

## ***PURPOSE OF THIS HANDBOOK***

This handbook is designed for your use. As a student in the College of Business at K-State, you are responsible for knowing the information in this handbook.

Be sure to read each of the policies and procedures and check them off when you understand. If you don't fully understand something, be sure to stop by Calvin 107, Student Services, and ask for clarification. We'll be glad to answer your questions.

**This curriculum applies to students entering the College of Business Administration after June 1, 2000. Students must graduate by June 1, 2006 to remain in the 2000-2001 program of study.**

## **A BRIEF HISTORY OF THE COLLEGE**

Kansas State University has offered courses in business administration since 1865. In that year, faculty in the Department of Agricultural Economics started a course in commercial law with 12 students enrolled. Accounting courses were added over the next several years, and in 1922 these courses in accounting and business law were combined with economics and general education courses for a degree program in Rural Commerce.

The business curriculum remained in agricultural economics until 1938, when the Department of Economics was established in the School of Arts and Sciences, and the degree title was changed to Business Administration. Rapid enrollment increases after World War II led to the creation of the Department of Business Administration in 1954, still housed in the School of Arts and Sciences. In 1962, the Kansas Board of Regents created the School of Commerce. The Regents changed the title to the College of Commerce in 1963 and to the College of Business Administration in 1969.

Calvin Hall, which houses the College of Business Administration, has been home to business administration students and faculty since 1959.

In 1962, C. Clyde Jones was named the first dean of the College. Robert A. Lynn became dean in 1968. Under his leadership, the number of faculty positions grew to 68, undergraduate enrollment to nearly 2,800, and graduate enrollment to approximately 60. The American Assembly of Collegiate Schools of Business accredited the undergraduate programs of the College in 1973, the graduate program of the College in 1980, and the accounting undergraduate and graduate programs in 1988. The College of Business Administration was re-accredited in Fall 1998 by AACSB (now known as The International Association for Management Education). Randolph A. Pohlman served as the College's third dean from 1984-1990. David P. Donnelly was Interim Dean from April 1990 to June 1992. Daniel G. Short served as the College's fourth dean from 1992 to 1995. Yar M. Ebadi, who was the Interim Dean from June 1995 to March 1996, is currently the Dean of the College of Business Administration.

# OBJECTIVES OF THE COLLEGE

The world of business needs educated men and women to meet the challenges of the future. The College of Business Administration provides an opportunity for professional study and development in a variety of disciplines in business administration, including accounting, finance, management, management information systems, and marketing. Undergraduate programs are designed to develop each student into an informed, capable and responsible individual, as well as a successful practicing business man or woman.

Modern business and industry operate in an increasingly complex and changing environment. Collegiate education for business must encompass more than the study of fundamental courses in accounting, economics, and business. Each student of business needs to develop communication skills (both oral and written) and become knowledgeable of the scientific and social environment in which business organizations compete and survive. Accordingly, the College of Business Administration seeks to provide a comprehensive educational program that will successfully address these diverse needs.

## MISSION STATEMENTS

The mission of the College of Business Administration at Kansas State University is excellence in the advancement and dissemination of knowledge consistent with the needs of students, business, faculty and society.

The mission of Student Services is to attract as many high quality students to the College of Business Administration as possible, consistent with resource constraints, and then help these students reach their maximum potential through sound advising, aggressive retention programs and assistance in finding internships and full-time employment.

## ADMISSION POLICY

### BAPP

When you begin your career as a College of Business Administration (CBA) student, you are enrolled in the business administration pre-professions program (BAPP). BAPP is designed as a non-degree program consisting of 63 hours of general foundation and prerequisite courses. If you have already earned college credits and are changing into the CBA from another KSU college or transfer institution, your KSU cumulative gpa must be a 2.0 or above.

The BAPP is expressly designed as a nondegree program; students with 75\* or more credit hours will not be allowed to enroll or stay in BAPP. After reaching 75 hours, if you have not completed the required courses and attained a 2.50\* cumulative gpa, you will be dismissed from the CBA. Students with more than 75 hours who have consistently met the grade point requirements may be admitted into degree track programs. Student Services will work with each student on a reasonable plan to meet CBA requirements.

