

MCB Advising Manual Preface

This manual was written to consolidate the many University and MCB Policies, Procedures and Guidelines that will hopefully be of assistance to MCB faculty advisors as well as staff, students and administrators. Many of the policies provided here are taken from the 2009-2010 Bulletin, Administrative and Department issued policies, and various documents created to define the business programs in the Monfort College of Business.

I hope you will find this information useful when advising business students.

Freshman students are advised by an academic advisor in MCB's Advising Center. All other business students are assigned faculty advisors according to their chosen emphasis area within the Monfort College of Business. The Advising Center provides secondary academic advising and serves as a resource to faculty advisors.

If you need additional academic information about policies and procedures the MCB Advising Center can help identify sources of information.

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Admission Requirements for MCB Majors 2009-2010

Freshmen Students

- Freshmen with a Colorado Commission for Higher Education (CCHE) index of at least 103 may be admitted to any of the six emphases in the Monfort College of Business when applying for admission to UNC.
- Freshmen with a GED score of at least 570 may be admitted to any of the six emphases in the Monfort College of Business when applying for admission to UNC.
 - If a Freshman student has *not yet registered* for the coming semester and meets either of the above criteria to become a business major the student may change their major by calling the Admissions office at 970-351-2881.
 - If a Freshman student has *already registered* for the coming semester and meets either of the above criteria to become a business major, a written Change of Major form signed by the student must be submitted to the Registration Center. (A faxed copy of the signed Change of Major form is an acceptable document.)
- Freshmen who have a Colorado Commission for Higher Education index of 102 or lower must complete **30 credit hours** at UNC and attain a GPA of at least a 3.0.
 - Students will meet with the Administrative Assistant in the emphasis area of their choice once they have completed the above requirements. General Business emphasis students with a last name which begins with A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name which begins with L-Z should apply in the School of Finance.

Transfer Students

- Transfer students who have completed 30 or more transferable credit hours and have at least a 3.0 cumulative transfer GPA may be admitted to any of the six business emphases in the Monfort College of Business when applying for admission to UNC.
- Transfer students who have completed fewer than 30 credit hours must complete 15 hours at UNC to total at least 30 hours and have attained at least a 3.0 cumulative GPA on those 15 hours completed at UNC.
 - Students will meet with the Administrative Assistant in the emphasis area of your choice once they have completed the above requirements. General Business emphasis students with a last name which begins with

A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name which begins with L-Z should apply in the School of Finance.

- Transfer students who have completed 30 or more credit hours **and** have a cumulative GPA between 2.5 and 2.99 may submit an Application for Admission to the Monfort College of Business.
 - Students will meet with the Administrative Assistant in the emphasis area of your choice to submit an Application for Admission. General Business emphasis students with a last name which begins with A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name which begins with L-Z should apply in the School of Finance.

Current UNC Students Changing to a Business Major

- Current UNC students who have completed 30 or more credit hours **and** have at least a 3.0 transfer GPA may be admitted to a business major by submitting a Change of Major form with the Monfort College of Business.
 - Students will change their major by visiting one of the following offices based on your emphasis area:
 - School of Accounting and CIS
 - School of Finance
 - School of Management and Marketing

Note: General Business emphasis students with a last name that begins with A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name that begins with L-Z should apply in the School of Finance.

- Students who have completed 30 or more credit hours **and** have a cumulative GPA between 2.5 and 2.99 may apply for Provisional Admission to MCB.
 - Students will meet with the Administrative Assistant in the emphasis area of your choice to apply for Provisional Admission. General Business emphasis students with a last name which begins with A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name which begins with L-Z should apply in the School of Finance.

Second Bachelor's Degree in Business Administration

- Students who have received a Bachelor's Degree from any four-year institution and received a final cumulative GPA of at least 3.0 may declare a Second Bachelor's Degree in the Monfort College of Business.
- To declare a Second Bachelors in Business Administration, visit one of the following offices based on your emphasis area:
 - School of Accounting and CIS
 - School of Finance
 - School of Management and Marketing

Note: General Business emphasis students with a last name which begins with A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name which begins with L-Z should apply in the School of Finance.

- Students who have received a Bachelor's Degree **and** received a final cumulative GPA between 2.5 and 2.99 may submit an Application for Admission to MCB.

Note: Students will meet with the Administrative Assistant in the emphasis area of your choice to submit an Application for Admission. General Business emphasis students with a last name which begins with A-K should apply in the School of Accounting and CIS. General Business emphasis students with a last name which begins with L-Z should apply in the School of Finance.

International Students

- ***Freshmen International students*** with a TOEFL score of at least 550 Paper Based Test or 215 Computer Based Test or 80 Internet Based Test (IBT)

International Students who have a score less than the scores listed above must earn a grade of "C" or better in COMM 100, Basics in Public Speaking, COMM 103 Speaking Evaluation, ENG 122, English Composition and ENG 123, College Research Paper prior to being admitted to MCB.

- ***International transfer students*** who have at least a 3.0 GPA on 30 transferable credit hours may be admitted to a business major emphasis when applying for admission to UNC.

Advanced Placement & International Baccalaureate Equivalency

While a student is in high school, they may be taking courses that are deemed equivalent to College level coursework if a student passes the final exams with scores set by the university.

If a student receives university credit for either AP or IB courses, a student will receive the number of credit hours for the equivalent course according to the university equivalency charts that follow. The charts can also be found at the following websites:

AP Credits: <http://www.unco.edu/admissions/advanced-placement.asp>

IB Credits: <http://www.unco.edu/admissions/international-baccalaureate.asp>

Note: A student who has an ***Exemption*** from a course such as English or Math from a high ACT or SAT score differs from AP and IB credit because the exempt course does not receive credit hours.

MATH Requirements for Business Students 2009-2010

MATH 124, College Algebra, General Education/Liberal Arts Core Category 2

A student may meet the MATH 124 College Algebra requirement with one of the following:

- A student with an ACT Math score of 26 or higher is **exempt** from GE/LAC Cat 2 Math and it also meets the requirement for College Algebra for business students.
- A student with an SAT Math score of 560 or higher is **exempt** from GE/LAC Cat 2 Math and it also meets the requirement for College Algebra for business students.
- A student who has received Advanced Placement (AP) credit by the University for MATH 131, Calculus I and receives credit hours for GE/LAC Cat 2 Math.
- A student who has received International Baccalaureate (IB) credit by the University for GE/LAC Cat 2 Math.
- A student who has taken College Algebra from a community college or 4 year institution and received at least a “C” as a dual credit class in high school or as a regularly enrolled student. ***The student is responsible for asking that the transcripts be transferred to UNC.***

A student who has successfully completed MATH 176, Topics in Calculus or MATH 131, Calculus I, either in transfer or at UNC, is not required to complete MATH 124, College Algebra for the College of Business requirement. ***However, please note that a student must have a Math exemption, an AP or transfer credit, or complete a Math course that satisfies the Category 2 Math requirement to satisfy the university requirement for Category 2 Math. Math 131, Calculus I is a course listed in Category 2 for the Math requirement. However, MATH 176, Topics in Calculus is not included in the list of courses that satisfies Category 2 Math requirement, therefore a student will have to meet the University Category 2 Math requirement with a course from the Category 2 Math list for the student’s general education/liberal arts core catalog.***

Note: Most of the time, students are held to the prerequisite of College Algebra in order to take MATH 176, however, sometimes a student can slip into the class without the prerequisite being enforced. This sets up the scenario where a student will have satisfied the Math requirements for business students, but still have a Category 2, Math requirement unmet. ***They must work with the graduation check office to resolve the issue.***

Course Transfer Policies 2009-2010

Twelve (12) hours of business core and nine (9) hours from required and required emphasis elective course work may be counted toward any MCB major emphasis.

