



Student Handbook

**Bachelor of Business Administration
Management Concentration
UT Arlington/Fort Worth Center**

STUDENT HANDBOOK Summer/Fall 2007

As a student in the College of Business Administration at UT Arlington, you are ultimately responsible for your enrollment. Further, all students are responsible for understanding and complying with University and College policies and procedures.

This document is a general information publication. It is not intended to nor does it contain all regulations that relate to students. Changes may occur and become effective when the proper authorities so determine and will apply to all students. The information in this handbook is based on the UT Arlington 2005-2007 Undergraduate Catalog. The catalog is the ultimate source for information regarding University policies and procedures.

All the undergraduate and graduate programs in the College of Business Administration are accredited by the Association to Advance Collegiate Schools of Business (AACSB).

Application for Admission to UT Arlington

Prospective students wanting to pursue the Bachelor of Business Administration-Management concentration degree offered at Tarrant County College or Fort Worth Center Santa Fe Station should apply for admission to The University of Texas at Arlington after completing most of the required general education courses.

Information concerning the admission process can be found on the **Enrollment Procedures** sheet included in this packet. You may also visit the UT Arlington Admissions Office website at www.uta.edu/admissions or call 817.272.6287.

Registration

Before a student registers he/she must contact an academic advisor in the College of Business Administration by calling 817.272.3368 to be cleared to register for a specific semester. Once a student has been cleared to register, he/she may register on designated dates online at our website www.uta.edu (click on MyMav link, then enter your user name and password). A student must be cleared to register each semester until he/she is declared as a business major. See “Declaring a Business Major” on the next page.

Transcript Evaluation

A student may request an unofficial evaluation of transcripts before applying for admission to UT Arlington by following the instructions on the **Evaluation Request Form**.

An official evaluation may be requested after a student has been accepted to UT Arlington by following the same procedure above.

Schedule Changes – Add/Drop

Students may make schedule changes during the Add/Drop period online at www.uta.edu. After the Add/Drop period is over, students may still drop a class but through their major advisor, adding an additional class is not allowed. When dropping a course, students are responsible for knowing the refund dates. In particular, if a student drops all courses for a particular semester on or after the first day of classes, the student is responsible for a percentage of tuition and fees.

The deadlines for dropping a class, and other important dates, are included in the academic calendar at <http://www.uta.edu/uta/acadcal/>. During the drop period, a student may drop a class with a grade of W, even if failing the class, and the GPA will not be affected.

In addition, students who enter UT Arlington Fall 2006 or thereafter are limited to 15 hours with a grade of “W” during their academic career at UT Arlington.

No drops are allowed after the last day to drop.

Admission Requirements into the College of Business Administration (COBA)

Official admission to a business degree program (declaring a major) is contingent upon successful completion of the COBA admission requirements. Applicants will be admitted as pre-business majors. Academic performance will be evaluated after twelve (12) hours of business coursework through UT Arlington. To declare a major, a pre-business student must meet the following criteria:

- An overall grade point average of 2.25 at UT Arlington;
- A business grade point average of 2.50 at UT Arlington; and
- Completion of the COBA math requirement. (The COBA math requirement includes Math 1302 or Math 1315 and Math 1316, or equivalent courses as transfer credits.)

If a student does not meet the above criteria after earning twelve (12) hours in business coursework, the student may be allowed to continue as a pre-business major for the semester containing the eighteenth hour of business coursework. All business hours will be used to calculate a business grade point average for the COBA admission purposes. Students who do not meet the requirements for declaring a business major after eighteen (18) hours of business coursework will not be allowed to take additional business courses through UT Arlington. The student will be suspended from the COBA and must choose a major other than pre-business at that time in order to remain enrolled at UT Arlington.

Declaring a Business Major

Upon satisfying the Admission Requirements described in the previous section, a student may officially declare a business major. This can be handled by completing the **Request to Declare Major Form**.

Requirements for Graduation

In addition to meeting the credit hour and course requirements for the BBA-Management concentration degree program, a student must meet the following requirements for graduation:

- Be a declared business major.
- Have a minimum overall grade point average (gpa) of 2.0 for all coursework taken through UT Arlington.
- Have a minimum gpa of 2.0 for all business coursework taken through UT Arlington.
- Have a minimum gpa of 2.0 for all management coursework taken through UT Arlington.
- Complete at least 39 hours of business coursework through UT Arlington.
- A grade of "C" or better must be earned in all major/concentration courses required for the degree.

Graduation with Honors

Graduating seniors who meet the following conditions will be awarded the appropriate honors designation:

- A student's overall grade point average (GPA) at this university must be equal to or greater than 3.30 to be eligible for Cum Laude honors, 3.50 to be eligible for Magna Cum Laude honors, or 3.70 to be eligible for Summa Cum Laude honors.
- A student must have attempted and completed at least 45 semester hours at UT Arlington to be eligible.
- Either a student's overall grade point average or his/her last 45 hours of resident credit attempted and completed will be used in the grade point average calculation (will include all hours completed in first and final semester that contain the last 45 hours). Note, the university will choose the convention most advantageous to the candidate.
- A student in an approved combined bachelor's/master's degree program is required to count the graduate course work used for the bachelor's degree in the grade point calculation. (Other graduate course work will not be counted.)
- If a student meets the eligibility (overall) GPA indicated above, his/her overall GPA, or last 45 hours GPA, must fall within any one of the ranges below to graduate with honors:

Cum Laude:	3.50 – 3.69 GPA
Magna Cum Laude:	3.70 – 3.89 GPA
Summa Cum Laude:	3.90 – 4.00 GPA

Tuition for Excessive Undergraduate Hours

Based on a Texas legislative ruling, freshman students who first enrolled in a college or university in Fall 1999 or later will face a higher tuition rate when attempted undergraduate hours go beyond a designated limit. A student in that status will be required to pay nonresident tuition rates when attempted semester hours exceed 45 or more hours required for the student's declared baccalaureate degree.

A student who first enrolled in college or university in the Fall 2006 semester or later will be required to pay nonresident tuition rates when his/her hours attempted at a Texas public college or university exceed 30 or more than what is required for the student's bachelor's degree program.

This ruling applies to any grade, including a W (withdrawn) or WF (withdrawn failing) that is received from a Texas public institution of higher education. Semester hours earned at a private or out-of-state institution are not counted toward the limit. Some other exceptions may apply. Additional information about the limit on attempted undergraduate semester hours may be obtained from the Graduation section in the Office of the Registrar.

Inclement Weather

If the main campus of the University of Texas at Arlington is closed due to inclement weather, there will be no UTA classes held on the TCC campus. For closings check our website at www.uta.edu or call 972.601.2049.