\* *This includes KSU and all transfer hours and grade points earned.*

### **Degree Track Programs**

Admission to a degree track program in accounting, finance, management, or marketing is necessary for graduation. Applications for admission to finance, general management, human resource management, operations management, or marketing will be accepted upon completion of a minimum of 45 BAPP hours with a commulative grade point average of 2.50 or above. Applicants for admission to accounting or management information systems will be accepted upon completion of a minimum of 45 BAPP hours with an overall grade point average of 3.0 or above.

--45-63 hours – Can Declare Major

--Long Range Plan: The semester you declare your major you should meet with your advisor to develop a long range plan.

--75 hours – **Must** declare major and have the majority of BAPP completed

Students admitted to accounting will be placed on a one semester probation if they fail to make satisfactory progress in their program or fail to maintain a grade point average of 2.50 or above in their accounting courses. A student will be denied continued enrollment in the accounting program if they fail to remove the deficiency during the one semester probationary period.

Students admitted to the management information systems program will be placed on a one semester probation if they fail to make satisfactory progress in their program or fail to maintain a KSU cumulative grade point average of 2.50 or above. A student will be denied continued enrollment in the MIS program if they fail to remove the deficiency during the one semester probationary period.

Application to all degree track programs must be made by November 1, April 1, or July 1 of the semester in which you will complete 45-75 BAPP hours. Decisions for admission will be made as soon as possible after the end of the semester.

After you're admitted to your degree-track major program, you must complete at least 27 credit hours of upper-level (300 and above) credits at K-State to be eligible for graduation.

To graduate with a Bachelor of Science degree in business administration, you are expected to complete a minimum of 126 credit hours (see major). In addition, you must have an overall KSU grade point average of 2.0 or above and a passing grade in all required courses.

At least 50% of the business courses required for your degree must be completed at K-State. Business courses are defined as those carrying a prefix of ACCTG, FINAN, MANGT, MKTG, & CIS. In addition, at least 50% of the economics courses in excess of nine credit hours and 50% of the statistics courses in excess of six credit hours must be taken at K-State.

### **International Overlay Course**

One course dealing with history, geography, language, economics, or cultural related to parts of the world other than the United States is also required. This course can overlay with other course requirements. You may obtain a listed of acceptable courses from student services in

Calvin 107. The International Overlay Course does not have to be completed at Kansas State.

**General Education Requirements**

The CBA requires 18 credit hours to fulfill the University-wide General Education requirements. These 18 credit hours may overlay with the business general studies requirements in humanities, social sciences, and natural sciences. At least 1/3 (6 credit hours) of the 18 credit hours must be 300 level or above. Students with college credit completed prior to FL 97 are not required to meet general education requirements. The business courses general education requirements include:

ECON 110 Macroeconomics	3 cr. hrs.
ECON 120 Microeconomics	3 cr. hrs
Humanities	3 cr. hrs
Social Sciences	3 cr. hrs
Natural Sciences	3 cr. hrs
Any course (except business) approved for <u>general education</u>	<u>3 cr. hrs</u>
<b>TOTAL</b>	<b>18 cr. hrs</b>

Students entering KSU, transferring credit from an accredited two-year or four-year institutions are required to complete a minimum number of University General Education (UGE) credit hours at KSU. The minimum number of UGE credit hours required is based on total number of completed transfer credit hours accepted at KSU.

**Policy for Transfer Students**

<u>Number of Completed Transfer Credit Hours Accepted at KSU</u>	<u>Minimum University General Ed. Credit Hours to be taken at KSU</u>
0-7.....	18
8-29.....	12
30-44.....	9
45- & above.....	6

Each transfer student is required to complete a minimum of six credit hours of KSU upper division University General Education courses (300 and above) as specified in the program in which they will graduate.

**UGE Policy for Credit by Examination**

Advanced Placement (AP), International Baccalaureate Programs (IB), College Level Examination Program (CLEP), and Defense Activity for Non-traditional Education Support (DANTES) credits are considered "transfer credits" for purposes of the UGE Policy for Transfer Students.

**UGE Policy For Curriculum Changes**

Students changing curricula within Kansas State University shall satisfy the University General Education requirements for the program in which they will graduate. Students entering a baccalaureate degree program after completing an associate degree at Kansas State University are not considered to be transfer students, as far as the UGE requirements are

concerned; these students must meet the UGE requirements for the baccalaureate curriculum that they are entering.

**UGE Policy For Dual Majors and Dual Degrees**

A student must meet the UGE requirements for his/her primary degree/major. UGE requirements for additional degrees or majors are waived.

