Requirements for a Bachelor of Science in Business Administration (BSBA) Degree

Undergraduate students who complete a degree from UNO's College of Business Administration earn a Bachelor of Science in Business Administration (BSBA) with at least one area of concentration in business (See the complete list of BSBA concentrations)

All BSBA concentrations require 18 credit hours, except Accounting, which requires 24 credit hours. Some concentrations or secondary concentrations require students to earn a “C+” or better in a specific foundation course. Specifically, MGMT 3490 is the foundation course for the Management, Entrepreneurship, Supply Chain Management, and Human Resource Management concentrations as well as for the Management secondary concentration. MKT 3310 is the foundation course for the Marketing concentration as well as for the Marketing secondary concentration. Finally, FNBK 3250 is the foundation course for the Business Finance, Banking and Financial Markets, and Investment Science & Portfolio Management concentrations as well as the Business Finance secondary concentration.

To meet requirements for the BSBA degree, students must earn a minimum of 120 credit hours in courses acceptable to the College of Business Administration, with the following grade point average requirements

- Business GPA of 2.50 or above
- Cumulative GPA of 2.50 or above
- GPA of 2.50 or above for all upper division accounting courses (excluding ACCT 3000, ACCT 4500, and ACCT 4510) for the accounting concentration

Students must declare a concentration by the time they have completed 58 credit hours. To declare a concentration, students must have a cumulative GPA of at least 2.50. If these conditions are not met, a hold will be placed on the student’s registration for the next semester. This hold will not be removed until the requirements are met or the student chooses a major outside the College of Business Administration.

BSBA Degree Requirements

All BSBA students must complete CBA's pre-business core courses and CBA's upper division (3000/4000) business core courses. Students must choose at least one area of concentration.

CBA Required Fundamental Academic Skills Courses

(All courses must be completed with a C (2.00) or better).
C (2.00) or better or who have a GPA below 2.50 will be administratively completed. Students who have not need a permission number to enroll in this course. Students who have not student's Degree Words website.

university general education global diversity courses listed on the General foreign languages, international business, etc.). Global courses include all history, political science, literature or geography of foreign countries, general education diversity requirement with a global perspective (i.e., Students must complete at least six hours of course work beyond the 3-credit speech course (beyond Public Speaking Fundamentals) from the following list (all courses must be completed with a C (2.00) or better):

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FNBK 3250</td>
<td>PRINCIPLES OF FINANCIAL MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2020</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
<td></td>
</tr>
<tr>
<td>ECON 2200</td>
<td>PRINCIPLES OF ECONOMICS (MICRO)</td>
<td></td>
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<tr>
<td>ECON 2220</td>
<td>PRINCIPLES OF ECONOMICS (MACRO)</td>
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</tr>
<tr>
<td>MATH 1320</td>
<td>PRE-CALCULUS ALGEBRA</td>
<td></td>
</tr>
<tr>
<td>or MATH 1370</td>
<td>APPLIED ALGEBRA AND OPTIMIZATION WITH DATA ANALYSIS</td>
<td></td>
</tr>
<tr>
<td>BSAD 2130</td>
<td>PRINCIPLES OF BUSINESS STATISTICS</td>
<td></td>
</tr>
<tr>
<td>or BSAD 3160</td>
<td>MANAGERIAL STATISTICS FOR BUSINESS</td>
<td></td>
</tr>
<tr>
<td>MKT 3200</td>
<td>BUSINESS COMMUNICATIONS</td>
<td></td>
</tr>
<tr>
<td>MGMT 3100</td>
<td>MANAGEMENT INFORMATION SYSTEMS</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisites:
- ACCT 2020: PRINCIPLES OF ACCOUNTING II
- MGMT 3490: MANAGEMENT
- MKT 3200: BUSINESS COMMUNICATIONS

SCMT 3500: OPERATIONS MANAGEMENT 3

Prerequisites:
- BSAD 2130: PRINCIPLES OF BUSINESS STATISTICS
- or BSAD 3160: MANAGERIAL STATISTICS FOR BUSINESS
- MKT 3200: BUSINESS COMMUNICATIONS
- MGMT 4480: CORPORATE AND BUSINESS STRATEGY 3

Prerequisites:
- FNBK 3250: PRINCIPLES OF FINANCIAL MANAGEMENT
- MKT 3310: PRINCIPLES OF MARKETING
- MGMT 3490: MANAGEMENT
- MKT 3200: BUSINESS COMMUNICATIONS

99 earned hours. 2.50 GPA. Enrollment only with advisor permit. Graduating seniors are given enrollment priority.

