

IMPORTANT INFORMATION TO REMEMBER

The Entry Appointment with the College of Business Administration covers the following topics which are extremely important to the success of your college program.

All updates of important information will be communicated to students via each student's UANet ID and password (i.e., your e-mail address).

- General Education Requirements: Refer to 2006-2007 Undergraduate Bulletin. GE requirements can also be found at www.uakron.edu. Click on current students, then click on Undergraduate Bulletin. Questions regarding General Education are referred to University College, 330-972-7066, located in Simmons Hall at the intersection of College and Buchtel Streets. All Prerequisites **MUST BE MET PRIOR** to registering for CBA core and CBA major courses. It is the **STUDENT'S** responsibility to be aware of all prerequisites. The course requirements are located in the Undergraduate Bulletin. **A PREREQUISITE COURSE MUST BE COMPLETED (OR BE IN STUDENT'S CURRENT SCHEDULE) BEFORE ENROLLING IN THE COURSE TO WHICH THE PREREQUISITE COURSE APPLIES.**

A co-requisite is a course which may either be scheduled before or concurrently with (but never after) the course to which the co-requisite applies.

- Students may not enroll in any course, which would be duplicative or significantly overlap any pre-business or business course (e.g., Legal and Social Environment of Business and Business Law I). If the student has any questions, he/she should seek out the advice of the academic advisor in CBA. **Duplicative courses do not count toward graduation.**
- Business majors are not permitted to register for business courses in the Summit College.
- Students must **EARN AT LEAST 15 BUSINESS CREDITS in CBA after admission to the CBA.**
- 50% of Business credits must be earned in CBA, including 14 credits in the major.
- Graduation requirements include a minimum of 128 credits and at least a 2.00 GPA overall, in Business/Economics courses, and in major courses.
- If a student decides to change his/her major, the student will be admitted to the degree requirements program in effect at the time a change of major is requested.
- Students admitted to UA after Summer 2005 must maintain a 2.3 GPA overall to graduate.

- **Non-Applicable Courses Do Not Count Toward Graduation**

1. **No required course can be taken as credit/non-credit or audit. Any course completed on either basis will not fulfill the degree course requirement. Also, the status of a course entered as either CR/NC or Audit will not be changed after the 15th day of the term.**

The following courses are not applicable for a CBA degree:

- | | | | |
|----|--------------|--------------------------|-----------|
| 2. | 1020:040 | Basic Writing | 4 credits |
| | 1020:050/052 | Basic Mathematics I & II | 4 credits |
| | 1020:060/062 | College Reading | 4 credits |

"Developmental Level" course work does not count towards graduation.

3. Physical Education in excess of 3 semester credit hours unless approved by the Director of Undergraduate Programs.
4. **Associate degree program courses completed while admitted to University College as a Business major or after transfer or admission into the CBA, unless pre-approved by petition, will not fulfill any pre-business, business core, or business major requirement.**

**COLLEGE OF BUSINESS ADMINISTRATION
THE UNIVERSITY OF AKRON**

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www.uakron.edu/colleges/cba

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UNDERGRADUATE DEGREE PROGRAMS

Bachelor of Science in Accounting
Bachelor of Science in Business Administration
Bachelor of Science in Business Administration/Finance
Bachelor of Science in Management
Bachelor of Science in Business Administration/Marketing
Bachelor of Science in Business Administration/ Advertising
Bachelor of Science in International Business

MINORS FOR BUSINESS MAJORS

Business Administration
Consumer Marketing
Entrepreneurship
Finance
Finance for Non-Business Majors
Financial Planning
General Management
Human Resource Management
International Business
Management Information Systems
Production and Operations Management
Sales Management
Pre MBA minor for non-business majors

Forward

This Curriculum Guide provides information about the Degree Requirements Form (DRF) for students accepted into or admitted by the College of Business Administration (CBA) for the Fall 2006, Spring 2007 and Summer 2007 Semesters.

