado grade point average. If students choose to attend another institution, they must have their proposed coursework preapproved by the Office of Undergraduate Student Services in the Leeds School of Business.
   - If students choose this option and are readmitted based on a virtual GPA, they will be readmitted on probation and will be subject to Leeds’ probation rules (see Probation).

3. Students may choose a combination of 1 and 2.

**Suspension Option 2: Do not take classes for one year**

If students have been under suspension for one calendar year and did not elect Option 1, they may apply for readmission. Students will have two semesters to raise their cumulative or business grade point average to at least a 2.00. If their GPA falls after the first semester, they will again be suspended for another academic year or until their grade deficiency has been made up.

**Readmission**

When students make up their grade deficiency (Option 1) or have not taken classes for one year (Option 2) and desire to be readmitted, they must request readmission in writing by contacting:

Office of Undergraduate Student Services

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**Credit and Enrollment**

All students are responsible for knowing and following the provisions set forth below. Any questions concerning these provisions should be directed to the college. The college cannot assume responsibility for problems resulting from a student's failure to follow the policies stated here or from incorrect advice given by those outside the Office of Undergraduate Services. Similarly, students are responsible for all deadlines, rules and regulations stated in the General Information section of this catalog. All rules and regulations are subject to change. Any questions should be directed to the Leeds School of Business, Office of Undergraduate Services, KOB 201, 303-492-6515.

**Admission to the Business Program**

Prospective freshman students are encouraged to complete strong academic programs in high school. A minimum of four academic units should be completed each year with special emphasis given to writing, mathematics and science skills. For a detailed explanation of the high school preparation desired, see Undergraduate Admission in the General Information section.

Transfer students are expected to demonstrate proficiency in economics, writing and mathematics. Prospective transfer students should complete courses equivalent to those taken by University of Colorado business freshmen and sophomores.

**Residency Requirement**

Complete a minimum of 45 credit hours in University of Colorado courses on the Boulder campus. Of these 45 credits, a minimum of 30 credits must be business courses completed as a matriculated student in Leeds.

**Intra-University Transfer**

An undergraduate student who is enrolled on the Boulder campus and wishes to transfer to the Leeds School of Business may submit a completed application for the fall or spring semester. A cumulative university GPA of 3.00 and a cumulative GPA of 2.00 in business courses is necessary to be considered for admission. In addition, students must have 24 completed credit hours, 12 of which must be graded work at CU Boulder, 4 credit hours of MATH 1112, and microeconomics and macroeconomics. Students must earn a grade of B- or better in ECON and MATH to be considered for admission. Intra-university transfer (IUT) students must take a minimum of 30 credit hours of business courses, including their area of emphasis, in residence after admission to the college. Applications are accepted year round and will be reviewed once a month. However, the deadlines for admission prior to the registration period are October 1 for spring and March 1 for fall. Leeds cannot guarantee the usual selection of courses for those who submit applications after the deadline.
In order to apply to the Leeds School of Business, students must apply online.

Registration Stops
A service indicator stop will be placed on students’ records when they have earned 45 credit hours, if they have not yet declared their area of emphasis. All first and second year students will also have a service indicator and be required to attend an advising meeting before registration for the next semester.

Registration for Business Courses
Business students may register only for those courses for which they have the stated prerequisites.

Administrative Drops
Instructors may recommend to the Office of Undergraduate Services that students who fail to meet expected course attendance or prerequisites be dropped from their courses at any time during the semester.

Attendance Regulations
Classroom attendance is left to the discretion of the instructor. Students are responsible for understanding each instructor’s policy on attendance.

Students who are unavoidably absent should make arrangements with instructors to make up the work missed. Failure to attend regularly may result in receipt of an F in a course. Students who, for illness or other legitimate reasons, miss a final examination must notify the instructor no later than the end of the day on which the examination is given. Failure to do so may result in receipt of an F in the course.

Concurrent Registration
Concurrent registration is for graduating seniors who must be enrolled on two campuses of the University of Colorado at the same time in order to fulfill graduation requirements.

Students enrolled in the Leeds School of Business may exercise the concurrent registration option if they are in their graduating semester or are two semesters from graduating and cannot obtain a course necessary to complete a prerequisite sequence. The course must be required for graduation and must not be offered on the Boulder campus, or the course must conflict with another required course in which the student is enrolled. Students from other colleges and schools who wish to take business courses must have the approval of their own college or school before submitting the concurrent registration form.

