

# COLLEGE OF BUSINESS ADMINISTRATION (CBA)

## College of Business Administration Mission

UNO CBA provides a balance of academic perspectives with practical applications.

"We engage our students in learning experiences that enable them to become knowledgeable, motivated, and resourceful business professionals."

"We impact and transform practice and advance scholarly thought through research and diverse community engagement."

## College of Business Administration Vision

As a premier College of Business Administration, UNO CBA will further our reputation as the region's leading provider of business education and expertise.

## Other Information Relevant to the College of Business Administration

### Attendance at First CBA Class Meeting

Students not present at the first class meeting of a College of Business Course, without prior notification to the instructor, may be administratively withdrawn from the course.

### Accreditation Information

The UNO College of Business Administration undergraduate and graduate programs are accredited by AACSB - the International Association to Advance Collegiate Schools of Business. This is the highest level of accreditation possible for a College of Business.

The Accounting Programs in the UNO College of Business Administration hold specialized Accounting Accreditation by AACSB. Less than 200 Accounting Programs worldwide have earned specialized AACSB Accounting Accreditation.

Major	Degree	Accreditation Body
Accounting	BSBA MAcc	Association to Advance Collegiate Schools of Business (AACSB International)
Business Administration	Executive MBA	Association to Advance Collegiate Schools of Business (AACSB International)
Business Administration	MBA	Association to Advance Collegiate Schools of Business (AACSB International)
Banking and Financial Markets	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Business Analytics	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Business Finance	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)

Economics	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Entrepreneurship	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Human Resource Management	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
International Business	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Investment Science & Portfolio Management	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Legal Studies	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Management & Leadership	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Marketing	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Real Estate & Land Use	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Sales	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Supply Chain Management	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)

## Choice of Catalog Policy

A student registering in the College of Business Administration of UNO for the first time may, except for the following limitations, complete work for the degree according to:

- The requirements of the catalog of the year in which you last entered the College and have since been in continuous enrollment (i.e., **no enrollment gap of more than two consecutive semesters**) OR
- The catalog current at the time the student applied for the BSBA degree. For students continuously enrolled, a seven-year rule applies in that the catalog for students who have been continuously enrolled can only extend back seven years.
- The earliest catalog available to an intra-University transfer will be the catalog in use when the student transferred to the College of Business Administration

## Careers

Business is a broad, flexible, and valuable field of study. Students who graduate with a business degree can choose from a variety of professions in a number of industries and fields. Individuals with business degrees may

find career opportunities working in government, large, mid-size, and small companies, nonprofit organizations, and institutions of higher education. A business degree prepares students for a fulfilling and flexible career, matching personal interests with professional ambitions, and allowing for the ability to pivot and flex careers as opportunities arise. Although a business degree applies to a vast array of careers, allowing an individual to work in any number of industries or roles, for ease of use, a list of possible business-related careers is broken down by department.

For more information about Business careers, please contact the CBA Career Center. Website (<https://www.unomaha.edu/college-of-business-administration/career-center/>):

402.554.2365 (<https://www.unomaha.edu/college-of-business-administration/career-center/402.554.2365>) | [unocareercentercba@unomaha.edu](mailto:unocareercentercba@unomaha.edu) | Mammel Hall 134T & 134X | 6708 Pine Street | Omaha, Nebraska 68182

## Program Contact Information

CBA Advising Office  
UNO College of Business Administration  
134H Mammel Hall  
University of Nebraska at Omaha  
6708 Pine Street  
Omaha, NE 68182-0048

**Advising Phone:** 402.554.3419  
**e-mail:** [unocbaadvising@unomaha.edu](mailto:unocbaadvising@unomaha.edu)

Program Website (<https://www.unomaha.edu/college-of-business-administration/>)

## Admission Requirements

Incoming freshman must meet general university admission requirements to be admitted into the College of Business Administration. Transfer students and current UNO students must have a minimum 2.50 cumulative GPA to be admitted into the College of Business Administration.

## Academic Requirements for the College Degree

### Number of Hours to Graduate

Students must earn a minimum of 120 credit hours in courses acceptable to the College of Business Administration to earn a BSBA degree.

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

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

A maximum of 24 hours may be taken for university credit on a Credit/No Credit basis.

### 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 courses. Specifically,

MKT 3310 is the foundation course for the Marketing concentration as well as for the Marketing secondary concentration. MKT 3310 & MKT 3100 are the foundation courses for Sales concentration as well as for the Sales secondary concentration. Finally, FNBK 3250 & FNBK 3300 are the foundation courses for the Business Finance, Banking and Financial Markets, and Investment Science & Portfolio Management concentrations as well as the Business Finance, Banking and Financial Markets, and Investment Science & Portfolio Management secondary concentrations.