CBA students are responsible for reading the contents of the Curriculum Guide, The University of Akron General Bulletin (edition in effect at the time of acceptance into the CBA) and Acceptance Letter which are all supporting documents to a CBA student's Degree Requirements Form. *It will be statements printed in these documents that will prevail in any dispute that may arise regarding a student's degree program requirements. Students are responsible for reviewing and understanding these documents and their degree requirements. After your review, please contact an advisor in our office or call 330- 972-7042 to clarify any questions you may have.*

The College of Business Administration at The University of Akron was established in 1953. The College of Business Administration is one of approximately 300 business schools fully accredited at both the undergraduate and graduate levels by the American Assembly of Collegiate Schools of Business (AACSB). The undergraduate degree program was first accredited in 1966 and the masters program received AACSB accreditation in 1976. Also, the School of Accountancy has its own AACSB accreditation, one of approximately 161 accounting programs holding this prestigious distinction. The School of Accountancy earned initial accounting accreditation in 1988. The College offers a wide variety of programs and courses designed to meet the changing needs of businesses. For more information about our programs, please call us at (330) 972-7042, or visit our World Wide Web site at <http://www.uakron.edu/cba> or e-mail us at ugcba@uakron.edu.

Note *c Courses and requirements in this curriculum guide are those in effect as of Fall semester 2006. A student's business degree requirements are determined at the actual date of admission or transfer into the College.*

I. ACCEPTANCE INTO THE CBA AND GENERAL INFORMATION

A. Mission and Degrees

The mission of the College of Business Administration (CBA) is to promote economic efficiency and the free enterprise system by **preparing competent and responsible business leaders** through comprehensive educational programs, relevant research, and professional service.

For students who want an in-depth understanding of one primary function of business, degrees are available in Accounting, Finance, Management, Marketing, eMarketing and Advertising, and International Business. All of these degrees offer several majors or areas of concentration. For students who want a broader but less specialized education in business, such as someone intending to start or take over an existing small business, the Bachelor of Science in Business Administration is available.

The CBA offers Minor Programs of Study for both business and non-business majors. Minors require 18 credit hours and must be completed at the same time as your baccalaureate degree requirements are completed. Certificate programs of study are also available in entrepreneurship, financial planning, health/care selling, international business, professional selling and retail marketing. Most certificates require 15 or 24 credits.

In addition to business course work, various other courses are required to permit students to become broadly educated, knowledgeable persons.

1. **Transfer students must complete the following requirements at The University of Akron:**

- a. at least 14 credits of major departmental course work, and
 - b. a minimum of 32 semester hours in total for a baccalaureate degree, and
 - c. at least 50% of the business administration credit hours required for a business degree must be earned in the CBA at The University of Akron, including at least 14 credits of major departmental course work. (Example: For Accounting majors--CBA core is 36 credits, and accounting course work is 33 credits for a total of 66 credits; therefore, the student must complete 33 credits (50% of 66) in the CBA at The University of Akron.)
2. The CBA does not accept as applicable course equivalents or degree credits any transfer courses in Business or Economics in which the student earned a grade of less than "C".
 3. Transfer course equivalents for Principles of Microeconomics, Principles of Macroeconomics, and CBA courses may be accepted in lieu of CBA Business requirements offered here if (1) the program is accredited, (2) the number of credit hours equals or exceeds the number of credit hours in the courses here, (3) the

course content can be documented as being equivalent, and (4) the grade earned was "C" or better.

4. Transfer students may obtain placement equivalency standing for mathematics course work by contacting the CBA 260 advising office. We will contact the Department of Mathematics for you.
5. Final acceptance for all transfer credits is determined by the Office of the Registrar. Transfer hours will be reviewed by the CBA and any credits posted to the CBA Degree Requirement Form are tentative until all admissions credentials (e.g., transcripts from other institutions, general education evaluations, etc.) have been received and evaluated. The Registrar's Audit of Transfer Hours posted to a student's University of Akron Academic Record overrides the CBA's DRF credit-hour estimation. Usually, there is little, if any, discrepancy.

B. THE DEGREE REQUIREMENTS FORM (DRF)

A DRF begins with the student's most recent academic record as presented to the CBA. A student's DRF is distributed and explained during the entry appointment. The DRF identifies a student's remaining requirements for a baccalaureate degree. Students should report any apparent errors on the DRF immediately to a CBA advisor. All students must complete a minimum of 128 semester credit hours with a 2.3 overall GPA for those admitted to The University of Akron after summer 2005, a 2.00 GPA in business and economics courses, and a 2.0 GPA in their major in order to graduate with a business degree.

