

GENERAL INFORMATION

A/PASS/F SYSTEM

Students may enroll in certain courses on a non-graded basis. The purpose of the non-graded option is to allow the student to explore courses outside of the major field without risk to your grade point average. Students should be cautious when considering this option and should consult with their Academic Advisor prior to enrollment.

The University requires that at least 5/6 of the credit hours taken at K-State and presented toward a bachelor's degree must be graded hours. Therefore, students may submit non-graded hours for graduation up to and not exceeding 1/6 of the total number of hours required for a bachelor's degree OR 1/6 of the credit hours taken in residence at K-State.

Courses in CBA curriculum eligible for A/Pass/F option for undergraduate business students are the following:

1. Upper division courses (300 and above) that satisfy restricted electives in Humanities, Natural Sciences, Quantitative, and Social Science
2. Unrestricted Electives

Students may not use A/Pass/F for the following situations:

1. First semester freshman
2. Students on academic warning
3. Free electives if courses are satisfying dual curricula requirements
4. Electives in communications, economics, or major field
5. Courses specified by number or name in degree requirements
6. Lower level (below 300) restricted elective requirements

Note: Once a course grade is recorded as a "P", the grade cannot be changed to a letter grade at a later time, except by Retake.

ADDING / DROPPING COURSES / WITHDRAWAL

ADD/DROP—It is always a good idea to consult with your Academic Advisor prior to adding or dropping classes, but not required. No CBA advisors signature required for adding or dropping a course. See the Calendar section for dates and eligibility, KATS section for further details on how to use KATS (only available for a certain period of time). Adding or dropping classes may require that students process the Add/Drop forms through the Enrollment Center, 210 Willard Hall.

Withdrawal from the University—Requires a meeting with your Academic Advisor.

BUSINESS MINOR

The minor in Business is open to non-business majors only. Students who desire to complete the business minor will need to graduate from another K-State college (i.e. AG, AS, EN, HE, TC), achieve a grade of C or better in each of the five courses that comprise the minor listed below. At least three of the five business courses required for the business minor must be taken at K-State. Students are responsible for meeting the

prerequisites for the business courses in the minor program.

Title			Credit Hours
<input type="checkbox"/> ACCTG 231	Acctg. for Bus. Operations	Pr.: MATH 100, 30 credit hours	3
<input type="checkbox"/> ACCTG 241	Acctg. for Invest. & Finan.	Pr.: ACCTG 231	3
<input type="checkbox"/> MANGT 420	Management Concepts	Pr.: 60 credit hours	3
<input type="checkbox"/> MKTG 400	Marketing	Pr.: ECON 110, ECON 120, 60 credit hours	3
<input type="checkbox"/> FINAN 450	Principles of Finance	Pr.: ECON 120,(STAT 350, 330, 320), ACCTG 231	3

CALENDAR (ACADEMIC)

The academic calendar details all activities at K-State that involve academic entities (i.e. semester start and end dates, final exams, holidays, add and drop dates, etc.). See Academics section on the K-State webpage or <http://courses.k-state.edu/>

CHANGING OR ADDING MAJORS

Consultation with your Academic Advisor is recommended.
Start with Student Services – 107 Calvin Hall to start the process.

CLASSIFICATION OF STUDENTS

An entering high school graduate with less than 30 semester hours accumulated credit is classified as a freshman. A student is advanced to a higher classification upon successful completion of sufficient credit hours to meet the requirements as listed below:

Freshman	Sophomore	Junior	Senior
Less than 30 cr. hrs.	30 credit hours	60 credit hours	90 credit hours

COURSE DESCRIPTIONS

The following course description key explains the system used for courses listed throughout the Undergraduate Catalog.

Sample Course Description

◆GEOG 321. Environmental Geography II. (4) I, II. A basic physical geography course emphasizing the geosphere and hydrosphere, including processes, patterns, and physical background for related issues such as natural hazards and human modification of physical conditions. Introduces remote sensing and the use of topographic maps in environmental study. Three hours lec. and one two-hour lab per week.

Pr.: Environmental Geography I.

