

University of Colorado Denver
Business School Student Handbook
2025

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General Terms to Know	
Academic Calendar	Semester schedule published by the Registrar's office with all dates and deadlines for each academic semester.
Concurrent Enrollment	When a student takes college-level courses while in high school through a specific University/College partner. <i>*(If a high school student took classes through CU Succeed, they will have a college GPA).</i>
Co-requisite	Courses that can or must be taken together.
Pre-requisite	Where one course must be taken prior to another one (<i>must be taken in a designated order</i>).
Double Dip	When a student can take one course that is able to fulfill and satisfy two course requirements in their Degree Audit. Allowed with the expectation that students are meeting <i>all</i> other degree requirements.
Class Standing	Progression of degree completion by credits: Freshman-<30 credits, Sophomore-30 credits, Junior-60 credits, Senior-90 credits
Transfer Equivalency	The designation of a transfer course as a direct equivalency to an existing course at CU-Denver.
Lower Division	1000 & 2000 level courses
Upper Division	3000 & 4000 level courses
Graduation	The completion of all degree requirements and certification of degree.
Commencement	The celebration ceremony of the student's accomplishment.
Catalog Year	The annual catalog year designates the specific requirements for a student's degree program. Catalog is determined by when a student declares their degree/major.

Business School Student Success Contact Information			
Department	Phone	Email	Website
Business Graduate Advising	303-315-8110	grad.advising@ucdenver.edu	https://business.ucdenver.edu/current-students/graduate-advising
Business Undergraduate Advising	303-315-8110	undergrad.advising@ucdenver.edu	https://business.ucdenver.edu/current-students/undergraduate-advising
Business Career Center	303-315-8901	bcc@ucdenver.edu	https://business.ucdenver.edu/current-students/bcc
Business Admissions Office		bschool.admissions@ucdenver.edu	

First Generation and Multicultural Student Program (FaM)	303-315-8922	Nimol.Hen@ucdenver.edu	https://business.ucdenver.edu/centers-programs/first-generation-and-multicultural-fam-business-program
Enrollment Management (grad/undergrad)	Graduate-Andy Chen 303-315-8069 Undergraduate – Vicki Alfieri 303-315-8449	andy.chen@ucdenver.edu victoria.alfieri@ucdenver.edu	
Dean's Office – Scott Dawson	303-315-8000		
Asst. Dean of Student Success – Shane Hoon		Shane.hoon@ucdenver.edu	

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION - GENERAL DEGREE REQUIREMENTS

General Requirements

- Students must complete at least 120 credits to have a bachelor's degree conferred.
- Students must complete at least 45 credits of upper-division coursework.

Residency Requirement

- Students must take at least 30 of their 120 required credits at CU Denver.
- All major course classes and International Studies elective must be taken at the CU Denver Business School.

Grade Requirements

- Core Competency courses (ex: ENGL 1020, ENGL 2030, and MATH 1060) require a minimum grade of "C-" to fulfill the requirement.
- Courses in the Business Core require a minimum grade of "C-" to fulfill the requirements as of Fall 2024. Please see your specific degree catalog or Degree Audit for details on degree requirements. ([Catalog Archive](#))

Special Grading Options

Only internships, independent studies and nonbusiness elective courses may be taken for a grade of S/U or P+/P/F. Required business and nonbusiness courses (including the campus core) may not be taken as S/U or P+/P/F. A maximum of 6 hours of S/U and P+/P/F credits may be applied toward the business degree. Courses taken in excess of the maximum will not be applied toward degree requirements.

Non-Business School Required Courses

- ECON 2012 & ECON 2022-Macroeconomics & Microeconomics
- MATH 1060-Finite Math or higher excluding trigonometry and statistics
- COMM 2050-Professional Presentations
- ENGL 3170-Business Writing
- UNIV 1110-College Success (for students who are admitted with less than 30 credits)

Business School Required Courses (requires a C- minimum grade for most)

- ACCT 2200-Financial Accounting
- ACCT 2220-Managerial Accounting
- BANA 2010-Business Statistics
- BANA 3000-Operations Management
- BLAW 3050-Business Law and Ethics
- BUSN 2110-Cultivating Emotional Intelligence
- BUSN 3110-Career and Professional Development
- FNCE 3000-Principles of Finance (grade of C required for FNCE or FNMG majors and if used as a pre-requisite)
- ISMG 2050-Business Problem Solving Tools
- ISMG 3000-Tech in Business or ACCT 4054-Acct Info Systems (ACCT and FNMG majors take ACCT 4054)
- MGMT 3000-Managing Individuals and Teams
- MGMT 4500-Business Policy and Strat Management (capstone class taken final semester, application required for permission to add course)

- MKTG 3000-Principles of Marketing
- International Studies (ACCT 4370, FNCE 4370 (req for FNCE & FNMG majors), MGMT 4400, MKTG 4200, RISK 4509)

Foreign Language Requirements

- Students can satisfy the foreign language/regional expertise requirement in the following ways:
 - Completion of a second level high school foreign language with a grade of C- or higher.
 - Completion of two collegiate semesters of a single foreign language (6-10 hours) with a grade of C- or higher.
 - One year of high school foreign language with a C- or higher AND 6 credit hours of Regional Expertise.
 - Completion of one collegiate semester of foreign language AND 6 credit hours of Regional Expertise.
 - Completion of 9 credit hours of Regional Expertise.
 - If already proficient in a foreign language, students may potentially test out of this requirement via the [CU Denver Modern Languages department](#) or CLEP exam. Other options may also exist, please see an academic advisor for details.
- Regional Expertise courses focus on a region of the world that emphasizes the art, history, philosophy, geography, and/or political structure of the region. The region should be an area of the world other than the U.S. and Canada. Courses taken to meet these requirements cannot be used to satisfy other University core requirements such as humanities, cultural diversity, social science, or art. Courses do not have to be from the same region. Business School academic advisors are responsible for the selection of which transfer courses may fulfill this requirement if equivalent CU-Denver courses do not exist.

