ACADEMIC POLICIES

Admission guidelines and deadlines

Students applying to the School of Business should have completed four years of high school mathematics and must follow the application submission dates for the university as stated in the Admission to the university (http://bulletin.vcu.edu/undergraduate/undergraduate-study/admission-university) section of this bulletin. School of Business degree programs are organized into two components — the foundation program and the advanced program.

Freshmen are admitted initially into the business foundation program. Business foundation students must apply for admission to the advanced program (and a major) and be accepted at the end of the semester in which they attempt at least their 60th credit hour, including transfer credits. Attempted hours include credit hours from courses in which a W, an F or any other grade has been assigned. This is reported in the transcript as “overall attempted hours.” Details of minimum admission requirements for the advanced program can be found in the Shared undergraduate business curriculum (http://bulletin.vcu.edu/undergraduate/business/undergraduate-information/shared-curriculum) page of this Bulletin.

Transfer students are admitted into the business foundation program by Undergraduate Admissions. Transfer students who are eligible for the advanced program and a major (based on transfer course work) apply during New Student Orientation. Those transfer students not immediately admitted to the advanced program and a major will enter as business foundation students. They must apply to the advanced program and a major following the minimum number of semesters needed to complete the general requirements and the school’s core courses, as detailed in the Shared undergraduate business curriculum (http://bulletin.vcu.edu/undergraduate/business/undergraduate-information/shared-curriculum) page of this Bulletin.

VCU students in other programs with fewer than 30 earned credit hours who wish to change into a business major follow the same admission deadlines as students admitted to the business foundation program as freshmen. VCU students with 30 or more earned hours at the time of the change of major follow the same admission guidelines and deadlines as transfer students.

Students who have not met admission requirements for the advanced program by the deadlines described above will be separated from the business program and asked to seek a major outside of the School of Business. This in itself does not preclude the student from completing another major at VCU, including the economics major offered through the College of Humanities and Sciences.

Students may appeal the separation via the associate dean for undergraduate studies in the School of Business. The associate dean may, at his or her discretion, extend the time period needed to meet the requirements, generally by only one semester. If this extension is not granted and the student wishes to appeal the associate dean’s decision, the appeal will be heard by the school undergraduate programs committee, which may establish a subcommittee for this purpose. A student who wishes to appeal must submit his or her appeal prior to the start of the next semester in which the student registers for classes. The SUPC shall schedule appropriate meeting dates and deadlines for students to submit their appeals and students must adhere to those deadlines. Students who have missed their deadline to declare a major in business or who have been separated from the business program may appeal to re-enter the School of Business no sooner than 24 months after the end of the student’s most recent semester in the program.

Application to the advanced program and a major is made by filing a change of major request in the Office of Undergraduate Studies, Room B1100, Snead Hall. If approved, the change of major becomes effective at the beginning of the following semester.

Enrollment in business courses by nonbusiness majors

Only business foundation students are allowed to take BUSN 201 and BUSN 225. VCU students may enroll in the other 100- and 200-level courses in the School of Business provided the prerequisites are met. The following 300- and 400-level courses are open to all students who have met the published prerequisites and restrictions:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 301</td>
<td>Personal Financial Planning</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 305</td>
<td>Principles of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 309</td>
<td>Risk and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 444</td>
<td>Occupational Safety, Health and Security</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 449</td>
<td>Employee Benefit Planning</td>
<td>3</td>
</tr>
<tr>
<td>SCMA 301</td>
<td>Business Benefit Planning</td>
<td>3</td>
</tr>
<tr>
<td>SCMA 302</td>
<td>Business Statistics II</td>
<td>3</td>
</tr>
</tbody>
</table>

All other 300- and 400-level courses are restricted to declared majors within the School of Business and students who are required to take specified business courses for their programs of study. Business foundation students may be eligible to enroll in 300- and 400-level courses if they meet certain requirements. Business foundation students must request overrides to register for the class with their adviser in the Office of Undergraduate Studies or University Academic Advising.

