

PURPOSE OF THIS HANDBOOK

This handbook is designed for your use. As a student in the College of Business Administration, hereafter referred to as CBA 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, 2005. Students must graduate by June 1, 2012 to remain in the 2005-2006 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 International (now known as The Association to Advance Collegiate Schools of Business). 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, dynamic and global 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.

ENROLLMENT MANAGEMENT*

BAPP

When you begin your career as a 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.

Grade Point Average Requirements

First-time Students – Students are considered first-time students (or new freshmen) if they are high school graduates with no earned college credits after the summer following their high school graduation. They will be considered first-time students, even if they have taken college-level work while in high school or the summer following high school graduation.

1. First-time students with less than a 2.3 K-State GPA at 30 hours (with a minimum of 9 K-State credit hours) will be placed on warning/probation until they complete 45 cumulative hours.
2. First-time students with less than a 2.3 K-State GPA at 45 credit hours and with at least one semester warning/probation, will be dismissed from the College of Business Administration.
3. First-time students may declare a major when 45 overall hours are completed with a 2.5 K-State GPA.

4. First-time students MUST declare a major when 60 overall hours are completed with a 2.5 K-State GPA. If after 60 overall hours, their K-State GPA is less than 2.5, they will be dismissed.

Transfer Students – Students are considered transfer students if they have earned college-level credit since the summer following their high school graduation, if the college-level work meets the K-State’s criteria for transfer.

1. Transfer students must have a 2.3 transfer GPA to be admitted to the College of Business Administration.
2. Transfer students with less than 45 credit hours must have at least a 2.3 K-State GPA on a minimum of 9 K-State credit hours or will be dismissed from the College of Business Administration following at least one semester of warning/probation.
3. Transfer students with 45 or more credit hours with 15 or more K-State credit hours completed and with a K-State GPA of less than 2.5 will be dismissed from the College of Business Administration.
4. Students MUST declare a major when 60 overall hours are completed with a 2.5 K-State GPA on a minimum of 12 K-State hours. If after 60 overall hours, their K-State GPA is less than 2.5, they will be dismissed. The only exception to this rule is number (3) above for students transferring with 45 hours or more.

GPA Requirements to Enter Degree Track (upon completion of 45-60 credit hours):

- ➔ Transfer GPA will not be considered in determining eligibility to enter a degree track.
- ➔ **Accounting:** 3.0 K-State cumulative GPA and maintain 2.5 GPA in all Accounting classes in order to graduate.
- ➔ **Management Information Systems:** 2.5 K-State cumulative GPA, successful completion of Management 367 (earning a grade of C or better), and maintain a 2.0 K-State cumulative GPA in order to graduate.
- ➔ **Marketing, Finance, General Management, Operations Management, and Human Resource Management:** 2.5 KSU cumulative GPA and maintain 2.0 K-State cumulative GPA in order to graduate.

Change of Curriculum from other K-State Colleges (DOE to K-State Fall 2001 or later

1. K-State students with less than 60 hours must have a minimum GPA of a 2.3 K-State GPA
2. K-State students with more than 60 hours must have a 2.5 K-State GPA.
3. Students may declare a major when 45 overall hours are completed with a 2.5 K-State GPA.

4. Students **MUST** declare a major when 60 overall hours are completed with a 2.5 K-State GPA. If after 60 overall hours, their K-State GPA is less than 2.5, they will be dismissed.

I. Readmission Policy on Students Dismissed from the College of Business Administration (DOE to K-State Fall 2001 or later)

1. Students that are dismissed from the College of Business must have a 2.5 K-State GPA to qualify for readmission to the College of Business Administration.
2. Students not dismissed from Business but applying for readmission, will follow guidelines from initial DOE at Kansas State University (if it is within initial 6 year period of DOE)

II. Reinstated Students

Students reinstated to the College of Business following academic dismissal from the University must, at the minimum, achieve a 2.5 K-State GPA their first semester following reinstatement.