- The diamond (◆) indicates the course has been approved for university general education program credit.
- The three to five letters (GEOG) denote the department in which the course is offered (in this case, Geography).
- The three digits of the course number (321) represent the level of the course.

- Course title (Environmental Geography II)
- The number in parentheses (4) following the course title indicates the units of credit (credit hours) given for the course.
- The (I, II, S), and/or intersession following the course title indicate the semester, or semesters, each course is usually offered; I stands for fall semester, II for spring, S for summer semester, and intersession for the term between semesters.
- The abbreviation (Pr.) indicates prerequisites for the course. In the sample course, students would be required to have completed Environmental Geography I before enrolling.
- Some courses may allow or require concurrent enrollment in other courses. This is indicated by the abbreviation (Conc.)

Reference number

(i.e. 01234) The five-digit number, automatically reassigned each semester, designates a course section. This is found in the Course Schedule <http://courses.k-state.edu/>

Course Level

Course #	Description
000-099	An undergraduate course in which no credit is granted toward degree requirements.
100-299	An undergraduate lower-division course, designated as a freshman- or sophomore-level course.
300-499	An undergraduate upper-division course, designated as a junior- or senior-level course
500-699	An undergraduate upper-division course, primarily designated as a junior- or senior-level course. Courses numbered 500-599 may be taken for graduate credit only in a graduate student's minor field. Courses numbered 600-699 may be taken for credit in a graduate student's major field.
700-799	An undergraduate upper-division or graduate course, primarily graduate-level course.

COURSE SUBSTITUTIONS

Course substitutions are exceptions handled on a case-by-case basis and should be validated in consultation with your Academic Advisor. Many course substitutions from other two year and four year colleges have already established through the Office of Admissions Equivalencies database. The K-State transfer equivalencies website contains many course equivalencies and explanations, http://www.k-state.edu/admit/tran_info.html/

CREDIT BY EXAMINATION

Students that take the College Level Examinations Program Tests (CLEP) or Advanced Placement Tests (AP) are required to have the results sent to the K-State Office of Admissions for review and credit recommendation.

DUAL DEGREES, SECONDARY MAJORS, MINORS, & CERTIFICATES

Please consult the K-State Undergraduate Catalog for complete information, <http://courses.k-state.edu/catalog/undergraduate/>.

Dual degrees, secondary majors, minors (only outside of the CBA), and certificates may be earned simultaneously while completing a degree through the CBA. Consultation with your Academic Advisor is recommended to conduct a long range plan and to ensure graduation in a reasonable time frame. Popular minors of business students include Economics, Leadership Studies, and Modern Language (ie. Spanish).

GRADES & GPA

K-State uses the following grade designations:

A = 4 points for excellent work; B = 3 points for good work; C = 2 points for fair work; D = 2 points for poor work; F = 0 points for failure, (must be retaken if required for major) See the K-State Undergraduate catalog under Grades for explanations of other grades, (i.e. I, P, Cr, NC, NR, W and XF).

How to calculate my semester K-State Grade Point Average (GPA):

To calculate your GPA – divide the number of grade Points by the Credit Hours of work attempted, $GPA = (Points/Credit\ Hours)$. See the following example.

<u>Class</u>	<u>Grade</u>	<u>Points</u>	<u>Credit Hours</u>
College Algebra	C	3 x 2 = 6	3
Psychology	A	3 x 4 = 12	3
Public Speaking	B	2 x 3 = 6	2
Intro Philosophy	D	3 x 1 = 3	3
General Chemistry	B	3 x 3 = 6	3
=====			
Total		33 points	14 credit hours
GPA = 33 / 14 = 2.357			

GRADUATE STUDY BY SENIORS

Students interested in graduate study in the CBA (MBA and MAcc) should consult their Academic Advisor and the Graduate Studies in Business office (107 Calvin Hall) 532-5897) for complete details and requirements.

GRADUATION CLEARANCE

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 term should complete the form during the spring semester. Prior to pre-enrolling for your last semester, consult with your Academic Advisor to confirm your hours remaining for graduation.

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.

HOLDS

Holdings must be removed before enrollment or changes to your schedule can occur. Holdings have to be removed by the dept that placed the hold on your record. See also KATS section for further details on Holds.