The **DRF** is considered the student's contract with the CBA. However, it may be subject to changes by the college or individual departments. Students will be notified of any changes to their program or degree requirements.

C. Five-Year Time Limit

A student must complete the requirements for a degree, as stipulated on the **Degree Requirements Form**, within five calendar years from the date of acceptance into the CBA. Under extenuating circumstances, which must be documented by the student, this five-year limit may be extended. A student must petition the Director of Undergraduate Programs to request such an exception.

In the event a student does not complete all remaining baccalaureate degree requirements within five calendar years and receives no extension, the CBA student must complete the degree requirements that are in effect at the end of the five-year time limit.

D. Changing a Major and Declaring a Second Major

Students who enter the CBA as an "Undecided Major" or who change majors or degree programs must complete the degree requirements in effect at the time the major is declared or changed. To declare or change majors, a student must complete a **Plan Change Form (PCF)**, available in the College of Business Administration, Room 260.

If, after admission to the CBA, a student declares a "**second major**," the student must complete a **Plan Change Form**. The student must fulfill the degree requirements that are in effect for the second major at the time the second major is declared. **To complete a second degree**, the student must complete all degree requirements of a second major plus complete a minimum of 160 semester credit hours. The Bachelor of Science in Business Administration degree program is not available as a second major. It is available as a first degree or as a second degree.

E. Registering for Classes

As prospective business decision makers, CBA students are expected to develop their own course schedules. Students in the CBA should develop a proposed schedule of courses for the next term during the second through the sixth week of the current term. Students should check the General Bulletin and their DRF to make sure that course prerequisites for proposed courses have been satisfied prior to course study. All course prerequisites must be met before registering for a course. Advisors in CBA 260 are available to go over proposed schedules with little or no waiting during the second through the sixth week of Fall and Spring semesters. When class schedules are posted online, increased requests to see advisers in CBA 260 usually result in some waiting time to see advisers. Students are expected to use the **Web Registration System**, whenever possible. Refer to the online registration for instructions. An alternative schedule should be developed in the event that all sections of a course are closed or a course is not offered that semester.

F. CBA Advisors

Academic advising for CBA students is centralized within the Undergraduate Programs Office, CBA Room 260. Advisors are available on a walk-in basis during and between academic terms. Students are not assigned to specific advisors, except for Honors program students, varsity athletes, International Business majors, and students who qualify academically for direct admission to the CBA as entering freshmen students.

CBA academic advising is available throughout the academic year:

Fall & Spring Semesters - Monday Thursday and Friday 8:00 am - 5:00 p.m.

Tuesday and Wednesday 8:00 a.m. – 7:00 p.m.

Between Fall and Spring Semesters – Monday - Friday 8:00 a.m. – 5:00 p.m.

Summer Hours Monday - Friday 8:00 a.m. - 4:30 p.m.

Appointment information can be obtained through a receptionist by calling 330-972-7042 or by coming in person to CBA 260.

PLEASE BRING THE UPDATED COPY (INCLUDING ALL COURSE GRADES) OF YOUR DEGREE REQUIREMENTS FORM (DRF) WITH YOU EACH TIME YOU REQUIRE THE ASSISTANCE OF AN ADVISOR.

G. Petitions – Request for Exception

All requests for exceptions to the normal degree requirements, to any collegiate practice, or to any university policy or procedure must be initiated through a petition.

A petition is a student's written request, in standard form (available in CBA 260) for an exception to degree requirements listed on the DRF. Petitions must be supported by a thorough explanation and rationale for requesting an exception. Unsupported petitions will be denied. Petitions are submitted to the Director of Undergraduate Programs. Petitions for exceptions and requests, such as permission to take a course or courses elsewhere as a transient student (application is made by completing a Transient Permission Form), are reviewed by the Chairperson of a department and the Director of Undergraduate Programs.

