

## **PURPOSE OF THIS HANDBOOK**

This handbook is designed for your use. As a student in the College of Business Administration at Kansas State University, hereafter referred to as CBA at K-State, you are responsible for knowing the information in this handbook.

Be sure to read and understand the various policies and procedures. If you don't fully understand something, be sure to stop by 107 Calvin Hall – 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, 2006. Students must graduate by June 1, 2013 to remain in the 2006-2007 program of study.**

## **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.

## CBA GRADE POINT AVERAGE (GPA) REQUIREMENTS

**First-time Students** – Students are considered first-time students if they come to K-State with 30 or fewer college credits completed prior to high school graduation (i.e. A.P., College Now, etc).

- Students with less than a 2.3 K-State GPA at 45 credit hours will be dismissed from the CBA.

**Transfer Students** – Students are considered transfer students if they come to K-State and have taken college-level work following high school graduation.

- Transfer students must have a 2.3 transfer GPA to be admitted to the CBA.
- 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 CBA following at least one semester of warning/probation.
- 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 CBA.
- Students MUST declare a major when 60 overall credit hours are completed with a 2.5 K-State GPA on a minimum of 12 K-State hours. If after 60 overall credit hours, their K-State GPA is less than 2.5, they will be dismissed from the CBA.
- Transfer students with more than 60 credit hours MUST declare a major after their first 15 credit hours at K-State.

**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. Only K-State credit hours and GPA are applicable.
- **Accounting:** 3.0 K-State cumulative GPA and maintain 2.5 GPA in ALL ACCOUNTING COURSES (ACCTG-###) in order to graduate), and maintain a 2.0 K-State cumulative GPA 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 and Supply Chain Management, and Human Resource Management:** 2.5 KSU cumulative GPA and maintain a 2.0 K-State cumulative GPA in order to graduate.

**Change of Curriculum from other K-State Colleges (Date of Entry (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 from the CBA.

**I. Readmission Policy on Students Dismissed from the CBA (DOE to K-State Fall 2001 or later)**

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

**II. Reinstated Students**

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

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**K-State GPA, Warnings, and Dismissal Policy**

K-State maintains a minimum performance level policy regarding K-State Semester and Cumulative GPA, University Warnings, and University Dismissals. Please refer to the Scholastic Deficiencies section on Page 46 or consult the K-State Undergraduate Catalog for complete information.

<http://courses.k-state.edu/catalog/undergraduate/>.

## DEGREE TRACK

Admission to a degree track program in Accounting, Finance (3 options), Management (3 options), Management Information Systems (MIS), or Marketing is necessary for graduation. Application for admission to the degree track(s) listed above will be accepted upon completion of a minimum of 45 total hours with a K-State cumulative GPA of 2.5 or above. Declaring the Certificate of International Business (CIB) can be added as early as the first semester. *See Accounting Specifics section below for details on the accounting program requirements.*

### **Degree Track Specifics:**

- Students with 45-60 total credit hours and 2.5 K-State cumulative GPA are eligible to declare major. Complete the Application for Degree Track (ADT) form in Student Services – 107 Calvin Hall. See Accounting Specifics section below for details on the accounting program requirements.
- Students with 60 total credit hours **Must** declare major and should have the majority of BAPP completed. Otherwise must change out of the CBA.
- Transfer students with more than 60 hours must complete 12 credit hours at K-State before they can declare a major.
- Long Range Plan. When you declare your major you should meet with your Academic Advisor to develop a long range plan to meet graduation requirements.

### **Graduation Specifics:**

- To graduate with a Bachelor of Science degree in Business Administration, you are expected to complete a minimum of 126 credit hours (see major for complete details).
- Must have an overall K-State GPA of 2.0 or above and a passing grade (letter grade of D or above) in all required courses. Accounting majors have additional requirements. See Accounting Specifics section.
- Students must complete at least 27 credit hours of upper-level (300 and above) credits hours at K-State to be eligible for graduation after admission to degree track.
- At least 30 semester credit hours must be K-State credit hours.
- 20 of the last 30 credit hours earned must be K-State credit hours.
- 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).
- 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 completed at K-State.