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 107 Calvin Hall. The International Overlay Course does not have to be completed at K-State.

INTERNSHIPS

Internships are not required for CBA majors but should be considered especially if related work experience or career direction is needed. Information on available internships can be obtained from Career and Employment Services, CBA departments and faculty, or direct personal contact with businesses. To receive credit for internships, consult Career Employment Services in 101 Holtz Hall, 532-6506.

KATS (K-State Access Technology System) <http://kats.k-state.edu/>

KATS is an interactive system that gives you access to your academic information and allows you to manage some of your university business. For example, you are able to enroll, change your schedule, update addresses; and view your grades, semester schedule, holds, account status, DARS and other information. KATS can also be accessed via the web directly from the K-State webpage <http://www.k-state.edu/>.

Please refer to the Frequently Asked Questions about KATS if you have questions. See <http://kats.k-state.edu/>, then Frequently Asked Questions about KATS hyperlink.

K-State *KATS Main Menu*

Enrollment	General Inquiry	Grades
Enroll	Address/Phone	Semester Grades
Enroll Availability	Change PIN	Academic Progress
Enroll DCE	General Information	DARS
Semester Schedule	Holds	Graduate Program of Study
Admission	MarketPlace	Financial Aid
Graduate	Student Account	Status
Undergraduate		

Log Off

K-State

PRE-ENROLLMENT

October/November and March/April are designated periods when you can pre-enroll for the next semester's classes.

Enrollment Procedures

1. Each student will receive an e-mail sent to their K-State e-mail address concerning instructions/procedures for pre-enrollment. READ e-mail carefully and determine appropriate option for advising. Follow procedures carefully as described in the e-mail.
2. Schedule and attend the advising session well in advance of your individual enrollment date. Appointments can be made in-person (107 Calvin Hall), or by telephone (785-532-6180), or online through the CBA STAR system (www.cba.ksu.edu/star). If you choose not to see your Academic Advisor, you may use the electronic waiver in the CBA STAR system (www.cba.ksu.edu/star). Once this process (enrollment flag) has been completed you will be cleared for enrollment.
3. To make the most efficient use of your advising session please come prepared:
 - Bring CBA Student Handbook
 - Consult Course Schedule, at: <http://courses.k-state.edu/>.
 - Develop a tentative list of classes you wish to take
 - Double-check to see that you have completed course prerequisites. Prereqs. are strictly enforced by the CBA departments.
4. Select classes and build a schedule
5. Complete enrollment process through KATS, by telephone or by taking completed enrollment form in person to the Enrollment Center, 210 Willard Hall.

****** STUDENTS WHO ENROLL IN MULTIPLE SECTIONS OF THE SAME CLASS WILL BE ADMINISTRATIVELY DROPPED FROM ALL BUT ONE SECTION.** Students who enroll in more than 18 hours per semester must have permission from their Academic Advisor.

****** IF YOU ABUSE THE ENROLLMENT SYSTEM WE WILL SIMPLY SELECT SECTIONS AND DROP YOU WITHOUT GIVING YOU THE OPPORTUNITY TO DECIDE WHICH CLASSES YOU WANT.**

KATS -- Log on <http://kats.k-state.edu/>, then click on enroll at or after your assigned time.

KATS Telephone -- 785-532-6321 on or after your assigned time.

In Person -- Enrollment Services, 210 Willard Hall on or after you assigned time.

PRE-PROFESSIONS PROGRAMS (HEALTH, LAW)

Pre-Health – As careers in health professions continue to be plentiful, applicants to the professional training programs become more numerous and requirements for admission become more stringent. One of the universal requirements is a high GPA. Academic prerequisites for successful application to health professions schools and programs are different for each profession and vary from program to program within individual professions. A bachelor's of science degree in business administration provides an excellent background for health professions school. Students interested in health

professions school should consult with their CBA advisor and the pre-Health advisor in the College of Arts and Sciences prior to the junior year (113 Eisenhower Hall, 532-6900)