Requests to take courses as a transient student must be pre-approved. CBA Core courses and all major course work should be completed at The University of Akron. If transient courses are unavoidable, students should schedule electives and non-business courses. Transient permission for General Education courses should first be approved by the Dean's Office, University College, Simmons Hall, 330-972-7066.

Students petitioning for courses at schools on a quarter system academic calendar should be aware that a quarter unit is not equivalent to a semester unit (e.g., 3 quarter hours convert to 2 semester hours, not 3 semester hours).

Petitions for exceptions are accepted or denied by the Department Chairs and the Director of Undergraduate Programs.

H. Student Complaints about Instructors

Procedure: Discuss the perceived problem with the instructor. If additional satisfaction is desired, put your complaint in writing and discuss the situation with the Department Chair. Students who initially contact the Dean's Office with a complaint about an instructor will be referred to the Department Chair. If the complaint is not resolved with the Department Chair, then the student should put the complaint in writing including the results of any discussions with the instructor and Department Chair, and submit the written complaint to the Director of Undergraduate Programs.

I. Communication with CBA students***UANet ID:***

Each student admitted into the CBA is required to obtain a UANet ID and password. The Undergraduate Advising Office maintains a list of all currently enrolled students. All important communications are transmitted via e-mail. Students are expected to read their University of Akron e-mail regularly.

To obtain your UANet ID, go to the Zipcard Office in Simmons Hall. Be sure to take your University identification card with you.

World Wide Web page (www.uakron.edu/cba/undgrad/webcurr.html)

Many advising services are currently provided via the Internet. Students are expected to frequently check their e-mail addresses and the electronic bulletin board located at the above address for current information. Students may also e-mail their academic advising questions for quick and easy response to ugcba@uakron.edu or call us at **330- 972-7042**.

Display Cases

There are display cases located in the CBA concourse that will also list updated information. You are expected to check there frequently.

J. Scholarships

The College of Business Administration and each of its four departments offer many scholarships to qualified CBA students. Students are encouraged to check with their major program of study's department for updated scholarship application and information, or at www.uakron.edu/cba.

I. GRADUATION REQUIREMENTS**A. Applications for Graduation**

The student must submit a graduation application form available in the Graduation Office located in Simmons Hall. Requests for second majors or minors should also be specified at the time of the degree application. A minor will be placed on student's record ONLY at the time the student receives a baccalaureate degree and ONLY upon application for the minor. Request for Certificates must be made in the Office of Undergraduate Programs, CBA Room 260. We will contact the Registrar's Office and they will initiate preparation of the certificate.

IF DEGREE REQUIREMENTS
ARE EXPECTED TO BE COMPLETED
BY THE END OF:

Fall Semester
Sum. I, II, or III
Spring Semester

GRADUATION APPLICATION
FORM MUST BE SUBMITTED
BY:

May 15
Feb. 15
Sept. 15

**Note: Students who complete course work at the end of Summer I may request a letter of completion from the Commencement Office. A Degree Clearance Form, or whatever document is appropriate at the time, must first be submitted by the College of Business Office.*

***Late charges of \$100.00 are applicable for late graduation applications.*

B. Degree Requirements

To receive a baccalaureate degree from the CBA, a student must satisfy both the requirements for acceptance into the college and fulfill the General Education Requirements, Pre-Business Requirements, CBA Core Requirements, and all Major Course Requirements.** In addition, a student must meet the following requirements:

- Complete a minimum of 128 semester credits with a minimum 2.3 grade-point average (students admitted to The University of Akron after summer 2005).
- After transfer into the College of Business Administration, students may take any courses for free elective credit, except those courses which would be duplicative, redundant or significantly overlap any pre-business or CBA course. Check with CBA Academic Advising if you have questions about a course. No more than three credits of physical education course may be applied toward CBA degree requirements.
- Obtain at least a 2.00 grade-point average for courses in the major as well as for courses in business administration and economics.
- At least 50 percent of the business credit hours required for a business degree must be earned in the College of Business Administration, including a minimum 14 credits in the student's major program.
- Receive admission to the College of Business Administration and earn at least 15 credits within the college after admission is granted.
- Obtain the recommendation of the department faculty in the student's primary major and the college faculty upon application for graduation.