**Required Speech Course**

BSBA students are also required to complete a second 3-credit speech course (beyond Public Speaking Fundamentals) from the following list (all courses must be completed with a C (2.00) or better):

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<tr>
<td>CMST 2120</td>
<td>ARGUMENTATION AND DEBATE</td>
<td>3</td>
</tr>
<tr>
<td>CMST 3100</td>
<td>PRESENTATION &amp; INTERVIEW ANXIETY REDUCTION TECHNIQUES</td>
<td>3</td>
</tr>
<tr>
<td>CMST 3120</td>
<td>PERSUASIVE SPEAKING</td>
<td>3</td>
</tr>
<tr>
<td>CMST 3130</td>
<td>SPEECH COMMUNICATION IN BUSINESS AND THE PROFESSIONS</td>
<td>3</td>
</tr>
<tr>
<td>CMST 3140</td>
<td>ADVANCED PUBLIC SPEAKING</td>
<td>3</td>
</tr>
<tr>
<td>CMST 3150</td>
<td>INTERCOLLEGIATE FORENSIC ACTIVITIES</td>
<td>1-3</td>
</tr>
<tr>
<td>CMST 3160</td>
<td>INTERCOLLEG FORENSIC ACTVTS</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Students must complete at least six hours of course work beyond the general education diversity requirement with a global perspective (i.e., history, political science, literature or geography of foreign countries, foreign languages, international business, etc.). Global courses include all university general education global diversity courses listed on the General Education website, plus the international business courses shown on the student's Degree Words website.

Students must complete MGMT 4480 their last semester. All students will need a permission number to enroll in this course. Students who have not completed FNBK 3250, MKT 3310, MKT 3200 and MGMT 3490 with a C (2.00) or better or who have a GPA below 2.50 will be administratively withdrawn from MGMT 4480. Preference is given to students who will graduate that semester.

The college reserves the right to institute and make effective, after due notice, during the course of a student’s work toward a degree, any new ruling which may be necessary for the general good of the college, and to substitute courses currently offered for those no longer offered.

Each student admitted to the college is responsible for becoming familiar with the procedures and regulations in the undergraduate catalog.

Specific requirements for each CBA concentration are identified in the following section of this catalog.

Credits not required under general education requirements, the required business core curriculum, or a BSBA concentration can be taken as electives in business and/or in non-business areas to complete the required 120 hours for the BSBA degree.

**Concentrations Offered**

- Accounting Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/college-business-administration-accounting/#concentrationtext)
- Economics Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/economics)
- Entrepreneurship Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/entrepreneurship)
- International Business Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/international-business)
- Investment Science and Portfolio Management Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/investment-science-portfolio-management)
- Legal Studies Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/legal-studies)
- Management Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/management)
- Marketing Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/marketing)
- Real Estate and Land Use Economics Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/real-estate-land-use-economics)
- Supply Chain Management Concentration (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/supply-chain-management)

**Program Certificate Offered**

- Real Estate and Land Use Economics Program Certificate (http://catalog.unomaha.edu/undergraduate/college-business-administration/bs-business-administration/real-estate-land-use-economics-certificate)
Academic Performance

Maximum/Minimum Credits

A minimum of 120 credit hours are required to earn a BSBA degree.

42 semester hours must be earned in upper-division courses (3000-4000/junior-senior level).

BSBA students earn 24 upper-division (3000/4000 level) credit hours in the business core curriculum and 18-24 hours in their BSBA concentrations.

The last 30 of 36 consecutive semester hours for a degree must be earned following admission to the College of Business. A minimum of nine (9) of the twenty-four (24) required business hours and one-half of the required concentration hours must be completed at UNO.

No more than 12 semester hours may be taken in any one department outside the College of Business. Students who have completed a declared minor from a department outside of Business Administration can apply more than 12 hours.

Students completing an additional major in French, German or Spanish may apply all foreign language credit toward a BSBA degree. Otherwise, no more than 16 semester hours in any one foreign language may be applied toward a degree. More than one foreign language is allowed.

A maximum of eight semester hours in music laboratory courses such as band, chorus or orchestra may be applied toward the degree.

The College of Business does not require any physical activity courses. A total of four hours of activity courses from different areas may be applied toward the degree.

A maximum of 24 hours of combined Credit/No Credit, credit by examination, College Level Examination (CLEP) and professional development course credit may be applied.

Transfer Credit Policy

CBA will accept upper-division core courses completed at AACSB institutions. In order for an upper-division core course to be accepted from non-AACSB institutions, the student must complete an additional upper-division course from an AACSB accredited school within the same department to validate the transfer course. Courses completed for validation must be completed with a grade of C (2.00) or better. Only transfer courses with a grade of "C" or higher will be applied toward the BSBA degree.

Unacceptable Credits

Remedial courses and orientation courses at other institutions will not apply to the 120 minimum semester hours.

No business course may be taken on a Credit/No Credit basis.

A maximum of six hours of professional development course credit may be taken from any educational body if evaluated by the American Council on Education (ACE) as equivalent to collegiate credit, and then may be applied toward the degree. Such credit may be used for non-business electives. The department chair must give written approval if a course is to be used for concentration elective hours or as a substitute for a required concentration course.

Business core requirements taken as professional development courses are not applicable to the BSBA degree.

Quality of Work

Any students earning below a 2.50 cumulative GPA for any semester while enrolled in the BSBA degree program will be placed on a “warning status.”