### **Accounting Specifics:**

- Applicants for admission to the Accounting degree track program will be accepted upon completion of a minimum of 45 credit hours with a K-State cumulative GPA of 3.0 or above.
- Students admitted to the Accounting program will be placed on a one semester probation if they fail to make satisfactory progress in their program or fail to maintain a cumulative GPA 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.
- Student dismissed from the accounting program are required to have a 3.0 GPA in ALL Accounting classes in order to return to the accounting program.

## 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 – Academic 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 (located in 107 Calvin Hall) 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 Academic 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

Three ways to make an appointment with your assigned Academic Advisor:

1. In-person – 107 Calvin Hall
2. By telephone – 785-532-6180
3. Online through the CBA STAR system ([www.cba.ksu.edu/star](http://www.cba.ksu.edu/star)).

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, same day appointment, and business orientation classes.

We encourage students to utilize their resources and become more informed (i.e. CBA Undergraduate Student Handbook, K-State University Catalog, CBA Website, K-State Webpage, K-State Online Advising site, Course Schedule, and other campus resources) before seeking assistance.

Academic Advisors will correspond mainly with CBA students through their K-State 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 K-State account, it is your responsibility to have mail forwarded from your K-State 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:***

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

### ***Responsibilities of the Faculty Mentor:***

- Provide students with advice, guidance, and counsel in their chosen professional career.
- Share professional experiences and serve as a sounding board for students' thoughts and topics.
- Serve as a good source of recommendation for future employment, graduate school applications, and other chosen career options.
- 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.
- Serve as a medium for increased intellectual stimulation that would last a lifetime.
- Critique student resume and other job seeking opportunities to assist students with the best possible 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	107 Calvin Hall
Accounting	532-6184	109 Calvin Hall
Finance	532-6892	117D Calvin Hall
Management/MIS	532-6296	101 Calvin Hall
Marketing	532-6008	201 Calvin Hall

Faculty profiles can be accessed through the CBA website:

<http://www.cba.k-state.edu/faculty/alpha.htm>

## **Academic Advising Sessions**

Described below are three transition periods that all students experience as they go through their academic program. During the advising sessions the student and advisor will focus on some key topics and areas within these transition periods (the list is not exhaustive).

### **1. Transitioning to College**

#### **Freshman and Sophomore Years**

- Adjusting to college which includes learning about K-State's campus resources, academic offerings, structure, policies and student life.
- Completing classes in the BAPP program.
- Identifying who you are and what you want to do.
- Exploring career options.
- Exploring the different majors in CBA.
- Making decisions that are right for you.
- Taking advantage of different resource offices available at K-State (i.e.) Academic & Career Information Center (ACIC), Academic Assistance Center (ACC), Majors Fair, Study Abroad Fair, BAPP (Business Administration Pre-Professional) club.
- Getting involved in extra-curricular and leadership activities.
- Academic standing and GPA.
- Learning about scholarships.
- Filing ADT (Application to Degree Track) after completing a minimum of 45 – 60 credit hours.
- Completing long range academic plan(s).

### **2. Transitioning through College**

#### **Sophomore and Junior Years**

- Completing major classes.
- Maintaining good academic performance.
- Declaring major and visiting with Faculty mentor for major and career guidance.
- Exploring and applying for internships - Career & Employment Services (CES).
- Studying abroad – Office of International Programs.
- Extra-curricular activities – joining major business clubs
- Networking with students, faculty, prospective employers, family and friends.
- Completing/revising long range academic plan(s).

