This is the Degree Program section of the 1996-1999 University of Minnesota Carlson School of Management Bulletin.
Baccalaureate Programs

A degree from the Carlson School of Management (CSOM) combines management and liberal arts coursework to provide you with strong communication, analytical, and creative problem-solving skills. CSOM offers programs leading to the bachelor of science in business (B.S.B.) with majors in accounting, actuarial science, finance, insurance, international business, management of information systems (MIS), marketing, and a self-designed general management major.

Preparing for CSOM

The first freshman class of approximately 225 students was welcomed fall 1996. Fall 1997 we will begin admitting sophomores. About 125 students will continue to be admitted each year as juniors.

For sophomores and juniors, college GPA, essays, and activities and achievements will be the key admission criteria.

Freshmen and sophomores admitted to the Carlson School of Management must meet with advisers each quarter, complete the first 90 credits within three years, and maintain a minimum GPA (to be determined) to pursue upper division majors.

Criteria for Freshman Admission

You will be automatically admitted as a Carlson School of Management freshman if you:

1. Submit your complete application, including all test scores and transcripts, with a $25 application fee before the freshman class fills. Applications are available at http://admissions.tc.umn.edu on the World Wide Web and from the Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-2008 or 800/752-1000).

2. Complete the following high school preparation requirements (if you graduated from high school before 1987, you do not have to meet these requirements).

   • Four years of English—with emphasis on writing, including instruction in reading and speaking skills and in literary understanding and interpretation. (If you are not a native speaker of English and 1) you have an ACT English score of 17 or lower [or SAT verbal score of 380 or lower] or 2) took English as a second language in high school, then you will have to submit scores from the Michigan English Language Battery [MELAB]. Call the Office of Admissions, 612/625-2008 or 800/752-1000, for details.)

   • Three years of mathematics—including one year each of elementary algebra, geometry, and intermediate algebra.

   • Three years of science—including one year each of biological and physical science.

   • Two years of a single second language.

   • Two years of social studies—including U.S. history.

3. Meet the ACT or SAT “Aptitude Rating Standards” below. (If you don’t know your high school rank, see your high school counselor.)

4. Apply by the priority deadline of December 15.

The formulas below show you how to calculate your ACT or SAT “Aptitude Rating” using your high school rank percentile and your ACT or SAT test scores. If your aptitude rating falls at or above the number indicated, you will be admitted automatically, provided you also meet the other admission standards listed above.

Ratings for CSOM preferred admission

ACT Aptitude Rating (AAR) minimum of 135
(for students who have taken the ACT): High school rank percentile + (2 x ACT composite score)

SAT Aptitude Rating (SAR) minimum of 190
(for students who took the SAT before April 1, 1995): High school rank percentile + (SAT verbal ÷ 10 + SAT math ÷ 10)

RSAT Aptitude Rating (RSAR) minimum of 200
(for students who took the SAT after April 1, 1995): High school rank percentile + (SAT verbal ÷ 10 + SAT math ÷ 10)
Individual Review

If you do not meet these standards for automatic admission, your application will be considered through our individual review process. The Office of Admissions does not rigidly adhere to an admissions formula. Individual review is a routine part of the application process.

Freshman Advising

For help with planning, all CSOM freshmen have access to quarterly group advising sessions led by a professional Undergraduate Studies Office adviser, 290 Hubert H. Humphrey Center. Freshman-year sessions assist students in adapting to college life and becoming part of the Carlson School learning community. Upper division CSOM students are available to serve as “Carlson Buddies” to help freshmen learn the ropes.

Academic Progress Standards for CSOM Freshmen and Sophomores

The academic progress of CSOM freshmen and sophomores is monitored quarterly. Because there are GPA criteria for students to matriculate from their freshman to sophomore year and from their sophomore year to their upper division major, any student not making satisfactory academic progress is contacted by a CSOM adviser to develop a plan of action. A copy of the plan is placed in the student’s file.

Major Program Matriculation Standards for CSOM Students

1. For a CSOM freshman to matriculate to the sophomore year, the following standards apply.
   • Attendance at all required freshman-year advising appointments
   • Completion of 45 credits
   • Completion of microeconomics, macroeconomics, and calculus (Math 1142 or 1251), all with a minimum grade of C
   • Completion of or waiver for information technology module
   • 3.00 overall GPA

2. For a CSOM sophomore to matriculate to upper division and declare a major, the following standards apply.
   • Completion of 75 or more credits
   • Completion of calculus (Math 1142 or 1251), microeconomics, macroeconomics, business statistics (BA 1550), accounting principles (Acct 1050), introduction to business and business careers (BA 1350), and management fundamentals (Mgmt 3001), all with a minimum grade of C
   • 3.00 overall GPA

CSOM sophomores may declare their major any time after the above criteria have been met.

Planning to Transfer?

Minnesota’s public colleges and universities are working to make transfer easier. You can help if you PLAN AHEAD, ASK QUESTIONS, and USE PATHWAYS created by transfer agreements.

Preparing for Transfer

If you are currently enrolled in a college or university:

• Discuss your plans with the Undergraduate Studies Office, 290 Hubert H. Humphrey Center (612/624-3313).

• Call or visit your intended transfer college. You should obtain the following materials and information:
  —college catalog
  —transfer brochure
  —information on admission criteria and materials required for admission (e.g., portfolio, transcripts, test scores).
  —information on financial aid (how to apply and by what date)

• After you have reviewed these materials, make an appointment to talk with an adviser in the college or program you want to enter. Be sure to ask about course transfer and admission criteria.

If you are not currently enrolled in a college or university, you might begin by meeting with a transfer specialist or an admission officer at your intended transfer college to plan the steps you need to take.
Applying for Transfer Admission

• Application for admission is always the first step in transferring. Fill out the application as early as you can before the deadline. Enclose the application fee.

• Request that official transcripts be sent from every institution you have attended. You might be required to provide a high school transcript or GED test scores as well.

• Recheck to be certain you supplied the college or university with all the necessary paperwork. Most colleges make no decisions until all required documents are in your file.

• If you have heard nothing from your intended college or transfer after one month, call to check on the status of your application.

• After the college notifies you that you have been accepted for admission, your transcripted credits will be evaluated for transfer. A written evaluation should tell you which courses transfer and which do not. How your courses specifically meet degree requirements may not be decided until you arrive for orientation or have chosen a major.

• If you have questions about your evaluation, call the Office of Admissions and ask to speak with a credit evaluator. Ask why judgments were made about specific courses. Many concerns can be cleared up if you understand why decisions were made.

Understanding How Transfer of Credit Works

• The receiving college or university decides what credits transfer and whether those credits meet its degree requirements. The accreditation of both your sending and your receiving institution can affect the transfer of the credits you earn.

• Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. “Like” transfers to “like.”

• Not everything that transfers will help you graduate. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. They key question is, “Will your credits fulfill requirements of the degree or program you choose?”

• If you change your career goal or major, you might not be able to complete all degree requirements within the usual number of graduation credits.

How Credits Transfer to CSOM

Transferable credits you have completed at another institution may be used to meet admission requirements. Lower division business courses are accepted for transfer only if such coursework is available for credit in the College of Liberal Arts premanagement program.

Junior- and senior-level business courses from other institutions are usually accepted for general elective credit. Your courses must be evaluated by an appropriate faculty member before they can be used in lieu of CSOM upper division course requirements. To have your courses evaluated, bring your syllabi to the Undergraduate Studies Office in 290 Hubert H. Humphrey Center. CSOM does not normally accept lower division transfer coursework in lieu of upper division course requirements.

