

# BUSINESS SCHOOL

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## Leadership

### Dean

Scott Dawson

### Associate Deans

Jahangir Karimi, Associate Dean of Faculty, Staff and Operations

Ronald Ramirez, Associate Dean of Programs

### Assistant Deans

Connie Amen, Assistant Dean of Finance and Human Resources

Shane Hoon, Assistant Dean of Student Success

### Chief of Staff

Malena Brohm

## Contact

### Dean's Office

Business School Building

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Denver, CO 80202

303-315-8000

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### Mailing Address

The Business School

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P.O. Box 173364

Denver, CO 80217-3364

**Website:** <http://business.ucdenver.edu>

### Admissions/Advising

Undergraduate: 303-315-8110

Graduate: 303-315-8110

## Overview

Located in the heart of the Rocky Mountain business community, the Business School at the University of Colorado Denver prepares students with the knowledge and skills necessary to become effective, responsible business professionals. We're able to achieve a standard of excellence by bringing together nationally recognized faculty and highly motivated, mature students in an intellectually challenging academic environment. CU Denver's Business School is a research institution. Because our faculty are nationally recognized for scholarly research as well as for their teaching skills, our students have the opportunity to be on the leading edge of business management theory and practice. Our class schedules and curriculum offer flexibility to meet your needs whether you plan to attend full or part time, day or evening. Whether you're an experienced working professional seeking an advanced degree or preparing for a new career in the business world, you'll gain the knowledge and perspective necessary to succeed in today's challenging business environment.

## Educational Goals

The Business School is committed to superb teaching, connecting theory to practice that focuses on:

- current and relevant knowledge and skills necessary for success in the highly competitive global business environment
- experience in cooperative and team-based work skills
- integrated professional and functional expertise
- sensitivity to cultural and ethnic diversity

Our graduate programs serve both traditional and nontraditional students who have extensive work experience. The MBA serves the needs of students who desire a general business education. The professionally oriented MS degrees serve the needs of students who desire greater specialization, particularly students who have already obtained an undergraduate business degree. Large numbers of our graduate students will be drawn from national and international locales.

Our undergraduate program, which serves both traditional and nontraditional students, leads to a baccalaureate degree in business with a liberal arts component. The program is closely linked, through articulation agreements, to lower-division programs offered by Colorado's four-year and community colleges.

Key elements of our academic programs are the provision of top-quality career advising and placement services, as well as flexible schedules and programs to meet a wide range of student needs. We are committed to assisting our students' efforts to pursue rewarding careers.

## Faculty

Our nationally recognized faculty members are vigorous and enthusiastic about teaching and research. Faculty members hold degrees from the nation's leading business schools, including Berkeley, Harvard, Stanford, University of Chicago, University of Pennsylvania, UCLA and Yale. Many of them also bring years of valuable experience in private industry. Their interdisciplinary expertise, academic achievements, scholarly research and business experience provide students with a dynamic learning environment.

## Scholarships and Financial Aid

Many programs for financial aid are administered by the Office of Financial Aid (<http://catalog.ucdenver.edu/cu-denver/graduate/student-finances/financial-aid/>). Call 303-315-5969 or visit us in-person on the first floor of the Student Commons Building, for detailed information.

Thanks to the generous support of the Colorado business community and others, the Business School has a significant number of scholarships to offer its students. Scholarships are awarded on the basis of merit and/or financial need. The amount of the award and the number of awards available vary.

Over 30 different scholarships are available to eligible Business School students, with multiple awards from most scholarships.

Further information about these scholarships, including eligibility criteria and application forms, may be obtained by visiting the Financial Aid & Scholarships website (<https://www.ucdenver.edu/student-finances/scholarships/>), by calling 303-315-5969, or by viewing scholarship information on the Business School website (<https://business.ucdenver.edu/>).

## Study Abroad

Transfer credit from study abroad programs requires prior written approval from the Assistant Dean. Students must meet with a business staff advisor to determine course acceptability prior to the semester

in which they intend to study abroad. Information on the various programs is available at the Office of International Affairs (<http://catalog.ucdenver.edu/cu-denver/graduate/international-admissions/>).