II. DRF SECTION I - UNIVERSITY GENERAL EDUCATION REQUIREMENTS

The Dean of the University College has jurisdiction over a student's General Education Requirements. Questions regarding the accuracy of any General Education evaluation must be resolved through the Office of the Dean of the University College, Simmons Hall, (330-972-7066). Refer to the 2006-2007 University Bulletin for a listing of General Education Requirements.

For transfer students, the General Education Form governs. The DRF summarizes the information on the General Education Evaluation Form.

Honors Program students will fulfill the honors distribution requirements.

Post-Baccalaureate students are exempt from General Education course work.

III. DRF SECTION II - PRE-BUSINESS ADMINISTRATION REQUIREMENTS

The following should be taken during the first two years before entering the CBA or before enrolling in Upper College CBA courses.

A. Mathematics Requirement - 8 credits (minimum) required

The CBA Mathematics requirement can be satisfied by successfully completing the following courses:

3450:145 College Algebra	4 credits
3450:215 Concepts of Calculus I or	4 credits
3450:210 Calculus with Business Applications	3 credits

College Algebra will satisfy the General Education mathematics requirement. Higher-level calculus courses (e.g., 3450:221 Analytic Geometry-Calculus I) automatically satisfy the CBA's calculus requirement.

Students whose algebraic skills are not sufficient to allow them to enroll in University mathematical science course 3450:145 College Algebra will have to enroll in 3450:100, Intermediate Algebra, which counts as elective credits for a degree but does not satisfy the University College Mathematics requirement.

Transfer students who have questions concerning exemption from CBA required Math courses are referred to CBA 260.

B. Behavioral Science Requirement - 3-4 credits (minimum) required

Both Psychology and Sociology provide some of the background for understanding organizational behavior. Business students need an understanding of individual behavior and group dynamics in order to function more effectively in modern organizations.

The CBA behavioral science requirement will be satisfied by successfully completing one course from the following:

3870:150 Cultural Anthropology or	4 credits
3850:100 Sociology or	4 credits
3750:100 Introduction to Psychology	3 credits

For students entering the CBA beginning Fall 1994 or later, any of the above plus 3250:200 Principles of Microeconomics satisfies the University's social science requirement.

C. Economics Requirement - 6 credits required

3250:200 Principles of Microeconomics and	3 credits
3250:201 Principles of Macroeconomics	3 credits

(Prerequisite 3250:200)

No credit is given for 3250:200 or 201 if 3250:244 previously completed.
Course 3250:100 Introduction to Economics is not applicable for a CBA degree.

D. Statistics Requirement - 6 credits required

6500:221	Quantitative Business Analysis (QBA) I (Prerequisite: 3450:145)	3 credits
6500:222	Quantitative Business Analysis (QBA) II (Prerequisite: 6500:221)	3 credits

6500:221 and 6500:222 are Pre-Business Administration Requirements.

E. CBA Core – 400 Level

Students should schedule Business Policy in one of their last semesters before graduation. The principle objective of this course is to integrate into a logical whole the functional areas of business: Accounting, Economics, Finance, Management, Marketing, and International Business.

6500:490 Business Policy 3 credits

Prerequisite: Senior Standing with 97 credits, and admittance to CBA, and 6200:201, 202, 250; 6400:220 or 321, 301; 6500:221, 201, 330; 6600:300; 6800:305

*****Total Minimum Credits in CBA CORE Program – 36 credits*****

F. Internships/Cooperative Education

For information on Internships and Cooperative Education, contact the Career Management Center located in CBA Simmons Hall.

VIII. ACADEMIC STATUS, STANDARDS AND POLICIES

A. University Dean's List

1. Full-Time Dean's List

Undergraduate students who carry 12 graded credits or more without receiving an "Incomplete" or "In Progress" grade and earn a grade point average of 3.25 or better are eligible for inclusion on the Dean's List of their respective college. This is an undergraduate honor recognizing excellence in the classroom prior to the completion of the degree.