School directors are responsible for evaluating transfer coursework within the disciplines of their Schools.

Lower-Division Transfer Credit

Lower-division transfer credit may be granted for any 100- or 200- level MCB requirement that is taken at both Community College and Four-Year institutions recognized by UNC that offers an equivalent course. The website for the Colorado Community College Transfer Course guide for the current bulletin is:

http://www.unco.edu/admissions/transfer/transfer_guide.asp

If the course being transferred is a General Education/Liberal Arts Core or General Elective course, the student's transcript will be evaluated by the University Admissions office. A student who will be taking the course in a future semester will receive pre-approval for the course from the UNC Admissions office.

If the course being transferred is a business course the student's transcript will be evaluated by the MCB School Director according to the business topic of the course. A student who will be taking the course in a future semester will receive pre-approval from the MCB School Director according to the business topic, i.e. Finance course from MCB School of Finance.

If the course is a business requirement, such as MATH 176, Topics in Calculus, the student will need to bring a course syllabus to the College and School office where the course is taught.

Statewide Business Articulation Agreement between Colorado Public Colleges:

The Business Statewide Articulation ensures that a student who begins an Associate of Arts degree at a Colorado community college may transfer 60 credits into the Bachelor of Arts or Bachelor of Science in Business Administration degree program at a Colorado public four-year college (i.e., 60 plus 60 agreement). The principles, policies, and guidelines in this transfer guide shall apply uniformly to all students attempting to transfer credits earned at a Colorado community college into the four-year colleges and universities. The Articulation agreement may be found at the following website:

<http://higherred.colorado.gov/Academics/Transfers/Agreements/business.pdf>

Upper-Division Transfer Credit

The Monfort College of Business will accept equivalent upper-division (Junior and Senior level) business transfer credits from AACSB accredited institutions as long as the course is found to be an equivalent MCB course.

MCB will not accept upper-division business credits from community colleges.

Validation of Transfer Course Work

Transfer credit taken before admission may be applied to a student's Business degree if the course is: (1) equivalent to one offered at UNC, and (2) approved by the School Director of the subject area.

Upper-division business coursework taken at schools that are not AACSB accredited or have not entered into an articulation agreement with MCB are not transferable.

Prior Approval to Take Additional Transfer Course Work

MCB majors who have completed UNC course work must obtain prior written approval before taking any subsequent course work at other schools. The purpose of this policy is to protect students from taking further course work at other institutions only to find that they took courses that will not transfer to UNC. Prior Approval Forms are available in the MCB Advising Center and department offices. They must be completed by the student, the student's faculty advisor, and School Directors.

Transfer Hour Conversion from Quarters to Semester

If a student transfers a business course from an institution on the quarter hours system which is deemed equivalent to a UNC Business course and it converts to fewer than 3 semester hours, a waiver may be made for the fractional difference by the Director of the School who is reviewing the course for equivalency.

Note: The student must complete at least 120 semester credit hours in order to graduate.

Time Limits on Business Courses

Business courses that were taken more than 10 years ago will not be transferred or counted toward the student's business degree.

Admission and Transcript Evaluation Process for Transfer Students

Transfer students are admitted to the University based on official transcripts from *all* institutions. If the student meets the requirements of at least 30 credit hours with a 3.0 cumulative GPA, they may be admitted to any emphasis in the Monfort College of Business. Students who have at least 30 credit hours of transfer work are allowed to Apply for Admission to MCB if their cumulative GPA is between 2.5 through 2.99.

The University Admissions Office inputs and evaluates all transcripts for LAC and university approved courses and notifies the student of their admission. A printed copy of the preliminary evaluation is sent to the student.

If the student has been admitted to a business major, MCB Advising Center further evaluates the student's transcript and identifies courses that qualify for non-business courses and/or courses that may potentially transfer for a business course equivalent. The student is notified if further information such as course syllabus is needed for coursework to be considered for business equivalencies. When the course syllabus has been reviewed by the School Directors, the student is notified of the decision and the approved equivalency is posted on the student records by the Advising Center.

FAQ's Computer Proficiency Exam

What is the CPE?

Because of the increasing number of business students who come to UNC with an extensive background in the Microsoft Office computer applications, the Monfort College of Business will allow students to meet business course computer prerequisites (traditionally BA 101) by successfully passing the Computing Proficiency Examination.

Who should take the CPE?

Any business student who comes to UNC with an extensive background in the Microsoft Office computer applications may attempt to pass the Computer Proficiency Examination (CPE). It is offered several times each semester. A student may attempt to pass the exam twice before they must take the BA 101 Business Computing course.

What dates are the exam given and how does a student sign up for the exam?

The dates are posted on the website: <http://www.mcb.unco.edu/Technology/CPE/>. This information can also be accessed through the MCB website at www.mcb.unco.edu by clicking on Current Students and then the Computer Proficiency Exam link.

Students register on the CPE website <http://mcb.unco.edu/Technology/CPE/Registration.cfm> for the date they choose.

Each term, an information sheet is updated. Students may pick up a copy of that information in the MCB Advising Center and the School of Accounting and CIS.

What topics are covered on the CPE?

The topics that are currently covered on the CPE are:

- Microsoft Access Guide
- Computer Concepts Guide
- Microsoft Excel Guide
- Microsoft PowerPoint Guide
- Microsoft Word Guide
- Computer Proficiency Exam Guide

Where can I get a study guide?

A study guide is available at http://www.mcb.unco.edu/Technology/CPE/Study_Guide.cfm on the CPE website listed above. A printed copy follows in this chapter.

As of January 2006, the decision has been made to allow a D to be a passing grade for the prerequisite for business majors.