## Institute for International Business

CU Denver's Institute for International Business (IIB) was created in 1988 by the Board of Regents of the University of Colorado to serve as a center for the advanced study and teaching of international business (IB). The US Department of Education designated the IIB as a Center for International Business Education and Research, a prestigious center of excellence award that it has competitively held since 1993. CU Denver is one of only 15 CIBERs in the United States and the only one in Colorado. Among others, the IIB/CIBER promotes interdisciplinary and multi-campus collaboration at the University of Colorado; hosts monthly International Executive Roundtable lectures focused on global competitiveness; and sponsors IB development programs, conferences and workshops for faculty and the business community in Colorado, the Rocky Mountain region and the United States. The IIB/CIBER works closely with CU Denver's Business School in advancing its international business programs and research, as well as other colleges, schools, and departments at CU to promote various internationalization initiatives. Call 303-315-8887 or visit the IIB website at [www.ucdenver.edu/institutes/international-business](http://www.ucdenver.edu/institutes/international-business) (<http://www.ucdenver.edu/institutes/international-business/>) for more information.

## Academic Programs

A carefully designed curriculum to prepare students for success in business administration is available for the student seeking either an undergraduate or graduate degree. The school offers courses leading to the bachelor of science in business administration (BSBA), master of business administration (MBA), and the master of science (MS) degrees.

As an undergraduate student, it is possible to pursue two major simultaneously or consider a major and a minor.

It is possible to pursue two graduate degrees simultaneously, such as an MBA and an MS, or two MS degrees, through our dual degree programs (p. 3). In addition to the programs in the Business School itself, we partner with other university departments to offer dual programs in MS finance and risk management/economics and the MBA in combination with graduate programs in architecture, bioengineering, economics, political science, urban planning and the MD.

## Graduate Business Programs (MBA/MS)

**Associate Dean:** Ronald Ramirez  
303-315-8110  
Fax: 303-315-8199  
E-mail: [bschool.admissions@ucdenver.edu](mailto:bschool.admissions@ucdenver.edu)

The Business School offers programs leading to the master of business administration and the master of science in specific fields of business.

The MBA, executive MBA, MS and BS degrees in business are accredited by AACSB International, the Association to Advance Collegiate Schools of Business. The health administration MBA degree is also accredited by the Commission on Accreditation of Healthcare Management Education (CAHME). In addition, the accounting programs have earned a separate AACSB International accreditation.

For a list of graduate business programs, see Program Curricula (p. 5) below.

## Master of Business Administration Programs

The master of business administration (MBA) program provides a general background in management and administration. This background enables the student to have the breadth of exposure and depth of knowledge required for an advanced-level management career. The program is devoted to developing the concepts, analytical tools and communication skills required for competent and responsible administration of an enterprise viewed in its entirety, within its social, political and economic environment.

The professional MBA program allows the scheduling of classes with maximum flexibility so students can progress through the program at their own pace, by taking as little as one class per semester or possibly up to five classes per semester, at times that are convenient to their work schedule. The program can be completed in as little as 16 months or as long as five years.

Online and hybrid courses add additional flexibility. Students may complete all degree requirements online, or combine online, hybrid, and campus courses to fit a business travel schedule or personal learning style. All the core courses are offered online in the fall and spring terms, with limited online offerings in the summer semester. Your choice of online and hybrid electives and specializations is limited.

The MBA program is also available in different configurations: One Year (full time, see relevant section), fully online, health administration and the executive MBA (see relevant section). All MBAs have the same curriculum requirements; they differ only in their focus, the choice of electives, the flexibility of course scheduling and the time required to complete the program. The One Year and executive MBAs are lockstep programs, where all the students complete all program requirements together. No course transfers, waivers or substitutions are permitted in the lockstep programs.

For a list of MBA programs, see Program Curricula (p. 5) below.

## Master of Science Programs

Master of science degrees (MS) are offered in the fields of accounting, business analytics, finance and risk management, global energy management, information systems, international business, management, marketing and Taxation. (Note, we are not accepting applications for the MS in Taxation during the 2022-2023 academic year.)

The MS degree affords the opportunity for specialization and depth of training within a particular field. The specialization and expertise developed within the MS program prepares the student for more specialized staff positions in industry, the nonprofit sector and government.

The course requirements for the MS degree in each of the fields are divided into different components - graduate core and elective requirements. The graduate core and elective courses require at least 30 semester hours of graduate-level coursework.

No comprehensive exams are required.

For a list of graduate MS programs, see Program Curricula (p. 5) below.

## Dual Degree Programs

Dual degree program options within the Business School include:

- MBA/MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-business-mba-ms/>)
- MS/MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-business-ms-ms/>)
- MBA/MD (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-medicine-mba-md/>)
- MBA/MS in Bioengineering (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/mba-ms-bioengineering/>)
- MBA/MURP (Urban and Regional Planning) (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-urban-regional-planning-mba-murp/>)
- MBA/Political Science (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/college-liberal-arts-sciences/political-science/political-science-ma-master-business-administration-mba-dual-degree/>)

Please be aware that admission into one of our programs does not guarantee admission into another program. If adding a dual, you must meet the admission requirements for both programs. All programs have their own unique admissions requirements. Graduation from one program does not guarantee admission into another program.

