

College of Business Administration

Contact Information:

Campus Location: 1111 University Hall (UH): Academic Student Services
 (312) 996-2700
business.uic.edu, Undergraduate Programs: <https://businessconnect.uic.edu>

Administration:

Interim Dean, Sandy Wayne
 Undergraduate Programs: Assistant Dean, Liz Sady
 Departments: Accounting, Finance, Information and Decision Sciences, Managerial Studies (includes Entrepreneurship and Human Resource Management), Marketing, and Real Estate Studies

Introduction

The College of Business Administration transforms student potential into success. We provide a proven, research-based education, real-world skills, and professional experiences that add up to exciting career opportunities. For the past four years *U.S. News & World Report* has ranked the University of Illinois Chicago College of Business Administration the #1 business program among accredited undergraduate business programs in Chicago.

The ranking places UIC among the top 15 percent of the 467 programs accredited by the Association to Advance Collegiate Schools of Business (AACSB), the primary accreditation organization for business schools. Over 2,500 undergraduate students annually pursue degrees in eight areas:

- accounting
- entrepreneurship
- finance
- human resource management
- information and decision sciences
- management
- marketing
- real estate studies

UIC Business also offers a Bachelor of Business Administration degree-completion program that is offered both on campus and online. More information about this program can be found in the *Bachelor of Business Administration* section. UIC's proximity to the urban business community in Chicago connects students to Chicago's living classroom and provides constant contact with the college's 33,000 alumni.

The undergraduate program's diverse student body and rigorous programs help students develop the skills they need to become business leaders of the future. The knowledgeable faculty and the quality of their research and scholarly work are evidenced by publications in the leading journals in their fields.

The curriculum includes core courses in all functional areas of business, and supporting course work in mathematics, communications, statistics, and information systems. UIC's program allows graduates to go on

to pursue management and leadership positions in business and nonbusiness settings, or start and own their own businesses. The undergraduate program provides students with the skills necessary for a successful career in business and is also an excellent preparation for graduate training in business, law, or any business-related discipline.

UIC Business provides a proven education that is enhanced through academically challenging coursework, innovative theoretical and applied research, active professional development programs, a full-service Business Career Center, and an array of research and outreach centers.

Accreditation

The College of Business Administration is accredited by AACSB International—The Association to Advance Collegiate Schools of Business. AACSB International accreditation represents the highest standard of achievement for business schools worldwide. Institutions that earn accreditation confirm their commitment to quality and continuous improvement through a rigorous and comprehensive peer review. The accreditation ensures that the business program delivers a robust business education. AACSB accreditation is the hallmark of excellence in management education.

Degree Requirements

To earn a College of Business Administration degree from UIC, students need to complete university, college, and department degree requirements. General university and college degree requirements for all College of Business Administration students are outlined below. Students should consult the academic department section for major course requirements.

Semester Hour Requirement

The College of Business Administration minimum semester hour requirement is 120 semester hours for all degree programs.

Major	School	Degree Conferred	Total Hours
Accounting	Accounting	BS in Accounting	120
Entrepreneurship	Managerial Studies	BS in Entrepreneurship	120
Finance	Finance	BS in Finance	120
Human Resource Management	Managerial Studies	BS in Human Resource Management	120
Information and Decision Sciences	Information and Decision Sciences	BS in Information and Decision Sciences	120
Management	Managerial Studies	BS in Management	120
Marketing	Marketing	BS in Marketing	120
Real Estate	Stuart Handler Dept of Real Estate	BS in Real Estate	120
BBA Degree Completion Program (Online or Campus) ^a	College of Business Administration	Bachelor of Business Administration	60 + 60

a *The Bachelor of Business Administration online program follows a different curriculum. More information can be found in the [Bachelor of Business Administration](#) section.*

General and Basic Course Requirements

Students should take ENGL 160 and ENGL 161, the courses of one of the mathematics tracks, and ECON 120 as early as possible, since this course is a prerequisite for some business core courses.

Code	Title	Hours
Required Courses		
Business Administration Professional Development		
BA 100	Introduction to Professional Development ^a	1
BA 101	Business First-Year Seminar ^a	0
BA 220	Business Professional Development II ^a	1
BA 320	Civic Engagement ^a	1
BA 420	Professional Presence ^d	3
English		
ENGL 160	Academic Writing I: Writing in Academic and Public Contexts	3
ENGL 161	Academic Writing II: Writing for Inquiry and Research	3
Mathematics		
Select one of the following Tracks:		10
Track I ^c		
MATH 125	Elementary Linear Algebra ^b	
MATH 165	Calculus for Business ^b	
Track II ^c		
MATH 160	Finite Mathematics for Business ^b	
MATH 165	Calculus for Business ^b	
Economics		
ECON 120	Principles of Microeconomics	3
ECON 121	Principles of Macroeconomics	3
Communication		
COMM 100	Fundamentals of Human Communication	3
BA 395	Assessment Experience	0
Total Hours		25-28

a *BA 100, BA 220, and BA 320 are one-semester-hour courses that are required for graduation for students who start as first year students and transfer students who enter with less than 24 hours. BA 101 is a zero-semester-hour course for all incoming first year students in the College of Business Administration. The course will be required in the first semester as part of the cohort program. It will fulfill the first year experience, as well as create opportunities for student academic and co-curricular programming.*

b *Minimum grades of C must be earned in these courses.*

c *Students should select the mathematics track that matches their preparation and career goals. Students with credit for MATH 180 and MATH 181, or one higher-level math course (MATH 210, MATH 220, MATH 310, MATH 320, MATH 410, MATH 411, MATH 425), will have fulfilled the math sequence.*

d *Required for students who enter the College of Business Administration as transfer students.*

University General Education Requirements

Students must satisfy the university's General Education requirements by taking classes from various subject areas. The requirement in some of these subject areas may be fulfilled through the required courses listed above. For the categories with additional hours, students should consult the [General Education](#) section of the catalog for a list of courses in each category.

