

Goolsby Scholar Handbook





The Goolsby Leadership Academy exists because of the generosity of many individuals who have given freely of their time and money to ensure that the program fulfills its mission to provide leadership, education and guidance to a very select group of students in the College of Business at The University of Texas at Arlington. I am proud to be associated with the Academy and proud of the many accomplishments that our current and former Scholars have achieved.

To each of the Scholars, much has been given. In return, much is expected. I urge you to fully embrace all that the Academy has to offer and to search for ways that you too can contribute to the future of the program. Remember, you are always a representative (Ambassador) of this program, the college of business and University of Texas at Arlington.

I look forward to working with you now, and in the future.

Jerry D. Hubbard, MSIT
Director, Goolsby Leadership Academy

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APPENDIX A STUDY ABROAD CONTRACT



GOOLSBY ACADEMY COAT OF ARMS

The Goolsby Leadership Academy coat of arms development was guided by Dr. James Campbell Quick in 2003. The coat of arms or crest was designed to symbolize the aspects of leadership emphasized by the Academy and the business education gained by its Scholars.

Eagle - indicates a person of action, true magnanimity and strength of mind.

Parchment or Scroll - is a reference to academic or scholarly achievement.

Serpent or Snake - is the symbol for wisdom.

Horse - signifies readiness for duty.



Integritas-Fortitudo-Effectus - Integrity-Courage-Impact, the three essential leadership qualities emphasized in the Academy.

Arm in Armor - indicates a person with qualities of leadership.

2003 - The year the program was established.

GOOLSBY LEADERSHIP ACADEMY

WHO IS JOHN GOOLSBY?

John Goolsby is a native of Hughes Springs, Texas. He grew up in Fort Worth and is a 1964 graduate of the UTA College of Business with a degree in accounting. He started his career as a CPA and management consultant with the public accounting firm, Arthur Young and Company. He later served in several executive capacities with American Medicorp, at the time one of the nation's largest health-care companies. Goolsby eventually became CEO for the firm's northwest region before leaving to establish his own real estate firm in San Antonio.

In 1980, Goolsby joined the Hughes organization as vice president of real estate. He was named president in 1988 and chief executive officer in 1990. Much of his career was spent helping to create one of North America's leading and most successful real estate development companies.

THE ACADEMY

As chief executive, Goolsby succeeded by standing firm on a strong foundation built of character, integrity and courage. John recognized that leaders who truly make an impact on their organizations are bound by strong ethical values, a cornerstone principle at The University of Texas at Arlington's College of Business. This shared vision conceived the Goolsby Leadership Academy, which was created as a forum for young Scholars to discover their full potential through a "strength-based" approach to leadership development. Established in 2003, the Goolsby Leadership Academy is a vital institution within one of the nation's largest and most prolific business schools.

The mission of the Academy is to advance the knowledge and practice of exceptional leadership by empowering individuals, organizations, and communities. The Academy is committed to student education, scholarly research, publication, and engagement with executives ... all in a spirit of personal integrity.

Here, the Academy Scholars interact with distinguished business faculty and executive leaders from across the nation who share their wisdom, inspire and mentor our future business leaders.

The Academy selects a cohort from a group of undergraduate student applicants to prepare for the lifelong journey of leadership. The Academy's approach favors both self-discovery and learning from example, challenging its Scholars to overcome boundaries and hone their professionalism.

UNIVERSITY POLICIES

PREREQUISITES

The purpose of establishing prerequisites is to ensure that students have the necessary background knowledge to successfully complete specific courses. This enhances the student's learning experience in a particular course. For certain courses, prerequisite courses or requirements have been established.

Prerequisites must be completed before enrollment in a course. Concurrent enrollment in a course and its prerequisite is NOT acceptable; unless you receive prior approval. **MyMav will restrict enrollment based on prerequisites** when a student is registering for classes or making schedule changes.

Students should actively seek prerequisite and course information from the Undergraduate Catalog or consult with their advisor before a registration period if there is a question about proper prerequisites.

More information about prerequisites is found in the **Prerequisites** section of this handbook for MANA 4322.

PLACEMENT EXAMS

Several departments offer or require a student to take an examination before registering for certain courses.

Accounting 3311 Entrance Exam

Students are required to pass an Entrance Exam before enrollment in Acct 3311. The goal of the exam is to make sure that students are prepared to succeed in the class. For exam information, refer to the Department of Accounting website, wweb.uta.edu/accounting, where details regarding test dates, test content, and test procedures are available.