General Education and Liberal Arts Core Requirements for Business Majors 2009-2010

General Education Requirements

The General Education Checklist that follows is a comprehensive list of all the courses for General Education requirement in the 2005-2006 and earlier university bulletins. Students in these catalogs will use their original catalog from when they were admitted for general education requirements. The business major requirements will be from the catalog that was current at the time the student changed their major or business emphasis. The highlighted courses are requirements for Business majors that also serve as university requirements.

The General Education categories that the College of Business selects specific courses from are:

Category 1b, Intermediate Composition

The choices for business majors are:

ENG 123, College Research Paper, ***gtP or***

BA 205, Business Communications, ***gtP***

Please note that the ENG 123 will count as three (3) hours in a business student's non-business electives while the BA 205 will count as three (3) hours of business electives.

Category 2, Mathematics

MATH 124, College Algebra, ***gtP***

MATH 124 is the recommended choice for Category 2 because it is the prerequisite for MATH 176, Topics in Calculus, also required for business majors and BACS/BAFN 291, Business Statistics I.

Category 5, Social Sciences

5b. ECON 103/203, Introduction to Macroeconomics, ***gtP and***
ECON 105/205, Introduction to Microeconomics, ***gtP***

5e. PSY 120, Principles of Psychology, ***gtP or***
PSY 265, Social Psychology, ***gtP or***

5f. SOC 100, Principles of Sociology, ***gtP***

A student must take at least 30 semester hours of General Education courses in the Content Area (Categories 4 through 7).

GE Checklists may be found at: http://www.mcb.unco.edu/Advising/Four_Year.cfm

2009 – 2010 Liberal Arts Core (LAC) Course Checklist for MCB Majors

Advisee: _____ Bear# _____ Advisor: _____

Date(s) Updated by Advisor: _____
 A course counts toward the LAC if it is listed under the student's bulletin or if it was offered as Basic Core Courses at the time it was taken.

Basic Core Courses

Area 1. Communication (Composition) - 6 hours

Select two courses: ENG 122 (College Composition) and one of the courses in subgroup (b).

a. Elementary Composition

ENG 122 **gtP** (3) _____

b. Intermediate Composition

ENG 123 **gtP** (3) _____

*ENG 225 (3) _____

MUS 152 **gtP** (3) _____

SCI 291 **gtP** (3) _____

* May Count as ENG 123 requirement for business majors who are PLP students.

Area 2. Mathematics - 3 hours minimum

Select one course—but note that if you select MATH 181, it will satisfy the requirement only after you have also completed MATH 182.

MATH 120 **gtP** (3) _____

MATH 124 **gtP** (4) _____

MATH 125 **gtP** (3) _____

MATH 127 **gtP** (4) _____

MATH 131 **gtP** (4) _____

MATH 132 **gtP** (3) _____

MATH 181 **gtP** (3) _____

MATH 182 **gtP** (2) _____

STAT 150 **gtP** (3) _____

Area 3. Arts and Humanities - 6-9 hours

Select two or three courses from subgroups (a)-(d), drawing from a least two different subgroups.

a. Arts

ART 181 **gtP** (3) _____

ART 182 **gtP** (3) _____

ART 190 **gtP** (3) _____

FILM 120 **gtP** (3) _____

HUM 130 **gtP** (3) _____

MIND 297 **gtP** (3) _____

MT 296 **gtP** (3) _____

MUS 140 **gtP** (3) _____

MUS 143 **gtP** (3) _____

MUS 150 **gtP** (3) _____

MUS 204 **gtP** (3) _____

MUS 243 **gtP** (3) _____

MUS 247 **gtP** (3) _____

MUS 296 **gtP** (3) _____

THEA 130 **gtP** (3) _____

THEA 225 **gtP** (3) _____

THEA 296 **gtP** (3) _____

THEA 297 **gtP** (3) _____

b. Literature & Humanities

AFS 205 **gtP** (3) _____

ENG 131 **gtP** (3) _____

ENG 211 **gtP** (3) _____

ENG 213 **gtP** (3) _____

ENG 214 **gtP** (3) _____

ENG 236 **gtP** (3) _____

ENG 262 **gtP** (3) _____

HISP 111 **gtP** (3) _____

HUM 231 **gtP** (3) _____

MAS 110 **gtP** (3) _____

MIND 100 **gtP** (3) _____

MIND 180 **gtP** (3) _____

MIND 182 **gtP** (3) _____

c. Ways of Thinking

BA 150 **gtP** (3) _____

MIND 181 **gtP** (3) _____

MIND 290 **gtP** (3) _____

PHIL 100 **gtP** (3) _____

PHIL 110 **gtP** (3) _____

PHIL 150 **gtP** (3) _____

d. Foreign Languages

ASL 201 **gtP** (3) _____

ASL 202 **gtP** (3) _____

CHIN 201 **gtP** (3) _____

CHIN 202 **gtP** (3) _____

FR 201 **gtP** (3) _____

FR 202 **gtP** (3) _____

GER 201 **gtP** (3) _____

GER 202 **gtP** (3) _____

JAPN 201 **gtP** (3) _____

JAPN 202 **gtP** (3) _____

SPAN 201 **gtP** (3) _____

SPAN 202 **gtP** (3) _____

Area 4. History – 3 hours

Select one course.

AFS 101 **gtP** (3) _____

AFS 201 **gtP** (3) _____

AFS 202 **gtP** (3) _____

HIST 100 **gtP** (3) _____

HIST 101 **gtP** (3) _____

HIST 110 **gtP** (3) _____

HIST 113 **gtP** (3) _____

HIST 118 **gtP** (3) _____

HIST 120 **gtP** (3) _____

HIST 121 **gtP** (3) _____

HIST 283 **gtP** (3) _____

Area 5. Social & Behavioral Sciences - 3-6 hours

Select one or two courses from subgroups (a)-(c). If you select two, they must be drawn from different subgroups.

a. Economic & Political Systems

ECON 101 **gtP** (3) _____

ECON 203 **gtP** (3) _____

ECON 205 **gtP** (3) _____

FR 116 **gtP** (3) _____

GER 116 **gtP** (3) _____

MIND 286 **gtP** (3) _____

PSCI 100 **gtP** (3) _____

PSCI 105 **gtP** (3) _____

PSCI 105 **gtP** (3) _____

b. Geography

GEOG 100 **gtP** (3) _____

GEOG 110 **gtP** (3) _____

GEOG 200 **gtP** (3) _____

c. Human Behavior & Social Systems

AFS 100 **gtP** (3) _____

ANT 100 **gtP** (3) _____

ANT 110 **gtP** (3) _____

ANT 120 **gtP** (3) _____

ANT 130 **gtP** (3) _____

ANT 212 **gtP** (3) _____

ANLS 160 **gtP** (3) _____

GERO 205 **gtP** (3) _____

HISP 102 **gtP** (3) _____

HUSR 205 **gtP** (3) _____

LIB 201 **gtP** (3) _____

MAS 100 **gtP** (3) _____

NURS 200 **gtP** (3) _____

PSY 120 **gtP** (3) _____

PSY 230 **gtP** (3) _____

PSY 265 **gtP** (3) _____

SOC 100 **gtP** (3) _____

SOC 120 **gtP** (3) _____

SOC 221 **gtP** (3) _____

SOC 237 **gtP** (3) _____

WS 101 **gtP** (3) _____

Area 6. Physical & Life Sciences – 7 hours

Select two courses with different prefixes. At least one of the courses must have an L (laboratory) designation. CHEM 102 can be counted towards the satisfaction of this requirement only upon the completion of CHEM 101.