Note: If you have earned a bachelor’s degree in business from another four-year institution, you may not earn a second bachelor’s degree from CSOM.

Foreign Credits

If you earned credits at a recognized educational institution abroad, they may transfer to CSOM if the coursework meets specific lower division distribution requirements or upper division elective requirements, as determined by the coordinator of admissions. If you completed credits at a foreign institution before admission to the University of Minnesota, they will be accepted on the S-N grading system only. If you studied at an “unrecognized” foreign institution, you may earn credit only through special examinations authorized by the Undergraduate Studies Office.
Your Rights as a Transfer Student

- A clear, understandable statement of an institution’s transfer policy.
- A fair credit review and an explanation of why credits were or were not accepted.
- A copy of the formal appeals process.

The steps for appeals through CSOM are:
1) Write a letter of appeal to the director of undergraduate studies explaining why you believe your application should be reconsidered.
2) The director and the coordinator of admissions will review your letter and original application.
3) You will receive a response to your appeal in writing.

- At your request, a review of your eligibility for financial aid or scholarships.

For help with your transfer questions or problems, see your campus transfer specialist.

Admission to CSOM at the Sophomore Year or Later

Standards for Admission to CSOM as Sophomores (from within the University)

A limited number of sophomores will be admitted each academic year beginning fall quarter 1997. Fall is CSOM’s primary admission quarter. The application deadline is June 1. If there are openings remaining after fall admission is completed, students may apply for those openings through October 1.

For non-CSOM freshmen to transfer to CSOM for their sophomore year, the following standards apply.
- Completion of 45 to 74 credits. See below for procedures for students with 75 or more credits.
- Completion of microeconomics, macroeconomics, and calculus (Math 1142 or 1251), all with a minimum grade of C.
- Completion of other CSOM pre-major requirements. Contact an adviser in 290 Hubert H. Humphrey Center for details.
- A 3.40 overall GPA is required for automatic admission. Applicants with 2.80 to 3.39 overall GPAs will be considered. For these applications, students may submit an activity résumé to support their application.

Note: Students are encouraged to apply by the June 1 deadline for fall quarter admission. CSOM cannot guarantee there will be openings available winter and spring quarters.

If you are currently enrolled in another unit of the University, pick up a Change of College or Status form and CSOM Application Addendum at the Office of the Registrar, 150 Williamson Hall (612/625-5333).

Standards for Admission to Upper Division CSOM Major Programs (from another institution)

The following standards apply for students transferring directly into a CSOM upper division major program.
- Completion of 75 or more credits.
- Completion of calculus (Math 1142 or 1251 or equivalent), microeconomics, macroeconomics, business statistics (BA 1550 or equivalent), accounting principles (Acct 1050 or equivalent), all with a minimum grade of C. For students applying to transfer as sophomores, high grades in the courses listed above are particularly important.
- Completion of other CSOM pre-major requirements. Contact an adviser in 290 Hubert H. Humphrey Center for details.
- A 3.50 overall GPA is required for automatic admission. Applicants with 2.70 to 3.49 overall GPAs will be considered. For these applications, students may submit an activity résumé to support their application.

The current admission application deadlines for the upper division CSOM program are June 1 for fall quarter and January 15 for spring quarter. CSOM is planning to switch to a once-a-year (fall) admission by fall quarter 1999.

If you are transferring from outside the University of Minnesota, pick up an application for admission and a CSOM Application Addendum at the Office of Admissions, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis MN 55455 (612/625-2008). You must request that an official transcript from each college you have attended be sent directly from the college to the Office of Admissions. In addition, a nonrefundable $25 application fee must accompany your application.
Other Admission and Registration Options

University College

Admission and program requirements for CSOM’s evening program are identical to those for its day school program. You must formally apply for admission to CSOM if you plan to earn a bachelor’s degree in business. Plan to complete the premanagement requirements early in your program and apply to the school after you have earned approximately 90 credits.

CSOM offers an extensive selection of undergraduate courses in the evening and you can complete the required coursework for many CSOM programs through University College (UC). Careful planning on your part is essential, however, because some courses are offered only once per year.

CSOM’s evening program offers you many of the benefits enjoyed by Carlson School day students and you are welcome to participate in CSOM events as your schedule allows. Like CSOM full-time students, you may take advantage of the advising services in both the Undergraduate Studies Office, 290 Hubert H. Humphrey Center, and the Career Services Center, 190 Hubert H. Humphrey Center.

UC offers a number of certificate programs in various business fields. These programs are described in the Extension Classes Bulletin.

Independent Study Credits

University of Minnesota independent study (correspondence) courses carrying degree credit may apply toward CSOM requirements. CSOM accepts a maximum of 17 credits of upper division CSOM coursework completed through correspondence study toward the B.S.B. degree. There is no limit to the number of non-CSOM courses you can take through independent study.

Adult Special Status

If you are interested in taking day school courses but not in earning a degree and have a bachelor’s degree or business experience and a strong undergraduate record, you may apply to CSOM as an adult special student. As an adult special you will be allowed to register for three quarters (this does not include summer sessions). You need written approval from the Undergraduate Studies Office for each quarter’s registration.

If you are admitted as an adult special student and later decide to become a degree candidate, you must satisfy CSOM’s admission requirements and apply to transfer into a degree program.

Applications for admission with adult special status are available in the Office of Admissions, 240 Williamson Hall. Application deadlines for adult special students are July 15 for fall quarter and February 15 for spring quarter.

Academic Advising Services

CSOM offers centralized advising services to undergraduates currently enrolled or interested in CSOM. In addition, CSOM also works closely with the College of Liberal Arts’ pre-business advisers (B-18 Johnston Hall, 612/624-9585).

To schedule an appointment with a CSOM academic adviser, call or visit 290 Hubert H. Humphrey Center (612/624-3313). The CSOM adviser will help you design and implement a program of study and extracurricular activities that will allow you to achieve your educational goals. Please prepare for your appointment by giving careful thought to possible course selections, program schedules, and your short- and long-term educational and career goals.

Residence and Reciprocity

Residence—Because the University is a state institution, Minnesota residents pay lower tuition than nonresidents and, in many programs, receive priority consideration for admission. To qualify for resident status, students must reside in Minnesota for at least one calendar year before the first day of class attendance. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Reciprocity—The University has reciprocity agreements with North Dakota, South Dakota, Wisconsin, and Manitoba. The University also participates in a reciprocity program with
Kansas, Michigan, Missouri, and Nebraska, for students in the following undergraduate colleges: Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Biological Sciences; Education and Human Development; Human Ecology; Liberal Arts; Natural Resources; Carlson School of Management; Division of Dental Hygiene; School of Nursing; and Institute of Technology. If you are a resident of any of these states or this province, you may qualify for reciprocity tuition rates, which are lower than nonresident tuition rates and, in some cases, comparable to resident rates. For more information, contact the Resident Classification and Reciprocity Office, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455 (612/625-6330), or the residency office on your campus.

Expenses and Financial Aid

For information on current tuition, fees, and estimated total expenses, consult the quarterly Class Schedule.

Financial aid applications are available from the Office of Scholarships and Financial Aid, University of Minnesota, 210 Fraser Hall, 106 Pleasant Street S.E., Minneapolis, MN 55455 (612/624-1665). Applications must be submitted early in the calendar year.