Foreign Language Placement Exam

Some majors have a foreign language requirement. If the degree program does, knowing which level language course to take is important. If a student is a native speaker, had foreign language in high school, or equivalent knowledge, he/she should take the AP or CLEP exams. These exams have two purposes: 1) determining the correct language course, and 2) providing credit for language courses based on skill level. To take an exam, contact Testing Services, Ransom Hall.

EXCESSIVE UNDERGRADUATE HOURS

A student will be required to pay **nonresident tuition rates** when attempted hours exceed 45 hours more than required for the student's bachelor degree program. This Texas legislature ruling applies to all students who first enrolled in a college or university *Fall 1999 through Summer 2006*.

A student who first enrolled in a state college or university in the *Fall 2006* semester or later will pay nonresident tuition rates when attempted hours exceed 30 hours more than what is required for the student's bachelor degree program.

Critical to understanding this policy is an awareness that the tally of hours includes all classes enrolled in at any Texas public institution, and specifically **includes even classes with a grade of "W"** and any grade replacements or grade exclusions. Hours earned at a private or out-of-state institution are not counted toward the limit.

GRADE FORGIVENESS POLICY*

Students first entering UT Arlington in Fall 2013 or later may use the Grade Forgiveness Policy upon earning a D or F in a 1000 or 2000 course. Students are limited to a total of two Grade Forgiveness opportunities. Prior to the request being made, a business student must consult with their major advisor to initiate the approval process.

There are two options for Grade Forgiveness: Grade Omission and Grade Substitution.

Grade Omission may be used for only one course if the student is changing majors and the course is not required for the new major.

- If used, the student may not re-enter the major or program requiring the course excluded.
- The student is NOT required to retake the course.

Grade Substitution may be used for one or both of the Grade Forgiveness opportunities. The course must be retaken at UTA, even if it is not required for the student's current major. The second grade earned will be used in calculating the student's GPA (unless the 2nd attempt is a "W"). The policy applies only to the attempt immediately after earning the D or F. Attempts include course enrollment that was later dropped.

Several restrictions apply to the Grade Forgiveness Policy. They are:

- This policy only applies to 1000 or 2000 courses only.
- This policy will not apply to Pass/Fail courses or on grades resulting from disciplinary action.
- Once the course has been "excluded" or "replaced", the action may not be revoked.
- Forgiven grades will be included in the calculation of GPA for determining Latin Honors.
- Students on academic suspension cannot use a grade forgiveness option until their dismissal period is completed.

* Students first enrolling at UTA prior to Fall 2013 may have grade forgiveness options in the form of Grade Exclusions. These students should consult with their academic advisor.

TUITION REBATE FOR GRADUATES

Texas residents enrolling for the first time in a Texas public college or university in Fall 1997 or later may be eligible for a tuition rebate up to \$1000 upon completion of a bachelor degree. To qualify a student must:

- Complete all work at a Texas public college or university paying in-state tuition
- Have attempted no more than 3 semester hours beyond the degree requirements
- Apply for the rebate before degree is awarded – follow the link, fill out rebate form, and return to the Registrar's Office
www.uta.edu/records/graduation

Rebate is only available for first bachelor degree from a Texas public university.

GRADUATION

Graduation ceremonies are held twice a year (May and December); see advisor for grad audit the semester before graduation. Participation is encouraged but is not mandatory. You must apply for graduation even if you do not plan to attend the ceremony. A student must apply for graduation through your Student Center in MyMav.

The College of Business recommends that you apply for graduation before you enroll for your last semester of classes, that timeframe would be midterm the semester before graduation. The official deadline to apply is the second week of the graduating semester. **LATE GRADUATION PAPERWORK is accepted by the Registrar for a 30-day period and a late fee is assessed.** No applications are accepted after the 30-day grace period. A student **MUST** apply for graduation even if they do not intend to participate in the ceremony.

A graduation fee is charged. This fee is not refundable or transferable to another semester. An additional charge for cap and gown is required of students who attend the graduation ceremony.

GRADUATING WITH LATIN HONORS

To graduate with honors, a student must:

- Complete a minimum of 45 hours at UTA
- A minimum UTA overall GPA of
 - 3.3 for Cum Laude eligibility
 - 3.5 for Magna Cum Laude eligibility
 - 3.7 for Summa Cum Laude eligibility

If the student meets these requirements, honors are recognized as follows:

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

Either the last 45 hours at UTA or the UTA overall GPA will be used to determine the honors GPA, whichever is more beneficial to the student.