AST	100L	gtP	(4)	_____
BIO	100	gtP	(3)	_____
BIO	101L	gtP	(4)	_____
BIO	110L	gtP	(4)	_____
BIO	265L	gtP	(3)	_____
CHEM	101	gtP	(3)	_____
CHEM	102L	gtP	(1)	_____
CHEM	111L	gtP	(5)	_____
CHEM	281L	gtP	(5)	_____
ENST	100	gtP	(3)	_____
ENST	225	gtP	(3)	_____
ENST	235	gtP	(3)	_____
ESCI	265L	gtP	(3)	_____
FND	250	gtP	(3)	_____
GEOL	100L	gtP	(4)	_____
GEOL	110	gtP	(3)	_____
MET	110	gtP	(3)	_____
MET	205L	gtP	(4)	_____
OCN	110	gtP	(3)	_____
OCN	200L	gtP	(4)	_____
PHYS	220L	gtP	(5)	_____
PHYS	240L	gtP	(5)	_____
SCI	106	gtP	(3)	_____
SCI	109	gtP	(3)	_____
SCI	265L	gtP	(4)	_____

International and Multicultural Studies

Area 7. International Studies – 1 course

Select one course from the following (starred courses may be used to satisfy the requirement in this area and the requirement for the subgroup of Basic Core Courses indicated in brackets below).

*	ANT	110	gtP	(3)	_____	[5c]
	BA	251		(3)	_____	
	CHIN	101		(5)	_____	
	CHIN	102		(5)	_____	
	CHIN	116		(3)	_____	
*	CHIN	201	gtP	(3)	_____	[3d]
*	CHIN	202	gtP	(3)	_____	[3d]
	COMM	223		(3)	_____	
	FR	101		(4)	_____	
	FR	102		(4)	_____	
*	FR	116	gtP	(3)	_____	[5a]
	FR	117		(3)	_____	
*	FR	201	gtP	(3)	_____	[3d]

*	FR	202	gtP	(3)	_____	[3d]
	GER	101	gtP	(4)	_____	
	GER	102	gtP	(4)	_____	
*	GER	116		(3)	_____	[5a]
*	GER	201	gtP	(3)	_____	[3d]
*	GER	202	gtP	(3)	_____	[3d]
*	HISP	111	gtP	(3)	_____	[3b]
	JAPN	101		(5)	_____	
	JAPN	102		(5)	_____	
	JAPN	116		(3)	_____	
*	JAPN	201	gtP	(3)	_____	[3d]
*	JAPN	202	gtP	(3)	_____	[3d]
*	MIND	180	gtP	(3)	_____	[3b]
*	MIND	181	gtP	(3)	_____	[3c]
*	MUS	247	gtP	(3)	_____	[3a]
	PSCI	110	gtP	(3)	_____	
	SOC	235		(3)	_____	
	SPAN	101		(5)	_____	
	SPAN	102		(5)	_____	
*	SPAN	201	gtP	(3)	_____	[3d]
*	SPAN	202	gtP	(3)	_____	[3d]

Area 8. Multicultural Studies – 1 course

Select one course from the following (starred courses may be used to satisfy the requirement in this area and the requirement for the subgroup of Basic Core Courses indicated in brackets below).

*	AFS	100	gtP	(3)	_____	[5c]
*	AFS	101	gtP	(3)	_____	[4]
*	ANT	212	gtP	(3)	_____	[5c]
	ASL	101		(3)	_____	
	ASL	102		(3)	_____	
*	ASL	201	gtP	(3)	_____	[3d]
*	ASL	202	gtP	(3)	_____	[3d]
*	ENG	236	gtP	(3)	_____	[3b]
*	HISP	102	gtP	(3)	_____	[5c]
*	MAS	100	gtP	(3)	_____	[5c]
*	MAS	110	gtP	(3)	_____	[3b]
	MCS	101		(3)	_____	
*	MIND	182	gtP	(3)	_____	[3b]
*	MUS	150	gtP	(3)	_____	[3a]
	MUS	296		(3)	_____	
*	SOC	237	gtP	(3)	_____	[5c]
*	WS	101	gtP	(3)	_____	[5c]

Electives

Select enough additional courses from Areas 1 - 8 above and/or from the list below to bring the total number of Liberal Arts Core hours up to a minimum of 40.

	CS	101		(3)	_____
	MATH	171		(3)	_____
	MIND	288		(3)	_____
	MIND	289		(3)	_____

	MIND	292		(3)	_____
	MIND	293		(3)	_____
	MIND	294		(3)	_____
	MIND	295		(3)	_____
	MUS	241		(3)	_____
	MUS	244		(3)	_____
	THEA	159		(3)	_____

Special Notes

*Up to nine semester credit hours of the courses listed above that can be used to satisfy the requirements of a student's first major and that carry the prefix of that major may also be used to satisfy the requirements of the Liberal Arts Core.

*Any course listed above that can be used to satisfy the requirements of a student's first major but that does *not* carry the prefix of that major may also be used to satisfy the requirements of the Liberal Arts Core.

*Any course listed above that can be used to satisfy the requirements of a student's minor or second major may also be used to satisfy the requirements of the Liberal Arts Core.

*No course taken before the time it appears as a Liberal Arts Core course in the *Catalog* may be used to satisfy the requirements of the Liberal Arts Core.

*No course taken after the time it is removed from the eligibility list for the Liberal Arts Core may be used to satisfy the requirements of the Liberal Arts Core.

Exceptions to the Requirements of the Liberal Arts Core

*Transfer students who have completed equivalent programs as determined by the Admissions Office may be exempted from all or part of the requirements of the Liberal Arts Core.

*A student who has earned a liberal-arts based Associate of Arts or Associate of Science degree or who has completed an equivalent program as determined by the UNC Admissions Office will receive credit for such work and be excused from Areas 1-8 of the requirements.

*If a student presents an ACT score of 30.0 or higher in English or an SAT verbal score of 630 or higher, he or she is exempt from ENG 122.

*If a student presents an ACT score of 26.0 or higher in mathematics, or an SAT math score of 560 or higher, he or she is exempt from the Area 2 requirement.