No grade below a C (2.00) will be counted as satisfactory completion of CBA courses.

Repeating Courses

Effective Fall 2002, a student may only attempt each required business core course three times.

This policy applies to the following courses:

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<thead>
<tr>
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<tbody>
<tr>
<td>ACCT 2010</td>
<td>PRINCIPLES OF ACCOUNTING I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2020</td>
<td>PRINCIPLES OF ACCOUNTING II</td>
<td>3</td>
</tr>
<tr>
<td>BSAD 2130</td>
<td>PRINCIPLES OF BUSINESS STATISTICS</td>
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<td>MANAGERIAL STATISTICS FOR BUSINESS</td>
<td>4</td>
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<td>ECON 2200</td>
<td>PRINCIPLES OF ECONOMICS (MICRO)</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2220</td>
<td>PRINCIPLES OF ECONOMICS (MACRO)</td>
<td>3</td>
</tr>
<tr>
<td>FNBK 3250</td>
<td>PRINCIPLES OF FINANCIAL MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td>LAWS 3930</td>
<td>BUSINESS LAW FUNDAMENTALS</td>
<td>3</td>
</tr>
<tr>
<td>MGMT 3100</td>
<td>MANAGEMENT INFORMATION SYSTEMS</td>
<td>3</td>
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<td>MGMT 3490</td>
<td>MANAGEMENT</td>
<td>3</td>
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<td>MGMT 4480</td>
<td>CORPORATE AND BUSINESS STRATEGY</td>
<td>3</td>
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<td>MKT 3200</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>MKT 3310</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3</td>
</tr>
<tr>
<td>SCMT 3500</td>
<td>OPERATIONS MANAGEMENT</td>
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</tbody>
</table>

A course that is dropped on or before Friday of the first week of the fall and spring semesters is not considered an attempt. Any withdrawal or switching to audit (AU) after that first Friday counts as one of the three allowed attempts. During the summer sessions, a withdrawal after the second day of the class counts as an attempt.

If a student does not successfully complete the core course with a grade of C (2.00) or better in two attempts, the student can either take the course at a college or university approved by UNO CBA, or may attempt the course at UNO CBA for a third and last time after a mandatory one semester (fall or spring) waiting period. During the waiting period, the student cannot enroll in any CBA course for which the required core course is a prerequisite. If the student does not earn a C (2.00) or better on the third attempt of that required core course, the student is no longer eligible to pursue a business degree at UNO.

The Undergraduate Program Council will only consider appeals of the three-attempt rule when the circumstances for the appeal are documented and the reason for the appeal is extraordinary.

Upper-division accounting courses may be taken only twice.

Grade Appeal Policy

Students who wish to appeal a grade which they feel was capriciously or prejudicially awarded shall first discuss the matter with the instructor and/or the department chairperson. If a satisfactory agreement cannot be reached, the student may submit a written appeal to the CBA Associate Dean by the deadlines listed below.

- For a course completed during the fall semester: The last business day in January
- For a course completed during the spring semester: The last business day in June
- For a course completed during any of the summer sessions: the last business day in September

The CBA Undergraduate Grade Appeal Committee will hold a grade appeal hearing to make a final determination based on the facts presented.
**Academic Amnesty**

A student may remove one or two semester’s grades from the student’s cumulative GPA and degree consideration by petitioning for academic amnesty in the CBA advising office. Removal of grades via Academic Amnesty shall be by entire semester(s). Students are allowed a maximum of two (2) semesters of amnesty.

Petitioning students, after the term(s) for which they are seeking amnesty, must have completed 12 consecutive hours with a minimum GPA of 2.75. Students who are granted academic amnesty will not be eligible for degree with academic honors. Academic amnesty will remove a CBA core course attempt from the Three-Attempt Rule under Academic Performance. The petition for academic amnesty is submitted to the academic adviser and the adviser will apply this policy to approve or deny the petition on behalf of the Undergraduate Program Council.

**Academic Advising**

The aim and purpose of academic advising is to assist students in meeting the requirements of the degree program and to interpret college policies regarding academic requirements. In the College of Business Administration, academic advising is carried out by CBA's undergraduate advisers. Students should see an academic adviser whenever questions arise concerning academic programs, but especially prior to registering for freshman year, choosing a concentration, and registering for senior year.

**Declaring a Concentration**

Students may declare a BSBA concentration when applying to the university or at any point prior to completing 59 credit hours with a GPA of 2.50 or above. Students who did not declare a BSBA concentration when applying to the university must meet with a CBA advisor to complete the BSBA declaration process.

**Senior Check**

A senior check will be processed for each BSBA student upon completion of 90 credit hours. This audit provides an official list of the student’s remaining degree requirements. Students will be provided with a copy of the senior check document and will be required to meet with an advisor to review and sign the senior check document. Final responsibility for scheduling courses and satisfactorily completing curriculum requirements for any degree rests with the student.