2. Part-Time Students Dean's List

Undergraduate students who carry between 6 and 11.5 graded credits or more without receiving an “Incomplete” or “In Progress” grade and earn a grade point average of 3.25 or better are eligible for inclusion on the Part-Time Students Dean’s List of their respective college. This is an undergraduate honor recognizing excellence in the classroom prior to the completion of the degree.

B. CBA Withdrawal Policies and Practices

No withdrawals will be approved after week twelve of the fall and spring semesters or comparable period during summer. For all other courses, no withdrawal will be approved after 75% of a course has been completed, including summer session courses.

See Student Financials for Undergraduate fee refund schedule and policy. All withdrawals are processed by completion of a Course Withdrawal Request Form. This form is available in CBA 260.

The following Policies and Practices apply to CBA students enrolled in CBA courses.

<u>Deadlines</u>	<u>Instructor's Signature</u>		<u>Advisor's Signature</u>
	Non-CBA courses	CBA courses	
1st and 2nd week*	NO	NO	NO
3rd week through end of 8th week*	NO	NO	YES
9th week* through end of 12th week*	YES	YES	YES

Important Information

1. *A student may withdraw from a course without an advisor's or course instructor's signature during the first two weeks of a semester (one week for a summer term or for less than a full semester course.)*
2. *After the first two weeks and up to the midpoint of a course, students may withdraw from a course with the signature of their advisor. Notification of the instructor is recommended as a matter of professional courtesy.*
3. *After the midpoint of a course, a student must have the written approval of both the course instructor and the adviser on the withdrawal form. Such approval must be dated and processed through the Office of the Registrar and Cashier no later than the end of the 12th week of classes.*

Note: Individual colleges, departments, or instructors may establish more restrictive criteria on withdrawal after the midpoint of a course. These policies

must be clearly stated in the appropriate sections on withdrawal in the handbooks of the college or department or the syllabi of the instructors.

4. *For a complete withdrawal from all classes after the eighth week of classes, the instructor's permission is required for each course.*
5. *In all instances, the Course Withdrawal Request Form must be clearly dated, appropriately signed, and processed by the student through the Office of the Registrar and the Cashier prior to the end of the 12th week of classes.*
6. *Should an Instructor or CBA advisor refuse to sign a withdrawal form after the midpoint of a semester (or comparable point for a non-semester term), but before the end of the 12th week, the student may appeal by using a CBA Petition. The CBA Petition should be forwarded to the Director of Undergraduate Studies.*
7. *A withdrawal made during the first fourteen calendar days of an academic term does not appear on a student's academic record.*
8. *An approved withdrawal will be indicated on the University official academic record by a "WD". A student who leaves a course without going through the withdrawal procedure will be given an "F" in the course.*

C. Retention-Probation-Dismissal Status Policies

A CBA student shall be subject to academic probation and course restriction both as to the number of courses and the specific courses in which the student may enroll if any one of the following exist:

1. The accumulated GPA for all courses is less than 2.0; or
2. The accumulated GPA for all CBA and Economics courses is less than 2.0; or
3. The accumulated GPA in the major is less than 2.0 or

For any student on probation, the Director of Undergraduate Programs shall have the discretion to remove the student from enrollment in any specific section of a course in favor of another course and/or sections of courses in which official enrollment documents indicate that vacancies exist. Any student on probation who enrolls either for more than the authorized number of courses, or who enrolls in any course not authorized by the Director shall be subject to immediate withdrawal from the course and possible suspension from the CBA. This procedure is effective for all enrollments on or after Summer I 1982.

A student who fails to maintain a grade-point average of 2.00 ("C") is placed on academic probation and may be subject to a change of courses, suspension, dismissal, or some other form of academic discipline. Academic discipline is determined by the dean of the college in which the student is enrolled. Reinstatement of a student is determined by the dean of the college from which the student was dismissed.

Once dismissed from the University, a student is not eligible to register for credit courses until readmitted.

D. CBA Withdrawal/"Repeat" Limit

The CBA adheres to the University policy on withdrawals and repeats for change of grade. (Refer to The University of Akron Undergraduate Bulletin) The essence of the repeat for change of grade policy is that any course in which a student has a grade of C- or lower may be repeated TWICE. The essence of the withdrawal policy is that there is no limit on the number of withdrawals so long as the student adheres to the time limitation for obtaining approvals and processing of withdrawal forms.

