Undergraduate Business Administration Program

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Advising Appointment Online Scheduler: https://meetme.so/TepperAdvising
www.cmu.edu/tepper/programs/undergraduate-business (http://www.cmu.edu/tepper/programs/undergraduate-business/)

The Business Administration Program in the Tepper School of Business is for students interested in a broad undergraduate education based on management science, quantitative reasoning, leadership development, and communications skills. The curriculum is rigorous and flexible to accommodate student interests, academic, and career goals.

Tepper bases the curriculum around a central core of courses in the functional areas of business, economics, mathematics, communications, and university courses in liberal arts and sciences. Students complete an in-depth study in one functional business concentration and additional business electives. Students also complete a minor from outside the Tepper School of Business to enhance their business education. The minor promotes students’ intellectual confidence and leads to the broad political environments.

Beyond the major in Business Administration, we offer the opportunity for minors and additional major to students in other programs of the university.

B.S. Degree in Business Administration

To receive the B.S. degree in Business Administration, students must complete at least 364 units, consisting of the requirements for the Business Foundations, Business Core, Concentration, Business Electives, University Core, and a Minor.

### Business Foundations

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code(s)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>21-120 Differential and Integral Calculus</td>
<td>10</td>
</tr>
<tr>
<td>or 21-111 &amp; 21-112 Calculus I and Calculus II</td>
<td>9</td>
<td></td>
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<tr>
<td>21-256 Multivariate Analysis</td>
<td>9</td>
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<tr>
<td>or 21-259 Calculus in Three Dimensions</td>
<td>9</td>
<td></td>
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<tr>
<td>70-257 Optimization for Business Models and Methods for Optimization or 21-292 Operations Research I</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td>73-102 Principles of Microeconomics</td>
<td>9</td>
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<tr>
<td>or 73-230 Intermediate Microeconomics</td>
<td>9</td>
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<tr>
<td>Statistics</td>
<td>70-207 Probability and Statistics for Business Applications or 36-200 Reasoning with Data</td>
<td>9</td>
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<tr>
<td>or 70-208 Regression Analysis or 36-202 Methods for Statistics &amp; Data Science</td>
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<td></td>
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</tbody>
</table>

### Business Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>70-106</td>
<td>Business Science</td>
<td>9</td>
</tr>
<tr>
<td>70-110</td>
<td>Business Computing</td>
<td>9</td>
</tr>
<tr>
<td>70-122</td>
<td>Introduction to Accounting</td>
<td>9</td>
</tr>
<tr>
<td>70-311</td>
<td>Organizational Behavior</td>
<td>9</td>
</tr>
<tr>
<td>70-332</td>
<td>Business, Society and Ethics</td>
<td>9</td>
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</tbody>
</table>

### University Core

Students must complete all requirements with 63+ units as outlined below.

#### Requirement 1: CMU First Year Writing (9 units)
- 76-101 Interpretation and Argument
- 76-102 Advanced First Year Writing: Special Topics
- OR Select 2 Mini Writing Courses:
  - 76-106 Writing about Literature, Art and Culture
  - 76-107 Writing about Data
  - 76-108 Writing about Public Problems

#### Requirement 2: Scientific Reasoning (9+ units)
- Any course in 03-100 (Biological Sciences) or higher
- Any course in 15-100 (Computer Sciences) or higher
- Any course in 33-100 (Physics) or higher
- Any course in 09-100 (Chemistry) or higher
- Any course in 85-102 (Psychology) or higher

#### Requirement 3: Informational Literacy (9+ units)
- Any Philosophy course 80-100 or higher
- Any Information Systems course 67-100 or higher

#### Requirement 4: Global, Cultural, and Diverse Perspectives (18+ units)
- Any History course 79-100 or higher
- Any English course 76-200 or higher
- Any Modern Languages course 82-100 or higher

#### Requirement 5: Free Electives (18+ units)

### Concentration

The Concentration allows students to gain knowledge and expertise in a particular area of business practice. Students must complete one of the following concentrations. For students electing to complete an additional major, the concentration requirement is waived (as is the minor requirement) and students must complete three business elective courses as part of the waived concentration requirement. Concentration courses cannot double-count with any other degree requirement including the minor requirement.

- Accounting
- Business Analytics and Technologies
- Entrepreneurship
- Finance
- Global Economics and Business
- Marketing Management
- Operations Management
- Strategic Management

### Business Electives

Students must complete 18 units of Business Electives. A business elective course is any Business course (70-xxx) that is not being used to satisfy another degree requirement. This can include 21-270 Introduction to Mathematical Finance and upper-level Economics courses (73-3xx and above). Business Electives cannot double-count with any other degree requirement including the minor.