Experiential Learning

This requirement can be fulfilled by:

- An internship related to the major.
- A Business School Study Abroad trip (2 weeks).
- A project-based course.
- Students can petition to use their current job if it is related to their major by providing a position description, employer verification, and a current resume. Petitions are reviewed by the Discipline Director.

MGMT 4500 Capstone

During the final semester of their BSBA program, students will take MGMT 4500 - Business Policy and Strategic Management. Prerequisites include: ACCT 2200, ACCT 2220, BANA 2010, BANA 3000, BLAW 3050 (or BLAW 3000), FNCE 3000, ISMG 2050, ISMG 3000, MGMT 3000, MKTG 3000 all with either a C or a 'C-' (depends on students catalog semester and year). An application must be submitted and approved for a student to register for the MGMT 4500 Capstone.

Please see UC-Denver Catalog for additional requirements: <https://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/business-school/#graduationrequirements>

BUSINESS ADMINISTRATION MAJORS

All majors, minors, and certificates can be found through the [Business Administration programs page](#).

Accounting Major (ACCT)

Students should be aware that the prerequisite requirements for the major core must be taken in a timely sequential order. Failure to take prerequisite courses early may result in a delayed graduation timeline.

Accounting students must take ACCT 4054, Accounting Information Systems, in place of ISMG 3000 in the Business Core.

Students who are interested in earning their Certified Public Accountant Licensure (CPA) should be referred to the [Accounting Student Guidebook](#).

This major has a fully online option with limited summer course offerings.

Entrepreneurship Major (ENTP)

When registering, students must select 'Extended Studies' as the Campus option in the registration portal. If CU Denver students select 'Denver Campus' they will receive an error message which will prevent registration.

ENTP3230 is only offered in the Fall semester. ENTP3299 is only offered in the Spring semester. ENTP 3230 is the prerequisite requirement for ENTP3299. If courses are not taken in the proper sequencing, it could impact a student's graduation timeline.

This major is not COF eligible, but other scholarships are available through the Jake Jabs Center.

Finance Major (FNCE)

Finance students are required to take four electives within their major core requirements. Three of those electives must be upper division FNCE courses, and one elective can be a FNCE elective or a RISK elective. Since FNCE 4950 is a special topics course, students may use this to satisfy multiple elective options as long as the topics are different.

FNCE 4370, which is required of FNCE majors to fulfill International Studies, may not also be used as a Finance elective option for students using a catalog of Spring 2023 or later.

Financial Management Major (FNMG)

Financial Management is a great option for students who are interested in both Accounting and Finance. This major is the perfect blend of both major core requirements.

Financial Management students must take ACCT 4054, Accounting Information Systems, in place of ISMG 3000 in the Business Core.

Students in Financial Management must take FNCE 4370 to fulfill International Studies.

Human Resource Management Major (PHRM)

The Human Resource Management program requirements are made up of MGMT courses.

Information Systems Major (INFS)

Information Systems allow students to complete either two upper division ISMG electives or students can decide to declare an area of specialization and complete two specialization electives. The information Systems specialization options include Accounting, Finance, Human Resource Management, Management or Marketing.

[Accounting Specialization](#) (AIS)

[Finance Specialization](#) (FNC)

[Human Resource Management Specialization](#) (HRM)

[Management Specialization](#) (CMT)

[Marketing Specialization](#) (MKT)

The program Acronym for Information Systems is 'INFS'. However, course codes for this major use the acronym 'ISMG'. Significant changes occurred in this major core each year from 2022-2025.

This major has a fully online option.

Information and Cybersecurity Management Major (ICMG)

The Information and Cybersecurity Management major was launched in the Fall of 2024 and was revised for the following catalog year. Students declaring ICMG during the 2024-2025 academic year cannot double major in ICMG & INFS.

This major has a fully online option.

International Business Major (INBU)

International Business Students take internationally focused business courses that are typically options for the International Studies requirement. The program acronym for International Business is 'INBU'. However, course codes for this major use the acronym 'INTB'

Students will complete 1 upper-division business elective in place of the International Studies requirement. INTB 4028 or INTB 4580 are strongly recommended. Please carefully monitor the number of upper division courses as INBU majors may have a difficult time completing the required 45 upper division credits.

Management Major (MGMT)

The Management major offers multiple opportunities for students to "double dip" courses. These opportunities present themselves within Experiential Learning, Cultural Diversity, and International Studies. Not all students are eligible to "double dip" courses and should speak with an advisor about their specific coursework.

This program is fully online or 95% in-person.

Marketing Major (MKTG)

The Marketing major has only two required courses which include MKTG 3100 and MKTG 4050. The remaining major core requirements consist of six upper division MKTG electives. These electives are offered at different points of the academic year. Students often have trouble completing all their elective requirements if they wait until their last semester to take electives.

Students with adequate upper division credits and excess elective courses may triple dip MKTG 4200 to fulfill International Perspectives, a Marketing elective, and International Studies. Students should speak with an advisor about their specific coursework.

This major has a fully online option.

Risk Management and Insurance Major (RISK)

Risk Management and Insurance students are given [scholarship opportunities](#) for all RISK courses.

Risk Management students must take an internship, RISK 3949, to satisfy the Experiential Learning requirement. These internships are coordinated through the RISK program.

The London Calling Trip (RISK4509) allows students to travel abroad for one week during spring break. This course is only approved to satisfy International Studies but not Experiential Learning as the study abroad portion of the trip is optional.

This major has a fully online option.

Sports Business Major (SPTB)

The Sports Business major offers a selection of Marketing and Management electives. Students are encouraged to work on their electives as soon as they are eligible to complete them.