## Executive Programs

**Program Director:** Roger Japp  
303-315-8015  
Email: [roger.japp@ucdenver.edu](mailto:roger.japp@ucdenver.edu)

### Executive MBA

#### Faculty and Resources

The Executive MBA (EMBA) faculty are drawn from senior Business School faculty and regionally and nationally recognized faculty from other universities. Our EMBA faculty are also noted for their practical managerial experience and a demonstrated ability to work with executive and managerial level students. Concierge level services are provided to all students to include: registration for classes, purchase of all textbooks, graduation application and payment services. Students are also provided with professional career counseling and development services by a third party vendor.

#### Admission Requirements

The Executive MBA program is designed for experienced business professionals who have 8 to 10 years' experience in a decision-making position. In the selection process, significant attention will be given to the depth and breadth of the candidate's experience, progression in job responsibility, total work experience and the ability to benefit from this integrative classroom/work environment. The admissions committee will base its decision on the application, former academic record, relevant test scores if applicable, the employer's nominating letter, other letters of recommendation and a personal interview.

## Executive MBA in Health Administration

### FACULTY AND RESOURCES

Faculty are nationally recognized, and all possess both practical managerial experience and a demonstrated ability to work effectively with executive-level students. Faculty are comprised of University of Colorado Denver Business School faculty and nationally recognized experts from academia and industry. Concierge level services are provided to all students to include: registration for classes, purchase of all textbooks, graduation application and payment services. Students are also provided with professional career counseling and development services by a third party vendor.

### ADMISSION REQUIREMENTS

The Executive Health MBA program is designed for health-care professionals who have 5 or more years' experience in healthcare. In the selection process, significant attention will be given to the depth and breadth of the candidate's experience, progression in job responsibility, total work experience and the ability to benefit from this integrative classroom/work environment. The admissions committee will base its decision on the application, former academic record, relevant test scores if applicable, the employer's nominating letter, other letters of recommendation and a personal interview.

## Extend Your Education

Whether you are looking to advance in your current field or prepare for an entirely new career, the Business School offers opportunities to meet your goals.

A variety of classes and programs are available to community members and alumni. Classes are taught by expert faculty or influential members of the Denver business community, imparting knowledge that is readily applicable in the field.

### Entrepreneurship

The Jake Jobs Center for Entrepreneurship offers programs for those looking to start a new venture or enhance their entrepreneurial skills. See the college website for more information.

### Certificate Specialization Programs

Modern career paths are flexible, so it's beneficial to have a flexible degree. If you already have a graduate business degree from an AACSB accredited school, the CU Denver Business School allows you to add specialized knowledge through our post-graduate certificates. See the college website for more information.

## Course List for the Business School

Click here (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/#coursestext>) for a list of courses offered by the Business School.

## Business School Admissions Information

### Application Deadlines

#### Graduate

##### Fall

- Domestic applications April 15
- International applications March 15

### Spring

- Domestic applications October 15
- International applications September 15

### Summer

- Domestic applications February 15
- International applications January 15

Applications received after these dates may not be eligible for scholarships.

#### One Year MBA – fall admit only.

- Domestic Applicants = Round One – December 15, Round Two – February 15, Round Three – April 15, Round Four – May 31.
- International Applicants = Round One – December 15, Round Two – February 15, Round Three – April 15, Round Four – May 15.

## Requirements for Admission to the MBA and MS Programs

### Admissions/Advising

Persons contemplating graduate study are encouraged to learn about admission and program requirements by scheduling an appointment with our recruiting staff or attending one of the regularly scheduled prospective student information meetings. Call 303-315-8110 to schedule an appointment.

Admission to the graduate programs in business is granted only to students showing high promise of success in graduate business study. Admission is based on the following indicators of the candidate's likelihood to succeed in the program.

### Academic Record

The bachelor's degree must be earned from a regionally accredited university. The total academic record is considered, including the GPA, the course of study, and the quality of the program.

### Required Testing

GMAT waivers are available on a case-by-case basis and can be requested while completing the online application. However, the GMAT or GRE may be required for admission consideration for any applicant who does not qualify for a GMAT waiver. The GMAT or GRE is administered at numerous centers throughout the world.