### **3. Moving on from College**

#### **Senior Year**

- Maintaining good academic performance.
- Maintaining extracurricular involvement.
- Job search - Career & Employment Services (CES)
- Guidance from Faculty mentor
- Networking
- Apply for post-graduate schools

# ADVISOR / ADVISEE EXPECTATIONS

## Expectations of the Advisor

### **The Advisor...**

- Will become acquainted with his/her advisees.
- Will establish and adhere to reasonable office hours.
- Will be knowledgeable of the different interests of both traditional and non-traditional students and to adapt the advising accordingly.
- Will understand the College's structure and its academic policies on such things as drop/add slips, financial aid, cooperative education, and academic grievances.
- Will be familiar with the variety of campus offerings.
- Will be aware of specific degree requirements and liberal arts requirements.
- 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.
- Will be interested in his/her welfare.

## Expectations of the Advisee (Student)

### **The Advisee...**

- Will consult with the advisor when necessary and at least quarterly.
- Will seek assistance with the decisions to be made rather than expect the advisor to make the decisions.
- Will make an appointment for such counseling during regularly stated office hours when possible.
- 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.
- Will openly discuss academic and career related needs as they develop.
- Will be prepared for the appointment and will bring appropriate materials.
- Will follow through with appropriate action after the advising session.
- Will seek additional counsel from other sources when appropriate.

## STUDENT RESPONSIBILITIES

Transfer credits from another institution will be evaluated by Student Services. You should review your transfer credit evaluation with your Academic 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 obtain prior approval from Student Services so you can be sure these courses will count toward graduation. For Transfer Equivalency Information visit the admissions website: [http://www.k-state.edu/admit/tran\\_info.html](http://www.k-state.edu/admit/tran_info.html)

Notify the Student Services Office (107 Calvin Hall, 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. See also the Pre-Enrollment section, page 44.

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 Student Handbook, Undergraduate Catalog, and curriculum flowcharts to make a tentative list of classes and questions BEFORE seeing your Academic Advisor.

Prerequisites are required to be followed and understood. Prereqs. are outlined in the CBA Student Handbook, Undergraduate Catalog, and curriculum flowcharts found on K-State Online. All CBA departments strictly enforces prereqs. to ensure the integrity of the CBA program.

Consult with your Academic Advisor at least once a semester about, progress toward completion of BAPP/degree requirements, GPA, academic probation/dismissal, graduation requirements, and other items of concern.

Take at least one quantitative class (MATH, STAT, CIS, MIS, ACCTG, ECON) each semester.

Complete a majority of the BAPP requirements 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 CBA. 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, make a graduation check appointment with your Academic Advisor in Student Services to confirm remaining requirements for graduation

## STUDENT SERVICES AT K-STATE

The CBA Student Services Office is located in 107 Calvin Hall (532-6180) and is always your first resource on campus. Students can also contact the CBA Student Services Office at: [cbastusv@k-state.edu](mailto:cbastusv@k-state.edu). The K-State webpage at <http://www.k-state.edu> contains the university's complete listings of resources under Directories.

<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	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	Academic Assistance Center	HH 101	532-6492
Enrolling	KATS/Enrollment Center	W 210	532-6321
Transferring credits	CBA Student Services	C 107	532-6180
Withdrawal from all classes	CBA 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	CBA Student Services and	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
<b>Finances:</b>			
Financial Aid/Scholarships	Student Financial Assistance	F 104	532-6420
CBA Scholarships	CBA Student Services	C 107	532-6180
Part-time employment	Job Bulletin Board	UN	First Floor
	Departmental Offices or		
	Career & Employ. Services or	HZ 101	532-6506
Tuition/Fees	Cashier's Office	A 212	532-6317
<b>Other:</b>			
Careers, CO-OP Programs,	Acad. & Career Info. Center	HH 14	532-7494
Internship, Resumes, Interview	Career & Employment Services or CBA Departmental Offices	HH 101	532-6506
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>Note: After hours, go directly to Mercy Health Center, 1823 College Ave.</i>			
Readmission and Residency	Admission's Office	A 119	532-6250