Two of the major core requirements are selected from four (4) courses. Only two of these courses are offered in the fall and two in the spring.

Other Degree Options

Double Major vs. Double Degree:

- Pursuing a double major or double degree may increase the number of required courses and impact the timeline to graduation. Students should make themselves knowledgeable about potential additional prerequisites.
- Students wishing to earn a second degree outside the Business School need to fill out an Intra-University Transfer Form to declare.

4+1 Programs:

- CU Denver offers 4+1 programs in Accounting (ACCT), Information Systems (INFS), Marketing (MKTG), Entrepreneurship (ENTP), and Risk Management (RISK). These programs allow students to transition directly from an undergraduate to a graduate degree without taking the GMAT.
 - Admission to the 4+1 program requires a 3.0 GPA in specific upper-division major core courses and completion of at least 75 credits.
 - Accounting (ACCT): Complete ACCT 3220, 3230, and 3320.
 - Entrepreneurship (ENTP): Complete three ENTP courses.
 - Finance & Risk Management (FNRM): Complete RISK 3809 and two other RISK courses (excluding RISK 4809 and RISK 4909).
 - Information Systems (INFS): Complete at least 9 credits of undergraduate ISMG courses with a specialization in either "Business Intelligence Systems" or "Cyber Security & Information Assurance."

- Marketing (MKTG): Complete MKTG 3000 and two other MKTG courses.

BA/BSBA ECON FNCE

The Economics degree is offered within the College of Liberal Arts and Sciences (CLAS). Students with a second major in Economics will be advised by an advisor in the College of Liberal Arts and Sciences (CLAS) for that degree.

International students are not eligible for this program.

General Business Major (BGEN)

The General Business program launched in Fall 2023. It is intended to help continuing education adult learners with 45+ transfer credits to finish a bachelor's degree. The General Business option has no major core courses, which opens 25-35 credits for transfer courses or other coursework taken. Students declared under General Business may apply for the 4+1 programs, if the prerequisite requirements have been met. Students must meet with an advisor before declaring this major.

Students in this major may struggle to meet the 45-credit upper division requirement. Please note, transfer students are still required to meet the 30-credit residency requirement. Students who transfer in less than 45 credits are not eligible to declare this major option.

BUSINESS ADMINISTRATION MINORS

Minors are available to all CU Denver Undergraduate students, both Business and Non-Business. Non-Business students who would like to declare a Business Minor must complete the [Minor Declaration for Non-Business Students](#), and work with the Business School Admissions Office to declare their Business Minor. Business Students must complete the [Minor Declaration for Business Students](#). These forms can be found on the Important Forms section of the Undergraduate Advising website. Please see the Minor Processes section of this handbook for more information.

Business Analytics (BANA-MIN)

Business Analytics focuses on the use of data to solve problems, set goals, and achieve desired results for the purpose of improving business operations. Employers especially want Advanced Excel, Tableau, and SQL. A BANA minor would allow you to focus on these in-demand skills in the framework of the Business Analytics functional area.

Eligibility Requirements: Students must have a current 3.0 GPA to declare the Business Analytics Minor.

Prerequisite Requirements: MATH 1060, ACCT 2200, and must have a minimum of one academic year left to complete prior to graduation due to specific courses only being offered in the Fall and Spring semesters.

Total credits for Minor: 15 credits. Please see the Business Analytics Program page for more details.

Current Discipline Director: Xiang Fang

Note: BANA 4110 is only offered in the Fall semester. Advisors must advise students to plan these courses correctly. If courses are not taken in the proper sequencing, it could impact a student's graduation timeline.

Entrepreneurship (ENTP-MIN)

Our Entrepreneurship Minor is designed to give you the tools to build and be a part of a successful start-up business, whether that be as a founder, co-founder, principal employee or new hire. As one of the fastest-growing business segments in the country, you'll find several opportunities including scholarships, networking, and mentoring through the Jake Jobs Center for Entrepreneurship (JJCE).

Eligibility Requirements: Students must have a 2.0 GPA to declare the Entrepreneurship Minor and must have a minimum of one academic year left to complete prior to graduation due to specific courses only being offered in the Fall and Spring semesters.

Total credits for Minor: 15 credits. Please see the Entrepreneurship Program page for more details.

Current Discipline Director: Madhaven Parthasarathy

Note: ENTP3230 is only offered in the Fall semester. ENTP3299 is only offered in the Spring semester. ENTP 3230 is the prerequisite requirement for ENTP3299. Advisors must advise students to plan these courses correctly. If courses are not taken in the proper sequencing, it could impact a student's graduation timeline.

Finance (FNCE-MIN)

A Finance Minor complements a degree in math, humanities, economics, and various other degrees. With this Minor, you will expand upon your specialized knowledge from your major and give yourself a competitive edge in the job market.

Eligibility Requirements: Students must have a 3.0 GPA to declare the Finance Minor.

Prerequisite Requirements: MATH1060, BANA 2010, ACCT 2200, ECON 2012, and ECON 2022.

Total credits for minor: 15 credits. Please see the Finance Program Page for more details.

Current Discipline Director: Jeungbo Shim

Note: Non-Business students should be aware of requirements and will need to plan accordingly to complete all prerequisites before they can take the required Minor courses.

Information Systems (INFS-MIN)

In the modern business environment, companies survive on how well they utilize their information systems and technology. A minor in Information Systems will help you develop technical skills, business know-how, and administrative insights to help you make decisions on the acquisition, implementation, and management of technology.

Eligibility Requirements: Students must have a 2.0 GPA to declare the Information Systems Minor.

Total credits for minor: 15 credits. Please see the Information Systems Program Page for more details.