Code	Title	Hours
Subject Area		
Analyzing the Natural World course ^a		
Exploring World Cultures course		
Understanding the Creative Arts course		
Understanding the Individual and Society course ^b		
Understanding the Past course		
Understanding U.S. Society course ^c		

a *MATH 125, MATH 160, and MATH 165 listed in the preceding General and Basic Education Requirements, as well as MATH 180 and MATH 181, are approved General Education Core courses for the Analyzing the Natural World General Education requirement. Students must take one additional course in this category.*

b *COMM 100 satisfies the Understanding the Individual and Society course requirement.*

c *ECON 120 satisfies the Understanding U.S. Society course requirement.*

Electives

Music skills courses cannot count in this category.

Code	Title	Hours
Courses		
Select 3-8 hours of electives. The number of required elective hours is determined by the degree program, mathematics track, general education courses selected, and the hours of each required business course. Students in the Accounting degree program must take enough electives to reach 45 hours of General Course Requirements. Students in the Entrepreneurship, Finance, HRM, Information Decision Sciences, Management, Marketing and Real Estate Studies degree programs must take enough electives to reach 48 hours of General Course Requirements. Music skills courses will not count in this category		3-8

Students contracted in the ROTC program may only utilize hours of 200-, 300-, and 400-level Military Science (MILS) and Naval Science (NS) courses towards hours of electives required for the seven Bachelor of Science degrees in the College of Business Administration and the Bachelor of Business Administration degrees. MILS courses approved for general education are excluded from this limitation. In addition, CBA will allow a maximum of 3 semester hours of credit for MILS/NS courses at the 100 level and an additional 1 hour of credit in basic military science for a minimum of six months of extended active duty in any branch of the armed forces of the United States.

Total Hours	3-8
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Code	Title	Hours
Total Hours for General and Basic Education Requirements		45-48

Business Course Requirements

Code	Title	Hours
Business Core—Required Courses^a		
Accounting		
ACTG 210	Introduction to Financial Accounting	3
ACTG 211	Introduction to Managerial Accounting	3
Business Administration		
BA 200	Business Communication	3
Finance		
FIN 300	Introduction to Finance ^b	3
Information and Decision Sciences		
IDS 200	Intro to Management Information Systems	4
IDS 270	Business Statistics I	4
IDS 355	Operations Management	3
Management		
MGMT 340	Introduction to Organizations	3
MGMT 350	Business and Its External Environment	3
Marketing		
MKTG 360	Introduction to Marketing	3
Total Hours		32

Code	Title	Hours
Business Core—Selective Courses		
Advanced Quantitative Skills^f		
Select one of the following: ^c		3
ECON 300	Econometrics (option for ACTG, ENTR, HRM, MGMT, and RES majors)	
FIN 330	Quantitative Methods (required for finance majors)	
IDS 371	Business Statistics II (required for IDS majors, option for ACTG, ENTR, HRM, MGMT, and RES majors)	
MKTG 462	Marketing Research (required for marketing majors who started at UIC Fall 2020 and after)	

Global Business Perspective	
Select one of the following: ^d	3

ACTG 484	International Accounting	
ECON 333	International Economics	
ENTR 435	International Entrepreneurship	
FIN 442	International Corporate Financial Management	
MGMT 460	Managing Globally	
MKTG 469	Global Marketing	
Integrative Course—Competitive Strategy		
Select one of the following: ^e		4
IDS 495	Competitive Strategy	
MGMT 495	Competitive Strategy	
Total Hours		10

Code	Title	Hours
Total Business Core Hours		42

- a *Required Business Core courses cannot be taken as Business Electives or Major Electives. Global Business Perspectives are the only Business Core Selective courses that are approved to apply as Business Electives.*
- b *Students admitted prior to Fall 2021 may choose either the new requirements or those in effect at the time the students were admitted, including FIN 301 and FIN 302. See [archived catalog](#) for older requirements.*
- c *Students MUST check their degree audits (with proper catalog year) to know which Advanced Quantitative Skills course they are eligible to take. Not all students have the option of taking all of these courses. Students should consult their academic advisor if they are uncertain about their course requirements. No exceptions will be made.*
- d *Students may also use an approved Study Abroad or International Exchange to satisfy this requirement. BS in Management students must take MGMT 460.*
- e *These courses have the same prerequisites—senior standing and completion of all other Business Core courses. Students are required to take the Integrative course at UIC. It may be taken in any department, not necessarily in the student's major.*
- f *Only one course taken in the Advanced Quantitative selectives will apply to a student's Business Core curriculum. Additional courses taken in this area will count as general elective credit toward the degree.*

Code	Title	Hours
The Major and Business Electives		
Select a major from the following areas:		30-33
Accounting, Entrepreneurship, Finance, Human Resource Management, Information and Decision Sciences, Management, Marketing, and Real Estate. The major consists of 30–33 hours of major courses and business electives. The exact number of business electives varies by department.		
Total Hours		30-33
Code	Title	Hours
Total Hours—Business Course Requirements		72-75

Other Course Requirements

Business Administration Course Requirements

All entering freshmen in the college must successfully complete BA 101 during the fall semester. This first year experience course is designed to help students successfully transition from high school to a university environment. BA 101 includes an introduction to study strategies and techniques as well as an orientation to resources available at UIC. Students will be given an overview of the CBA degree programs and careers in business. Additionally, this course provides ample opportunities to connect with other students, faculty, staff, and organizations and activities on campus. BA 100 introduces students to professional development and learning to embrace their authentic professional presence academically and professionally and should be taken in the first year. In their second year, students must successfully complete BA 220. BA 220 is intended to develop "professional presence"—the verbal and nonverbal skills necessary to excel professionally. In either semester of their third year, students must successfully complete BA 320. The primary goal of BA 320 is to understand and practice the value of serving the community through civic engagement. A secondary goal of the class is to learn and practice building effective teams.

