

# 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 academic standing, students must have an overall grade point average of C (2.00) or better for all coursework 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.

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. See campus Academic Standing policies (<https://catalog.colorado.edu/undergraduate/academic-records/#academicstandingtext>) for details.

Suspended Leeds School students who transfer into another school or college of the university will not be eligible to register for business courses and will be subject to administrative drops.

## 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, KOBL 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 3.2 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, statistics, microeconomics and macroeconomics. Students must earn a grade of B or better in ECON, MATH, and statistics to be considered for admission. Students who have earned 60 credits (including AP, IB, CU and transfer coursework) or more at the time of application will need to submit a Leeds graduation plan approved by the Leeds IUT team as part of the application process. Please refer to The Leeds IUT Guide for more information.

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.

Visit the campus IUT webpage (<https://www.colorado.edu/advising/intra-university-transfer/>) to learn more about the IUT process.

## 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 (<https://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 taking a CLEP examination, students should check in with their academic advisor to ensure the credit will apply.

## 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 (<https://catalog.colorado.edu/undergraduate/admissions/transfer-college-level-credit/>).

## Grading Policies

In addition to the campus wide grading system and pass/fail policy (<https://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, 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 non-business 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.

### Minimum Grades

A grade of C- or above is required for classes applied to the area of emphasis. A grade of D- is a passing grade for all other degree requirements.

### 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.

## Grade Appeal Policy

The following shall be the official policy of the academic units of the Leeds School, unless an academic unit submits an alternative procedure to the Dean for approval. When a student believes that a grade has been improperly assigned, and discussions between the instructor and the student have not led to any resolution of the problem, then the student may pursue the following steps:

1. The student shall have the option of making a formal written appeal to the Division Chair for the instructor's unit. The appeal must detail the basis for the appeal, including relevant written documentation, specify the remedy desired by the student, and must be submitted within 30 days of the end of the academic term in which the course was taken. The instructor will be provided the opportunity to respond in writing to the student's appeal.
2. The Chair will meet (together or separately) with the student and with the instructor who taught the course. If the Chair is unable to secure a solution mutually acceptable to both student and instructor, then
3. The Chair shall appoint an ad hoc Grade Appeals Committee, which will review the dispute. This committee shall consist of at least three impartial faculty members competent in the subject matter of the course in question. Members of this committee need not be from the Chair's division. The Chair will provide the Committee with the student's appeal and a written response from the faculty member.
4. Within 30 days, the committee will submit a report and recommendation to the Chair, and Chair will recommend to the instructor either 1) that the originally assigned grade stands; or 2) that a revised final grade be assigned.
5. In cases where a change of grade is recommended and the instructor does not wish to accept the recommendation of the Chair, the Chair will forward the written materials associated with the appeal, together with the recommendation of the Chair, to the Dean (or a designee), who will make the final decision on the student's grade appeal.

## Withdrawal

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