Several short-term loans are available to CSOM students. For more information, contact the Undergraduate Studies Office, 290 Hubert H. Humphrey Center (612/624-3313). In addition, the Department of Accounting has a loan fund for accounting majors; contact the department directly (612/624-6506) for details.

Scholarships

A variety of scholarships—both need-based and merit-based—are available for current and prospective CSOM students. The priority deadline for most freshman scholarships is January 15th. Information on scholarships for continuing CSOM students is generally available in early February. CSOM occasionally offers one-time-only scholarships, which are posted in 290 Hubert H. Humphrey Center.

Scholarships awarded in 1995-96:

**Thomas E. Leary Freshman Scholarship Program**—Up to four $2,000 scholarships awarded to incoming freshmen who are Minnesota residents. Recipients must perform community service. Scholarship is renewable for up to four years.

**Merrill and Donna Anderson**—Preference for this award is given to CSOM students who have worked in the restaurant industry. This $500 award is renewable for one additional year for a total possible scholarship of $1,000 over two years.

**Farmers Insurance Group of Companies Scholarship**—For students interested in insurance, mathematics, business administration, personnel, and other areas related to the insurance industry. Applicants must have financial need. One $715 award.

**The Jack Collins Memorial Scholarship in Management**—For full-time CSOM students, who by choice or necessity, interrupted their traditional educational years with career, family, or military service. Two $1,000 awards.

**Carl H. Fritze Transportation Scholarship**—Awarded to a CSOM undergraduate who has a career interest in logistics or transportation. The award is based on scholarship, achievement, and potential, with special preference given to students who have an interest in transportation law. One $500 award.

**Holden Graphic Arts Scholarship**—Awarded to a CSOM junior who shows an interest in manufacturing and, preferably, printing and graphic arts. One $1,000 award with renewal opportunity.

**George Russell International Fund**—Four $750 scholarships for CSOM undergraduates interested in international business and foreign study. Preference is given to students who plan to study abroad through one of the foreign studies programs cosponsored by the Carlson School.
Kopp Investment Advisers Emerging Leadership Scholarship—This scholarship provides $2,000 to support the academic and personal development of CSOM students completing Level I of the Honors Emerging Leadership Program.

LaBissoniere Scholarship—Four $1,000 awards based on academic and leadership skills.

Phi Delta—Awarded to one female CSOM student on the basis of good academic standing and a high level of involvement in community, extracurricular, or work activities. Eligible applicants must be enrolled in the Carlson School at the time the scholarship is received. The award is limited to students with an overall GPA of 3.00 to 3.50. One $500 award.

Rothschild Scholarship—Awards are based on academic and leadership skills. Five $1,000 awards.

Walter H. Schmitt Scholarship—Awards are based on academic merit, demonstrated financial need, and interest in marketing, with preference given to those interested in sales. Two $1,000 awards.

MTMA-Minnesota Treasury Management Association—Preference is given to finance majors who have financial need. Mentoring and networking opportunities are part of this scholarship. Finalists are interviewed by TCCMA; date to be scheduled. One $1,000 award.

Walter Deubener Scholarship—Applicants must have a strong interest in entrepreneurship as described in application essay. High academic performance or potential and financial need also considered. One to three awards to total $2,750.

Lucille Wynkoop—Awarded to a full-time student with a 3.00 or better GPA and financial need. One $1,000 award.

The Department of Accounting annually awards many scholarships to undergraduate accounting majors. Accounting majors are encouraged to contact the accounting department early fall quarter to obtain application information. Awards are primarily based on scholarship.

Program Requirements
(for students starting as freshmen in CSOM)

Lower Division Premajor Requirements

Tool Courses (A-F grading required)
- Microeconomics (Econ 1101 or equivalent)
- Macroeconomics (Econ 1102 or equivalent)
- Calculus (Math 1142 or 1211 or 1251 or equivalent)
- Business statistics (BA 1550 or equivalent)
- Accounting principles (Acct 1050 or equivalent)
- Management fundamentals (Mgmt 3001)

Other Requirements
- Freshman writing (Comp 1011 or equivalent) (A-F grading required)
- Introduction to business and business careers (BA 1350) (A-F grading required)
- Information technology module (BA 1001)
- General psychology (Psy 1001 or equivalent) (A-F grading required)
- Advanced symbolic reasoning—one of the following (A-F grading required):
  - Computer programming (CSci 3101, 3102, 3113, 3121, 3311, 3316)
  - Linguistics (Engl 3851; Ling 3001, 3111)
  - Finite math, calculus II (Math 1131, 1221 or 1252)
  - Logic (Phil 1001)
- Professional skills module (BA 3000) (Required only if you wish to use the CSOM Career Services Center)

Liberal Education Requirements
(see page 17)

Diversified Core

Physical and biological sciences
- Three courses totaling at least 12 credits

History and social sciences
- Because other premanagement requirements complete two of the three required courses in this area, only one course with an historical perspective is required

Arts and humanities
- Three courses totaling at least 12 credits

Mathematical thinking
- This requirement is met by completing of calculus

Designated Themes
- Six courses including at least one course from each of the four designated areas

Electives

You must take additional coursework so that you will have at least 75-80 transferable credits by the time you begin your upper division major coursework. In general, credits from the College of Liberal Arts, Institute of Technology, and College of Agricultural, Food, and Environmental Sciences will transfer to CSOM.

There are exceptions: CSOM accepts a maximum of 6 credits for physical education activity courses and 6 credits for music
performance courses. After taking BA 1550, all
statistics coursework must be at a higher level
to transfer. Personal skills or self-development
courses such as efficient reading and how to
study generally do not transfer.

Note: If you have taken a course at another
institute that you believe is equivalent to any
of the above, please talk to a CSOM adviser
before registering.

**Second Language**

You are not required to take a second language
if you graduated from high school June 1986 or
earlier. You *are* required to take a second
language (two years in high school or one year
in college) if you graduated from high school
after June 1986.

**General Degree Requirements**

To graduate from CSOM you must

- complete a minimum of 180 credits. These
credits include the required premanagement
coursework and the specific upper division
requirements listed below.
- complete a minimum of 72 credits in
business/economics coursework and 72
credits in nonbusiness/economics
coursework. This includes courses taken
before and after admission to your major
program.
- complete a minimum of 40 credits of upper
division courses taught by CSOM
departments after official admission to the
upper division major.
- complete the final 45 credits of the degree
program at the University of Minnesota.
(With prior approval, you may apply credits
earned at an institution participating in the
National Student Exchange Program and
through foreign studies programs toward
these 45 credits.) In addition, accounting
students must complete 50 percent of their
total number of accounting courses at the
University of Minnesota.
- be in good academic standing with a
minimum GPA of 2.00 in all work taken
after admission to CSOM and in all upper
division courses offered by CSOM
departments, as well as in the first course of
Econ 3101, 3102, 3105, or 3701. (See page
10 for lower division progress standards.)