Graduation Requirements 2009-2010

The Bachelor of Science Degree in Business Administration requires all majors to complete a minimum of 120 semester hours of course work.

- In catalogs 2001 through 2006, the course work consists of the general education/liberal arts core and other non-business courses to total 60 hours, 27 hours of business core, 24 hours of course work in an emphasis area and 9 business elective hours to reach the 120 credits.
- In the 2007-2008 and 2008-2009 catalog, the coursework consists of Liberal Arts Core and non-business courses to total 60 hours. Business majors who choose to take BA 150 (Area 3c) and/or BA 251 (Area 7) as a part of their Liberal Arts core will count them as part of the 60 hour requirement for non-business electives. (See GE & LAC Requirements tab.) BA 205 will also count as a non-business elective in these two catalogs. The remainder of the degree consists of 30 hours of the Business Core, 24 Business Emphasis Required and Electives, and 6 hours of Business Electives.
- **In the 2009-2010 catalog, BA 205 will count as a business elective.**

A suggested four-year course planning schedule is prepared for each emphasis area for the requirements in each of the UNC Bulletins that are in effect. A copy of the four-year schedule in the 2009-2010 catalog for each emphasis follows. All other 4 year plans are available at the following website: http://www.mcb.unco.edu/Advising/Four_Year.cfm.

All business major emphases will receive a diploma stated as a Bachelor of Science in Business Administration. The emphasis is recorded on the student's final transcript.

If a student wishes to complete two business emphases, they will receive one diploma with one degree of Bachelor of Science Degree in Business Administration. The student transcripts will reflect both emphasis areas.

Business Minors 2009-2010

There are five minors supported from the Monfort College of Business. They are Business Administration, Computer Information Systems, Global Business, Network and Information Systems Security, and Non-Profit Administration.

The **Business Administration Minor** is designed for students who have a major in another school or college outside the College of Business but wish to pursue a collateral area in Business Administration. Completion of the minor provides broad exposure to the functional areas in Business Administration. These include accounting, computer information systems, finance, management, and marketing. ***The minor is not open to students who major in Business Administration.***

The **Computer Information Systems (CIS) Minor** is designed for students who wish to pursue collateral work in the computing, technology and communications/networking areas. Completion of the minor prepares a student to successfully employ technology and integrate information systems into his or her career activities. The CIS minor is attractive to students majoring in areas of Business Administration as well as to majors from other schools and colleges. It compliments their work in these other areas. ***The program is not designed to prepare individuals to become programmers or systems personnel, but does provide a broad exposure to the area of corporate information systems.***

The **Global Business Minor** is designed for students who have a major in Business Administration but wish to pursue an additional area of study in global business. Completion of the minor provides broad exposure to the global areas of business administration. These include at a minimum finance, economics, management, and marketing. The minor is only open to students who major in Business Administration.

The **Network and Information Systems Security Minor** is designed for students who are interested in developing a skill set and knowledge base of security issues for computer networks and accounting information systems. The minor provides a background of network infrastructure, protocols, and software. Minors will gain knowledge about industry operating systems, security strategies and relevant products and equipment. Students with this minor will be introduced to accounting concepts and accounting fraud detection. The NISS minor is attractive to students majoring in business and other areas across campus especially Criminal Justice majors.

The **Non-profit Administration Minor** is designed for **business majors** only who wish to pursue careers in nonprofit organizations. Completion of the minor requires a student to understand the similarities and differences between for-profit and not-for-profit organizations, learn about the major sources of funding for non-profits, and complete an internship. The student will further pursue skills that are used in non-profits through the elective minor credits.

Prerequisite Policy 2009-2010

The College has a longstanding history of meticulously following prerequisite policy requirements and has, over the years, done everything within its power to assure that students are well-informed of the policies and of their not being allowed to remain in courses for which they have not previously completed the prerequisites. These prerequisite standards have been developed and approved by discipline faculty and the shared governance system with MCB. The policies are designed to enhance the learning experience for individual students enrolled in classes, as well as for the overall class learning environment.

The Monfort College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB) and the accreditation standard requires that prerequisites for business coursework be enforced. The College faculty periodically reviews the existing prerequisites and updates them in order to ensure a high-quality learning experience within the business curriculum. *It is very important to note that the most current catalog must be used each semester to identify the prerequisites.*

Prerequisite enforcement procedures and requirements are communicated to the students through the following vehicles:

- ***UNC Catalog:*** The course descriptions for each class lists the prerequisites, and a statement found on page 37 in the 2009-2010 catalog on “***Course Prerequisites***” states:
“The student is held responsible for having met the current UNC Catalog prerequisites in all business courses for which he or she has registered. Students who register for business classes for which they do not have the prerequisites listed in the current UNC Catalog may be dropped from the class at any time by the instructor, school director or Dean.

Students will be dropped from all upper division (300 or 400 level) business courses if they have not reached junior standing (at least 60 semester credits) before the first class meeting.
- ***MCB Website:*** All business course syllabi include prerequisite requirements and are found on the MCB’s website within each School in the College of Business at: <http://www.mcb.unco.edu/Schools/>
- ***Suggested 4-Year Schedules:*** These 2-page advising tools are available to all business majors in the MCB Advising Center and are updated on an annual basis; each includes current prerequisites for all business classes in that area.
- ***Advising Newsletter:*** These newsletters are sent via email to all currently enrolled business majors and minors each semester with information regarding current prerequisite policies.

- **Course Outlines:** These documents are distributed to each enrolled student on day one of a given course; each business instructor covers the information in class, including prerequisite requirement and procedures.
- **UNC New Student Orientation Session:** In each of these sessions, the MCB representatives explain the College's prerequisite policies to incoming freshmen and transfer students.
- **Individual Advisors:** Students meet with their academic advisor each semester. The advisor can guide the student to appropriate coursework considering the course prerequisite policy.

An audit of business courses offered each semester is performed by the Advising Center to identify students who have registered for business courses who have not met the prerequisites for business courses. Every effort is made to contact the students who show a prerequisite violation. The students are given an opportunity to present relevant information that would allow them to stay in the business course, i.e., transfer work not yet arrived at UNC. If there is no sufficient data for the student to stay in the course, the student will be dropped from the business course.

Student classification is based on level and/or hours completed.

- Freshman - 0-29 semester hours of credit.
- Sophomore - 30-59 semester hours of credit.
- Junior - 60-89 semester hours of credit.
- Senior - 90 hours through successful completion of baccalaureate degree.