*[*Approved by the College of Business Administration Faculty May 19, 2005;
Faculty Senate Approval Pending]*

DEGREE TRACK PROGRAMS

Admission to a degree track program in Accounting, Finance, Management, Management Information Systems, or Marketing is necessary for graduation. Applications for admission to Finance, General Management, Human Resource Management, Operations Management, MIS, or Marketing will be accepted upon completion of a minimum of 45 total hours with a K-State cumulative GPA of 2.5 or above. Applicants for admission to Accounting will be accepted upon completion of a minimum of 45 credit hours with a K-State cumulative GPA of 3.0 or above.

- 45-60 credit 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.
- 60 credit hours – **Must** declare major and should have the majority of BAPP completed.
- Transfer students with more than 60 hours must complete 12 credit hours at K-State before they can declare a major.

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 cumulative grade point average of 2.5 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.

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 45-60 hours. Decisions for admission will be made as soon as possible after the end of the semester.

After you are admitted to your degree-track major program, students must complete at least 27 credit hours of upper-level (300 and above) credits at K-State to be eligible for graduation. At least 30 semester hours must be K-State hours. Twenty (20) of the last 30 hours earned must be K-State hours.

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. 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.

UNIVERSITY GENERAL EDUCATION (UGE) 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 communication electives, 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 must choose courses from at least three different categories:

Social Science Course	Credit Hours
ECON 110	3 cr. hrs
ECON 120	3 cr. hrs
Humanities Course	
Natural Sciences	
Communication Course	
Nonbusiness Course	
TOTAL	18 cr. hrs

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

Number of Completed Transfer Credit Hours Accepted at KSU:	Minimum University General Ed. Credit Hours to be taken at KSU:
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 AND STUDY ABROAD

Students who participate in study abroad programs approved by Kansas State University will meet UGE requirements either upon successful completion of KSU study abroad course work or transfer of study abroad course credit accepted by KSU. This policy is effective as of the 2002 Spring Semester.

Number of Study Abroad Credits:	University General Education (UGE):
3-6 hours	3 UGE credit hours at 300 level or above
7 hours and above	6 UGE credit hours at 300 level or above

INTERNATIONAL OVERLAY COURSE

One course dealing with history, geography, language, economics, or intercultural communications, 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 list of acceptable courses from student services in Calvin 107. The International Overlay Course does not have to be completed at Kansas State.

UNDERGRADUATE ADVISEMENT

Academic Advising Mission Statement

Academic Advising is the decision-making process involving a partnership between the academic advisor and the student. The advisor promotes rational, informed and independent choices by the student in order to help them define, clarify, and to achieve their academic, personal, and professional goals. College of Business Administration Advisors will collaborate with all students, faculty, and staff in order to help promote the involvement of a diverse population.

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.

Academic Advisor name:	E-mail address:
Kristin Halliburton	klhalli@ksu.edu
Ron Jackson	rdj7@ksu.edu
Bente Janda	bjanda@ksu.edu
Shonda Monaghan	smm7777@ksu.edu
Colby Murphy	cbadvzr@ksu.edu

We do not recommend academic advising to be done via e-mail. To help develop better relations between the advisor and the advisee, all academic advising will be done through scheduled office appointments, walk-ins, and business orientation classes. We encourage students to first check resources (ie. College of Business Undergraduate Student Handbook, University Catalog, Course Schedule and Campus Directory).

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

Purpose of the Program:

The faculty mentor program is designed to provide greater student/faculty interaction in the student's chosen field of study. The program provides students the opportunity to become better acquainted with faculty outside a structured class setting. Through the faculty/student interactions, the program fosters a community-based learning environment. Students are assigned a faculty mentor after they have been admitted in to their degree track.

Responsibility of the Student:

1. Take a proactive approach in seeking the assistance of the faculty mentor.
2. Be punctual in all engagements with the faculty mentor.
3. Be willing to accept well-constructed criticisms that are geared toward better job placement and a fulfilling career.

Responsibilities of the Faculty Mentor:

1. Provide students with advice, guidance, and counsel in their chosen professional career.
2. Share professional experiences and serve as a sounding board for students' thoughts and topics.
3. Serve as a good source of recommendation for future employment, graduate school applications, and other chosen career options.
4. Have a meaningful and lasting relationship both professionally and personally with students that would create a lasting positive impression of K-State in general and CBA in particular.
5. Serve as a medium for increased intellectual stimulation that would last a lifetime.
6. Critique student resume and other job seeking opportunities to assist students with a better professional job placement.

