University of Illinois @ Springfield

Checkout the BBA webpage:  http://www.uis.edu/bba/
Facebook  http://www.facebook.com/UISBBA

Monitor your progress toward graduation: DARSweb for students is a very important tool. UIS students and faculty advisers can access a 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 advisor. 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. DARS 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.
- Contact the campus Undergraduate Academic Advising Center (BRK 472) concerning UIS general education requirements if you have completed fewer than 30 hours. Contact info: uisuaac@uis.edu or call 206-7471.
- Approved general education courses available at www.uis.edu/generaleducation/curriculum/courselist.html

BBA Degree Requirements

BBA ENTRANCE REQUIREMENTS (FOUNDATION)

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 Business Statistics
Advanced Mathematics – MAT 113 Business Calculus or MAT 114 Finite Mathematics
Behavioral Science course – psychology or sociology  
(Or appropriate equivalent courses as determined by Admissions or the BBA Program)

- Foundation courses may be taken at UIS or a community college. A student completing Foundation Requirements may take select College Core courses concurrently but strict attention needs to be paid to each College Core’s prerequisites. A Foundation course that is a prerequisite for a Core Course cannot be taken concurrently, such as BUS 312 with ECO 201.
- Credit can be withheld by the department if a Core Course is taken without a prerequisite.
- A GPA of 2.00 (C) in prerequisite (Foundation) courses is required.
- C- is the minimum grade accepted to fulfill a Foundation Requirement course.
- Math placement: The COMPASS placement exam may be required before the Math Dept. places a student in College Algebra (prereq for Bus Calc). Contact Carmalita Kemayo in Undergrad Academic Advising for info ckema2@uis.edu or 206-7475. The math foundation is especially important to fulfill early because the sequence of required courses may be 4 semesters or more depending upon a student’s placement in math. Concurrent enrollment is not allowed.

MAT 102  ➔  MAT 113  ➔  COLLEGE CORE  ➔  MGT 488
COLLEGE ALGEBRA  BUS CALC  BUS 302 & 322  FINAL SEMESTER

- PREREQUISITE CHECKING FOR CORE COURSES. Contact the BUS Program Office 206-6780 if you receive a prerequisite error message when attempting to register for a College Core course if you are currently completing a foundation course at a different college.
UNIVERSITY REQUIREMENT (ECCE)

Engaged Citizenship Common Experience (ECCE) 10 Hrs.

BBA students using the 13-14 catalog are REQUIRED to complete a three to six hour INTERNSHIP using ECCE ENGAGEMENT hours. Contact your adviser or the Internship Services office Phone: 217-206-6640 Email: ipl@uis.edu Website: http://www.uis.edu/ipl/

All Bachelor in Business Administration options require a minimum of three hours of Applied Study Term coursework consisting of an individualized field experience (EXL 300) or an individual project (EXL 301). Students are encouraged to complete six hours of Applied Study Term, & the six hours of Internship can be used to fulfill ECCE requirements. After consultation with their CBM AST advisor, students may petition to waive the three hour Internship requirement. Waivers to substitute an alternative ECCE course will only be given in exceptional cases.

Credit for Prior Learning (EXL 305) may not be used by College of Business and Management students to fulfill degree requirements.

- Internships provide a valuable, practical learning experience. Students should allow for the completion of at least 12 hours of coursework in their major before participating in an AST. Internships are often paid, and a variety of experiences within business and government agencies are available. **BBA students should enroll in the section taught by Professor Dyanne Ferk so she can serve as the UIS Supervisor. dferk1@uis.edu**
- Internship Services can assist in securing an AST placement – check with that office early in the semester prior to the semester that you plan the internship (Internship Services 206-6640 Email: ipl@uis.edu website: http://www.uis.edu/ipl/).
- Find ECCE courses by semester at: www.uis.edu/generaleducation/curriculum/courselist.html

COLLEGE of BUSINESS & MANAGEMENT CORE

<table>
<thead>
<tr>
<th>Core Course</th>
<th>Prerequisite (Or equivalent)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 302 Principles of Financial Management</td>
<td>fin &amp; mgr acc, stats, micro &amp; macro econ, adv math</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MGT 310 Managing Organizational Behavior</td>
<td>None</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>BUS 312 Principles of Marketing</td>
<td>fin acc &amp; microeconomics</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>BUS 322 Operations Management</td>
<td>statistics &amp; advanced math</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MIS 352 Principles of MIS</td>
<td>None</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>BUS 331 Business, Ethics &amp; Society</td>
<td>micro &amp; macroeconomics</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>MGT 488 Strategic Management: The Capstone</td>
<td>ALL above CORE COURSES</td>
<td>3 Hrs.</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>21 Hrs.</td>
</tr>
</tbody>
</table>

Required cumulative GPA of at least 2.00 across all college core courses. Also 2.0 GPA across all major courses. *C- is the minimum grade allowed, except MGT 488. C (2.0) is the minimum grade for MGT 488.* MGT 488 may not be taken concurrently with any core. Only 3 core courses may be transfer courses, and never MGT 488.

- 12 hours of the college core must be fulfilled at UIS.
- A CORE COURSE CAN BE WAIVED only when a student can show that he/she has a grade of “C” or better in an equivalent (upper division) course. Courses without prerequisites are not considered upper division. The course needs to be completed within six years prior to admission.
- MGT 488 STRATEGIC MGT & LEADERSHIP may not be waived and may not be taken prior to, or concurrently with other College Core courses. MGT 488 must be completed during a student’s last 12 hours or during his/her last semester.
- A grade of C or better must be earned in MGT 488 Strategic Management: The Capstone (grades not accepted include C-, D+ and D-).
- Permission is required to register for the capstone. CONTACT THE DEPARTMENT SECRETARY (206-6780) for the required permission to register.
B.B.A. MAJOR REQUIREMENTS

Bachelor in Business Administration – Comprehensive*

Upper Division Business (BUS) Course 3 Hrs.
Upper Division Management (MGT) Course 3 Hrs.
Upper Division Marketing (MKT) Course 3 Hrs.
Upper Division College of Business & Management course work** 6 Hrs.