### Concentration Courses

- Introduction to Financial Accounting
- Business Modeling
- Data Science for Human Minds
- Human Stupidity
- Reason, Passion and Cognition
- Any course in 09-100 (Chemistry) or higher
- Any course in 03-100 (Biological Sciences) or higher
- Any course in 03-102 (Psychology) or higher
- Any Information Systems course 67-100 or higher

### Free Electives

Any course in 03-100 (Biological Sciences) or higher
Any course in 15-100 (Computer Sciences) or higher
Any course in 33-100 (Physics) or higher
Any course in 09-100 (Chemistry) or higher
Any course in 85-102 (Psychology) or higher
Any course in 80-100 (Psychology) or higher
Any Information Systems course 67-100 or higher
Any History course 79-100 or higher
Any English course 76-200 or higher
Any Modern Languages course 82-100 or higher
Any business elective course (70-xxx) that is not being used to satisfy another degree requirement.
Any Carnegie Mellon course outside of Business (70-xxx) or Economics (73-xxx) that follows the University Core policies.

**Minor**

In order to obtain the degree, students must complete a minor from another academic department. For students electing to complete an additional major or dual degree, the minor requirement is waived (as is the concentration requirement).

**Computing @ Carnegie Mellon**

All undergraduate students are required to take 99-101 Computing @ Carnegie Mellon to graduate (usually taken prior to the start of the first year or during the first year). The course focuses on Carnegie Mellon tools and technologies.

**Business Concentrations**

The concentration allows students to gain knowledge and expertise in a particular area of business practice. The coursework in the concentration prepares students with the knowledge and skills for their career pursuits. Completing a concentration is part of the business degree requirements. Business concentrations require at least 4 courses beyond the Business Core. Courses taken to meet concentration requirements are not allowed to double count toward any other BA degree requirements, including the minor requirement. Business concentrations may require prerequisites from courses outside the concentration.

**Accounting**

Required:
- 70-424 Corporate Financial Reporting

Choose 3 remaining courses from:
- 70-422 Managerial Accounting
- 70-427 Fundamentals of Banking Institutions
- 70-428 Financial Statement Analysis
- 70-498 Business Language Analytics: Mining Financial Texts and Graphs

**Business Analytics and Technologies**

Choose 1 from:
- 70-474 Data Mining & Business Analytics
- 70-467 Machine Learning for Business Analytics

Choose 3 remaining courses from:
- 70-474 Data Mining & Business Analytics
- 70-455 Data Management Fundamentals
- 70-458 Advanced Data Management
- 70-460 Mathematical Models for Consulting
- 70-467 Machine Learning for Business Analytics
- 70-469 End to End Business Analytics
- 70-498 Business Language Analytics: Mining Financial Texts and Graphs
- 73-374 Econometrics II

**Entrepreneurship**

Required:
- 70-415 Introduction to Entrepreneurship
- 70-416 New Venture Creation

Choose 2 remaining courses from:
- 70-395 Funding Entrepreneurial Ventures
- 70-438 Commercialization and Innovation
- 70-443 Digital Marketing and Social Media Strategy
- 49-300 Integrated Product Conceptualization
- 70-509 Independent Study in Entrepreneurship (special permission required)

**Finance**

Required:
- 70-492 Investment Analysis
- 70-495 Corporate Finance

Choose 2 remaining courses from:
- 70-339 FinTech
- 70-353 Financial Regulation in the Digital Age
- 70-388 International Finance
- 70-484 Data Science for Finance

**Global Economics and Business**

Required:
- 73-265 Economics and Data Science

Choose 1 course from:
- 73-347 Game Theory Applications for Economics and Business
- 73-421 Emerging Markets

Choose 2 remaining courses from:
- 70-396 International Finance
- 73-338 Financial Crises and Risk
- 73-341 Managing through Incentives
- 73-365 Firms, Market Structures, and Strategy
- 73-366 Designing the Digital Economy
- 73-372 International Money and Finance
- 73-427 Sustainability, Energy, and Environmental Economics

**OPERATIONS MANAGEMENT**

Required:
- 70-460 Mathematical Models for Consulting
- 70-471 Supply Chain Management

Choose 2 remaining courses from:
- 70-373 Sustainable Operations
- 70-422 Managerial Accounting
- 70-447 Client Consulting Project: Strategic Management of the Enterprise
- 70-453 Business Technology for Consulting or 70-462 Uncertainty and Risk Modeling
- 70-474 Quality Principles and Productivity
- 70-476 Service Operations Management
- 70-477 Real Options: Creating Value Beyond NPV
- 70-493 Valuation and Financial Modeling

**Marketing Management**

Required:
- 70-481 Marketing Research

Choose 3 remaining courses from:
- 70-385 Consumer Behavior
- 70-443 Digital Marketing and Social Media Strategy
- 70-482 Pricing Strategy
- 70-483 Advertising and Marketing Communications
- 70-485 Product and Brand Management

**Strategic Management**

Choose 1 course from:
- 70-437 Strategic Management and Innovation
- 70-440 Corporate Strategy
- 70-465 Technology Strategy

Choose 3 remaining courses from:
- 70-341 Team Dynamics and Leadership
- 70-342 Managing Across Cultures
- 70-385 Consumer Behavior
- 70-424 Corporate Financial Reporting
- 70-437 Strategic Management and Innovation
- 70-440 Corporate Strategy
- 70-465 Technology Strategy