For more information about the GMAT, please visit [www.mba.com](http://www.mba.com) (<http://www.mba.com/>). The code numbers for CU Denver's graduate business programs are as follows:

MBA: MPB-OG-78  
 One Year MBA: MPB-OG-65  
 MS: MPB-OG-75  
 PhD: MPB-OG-29

GMAT waivers are available on a case-by-case basis and can be requested while completing the online application. GMAT waivers are primarily considered based on a previous graduate degree and/or considerable work experience. Students may submit a GMAT or GRE score for any of the graduate degree programs, but the decision to accept the GRE is on a case by case basis. If you have not taken either the GMAT or the GRE, we strongly recommend the GMAT. Other graduate admission

exams such as the MCAT and LSAT may also be considered, but, some programs will not accept either. See individual program information for specifics. The MS in Business Analytics program does not accept the LSAT or MCAT in place of the GMAT or GRE without extensive verifiable evidence of the student's prior mathematical preparation and coursework. For more detailed information on admissions requirements, phone the graduate programs office 303-315-8211 or email them at: [bschool.admissions@ucdenver.edu](mailto:bschool.admissions@ucdenver.edu).

### Work Experience

While we do not require work experience, a record of appropriate employment at increasing levels of responsibility is considered a positive indicator of the likelihood of successful completion of graduate work. A resume must be submitted with the application materials.

### Background Requirements

Students applying for graduate programs in business **do not need an undergraduate degree in business**. The MBA program is specifically designed so that the required courses cover the material needed for completion of the degree. There are no prerequisites needed to start the MBA program. Students with non-business backgrounds have completed the program successfully. However, applicants for some of the MS degrees may be required to take background or common body of knowledge business courses, depending on the individual's academic background. For more detailed information on which background courses may be needed refer to the individual program information in this catalog or on our website, or phone the graduate programs office to schedule an appointment with a graduate academic advisor, 303-315-8110 or email the advisors at: [grad.advising@ucdenver.edu](mailto:grad.advising@ucdenver.edu).

It is expected that students have an adequate level of personal computer proficiency in a word processing and spreadsheet software, as well as a good working knowledge of basic algebra and English grammar.

### Letters of Recommendation

Some programs require letters of recommendation while others do not. Please see individual graduate program details for specifics.

### The Admission Process

Mailing address for applications:

Graduate Admissions  
 The Business School  
 University of Colorado Denver  
 Campus Box 165, P.O. Box 173364  
 Denver, CO 80217-3364

Students seeking admission to the One Year MBA, MBA with an emphasis in health administration, or executive programs should consult with the relevant catalog sections for additional application criteria or requirements.

### Domestic Application Requirements

- Complete parts I and II of the application for graduate admission and the four essay questions.
- Have required GMAT or GRE scores sent directly to the graduate business admissions office from the testing centers. The code for CU Denver's graduate business programs are as follows:

MBA: MPB-OG-78  
 One Year MBA: MPB-OG-65  
 MS: MPB-OG-75



PhD: MPB-OG-29

- Have one official transcript (not student copies) mailed directly from each school, college, and university ever attended past high school. Transcripts must be sent even if credit course work completed was not part of a degree program or was taken after an undergraduate degree was earned.
- Resumé
- Application fee: \$50 for domestic applicants/\$75 for international applicants for the MBA or MS programs. Personal interviews are not required, except for the One Year MBA and the MBA in health administration. You will be contacted to schedule the interview.

**Deadlines.** To be considered for admission, applicants for graduate programs must submit all materials prior to the following dates:

#### *Fall*

- Domestic applications April 15
- International applications March 15

#### *Spring*

- Domestic applications October 15
- International applications September 15

#### *Summer*

- Domestic applications February 15
- International applications January 15

The One Year MBA option only admits students each fall. The application deadline for the One Year MBA are the following.

- Domestic Applicants = Round One – December 15, Round Two – February 15, Round Three – April 15, Round Four – May 31.
- International Applicants = Round One – December 15, Round Two – February 15, Round Three – April 15, Round Four – May 15. Business School Admissions Information

Early applications are encouraged because, if admitted, the student receives priority for registration time assignment. Applications received after published deadlines with complete supporting documentation, scores, fees and transcripts will be considered; however, those students may not meet scholarship deadlines and in some cases, course availability is limited for the later applicants.

### **International Application Requirements**

See International Students (<http://catalog.ucdenver.edu/cu-denver/graduate/international-admissions/application-information-graduate-international-students/>).