For additional information and specific graduation requirements for a business student, please refer to the **College Policies and Procedures** section of this handbook.

DEGREE PROGRESS AND MAJOR DISMISSAL

Students who have been accepted to a business degree program must maintain satisfactory progress in their field of study (major). Declared business majors are subject to dismissal from a business degree program and will not be permitted to enroll for additional courses in that major if they:

- Receive a grade of D or F in more than one upper level major course, or
- Receive any combination of grades of D or F in two attempts of the same major course.

REQUESTING A DEGREE WORKSHEET

A business-intended student may request a business degree worksheet by completing the Degree Worksheet Request Form found in Suite 107 in the Business Building or on our website, www.uta.edu/business/ugadvise. The form must be submitted by mail or in person to the Business Undergraduate Advising Center. Declared business majors may view their degree progress through the UMap found on a Student Center in MyMav.

It is recommended that a worksheet be requested upon transferring, changing majors, or upon becoming a sophomore. Requests are completed within 3-5 working days. This is NOT declaring a major. Tracking progress toward degree completion is essential to a student's success.

EVALUATION OF TRANSFER HOURS

University Admissions initially evaluates transfer hours upon admission to the university. The College of Business has the authority for determining which transfer courses apply toward any undergraduate business degree program or business minor. A student may ask for this assessment by an advisor or the Degree Plan Evaluator in the College of Business by requesting a degree worksheet as noted in the section above.

Students transferring business classes taken at another institution may be required to submit both a catalog course description and/or a syllabus for each course to the Business Undergraduate Advising Center for approval. This documentation can be attached to a Degree Worksheet Request Form and submitted.

COURSE TRANSFER POLICY

Permission through the College of Business Transfer Credit Approval Form is required before a student can take courses outside of UT Arlington for credit transfer. Courses should be completed at the same level (freshman, sophomore, junior, senior) as the UT Arlington course. A course completed at the freshman or sophomore level at another institution will not be considered an equivalent of an upper level (junior or senior) course or degree requirement.

*** You are expected to complete all coursework at UTA after being admitted to the Academy; exceptions will be reviewed on a case by case basis.**

DECLARING A BUSINESS MAJOR

Upon satisfying the Business Admission Standards a student may officially declare a business major. This can be handled without visiting an advisor by simply completing the Change of Major Form, found in Suite 107 Business Building and at www.uta.edu/business/ugadvise. Complete the form, leave it in the drop box in Suite 107.

REQUIREMENTS FOR GRADUATION (NON-GOOLSBY)*

In addition to meeting the credit hour and course requirements for a specific business degree program, a student must meet the following requirements:

- A declared business major
- A minimum 2.0 overall GPA at UT Arlington
- A minimum 2.0 GPA in business coursework at UT Arlington
- A minimum 2.0 GPA in major coursework at UT Arlington
- Earn a C or better in all major courses
- Complete at least 50% of business coursework at UT Arlington
- Complete a minimum 30 hours of coursework at UT Arlington
- Complete graduation application through your Student Center in MyMav

* Students who began at UTA in Fall 2015 or later must also complete at least 24 of the last 30 hours of advanced coursework with the UTA College of Business, to include a minimum of 12 hours of advanced courses in their major subject area beyond the business core requirements.

FAST TRACK PROGRAMS

A Fast Track Program enables outstanding undergraduate Business students to satisfy degree requirements that will lead to a select master's degree in business while completing their undergraduate studies. The program is designed to encourage our most gifted students to complete a master's degree at UTA, and is intended to offer incentives in time and money saved to complete an advanced business degree at UTA.

Admitted students will be allowed to complete up to 9 hours of selected graduate coursework that may be used to satisfy both bachelor's and master's degree requirements. Any Fast Track student who completes the 9 hours of graduate coursework with grades of B or better will be automatically admitted to Graduate School. The student will not be required to complete the GMAT (Graduate Management Admissions Test) and the Graduate School Application, and will have the related application fees waived.

The Fast Track Programs available are the Master of Science in Accounting, Master of Science in Taxation, Master of Business Administration (MBA), Master of Science in Economics, Master of Science in Human Resource Management, Master of Science in Information Systems and Master of Science in Real Estate.