Foreign Language Requirement

The College of Business Administration requires at least two years of a single foreign language in high school with minimum grades of C as a criterion for admission. Students admitted with a deficiency in this area must take two semesters of a single foreign language or American Sign Language at the college level with minimum grades of C or prove proficiency in a foreign language. Foreign Language courses taken to fulfill an admission requirement deficiency will not be counted toward the degree.

Students should plan to submit proof of completing the requirement to their academic advisor.

The Foreign Language Requirement is considered complete if a student:

- Provides an unofficial high school transcript that shows completion of two or more years of the same foreign language in high school with grades of C or better.
- Proves fluency in a language other than English verified by:
 - Placing into 103-level foreign language course (or higher) at UIC via the UIC Placement Exam
 - Showing proof of having earned the Illinois State Seal of Biliteracy
 - Earning an 8/12 on the New York University Proficiency Test (at student's expense)
- Is a non-native speaker of English, such as:
 - An international student from a non-English speaking country, verified by government-issued documentation showing name, date of birth, date of entry into the U.S., and country of origin (passport, visa, green card)
 - A student from a non-English speaking country who enters the U.S. for the first time after 12 years of age (other than on a temporary visitor's visa), verified by government-issued documentation showing name, date of birth, date of entry into the U.S., and country of origin (passport, visa, green card)
 - A student who completed high school in a non-English speaking country, verified by an unofficial high school transcript noting study in a country where English is not the dominant language

- Completes up to the 102-level course in a single foreign language. (Example, student completes SPAN 102 with a minimum grade of C.)

General Education Core

General Education at UIC is designed to serve as a foundation for lifelong learning. Students are required to complete a minimum of 24 semester hours in the General Education Core with at least one course from each of the following categories:

- Analyzing the Natural World
- Understanding the Individual and Society
- Understanding the Past
- Understanding the Creative Arts
- Exploring World Cultures
- Understanding U.S. Society

For a description and a list of courses for each General Education Core category, students should consult the [General Education](#) section of the catalog. Information on meeting the General Education requirements for each College of Business Administration degree program is detailed in the previous section on General Course Requirements.

General Education Proficiencies—University Writing Requirement

ENGL 160 and ENGL 161 are degree requirements.

Mathematics Requirements

Business students must register for a mathematics course every semester beginning with their first semester of enrollment until one of the required mathematics tracks has been completed. After completing the required math courses, students must enroll in Business Statistics (IDS 270). Some students may be required to take prerequisite math courses prior to enrolling in the required math courses.

Other Requirements

Course Work Limitations

Courses that duplicate previous course work do not count toward graduation, nor do courses in which failing grades are received. Furthermore, credit earned in the following courses does not count towards graduation:

Code	Title	Hours
BA 101	Business First-Year Seminar	
BA 289	Business Internship Program I	
ENGL 150	Introduction to Academic Writing for Nonnative Speakers of English	
ENGL 151	Introduction to Academic Writing	
MATH 090	Intermediate Algebra	

Kinesiology courses above the 250 level and that are approved for General Education requirements and KN 251 are accepted.

Foreign Language courses taken to fulfill a deficiency in the CBA foreign language additional graduation requirement will not be counted in the total degree hours needed for graduation. Students who take foreign language courses that do not fall into the foreign language requirement category can use these courses to fulfill general elective credit requirements.

Courses offered under the English Language and Support for Internationals (ELSI) subject

The only exception is that students may earn 3 semester hours of credit in ENGL 150 or ENGL 151 and a waiver of ENGL 160 if written authorization is received from the Department of English. BA 100, BA 220, BA 289, BA 320, all ESL courses, MATH 090, and Academic Skills Program courses do not carry academic credit and will not be used in computing the grade point average, but will be used for the purpose of determining full- or part-time status, and for financial aid eligibility.

Grade Point Average (GPA) Requirement

In addition to meeting all university requirements for the degree, students must earn a minimum cumulative GPA of 2.00/4.00 in each of the following to qualify for graduation:

- all courses taken at the University of Illinois Chicago
- all courses (UIC and transfer) counted toward the degree and
- in the major.

Graduation Declaration/Filing to Graduate/Degree Completion

In order to graduate, students must submit an Intent to Graduate form through [my.UIC](#). The form is due at the end of the third week during fall and spring semesters and at the end of the second week of Summer Session 2 during the summer semester. Students who submit an Intent to Graduate will receive a message via their UIC email account, verifying whether they are cleared to graduate upon successful completion of the current term. Students who fail to submit an Intent to Graduate form should contact their academic advisor for assistance.

Students completing all degree requirements for their declared major will need permission from their college to enroll in additional undergraduate courses. See the [University Degree Requirements](#) section of the catalog for a complete description of this policy.