Current Discipline Director: Dawn Gregg

Note: Students must complete 9 of the 15 required credits while in residence with the University of Colorado Denver. If a student has already taken the equivalent of one or more of these courses at another university, other higher-level business courses may be substituted with the approval of the Business School.

Risk Management Insurance (RMIN-MIN)

The Risk Management Insurance Minor teaches you how to analyze risks in your chosen profession. Learn to develop expertise in analyzing risk dimensions and creating strategies to manage these risks. The risk management industry is incredibly diverse and hires talented individuals from nearly every major. The minor pairs particularly well with mathematics, economics, engineering, humanities, and many other majors.

Eligibility Requirements: Students must have a 3.0 GPA to declare the RMI Minor.

Prerequisite Requirements: MATH1060, BANA 2010, ECON 2012, ECON 2022, ISMG 2050

Total credits for minor: 18 credits. Please see the RMI Program Page for more details.

Current Discipline Director: Cindy Baroway

Note: Non-Business students should be aware of requirements and will need to plan accordingly to complete all prerequisites before they can take the required minor courses.

Business Fundamentals (BMIN-MIN)

The Business Fundamentals Minor is available only for Non-Business Majors and adds value to your chosen major by providing a foundation in the skills necessary to compete in today's global business environment. This five-course sequence introduces you to critical management, marketing, finance, and communication skills for both career success and personal growth.

Eligibility Requirements: Students must have a 2.0 GPA to declare the Business Fundamentals Minor.

Total credits for Minor: 15 credits. Please see the Business Fundamentals Program page for more details.

Current Discipline Director: David Ruderman

Business Administration Certificate

Entrepreneurship Certificate (ENTP-CERU)

The Jake Jabs Center for Entrepreneurship is offering an affordable program in one of the fastest growing business segments in the country - Innovation and Entrepreneurship. All courses are taught by faculty from the Jake Jabs Center for Entrepreneurship at CU Denver. You will find many opportunities including scholarships, mentoring, and networking. You will gain skills that prepare you to start a successful business or become an entrepreneurial asset to an existing company.

Eligibility Requirements: Students do not have to have a minimum GPA to declare this certificate

Total credits for certificate: 9

Non-degree students must have a high school diploma to enroll and register. There is no GPA requirement or prerequisites. Credit hours earned as a part of the certificate count toward your undergraduate degree, should you choose to pursue one at the CU Denver Business School.

TRANSFER CREDITS

Undergraduate transfer credit older than 10 years will not be initially transferred. Business courses that are 8 years or older will need to be petitioned for use towards degree requirements.

Students will need to complete a [Transfer Credit Equivalency Petition](#) for transfer courses with “TC” at the end (i.e. BUSN2999TC) to be reviewed as a possible direct equivalent to a specific course at CU Denver.

Transfer courses do not apply towards the CU Denver cumulative GPA or Business School GPA.

Students will use the [CLAS Transfer Course Evaluation Form](#) to have non-business courses evaluated for transfer equivalencies.

Associate's degrees & Guaranteed Transfer (GT) Pathways

CU Denver will accept all 60 credits of an associate's degree for students who completed their associate's degree at an institution in the Colorado Community College System (CCCS).

A student with an associate's degree from CCCS or has completed the GT Pathways Curriculum will have all CU Denver Core satisfied except for Cultural Diversity.

While Mathematics and Social Science may be satisfied, the student must also meet the more specific Business School Graduation requirements that overlap with this (MATH 1060, ECON 2012).

Additional Information

- Ensure that transferred credits meet CU Denver’s degree requirements. Advisors must verify if credits are upper division, assess potential for transfer equivalency, and confirm that the student will meet the residency requirement for the minimum number of credits taken at CU Denver.
- Per the catalog, transfer courses may not be used to fulfill major core requirements or the International Studies elective.
- Transfer credits into the Business School from CU Boulder transfer as 1.5 credits and are not applicable to the Core Requirement courses.
- Students with 24+ college-level credits are not required to provide high school transcripts, unless providing them for the Language Proficiency requirement .
- UNIV 1110 requirement can be waived if a student is transferring into CU Denver with Sophomore standing (30+ credits). Complete a DATC if not correctly reflected in the degree audit.
- BUSN 2110 and BUSN 3110 are required courses that can be petitioned but cannot be waived based on number of transfer credits.

Transferring Undergraduate Credit Policy: https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7000-student-affairs/7006---transferring-undergraduate-credit.pdf?sfvrsn=71a26dbb_2

Transfer Guarantee Policy: https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7000-student-affairs/7033---colorado-community-college-transfer-guarantee.pdf?sfvrsn=bfa0fdbb_2

CU-Denver Transfer Maps for Business Students: <https://www.ucdenver.edu/student/advising/degree-maps/transfer>

ACADEMIC STANDING

Academic Standing Policy: <https://catalog.ucdenver.edu/cu-denver/undergraduate/academic-policies-procedures/academic-standing/#:~:text=Undergraduate%20students%20at%20CU%20Denver,University%20of%20Colorado%20course%20work.>

Academic Warning (AWON)

Students will go on Academic Warning if their cumulative GPA falls below 2.0 in any given semester.

Students will have an Academic Warning hold placed on their account. Students on their first semester of Academic Warning receive the ASM hold to complete these modules in Canvas and must complete all coursework to have it removed. These holds cannot be removed once classes have started.

Academic Monitoring (AMON)

Students transition to Academic Monitoring when they have already been on Academic Warning and their GPA is still below a 2.0. Students on Academic Monitoring **must** meet with an Academic Advisor or attend an Academic Monitoring workshop to have their Academic standing hold **MOVED** (not **REMOVED**) to register for classes in the next semester.