**Functional Core** (29 credits)

- Acct 3001—Introduction to Management Accounting
- BFin 3000—Finance Fundamentals
- IDSc 3030—Information Systems and Information
  Management
- IR 3002—Personnel and Industrial Relations
- Mgmt 3004—Business Policy (should be taken after
  completion of or concurrent registration in other
  functional core courses)
- Mktg 3000—Principles of Marketing
- OMS 3000—Introduction to Operations Management

**International Core** (8 credits)

- BA 3040—International Environment of Business
- Acct 5310
- ApEc 3070, 5720, 5750, 5790
- BFin 3400
- BGS 3004, 3014
- Econ 3041/5041, 3315, 5301, 5307, 5313, 5315, 5331,
  5337, 5401, 5431, 5432
- Mktg 3072—International Marketing (available 1997-98
  academic year)
- Pol 3477, 3810, 5889

**Communications Core** (12 credits)

- Comp 3022—Critical Reading and Writing for Management
- Comp 3032—Preprofessional Writing for Business
- (Comp 3050—Topics in Advanced Composition when
taken in conjunction with an internship may be substituted
for either Comp 3022 or Comp 3032, but not both)
- Speech (one of the following):
  - Rhet 3254—Advanced Public Speaking
  - Rhet 3266—Discussion Methods
  - Spch 1101—Fundamentals of Speech Communication

**Upper Division Major Requirements**

The new fall 1996 program is outlined below. Students admitted to the upper division major
before fall 1996 should consult the appropriate
CSOM Bulletin for their program requirements.

Students following previous CSOM Bulletin
program requirements have until the last class
day of spring quarter 1997 to request an
automatic change to the new program. After
that date, students must petition the Scholastic
Committee to request a change.

To declare a major or a minor, students must
complete the CSOM Major/Minor Declaration
form available in the Undergraduate Studies
Office, 290 Hubert H. Humphrey Center.

Students can declare one or two majors.

**Notes:** If you were previously admitted to
CSOM and have not taken courses for two
years or more, consult a CSOM adviser before
continuing with your coursework. Contact the
Undergraduate Studies Office in 290 Hubert H.
Humphrey Center for updated degree planning
sheets.
Liberal Education Requirements

Effective for all freshmen with fewer than 39 credits enrolling from fall 1994 to summer session II 1996. Beginning fall 1996, the liberal education requirements apply to all students entering a baccalaureate degree program, regardless of prior credits.

A liberal education introduces you to the modes of inquiry and subject matter of the major branches of knowledge, including the factual information and theoretical or artistic constructs that form their foundations; the “ways of knowing”—the kinds of questions asked and how insight, knowledge, and data are acquired and used; the changes over time of their central ideas or expressive forms; and the interrelationships among them and with human society in general. To these ends, study by all undergraduate students on the Twin Cities campus is guided by a common framework.

The Diversified Core Curriculum

Physical and Biological Sciences. Comprehension of physical and biological principles; understanding of and ability to use the methods of scientific inquiry—the ways in which scientists investigate physical and biological phenomena; and appreciation of the importance of science and the value of a scientific perspective.

Requirement: A minimum of three courses totaling at least 12 credits, including one course with a laboratory or field experience in the physical sciences and one course with a laboratory or field experience in the biological sciences.

History and Social Sciences. Knowledge of how historians and social scientists describe and analyze human experiences and behavior; study of the interrelationships among individuals, institutions, structures, events, and ideas; understanding of the roles individuals play in their historical, cultural, social, economic, and political worlds.

Requirement: A minimum of three courses totaling at least 12 credits, including one course with historical perspective.

Arts and Humanities. Understanding of approaches to the human condition through works of art, literature, and philosophy; knowledge of how artists create and humanistic scholars think; ability to make aesthetic judgments.

Requirement: A minimum of three courses totaling at least 12 credits including courses in two of the following: literature, philosophical perspective, and visual or performing arts.

Mathematical Thinking. Acquisition of mathematical modes of thinking; ability to evaluate arguments, detect fallacious reasoning, and evaluate complex reasoning chains; appreciation of the breadth of applications of mathematics and its foundations.

Requirement: A minimum of one course totaling at least four credits.

The Designated Themes of Liberal Education

The designated themes of liberal education offer a dimension to liberal learning that complements the diversified core curriculum. Each of the themes focuses on an issue of compelling importance to the nation and the world, the understanding of which is informed by many disciplines and interdisciplinary fields of knowledge.

Requirement: A minimum of six courses (or five courses if one includes an approved practicum), including one course in each of the following:

Cultural Diversity. Understanding of the roles gender, ethnicity, and race play in structuring the human experience in and developing the social and cultural fabric of the United States.

International Perspectives. Comprehension of the ways in which you are part of a rapidly changing global environment dominated by the internationalization of most human endeavors.

Environment. Knowledge of the interaction and interdependence of the biophysical systems of the natural environment and human social and cultural systems.

Citizenship and Public Ethics. Reflection on and determination of a clearer sense of your present and future civic relationships and your obligations to the community.

Writing Skills

The ability to communicate effectively is a hallmark of a liberally educated individual and a key to a successful and satisfying life. To encourage refining of writing skills, the liberal education curriculum includes both writing courses and writing across the curriculum.

Requirement: Writing skills requirements are being revised. Until the new requirements are in effect, all students will complete the writing requirement specified by the college awarding their baccalaureate degree.

You may satisfy the liberal education requirements with a number of courses and credits different from those of other students because some courses serve multiple goals in the curriculum; e.g., some courses will satisfy a diversified core requirement and a designated theme requirement, and other courses will satisfy the requirements for each of two themes. Thus, you may satisfy the designated theme requirements with a smaller number of courses than is stated in the requirement. Each quarter, the Class Schedule will publish the requirements and list all courses that satisfy them. In addition, the Class Schedule will list which of these courses are offered that quarter and which are tentatively scheduled for the subsequent quarters during the academic year.

Minnesota Transfer Curriculum

If you complete the Minnesota Transfer Curriculum at any participating Minnesota college or university, you fulfill the University’s Twin Cities campus liberal education requirements. However, you will still need to complete a portion of the writing skills requirements. Contact your college advising office concerning these requirements. For more information on using transfer credits for the liberal education requirements, contact the Office of Admissions (612/625-2008).

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Spch 3111—Leadership Communication
Spch 3411—Small Group Communication Processes
Spch 3605—Public Speaking
Spch 5422—Interviewing and Communication
Th 3803—Platform Performance

Economics (4 credits)
One of the following:
Econ 3101—Microeconomic Theory
Econ 3102—Macroeconomic Theory
Econ 3105—Managerial Economics
Econ 3701—Money and Banking

Major (16-32 credits in one of the following areas)
Accounting
Acct 3101—Intermediate Financial Reporting
Acct 5102—Advanced Financial Reporting I
Acct 3201—Intermediate Management Accounting
Acct 5125—Auditing Principles and Procedures
Acct 5135—Income Tax Accounting
Acct xxx—Accounting elective
Acct xxx—Accounting elective
BLaw 3058—Introduction to Law and the Law of Contracts
and Sales Contracts

Actuarial Science
(Note: Check prerequisites for math courses.)
Ins 5100—Risk Management and Insurance
Math 5056—Theory of Interest
Ins 5230/Math 5057—Actuarial Math I
Ins 5231/Math 5058—Actuarial Math II
Math 5473 or 5059—Actuarial Math III
Math 5679—Probability
or Stat 5131—Theory of Statistics
Stat 5121-5122—Theory of Statistics
or Stat 5132-5133—Theory of Statistics

Finance
BFin 3100—Financial Management
BFin 3200—Financial Markets and Interest Rates
BFin 3300—Securities Analysis and Portfolio Management
Plus one of the following four-course tracks:

Track 1
BFin 3400—International Financial Management
BFin 3500—Advanced Corporate Finance
Plus two from:
Acct 3101—Intermediate Financial Reporting
Acct 3201—Intermediate Management Accounting
Acct 5135—Income Tax Accounting
Acct 5160—Financial Statement Analysis
BFin 3504—Investment Banking

Track 2
Acct 5160—Financial Statement Analysis
Plus three from:
BFin 3400—International Financial Management
BFin 3501—Futures: Markets and Uses
BFin 3502—Options: Markets and Uses
BFin 3504—Investment Banking

General Management (Self-Designed)
24 credits of upper division courses are required, at least 8 of which must be CSOM credits
Students must submit a written statement explaining the rationale for particular course selections. Approval of the undergraduate studies director is required.