E. Dismissal/Academic Discipline

A student who fails to maintain a 2.0 GPA in Business/Economics course work or fails to maintain a 2.0 GPA in the student's major will be subject to either probation with registration restrictions or suspension from the CBA.

By University policy, a student who fails to maintain a 2.0 ("C") overall Grade-Point Average (GPA) may be dismissed from The University of Akron.

In the event the CBA's Retention-Probationary Status Policy fails to aid a student in resolving a cumulative GPA problem, the College invokes the University dismissal policy. A first dismissal is for at least one full semester.

For re-admission consideration to the University or to the College, a student must submit a written letter requesting reinstatement. The letter must explain the student's plan for returning to academic good standing. The Director of Undergraduate Programs must approve of any courses selected until the student returns to academic good standing. If a student is reinstated, then the student is restricted to enrolling in two courses until the student's GPA is at least a 2.0.

A typical progression is as follows: (1) an academic warning; (2) probation with course restrictions; and (3) dismissal from The University of Akron if the overall GPA is less than 2.0, or suspension from the College of Business Administration if the overall GPA is above 2.0, but is below 2.0 in all Business and Economics courses or in the major.

G. Grade Point Average (GPA) Calculation

For students who wish to calculate their grade point averages for academic standing, Placement Office forms, or for whatever purpose, the following method is used:

1. For each course attempted, multiply credit hours by the letter grade's point value (e.g., a "C" has a point value of 2 while an "A-" has a point value of 3.7).

Determining quality points

Grade	4 Credits	3 Credits	2 Credits	1 Credits
A	16	12	8	4
A-	14.8	11.1	7.4	3.7
B+	13.2	9.9	6.6	3.3
B	12	9	6	3
B-	10.8	8.1	5.4	2.7
C+	9.2	6.9	4.6	2.3
C	8	6	4	2
C-	6.8	5.1	3.4	1.7
D+	5.2	3.9	2.6	1.3
D	4	3	2	1
D-	2.8	2.1	1.4	0.7
F	0	0	0	0

2. Add up total attempted credits (excluding withdrawals) and total points.
3. Divide total points by total attempted credits.
4. Final figure is grade point average.
5. Follow a similar procedure for any subset of courses from the total courses, credits, and grade points earned, e.g., for Business and Economics courses, or all courses designated as required and elective courses in a major.

Example:

<u>Course</u>	<u>Grade</u>	<u>Credit Hrs.</u>		<u>Grade Point Value</u>	<u>Quality Points</u>	<u>GPA Calculation</u>
QBA I	A	3	X	4.0=	12.0	
Mgt. Principles	B+	3	X	3.3=	9.9	
Mgrl Acctg	F	3	X	0.0=	0.0	
Sociology	C-	4	X	1.7=	6.8	
Totals		13			28.7	28.7) 13 = <u>2.21</u>

Let's clarify that the GPA calculation is based on credits attempted, not credits completed. For example, courses taken on a CREDIT/NON CREDIT basis are not included in the GPA calculation. If you had taken a two credit course on a CREDIT/NON CREDIT basis and received CREDIT, completed credits would be 15, credits attempted would be 13, grade points earned would be 28.7 and the GPA would be 2.21.

Undergraduate Programs in Business publishes a document entitled *Frequently Asked Questions (FAQ) about Grade Point Average Requirements* which is available upon request and can also be accessed at www.uakron.edu/cba/undgrad/webcurr.html.

IX. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (Public Law 93-380)

The CBA makes every effort to fully and completely comply with the FERPA, commonly referred to as the Buckley Amendment.

Except when signed "Waivers of Access" are on file, academic information is not released in any form by telephone or in person to any source. (Please don't have a spouse, friend, etc. attempt to handle affairs for you if access to information in your academic file is required.) Also, students desiring access to their own files must submit a written request. The CBA will arrange compliance within 45 days from the date of receipt of the written request.

Students requiring copies of an official transcript must address such requests to the records section of the Registrar's Office.