Enrollment Residence Requirement

The following college enrollment residence requirements apply to all CBA students:

- At a minimum, 60 semester hours are required at the University of Illinois Chicago or any other accredited four-year college or university. The enrollment residence requirements must also be met.
- 30 hours of course work must be taken in enrollment residence at UIC.
- At least two-thirds of the credit required for a departmental major must be completed at UIC.

Ethics Requirement

All students are required to demonstrate understanding of business ethics through completion of an online ethics examination or by taking an ethics course offered in the CBA.

Assessment Requirement

To ensure the quality of the academic program and to assist in continuous improvement efforts, all students must participate in one assessment activity during their capstone course, prior to graduation. Students will register for a non-credit course (BA 395) to complete this requirement.

Computer Requirement

Business students are required to have a laptop computer that can run the latest versions of Microsoft Windows and Office and has Wi-Fi or wireless Internet access.

College Policies

Academic Load

To be considered a full-time student during the fall and spring semesters, a student must be registered for a minimum of 12 semester hours. For Summer Session 1 (Four-Week) and Summer Session 2 (Eight-Week), UIC considers a total of 6 semester hours as the minimum number necessary to constitute full-time enrollment. A maximum of 18 semester hours may be taken in a semester (12 hours between the two summer sessions). To complete a CBA degree within four years, a student must take an average course load of 15–16 hours per semester. Students requiring prerequisite math or English courses should plan to attend summer school to ensure timely graduation. For each hour of registered course work, students should expect to complete three hours of homework, studying, and reading.

Academic Probation and Dismissal Rules

Students' academic status will be based on their semester or cumulative grade point average. Students are in "good standing," "on probation," or "dismissed." Students can check their academic status after each semester on [my.UIC](#). Students who are on academic probation or who have been dismissed are informed of their status by UIC email from the college following the end of the semester.

Probation Rules

Students will be placed on academic probation in any term in which they earn either a cumulative or semester grade point average of less than 2.00/4.00. They will then be expected to earn at least a 2.00/4.00 semester grade point average and to raise their cumulative grade point average to a 2.00/4.00 to achieve good academic standing.

Academic probation at UIC can only be removed by successfully completing additional course work at UIC. Probation is broken down as follows.

Probation Level	Conditions	Consequences	Remedy
Semester Probation	Semester GPA is below 2.00/4.00, but the UIC cumulative GPA is 2.00 or higher	Students are notified of their term probation status.	Must meet with an advisor to discuss academic difficulties and seek tutoring, if necessary.

Academic Probation	UIC cumulative GPA is below 2.00/4.00	Academic restrictions enforced until required GPA level is achieved.	Must meet with an advisor or the Assistant Director of Advising and Retention to discuss their academic progress, sign an academic contract, and seek tutoring in difficult subjects. Students are required to meet with an academic advisor three times each semester until they are no longer on probation.
Dismissed	UIC cumulative GPA is considerably below 2.00/4.00	Student is dismissed from the university.	Student will not be allowed to register for classes at UIC.

The following rules are applied to determine the academic status of a student on probation:

- A student in good academic standing is placed on semester probation for any semester in which less than a 2.00/4.00 GPA is earned, but the UIC cumulative GPA is 2.00 or higher (Warning Status).
- A student in good academic standing is placed on academic probation in any semester in which the UIC cumulative GPA falls below a 2.00/4.00.
- A student currently on academic probation is continued on academic probation (unless dismissed from the university) until both the cumulative GPA and the UIC GPA are raised to 2.00/4.00.

CBA Undergraduate Programs determines the conditions of probation. In addition to specifying the grade point average, the college may require the completion of specific courses, limit the number of hours for which students register, and exclude students from taking certain courses while on probation.

All students on probation are required to adhere to the following terms of probation (academic restrictions). Failure to do so will result in registration holds and possible academic dismissal.

- Students must meet with their academic advisor to complete an academic contract. The contract will include any requirements and/or restrictions for the student's next semester.
- Students must schedule an appointment with their CBA academic advisor two additional times during the semester to discuss their academic progress for the term.
- Students cannot register for more than 12 hours of course work for the semester (6 hours during the summer term).
- Students must seek tutoring in subject areas in which they have had difficulty, i.e. math, accounting, economics, statistics, etc. Tutoring is available in the College of Business Administration Business Learning Center during the fall, spring, and summer semesters, the Honors College, the Writing Center, and the Mathematical

Science Learning Center, as well as many other support programs on campus. Check the [Flames Tutoring Network](#) to find subjects that have tutoring services.

Dismissal Rules

- If a student is on academic probation, the student may be dismissed in any term in which he/she fails to meet the grade point average required by the probation status and in which the cumulative grade point average in courses taken at UIC or in which the combined transfer and UIC grade point average is less than 2.00/4.00.
- If the student fails to make any significant progress toward a degree, the student may be dismissed from the college, and is therefore ineligible to enroll at the university in subsequent semesters.
- The student may be dismissed in any term in which he or she fails to comply with the conditions set by the College of Business Administration.

Change of Course Schedule—Dropping Courses

Undergraduate students may drop courses using [my.UIC](#) through the end of the second week of classes for fall and spring semesters, the first Wednesday of Summer Session 1, or the first Friday of Summer Session 2. During weeks 3 through 10 of the fall and spring semesters (first Thursday through the third Wednesday of Summer Session 1 or weeks 2 through 5 of Summer Session 2), students may drop courses with the permission of their major college. If the drop occurs between 0 and 2 weeks in fall and spring, there will be no notation on the transcript. If the drop occurs during weeks 3 through 10 in fall and spring (first Thursday through the second Wednesday of Summer Session 1 or weeks 2 through 5 of Summer Session 2), a W is noted on the transcript.