## **Programs**

- Accounting, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/accounting-ms/>)
- Business Administration - Health Administration, MBA (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-health-administration-mba/#text>)
- Business Administration, MBA (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-mba/>)
- Business Administration/Business, MBA/MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-business-mba-ms/>)
- Business Administration/Medicine, MBA/MD (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-medicine-mba-md/>)
- Business Administration/Urban and Regional Planning, MBA/MURP (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-urban-regional-planning-mba-murp/>)
- Business Administration: One Year MBA (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-administration-one-year-mba/>)
- Business Analytics, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-analytics-ms/>)
- Business/Business, MS/MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/business-business-ms-ms/>)
- Executive MBA in Health Administration (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/executive-mba-health-administration/>)
- Finance and Risk Management, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/finance-risk-management-ms/>)
- Finance/Economics, MS/MA (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/finance-economics-ms-ma/>)
- Global Energy Management, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/global-energy-management-ms/>)
- Information Systems, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/information-systems-ms/>)
- International Business, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/international-business-ms/>)
- Management and Organization, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/management-organization-ms/>)
- Marketing, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/marketing-ms/>)
- Master in Business Administration for Executives, MBA (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/master-business-administration-executives-mba/>)
- MBA/MS in Bioengineering (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/mba-ms-bioengineering/>)
- Taxation, MS (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/taxation-ms/>)

## Certificates

- Bioinnovation and Entrepreneurship Certificate (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/bioinnovation-entrepreneurship-certificate/>)
- Commodities Certificate (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/commodities-certificate/>)
- Digital Marketing Certificate (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/digital-marketing-certificate/>)
- Graduate Certificate in Risk Management (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/risk-management-insurance-certificate/>)
- Post-Graduate Certificates (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/post-graduate-certificates/>)
- Sustainability Certificate (<http://catalog.ucdenver.edu/cu-denver/graduate/schools-colleges-departments/business-school/business-administration/sustainability-certificate/>)

## Business School Policies

### General Academic Policies

Academic policies that apply to all students at CU Denver are described in the Office of the Registrar website and in the Academic Policies (<http://catalog.ucdenver.edu/cu-denver/graduate/graduate-school-policies-procedures/academic-probation-suspension-policies/>) and University Policies (<http://catalog.ucdenver.edu/cu-denver/graduate/graduate-school-policies-procedures/>) sections of the catalog. The policies outlined on the following pages are relevant for both undergraduate and graduate students in the Business School. Individual policies appropriate only to undergraduate or graduate students are described under separate headings. Each student is responsible for knowing and complying with the academic policies and regulations established for the school. The school cannot assume responsibility for problems resulting from a student's failure to follow the policies stated in this catalog. Similarly, students are responsible for all deadlines, rules and regulations stated on the student portal.

### Academic Ethics

Students are expected to conduct themselves in accordance with the highest standards of honesty and integrity. Cheating, plagiarism, illegitimate possession and disposition of examinations, alteration, forgery, falsification of official records and similar acts or any attempt to engage in such acts are grounds for suspension or expulsion from the university. In particular, students are advised that plagiarism consists of any act involving the offering of the work of someone else as the student's own. It is recommended that students consult with the instructors as to the proper preparation of reports, papers, etc., to avoid this and similar offenses. Also, actions that disrupt the administrative process, such as misrepresentation of credentials or academic status, other forms of deception or verbal abuse of university staff are grounds for suspension or probation. All discovered acts of dishonesty must be referred to the Business School's Internal Affairs Committee.

## Admission to Business Courses

Enrollment in business courses is limited to students who have been admitted to business degree programs and to other students as described in the separate undergraduate and graduate policy sections. The course registration criteria are designed to meet a number of objectives:

- to assure access to business courses for students admitted into a business degree program
- to serve students in other colleges who have business-related education objectives or requirements
- to serve nondegree students who have specific career or education goals

Refer to the student portal (<https://login.ucdenver.edu/signin.html>) each term for course availability and prerequisites.

## Attendance Regulations

Students are required to attend classes, including online classes, on a regular basis. Absences must be arranged with the instructor and must conform with university and instructor policies on attendance. When possible alert your instructor prior to the absence.

## Prerequisites

Students are expected to know and fulfill all prerequisites when registering. Prerequisites are in place for the benefit of the student. The Business School wants our students to have the best experience in their courses, and having the prerequisites for a course ensures that you are ready for the material that will be covered. See course listings in the schedule planner for relevant prerequisites as many are strictly enforced. The Business School reserves the right to administratively drop students who enroll without the correct prerequisites. This action may result in the loss of tuition.

## Course Numbering

The course numbering system used at CU Denver identifies the class standing required for enrollment. Students are expected to take 1000-level courses in their freshman year, 2000-level courses in their sophomore year, 3000-level courses in their junior year and 4000-level courses in their senior year. Courses at the 5000 and 6000 level are restricted to master's-level business students, and courses at the 7000 level are restricted to PhD students.