**Additional Major/Dual Degree**

Additional Major in Business Administration

Students are eligible to apply for the Additional Major in Business Administration after completion of the Minor in Business Administration requirements plus 21-120 Differential and Integral Calculus and 70-207...
Probability and Statistics for Business Applications (or equivalent course). In addition, students must have cumulative QPA of 3.0 or higher. The following courses are required for the Additional Major:

**Business Foundations**

<table>
<thead>
<tr>
<th>Mathematics</th>
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<tr>
<td>21-120  Differential and Integral Calculus</td>
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</tr>
<tr>
<td>or 21-111  Calculus I</td>
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<tr>
<td>&amp; 21-112  Calculus II</td>
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</tr>
<tr>
<td>21-256  Multivariate Analysis</td>
<td>9</td>
</tr>
<tr>
<td>or 21-254  Linear Algebra and Vector Calculus for Engineers</td>
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<tr>
<td>or 21-259  Calculus in Three Dimensions</td>
<td></td>
</tr>
<tr>
<td>70-257  Optimization for Business</td>
<td>9</td>
</tr>
<tr>
<td>or 21-257  Models and Methods for Optimization</td>
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</tr>
<tr>
<td>or 21-292  Operations Research I</td>
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</tbody>
</table>

**Economics**

| Principles of Microeconomics     | 9     |
| Principles of Macroeconomics     |       |
| Intermediate Microeconomics      |       |
| or Intermediate Macroeconomics   |       |

**Statistics**

| Probability and Statistics for Business Applications | 9     |
| or Reasoning with Data                  |       |
| 70-208  Regression Analysis            | 9     |
| or Methods for Statistics & Data Science |       |

**Business Core**

| Business Computing                  | 9     |
| Introduction to Accounting          |       |
| Organizational Behavior             | 9     |
| Business, Society and Ethics        | 9     |
| Business Communications             | 9     |
| Business Presentations              |       |
| Business Operations Management      | 9     |
| Marketing I                         | 9     |
| Finance                             | 9     |
| Management Game                     | 12    |

**Business Electives**

Students must complete a minimum of 18 units with a maximum of 21 units in Business courses (70-xxx). The electives cannot include the Business Leadership Endeavor courses (70-104 Business Leadership Endeavor I, 70-204 Business Leadership Endeavor II, 70-304 Business Leadership Endeavor III) and Independent Study/Internship courses.

**Double-Counting Restriction**

Students pursuing the dual degree may double-count two courses with any other major or minor requirements and are allowed unlimited double-counts for the foundation courses. There are no double counting restrictions between the additional major and a student’s home college general education requirements.

**Minor in Business Administration**

The Minor in Business Administration offers students a broad understanding of the core foundations in business. Students are eligible to apply for the minor upon completion of two required courses for the minor. In addition, students must earn a 2.0 QPA in these required courses.

**Required:**

| Global Business | 9 |
| Introduction to Accounting | 9 |
| Principles of Microeconomics | 9 |

1. 70-100 Global Business is intended for first-year and sophomore students only. Juniors and seniors who did not complete 70-100 and pursue the business minor replace the course with a constrained elective.

2. If a student successfully passes the 73-102 waiver, this requirement is waived and the student must take an additional 9 units of either constrained or business electives.

**Constrained Elective - Choose one:**

| Behavioral | 9 |
| Management | 9 |
| Marketing  | 9 |
| Finance    | 9 |

**Business Electives:** Choose 18 units of 70-xxx courses.

- Some courses have prerequisites that might include specific mathematics or other Business courses. Prerequisites are identified in the course listing.

**Double-Counting Restriction**

Students pursuing the Minor in Business Administration may double-count one minor course with any other major or minor requirements. There are no double counting restrictions between the minor and the student’s home college general education requirements.

**Minor in Business Analytics & Optimization**

The Minor in Business Analytics and Optimization is for students interested in learning how modern analytics — its mathematical models and software tools — is applied in business. Students are eligible to apply for the minor upon completion of two required courses for the minor. In addition, students must earn a 2.0 QPA in these required courses.

Students working toward the minor must take a Multivariate Calculus prerequisite course: 21-256 Multivariate Analysis or 21-259 Calculus in Three Dimensions or 21-254 Linear Algebra and Vector Calculus for Engineers

**Modeling Uncertainty (choose one):**

| Probability and Statistics for Business Applications | 9 |
| Reasoning with Data                                   | 9 |
| Engineering Statistics and Quality Control           | 9 |
| Introduction to Probability Theory                   | 9 |

**Business Analytics and Optimization Core (required):**

| Machine Learning for Business Analytics | 9 |
| Data Mining & Business Analytics         | 9 |
| Practical Data Science                  | 9 |
| Optimization for Business               | 9 |
| Models and Methods for Optimization     | 9 |
Innovation & Entrepreneurship Minor Requirements

prototyping and iteration. In a way that galvanizes users and customers. Leveraging the diverse maker culture of Carnegie Mellon, this minor involves collaborative rapid products and services that will captivate society and/or the marketplace. The IDeATe undergraduate curriculum consists of ten areas, all of which can be taken as minors. The themes of these areas integrate knowledge in technology and arts: Game Design, Animation & Special Effects, Media Design, Design for Learning, Sonic Arts, Innovation and Entrepreneurship, Intelligent Environments, Physical Computing, Soft Technologies, and Immersive Technologies in Arts & Culture.