Insurance
BFin 3100—Financial Management
or BFin 3200—Financial Markets and Interest Rates
BLaw 3058—Introduction to Law and the Law of Contracts
and Sales Contracts
Ins 5100—Risk Management and Insurance
Ins 5200—Insurance Applications of Theory and Practice

International Business
One of the following: BFin 3400 or Acct 5310
One of the following: BGS 3004 or Mktg 3072 (course available 1997-98)
Two of the following:
Econ 3041/5041, 3315, 5301, 5307, 5315, 5331, 5337,
5401, 5431, 5432
Geog 3321, 3331, 3378, 5145
Pol 3477, 3810, 5889
An approved study abroad program with a minimum of 12 credits of business and economics coursework
Two college years of a second language

Marketing
Mktg 3010—Marketing Research
Mktg 3040—Buyer Behavior
Mktg 3080—Marketing Strategy
Plus one of the following three-course tracks:

Advertising Management
Jour 5261—Advertising: Media Analysis
or Jour 5263—Advertising and Public Relations:
Campaign Planning
Mktg 3030—Sales Management
Mktg 3050—Marketing Communications

Sales Management
Mktg 3030—Sales Management
Mktg 3050—Marketing Communications
Mktg 3060—Marketing Channels
or LM 3000—Logistics Management

Logistics Management
LM 3000—Logistics Management
LM 5020—Advanced Logistics
Mktg 3060—Marketing Channels

Retail Sales/Buying
Mktg 3030—Sales Management
Mktg 3065—Retail Management
Mktg 3050—Marketing Communications
or Mktg 3060—Marketing Channels
or LM 3000—Logistics Management

Marketing Management
Mktg 3050—Marketing Communications
Mktg 3030—Sales Management
or BFin 3100—Financial Management
Mktg 3060—Marketing Channels
or LM 3000—Logistics Management

Management of Information Systems (MIS)
IDSc 3110—Information Systems Application Development I
IDSc 3120—Information Systems Application Development II
IDSc 3130—Business Process Analysis and Design
IDSc 3140—Management of Business Application Development Projects
IDSc 3150—Information Technology Infrastructure
IDSc 3160—Information Systems Management
Plus one of the following:
IDSc 3420—Financial Information Systems and Technologies
IDSc 3430—Advanced Database Development and Management
IDSc 3450—Telecommunications
IDSc 3990—Information Systems Industry Internship
IDSc 5410—Decision Support and Expert Systems

Note: If you are pursuing two majors, you cannot use one course to fulfill a requirement in both areas.

Minors
Minors in actuarial science, finance, insurance, and international business are also available to CSOM students. A general business minor is available to qualified students in the Institute of Technology. See an Undergraduate Studies Office adviser for program details.

Electives
You may need additional transferable electives (upper or lower division) to complete the 180 credits needed for graduation. Consult an Undergraduate Studies Office adviser before taking courses other than those listed above.

Accounting Internships
Two optional internship opportunities are available in the accounting program.

Acct 3199—Internship in Public Accounting
Acct 3299—Internship in Management Accounting

The accounting internships require full-time work for one quarter and give you an opportunity to apply accounting concepts and methods and gain experience that can help you make career decisions. The public accounting internship, usually taken during winter quarter, emphasizes auditing and taxation. The management accounting internship, usually taken during the summer, involves areas such as developing cost data for specific projects, reviewing accounting procedures, and evaluating and operating some phase of an accounting system.

Certified Public Accountant (C.P.A.)
The C.P.A. license is awarded by the state, not the University. The C.P.A. examination is generally given each spring and fall. For detailed information, contact the Minnesota State Board of Accountancy at (612) 296-7937.

Service Centers
Career Services Center (190 Hubert H. Humphrey Center, 612/624-0011)—Through this center CSOM students and alumni can investigate local and nationwide career opportunities, get help writing résumés, obtain information about companies throughout the United States, and polish interpersonal skills through mock interviews. The center is the place to start your search for an internship, part-time job, or full-time position. You will find hundreds of listings for companies with positions to fill and many opportunities to interview on campus with recruiters eager to hire Carlson School graduates.

Office of Information Technology (320 Management & Economics, 612/625-8005)—The Carlson School’s Office of Information Technology provides a variety of services and programs to CSOM students, faculty, and staff. Workshops on basic computing skills, including the use of word processing, spreadsheet, electronic mail, and database systems, are offered quarterly. Equipment may be loaned to students for classroom presentations. The office also maintains an extensive set of free “how-to” materials.

Computer Labs (Distributed Computing Services, 612/625-0200)—Four computing labs are located on the West Bank campus (170 Anderson Hall, 250 Anderson Hall, 455 Blegen Hall, and 50 Hubert H. Humphrey Center). The labs offer free access to DOS/Windows and Macintosh computers.

Industrial Relations Reference Room (365 Blegen Hall, 612/624-7011)—A division of the Industrial Relations Center, this specialized library maintains a unique collection of resource materials covering all aspects of employment, with an emphasis on collective bargaining and human resource management.

O. Meredith Wilson Library (612/624-0303)—If you are beginning research on a business subject, start in the Business Reference Service located on the second floor of the library. Its collection includes reference materials, tax and investment advisory services, periodical indexes, and a large collection of corporate annual reports. Many 10-K reports, which publicly-held corporations are required to file with the Securities and Exchange Commission, are available on microfiche. The Deloitte Haskins and Sells Tax Research Room is adjacent to the Business Reference Service. It contains reference materials on tax services, tax cases, revenue rulings, and tax proceedings. Periodicals are kept in the Periodicals Room in the basement, but you may also find some newspaper and periodical indexes that interest you in the Reference Room on the first floor.
Census and government agency publications are kept in the Government Publications Library on the fourth floor. Indexes, bibliographies, and reference assistance are also available there.

University Counseling and Consulting Services

University Counseling and Consulting Services (UCCS), 109 Eddy Hall on the East Bank and 199 Coffey Hall on the St. Paul campus (612/624-3323 for both), offers counseling for academic, career, personal, or relationship concerns. Besides counseling, UCCS features a variety of services. The Career Development Center and the Learning and Academic Skills Center offer workshops, courses, and materials for career development or academic skills improvement. The Organizational Development Program offers consultation, assessment, team building, conflict mediation, training, and workshops. UCCS’s Office of Measurement Services (OMS) scores exams, surveys, and research instruments and provides consultation to University faculty and staff. OMS operates the Minnesota Statewide Testing Program for Minnesota elementary and secondary schools. The Testing Center administers admissions, placement, and national tests. For more information, see http://ucs1.ucs.umn.edu/uccswww/uccs.html on the World Wide Web.

Special Programs

Study Abroad

With the internationalization of the economy, it is more important than ever to gain an understanding of other cultures, languages, and business practices.