The Monfort College of Business requires a student to have junior standing before enrolling in 300- and 400-level business classes. Junior standing is sixty (60) semester credits. A student with less than sixty (60) credits must be granted an exception to register for an upper-division business course. Exceptions will be granted only under the following conditions:

- The student has completed 54 semester hours and denying the student registration into a particular class would delay the student's expected graduation date. This can occur because of course-sequencing (prerequisites) or alternate semester/year class scheduling practices. An exception would be permitted only for the sequence or alternate semester/year class, not other upper-division classes. No exceptions are made for students with less than 54 semester credits.
- The student has completed at least 54 semester credits hours and has completed (or is enrolled in) all the General Education/Liberal Arts Core requirements, the lower-division business courses, and other lower-division courses required for the degree. No exceptions are permitted for students who have completed less than 54 semester credits.

Students should be aware that if the number of credit hours falls below full-time student status (12 credit hours) it can adversely affect their financial aid and eligibility

for athletic programs as well as their credit hours allowed in the College Opportunity Fund.

Grades, Records and Transcripts

The university policy for grades, records and transcripts may be found on the following website:

<http://www.unco.edu/regrec/Academic-Records/grades/index.html>. Students can view their grades through Ursa as they are submitted throughout the term.

GRADING CHART

Standard Grading	Quality Points
<i>A= superior</i>	4.000
<i>A- = A minus</i>	3.667
<i>B+ = B plus</i>	3.334
<i>B = above average</i>	3.000
<i>B- = B minus</i>	2.667
<i>C+ = C plus</i>	2.334
<i>C = average</i>	2.000
<i>C- = C minus</i>	1.667
<i>D+ = D plus</i>	1.334
<i>D = poor, passing</i>	0.667
<i>F = Failure</i>	0.000
<i>S = satisfactory –credit granted</i>	++
<i>U = Unsatisfactory –no credit</i>	+
<i>IP = in progress</i>	+
<i>I = incomplete</i>	+
<i>UW = Unauthorized withdrawal</i>	+
<i>W = approved withdrawal</i>	+
<i>NC = no credit (audit)</i>	++
<i>NR = no report</i>	+
<i>NG = no grade</i>	+
<i>CR = credit granted</i>	++
<i>Grade* = basic skills, fresh-start, and grade forgiveness</i>	+
<i>Grade ** = fresh-start prior to March 1993</i>	++
<i>Grade (.) = basic skills</i>	+

Grade Point Average

The University operates on a 4.00 grade point system. Under “Grading” in this section of the catalog, the “Standard Grading” table contains the grade point value of individual grades.

To compute a grade point average, first remove all basic skills courses (courses numbered 001-099) and all courses that carry the grades: S, U, W, UW, NR, I, NC, and grades with a period or asterisk(s). Multiply the credit hours for each remaining course by the grade point value of the grade. Total the credit hours. Grade point averages are calculated to 3 decimal points and displayed as two decimal points rounded on academic transcripts and degree evaluations. See the Chart Below.

If a course is repeated, all grades earned are used in determining the GPA. If a course is listed as Grade Forgiveness, the grade will not be used in determining the GPA. Grades reviewed at other institutions are not included in the UNC GPA.

Grade	Credit	Q Points	GPA
A = 4.000	3	12.000	
B- = 2.667	5	13.335	
C+ = 2.334	3	7.002	
I – N/A	N/A	N/A	
Total	11	32.337	= 2.939 GPA

+ Credits not used to compute grade point average (GPA) and not counted toward graduation.

++Credits not used to compute GPA but counted toward graduation.

Note: The grade of “NR” is used for honors courses, theses dissertations and other courses that have been granted approval for “NR” grading. The “NR” is assigned when the coursework requires longer than a semester to complete. The “NR” will be replaced by the appropriate grade when the work is completed.

Each course syllabus will include specific grading method.

Grade Changes

Requests to change grades assigned the previous term can be made by instructors during the *first two weeks* of the following term. For questions about the grade change process or deadlines, contact the Registrar's Office. See the current University of Northern Colorado Catalog or link to www.unco.edu/dos/handbook/main.htm for more information on the grade appeal process.

When a grade change is required, the instructor should complete the "Special Grade Report" grade change form available in PDF format as an "Important Link" under the Faculty tab in Ursa. http://www.registrar.unco.edu/pdf/grade_change.pdf You can enter the necessary information online then print the form, obtain the School Director's signature, and forward the form to the Registrar's Office during the first two weeks of the next semester. Please note: Spring semester grade changes are due during the first two weeks of the summer term.

Midterm Grades

Midterm grades are required for fall and spring semester for all freshmen, first term undergraduate transfer students, student athletes and undergraduate students on probation. Undeclared majors, undergraduate students advised through CHE and Cumbres are also included on these lists.

Faculty will have access to enter the midterm grades beginning the 6th week through the Monday of the 8th week of the term. Students can view their midterm grades via Ursa as they are assigned through the 14th week of the term.

Final Grades

Faculty must submit grades via the Web to the Registrar's Office by 5 p.m. of the third working day after the end of a course. Grade changes or corrections must be submitted within the first two weeks of the following semester. Spring term grade changes are also due the first two weeks of summer term. Grade change requests are submitted on special grade report forms signed by the instructor and the school director. Forms are available from program offices. Grade change request forms delivered by students will not be accepted.

Incomplete Grades

Important! An "I" (Incomplete) is assigned due to unanticipated circumstances the *last week* of the term that make the student unable to complete course requirements within the allotted time (e.g. he/she missed the final examination due to sickness, an emergency in the family). The instructor must submit to the school director, a written notice of the specific coursework to be completed before the final grade is determined; a copy is kept in the school and one is provided to the student. To amend a grade of "I" with an earned grade on a student's transcript, the student must complete all incomplete course work by

the last day of the next semester, including summer term. If the course requirements are not completed within the time limitation and the grade received in the Registrar's Office, the grade will be recorded on the academic record as a failing or unsatisfactory grade. The Incomplete Grade Form follows.

APPLICATION FOR A GRADE OF INCOMPLETE

Name		Bear ID	
Email		Phone	
Course Title			

Semester	Year	Course Prefix	Number	Section
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This form must be completed for *each* Incomplete grade given and must be approved by the School Director and Dean of the Monfort College of Business before the “I” is reported as a grade to the Registrar’s Office.

The Grade of Incomplete is assigned when emergency situations occur during the *last week* of the term that make the student unable to complete the course requirements.

The Professor must attach all course information including copies of examinations to be given, previous grades, and all details needed to complete the evaluation of the class. A copy of these documents will be kept on file in the MCB School file and a copy will be provided for the student. The Incomplete coursework must be completed during the following term, including **summer term.**

*To change a grade from Incomplete to the appropriate grade when completed, the professor will submit a grade change request on a "Special Grade Report" form. Forms are available from the MCB School Administrative Assistant.

I understand the provisions of this Incomplete and agree to do the necessary work to receive a letter grade for the course. I understand this work must be completed by the following date:	

Student’s Signature	Date

Approved		
	Professor	Date
Approved		
	School Director	Date

Approved		
	Dean	Date

The approved type of grading is listed on the final grad assignment list.

