

DARSweb for students – very important tool for checking progress toward graduation.

UIS students can access an unofficial progress report intended to assist in determining academic progress towards a first bachelor's degree. The DARS report assists students in reviewing degree requirements and monitoring academic history. Students may choose to bring a printed copy of their DARS report when meeting with their academic adviser. **It is the student's responsibility to ensure that DARS accurately reflects his/her progress towards degree completion.** The report indicates those requirements a student will have fulfilled upon successful completion of current courses in progress. DARSweb for students also indicates those requirements that still need to be completed. DARS access is available on the Records & Registration homepage at <http://www.uis.edu/registration/>. Please contact Degree Audit at 217.206.8216 or email registrar@uis.edu with any questions.

Know if you have general education deficiencies.

- Upon completion of the BBA program, 50% (60 hours) of the 120 total semester hours must be in general education courses.
- Campus Undergraduate Academic Advisers, Quiana Boateng & Mae Noll, are available to advise students concerning UIS general education requirements. Students A thru M please contact Quiana at 206-7474 or qboat1@uis.edu and N thru Z contact Mae at MNoll1@uis.edu or 206-7473.
- Students admitted to UIS with more than 30 hrs may use approved 300 and 400 level classes taken at UIS to fulfill lower division general education deficiencies under current policies and by petition. The 300 and 400 level courses used to meet lower division general education requirements must be on the approved list. The list of approved courses is available under "General Education Course Lists" at www.uis.edu/generaleducation/curriculum/courselist.html
- **Any UIS course used to meet a general education requirement must be approved prior to registration by completing a Deficiency Fulfillment Record form in the Admissions Office.**

AACSB non-business hours. At least 60 of the 120 semester hours required for graduation must be in non-business courses. It is important that students meet with their advisers to develop a degree plan that meets this requirement.

BBA ENTRANCE REQUIREMENTS

- Two courses in **Accounting** – ACC 211 Intro to Financial Accounting **and** ACC 212 Intro to Managerial Accounting
- Two courses in **Economics** – ECO 201 Intro to Micro **and** ECO 202 Intro to Macro (or one course: ECO 315 for students with Junior standing)
- A course in **Statistics** (ECO 213)
- **Advanced Mathematics** course - such as business calculus or finite mathematics (MAT 113)
- A **Behavioral Science** course - such as psychology, social psychology, sociology, or political science (Or appropriate equivalent courses as determined by Admissions or the BBA Program)

Foundation courses do not apply toward the 60 hours of upper division study required for a BBA at the University of Illinois at Springfield.

- These prerequisites may be taken at UIS or a community college and transferred to UIS. A student working on completing Foundation Requirements can take College Core Requirements concurrently but strict attention needs to be paid to each Core's specific prerequisites. **A Foundation Requirement that is a prerequisite for a Core Course cannot be taken concurrently with that core course.** For example, BUS 312 **cannot** be taken at the same time as ECO 201, etc.
- **Credit can be withheld by the department if a core course is taken without the required prerequisites.**
- An average GPA of 2.00 (C) or better in prerequisite courses is required. A passing grade lower than C in prerequisites is acceptable if the student's total average in all the prerequisites is maintained at 2.00.

COLLEGE CORE

Core Course	Prerequisite (or equivalent)	Hours
BUS 302 Principles of Financial Management	fin & mgr acc, stats micro & macro econ, adv math	3 Hrs.
MGT 310 Managing Organizational Behavior	NONE	3 Hrs.
BUS 312 Principles of Marketing	fin & mgr acc and micro & macro econ	3 Hrs.
BUS 322 Operations Management	stats and adv math	3 Hrs.
MIS 352 Principles of MIS	NONE	3 Hrs.
MGT 488 Strategic Management and Leadership	ALL above CORE COURSES	<u>3 Hrs.</u>
TOTAL		18 Hrs.

**MGT 488 may not be taken concurrently with any core course and needs to be completed during a student's last semester or last 12 hrs.*

B.B.A. REQUIREMENTS 07-08 catalog and forward

	Prerequisite (or equivalent)	Hours
BUS 332 Legal Environment of Business	Micro & macro econ	4 Hrs.
Business Electives (at least 4 Hrs. must be BUS electives and the remaining 8 Hrs. must be within College of Business & Management. Requires approval of adviser).	<i>See catalog for specific courses</i>	<u>12 Hrs.</u>
		16 Hrs.
Engaged Citizenship Common Experience (ECCE)		13 Hrs.
General Electives (requires approval of adviser)		13 Hrs.
Total		<u>60 Hrs.</u>

Please refer to the specific year of the UIS Catalog that you are using for graduation in order to verify academic qualifications.