<http://www.k-state.edu/artsci/phpp/>

Pre-Law – The study of law attracts a number of CBA students and graduates. Admission requirements vary among law schools, but typically include a bachelor's degree and the LSAT (Law School Admissions Test). A bachelor's of science degree in business administration provides an excellent background for law school. Students interested in law school should consult with their CBA advisor and the pre-law advisor in the College of Arts and Sciences prior to the junior year (112 Eisenhower Hall, 532-6904)

<http://www.k-state.edu/artsci/prelaw/>

REINSTATEMENT PROCEDURES

Dismissed Students will be reinstated to K-State through the CBA only when approved for reinstatement by the Academic Standards Committee of the college. Students must wait at least two semesters (a full academic year, summer term is not counted) before they will be considered for reinstatement. Applicants planning to petition for reinstatement to the CBA must meet with a CBA Academic Advisor before applying for reinstatement. The advisor's assistance should be sought to: Explain the application process, plan class schedule, and estimate grades for the semester which reinstatement is granted to ensure improved academic performance and standing. Students who have not attended K-State for three or more years may be eligible for Academic Fresh Start. Full details are available through CBA Student Services. Reinstatement paper work is required to be completed and returned to 107 Calvin Hall no later than one month prior to the Reinstatement Hearing. Reinstatement hearings are held three times per year, May, July, and January. For specific hearing dates and deadlines please call CBA Student Services at 785-532-6180.

RETAKE POLICY

You may elect to repeat a course at the University. Only the repeated hours and the grade recorded will be figured into the grade point average, except as noted below. On the transcript, parentheses will be drawn around the original grade and an "R" placed beside the retaken course. Retakes apply only to KSU resident credit courses. Retakes cannot be applied to courses transferred from another institution or courses taken by special examination. Courses must be retaken at KSU to affect a student's record. Courses originally taken at K-State must be retaken at K-State to be computed as a retake in your KSU GPA. If a course was originally taken for a letter grade, it may be retaken on an A/Pass/F option, provided it conforms to the regulations of the A/Pass/F option as already stated. If a course was originally taken on an A/Pass/F option, it may be retaken for a grade. Only the retaken grades are recorded, even when the original grade is higher.

There is no limit to the number of times a course may be repeated, but only the first five courses retaken will result in the original grade being disregarded in GPA computation.

All retakes in excess of five will be figured as usual, with no removal of the original grade. Only one retake per course is allowed for grade replacement.

Courses retaken before Fall 1986 will not be used in determining whether five courses have been retaken. Any course retaken after completion of a bachelor's degree shall not affect the credit or the GPA applied to that degree. Courses taken for the third time or more will have all courses averaged for an overall K-State cumulative GPA.

SCHOLARSHIP INFORMATION

Students should contact the CBA Student Services, Departments (ie Accounting, Finance, Management, Marketing) and Student Financial Assistance for scholarships awarded by the CBA and K-State.

- Student Financial Assistance (104 Fairchild Hall, 532-6420)
<http://www.k-state.edu/sfa/scholarships.htm>
- CBA Student Services and Departmental Scholarships (107 Calvin Hall, 532-6180)
<http://www.cba.k-state.edu/departments/prospective/busscholarships.htm>
- Study Abroad Scholarships – Contact your Academic Advisor for details.

Students interested in nationally and internationally competitive scholarships should contact the Nationally Competitive Scholarship Office and consult with the Scholarship advisor in the College of Arts and Sciences (112 Eisenhower Hall, 532-6904)

<http://www.k-state.edu/artsci/scholarship/>

SCHOLASTIC DEFICIENCIES

University Academic Warning

Students will be placed on academic warning if they have earned less than a 2.0 semester or cumulative GPA. Students will automatically be taken off academic warning when both semester and cumulative GPA's reach 2.0 or above.

University Dismissal

Students may be dismissed from the University if they have completed 20 or more hours, been on academic warning the previous semester, and have the following hours and GPA:

Total Hours completed*	K-State GPA
20-29	1.50
30-45	1.75
46-60	1.80
61-75	1.85
76-90	1.90
91-105	1.95
greater than 105	2.00

*The number of credit hours used to determine the appropriate threshold will include transfer hours, all K-State hours attempted, and any miscellaneous hours accumulated. Grades from transfer institutions will not be used in the GPA calculation. Students will not be dismissed if their K-State semester GPA is at least 2.200 on 12 or more graded hours (or the minimum grade point average established by the student's college, if higher).