## Adding Courses

Per the university academic calendar, students may add courses to their original schedule through the census date (first 16 days of the fall or spring regular semester; first eight days of the fall or spring semester – 8 week sessions and the summer session). The Business School may reduce this time frame for all, or specific, courses to ensure academic success in our curriculum. Instructor and Dean's signature is required to add a business course after census date for regular semester. No option to add a course after census date for 8-week session courses.

## Dropping Courses

Students may drop a course through the census date (first 16 days of regular semester and the first 8 days for an 8-week course) and it will not appear on the transcript and tuition will be refunded. After census, and through the 10th week of a regular semester a student who wishes to drop a course may do so through the student portal without instructor or dean signatures. The course and a grade of *W* will appear on the transcript. There will be no tuition refund for courses dropped after

Census. Beginning the 11th week of a regular semester, a student who wishes to drop must obtain written approval from both the instructor and assistant dean or designate. The course and a grade of *W* will appear on the transcript and full tuition is charged. In order to drop after the 10th week, it will also be necessary to document circumstances beyond a student's control and complete the appropriate late withdrawal petition form. Any student who is failing a class will not be allowed to drop simply because of their grade. See the academic calendar (<https://www.ucdenver.edu/registrar/>) for deadlines and costs involved and for drop information for other terms. Contact the advising offices for the forms needed to drop after the 10th week of the regular semester terms.

### For 8-week courses:

Students may drop a course through the census date (first eight days of an 8-week session) and it will not appear on the transcript. After census, and through the 5th week of an 8-week session course a student who wishes to drop a course may do so through the student portal without instructor or dean signatures. The course and a grade of *W* will appear on the transcript and full tuition is charged. See the academic calendar (<https://www.ucdenver.edu/registrar/>) for deadlines and costs involved and for drop information for other terms.

### Withdrawal

See the Office of the Registrar (<http://catalog.ucdenver.edu/cu-denver/graduate/regISTRATION-RECORDS/>) chapter of the catalog and website for university-wide withdrawal policies. Note that after the 10th week of the regular semesters or the 5th week of the 8-week sessions, the Business School normally requires instructors' signatures on withdrawal forms before the assistant dean's approval is granted. If a Business student is dropping all courses in a particular semester, the student must complete a petition to withdraw form and submit to the assistant dean or designate for signatures. It will also be necessary to document circumstances beyond a student's control with the petition.

### Administrative Drop

The school reserves the right to administratively drop students who are incorrectly enrolled in business courses. While we do our best to administratively drop students prior to the census date to avoid tuition charges, time may not always allow for that timeline and tuition charges may apply.

Note that students who never attend class are not automatically dropped from the course. The student is responsible for dropping courses and failure to do so will result in a tuition charge for the class and an "F" grade.

### Appeal Procedure

Students may contact an advisor in the Business School's programs office (303-315-8110) for appeal and petition procedures pertaining to rules and regulations of the school.

### Grade Appeal Procedure

Students must follow the process below.

- If the issue is not resolved after a conversation with the faculty member, discuss concerns with the Discipline Director.
- If the issue is not resolved after a conversation with the Discipline Director, discuss concerns with the Associate Dean of Programs.

Neither the Dean, nor any director, will offer an opinion with respect to the qualitative assessment of a student's work, but, may consider whether the procedures used to determine a grade were consistent with

the syllabus and written amendments to the syllabus. No passing grade will be changed after one year. Requests for grade adjustments/appeals must be made in the semester immediately following the semester in which the disputed grade was earned. Students may reach out to the advising office to determine the names and contact information of the appropriate Discipline Directors and/or Associate Dean by emailing [undergrad.advising@ucdenver.edu](mailto:undergrad.advising@ucdenver.edu) or [grad.advising@ucdenver.edu](mailto:grad.advising@ucdenver.edu).

### General Grading Policies

For undergraduate students pursuing a BSBA, a 2.0 cumulative GPA in both campus and Business courses must be achieved to graduate. If the required cumulative GPAs are not maintained, the student will be placed on academic probation. While on probation, the student will need to follow the guidelines outlined by campus and the Business School in order to continue their education. Contact an advisor for details. The Business School cannot confer the degree if the required GPAs are not met.

For graduate students pursuing an MBA or an MS, a minimum cumulative graduate business GPA of 3.0 or higher must be achieved and maintained for courses taken toward a graduate business degree. All CU Denver graduate business courses are computed in the graduate business cumulative GPA, regardless if the coursework pertains to the current degree or if the courses were taken as a graduate non-degree seeking business student. Transfer hours and grades from other institutions and/or from University of Colorado courses taken on the Boulder Campus, Colorado Springs Campus, or the Anschutz Medical Campus, are not computed in the business GPA. However, degree credit may be awarded for those transfer courses through a petition process. If the required cumulative GPA does not meet the minimum requirement of 3.0 or higher, the student will be placed on academic probation. The Business School cannot confer the degree if the required GPA is not met.