BBA students using catalogs Fall 2003 through Summer 2006 have the following 60 hrs of upper division credit to fulfill for their BBA

BUS 332 Legal Environment of Business		4 Hrs.
Business Electives (at least 4 Hrs. must be BUS electives and the remaining 8 Hrs. must be within CBM. Requires approval of adviser).	See catalog for specific courses	<u>12 Hrs.</u>
		16 Hrs.
University Requirements (PAC, LSC, AST – PAC & LSC not available beginning FA08. See UIS requirement info below)		12 Hrs.
General Electives (requires approval of advisor)		<u>14 Hrs.</u>
Total		<u>60 Hrs.</u>

GENERAL INFORMATION

- A **GPA of 2.0** or better is required for graduation.
- **30 HRS. OF CREDIT IN RESIDENCE** at UIS is required for completion of a BBA degree.
- ***IT IS THE STUDENT'S RESPONSIBILITY TO BE AWARE OF AND FULFILL ALL DEGREE COMPLETION REQUIREMENTS.*** Students should meet with their faculty academic adviser during the 1st semester of study so a degree completion plan can be prepared.
- **ADVISERS** Selection/change of faculty advisor forms are available in the BBA Department office, UHB 4054 or online at the registration link. Advisers are assigned to BUS students at the time of their acceptance to the Program. Advisers may be changed by completing the form and the signature of the new adviser.
- **OVERLOADS** Student Petition forms are required for students registering for more than 18 hours in Fall or Spring semesters or for more than 8 hours in Summer. Students with GPA's below 3.5 will typically not be approved for an overload. Check with your adviser.
- **ATTENDANCE** Students are expected to attend each class session. Students should notify faculty either by telephone or email if they are unable to attend. Individual faculty members establish individual criteria and expectations for class attendance. See syllabi.
- **INCOMPLETE GRADES** are given at the discretion of the instructor. A provisional grade is recorded at the conclusion of the semester, and 12 months is allowed for agreed upon course work to be completed. If a change of grade is not completed before the end of 12 months, the final grade reverts to the provisional grade.
- **REPEATING A COURSE** Courses with a grade may be repeated. The second grade will appear on the transcript, and an R will replace the first grade. (Does not apply for a 3rd time).
- **PROBATION** status occurs when a student's GPA is less than 2.0. A student on probation should consult with his/her adviser. A student on probation is limited to 12 hrs. of course work.
- **SUSPENSION** is the result of two successive semesters of probation. A suspended student may sit out 2 semesters and then petition for re-admission. Special circumstances may allow a student to petition earlier for re-admission. (Contact your adviser or the program office).
- **CATALOG YEAR FOR GRADUATION.** When a student fills out his/her graduation contract, the catalog year must be declared at that time - but plans should be set up as soon as possible for an advisee to follow the chosen catalog requirements for graduation.
- **WPI (With Permission of Instructor)** Courses such as online BUS courses and the capstone course require a WPI to register. A student must **CONTACT THE PROGRAM SECRETARY** when a course is listed with a WPI. These courses have prerequisites and other criteria that must be established before a student can register.

PROGRAM REQUIREMENTS

- **CREDIT/NO CREDIT** BBA degree candidates cannot take any course credit/no credit or pass/fail. **No course taken PASS/FAIL or CREDIT/ NO CREDIT will be counted toward required graduation hours.** (Exception: AST hrs since it must be taken as credit/no credit).
- **For a BBA student using upper division transfer hrs, at least 50% of all business credit hours must be completed at UIS (20 hrs).**
- **TRANSFERRED UPPER DIVISION HRS** If a student is planning to use transfer hrs to fulfill part of the required 60 hrs of upper division credit, several criteria must be met: (1) More than 60 hrs must be accepted as transferred hours by admissions [see the Notice of Undergraduate Admission mailed to each student]. Only the number of hours **over 60** is available to be considered for upper division credit. (2) Courses must be 300 or 400 level course work, and a syllabus may be required to determine if the course being considered fulfills the required course work (3) Students may not receive upper division credit for 300 or 400 level transfer courses with a grade of C- or lower (4) An approved **Student Petition** must be on file in the BBA Program Office stating what transferred courses a student is using to fulfill BBA requirements. Approval of the student's adviser, the Chair of the BBA Program, and the Registrar is required for transferred hours to be used to fulfill upper division requirements.