For more information about IDeATe, please see the Undergraduate Options (http://coursecatalog.web.cmu.edu/aboutcmu/undergraduatedepartments/idate) section of the Catalog.

The minor in Innovation and Entrepreneurship is a cross-university initiative that brings together STEM disciplines with arts, humanities, and business. In this minor, you will work collaboratively in hands-on explorations of the complete 21st century innovation ecosystem. You will experience integrated models of innovation that increase the likelihood of home-run products and services that will captivate society and/or the marketplace. Your contributions can fulfill deep-felt needs or connect culture and lifestyle experience:

One Business Course

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>70-100 Global Business</td>
</tr>
<tr>
<td>9</td>
<td>70-106 Business Science</td>
</tr>
</tbody>
</table>

1. Students may not use the 73-102 pre-requisite waiver to satisfy this requirement.

Technical Elective (choose one):

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>9</td>
<td>70-208 Regression Analysis</td>
</tr>
<tr>
<td>9</td>
<td>70-374 Data Mining &amp; Business Analytics</td>
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<tr>
<td>9</td>
<td>70-455 Data Management Fundamentals</td>
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<td>9</td>
<td>70-458 Advanced Data Management</td>
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<td>9</td>
<td>70-460 Mathematical Models for Consulting</td>
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<tr>
<td>9</td>
<td>70-462 Uncertainty and Risk Modeling</td>
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<tr>
<td>9</td>
<td>70-467 Machine Learning for Business Analytics</td>
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<tr>
<td>9</td>
<td>73-374 Econometrics II</td>
</tr>
<tr>
<td>9</td>
<td>15-388 Practical Data Science</td>
</tr>
</tbody>
</table>

Double-Counting Restriction

Students pursuing the minor in Business Analytics and Optimization may double-count one course with any other major or minor requirement. Students may not count double courses within the Business Analytics and Optimization minor requirements. There are no double counting restrictions between the minor and the student's home college general education requirements.

Minor in Innovation & Entrepreneurship (IDeATe)

The minor in Innovation & Entrepreneurship is offered by the Tepper School of Business as part of the Integrative Design, Arts and Technology (IDeATe) network. IDeATe offers students the opportunity to become immersed in a collaborative community of faculty and peers who share expertise, experience, and passions at the intersection of arts and technology. Students will engage in active "learning by doing" in state-of-the-art maker spaces. The program addresses current and emerging real-world challenges that require disciplinary expertise coupled with multidisciplinary perspectives and collaborative integrative approaches.

The IDeATe undergraduate curriculum consists of ten areas, all of which can also be taken as minors. The themes of these areas integrate knowledge in technology and arts: Game Design, Animation & Special Effects, Media Design, Design for Learning, Sonic Arts, Innovation and Entrepreneurship, Intelligent Environments, Physical Computing, Soft Technologies, and Immersive Technologies in Arts & Culture.

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Innovation & Entrepreneurship Minor Requirements

One Business Course

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<tr>
<th>Units</th>
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<tbody>
<tr>
<td>9</td>
<td>73-102 Principles of Microeconomics</td>
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<tr>
<td>9</td>
<td>70-371 Operations Management</td>
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<tr>
<td>9</td>
<td>70-257 Optimization for Business</td>
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</table>

or 21-257 Models and Methods for Optimization

or 21-292 Operations Research I

One Portal Course

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<tr>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>5</td>
<td>15-294 Intermediate Rapid Prototyping</td>
</tr>
<tr>
<td>9</td>
<td>62-478 IDeATe: digITool</td>
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For students without prior programming or computer science experience:

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<tr>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>10</td>
<td>15-104 Introduction to Computing for Creative Practice</td>
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One Entrepreneurship Course

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<thead>
<tr>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>9</td>
<td>70-415 Introduction to Entrepreneurship</td>
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One Venture Creation Course

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>70-395 Funding Entrepreneurial Ventures</td>
</tr>
<tr>
<td>9</td>
<td>70-416 New Venture Creation</td>
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One Innovation Process Course

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<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>9</td>
<td>70-348 Commercialization and Innovation</td>
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One Product Development Course

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<tr>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>12</td>
<td>49-300 Integrated Product Conceptualization</td>
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<tr>
<td>12</td>
<td>49-313 Designing for the Internet of Things</td>
</tr>
</tbody>
</table>

Practice/Experience

Multiple possibilities, including:

- 70-416 New Venture Creation (if you did not take it as your Venture Creation option)
- The Swartz Center for Innovation and Entrepreneurship Innovation Scholars Program (http://www.cmu.edu/swartz-center-for-entrepreneurship/education-and-resources/experiential-learning/innovation-scholars/)
- The Swartz Center for Innovation and Entrepreneurship Project Olympus Probe (http://www.cmu.edu/swartz-center-for-entrepreneurship/education-and-resources/project-olympus/probes/student-probe-projects.html) - Working on your own startup (12 weeks full-time in summer or throughout one full academic year);
- Students may also, with prior approval of the Executive Director of the Swartz Center, Dave Mawhinney, fulfill this requirement through an internship with a qualifying startup or product design firm (12 weeks, full-time). If interested in this option, students should contact Dave Mawhinney (http://www.cmu.edu/swartz-center-for-entrepreneurship/about/steffen.html) during their internship search.