FACILITATED GRADUATE SCHOOL ADMISSIONS PROGRAM

Upon the recommendation of the Graduate Advisor, outstanding graduates of The University of Texas at Arlington may be admitted to a master's degree program by facilitated admission. To qualify, the student must meet the following minimum requirements:

1. The student must have graduated from a commensurate bachelor's degree program at UT Arlington no more than one academic year prior to the semester for which admission to a graduate program is sought. A commensurate bachelor's degree program is one that is a normal feeder program for the master's degree program to which the student seeks admission. Undergraduate students in their final year of study are also eligible; in such cases, facilitated admission is conditional upon successful completion of the bachelor's degree.
2. The student's grade-point average must equal or exceed 3.5 in each of two calculations:
 - A. the grade-point average in the last 60 hours of study as calculated in the Graduate School for admission purposes;
 - B. all work completed at UT Arlington to date.

Students who qualify for facilitated admission will be admitted directly to Graduate School without completing the application for admission, submitting an application evaluation charge or taking the GRE or GMAT. Students who believe they may qualify for this program should contact the appropriate Graduate Advisor. Some programs may require a higher grade-point average to qualify. Not all graduate programs participate in Facilitated Admission of Outstanding Undergraduates.

The following programs participate in the Facilitated Admissions program: MBA, MS in Economics, MS in Human Resource Management, MS in Information Systems, MS in Business Analytics, MS in Marketing Research and MS in Real Estate. Students pursuing Facilitated Admission must demonstrate quantitative proficiency.

INTERNSHIPS

Undergraduate business students can earn three hours of credit for an approved internship in their field of study. An internship is not required for a business degree. To be eligible for internship credit, a student must be a declared business major with a minimum 2.5 overall GPA, have three hours of business electives available, and complete the approval process. For details on the paperwork process, deadlines, and minimum requirements, students should consult the Internship Information Packet available in Business Undergraduate Advising and on the website at www.uta.edu/business/ugadvise.