Scholastic Load
The normal scholastic load of an undergraduate student in the college is 15 credit hours, with a maximum of 21 credit hours during the fall and spring semesters. A maximum of 3 credit hours may be taken during Maymester. A maximum of 6 credit hours may be taken during a five-week summer term, with no more than 12 credit hours total during the 10-week summer session.

Credit Policies
To receive credit, all courses must be listed on the student’s official transcript by the Office of the Registrar. Credit is then evaluated by the Leeds School of Business to determine degree acceptability.

Cooperative Education Credit
No credit is given for work experience or cooperative education programs.

Correspondence Credit
All correspondence courses must have prior approval and be evaluated to determine their acceptability.

Advanced Placement (College Board)
For students who earn scores of 3, 4 or 5 on Advanced Placement exams, college credit will be given where appropriate. See the Admissions section for a comprehensive AP credit chart (catalog.colorado.edu/undergraduate/admissions/credit-examination).

College-Level Examination Program (CLEP)
College credit for approved CLEP subject examinations may be considered, providing the scores are at 54 or above. Specific information is available in the Office of Undergraduate Student Services.

CLEP credit is only appropriate for nonbusiness requirements and nonbusiness electives. A maximum of 6 hours of credit in any one course area is allowed. CLEP may not be used in course areas where credit has already been allowed. General examinations are not acceptable. CLEP credit is not transferable.

Before a CLEP examination can be taken, students must have prior approval in writing by the Office of Undergraduate Student Services.

No Credit
Because of enrollment limitations, business classes may not be taken on a no-credit basis.

Special Sources of Credit
The college reserves the right to accept or reject all special sources of credit that do not have prior approval of the dean.

Independent Study
A maximum of 6 credit hours of independent study will be accepted as degree credit. Prior approval is required if the work is to be applied as degree credit. A maximum of 3 credit hours may be taken in any one semester.

Study Abroad Credit
Transfer credit from study abroad programs may be applied to the business degree. Students planning to attend study abroad programs must meet with an undergraduate advisor and have their course selections approved prior to leaving campus.

More specific information about these opportunities is available from the Office of International Education.

Transfer Credit
The school reserves the right to disallow any credit that it deems inappropriate degree credit.

Credits in business subjects transferred from other institutions will be limited to the number of credit hours given for equivalent work in the regular offerings of the university. Only work from regionally accredited institutions will transfer to the college. A maximum of 60 credit hours of credit may be accepted from a two-year school.

Actual equivalent courses may be substituted for required courses. Students must submit a carefully checked catalog description and course syllabus for course equivalency determination.

Business students desiring to apply coursework from another institution or University of Colorado campus toward the BS degree in business administration must have prior approval of the Leeds School of Business.
Only nonbusiness requirements or elective credit is acceptable in transfer from other institutions once the student has enrolled.

All courses in the area of emphasis must be taken at the University of Colorado Boulder unless written approval is given by the associate dean of undergraduate services. Transfer students must take a minimum of 30 credit hours of business courses, including the area of emphasis, in residence after admission to the college. For more information on transfer of credit policies, see Transfer of College-Level Credit (catalog.colorado.edu/undergraduate/admissions/transfer-college-level-credit).

**Grading Policies**

In addition to the campuswide grading system and pass/fail policy (catalog.colorado.edu/undergraduate/credits-grading), the Leeds School of Business enforces the following policies.

**Pass/Fail**

Students in the Leeds School of Business may not use the pass/fail option for courses taken to fulfill General Education Core Requirements, courses used to satisfy the Minimum Academic Preparation Standards (MAPS), business core requirements, business major requirements or business electives. A grade of F when earned in a course taken pass/fail will calculate into the GPA as a failing grade. Only nonbusiness electives may be taken on a pass/fail basis. A maximum of 6 credit hours of pass/fail credit may be applied toward the BS degree in business administration. Pass/fail determination must be made by the deadline set through the Office of the Registrar. A maximum of 6 credit hours designated pass/fail may be taken in any one semester.

Failed courses may be repeated, but the F will be included in the GPA.

**Incomplete Grades**

The only incomplete grade in the college is given only when documented circumstances clearly beyond the student’s control prevent the student from completing the course. Generally, students should make up the missing work and not retake the entire course. Students should not register for the class a second time, unless directed by the instructor. All I grades must be made up within one year or the I will be changed to a grade of F.

**Grade Changes**

Final grades as reported by instructors are considered permanent and final. Grade changes will be considered only in cases of documented clerical errors, and must be approved by the associate dean.

**Withdrawal**

Students may withdraw from the university any time before the beginning of the final examination period.