- The Academic Monitoring hold should not be moved within 2 weeks of the start of the semester.
- Students on Academic Monitoring will have a lower credit maximum to enroll into: 13 credits for Fall and Spring semesters, and 7 credits for Summer semester.
- Students will remain on Academic Monitoring status until their cumulative GPA rises above a 2.0. They have 30 credits or 5 semesters to do this.
- If a student receives a semester GPA below 2.0 while on Academic Monitoring they will transition to Academic Suspension.

Academic Suspension (ASUS)

Students go on Academic Suspension when they have already been on Academic Monitoring and their semester GPA goes below 2.0. At this time, they will be notified and reassigned to the Undergraduate Advising Director.

- Student must sit out for 1 year or 3 semesters (including Summer) and can attend another school to build back up their cumulative GPA.
- Must have a 2.75 cumulative GPA at other institution upon re-enrollment.
- Students on Academic Suspension may not take classes at any University of Colorado campus.
- Students must reapply and appeal to return to CU Denver. They will need to provide proof of a 2.75 cumulative GPA at an external institution or provide a Letter of Explanation.
- Upon return, student will go back on Academic Monitoring status.

Fresh Start Program

Fresh Start Policy: https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7000-student-affairs/7040---fresh-start87cca8e6302864d9a5bfff0a001ce385.pdf?sfvrsn=48e4ccbba_2

Students accepted into the Fresh Start program must be a previous CU Denver student who left with a cumulative GPA lower than 2.0 and left for at least one calendar year (3 semesters).

- Students can be readmitted under this policy only once and it cannot be reversed. Once you start this program, “there is no going back”.

- Students are considered for this program during the readmission process.
- Student is **not eligible** for this program if they were dismissed from CU Denver due to academic dishonesty or student misconduct.
- Once a student is readmitted into the Fresh Start Program, their cumulative GPA will reset to 0.0.
- Any previous courses at CU Denver below C- (*unless the grade is due to academic dishonesty*) will not count towards their degree or their GPA. Other courses will count towards their degree but will not count toward their GPA.
- If a student chooses to participate in the Fresh Start Program, a notation will show up on their transcripts.
- There will be two GPAs for Fresh Start: One for financial aid and the other for their transcript.
- Students will need to work with the Financial Aid Office regarding eligibility.

Grade Forgiveness

Grade Forgiveness Policy: https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/7000-student-affairs/7037---grade-forgiveness.pdf?sfvrsn=aba1fdbba_2

To receive Grade Forgiveness, students will need to retake the same course (*not necessarily the same section or instructor*) in a future semester. Only courses offered by and taken through CU Denver are eligible for Grade Forgiveness and courses must meet the following three requirements to qualify for Forgiveness:

- Original course and courses repeated for grade replacement must be taken for a letter grade (*not audit, pass/fail, no credit*).
- The course must be lower division (*1000- or 2000-level*).
- A student is not to exceed the total Grade Forgiveness credit limit of 18 credit hours during their academic career at CU Denver or apply grade forgiveness to the same class twice.

As of Summer 2024, students are automatically opted into Grade Forgiveness if they register for an eligible course. No further action is required. Students may opt out of grade forgiveness if they choose.

UNIQUE STUDENT GROUPS

Military Students

Students with military affiliation often have unique resources and may need special support. Active duty, veteran students, and student's using a parent's or spouses' benefits should contact the [Veteran and Military Student Services Office](#) (VMSS) for questions related to the G.I. Bill, Post 9/11 Bill, etc. and VA Education Benefits that they intend to utilize while here at CU Denver.

Active-duty students may have to report for service at any time. Please see the [Military Duty Policy document](#) for more information on CU Denver policies for these students.

Active-duty and veteran students should complete the [Military Experience Form](#) and submit it to VMSS.

- The VMSS Office is responsible for conducting an official evaluation of the student's VMSS-MEF Form. Once the evaluation is completed, the student's Degree Audit will be updated to reflect any credits earned via Military Experience.
- If a Military Student was deployed overseas for 6+ months, they are eligible to waive the 'International Perspectives' requirement.
- If a Military Student attended the Military Language Training Institute, they are eligible to waive the 'Foreign Language' requirement.
- If a Military Student held a ranking of E-4 or higher, they are eligible to waive the 'Experiential Learning' requirement.
- Military Students may receive additional credits based on the various training courses provided through the military. The student will need to speak with VMSS about these opportunities.

International Students / Sponsored Students

International students on an F-1 or J-1 visa must take at least 12 credit hours (fall/spring) and 9+ must be in-person or hybrid. During the summer, at least half of the credits taken must be in person or hybrid. If the student is in their first or last semester, at least 6 credits must be taken in-person during the summer to maintain their immigration status. If a student has fewer credits remaining than are required for full-time status, they must complete a Reduced Course Load Form in MyISSS.

The double major Economics and Finance is NOT currently approved for international students.

International Students can apply their lived experience outside of the US to satisfy the 'International Perspectives' course requirement within their CU Denver Core.

International Students who are fluent in a language other than English may use that to satisfy their 'Foreign Language' course requirement. If this requirement is not satisfied upon acceptance into the University, please refer the student to the Modern Languages Department for support in utilizing their language proficiency to satisfy their 'Foreign Language' requirement. The current point of contact is Niki Mott (niki.mott@ucdenver.edu), as of Fall 2024.

Students sponsored by a government or organization (Kuwait Cultural Office and Saudi Arabian Cultural Mission are most common) may have a different set of requirements and additional paperwork to complete. These students should connect with their business school advisor and [Sponsored Student Services](#).

Advisors are not able to answer visa or immigration (I-20) related questions. Please contact the [Office of International Student & Scholar Services \(ISSS\)](#) with questions regarding these topics.

University Honors and Leadership (UHL) Students

Qualifying CU Denver students may participate within the University Honors and Leadership (UHL) Program. This cohort of students completes coursework in small discussion-based seminars which satisfy some of the CU Denver Core requirements. UHL students are required to complete their Math and Lab Science requirements, and all required Business courses.