Double-Counting

No more than two minor courses may double-count toward a student’s major core requirements or an additional minor’s core requirements.

Minor in Operations & Supply Chain Management

Students interested in study with a focus mainly on operations, logistics, and supply chain may choose this alternative business-related minor. Even though one of the requirements is a course in engineering project management, the minor is NOT limited to engineering students.

Students are eligible to declare the Minor in Operations and Supply Chain Management upon completion of two required courses for the minor. In addition, students must earn a 2.0 QPA in these required courses.

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>9</td>
<td>70-415 Introduction to Entrepreneurship</td>
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</table>

or 21-257 Models and Methods for Optimization

or 21-292 Operations Research I

or 73-374 Econometrics II
Undergraduate Business Administration Program

70-471 Supply Chain Management 9
70-460 Mathematical Models for Consulting 9
or 70-477 Real Options: Creating Value Beyond NPV

1 If a student successfully passes the 73-102 waiver, this requirement is waived and the student must take an additional 9 units of business electives (70-xxx). The electives cannot include the Business Leadership Endeavor courses (70-104 Business Leadership Endeavor I, 70-204 Business Leadership Endeavor II, 70-304 Business Leadership Endeavor III) and Independent Study/Internship courses.

Engineering Project Management - choose one:
06-421 Chemical Process Systems Design 12
12-411 Project Management for Engineering and Construction 9
18-540 Rapid Prototyping of Computer Systems 12
18-578 Mechatronic Design 12
19-451-19-452 EPP Projects I-II 24
24-370 Engineering Design I: Methods and Skills 12
27-399 Professional Development II 1
42-402 BME Design Project 9
88-451-88-452 Policy Analysis Senior Project-Policy Analysis Senior Project 24

Some courses have prerequisites that might include specific mathematics or other Business courses. These may be found in the course descriptions and should be discussed with a Business advisor.

Double-Counting Restriction
Students pursuing the minor in Operations and Supply Chain Management may double-count two minor courses with requirements outside the minor. There are no double counting restrictions between the minor and the student's home college general education requirements.

Policies & Procedures
Policies and procedures are listed below; additional policies and resources are in the Business Administration Student Handbook on the Tepper School Undergraduate Programs website.

Academic Standing
The Tepper School believes that each student can be successful in their academic pursuits. Academic actions are interventions to support student success and create opportunities to reflect and utilize additional campus resources. Each student’s academic pathway is unique and the Tepper School is committed to partnering with students as they learn and grow as future business leaders. At the end of each semester, a student's academic progress and performance is reviewed by the Academic Actions Committee to determine student standing in the next academic semester.

Academic Progress
UBA students are expected to make adequate academic progress to ensure they complete their Business Administration degree within eight semesters. For most students, this means enrolling and completing at least 45 units per semester as they work to complete business degree requirements. There are key barometers that the UBA program uses to inform academic progress: 1) by the end of a student's fourth semester in the business program, the UBA program expects that a student has successfully completed at least 40% of business foundation and business core classes (A-D grades). This translates to 8 different 9-unit courses that fulfill the requirements in the business foundation and business core courses; 2) and at the completion of a student's sixth semester in the business program, the student has a declared minor and business concentration; 3) maintain a QPA at or above 2.0; 4) complete 36+ units per semester. Students earning less than 36 units in any given semester may be considered by the Academic Actions Committee due to lack of academic progress.

There are times when it is appropriate for students to enroll and complete less than 45 units and students should consult with their advisor to make the decision that is best for their immediate and long-term success. If a student enrolls and completes less than 45 units, they may be reviewed by the Academic Actions Committee to ensure they are making adequate progress toward degree completion.

Good Standing (Departmental Status)
To graduate in eight semesters, students need to earn an average of 45 units per semester and maintain at least a 2.0 QPA.

Concern Status (Departmental Status)
Students who are not making adequate progress toward the degree, demonstrated either through QPA or semester course load, may receive a concern notification. Receiving the letter of concern notifies students they need to engage with their advisor to reflect on their academic performance, address their progress, and determine a plan for success. Students who receive a letter of concern are required to complete an Academic Success Plan with their advisor (instructions are included in the notification).

Academic Probation (Departmental Status)
Students with a semester QPA below 2.0 and/or did not earn at least 36 factorable units are reviewed for departmental probation. Students with a cumulative QPA below 2.0 may also be placed on probation. When a student is placed on probation, the Academic Actions Committee identifies expectations during the upcoming semester to support student success that must be met. Students on probation are required to complete an Academic Success Plan with their advisor (instructions are included in the notification). Students with probation status are not permitted to overload.