- **For a BBA student planning to use upper division transfer hrs, at least 50% of all business credit hours must be completed at UIS (20 hrs). 12 hrs of the college core must be fulfilled at UIS (in other words, only 2 core courses can be transferred in and never MGT 488).**
- **A CORE COURSE CAN BE WAIVED only** when a student can show that he/she has a grade of “B” or better in an equivalent (upper division) course. Courses without prerequisites are not considered upper division.
- If a core course is petitioned out of (transferred in), an elective must be taken in the same area. The student must earn a “C” or better in the course.

CAPSTONE COURSE (MGT 488)

- **The capstone may not be waived and may not be taken prior to, or concurrently with other program requirements. MGT 488 must be completed during a student’s last 12 hrs or during his/her last semester.**
- A grade of C or better must be earned in MGT 488 Strategic Management and Leadership (grades not accepted include C- , D+ and D-).
- **A WPI is required to register for the capstone.** CONTACT THE DEPARTMENT SECRETARY (206-6780) for the required permission to register. The secretary will verify that you have completed the necessary requirements.

ELECTIVES

- **CSC 317 Software Package and CSC 318 Computer Literacy may NOT be used as electives.**
- **The BUS Elective must have one of the College Core Courses as the prerequisite.** BUS 331 Business and Society is the exception and may be used as an elective.
- **MGT431 Human Resource Management may be used as a BUS elective** because MGT 431 was previously taught as BUS 351 Human Resource Management.
- **BUS 301 Marketing Communications and BUS 303 Current Issues in Business may NOT be used** toward any business degree at UIS.
- **General electives should not include AST hours. 1 additional hour of the Speaker’s Series may be used as a general elective.**
- Typically, universities want students to finish all cores before taking electives. Given the relative scarcity of electives, and the fact that they may not be offered on a consistent basis, it may be in the student’s best interest to take desired electives when they are made available (if the student has the appropriate prerequisite).

UIS REQUIREMENT

- **13 hours of Engaged Citizenship Common Experience (ECCE) courses are required for graduation. Please see the UIS catalog.**
- **Applied Study Term (AST under the ECCE Engagement Experience area)** Up to 6 hours credit allowed – use Engagement Experience (3 hrs) and ECCE elective (3 hrs). This internship provides practical learning experience. The student should allow the completion of at least 12 hrs coursework in their major before participating in an AST. Many internships are paid, and a variety of experiences within business and government agencies are available. **BBA students taking an AST 300 must enroll in the section taught by either Professor Paul McDevitt or Professor Dyanne Ferik** so the seminar instructor can serve as their UIS Supervisor. If that particular section presents a scheduling conflict, contact the BBA Professor about reviewing the AST Project Outline and supervising the AST experience.
- **The AST office can assist in securing an AST placement – check with the AST office early in the semester prior to the semester that you want the AST placement (AST Office 206-6640).**
- **Using ECCE courses to fulfill PAC & LSC university requirement**

Beginning in Fall 08, PAC and LSC course will no longer be offered. For students who need the PAC or LSC hours to graduate, here is the process:

Students will have to petition to use ECCE courses to fulfill PAC and LSC university requirement hours. A list of approved ECCE courses is available on the UIS registration webpage under general education requirements.

<http://www.uis.edu/generaleducation/curriculum/documents/GenEdcoursesFall2008-4-7-08.pdf> Any 300 or 400 level US Communities or Global Awareness ECCE course can be used to fulfill the PAC and LSC requirement.

The only exception is if a student using the PAC/LSC/AST requirement has completed no PAC or LSC courses before Fall 08. In that case the student will be required to complete ECCE courses in at least two of the three ECCE areas (U.S. Communities, Engagement, or Global).

The petition should include the following information:

The type of petition is a "Waiver"

In the request line write "I request to use [course] to fulfill my University Requirements."

In the rationale lines write: "I am graduating under the [state academic year] catalog.

This course is an approved ECCE course, according to the Semester Course list on the General Education web site."

Student petition available at <http://www.uis.edu/registration/forms/index.html>

Please contact your faculty academic adviser about using ECCE courses to fulfill PAC & LSC university requirements.

GRADUATION

- **ACADEMIC YEAR CATALOG** For graduation purposes a student may choose to meet the academic requirements of any catalog in force after his/her admission (not to exceed 7 years).
- **GRADUATION CONTRACT** **Completion of a Graduation Contract is required. As soon as a student registers for his/her last semester of classes, a graduation contract should be filled out and turned in at the BBA office.** This timing is important to insure that a student has the opportunity to make adjustments to his/her schedule in case a requirement for graduation has not been met. Of course, a student should be conferring with his/her academic adviser each semester before registering for classes to determine that a graduation plan is being followed.