Students are encouraged to meet concurrently with their Advisor on the Undergraduate Advising Team in the Business School, along with the Advisor within the UHL Program.

[Program Link](#) - Contact Information: uhl@ucdenver.edu / (303) 315 - 7838

GRADUATION PLANNING

Eligibility Requirements to Graduate

- Business students must have 90 or more credits to be able to identify as a “senior”. To be eligible for graduation, students must complete or be enrolled in all degree requirements, totaling 120 credits at minimum.
- Business students are also required to complete 30 credits of business courses and 45 credits of upper division courses
- In addition to meeting the credit requirements, students must have earned a 2.0 cumulative GPA and Business School GPA.
- All students *must* apply for Graduation through their UCDAccess portal. Graduation Applications are due by Census Day of the semester the student plans to graduate.

University Honors

Honors Cords are awarded to students that have a 3.5 or higher cumulative GPA. Students will be contacted in their last semester if they qualify for this award about where they can pick up their cords.

- If a student qualifies for Honors Cords, they are also eligible for the ‘Outstanding Student Award’.
- Honors Designations:
 - Cum Laude: 3.50-3.649
 - Magna Cum Laude: 3.65-3.749
 - Summa Cum Laude: 3.75-4.0
- Honors Designations will appear in the Commencement Program next to the student’s name, and on their Final Official Transcript.

MGMT 4500 Capstone Application and Eligibility Requirements

Prior to a student’s last semester, they must apply for their MGMT4500 Capstone course to obtain approval to take and complete in their final semester. MGMT 4500 applications will no longer be accepted once the semester has started.

- Students who complete the [MGMT4500 Capstone Application](#) by the semester deadline will be guaranteed to have their application reviewed and responded to before registration begins.
 - Spring deadline: November 1st
 - Summer deadline: March 1st
 - Fall deadline: April 1st

- MGMT4500 is offered **EVERY** Fall, Spring, and Summer term. The May session of the summer term will be discontinued after summer 2025.
- To be eligible for MGMT4500, the student must have completed their entire Business Core and passed all courses with a “C-” or higher **AND** it must be their final semester. If an application is denied, the Advisor reviewing the application will reach out to the student with the denial, the reasoning, and their next steps.
- This application is also an opportunity for the Undergraduate Advising Team to perform a ‘pre-graduation’ check on these students that are intending to graduate in the following semester and to notify students of their remaining requirements.
- Every student enrolled into MGMT4500 must complete the ETS Exam as part of the course. This exam is cumulative and covers the content from all business coursework. The ETS Exam is taken within the first month of the semester (first week if taken in the May session of Summer). This Exam is worth 10% of the MGMT4500 overall grade, but students are not required to obtain a specific grade on the exam to pass the class.
- The minimum passing grade in MGMT 4500 is a ‘C’.

Diploma and Verification Letter

- The verbiage that will appear on the student’s diploma is as follows: “Bachelor of Science in Business Administration from the University of Colorado Denver”
 - Official transcripts will include information about Major(s), Minor(s), Certificate(s), and Honors Designation (if earned).
- If a student needs a verification letter for their employer before their degree is awarded, the Registrar can supply them with this documentation. The student can fill out a [Verification Letter Request Form](#) and submit the completed Form to registrar@ucdenver.edu for processing.

Commencement

- Only two commencement ceremonies are held. One ceremony for the Spring graduates held in May and one ceremony for Summer and Fall graduates held in December. If a student is a Summer graduate, they can walk in the Fall ceremony, or they can receive special permissions to walk in the Spring ceremony prior to completing their coursework. For special permissions, the student should reach out to commencement@ucdenver.edu to inquire further.
- Students can participate in Commencement ceremonies prior to completing all degree requirements with special permissions from the Commencement Office on campus (diplomas@ucdenver.edu).

REGISTRATION

Course Overloads:

For the Fall and Spring semesters, students are allowed to take up to 18 credit hours without approval of a course overload from an advisor on a [Schedule Adjustment Form](#). Students must have a 3.0 GPA or higher to qualify for course overload approval and the maximum credit hours a student can take is 21. For Summer semesters, students can register for up to 12 credit hours. The maximum credit hours a student can take in the summer is 15 with overload approval.

Catalog:

Catalogs refer to the degree requirements for programs and majors for each academic year. Academic catalog years go from Fall semester through Summer semester of the following year. A student’s catalog requirements are determined and set based on the semester when a student declares their program/major. Regardless of any changes to future catalogs, a student’s academic program does not change. This can impact course requirements and minimum grade requirements. Students should note that only the current academic

catalog is posted on the University website. To find catalog requirements for their degree program, they should check their Degree Audit or the [Catalog Archive](#) on the CU-Denver website.

Adding a Course After the Add Deadline:

Instructors can determine when students will need Instructor Consent to add a course. Most instructors limit registration to Census Day, but some may require Instructor consent after the first week of classes. After instructor consent is required, students must complete a [Schedule Adjustment Form](#) for the courses they need to add/enroll in and must have the instructor who teaches that section sign off on the course adjustment. Both the instructor teaching the course section and an Academic Advisor must sign Part 1 of the form. (not "Part 2") Forms must be completed digitally and emailed to undergrad.advising@ucdenver.edu. No photos of forms will be accepted.

Dropping Courses

Students can drop courses through Census Day each semester and they will receive a tuition refund, but there is a \$100 Drop Fee associated with this action after the first week of class. Students may still drop a class through the UCD Access portal until the drop deadline each semester, but no tuition will be automatically refunded after Census Day. Depending on the circumstances, a student may submit a [Tuition Appeal](#).