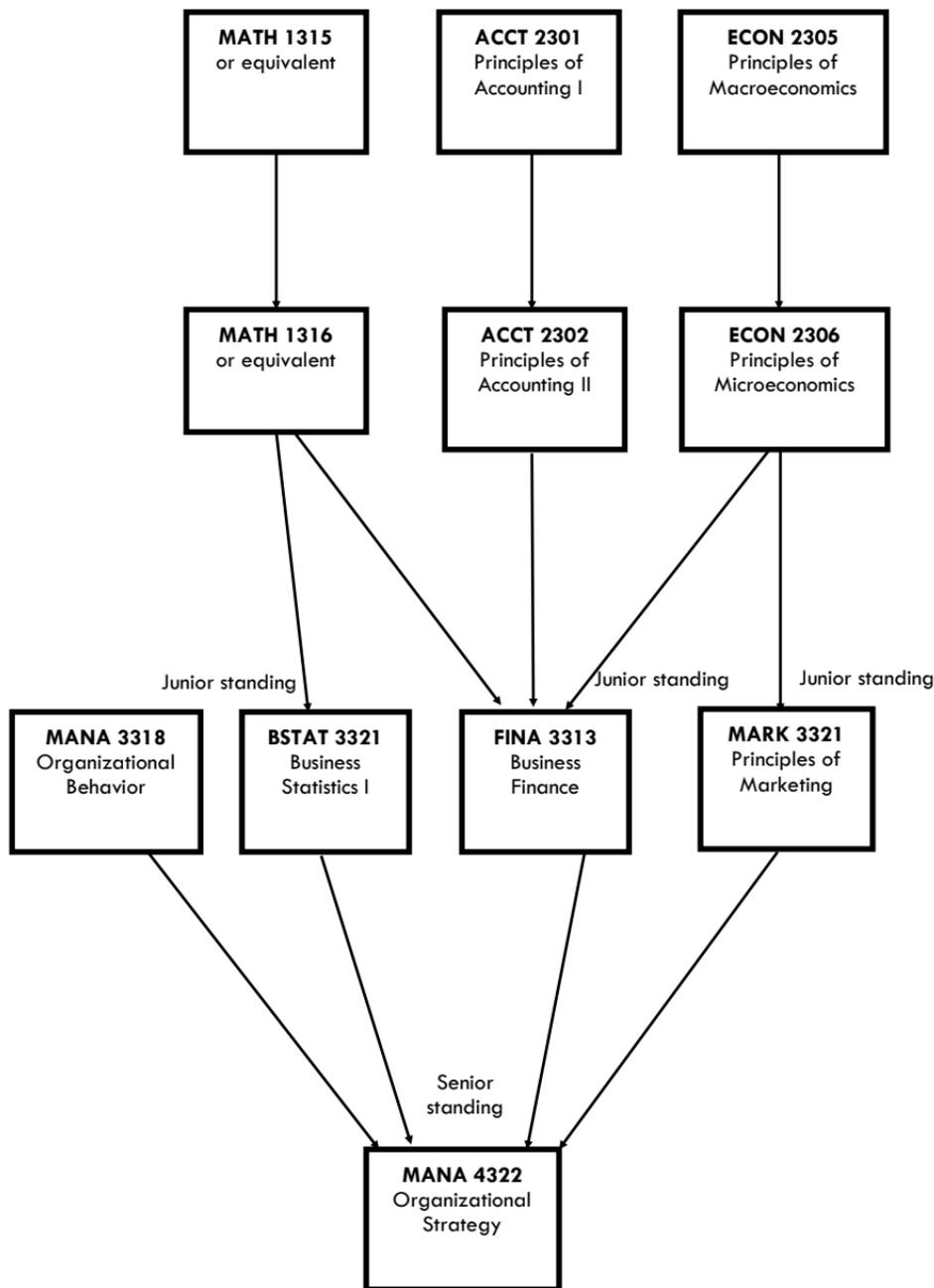
SCHOLARSHIPS

Scholarships are awarded to undergraduate business students annually by the Dean's office. Applications are available on Scholarship at <http://www.uta.edu/fao/scholarships/>. To be considered, a student must be a full-time student and have completed at least 24 hours at UT Arlington with a 3.0 or better GPA.

To be considered, a student must be a full-time student and have completed at least 24 hours at UT Arlington with a 3.0 or better GPA.

MANA 4322 PREREQUISITE FLOWCHART

Prerequisites: Are courses or requirements that must be completed **before** enrollment in a course.



GOOLSBY ACADEMY POLICIES

ENROLLMENT

All Goolsby Scholars must maintain full-time enrollment as a business major during Fall and Spring semesters to retain their positions. Specifically this requires a minimum enrollment in 12 credit hours per semester.

Additionally, all Goolsby Scholars must enroll in the required Goolsby curriculum as specified, and complete required business degree program coursework. No exceptions are made under any circumstances regarding the required Goolsby curriculum.

Once admitted to the Academy students must take coursework at UT Arlington. Students may not take MANA 4325 once admitted as a Goolsby Scholar.

The required Goolsby coursework is:

	Year 1	Year 2
Fall	LSHP 4311	MANA 4322/LSHP 4313
Spring	MANA 3318*/ BCOM 3360	Independent Study
Summer	LSHP 4314**	ACCT 3309 (as degree program requires)

To continue as a *Goolsby Scholar*, an overall grade point average of 3.0 must be maintained. Additionally grades in Goolsby classes must be a B or better.

* Those who have previously completed Mana 3318 are required to successfully audit the Goolsby Mana 3318 in the second semester of Year 1.

TRACKING ACTIVITIES

Activities are to be tracked using the Goolsby Scorecard. At orientation the scoring system is explained and cards are issued. Points vary depending on the activity. Scholars must attain at a minimum of 70 points per semester to be in good standing. Point earning opportunities are limited to no more than two or three iterations of an event (e.g., recruiting, Goolsby Interviews, activity fairs).

STUDY ABROAD**

Dr. Jackie Fouse generously donated funds to allow Goolsby Scholars to study abroad. LSHP 4314 is taught during the Maymester between the junior and senior year. You are expected to complete a study abroad. Your options are with your cohort or individual study abroad class. The study abroad course must have a service-learning component (approval is required if this option is not available). The Academy will select a location and the junior group will travel as a cohort to experience the culture, business environment and university settings. In addition to paying for the course, there will be cost to scholars (i.e., food costs, passport and Visa fees); expect a cost of \$1,500. See Appendix A for the study abroad student conduct and behavior contract.

GOOLSBY ACADEMY PROBATION

Goolsby probation students are defined as those with

- less than a 3.1 cumulative UTA GPA, or
- less than a 2.0 GPA on the previous UTA semester, or
- did not complete a full time load, or
- received incompletes on any enrollment.

A Scholar's Goolsby scholarship is immediately suspended. It will be reinstated when the academic situation complies with the Goolsby Academic Standards.

A Scholar with a GPA below a 3.1 cumulative is required to meet with the Goolsby Advisor before the next semester. A strategy for success will be reviewed. This may include enrollment limitations and specific course selections as determined by the advisor so as to ensure the student's future success and continuance as a Goolsby Scholar.