Students with probation status will be reviewed by the UBA Academic Actions Committee at the end of their probation semester. Students will return to good standing if they meet their probation expectations, earn at least a 2.0 semester QPA, complete at least 36 units, and earn a cumulative QPA at or above 2.0.

Academic Suspension (University Status, Departmental Decision)
Students who do not meet their probation requirements qualify for academic suspension. When a student is academically suspended, the UBA program remains committed to student success and works with students on suspension throughout the suspension in targeted ways to ensure a successful return and sustained recovery during their CMU career. When a student is placed on academic suspension, they must meet with their academic advisor and the assistant dean to develop a plan for their future success. There are three phases that define the BA framework: phase one (immediately after academic suspension decision); phase two (during the academic suspension); phase three (preparing for the return). Information about these phases is provided in the academic suspension notification. Each phase includes advisor outreach to check-in with the student. While on academic suspension, there are impacts (https://www.cmu.edu/hub/register/leaves-and-returns/impacts.html) for students to be aware of while away.

To return from academic suspension, UBA students are required to submit material for review to determine if a student is permitted to return. Information about the materials required to return from academic suspension and the deadline for submission are communicated within the academic actions letter. The University defines the suspension policy (https://www.cmu.edu/policies/student-and-student-life/suspension-required-withdrawal-policy.html):

University Suspension is a forced, temporary leave from the university. Academic Suspension is the result of poor academic performance or violation of academic regulations and is imposed by the student's college or academic department (see university and college academic policies).

Final Probation (Departmental Status)
Following an academic suspension, UBA students return on final probation. When a student is placed on final probation, the Academic Actions Committee identifies conditions during the probation semester that must be met to support student success. Students on final probation are required to complete an Academic Success Plan with their advisor (instructions are included in the notification) and follow additional conditions outlined by the Academic Actions Committee. Students with final probation status will be reviewed by the UBA Academic Actions Committee at the end of the semester.

Drop (University Status)
Drop means permanent expulsion from the Tepper School. This normally follows a student's failure to meet minimal academic performance while on final probation following academic suspension.

Appeals
Students have the right to appeal Academic Actions Committee decisions to the Tepper School Dean or their appointed designee. All appeals must be received in writing by the deadline printed in the academic standing notification. Additional information about appealing an Academic Actions' decision is found in The Word: Student Handbook.
COURSE DOUBLE COUNTS
Students cannot double count courses within the Business Administration curriculum. Courses in the concentration and business elective requirements are not allowed to double count against any other degree requirement, including minor or additional major pursuits. When choosing to double-count courses between Tepper and other academic departments, the double-count policies are determined by the other academic department for a minor, additional major, and/or dual degree. There are no double-counting restrictions between the minor and the student’s home college general education requirements. Non-Tepper students earning a minor, additional major, or dual degree in Business Administration must adhere to the policies listed in the catalog (http://coursecatalog.web.cmu.edu/schools-colleges/tepper/undergraduatebusinessadministrationprogram/) for double counting courses. There are no double-counting restrictions between the minor or additional major and the student’s home college general education requirements.

COLLEGE HONORS
The Tepper School grants College Honors to graduating students who complete a senior honors thesis. The thesis is a two-semester research project with a written thesis as a final product and a presentation at the University’s Meeting of the Minds research symposium in May. Eligible students must have at least 270 units by the end of the junior year and a 3.5 or higher cumulative GPA. The honors thesis is 18 units in total and students receive College Honors upon graduation. Non-Tepper students pursuing the Business additional major may apply for the Tepper School’s College Honors.

COURSE GRADE POLICIES
UBA students must earn letter grades (A through D) for the required business courses including core courses, foundation courses, general education courses, business electives, and concentration area courses. A letter grade of D or higher must be earned in core business and concentration course requirements to fulfill prerequisite requirements for other business courses. No P grades are allowed for degree requirements, unless taken during the Spring 2020 Special Pass/No Pass election. Repeating courses does not replace the previously earned grade on the transcript and both grades are calculated into the GPA. Carnegie Mellon courses taken to fulfill a course requirement for a major or minor must be completed with a letter grade except for Computing @ Carnegie Mellon (99101). Courses completed with a letter grade earn factorable units that are used to compute GPA. Each academic department adheres to its own grading policies and students are responsible for understanding individual grading policies.

DEAN’S LIST
UBA students who earn at least a 3.75 QPA with at least 36 factorable units (while receiving no conditional grades of “I” forIncomplete) receive Dean’s List honors in fall and spring semesters. The Dean’s List is published on the Tepper School website.

EXTERNAL CREDIT TRANSFER
Courses taken at higher education institutions outside of Carnegie Mellon can be considered for transfer credit if the course and the institution offering them are of a comparable level and rigor as determined by CMU faculty. Transfer credit for any Carnegie Mellon course must be approved through the Tepper process. Retroactive equivalency approval is not granted for business courses. Students must earn a final grade of C or higher to receive transfer credit unless otherwise noted by an individual class. CMU Washington Semester and CMU-Qatar courses are exempt from the transfer course policy. Community college and online courses are considered for transfer credit through the transfer course approval process. The following courses must be taken at the Tepper School of Business: 70-106 Business Science, 70-401 Management Game, and the Business Leadership Endeavor sequence (70-104 Business Leadership Endeavor I, 70-204 Business Leadership Endeavor II, 70-304 Business Leadership Endeavor III). The following requirements must be taken at Carnegie Mellon University: First Year Writing (76-101 Interpretation and Argument, 76-102 Advanced First Year Writing: Special Topics), 76-106 Writing about Literature, Art and Culture, 76-107 Writing about Data, 76-108 Writing about Public Problems) and 99-101 Computing @ Carnegie Mellon.