Late Withdrawal:

Late Withdrawal may be an option if a student has missed the deadline to withdraw from a class through their UCDAccess Portal and has extenuating circumstances. The student must complete a [Late Withdrawal Petition](#) and submit the completed form to undergrad.advising@ucdenver.edu by the deadline. No tuition will be automatically refunded after Census Day, but, depending on the circumstances, a student may submit a [Tuition Appeal](#).

Enrollment:

Students who have completed more credits are given earlier access to registration dates and times. Academic standing and enrollment registration are based on credits taken/earned; the more you have, the earlier your enrollment date and time. A student's registration date will vary depending on the number of credits they have completed. The Registrar Office details this more on its [website](#). Advisors do not register students for their courses.

SEMESTER AND ACADEMIC YEAR

The Registrar website holds the [Academic Calendar](#).

A 'traditional' academic year will begin in August and end the following Summer, consisting of a Fall semester, Spring semester (includes Winter intersession), and then Summer semester (include May session).

Fall & Spring

Fall and Spring are each their own semesters and span 16 weeks with finals the following week.

CU Denver offers 16-week courses, as well as first eight-week and second eight-week course options. Students should refer to the Academic Calendar to identify important deadlines for 8-week courses.

Winter courses are a part of the Spring semester and take place in January prior to the start of the Spring semester. This session is 2 weeks long. However, some courses may only be held for one week of the two-week term. This condensed term offers both in-person and online courses. Courses held this semester include

the same amount of material held in the 16-week session. Students should be aware of the accelerated nature of the summer semester.

Summer

May courses (AKA 'Maymester') are part of the summer semester and include the two weeks between the end of the full Spring semester and the start of the full summer session. The Summer semester is 8 weeks long. This condensed term offers both in-person and online courses. Courses held this semester include the same amount of material held in the 16-week session. Advisors should make students aware of the accelerated nature of the summer semester.

To identify if a course is a Winter session or May session, look at the date range listed for the course section or use the Advanced Search option in the schedule. *These course options tend to be highly limited.*

120 total credits divided into four years is 30 credits per year. Divide the academic year into two semesters and that will be 15 credits per semester. To stay on track to a four-year graduation, students must take a minimum of 30 credits within the academic year. This can be done by completing 15 credits every FA/SP or by completing 12 credits in the FA/SP semesters, and 6 credits in the SU semester.

APPEALS AND PETITIONS

Appeals

Tuition Appeals:

CU Denver students who believe they have valid reasons for requesting a Tuition Appeal may complete a Charge Petition for the Bursar's Office. More information on tuition appeals can be found within the [CU Denver Tuition Appeals Policy](#).

Grade Appeals:

CU Denver Business students who believe they have valid reasons for requesting a grade appeal will need to first speak with their professor directly about their grade. Please see the process guide for requesting a grade appeal for more information. Business school advisors are to listen to the student regarding their cause for concern and guide the conversation to a grade appeal if the student states an exceptional circumstance.

Students who do not meet the minimum grade requirements for a course and do not have an exceptional reason for a grade appeal must retake the course. The Business School cannot apply completed courses to the student's degree requirement if the minimum grade is not met.

Example: If FNCE 3000 requires a C or higher to be considered passing, and the student receives a C-, then they must retake the course.

If a student's grade appeal is denied, then advisors should explore the option of a Retroactive Withdraw .

Medical Withdrawal:

Students who were impacted by medical circumstances that impacted their ability to be successful in one or more semesters at CU Denver may request a medical withdrawal. This request will be submitted through the CU Denver [Office of Case Management](#) and requires documentation to prove the medical circumstances. This type of withdrawal is eligible for a tuition appeal.

Petitions

https://ucdenverdata.formstack.com/forms/bus_undergraduate_academic_petition_form

Before submitting a petition, students should schedule an advising appointment with their assigned advisor to discuss the parameters and implications of petitions.

Types of Petitions

Business Transfer Credit Equivalency

This petition is for students requesting to have a previously taken course fulfill an existing degree requirement. Please note that non-business courses need to go through the school/college where they are housed. Transfer courses can be assigned credit in multiple ways:

1. Equivalent to CU-Denver Business School course (applied to all students who transfer this course from the same institution)
2. Not exactly equivalent to a CU-Denver Business School course, but willing to give 1000, 2000, 3000, or 4000 level discipline credit (i.e. ISMG1999, ACCT2999, MGMT3999, FNCE4999)
3. Not equivalent and not willing to give discipline credit for the course (remains as a general elective if accepted by the institution)

Review of Business Courses Older than 8 Years

This petition is for students wanting to request if a business course older than 8 years is allowed to be used for their current business program.

Prerequisite/Corequisite Waiver

This petition is for students who have extenuating and unforeseen circumstances, making it necessary to take courses out of sequence and request an exception to the required pre-requisite or the co-requisite course. Please note that a Pre/Co-requisite petition may not be submitted if multiple pre-requisites are not met. If a student meets the pre-requisites for a course and they need permission to register, they may submit a Permission Form.

Retroactive Withdraw

Students who have an exceptional circumstance that impacted their ability to be successful in one or more semesters at CU Denver may request a retroactive withdrawal. This type of withdrawal will remove their final grade from their transcript. These grades are replaced by a 'W' on their transcript. Retroactive withdrawal petitions may not be submitted because of failing grades that do not include unforeseeable circumstances or in instances when a course may be retaken for grade forgiveness.

Course Substitution

This petition is for students wanting to substitute a CU-Denver course for another to fulfill a requirement. Some examples of why a course substitution may be requested include that course is not offered in time to graduate or the course is not offered in modality required by students. Graduate courses may be substituted for undergraduate courses, however, the student must have a cumulative GPA of 3.0 or higher and must be willing to pay the graduate level course tuition rate.