A-F Traditional Assignments: All courses are graded A-F unless approved as S/U graded.

S/U Satisfactory/Unsatisfactory: May be used when approved for specific courses and must be so indicated on the equate course record.

- Credit is granted for satisfactory (S) grades.
- Credit is not granted for unsatisfactory (U) grades.
- S/U grades are not used in calculation of the Grade Point Average.

NC No Credit: Assigned for audited courses only (indicated by 0 zero credits on the class grade report).

NR No Report: May be used when approved for specific courses and must be so indicated on the equate course record.

- Contact the Registrar's Office for information on how to obtain NR grade approval for a course.
- To change a grade from NR to the appropriate grade when completed, submit a grade change request on a "Special Grade Report" form (see reverse side of "Special Grade Report" form for instructions). Forms are available in the department office. A separate form is necessary for each registration of NR graded course.

Master's thesis, doctoral proposal and doctoral dissertation NR grades are changed by the Graduate School.

I Incomplete: Assigned by faculty with department chair approval in emergency situations affecting the student the last week of the term.

- Incomplete must be completed during the next term, including summer term.
- To change a grade from Incomplete to the appropriate grade when completed, submit a grade change request on a "Special Grade Report" form (see reverse side of "Special Grade Report" form for instructions). Forms are available in the department.

UW Unauthorized Withdrawal: To be assigned only if a student never attended class.

W Approved Withdrawal: The withdrawal is preprinted on the final grade assignment list when the student withdraws from the course or withdraws from the University. Instructor questions

concerning withdrawal status of a student should be directed to the Registrar's Office 351-2231.

Repeated Coursework & Grade Forgiveness Policy

The Repeat Policy affects all courses not designated repeatable for credit. Repeated courses are recorded on the transcript for every individual registration; all letter grades count towards the cumulative grade point average. Repeated courses will be counted one time only in the total credits towards graduation. For more information contact the Registrar's Office, 970-351-2231.

Only fully admitted UNC undergraduate students may repeat a UNC course using **grade forgiveness** in an effort to increase their UNC GPA. Repeating a course under grade forgiveness is subject to the following conditions.

Effective Fall 2002, undergraduate students must submit an application to the Registrar's Office by the last day to drop the class to be eligible for grade forgiveness. **You will be notified through your UNC email account if the application is accepted or denied.**

University Application and Policy

http://www.unco.edu/regrec/pdf/Grade_Forgiveness.pdf

Beginning Spring 2009, MCB's policy will follow the University's Grade Forgiveness policy. This will apply to all business courses that were taken for grade forgiveness. Please refer to the university policy at

http://www.unco.edu/regrec/records/grades/forgive_repeat.html.

Course Conflict Permits

Sometimes a student will wish to enroll in two courses that have a conflicting time. In this case, a student will print a Course Conflict Permit, obtain signatures of the professors whose classes are affected by the conflicting times, and submit it to the Registrar's Office. The form is found at:

http://www.unco.edu/regrec/pdf/Course_Conflict.pdf

Course Conflict Permit

Name _____
Date _____ Bear Number: _____

Instructor: Your signature on this form indicates that you are giving permission to the student identified above to register for two classes that meet at the same time or have overlapping times. This permit must be completed and returned to the Registrar's Office. Students are NOT able to register for course conflicts via the telephone or web registration systems. Registration subject to course availability.

CRN _____ Course Prefix _____ Course No. _____ Section _____ Term _____

Instructor Signature

CRN _____ Course Prefix _____ Course No. _____ Section _____ Term _____

Instructor Signature

Continuation Requirements

Students should be aware of both the University and MCB continuation requirements. The University's Academic Support and Advising Center monitors the students' overall cumulative grade point average, and the MCB Advising Center monitors the students' business grade point average.

UNC Continuation Requirements

Normally, the University requires students to maintain a 2.00 cumulative grade point average. Students who do not meet this requirement may be suspended from the University and will not be permitted to enroll in any University class during the suspension period. Students who have been put on University probation or have been suspended, but who subsequently raise their overall GPA, may receive a letter from the University congratulating them on their being in good standing with the University, however, these students may still be on MCB suspension for business GPA requirement policies.

MCB Continuation Requirements.

Students must maintain a 2.0 ("C") cumulative grade point average in the business course work taken in MCB. ***(The courses not included in the business GPA calculation are BAFN 240 and BAMK 260. These courses also do not count in the 120 hours required for graduation for business majors.)*** Students achieving less than the required cumulative grade point average 2.0 will be denied continuation of their business program.

*Note: BA 101 is being included in the business calculation as it returned to a letter graded course in Fall 2004 semester. If a student took the course when it was Pass/Fail graded, the course is counted as attempted business hours, but does not impact the business GPA.

Business GPA Monitoring

The cumulative business grade point average is monitored once the MCB major has attempted a minimum of **9 hours of business course work**. The business GPA is then monitored every term that the student is enrolled and is officially a business major. Repeated business course work in which a student has previously earned a grade of "D" or less will continue to count in the business GPA calculations unless the student applies for Grade Forgiveness. ***If a student applies for and receives Grade Forgiveness at the university level for a business course, the new grade will replace the old grade in the cumulative GPA calculation at the University level and in the calculation of the Business GPA.***

A suspended student is given 9 hours of business course work to bring their business GPA back to a 2.0. The 9 hours must be completed within one year.

MCB Suspension Procedures

A MCB major whose cumulative business GPA falls below a 2.0 is sent a letter informing them of their suspension status after final grades are recorded. The student is allowed to continue in the business courses he/she is enrolled in the following semester. If the student is currently enrolled in 9 hours of business course work, he/she will have until the ***end of the current semester*** to bring the business GPA up to the required 2.0. If the student is registered for ***fewer than 9 hours of business courses, he/she will be able to register for another semester of business coursework.*** MCB Advising Center will process permission forms for business courses during early registration for those students who are allowed additional course work to bring their business GPA to the required 2.0.

Academic Record Advising Forms

Fall 2006 was the first semester using the new database “URSA” or “BANNER.” There are two reports available to Faculty and Advisors for students. To get to the information, you will need to logon to your account in URSA. You will choose Banner Self-Service, then Faculty and Advisors, then Student Information Menu. A list of available information will pop up. There are two reports that will be the most complete record and prove to be very helpful when advising students: 1) Academic Transcript and 2) Degree Evaluation.

Academic Transcript

The Academic Transcript includes courses that a student has taken at other institutions that transferred as UNC equivalent courses. It also shows the students enrollment at UNC by semester. It is a quick look at how many hours a student has completed and their GPA at UNC.