### PLUS/MINUS GRADING

Faculty have the option to use plus/minus grading.

### INCOMPLETE GRADES

The only incomplete grade given in the school is an *I*. An *I* grade is assigned only when documented circumstances clearly beyond the student's control prevent completion of course requirements (exams, papers, etc.). Students must sign a contract outlining how they will make up the missing work with the instructor giving the *I*. If an *I* is assigned, students do not register for the course a second time. Instead, they work with the faculty member to make up the remaining requirements. All *I* grades must be made up within the contract period (which may not exceed one year), or the *I* will automatically be changed to the grade of *F*.

The student is responsible for contacting the instructor to schedule the completion of the coursework.

### GRADE CHANGES

Grades as reported by instructors are final. Grade changes will be considered only in cases of documented clerical errors, approved grade appeals, or when a student is making up an incomplete grade (*I*). All changes must be made within one year after the course has been taken, unless highly unusual circumstances can be documented and the change has been approved by the school.

### PASS-FAIL OR NO CREDIT (AUDIT)

With the exception of internships, experiential learning and travel study courses, the Business School does not permit the election of pass-fail grading for any business course required for the student's degree. Students are not allowed to audit business courses.

## Academic Policies for Graduate Students

### Advising

After being admitted, students are encouraged to schedule an appointment with a graduate advisor to discuss degree requirements. To schedule an appointment students may go online through Navigate or call 303-315-8110. Advising may also be done via email, grad.advising@ucdenver.edu.

Newly admitted MS Accounting students must meet with an advisor to ensure their registration meets degree requirements. As a result, an advising hold is placed on accounts of all newly admitted MS Accounting students. It is recommended that all students meet and/or email with a graduate advisor throughout their program to ensure the correct sequencing of courses and that degree requirements are met.

### Course Load

The normal course load for full-time graduate students is 9-12 semester hours. However, because many students are also pursuing a career, it is possible to attend classes on a part-time basis by enrolling in 3-6 semester hours. For financial aid purposes, 5 semester hours of graduate study is considered full time during the fall and spring terms and 3 semester hours for the summer term. Graduate courses are scheduled primarily in the evening or online to accommodate work schedules.

### Transfer of Credit

Upon approval of the program specific director, a maximum of 12 semester hours of graduate business course work may be transferred to the MBA and 9 semester hours for the MS degrees (9 semester hours for each the MBA and MS degree for a dual MBA/MS degree program). Note: 1. For the MS in business analytics only 6 semester hours may be transferred into the program and 2. For the MBA- Health Administration program transfer credit must be from an AACSB and/or CAHME accredited institution depending on the course. Courses must have been taken from another AACSB accredited graduate school of business or one of the top 200 universities in the country and courses must have been completed within the last five years with a grade of at least B (not B-). No transfer courses will be accepted if they have been used to satisfy degree requirements of a previously awarded degree. Graduate business courses taken at other University of Colorado Business Schools are considered transfer hours and are subject to the following credit limits:

- For the MBA, 21 credits can be accepted from CU Boulder or UCCS
- For MS, up to 15 credits can be accepted from CU Boulder or UCCS

Transfer of quarter hours of graduate business credit may satisfy a course requirement, but may not satisfy the total number of hours required. One-quarter hour equals .667 semester hour.

### Transfer to Another Business School Program

Because admission standards vary between degree programs, students who wish to transfer from one CU Denver Business School degree program to a different Business School degree program must meet the admissions standards for the program they wish to apply. There are no automatic transfers between programs and admission into one program does not guarantee admission into another program. Also, graduation

from one program does not guarantee admission into another program because the admissions standards vary between programs.

### Time Limits

Master's students are required to complete all degree requirements within five years (seven years to earn dual MBA/MS or MS/MS degrees). Courses completed outside of these time limits will not be accepted toward the degree without an approved petition. Time-limit extensions are given only for external situations that restrict a student's ability to complete the program in a timely manner. If you do not take graduate business courses for more than three consecutive semesters, you will need to reapply for admission and meet the admission standards in place for the new application term. Prior coursework will need to meet degree requirements in place at time of readmission, along with the above referenced time limits. Petitions may be submitted, noting that submission of a petition does not guarantee approval.