Undergraduate students may drop a maximum of 4 UIC individual courses that result in a W notation on their transcript during their entire undergraduate degree program.

Registration deadlines can be viewed online via the [Administrative Calendar](#). Students are responsible for reviewing the [Administrative Calendar](#) and should consult an academic advisor should they need to drop a course.

Change of Major/Declaring a Major

Students are encouraged to discuss their options for majors within the College of Business Administration with faculty, career advisors, and academic advisors. CBA students must declare a major by the end of their sophomore year. Declaring or changing a major is done by making an appointment with an academic advisor.

Class Attendance

CBA's expectation is that students attend all scheduled classes because it is necessary for achieving academic success. Students should not expect the instructor to review missed work from not attending classes. Each instructor may establish specific attendance requirements for his/her course. The instructor is responsible for making the attendance policy clear to the students. An instructor cannot drop a student from a course due to nonattendance. It is the student's responsibility to make certain that all courses are added and dropped properly by the published deadlines.

Closed Courses

Courses close because a maximum enrollment capacity is placed on each course offered on campus. This limit cannot be exceeded due to fire

code, safety and environmental regulations. It is necessary that students register at their assigned time to ensure the preferred course schedule.

College Level Examination Program (CLEP)

UIC awards credit based on scores earned on the College Level Examination Program (CLEP). When seeking credit for a CLEP exam taken at another institution, a student's official score will be evaluated on UIC's credit-granting policy.

CLEP credit will not count toward general education credit, university writing, quantitative reasoning, foreign language, residency, major, or minor requirements. A student cannot take a CLEP exam in a subject in which they have earned credit. Three elective credit hours will be awarded per exam. A maximum of 30 semester hours is allowed. CLEP credit can only apply toward general electives.

The [full list of CLEP exams available](#) is available online. The Office of Testing Services administers CLEP exams on campus and can be reached at (312) 996-0919 for further information on CLEP examinations.

Course Prerequisites

Students must meet all course prerequisites. The most up-to-date prerequisites for courses are listed on [my.UIC](#). Prerequisites are put on courses to ensure students' success in the course and to maximize understanding and comprehension of the academic material. Students who do not meet published prerequisites may be **dropped** from the course.

Credit/No Credit Option

Students may elect to take courses on the credit/no credit option under the following conditions:

- Students must be on clear academic status, not on academic probation;
- Only one course per semester may be taken on the credit/no credit option;
- A maximum of 21 semester hours of credit/no credit course work can be earned at UIC. Courses that may **not** be taken on the credit/no credit option include:

Code	Title	Hours
Courses		
ENGL 160	Academic Writing I: Writing in Academic and Public Contexts	
ENGL 161	Academic Writing II: Writing for Inquiry and Research	
COMM 100	Fundamentals of Human Communication	
ECON 120	Principles of Microeconomics	
ECON 121	Principles of Macroeconomics	
MATH 125	Elementary Linear Algebra	
MATH 160	Finite Mathematics for Business	
MATH 165	Calculus for Business	
MATH 180	Calculus I	
MATH 181	Calculus II	
• Business Core courses		

- Courses taken to satisfy a requirement of a particular major, i.e., advanced quantitative skills requirement for Finance and Information and Decision Sciences majors or Business Analytics minors

- Major business courses

- Business elective courses

- Any accounting courses

- Any course a department or college stipulates as not eligible to be taken under the CR/NC option; this restriction should be listed on the course syllabus

- Minor courses

To elect this option, students must submit a completed [Credit/No Credit Form](#). The form must be submitted online by 5:00 p.m. (the close of business) on the tenth day of instruction (or the first Friday of Summer Session 1 or the second Friday of Summer Session 2). No exceptions will be made to this policy.

Double Major, Double Degrees, and Second Bachelor's Degree

Double Major

Students pursuing a double major or dual major must submit a double major petition through [Business Connect](#) on the CBA website.

Dual Degrees

Students interested in pursuing a dual degree should submit a formal request through [Business Connect](#). If a student's request is approved, the College of Business Administration will serve as the primary college.

Second Bachelor's Degree

Applicants who have already earned a bachelor's degree must [apply to the graduate program](#).

Graduate-Level Courses for Undergraduate Credit

The College of Business Administration prohibits undergraduate students from registering for graduate-level courses and the use of graduate-level credit applied toward the undergraduate degree. Students should understand that graduate-level courses taken by an undergraduate student may not be applicable toward a future graduate or professional degree.

Independent Study

Students are required to contact an instructor in their major field of study to propose a topic for independent study. If approved, a Request for Independent Study Form must be completed and approved by the academic department before registering for an independent study course. In addition, if the course is to be applied toward the major, a formal petition must be approved by the department head and the Undergraduate Programs Office of the college. Students should consult the department office for specific procedures regarding enrollment in independent study courses.

Petition Procedure

Students who want to make formal requests or appeal college policies do so by [submitting a petition](#). CBA has various types of petitions available for different types of appeals, requests, or clarifications of policies and requirements. Petition forms and advice for completing these forms are

available in the Undergraduate Programs Office in 1111 UH or on the CBA website, Business Connect.

Proficiency Examinations

Students interested in earning proficiency credit should contact the department for information concerning eligibility and availability of a proficiency exam. This is subject to the university, college, and departmental policy on proficiency examinations. Proficiency credit cannot be earned by CBA students for major-level courses, nor can proficiency credit earned for a foreign language be used towards the degree. A student who earns proficiency credit is given the amount of credit toward graduation regularly allowed in the course. Proficiency credit is not considered an interruption of the enrollment residence requirement, nor a satisfaction of the last 30-semester-hour enrollment residence requirement for graduation.