For further information about your faculty mentor, contact the Student Services Office or the department office listed below:

Student Services	532-6180	Calvin 107
Accounting	532-6184	Calvin 109
Finance	532-6892	Calvin 117D
Management/MIS	532-6296	Calvin 101
Marketing	532-6008	Calvin 201

EXPECTATIONS OF THE ADVISEE

The Advisee...

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.

OF THE ADVISOR

The Advisor...

1. Will become acquainted with his/her advisees.
2. Will establish and adhere to reasonable office hours.
3. Will be knowledgeable of the different interests of both traditional and non-traditional students and to adapt the advising accordingly.
4. Will understand the College's structure and its academic policies on such things as drop/add slips, financial aid, cooperative education, and academic grievances.
5. Will be familiar with the variety of campus offerings.
6. Will be aware of specific degree requirements and liberal arts requirements.
7. Will assist his/her plan a complete course of study, using career interests and academic records, as well as available information on the frequency of course offerings.
8. Will be interested in his/her welfare.

EXPECTATIONS

STUDENT SERVICES AT K-STATE

The CBA Student Services Office is located in Calvin 107 (532-6180) and is always your first resource on campus. Students can also contact the CBA Student Services Office at: cbastusv@k-state.edu. If your needs are not listed in this directory, stop by Calvin 107 for assistance or visit the K-State Webpage at <http://www.k-state.edu>.

<u>Problem/Situation</u>	<u>Student Service</u>	<u>Office</u>	<u>Phone Number</u>
Academic:			
Dropping/Adding classes	KATS/Enrollment Center	W 210	532-6321
Choosing major/career	Academic & Career Info. Center	HH 14	532-7479
	Counseling Services	ECS 232	532-6927
Tutoring assistance	Educational Support Services	HH 201	532-5642
	Tutoring Center	LS 201	532-5703
	Derby Academic Resource Center	Derby	532-2646
	Kramer Academic Resource Center	Kramer	532-3491
Improving academic skills	Acad. Assistance Center	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	ECS 232	532-6927
Getting transcript copies	Registrar's Office	A 118	532-6254
Dismissal and Reinstatement	Student Services	C 107	532-6180
Student Concerns	Office of Student Life	HH 102	532-6432
Graduate Studies (MBA & MACC)	CBA Graduate Student Services	C 107	532-7190
Finances:			
Financial Aid/Scholarships	Student Financial Assistance	F 104	532-6420
College of Bus. Scholarships	Student Services	C 107	532-6180
Part-time employment	Job Bulletin Board	Union	First Floor
	OR Departmental Offices		
	OR Career & Employ. Services	HZ 101	532-6506
Tuition/Fees	Cashier's Office	A 212	532-6317
Other:			
Careers, CO-OP Programs, Internship, Resumes, Interview	Acad. & Career Info. Center	HH 14	532-7494
	Career and Employment Services	HH 101	532-6506
	OR Departmental Offices		
Shuttle Service for physically limited	Services for students w/physical limitations	HH 201	532-6441
Personal Counseling	University Counseling Services	L 232	532-6927
Parking Tickets	KATS/Parking Services	ED 108	532-7275
Study Abroad	Office of International Programs	F 304	532-5990
Health Problems	Lafene Health Center	LHS	532-6544
	<i>After hours, go directly to Mercy Health Center, 1823 College Ave.</i>		
Readmission and Residency	Admission's Office	A 119	532-6250

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.k-state.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 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.

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, ACCTG) each semester. There are seven quantitative courses in BAPP and at least four in each major field.

Complete the BAPP program 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 45-60 BAPP hours and your K-State cumulative GPA is 2.50 or above (3.0 for Accounting). Your ADT must be filed by the time you accumulate 60 credit hours or you will be dismissed from the College of Business Administration. Transfer students must wait until at least 12 K-State credit hours have been completed.

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.