Business majors can transfer a maximum of five courses total from institutions of higher education to be counted toward the UBA degree, including study abroad. The distribution is as follows (of the 5 courses): only 3 can be taken at U.S. institutions; only 1 can transfer to the concentration courses; only 1 can transfer to the business core; only 1 can transfer to the business foundations, only 1 can transfer as a business elective; only 3 can transfer as University Core.

Non-UBA students interested in pursuing a business minor/additional major can transfer, including study abroad: no more than one course toward a minor administered by the Tepper School; and no more than two courses toward the additional major BA core/elective requirements. Students pursuing the Business Dual Degree are subject to the transfer policy for UBA majors.

External transfer students admitted to UBA may transfer up to 182 units (including AP credit) for the BA degree. External transfer students are not permitted to earn additional transfer credit. Exceptions will be considered for study abroad.

GRADUATION REQUIREMENTS AND PARTICIPATION
In order to graduate with the Bachelor of Science in Business Administration, students must meet all requirements specified for the program (listed within this catalog) with a 2.00 or higher cumulative GPA and 364 earned units. Students must also meet all university residence requirements and all university financial obligations before being awarded the degree and diploma. Students with less than 36 units remaining to complete for their Business Administration degree requirements are eligible to participate in the diploma ceremony. In this situation, students participate in the event but do not receive their diploma until all degree requirements, university residence requirements, and all financial obligations are met.

INCOMPLETE grades
Students who receive an Incomplete grade(s) will work with their faculty member to identify the incomplete work and an agreed upon timeline for completing the work. Students who receive an Incomplete (I) grade will be reviewed for academic progress. The default grade assigned to an Incomplete grade will be considered in the academic actions review.

LEAVE OF ABSENCE
The Tepper School is committed to each student’s success as they progress through the degree requirements. There may be times when it is in the student’s best interest to consider a Leave of Absence in consultation with their academic advisor. W grade assignments are assigned by the academic program depending on the circumstances and timing of the Leave of Absence. When a student elects a Leave of Absence, the program remains committed to student success and works with the student throughout the time away in targeted ways to ensure a successful return to CMU. Students preparing to return from a Leave of Absence will work with the Assistant Dean and academic advisor to submit the required University paperwork and prepare for a successful return.

MBA COURSE ENROLLMENT
Tepper seniors with a cumulative GPA of 3.5 or higher may be eligible to enroll in Tepper graduate courses. MBA core courses are not available for undergraduate enrollment and an application for graduate course enrollment does not guarantee enrollment. Students who are interested in this option should speak with their academic advisor.

MINOR/ADDITIONAL MAJOR REQUIREMENT FOR BUSINESS STUDENTS
The business degree requires students to complete a minor from another academic department. The minor is certified at the time of graduation and failure to complete the minor requirement will prevent a student from graduating. If a student completes an additional major from another academic department, the minor requirement is waived. Additionally, students who earn an additional major are not required to complete the concentration, but must complete 27+ units of business electives to fulfill their business degree requirements. Students earning the Innovation and Entrepreneurship Minor are not eligible for the Entrepreneurship concentration.

UBA students may earn a dual degree by completing a second primary major at Carnegie Mellon. A dual degree replaces the minor requirement for the Business Administration degree. Students are still required to complete the other business degree requirements in their entirety including the University Core, concentration, and business electives requirements.
PASS grades
There is a limit of 9 units of "P" that students may apply toward the 364 units needed for the Business Administration degree (this excludes C@CM). Exceptions are available for students who earned P grades during Spring 2020.

SEMESTER OVERLOAD
A course overload for a business student is any schedule with more than 51 units in Fall or Spring semester or more than 24 units in Summer I or Summer II. Students must petition to receive a semester overload. For Fall and Spring semesters, UBA students petition to enroll in more than 51 units for the semester to total 57 units. For both Summer I and Summer II, UBA students are eligible to enroll in 24 total units and can petition for 3 additional units to total 27 units per term. Students must meet the identified QPA threshold to petition for an overload. Petitions are reviewed and determined by the Tepper School. Students transferring into the UBA program as cross-campus transfers may be required to reduce their unit load to meet the UBA policy of 51 units per semester. New first-year or external transfer students are restricted to 50 units in their first semester and are not eligible to overload until they complete one semester. A student may lose the right to overload if their QPA drops below the threshold after an overload for the next semester has been granted.

STUDENT DEFINED MAJOR
Carnegie Mellon offers the opportunity for undergraduate students to pursue a University Self-Defined Major (SDM). Business students interested in this opportunity should begin by speaking with the Assistant Dean. Tepper requires students pursuing the SDM to be in good academic standing at the time the SDM is approved by Tepper as the home college.