Required Advising for Registration Approval

Each semester all Accounting majors who have started taking major-level accounting courses, are required to meet with an academic advisor and an assigned faculty advisor in their major department prior to receiving approval to register. Students on academic probation must also meet with an academic advisor prior to registering for the next semester. Registration holds will not be removed from the student's account until these conditions have been met.

Repeat Policy for Standard Graded Courses

Students may repeat a course to increase their knowledge of the subject matter. There are circumstances under which repeating a course is advisable and to a student's advantage. There are also circumstances where repeating a course may disadvantage a student and narrow a student's options. The College of Business Administration requires students to discuss any plan to repeat a course with their academic advisor before they register to repeat the course.

Courses with A, B, or C grades may not be repeated. Courses with D or F grades may be repeated once without written permissions. In all cases, the original grade for the course and the grade for each repeat **will appear on the transcript**. The original grade and the grade for each repeat will be calculated into the grade point average.

Only one registration for the course counts toward the total number of credits required for graduation. A course cannot be repeated after receiving credit in a course for which the repeat course is a prerequisite.

To repeat a course more than once requires written permission from the academic department head from which the course is being offered. Students who have been dismissed may not appeal on the grounds of intention to repeat courses. Certain courses may not be repeated; students should always consult their CBA academic advisor before repeating a course.

Undergraduate Grade Point Average Recalculation/Grade Exclusion Policy

- The College of Business Administration may elect to implement this policy as early as the end of the junior year, or as late as the final semester during degree certification.
- The college will evaluate each student unable to graduate because of an academic grade point average deficit. The deficit may occur in the UIC GPA, the program GPA, or both.

- A student's academic record is examined to determine if courses, deemed appropriate by each college, with grades of D or grades of F, may be excluded from the student's grade point average.
- A total of four courses may be excluded, with one course excluded at a time until the necessary quality points are obtained to meet the UIC GPA requirement and/or degree program minimum GPA. The credit hours associated with excluded course grades will not count towards graduation requirements.
- The college will initiate course exclusions, and only in consultation with the evaluated student.
- This policy only applies to undergraduate degree-seeking students.
- All courses taken and all grades will remain on the official transcript.
- The grade exclusion policy does not apply to courses failed as the result of a student conduct hearing.
- Grades earned from institutions other than UIC cannot be excluded.
- CBA academic advisors and departments will have discretion in choosing courses that impact the student's major or degree program.

Transferring

Intercollege Transfer Students

UIC students from other colleges may apply for transfer to the College of Business Administration. Admission is competitive and based on space availability. The following is a list of the **minimum** criteria needed to be considered for admission:

- A cumulative and UIC GPA of 2.00 or higher with a C or better in one of the required math courses ([MATH 125](#), [MATH 160](#), [MATH 165](#), or [MATH 180](#)) and a 2.50 GPA for the previous semester.
- Students on academic probation or dismissal status will not be considered for admission.
- The BBA degrees are degree-completion programs intended for students who have completed an associate degree. They have additional admission requirements, including completion of 60 hours of college credit. See the BBA degree requirements page or the [CBA website](#) for additional information. The Online BBA program only admits students for the fall semester. Space is limited for the Online BBA program, and students will be notified should the program be at capacity.
- Students must submit their application by the deadlines listed on the CBA website.
- Students may not submit Intercollege transfer applications to multiple colleges. If a student has already applied to another college, such as the College of Engineering, they must cancel their application before submitting an Intercollege Transfer application to UIC Business.

Before Applying

- Students should run a degree audit for their major of interest in uAchieve to view the degree requirements and see how their completed/in-progress courses apply.
- Students should connect with a Career Advisor to ensure their major of interest aligns with their professional goals.
- Students who are not sure whether they want to change their major or who do not meet the math admission requirement, may apply for a Business Minor. If approved, they will have access to the courses required of the Minor, which will help to confirm their interest and make progress toward a degree in Business prior to changing majors.

Transfer Students from Other Colleges and Universities

Admissions criteria is determined by the college and is based on the strength of the applicant pool.

The following guidelines list the minimum requirements to be considered for admission to the College of Business Administration:

- At the time of application,^a a student must have completed a minimum of 24 semester hours (36 quarter hours) of credit with at least a 2.50/4.00 GPA.
- At the time of enrollment,^a a student must have completed a minimum of 36 semester hours of credit with at least a 2.50/4.00 GPA.

See the Office of Admission [Transfer Guide](#) for more information about transfer admission requirements.

a It is highly recommended that students complete their required Academic Writing courses, Finite Math or Linear Algebra, and either Business Calculus or Calculus I with minimum grades of C by the time of enrollment at UIC.

Transferring Out of the College of Business Administration

Students should follow the process of the receiving college when requesting a transfer out of the College of Business Administration.

Minors

Minors for CBA Students

The College of Business Administration offers the following minors for students within the college. Completion of one of these programs will be noted on the official UIC transcript upon graduation. Students seeking one of these minors are required to have a 2.50/4.00 GPA.

Minor	School	Hours
Business Analytics ^a	Information and Decision Sciences	12
Entrepreneurship ^a	Managerial Studies	12–15
Finance ^a	Finance	15
Human Resource Management ^a	Managerial Studies	12
International Business	Interdepartmental	15
Leadership ^a	Interdepartmental	12
Management Information Systems ^a	Information and Decision Sciences	12
Real Estate ^a	Real Estate	12
Supply Chain and Operations Management ^a	Information and Decision Sciences	12

a Students may not pursue a minor in the same department in which they are pursuing the major (i.g., Finance students may not pursue a Minor in Finance).