Experiential Learning Waiver Guidelines

Students **cannot** get academic credit for prior or current work experience. However, students can petition to get the experiential learning requirement **waived** if they meet the following criteria:

- The job responsibilities must be **directly** related to their declared major (if they are a double major, it just must be directly related to one of the majors)
- The work experience in that field must be full-time and be at least six months.

In order for a student to see if they are eligible to get the experiential learning requirement waived with work experience, they need to submit the following form and select the "waive BGEN experiential learning" drop down

option: <https://ucdenverdata.formstack.com/forms/buspetition>. They are required to submit the following materials with the form:

- Current resume
- List of job responsibilities that directly relate to their major
- A letter or email directly from their supervisor confirming their position and dates of employment.

If the student is approved to have the experiential learning requirement waived, they need to fulfill those 3 credits towards the degree in some other way (typically a general elective course).

ADDITIONAL IMPORTANT FORMS

Business School Forms

All forms must be documented in Inspire with a copy of the form attached. Students can find the following forms through the [Business School Undergraduate Advising website](#). Forms can be completed digitally or printed and completed in ink. Hard copies of forms are accepted, but photos of forms will not be accepted.

Change of Major Form

<https://ucdenverdata.formstack.com/forms/buscom> The change of major form is designed for current Business School students who are interested in switching their major or adding a second major to their BSBA degree. Peer advisors or office assistants will record the form in the Form Log in Teams and forward it to the advisor handling major/minor changes. The advisor will process the students' request in CU-SIS.

Minor Declaration for Business Students

https://ucdenverdata.formstack.com/forms/minor_declaration_for_business_students The minor declaration form is designed for Business School students who are interested in declaring a Business School minor.

Permissions Form

https://ucdenverdata.formstack.com/forms/course_permissions Students who need permission to enroll in business courses that they meet the prerequisites for must complete the [Permissions Form](#). Transfer students often need permission to enroll because their transfer credits are often not recognized by the system as the transfer equivalency of the prerequisite course. Please be sure to note the reason permission was required in the Permissions Log.

Course Completion Agreement for Incomplete

When a student has special circumstances that make it impossible to complete course assignments, faculty members may choose to award an incomplete grade ("I") but are not required to. Incomplete grades are not awarded for poor academic performance or as a way of extending assignment deadlines. Incomplete grades must be made up and final grades submitted by the deadline designated in the Course Completion Agreement or within one calendar year from the date Incomplete was recorded. After one year, all grades of "I" will be changed to an "F". Students should work directly with their course instructor to determine if an incomplete is appropriate and what the parameters of completing the course will be.

University Forms

Schedule Adjustment Form (SAF)

<https://www.ucdenver.edu/registrar/student-resources/forms>

The Schedule Adjustment Form is designed for CU Denver students to drop, add, waitlist, overload, or request a pass/fail for a CU Denver course. Faculty signature may be required if the requested course requires instructor consent. Advisors will process the student's request by signing the form under 'Authority Signature' and emailing the form to the Office of Registrar.

Semester course overloads will only be approved for students with a current 3.0 cumulative GPA and for up to 21 credits for spring/fall and 15 credits for summer.

Colorado Opportunity Fund (COF)

<https://www.ucdenver.edu/registrar/student-resources/college-opportunity-fund>

The COF tuition stipend is limited to 145 credit hours for a baccalaureate degree and 30 credit hours of post-baccalaureate work. Students must accept their COF through the Financial Aid portal each semester. Students who exceed the 145-lifetime limit are eligible for one waiver from the institution and one from the Colorado Commission on Higher Education. Academic Advisors must act on a student's COF waiver by confirming the remaining number of credits that a student has to graduate and credit hours anticipated each semester. Upon completion, it is the student's responsibility to email their COF waiver to cof@ucdenver.edu.

Satisfactory Academic Progress (SAP)

<https://www.ucdenver.edu/student-finances/financial-aid/eligible/sap>

Students placed on financial aid suspension can receive financial aid again by the way of meeting the [SAP policy](#). The measurables include GPA, course completion rate, and maximum time frame. Students requesting an SAP Appeal will provide their SAP form to their academic advisor. The Academic Advisors are responsible for confirming the required necessary courses to complete their degree requirements for their program. Additionally, advisors are responsible for determining the students' expected graduation date.

Intra University Transfer

https://www.ucdenver.edu/docs/librariesprovider234/student-resources/iutform.pdf?sfvrsn=47fa1db9_4

This form is for CU Denver students currently enrolled in an undergraduate program, who would like to transfer from one school or college to another, or would like to add or remove a second degree. Students currently enrolled at other CU institutions who would like to transfer to CU Denver must complete an application for admission.

Additional Forms

Additional forms can be found on the [Registrar's website](#), including:

- Name Change and Record Update
- Enrollment Verification Form
- Grade Forgiveness Opt-Out
- Late Withdrawal
- Tuition Appeal
- Inter-Institutional Registration

Holds

Missing Credentials - The Admissions office is the only department on campus that can remove the "Missing Credentials" hold. Students need to submit official transcripts (high school or college level) to resolve this hold.

Selective Service - If a student has a "Selective Service" hold, the Registrar's Office is the only department that can remove it.

Past Due - The Bursar's Office is the only department on campus that can remove "Past Due" holds. These holds are placed when a past due amount is more than \$300.

Immunization Non-Compliance - The Health Center is the only team that can remove a hold for "Immunization Non-Compliance". This hold is placed if a student has not submitted immunization records from their primary care physician.

Academic standing

Students will have an 'Academic Monitoring' hold or an 'Academic Warning' hold placed on their account by the Registrar's office if their GPA is under a 2.0. This hold can be removed by the Business School. If students are suspended, then they will have a 'Dean's Scholastic Suspension' hold placed on their account.

College Advising

Incoming Freshman and Transfer students will have a college advising hold placed on their account upon acceptance. Once the student has met with an Academic Advisor, this hold can be fully removed.