*Summer and Intersession course work does not change a student's warning status.
Exception: A student who earns less than a 1.0 semester GPA in his or her first semester at K-State will be dismissed. See Reinstatement Procedures page 45.

CBA Warning and Dismissal Policies

The CBA has additional warning and dismissal policies outlined in the Grade Point Average section, see pages 7-8 for complete details.

STUDY ABROAD

K-State and the CBA offer many opportunities for students to gain valuable international experiences by studying abroad. There is a program that will fit any student's pocketbook and curriculum requirements. Students can go for as long as a whole year or as short as over the spring break. Some programs are led by K-State or CBA faculty. CBA students are very adventurous so in addition to the more traditional sites for study abroad such as Europe and Australia, students study in Japan, Taiwan, China, Mexico and South America.

Why Study Abroad? Studying abroad enables students to:

- Gain international experiences and multicultural competencies.
- Experience personal growth and independence.
- Learn or enhance fluency in a foreign language and/or complete all classes for their major in English. Knowing a foreign language is not required.
- Meet students and people from all over the world – great for friendships and networking.
- Do something that stands out on their resume and get an advantage over competition when they start looking for a job.
- Get out of Kansas and have a lot of FUN!

Interested students need to start the planning process well in advance by visiting with their Academic Advisor and the Office of International Programs (304 Fairchild Hall, 532-5990) oiip@k-state.edu, website: <http://www.k-state.edu/oiip>. Students must validate the course work they wish to complete at the foreign university before they leave to ensure that classes will transfer back to K-State and be applicable toward their major. Scholarships for study abroad are available, consult Academic Advisor for details. For information about the CBA Certificate in International Business (CIB), see page 36. Study abroad experience can be utilized to meet K-State - University General Education (UGE) requirements, see page 49. It can also count towards the International Overlay course, see page 43.

WAITLIST PROCEDURES

1. **Non-Business Classes** (Speech, Statistics, Communication Electives, Social Sciences, Humanities, Natural Sciences, Economics, Mathematics):

- Add your name to the waiting list on KATS and stay on it, but also check the course schedule online periodically for openings. **A good time to check is over the summer.** If you see an opening, add the class on KATS. If you do not get in this way, you need to go to class and ask the instructor for permission to get in.

2. **Business Classes** (Management, Accounting, Finance)

- Add your name to the waiting list and stay on it. If you get in you will get an e-mail from the departmental Administrative Assistant with permission to add the class over the summer. These classes **will usually not** open up again, so do not check online for openings and **do not** go to class since the departmental Administrative Assistant are managing the waiting list.
- **Exception:** For **MARKETING** classes, do as for non-business classes explained above.

UNIVERSITY GENERAL EDUCATION (UGE) REQUIREMENTS

Please consult the UGE Website: <http://www.k-state.edu/uge/> for complete information regarding UGE Requirements

The CBA requires 18 credit hours to fulfill the K-State 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(s):	Credit Hours
ECON 110	3 cr. hrs.
ECON 120	3 cr. hrs.
Humanities Course(s):	
Natural Sciences Course(s):	
Communication Course(s):	
Nonbusiness Course(s):	
TOTAL	18 cr. hrs.

Policy for Transfer Students

Students entering K-State, transferring credit from an accredited two-year or four-year institutions are required to complete a minimum number of UGE credit hours at K-State.

The minimum number of UGE credit hours required is based on total number of completed transfer credit hours accepted at K-State. Each transfer student is required to complete a minimum of six credit hours of K-State upper division UGE courses (300 level and above) as specified in the program in which they will graduate.

Number of Completed Transfer Credit Hours Accepted at K-State:	Minimum UGE Credit Hours to be taken at K-State:
0-7	18
8-29	12
30-44	9
45 & above	6

Policy for UGE and Study Abroad

Students who participate in study abroad programs approved by K-State will meet UGE requirements either upon successful completion of K-State study abroad course work or transfer of study abroad course credit accepted by K-State.

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