Minors for Non-CBA Students

The College of Business Administration offers the following minors for students outside of the college. Completion of one of these programs will be noted on the official UIC transcript upon graduation. Students seeking one of these minors are required to have a 2.50/4.00 GPA.

Minor	School	Hours
Business Administration	Interdepartmental	18–19
Business Analytics	Information and Decision Sciences	12
Entrepreneurship	Managerial Studies	12–15
Finance	Finance	15
Human Resource Management	Managerial Studies	15
Leadership	Interdepartmental	12
Management Information Systems	Information and Decision Sciences	12
Real Estate	Real Estate	12
Supply Chain and Operations Management	Information and Decision Sciences	12

Academic Advising

Academic advisors are located in the CBA Undergraduate Programs Office located on the 11th floor of University Hall, room 111. Office hours are Monday through Friday, 8:30 to 4:45. Additional information can be found on the UIC Business Current Student website, [BusinessConnect](#).

Advising Policy

The CBA Student Services Office provides academic advising regarding course selection and registration, transfer credit, academic probation, and progress made toward the degree. It is the student's responsibility to make certain that the degree requirements are fulfilled. The college strongly recommends that all students meet with an advisor each semester to plan a manageable course schedule to stay on track for graduation.

Required Advising

Students should meet with an advisor for any of the situations listed below:

- All new students must attend an Orientation session to meet with an advisor and register for classes.
- All beginning freshmen should meet with their academic advisor each semester during their first year.
- All new transfer students are assigned an advisor and should meet with them during their first semester.
- All new intercollege transfer students should meet with an advisor in their first semester.
- Juniors and seniors majoring in Accounting should meet with a college advisor prior to meeting with an assigned faculty advisor in the Accounting department each semester.
- Students on academic probation and whose UIC GPA is below 2.00/4.00 may be required to meet with an advisor or the Assistant Director for Advising and Retention two to three times each semester until the probationary status has been cleared.

- All graduating seniors should meet with an advisor for a graduation check the semester before they plan to graduate. See *Graduation Declaration/Filing to Graduate/Degree Completion* in this section of the catalog for information on filing to graduate.

Individual academic advising is by appointment. Appointments can be made using the university advising appointment system, iAdvise. iAdvise is located under the Advising tab within the *my.uic.edu* portal. General questions can be answered by phone and email. Students faced with an emergency situation should contact CBA Student Services at (312) 996-2700 or by emailing bizadvising@uic.edu.

Policies to Ensure Academic Progress

- Meet with an academic advisor **each semester to facilitate academic success** and stay on track for graduation.
- It is recommended that students enroll in a manageable course load of 12–16 hours the first semester of their first year. After the first semester, to complete the degree within four years, a student must enroll in an average course load of 15–16 hours per semester every semester after their first. The maximum course load is 18 hours per semester (12 hours between the two summer sessions).
- Students must choose courses for which they meet the prerequisites. Current prerequisites are listed on *my.UIC* or the online course descriptions.
- Students must enroll in a math or statistics course each semester until the sequence is completed.
- ENGL 160 and ENGL 161 should be completed by the end of the first year.
- ECON 120 should be completed during the first year.
- First Year students in the Cohort program will follow the advisor-prescribed academic plan for the first four semesters of enrollment at UIC.
- Finance, Information and Decision Sciences, and Marketing majors should complete the advanced quantitative skills course after IDS 270 credit is earned.

Academic Honors

College Honors

College Honors are awarded when a student graduates and are noted on both the diploma and transcript. To qualify for College Honors, students must do the following:

- Complete the degree requirements.
- Earn a minimum of 60 semester hours of credit at UIC.
- Achieve a minimum UIC cumulative grade point average of 3.50.

Dean's List

Students are eligible for the Dean's List if they have completed a minimum of 12 graded hours, or 6 graded hours during the summer term, and if they earn a term grade point average of 3.50 or higher. Although the grade point average excludes courses taken on the credit/no credit option, a student who fails a course taken under this option is **ineligible** for the Dean's List.

Department Honors

Department Honors are awarded when a student graduates and are noted on the UIC official transcript. Department honors are awarded if the student meets the grade point average criteria listed below:

- **Distinction:** Overall cumulative GPA of 3.25 and major GPA of 3.25
- **High Distinction:** Overall cumulative GPA of 3.50 and major GPA of 3.50
- **Highest Distinction:** Overall cumulative GPA of 3.75 and major GPA of 3.75

Special Programs and Opportunities

Undergraduate Programs

- The CBA's official mode of communication is through UIC email and notifications in iAdvise. The CBA keeps its students informed of news and deadlines through UIC email and the UIC Business newsletter. CBA students are expected to check their UIC email account daily for updates.
- The CBA awards approximately \$500,000 in scholarships per year. Applications are submitted online in January with the deadline in early February. Scholarship recipients are notified in April -June and the scholarship awards are distributed in the next fall semester. Information about [applying for scholarships](#) can be found online.
- Student organizations related to each of the business majors provide opportunities for students to interact with faculty, alumni, and corporate professionals. Some of the CBA student organizations are: Accounting Club, Beta Alpha Psi, Beta Gamma Sigma, The Business Student Advisory Board, Black Students in Business, The Finance and Investment Group, Collegiate Entrepreneurship Organization, Latino Association of Business Students, American Marketing Association, Management Leadership Association, National Association of Black Accountants, Information and Decision Sciences Organization, INFORMS, and the United Women's Network. UIC has over 300 registered student organizations. Organizations can be found on the [Center for Student Involvement website](#).
- The CBA offers Honors/Business Scholars courses each semester. Students must be a member of the Business Scholars (Honors College) to take these courses or have a cumulative GPA of 3.40/4.00. These courses provide an enhanced classroom experience and more contact and interaction with the professor. The Honors Course Designation will be noted on the official UIC transcript.
- Business students may opt to live on the Business floors of the residence halls which provide an opportunity to connect, study, and socialize with other business students. Special programs are delivered by the college in the residence hall.
- Notable authors and business executives are invited to speak and interact with CBA students on a regular basis. Professional development opportunities will be offered via courses, the Business Career Center and Student Organization events.
- The Business Learning Center provides tutoring to business students in the areas of Accounting, Economics, Finance, IDS and Math.