*College Core and ECCE courses may not be used to fulfill these requirements.

**e.g., ACC, BUS, ECO, MGT, MKT and MIS

Bachelor in Business Administration – Management Concentration*

At least one course from the following:
MGT461 Organization Theory 3 Hrs.
MGT485 International Management 3 Hrs.

Two courses from the following:
MGT 422 Negotiation 3 Hrs.
MGT 431 Human Resource Management 3 Hrs.
MGT 461 Organization Theory 3 Hrs.
MGT 474 Leadership and Motivation 3 Hrs.
MGT 485 International Management 3 Hrs.

One Upper Division (300-400) Management (MGT) Course 3 Hrs.
One Upper Division College of Business & Management course ** 3 Hrs.

*College Core and ECCE courses may not be used to fulfill these requirements

**e.g., ACC, BUS, ECO, MGT, MKT, and MIS

Bachelor in Business Administration – Marketing Concentration*

MKT 431 Consumer Behavior 3 Hrs.
MKT 432 Research Methods for Marketing 3 Hrs.

Two courses from the following:
MKT 430 Topics in Marketing 3 Hrs.
MKT 433 Introduction to Marketing Management 3 Hrs.
MKT 434 Brand Management 3 Hrs.
MKT 435 Sales and Sales Management 3 Hrs.
MKT 436 Marketing Promotions 3 Hrs.
MKT 437 Advertising 3 Hrs.

One Upper Division College of Business & Management course** 3 Hrs.

Sequence of prerequisites: BUS 312 → MKT 431 + MKT 432 → MKT electives.

*College Core and ECCE courses may not be used to fulfill these requirements

**e.g., ACC, BUS, ECO, MGT, MKT, and MIS

Students must earn a cumulative GPA of at least 2.0 across all courses required for the major.

General Information

- A GPA of 2.0 or better in all UIS courses is required for graduation.
- Minimum required hours for graduation is 120 Hours.
- 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.** Check DARS audit each semester to monitor progress toward graduation [http://www.uis.edu/registration/graduation/degreeaudits.html](http://www.uis.edu/registration/graduation/degreeaudits.html)

Students should meet with their faculty academic adviser during the 1st semester of study so a degree completion plan can be prepared & periodically thereafter.

• **OVERLOADS** Student Petition forms are required for students registering for more than 18 hours in Full or Spring semesters or for more than 8 hours in Summer. Students with GPA’s below 3.0 will typically not be approved for an overload. Check with your adviser.

• **ATTENDANCE** Students are expected to attend each class session. Students should notify an instructor by email if they are unable to attend. Each instructor may establish individual criteria and expectations for class attendance. See the course 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 the agreed upon course work to be completed. If a change of grade is not submitted by the instructor 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 hours coursework.

• **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 the program office).

• **CATALOG YEAR FOR GRADUATION**. A student may petition to change his/her catalog year used for graduation requirements. Entry year is the default unless a petition has been approved.

• **PERMISSION TO REGISTER** Courses such as online BUS/CM courses and the capstone course require permission to register. To register for MGT 488, please CONTACT PROGRAM SECRETARY 206-6780. Online courses in the College of Bus & Mgmt usually require an online course request form available at [www.illinois.edu/goto/courserequest](http://www.illinois.edu/goto/courserequest)

### Program Requirement Information

• **USING MORE THAN 60 HOURS OF LOWER DIVISION COURSEWORK** To earn a BBA under the 13-14 catalog a student must: Complete at least 54 semester hours from a 4 year baccalaureate-granting institution (UIS); Complete at least 48 semester hours of upper-division (300-400 level) coursework. In other words the maximum transfer hours from a 2 year college is 66 hours and the maximum 100/200 level coursework from a 4 year college (UIS) is 72 hours.

• **For a BBA student using upper division transfer hours for the degree, at least 50% of all business credit hours must be completed at UIS (20 hours).**

• **TRANSFERRED UPPER DIVISION HRS** If a student is planning to use upper division transfer hours as business requirements, several criteria must be met: (1) Courses must be 300 or 400 level, and a syllabus may be required to determine if the course being considered fulfills the required course work (2) Students may not receive upper division credit for 300 or 400 level transfer courses with a grade of C- or lower (3) A Student Petition must be approved by the student’s adviser, the Chair of the BBA Program, Associate Dean of the College and the Registrar.

• **CREDIT/NO CREDIT** BBA degree candidates cannot take any course credit/no credit or pass/fail. (Exception: AST hours and UNI 301 Speakers Series).

• **BUS 499** is not acceptable to fulfill a Business or College core requirement. College core & BUS core course content and learning objectives are reviewed by program & curriculum committees to ensure coverage consistent with AACSB requirements. Tutorials should be used as 1 hour courses.

### Graduation Information

• **ACADEMIC CATALOG** For graduation purposes a student may choose to meet the academic requirements of any catalog in force beginning the semester of admission (not to exceed 7 years).

**GRADUATION** Students must submit an online Graduation Application via Student Self-Service ([https://apps.uillinois.edu/](https://apps.uillinois.edu/) – “Graduation” tab) by the appropriate deadline. A student should confer with his/her academic adviser each semester before registering for classes to determine that a graduation plan is being followed