If you decide to include study abroad in your degree plan, make the International Study and Travel Center and the Global Campus your first stops. These two offices together form a work, study, and travel abroad advising center in 102/104 Nicholson Hall. You can learn about the many opportunities available through an appointment with an options adviser (612/626-9000). After identifying one or more options that interest you, see a program adviser (612/624-3379) for detailed program information and credit and financial aid planning. An Undergraduate Studies Office adviser, 290 Hubert H. Humphrey Center, specializes in advising business majors considering a study abroad program or international business major and can provide current information on scholarship funds to support study abroad.

You can use a short-term study abroad experience to acquire language competence, knowledge of another culture, and self-confidence. Such an experience can serve as a stepping stone to more challenging forms of study abroad later in your academic career. Language-intensive programs are the primary vehicle for freshman and sophomore study abroad. Quarter and summer programs are available in Chinese (China), French (France, Quebec), German (Austria), Russian (Russia), and Spanish (Mexico, Spain, Venezuela).

Business-related study abroad opportunities are available to management students through theme programs, integrated classroom study, and field study.

Theme programs offer specialized curricula specifically for U.S. students although international students from other countries also study in these programs. CSOM cosponsors theme programs focused on international business in Copenhagen, Denmark; Dijon, France; London, England; Tokyo, Japan; Seville, Spain (taught in Spanish); and Vienna, Austria.

Field study emphasizes activities outside the classroom. The Student Project for Amity Among Nations (SPAN) consists of summer overseas research on a topic of your choice, preceded by one year of on-campus preparation and followed by a project write-up in the fall. Destinations vary each year. Minnesota Studies in International Development (MSID) offers two-quarter (winter/spring) grassroots internships in Ecuador, India, Jamaica, Kenya, Morocco, or Senegal. On-campus preparatory courses are offered in the fall; some sites require prior language study. Both full- and part-time business internships are available in Australia.

Integrated classroom study permits you to take regular university courses with host-country nationals at participating universities around the world. This opportunity may be
especially attractive to you if you are fluent in a second language or nearly fluent and want to polish your language skills. Many institutions around the world offer instruction in English, including universities in Australia, Hungary, Sweden, United Kingdom, the Virgin Islands, and Manitoba, Canada.

**Upper Division Carlson Plan Cohort Scheduling**

New transfer students admitted as juniors to CSOM fall quarter are invited to participate in the Carlson Plan scheduling option. If you are one of the first 60 students to sign up for the plan, you will register for special sections of two core courses each quarter. Not only are spaces held for you in these two core courses, but you also have more opportunities to form study groups and become better acquainted with your classmates as you progress through your junior-year courses together.

**Mentorship Program**

If you are a CSOM student you may request a mentor from the Twin Cities business community. This is an ideal way to learn more about the business world and begin developing business connections. Your mentor can also help you develop your résumé, improve your interviewing skills, and expand your knowledge of business practices. See an Undergraduate Studies Office adviser for details.

**Scholastic Standards and Policies**

**Grading Options**

The University offers two grading system options: A-F or S-N. Indicate the option you want when you register. You may change your grading option through the end of the second week of the quarter (first week of a five-week summer term).

There are eleven permanent grades that are acceptable for completing a CSOM course: A, A-, B+, B, B-, C+, C, C-, D+, D, D-. In calculating GPAs, F and N are assigned zero grade points.

CSOM students must earn a minimum of 135 credits A-F.

**Alternative Registrations**

**X Registration**—A way of earning up to three extra credits in a course you are taking or have previously taken, by exploring a topic related to the course’s content in more depth.

**Y Registration**—Completing a course by studying independently under the instructor’s guidance without attending class. Requirements for completing the course must be agreed upon by you and your instructor.

**V Registration (auditing)**—V registration requests for CSOM courses are considered the first day following the day school alphabetical registration queue each quarter.

**Joint Day/Extension Registration**—Joint day/Extension registration requests for CSOM courses are considered the first day following the day school alphabetical registration queue each quarter.

**Dean’s List**

The Dean’s List is a method by which CSOM recognizes superior academic performance. If you complete 12 or more credits on an A-F basis during a quarter and earn a 3.50 or higher GPA, you will receive the Dean’s List notation on your transcript. You may need to submit documentation of the credits and grades you earn through independent study.

**Transcript Symbols**

The following grade or symbol may be assigned to you in lieu of a permanent grade:

The temporary grade of I (incomplete) indicates that your instructor did not have sufficient information immediately available to assign you a permanent grade. An incomplete is awarded at the instructor’s discretion. You must make up your incomplete during your next regular quarter of registration (summer session is not considered a regular quarter). Your instructor decides whether or not you have completed sufficient work to warrant an I. To simply stop attending class does not guarantee you will be assigned an I. Incompletes that are not changed to a permanent grade will lapse to the appropriate failing grade (F or N). Do not reregister for the course in order to make up the incomplete.
The symbol W (withdrawal) indicates official cancellation of a course after the second week and through the first six weeks of a quarter, regardless of your standing at that time. You must officially cancel your course(s); you will not be assigned a W if you simply stop attending a class. You must receive Scholastic Committee approval to withdraw from a class after the sixth week of a quarter or the third week of a five-week summer session term.

A discretionary drop after the end of the sixth week of classes is permitted once during a student’s CSOM registration. Requests must be submitted no later than the last day of instruction for the quarter in which the withdrawal is requested. Students must petition for permission to invoke this one-time-only withdrawal. (This policy is currently under review and may be replaced by a University-wide policy on grading and course withdrawal. See a CSOM adviser for current information.)

**Grade Point Average**

Your grade point average (GPA) is defined as the sum of your grade points divided by the sum of the credits for which you have earned grades of A, B, C, D, F, or N. Grade points are assigned to permanent grades as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F or N</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The GPA on your University of Minnesota transcript is computed for work completed at the University only. Grade points for work completed at other institutions are computed by CSOM advisers into an overall average even though they are not reflected in the GPA on your University transcript.

**Repeating Courses**

If you take a course fall 1992 or later and earn a D+, D, or D-, you may repeat that course once. Although CSOM will count the credits only once, the original and second grades will be averaged to determine your GPA. The only exception to this policy is when you earn an F in the repeated course in which case both grades will count in your GPA.

You may repeat courses in which you receive a grade of F or N. Both the old and new grades will remain on your record and count toward your GPA. No degree credit is granted for grades of F or N. You need not repeat a course for which you received an F or N unless it is required for graduation.

(These policies are currently under review and may be replaced by a University-wide policy on grading and course withdrawal. See a CSOM adviser for current information.)

If you take a course without fulfilling a prerequisite, you may not later take the prerequisite course for credit except by permission from the Undergraduate Studies Office.

**Satisfactory Progress and Scholastic Probation**

Academic standing is defined by honor point accumulation calculated as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Per credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>+2.0</td>
</tr>
<tr>
<td>A-</td>
<td>+1.7</td>
</tr>
<tr>
<td>B+</td>
<td>+1.3</td>
</tr>
<tr>
<td>B</td>
<td>+1.0</td>
</tr>
<tr>
<td>B-</td>
<td>+0.7</td>
</tr>
<tr>
<td>C+</td>
<td>+0.3</td>
</tr>
<tr>
<td>C</td>
<td>0.0</td>
</tr>
<tr>
<td>C-</td>
<td>-0.3</td>
</tr>
<tr>
<td>D+</td>
<td>-0.7</td>
</tr>
<tr>
<td>D</td>
<td>-1.0</td>
</tr>
<tr>
<td>D-</td>
<td>-1.3</td>
</tr>
<tr>
<td>F or N</td>
<td>-2.0</td>
</tr>
</tbody>
</table>

To remain in good academic standing, you must accumulate positive honor points in two areas: all courses taken after admission to CSOM and all upper division courses offered by CSOM departments. You must have a 2.00 minimum GPA in both these areas to graduate from CSOM (see page 10 for CSOM premajor progress standards).