You may obtain a list of acceptable Humanities, Social Sciences, and Natural Sciences courses from Student Services in Calvin 107. The approved list of General Education classes is continuously being updated; for an accurate list, we suggest you consult the Website at: <http://www.ksu.edu/registrar/enroll/gened.html>.

## UNDERGRADUATE ADVISEMENT

Students will be assigned an academic advisor when they enroll as freshmen. When students enter their degree track, they will also be assigned a faculty mentor.

The academic advisors (Calvin 107, 532-6180) assist students with course selection and program planning. Their primary responsibility is to help students meet academic and gpa requirements. They will also help with any other technical aspects of academic progress such as completing the appropriate paperwork for degree track entry, course substitutions, study abroad, transfer credit approval, and application for graduation. Student Services advisors are good resources for additional campus service referrals.

Cherie Hodgson	<a href="mailto:chodgson@ksu.edu">chodgson@ksu.edu</a>
Bente Janda	<a href="mailto:bjanda@ksu.edu">bjanda@ksu.edu</a>
Julie Katz	<a href="mailto:jschulr@ksu.edu">jschulr@ksu.edu</a>
Jim Yates	<a href="mailto:jyates@ksu.edu">jyates@ksu.edu</a>

Academic Advising will not be done via e-mail. We encourage student to first check resources (ie. College of Business Undergraduate Student Handbook, University Catalog, Course Schedule and Campus Directory). Advising will be done through scheduled office appointments, walk-ins, and business orientation classes.

Academic Advisors will correspond with CBA students through their **KSU** e-mail account. It is important that you check your e-mail on a regular basis. If you use an e-mail account other than your KSU account, it is your responsibility to have mail forwarded to your KSU account.

Faculty mentors are the best resource for assistance in decision making regarding internship opportunities, career plans and objectives and professional development. Locate faculty by the CBA Website at <http://www.cba.ksu.edu/cba/> or contact their departmental offices:

Accounting	532-6184	Calvin 109
Finance	532-6892	Calvin 117D
Management	532-6296	Calvin 101
Marketing	532-6008	Calvin 201

In addition to advisor and mentor input, the required course GENBA 101 *Business Orientation* will provide you with career planning opportunities.

**KEEP YOUR HANDBOOK UPDATED AND BRING IT TO ALL ADVISING SESSIONS.** Be sure to check page 9 for your responsibilities and pages 42-59 for more information about the College.

## **ADVISOR EXPECTATIONS**

Advise: to give counsel; to recommend; to give information to.

To be effective advisors and counselors, the faculty and staff have a right to expect that students:

1. Will consult with the advisor when necessary and at least quarterly.
2. Will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
3. Will make an appointment for such counseling during regularly stated office hours when possible.
4. Will promptly keep appointments. If the student finds that it is impossible to meet the appointment, the student will notify the advisor before the appointed time.
5. Will openly discuss academic and career related needs as they develop.
6. Will be prepared for the appointment and will bring appropriate materials.
7. Will follow through with appropriate action after the advising session.
8. Will seek additional counsel from other sources when appropriate.
9. Will seek reassignment to a new advisor if differences should develop between the student and the advisor.

## **ADVISEE EXPECTATIONS** (Author Unknown)

Each student has the right to:

1. Know, as soon as the student is admitted to the college, who his/her advisor is, where his/her advisor's office is located and when his/her advisor is available.
2. Expect the advisor to establish and adhere to reasonable office hours.
3. Expect the advisor to be knowledgeable of the different interests of both traditional and non-traditional students and to adapt the advising accordingly.
4. Expect the advisor to understand the College's structure and its academic policies on such things as drop/add slips, financial aid, cooperative education, and academic grievances.
5. Expect the advisor to be familiar with the variety of campus offerings.
6. Expect the advisor to be aware of specific degree requirements and liberal arts requirements.
7. Expect the advisor to help him/her plan a complete course of study, created by the student and the advisor, using career interests and academic records, as well as available information on the frequency of course offerings.
8. Expect the advisor to be interested in his/her welfare.

**COLLEGE OF BUSINESS ADMINISTRATIVE HONORS PROGRAM**

Students interested in the Honors Program should contact Student Services in Calvin Hall Rm. 107, (785) 532-6180 or visit the Honors Program Webpage at <http://www.cba.ksu.edu/cba/underg/honors.htm>

## STUDENT SERVICES AT KSU

The CBA Student Services Office is located in Calvin 107 (532-6180) and is always your first resource on campus. If your needs aren't listed in this directory, stop by Calvin 107 for assistance or visit the KSU Webpage at <http://www.ksu.edu>.