Business Career Center

The UIC Business Career Center is open with all resources available to students, including advising, workshops, job and internship opportunities, career fairs, and more. A team of experienced career coaches are here to help students learn the skills they need to find the right business career and translate their classroom experiences to the workplace.

Visit the [UIC Business Connect](#) for more information.

Academic Options

- UIC Business Scholars Program is a highly selective four-year cohort honors program for first-year undergraduate business majors designed to develop leadership excellence and professionalism through courses, workshops, service opportunities, and development activities. Students will be considered for a scholarship that is renewable for up to four years as long as the student remains eligible.
- The UIC Study Abroad Program and Exchange Program provide students the opportunity to take courses in universities around the world. Courses must be reviewed and approved by the College of Business Administration for credit towards graduation.
- Students may pursue Minors in: Business Analytics, Entrepreneurship, Finance, Human Resource Management, International Business, Leadership, Management Information Systems, Real Estate, or Supply Chain and Operations Management, as well as minors outside of the college.

Honor Code

As an academic community, the College of Business Administration at the University of Illinois Chicago is committed to providing an environment in which teaching, learning, research, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the college community—students, faculty, staff, and administrators—share the responsibility of ensuring that high standards of integrity are upheld so that such an environment exists.

In pursuit of these high ideals and standards of academic life, students will be expected to respect and uphold the UIC College of Business Administration Honor Code throughout their academic life at UIC. They will be expected to maintain the highest moral and ethical standards in all academic and business endeavors and to conduct themselves honorably as responsible members of the college academic community. This includes the following:

- Not to seek unfair advantage over other students, including but not limited to giving or receiving unauthorized aid during completion of academic requirements;
- To represent fact and self truthfully at all times;
- To respect the property and personal rights of all members of the academic community.

Violations of the Honor Code are just causes for discipline under the University of Illinois Chicago Student Disciplinary Policy, and all allegations of Honor Code violations shall be handled pursuant to that policy.

All UIC Business students must sign the [Undergraduate Student Academic Integrity Form](#).

Student Organizations and Co-Curricular Opportunities

Student organizations related to each of the business majors provide opportunities for students to interact with faculty, alumni, and corporate professionals. To learn more about student organizations please visit the [UIC Business Connect website](#).

Beta Gamma Sigma

The College of Business Administration annually invites the upper 10 percent of the junior class and senior class to accept membership in Beta Gamma Sigma, the national scholastic honor society in the field of business administration. Inductees must have completed at least 30

semester hours at UIC and are chosen on the basis of their UIC and cumulative grade point averages.

Sample Course Schedule for First Year Students

Note: Transfer students should meet with their assigned academic advisor for an individualized course plan.

Course	Title	Hours
Freshman Year		
First Semester		
BA 100	Introduction to Professional Development	1
BA 101	Business First-Year Seminar ^a	0
ECON 120	Principles of Microeconomics	3
ENGL 160	Academic Writing I: Writing in Academic and Public Contexts	3
COMM 100	Fundamentals of Human Communication	3
Math Track first course	Course depends upon placement	4-5
Hours		14-15
Second Semester		
ENGL 161	Academic Writing II: Writing for Inquiry and Research	3
ACTG 210	Introduction to Financial Accounting	3
IDS 200	Intro to Management Information Systems	4
Math Track second course	Course depends upon placement	4-5
Hours		14-15
Sophomore Year		
First Semester		
BA 200	Business Communication	3
ACTG 211	Introduction to Managerial Accounting	3
FIN 300	Introduction to Finance	3
IDS 270	Business Statistics I	4
MKTG 360	Introduction to Marketing	3
Hours		16
Second Semester		
BA 220	Business Professional Development II	1
MGMT 340	Introduction to Organizations	3
IDS 355	Operations Management	3
Major course		3
Major course		3
General Education Core course (example: Understanding the Past) ^c		3
Hours		16
Junior Year		
First Semester		
BA 320	Civic Engagement (can be taken either semester junior year)	1
ECON 121	Principles of Macroeconomics	3
Major course		3
Major course		3
Advanced Quantitative Skills course		3
General Education Core course (example: Exploring World Cultures) ^b		3
Hours		16
Second Semester		
MGMT 350	Business and Its External Environment	3
Major course		3
Major course		3
Business Elective or Major course		3
General Education Core course (example: Understanding the Creative Arts) ^b		3
Hours		15
Senior Year		
First Semester		
Global Business Perspectives course		3

Business Elective	3
General Education Core course (example: Analyzing the Natural World) ^c	3-5
General Elective	3
Hours	12-14
Second Semester	
Integrative course	4
Business Elective	3
Business Elective or Major course	3
General Elective	3
General Elective	3
Hours	16
Total Hours	120

a BA 101 is a zero-semester-hour course required for graduation.

b General Education courses may be taken in any semester in any order.