If you accumulate honor points from -1 to -11, you will be placed on probation (level P1). If your accumulated grade points fall below -11, you will be placed on “Final Quarter Notice” (level P2). Failure to meet the terms of the “Final Quarter Notice” can result in suspension from the school (level P3) according to terms set by the Undergraduate Studies Office.
Probationary action is based on University coursework only; you cannot offset grade point deficiencies accumulated at the University of Minnesota by earning high grades at other academic institutions.

Students suspended for academic reasons are normally not allowed to register in the school for one year. Any credits earned during the suspension period are not counted toward the degree unless prior approval has been granted.

Cancel-Add
You may cancel course registration through the sixth week of the quarter (third week of five-week summer terms). No signatures or approvals are required through this time. If you want to cancel a course after the sixth week, you must get Scholastic Committee approval. Such requests are approved only when extenuating circumstances arise (see the paragraph explaining the symbol W under Transcript Symbols on page 22).

No approvals are needed to add a course during the first week of the quarter. To add a course during the second week your request must be approved by your instructor and the Undergraduate Studies Office. You may not add a course after the end of the second week without instructor and Scholastic Committee approval.

During the regular school year, students may request permission to register for closed sections of CSOM courses by completing the Closed/Restricted Course Request form available in 290 Hubert H. Humphrey Center. Requests are reviewed by the Student Services coordinator. Whenever possible, students receive a response within two to three working days.

Proficiency Examinations
If you have taken an upper division course in marketing (from an institution not accredited by the AACSB) or information systems, you may take a proficiency examination to see if you are exempt from taking Mktg 3000 or IDSc 3030. (Refer to the Accounting section, page 29, for information regarding the Accounting 3101 Pre-Test.) Examinations are offered approximately once each month from October through August. Contact the Undergraduate Studies Office (612/624-3313) for detailed information.

Petitions
Petition forms, available in the Undergraduate Studies Office, must be used to determine whether certain courses completed at other institutions are equivalent to University of Minnesota courses and to request exceptions to rules and requirements.

CSOM may require that you supply written recommendation from the department or instructors involved. Submit your completed petition to the Undergraduate Studies Office, 290 Hubert H. Humphrey Center. You may pick up a response to your request in that office after official action has been taken.

Academic Misconduct
The school defines academic dishonesty broadly as any act that violates the rights of another student in academic work or that involves misrepresentation of your own work. Academic dishonesty includes, but is not necessarily limited to, cheating on assignments or examinations; plagiarizing, which means misrepresenting as your own work any part of work done by another; submitting the same paper, or substantially similar papers, to meet the requirements of more than one course without the approval and consent of all instructors concerned; depriving another student of necessary course materials; or interfering with another student’s work.

A committee composed of students and faculty investigates charges of academic dishonesty referred to it by CSOM faculty or students. When charges are upheld, the committee may place a student on disciplinary probation, fail the student in a course, suspend the student from the school, or take other action.

CSOM faculty may act on cases involving students in their courses, but such action may not exceed modification of a course grade. Instructors must report any action to the director of undergraduate studies and the student will be informed of the right to ask for a
committee hearing. The advising staff can provide specific information about reporting and appeal procedures.

Nonacademic disciplinary or conduct cases involving two or more colleges are referred to the Campus Committee on Student Behavior (612/624-6073).

**Attendance**

You are expected to attend classes regularly. Instructors announce their own policies regarding class attendance and are responsible for determining whether a student may make up work missed because of absence from class. CSOM faculty are required to allow makeup of missed examinations or other required coursework only under the following circumstances:

- Participation in a formally approved and scheduled University activity such as intercollegiate competition in academic or athletic events. This does not include activities of student organizations of any type.
- Performance of military or civil duty (such as jury duty) that could not be scheduled at another time.
- Having three or more examinations scheduled on one calendar day.
- Having an illness or family emergency that is attested to by a doctor’s note or other acceptable evidence.

**Grievance**

Instructors and teaching assistants must perform their duties without prejudice, infringement of academic freedom, or failure of academic responsibility. If you have a complaint, first bring your concern to the person in question. If your concern is not resolved at this level, bring your complaint to the department chair, who may confer with the appropriate program director. If your concern is not resolved at the department level, contact the director of undergraduate studies to obtain information regarding formally bringing the complaint to the school’s grievance review officer. The bylaws of CSOM constitution provide procedures for the grievance review process.

If you have a complaint against a staff member, first attempt to resolve your difference with that staff member. If this meeting proves unproductive, bring the matter to the staff member’s supervisor. If you and the supervisor cannot resolve the complaint, you may request a hearing by presenting a written explanation of the grievance to the dean. Beyond this point, the grievance procedure is the same as that outlined above for a complaint against a faculty member.

**Graduation**

**Applying to Graduate**

The quarter before you intend to graduate you must complete an Application for Degree, available in 150 Williamson Hall. It is recommended that you schedule an appointment to verify your degree progress with an Undergraduate Studies Office adviser before filing your application.

After you apply to graduate, a CSOM adviser will make a final check of your graduation requirements and notify you if you do not meet the requirements at that time.

**Graduating With Honors**

Your B.S.B. degree may be awarded with distinction or with high distinction. To be eligible to graduate with honors you must

- complete a minimum of 44 credits of upper division CSOM courses A-F after admission to the upper division major; and
- meet the following specific requirement for one of the two honors:
  - With Distinction—Earn a 3.75 GPA in all coursework completed while enrolled in CSOM.
  - With High Distinction—Earn a 3.90 GPA in all coursework completed while enrolled in CSOM.

**Awards**

Each year awards are presented to CSOM students at the school’s spring commencement ceremony. A description of the awards is available in the Undergraduate Studies Office, 290 Hubert H. Humphrey Center.
Student Organizations

**Actuarial Club**—This club is made up of students and staff of all colleges who are interested in actuarial science. The group sponsors guest speakers, company tours, social events, and a mentorship program.

**AIESEC**—The International Association of Students in Economics and Management is active in 70 countries and is one of the largest nonprofit student organizations in the world. Through local committee operations, AIESEC runs an international work exchange program. It strives to increase intercultural understanding and develop the international manager of tomorrow.

**Alpha Kappa Psi**—This coeducational, national business fraternity brings together students with a common interest in business for scholastic and social activities. Prominent men and women in business are featured at meetings throughout the year. Members participate in tours, seminars, and community service projects. Meetings are held Sunday evenings at the chapter house, 1116 Fifth Street S.E., Minneapolis. Visitors are welcome.

**Beta Alpha Psi**—This national, professional honorary organization is made up of accounting majors with GPAs of at least 3.20 in accounting and 3.00 overall. Beta Alpha Psi introduces the aspiring accountant to the business world by encouraging interaction among students, faculty, alumni, and area business people. It sponsors speakers from all areas of accounting and members tour CPA firms, industry, and government offices. The group provides tutors for students in accounting, participates in a Volunteer Income Tax Assistance program, and sponsors recreational sports teams.