### Former Students

Any Denver campus graduate student who has not been enrolled in his or her admitted program of study for three consecutive semesters (summers included) is considered a former student and must reapply for admission to the program by submitting part I of the application for graduate admission, in-state tuition classification form, along with the applicable fee. Readmitted students must conform to degree requirements in effect during the term in which they are readmitted. If the new requirements differ significantly from the former degree plan, a petition may be submitted requesting exceptions.

### Graduation

Students must apply for graduation through UCD Access (student portal) when they register for their last semester. Contact the graduate advising office with questions at grad.advising@ucdenver.edu.

### Grade Point Average Requirements

A minimum cumulative graduate business GPA of 3.0 must be achieved and maintained for courses taken toward a graduate business degree. All CU Denver graduate business courses, regardless if the coursework pertains to the current degree and including courses taken as a graduate non-degree seeking business student, are computed in the graduate business cumulative GPA. Transfer hours and grades from other institutions and/or from University of Colorado courses taken on the Boulder Campus, Colorado Springs Campus, or the Anschutz Medical Campus, are not computed in the business GPA. However, degree credit may be awarded for those transfer courses through a petition process. If the required cumulative GPA does not meet the minimum requirement of 3.0 or higher when degree course requirements have been met, the student will be placed on academic probation. Academic probation will only be offered at that time if the student can mathematically achieve the required 3.0 cumulative GPA by taking up to an additional 9 semester credits of coursework by petition. If after that probation period, including any of the completed, additional 9 semester credits, the student is still not at the required 3.0 GPA to graduate, the Business School cannot confer the degree.

### Probation and Suspension

If after completing 9 semester hours a student's cumulative graduate business GPA falls below 3.0, the student will be placed on academic probation. If the student achieves that required cumulative GPA, they are cleared from probation and may continue their studies with us. Failure to achieve the required GPA within the program requirements may result in suspension for one year. If suspended, students may not



attend any campus of the University of Colorado including continuing education/extended studies. Students on suspension may petition for readmission to the school after waiting a minimum of one year from the term in which they were suspended. Any suspended student readmitted to the school will be placed on continued probation status to monitor required progress. To be considered for readmission, a petition form plus a new graduate application part I and in-state tuition classification form must be submitted along with the appropriate fee. Generally, petitions are granted only on rare occasions. Re-admitted students must meet any new admission requirements that may be in place. Prior coursework may no longer be applicable if program requirements have changed. In addition, if a student cannot mathematically achieve the required 3.0 cumulative GPA with the remaining required courses, the petition to return will not be approved.

### **PASSING GRADES**

Any grade below a *C* (2.0) is a failing grade for graduate students (*C* is passing; *C-*, *D+*, *D*, *D-* and *F* are failing). Graduate students must repeat a required course for which they have received a grade below a *C*. Both the original grade and the grade for the repeated course count in the computation of the business GPA. If a grade lower than a *C* is earned in an elective course, the student may repeat that course or select another course. NOTE: *C* is a passing grade, while *C-*, *D+*, *D*, *D-* and *F* are failing grades.

### **REPEATING GRADUATE BUSINESS COURSES**

A failed course (any grade below a *C* such as *C-*, *D+*, *D*, *D-* or *F*) must be repeated if it is a required course. Both the original and the repeated grade will remain on the student's transcript and both grades will be calculated into the student's cumulative GPA. A course in which a grade of *C* or better is obtained may not be repeated. Graduate business courses repeated without approval may not be used in the graduate business GPA calculation.

### **Drop/Withdrawal**

Classes dropped prior to census date will not appear on the transcript. Thereafter, to drop after census date, with a grade of *W*, a student must be earning a grade of *C* or better; otherwise, an *F* will appear on the transcript. Students will not be permitted to drop a course or withdraw from all courses after the 10th week of the regular semester or the 5<sup>th</sup> week of the 8-week sessions, unless circumstances outside the student's control are documented. The late request to drop or withdraw must be approved by the assistant dean and the course instructor(s). If a student requests to drop a course after the 10th week of the regular semester or the 5<sup>th</sup> week of the 8-week sessions solely due to a failing grade, the request will be denied. Requests to drop after the 10th week of the regular semester or the 5<sup>th</sup> week of the 8-week sessions must include a petition explaining the reason for the late drop.

### **Registration for Graduate Business Courses**

Students admitted to graduate business degree programs have priority for graduate business course registration. Nondegree students and graduate students from other University of Colorado schools or colleges may be permitted to attend on a space-available basis by meeting the qualifications and submitting a nondegree application form. (See the college website for the form.) Some graduate-level (6000-level) courses may be offered simultaneously with undergraduate 4000-level courses. However, most 6000-level courses are reserved exclusively for graduate business students.