STUDENTS PURSUING BUSINESS MINORS OR ADDITIONAL MAJOR
For non-business students who completed 70-106 as a primary business major and subsequently pursue the business administration minor, 70-106 can substitute for 70-100. 70-106 is not an allowed substitute in any other circumstance.
Students majoring in Mathematics and concentrate in Operations Research who elect to pursue a business administration minor must take an additional constrained elective unique to the minor to avoid a violation of the double-count policy.

Transferring into Business
The Business Administration program accepts applications for transfer admission from any academic institution outside of Carnegie Mellon University on a limited basis. Students interested in transfer should contact Carnegie Mellon's Office of Admission.
The program also accepts applications for transfer from current Carnegie Mellon students who are in other academic programs to begin in either the fall or spring semester. To be considered as a transfer applicant, a student must have successfully completed a Carnegie Mellon math course required in the business program (21-120 Differential and Integral Calculus, 21-256 Multivariate Analysis, 21-254 Linear Algebra and Vector Calculus for Engineers, or 21-259 Calculus in Three Dimensions) and 73-102 Principles of Microeconomics. An applicant must also provide a resume and personal statement as part of the application. Current students interested in transferring must complete the internal transfer application by the deadline (always the last day of class in the semester). Successful transfer is limited by space.

University Core Policies/GENERAL EDUCATION
University Core Free Electives cannot be met by 70-xxx or 73-xxx courses (courses must be taken outside of the business curriculum). Independent study and/or research may count towards the University Core Free Electives as long as the sponsoring department is not Business or Economics. StuCo and Physical Education courses do not count as University Core Free Electives. Transfer courses (including study abroad) pre-approved for transfer equivalency can count in Scientific Reasoning, Informational Literacy, or Global, Cultural, and Diverse Perspectives or in University Core Free Electives. Courses cannot double count for multiple requirements within the University Core.

Full-Time Faculty
MUSTAFA AKAN, Associate Professor of Operations Management – Ph.D., Northwestern University; Carnegie Mellon, 2008–
JAMES F. ALBERTUS, Assistant Professor of Finance – Ph.D., New York University; Carnegie Mellon, 2016–
LAURENCE ALES, Associate Professor of Economics – Ph.D., University of Minnesota; Carnegie Mellon, 2008–
SEAN AMMIRATI, Distinguished Service Professor of Entrepreneurship – B.S. Computer Information Systems, Grove City College; Carnegie Mellon, 2002–
JAY APT, Professor Emeritus – Ph.D., Massachusetts Institute of Technology; Carnegie Mellon, 2000–
LINDA ARGOTE, Thomas Lord Professor of Organizational Behavior and Theory; Director, Center of Organizational Learning, Innovation and Knowledge – Ph.D., University of Michigan; Carnegie Mellon, 1979–
BRANDY L. AVEN, Associate Professor of Organizational Theory, Strategy, and Entrepreneurship – Ph.D., Stanford University; Carnegie Mellon, 2010–
ISABELLE BAJEUX-BESNAINOU, Dean; Professor of Finance – Ph.D., University of Paris; Carnegie Mellon, 1989–
KATHRYN BARRACLOUGH, Associate Teaching Professor of Finance; Associate Dean, Masters Programs – Ph.D., Australian National University; Carnegie Mellon, 2015–
ILKER BAYBARS, Deputy Dean Emeritus, Tepper School of Business; George Leland Bach Chair; Professor of Operations Management – Ph.D., Carnegie Mellon University; Carnegie Mellon, 1979–
JAMES A. BEST, Assistant Professor of Economics – Ph.D., University of Edinburg; Carnegie Mellon, 2018–
CARLA BEVINS, Assistant Teaching Professor of Business Communication – Ph.D., University of Kentucky; Carnegie Mellon, 2017–
ROBERT BLATTBERG, Timothy W. McGuire Distinguished Service Professor of Marketing – Ph.D., Carnegie Mellon University; Carnegie Mellon, 1971–
PETER BOATWRIGHT, Allan D. Shocker Professor of Marketing and New Product Development; Co-Director, Integrated Innovation Institute – Ph.D., University of Chicago; Carnegie Mellon, 1997–
PIETRO BONALDI, Assistant Professor of Accounting – Ph.D., University of Chicago; Carnegie Mellon, 2017–
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ROBERT M. DAIMMON, Richard C. Green Professor of Financial Economics – Ph.D., University of Wisconsin, Madison; Carnegie Mellon, 1984–
TETIANA DAVYDIUK, Assistant Professor of Finance – Ph.D., University of Pennsylvania; Carnegie Mellon, 2017–
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MATTHEW DENES, Assistant Professor of Finance and Entrepreneurship – Ph.D., University of Washington; Carnegie Mellon, 2017–
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JOHN HOOKER, T. Jerome Holleran University Professor of Business Ethics and Social Responsibility; Professor of Operations Research, Emeritus – Ph.D., Vanderbilt University; University of Tennessee; Carnegie Mellon, 1984 –
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