Degree Evaluation

Students and Faculty should run this report in the “Detail Requirements” view, and this selection will give a detailed list of all courses that a student has completed toward their Bachelor’s Degree. It is listed in sections that include: General Education or Liberal Arts Core, Area Emphasis Required Courses, Business Administration Core & Degree Supporting Courses, Business Electives, Non-Business Hours and University-Wide Electives.

The Detail Requirements view of a student’s record does not include repeated attempts or courses that have been retaken for grade forgiveness. In order to view all attempts, use the Additional Information option of the Degree Evaluation.

Graduation Checks

Upon completion of 90 semester hours, students should request a graduation check in the Registrar’s office in Carter Hall, Room 3002.

Course Substitutions and Waivers

Emphasis Courses:

Course substitutions and/or waivers are not recommended. However, in extraordinary circumstances, the **School Director** may substitute courses within the emphasis. Emphasis course waivers or substitutions must be in writing and noted in the student's department advising file.

Business Core:

Waiver or substitution of the business core courses is not permitted.

General Education and Liberal Arts Core:

Waiver or substitution of General Education and Liberal Arts Core course work or adjustments in any university-wide program requirements *cannot* be done at the Business College level. Students who wish to apply for an exception from the University General Education/Liberal Arts Core or other University requirements listed in their bulletin must petition at the Registrar's Office in Carter Hall, Room 3002.

Links to UNC Calendars

University of Northern Colorado 3-Year Calendar

<http://www.unco.edu/regrec/calendar3yr.html>

Registration Deadline Calendar

The registration deadlines including Add/Drop and Withdrawal deadline dates for the current semester are posted on the following website:

<http://www.unco.edu/regrec/Registrarscalendar.htm>

Final Exam Schedule

http://www.unco.edu/regrec/pdf/final_exam_schedule.pdf

All final examination periods are 150 minutes in length. Examinations are conducted in the same classroom used throughout the semester unless alternative arrangements are made with the room scheduling department in the Events/Scheduling Office at the University Center.

Faculty should alert students to changes in final examination times or locations before the testing date. With the approval of the school director, the final examination may be eliminated by an instructor who considers it unnecessary. If no final examination is given, class will continue through the last week of the semester. In such cases, classes will meet at the times shown on the final examination schedule.

Each student registered for credit in a course must attend the final examination unless the student has made prior arrangements to be excused by the instructor. In extreme instances, a final examination may be rescheduled by the instructor, provided the change is coordinated with the appropriate dean's office and approved by the school director.

- If a student has three or more final examinations for one day, the student may negotiate a time change with the instructors involved. This negotiation should take place not less than one week before the scheduled examinations. If the parties involved cannot find a mutually agreeable time, the Office of Academic Affairs will indicate courses for which a change must be made. Laboratory sessions will not meet during the final examination period. Laboratory examinations should be given before final examination week.

Short Course Calendar

http://www.unco.edu/regrec/pdf/Parts_of_Term.pdf

University Events Calendar

<http://www.unco.edu/calendar/calendar.asp>

Family Educational Rights and Privacy Act of 1974

All faculty and staff should be familiar with the rights and policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act guarantees students specific rights to privacy regarding educational records.

The complete UNC Family Educational Rights and Privacy Act (FERPA) can be found at the following website: <http://www.unco.edu/regrec/FERPA/FERPA.htm>.

Release of Student Information

The University maintains an educational record for each student who is or has been enrolled. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended the following student rights are covered by the Act and afforded to all eligible students at the University.

1. The right to inspect and review information contained in the student's educational records. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request amendment of the contents of the student's educational records which are believed to be inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Any student who believes that his/her education records contain information that is inaccurate or misleading or is otherwise in violation of his/her privacy or other rights or who believes that his/her records have been or are being maintained or processed in violation of his/her privacy or other rights, may discuss his/her concerns informally with the Registrar's Office. If the decision of that person is in agreement with the student's request, the appropriate records shall be amended and the student shall be notified in writing of the amendment (s). If the decision is not in agreement, the student shall be notified within thirty (30) calendar days that the records will not be amended and the student shall be notified by the official of the student's right to a hearing. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student's education records. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. "School officials" shall mean any person who is a trustee, officer, agent or employee of the University. "Legitimate educational interest" shall mean any authorized interest or activity undertaken in the name of the University for which access to an education record is necessary or appropriate to the proper performance of the undertaking. It shall include, without limitation, access by a student's instructor, department or division head, dean, the

chief academic and student affairs administrator, the president, a trustee, the custodian of the University records, the alumni administrator, legal counsel, the financial aid administrator, administrators charged with maintaining education records, the staff and subordinates of the foregoing, and others authorized by the President to the extent the foregoing persons are acting within the course and scope of their employment or authority.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Northern Colorado to comply with the provisions of the ACT. The name and address of the Office that administers FERPA is:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605*

Each of these rights, with any limitations or exceptions, is explained in the University's policy statement, a copy of which may be obtained in the Registrar's Office. The University may provide "Directory Information" in accordance with the provision of the Act without the written consent of an eligible student until it is requested in writing that such information not be disclosed (see below). The items listed below are designated as Directory Information and may be released about any student for any purpose at the discretion of the University unless a written request for non-disclosure is on file.

- a. *Name*
- b. *local and permanent address (es)*
- c. *e-mail address*
- d. *telephone number (s)*
- e. *dates of attendance*
- f. *classification, and enrollment status*
- g. *the most recent institution attended*
- h. *major field of study*
- i. *honors*
- j. *awards*
- k. *publications*
- l. *degree (s) conferred*
- m. *degrees pursued or being pursued*
- n. *past and present participation in officially recognized sports and activities and physical factors of athletes (height and weight).*

Currently enrolled students may prohibit general disclosure of this Directory Information by notifying the Registrar's Office in writing within 10 calendar days after the first scheduled class day of each term. The University will honor the request until the student notifies the Registrar's Office in writing of intent to allow release of Directory Information. The student should carefully consider the consequences of any decision to

withhold any category of Directory Information. Regardless of the effect upon a student, the University assumes no liability that may arise out of its compliance with a request that such information be withheld. It will be assumed that the failure on the part of the student to request the withholding of Directory Information indicates the student's consent to disclosure. Directory information may be disclosed through a variety of methods including, but not limited to, paper, electronic, voice and other means.

Any questions concerning the student's rights and responsibilities under the Family Educational Rights and Privacy Act should be referred to the Registrar's Office, 970-351-2231.

Student Directory

Your name, address, telephone number, e-mail address and classification will be printed in the student directory and World Wide Web directory unless you have requested non release of your directory information (see Release of Information section). Hardcopy directories are available at the Information Desk in the University Center. The deadline to submit these changes to the directory is 10 days into the Fall term.

Information that can never be released without written consent of the student:

- ***Grades***
- ***Student ID number***
- ***Ethnicity/Citizenship***
- ***Gender***
- ***GPA***

Appropriate faculty /staff response: "There is no information available on that person."