Nondegree-seeking degree holder students and Bachelor of Interdisciplinary Studies students with approved programs of study that include upper-level business courses not listed above may request an override from go.vcu.edu/override (http://go.vcu.edu/override).

Limitation on total credits earned by nonbusiness majors

The number of credits that nonbusiness majors may accumulate from enrollment in classes offered by the School of Business is limited to a maximum of 25 percent of the total credits required for graduation in their programs. Students who wish to present more than 25 percent of their course work in business and/or economics must be admitted to a major in the School of Business, must complete a minimum of 27 credits from the School of Business advanced program after acceptance into the major and must meet all graduation requirements of the school. This does not limit the number of courses in economics for economics majors in the College of Humanities and Sciences.

Transfer policies

In addition to meeting the general requirements of the university and the School of Business, transfer students who plan to enroll in an undergraduate program in business must comply with the following requirements:

1. Incoming transfer students who are otherwise qualified for admission to the advanced program will be evaluated based on the cumulative GPA they had at their previous institution(s). Once transfer students
have completed courses at VCU, however, their admission to the advanced program is evaluated using their cumulative GPA at VCU.

2. Transfer of business and economics courses from two-year institutions is limited to courses offered by the School of Business in the lower division (freshman and sophomore years). An exception is made for statistics or business statistics courses that transfer to VCU as SCMA 301 or STAT 210 or higher. See the online VCU Transfer Guide for details.

3. For a course to be considered for acceptance into the advanced program, it must be completed in a business program that is accredited by AACSB International and is at a four-year university. Any other transfer request must be reviewed and approved by the associate dean for undergraduate studies or their designee.

4. Credits earned at other institutions carrying a grade of D are not accepted for transfer.

5. Transfer credits may be applied to no more than 12 hours of combined credit in the flexible advanced core and the major.

Study abroad credits
Because the experience expands students’ perspectives, the School of Business encourages students to study abroad and (with prior approval) to transfer business credits back to VCU. However, note that international students will not be approved to transfer 300- and 400-level business credits from their home country as “study abroad” credit.

Student advising
Freshmen and continuing sophomore business students are assigned an adviser in University College. All other business students are assigned an adviser in the Office of Undergraduate Studies to assist them in planning course work, becoming familiar with university services, interpreting university rules and procedures and clarifying career objectives. Students are also strongly encouraged to consult with faculty in their major field of study for detailed information on course content and career paths.

While the faculty of the School of Business provides information and advice, the student is ultimately responsible for knowing and satisfying the degree requirements of his or her program. Students should familiarize themselves with curriculum requirements, appropriate sequencing of courses and course prerequisites detailed in the Shared undergraduate business curriculum (http://bulletin.vcu.edu/undergraduate/business/undergraduate-information/shared-curriculum) page of this Bulletin and university academic regulations covered in the Academic regulations and general degree requirements (http://bulletin.vcu.edu/undergraduate/undergraduate-study/academic-regulations-general-degree-requirements) sections of this bulletin.

Double majors
A double major fulfills the requirements of two majors concurrently. To earn a degree with a double major, the student must fulfill all the requirements of the degree programs of which the majors are a part. Students can declare a double major in the School of Business through the change of major process in the Office of Undergraduate Studies. The request for a double major should be approved before the student begins courses in the second major. For a second major in the School of Business, the student must complete all courses required for each major. Only one course overlap is allowed in the major requirements.

Dual degree
It is possible to obtain a dual degree (http://bulletin.vcu.edu/undergraduate/undergraduate-study/academic-regulations-general-degree-requirements/degree-options) in two business majors at the same time, resulting in two diplomas.

Laptop computer requirement
Entering freshmen and transfer students are required to purchase a laptop computer capable of meeting School of Business specifications. Information on the minimum required laptop specifications and the required software can be obtained from the technology section of the School of Business website.