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, 42 of those credits must be upper division courses (3000-4000 level), with the following 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 & secondary concentration.
- Must earn a "C" or better in classes for it to count towards the BSBA degree
- The grade of "C-" or better will be accepted in General Education courses (Natural Science, Humanities, & Social Science (except ECON 2200 & ECON 2220))

## 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. Please contact your CBA advisor to learn more about validation.

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 credit 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.

## Residency Requirement

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

## Retroactive Credit Policy

<https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/> (<http://catalog.unomaha.edu/undergraduate/transfer-credit/>)

## Advanced Placement Credits

<https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/> (<http://catalog.unomaha.edu/undergraduate/transfer-credit/>)

## Military Credit

<https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/> (<http://catalog.unomaha.edu/undergraduate/transfer-credit/>)

## IB Credit

<https://nextcatalog.unomaha.edu/undergraduate/transfer-credit/> (<http://catalog.unomaha.edu/undergraduate/transfer-credit/>)

## Placement Exams and Credit by Examinations Policies/Practices

<https://nextcatalog.unomaha.edu/undergraduate/student-life-support-services/> (<http://catalog.unomaha.edu/undergraduate/student-life-support-services/>)

## 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.

## Good Academic Standing Policy

<https://nextcatalog.unomaha.edu/undergraduate/grades/> (<http://catalog.unomaha.edu/undergraduate/grades/>)

## Credit/No Credit (CR/NC) Grades

<https://nextcatalog.unomaha.edu/undergraduate/grades/> (<http://catalog.unomaha.edu/undergraduate/grades/>)

## Completion of Incomplete Grade

<https://nextcatalog.unomaha.edu/undergraduate/grades/> (<http://catalog.unomaha.edu/undergraduate/grades/>)

## Repeatable Grades/Courses

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

This policy applies to the following courses:

Code	Title	Credits
ACCT 2010	PRINCIPLES OF ACCOUNTING I	3
ACCT 2020	PRINCIPLES OF ACCOUNTING II	3
BSAD 2130	PRINCIPLES OF BUSINESS STATISTICS	3
BSAD 3160	MANAGERIAL STATISTICS FOR BUSINESS	4
ECON 2200	PRINCIPLES OF ECONOMICS (MICRO)	3
ECON 2220	PRINCIPLES OF ECONOMICS (MACRO)	3
FNBK 3250	PRINCIPLES OF FINANCIAL MANAGEMENT	3
LAWS 3930	BUSINESS LAW FUNDAMENTALS	3
MGMT 3100	MANAGEMENT INFORMATION SYSTEMS	3
MGMT 3490	MANAGING PEOPLE AND ORGANIZATIONS	3
MGMT 4480	CORPORATE AND BUSINESS STRATEGY	3
MKT 3200	BUSINESS COMMUNICATIONS	3
MKT 3310	PRINCIPLES OF MARKETING	3
SCMT 3500	MANAGING OPERATIONS IN THE SUPPLY CHAIN	3

Any grade earned, excluding CR, W, NC, NR, I, IP, AU, S, U or R will count as an attempt for the three times limit.

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.

## Appeal Process

<https://nextcatalog.unomaha.edu/undergraduate/grades/> (<http://catalog.unomaha.edu/undergraduate/grades/>)

## 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 advisor and the advisor will apply this policy to approve or deny the petition on behalf of the Undergraduate Program Council.

## Academic Probation and Suspension

<https://nextcatalog.unomaha.edu/undergraduate/grades/> (<http://catalog.unomaha.edu/undergraduate/grades/>)

## Reinstatement Policy Following Academic Suspension

<https://nextcatalog.unomaha.edu/undergraduate/grades/> (<http://catalog.unomaha.edu/undergraduate/grades/>)

## 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 advisors. Students should see an academic advisor whenever questions arise concerning academic programs, but especially prior to registering for freshman year and registering for senior year.

## Advising Holds

<https://nextcatalog.unomaha.edu/undergraduate/enrollment/enrollment/> (<http://catalog.unomaha.edu/undergraduate/enrollment/enrollment/>)

### **Student Holds**

<https://nextcatalog.unomaha.edu/undergraduate/enrollment/enrollment/>  
(<http://catalog.unomaha.edu/undergraduate/enrollment/enrollment/>)

### **Declaring a Concentration**

Students may declare a BSBA concentration when applying to the university or at any point.

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 required to meet with an advisor to review the senior check. Final responsibility for scheduling courses and satisfactorily completing curriculum requirements for any degree rests with the student.