<u>Problem/Situation</u>	<u>Student Service</u>	<u>Office</u>	<u>Phone Number</u>
<b>Academic:</b>			
Dropping/Adding classes	KATS/Enrollment Center	W 210	532-6321
Choosing major/career	Counseling Services	LSH 232	532-6927
	Acad. & Career Info. Cntr.	HH 14	532-7479
Tutoring assistance	Educ. Support Svcs.	HH 201	532-5642
	Tutoring Center	LS 201	532-5703
	Derby Academic Resource Center	Derby Hall	532-2646
Improving academic skills	Acad. Assistance Cntr.	HH 101	532-6492
Enrolling	KATS/Enrollment Center	W 210	532-6321
Transferring credits	Student Services	C 107	532-6180
Withdrawal from all classes	Student Services	C 107	532-6180
Controlling test anxiety	Counseling Services	LSH 232	532-6927
Getting transcript copies	Registrar's Office	A 118	532-6254
Dismissal and Reinstatement	Student Services	C 107	532-6180
<b>Finances:</b>			
Financial Aid/Scholarships	Std. Fin. Assistance	F 104	532-6420
College of Bus. Scholarships	Julie Katz	C 107	532-6180
Part-time employment	Job Bulletin Board	UN	First Floor
	OR Departmental Offices		
	OR Career & Employ. Serv	HZ 101	532-6506
Tuition/Fees	Cashier's Office	A 212	532-6317
<b>Other:</b>			
Careers, COOP Programs, Internship, Resumes, Interview	Acad. & Career Info. Cntr.	HH 14	532-7494
	Career and Employment Serv.	HH 101	532-6506
	OR Departmental Offices		
Shuttle Service for physically limited	Serv. for students w/physical limitations	HH 201	532-6441
Personal Counseling	University Counseling Serv.	L 232	532-6927
Parking Tickets	KATS/Parking Serv.	ED 108	532-7275
Study Abroad	Office of Intl. Programs	F 304	532-5990
Health Problems	Lafene Health Center	LHS	532-6544

*After hours, go directly to Mercy Health Center, 1823 College Ave.*

### **Student Responsibilities**

**Transfer** credits from another institution will be evaluated by Student Services. You should review your transfer credit evaluation with your advisor so you will know which courses have been applied to your course of study and which courses you still need to take. If you want to take future courses from another institution, please get prior approval from Student Services so you can be sure these courses will count toward graduation. For Transfer Equivalency Information visit <http://www.ksu.edu/admit/tran.html>.

**Notify** the Student Services Office (Calvin 107, 532-6180) if you will miss more than **three** consecutive days of class in any semester because of an emergency or illness. We will then notify your instructors of your absences. ***Note:** Notification of absence does not necessarily excuse you from course obligations. Course instructors still have the authority to determine the consequences for any absence and/or late work.*

**Pre-enrollment** is in October for spring semesters and March for summer terms and fall semesters. Check each semester's schedule of classes for specific pre-enrollment dates.

**Follow** the academic calendar located in the front of each semester's schedule of classes. In particular, be mindful of the deadlines for dropping courses with a "W" and the last date to drop a course. Refund information is listed there as well.

**Use your CBA Handbook to make a tentative list of classes BEFORE seeing your advisor. This handbook also has useful information about clubs, CBA history, policies, and procedures.**

**Consult with your advisor** at least once a semester about grade point average, progress toward completion of BAPP/degree requirements, academic probation/dismissal, graduation requirements, and other items of concern.

**Take at least** one quantitative class (MATH, STAT, CIS, MIS, ACCTGS) each semester. There are seven quantitative courses in BAPP and at least four in each major field.

**Complete** BAPP as soon as possible to avoid problems with curriculum requirements.

**File your Application to Degree Track (ADT)** during the semester in which you will complete 45-75 BAPP hours and your cumulative gpa is 2.50 or above (3.0 for accounting and management information systems). Your ADT must be filed by the time you accumulate 75 credit hours or you will be dismissed from the College of Business Administration.

**Complete an Application for Graduation Clearance form** during the first month of the semester you plan to graduate. Students planning to complete degree requirements during the summer semester should complete the Application for Graduation Clearance form during the spring semester. Prior to pre-enrolling for your last semester, double-check with Student

Services to confirm your hours remaining for graduation.