**Beta Gamma Sigma**—Membership in Beta Gamma Sigma is the highest national recognition a student can receive in an undergraduate or master’s program in business or management. Beta Gamma Sigma encourages and rewards scholarship, promotes advancement of education in business, and fosters integrity in the conduct of business operations. To be eligible for membership students must rank in the upper 7 percent of their junior class, upper 10 percent of their graduating senior class, or upper 20 percent of their graduating master’s class. Members are elected to membership and publicly recognized during spring quarter.

**Business Association of Minorities (BAM)**—This organization, made up of management and premanagement students, fosters a multiethnic sharing of ideas and concerns among people interested in the role people of color play in today’s business world. Tours of local corporations, guest speakers, and social events are sponsored by BAM throughout the year. Members are actively involved in various campus and community activities.

**Business Board (B-Board)**—This group represents CSOM’s undergraduate student body. B-Board sets policies that govern student organizations and its members serve on various school committees and plan activities to foster interaction among students and faculty. Nonboard members are welcome to participate in all B-Board meetings and events.

**Club MIS**—This club is for students interested in using computers in business. Members learn about career opportunities in computer-related fields by meeting with practicing professionals.

**Delta Sigma Pi**—This business fraternity for men and women offers professional events such as tours of local businesses, dinners, and guest speakers. Members can also participate in community service activities, intramural athletics, and social events. Meetings are held Monday evenings in the Undergraduate Student Lounge, 110 Management & Economics.

**Honors Association Emerging Leadership Program**—This program promotes the interests of CSOM high-ability students by providing a framework for developing skills in leadership, community service, diversity, and career development. The association is premised on the belief that, in addition to achieving excellent academic records, honors students should provide leadership and support for activities outside the classroom that foster intellectual and personal growth. Students admitted to CSOM with an overall GPA of 3.50 or above, or who have earned a GPA of 3.50 or above in their first 24 credits completed after admission to the school, are eligible to join.
The program also is open to all preferred admission freshmen with ACT composite scores of 28 or higher and high school class ranks in the 90th percentile and above. Students with college credit may apply after completing 24 or more college credits and achieving an overall GPA of 3.50 or higher.

Institute of Management Accountants (IMA)—The Institute of Management Accountants student chapter is officially sponsored by the IMA St. Paul chapter. Its purpose is to facilitate communication and contact with area management accounting professionals. The group offers several professional events each quarter, and members may participate in activities held by all three Twin Cities IMA chapters.

Investment Club—This club provides information about financial markets and discusses alternative vehicles for investment. Some of the topics include common stocks, bonds, mutual funds, options and futures/commodities trading, ethical investing, and financial planning.

Society for the Advancement of Management (SAM)—This organization welcomes management and premanagement students interested in becoming involved in the business community. Members learn practical business techniques by interacting with practicing professionals and other students.

Student Association for Accounting (SAFA)—Students seeking to meet other accounting students, faculty, and professionals compose SAFA’s large membership. To ease each student’s shift from college to the business world, SAFA arranges office tours and on-campus lectures every quarter. Each fall, SAFA and B-Board cosponsor the Career Fair. SAFA also hosts an annual spring banquet for students, faculty, and many accounting representatives. This organization contributes to the community, including an annual Fall Clean-Up and helping the Minnesota Accounting Aid Society provide tax services to people meeting their requirements. An interest in accounting is the only membership requirement.

Undergraduate Marketing Association (UMA)—UMA is a nonprofit, student-run organization and the collegiate chapter of the American Marketing Association. UMA’s primary goal is to promote a better understanding of marketing and its role in the business world. It helps members increase their working knowledge of marketing through speakers, seminars, and corporate tours, and by assisting area businesses and student organizations in designing market plans.

Graduate Programs

CSOM, in conjunction with the Graduate School, offers programs leading to the degrees of master of business administration (M.B.A.), master of business taxation (M.B.T.), and doctor of philosophy (Ph.D.). The Department of Industrial Relations, in conjunction with the Graduate School, offers programs in industrial relations leading to the degrees of master of arts (M.A.I.R.) and doctor of philosophy (Ph.D.). Complete descriptions of these programs and graduate-level courses in these areas are in the Graduate School Bulletin as well as the publications of each program.

Master of Business Administration (M.B.A.)

Two M.B.A. programs are offered. The Carlson M.B.A., consisting of 90 credits for the full-time day program and 78 credits for the part-time evening program, is for students without prior education in business administration. The advanced placement M.B.A., consisting of 64 credits for the full-time day program and 54 credits for the part-time evening program, is for students with an undergraduate degree in business administration. For complete information, contact the M.B.A. program office in 295 Hubert H. Humphrey Center, 271 19th Avenue S., Minneapolis, MN 55455 (612/624-0006).

Master of Science in Management of Technology (M.S.-M.O.T.)

A master’s degree in the management of technology is offered through the Center for the Development of Technological Leadership, cosponsored by CSOM and the Institute of
Technology. The program prepares experienced engineers and scientists for management roles in technology-intensive organizations. Classes are held on Fridays and Saturdays. For complete information, contact the M.S.-M.O.T. Program, Center for the Development of Technological Leadership, 107 Lind Hall, 207 Church Street S.E., Minneapolis MN 55455 (612/624-5747).

The Carlson Executive M.B.A. (C.E.M.B.A.) Program
This 74-credit program is for individuals with eight to ten years of full-time professional or managerial experience and an undergraduate degree in any field. C.E.M.B.A. is a two-year program that meets all day on campus Friday and Saturday, every other week. The curriculum has a strategic management focus that heavily emphasizes interactive learning. C.E.M.B.A. students participate in two week-long residencies each year at a northern Minnesota resort and a nine-day international residency abroad in the second year of the program. The program provides a full range of customer services such as book purchases, registration, meals, and parking. For more information about the C.E.M.B.A. program, contact the Carlson Executive M.B.A. (C.E.M.B.A.) Program, 295 Hubert H. Humphrey Center, 271 19th Avenue S., Minneapolis MN 55455 (612/624-1385).

Master of Business Taxation (M.B.T.)
This degree program helps students acquire a conceptual understanding of taxation and develop technical competence in applying taxation rules in business and personal decision making.

The program is offered only in the evening through University College. Students enrolled on a part-time basis can expect to complete the program in about two to three years. Students enrolled in the program on a full-time basis can complete the program in a shorter period of time.

For more information, contact the Director of Graduate Studies in Taxation, 645 Management & Economics, 271 19th Avenue S., Minneapolis MN 55455 (612/624-7511).

Doctor of Philosophy in Business Administration
Details about admission and degree requirements for the Ph.D. program in business administration are explained in the Graduate School Bulletin and in the Ph.D. program brochure available from 306/310 Management & Economics, 271 19th Avenue S., Minneapolis MN 55455 (612/624-5065; fax 612/624-8221).

Master of Arts in Industrial Relations
The M.A. degree program prepares students for professional employment in industrial relations and human resources management in business, government, and labor organizations. The program also serves as preparation for further graduate work in industrial relations or in related fields of study. The degree is offered through full-time day and part-time evening programs.

Candidates for this program are selected on the basis of demonstrated interest and aptitude in industrial relations and the quality of their undergraduate work. A social sciences background is desirable. You must have completed or be close to completing coursework prerequisite to courses selected for your graduate program.

Doctor of Philosophy in Industrial Relations
Details about admission and degree requirements as well as applications for the Ph.D. program in industrial relations can be obtained from the Director of Graduate Studies in Industrial Relations, 537 Management & Economics, 271 19th Avenue S., Minneapolis, MN 55455 (612/624-5810).