For Scholars with less than the 2.0 semester GPA, a review to assess continuance in the program must be completed. If it is determined that the cumulative GPA cannot be repaired, the Scholar will be dismissed from the Goolsby Leadership Academy.

Restrictions and determinations made by the Goolsby Academic Advisor are reviewed with the Goolsby Leadership Academy Director and must be complied with in total to continue in the program.

Any Goolsby Scholar who receives any type of disciplinary action, academic or otherwise, may be immediately dismissed from the Goolsby Leadership Academy. Read subchapter 9-200 at: <https://www.uta.edu/policy/hop/9#section-3-3>

Goolsby Scholars are expected to Graduate with a 3.0 GPA or better.

GOOLSBY ACADEMY DISMISSAL

Any Goolsby Scholar who does not enroll in the required Goolsby Academy curriculum or changes to a non-business degree program will be immediately dismissed from the Goolsby Leadership Academy.

Any Goolsby Scholar who earns less than a B in a required Goolsby Academy course will be immediately dismissed from the Goolsby Leadership Academy.

Any scholar on Goolsby Academy Probation who does not rectify their academic situation or cannot feasibly meet academic standards will be immediately dismissed from the Goolsby Leadership Academy.

Any Goolsby Scholar who receives any type of disciplinary action, academic or otherwise, may be immediately dismissed from the Goolsby Leadership Academy.

This document is designed as an aid for Goolsby Leadership Academy Scholars.

It is a general information publication. It does not contain all regulations that relate to Goolsby Scholars. It does not represent or imply a contract between the College of Business and a student.

The official university and college policies are specified in the on-line Undergraduate Catalog. The on-line Undergraduate Catalog is the ultimate source for information.

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Director of Graduate Services

Becky Neilson

Director of Doctoral Programs

Dr. Wendy Casper

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817.272.5327

Room 342

The business librarians maintain regular hours in this location. When not in the business building they may be reached at the 2nd floor Reference Desk in the Main Library or in their library offices at:

Ruth Brock

817.272.7152

brock@uta.edu

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COLLEGE OF BUSINESS OFFICES

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APPENDIX A

Student Behavior Contract

Student Conduct Clearance & Behavioral Contract

Before you can be officially cleared to study abroad with UT Arlington, your complete academic and judicial record must be reviewed by the Office of International Education and your Host University, Program Provider, or Faculty Leader depending on your program. Your signature on this form provides consent for the release of this information to the UT Arlington Study Abroad Office and with relevant partner institutions for the purpose of your application and acceptance to the specified program.

Behavioral Expectations: The undersigned must be aware of the behavior expected of him/her while participating in study abroad and the consequences of inappropriate behavior. The undersigned hereby assures the University of Texas Arlington that he/she shall conduct himself/herself in a safe manner, without undue risk to personal rights, health and safety, and in an appropriate manner which does not infringe upon the health and welfare of other study abroad participants nor the customs and laws of the country in which the program is being conducted. To achieve personal safety and cultural sensitivity, students must:

- Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies), including U.S. Department of State Travel Warnings and other communications.
- Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.
- Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.
- Secure health insurance that will cover all study and travel abroad.
- Accept responsibility for their own decisions and actions.
- Obey host-country laws.
- Behave in a manner that is respectful of the rights and well being of other study abroad participants, and encourage others to behave in a similar manner.
- Avoid illegal drugs and excessive or irresponsible consumption of alcohol.
- Follow the program policies for keeping program staff informed of their whereabouts and well being.
- Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

Consequences

1. If the undersigned participates in illegal activity abroad, he/she will be solely responsible for any legal action that may be taken against him/her by local governments and authorities, for which neither UT Arlington nor the U.S. government may provide assistance.
2. The undersigned's participation in the study abroad program may be terminated, at anytime, if the undersigned engages in action endangering him/herself or others or jeopardizing the success of the study abroad program.
3. The undersigned's conduct abroad may be subject to disciplinary proceedings at UT Arlington if his/her alleged conduct violates UT Arlington expectations for student conduct and academic responsibility.

By signing, you accept and agree to the above stated terms for participation in study abroad with UT Arlington. You certify that you have reviewed the Study Abroad Handbook and understand that you are a representative of UT Arlington while abroad and are thus subject to the policies and regulations of the University at all times. You also certify that you will attend one of the mandatory pre-departure orientations for all UT Arlington students studying abroad.

Click print, and send this page to the following address:

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