Undergraduate Business Administration Program

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Jennifer Wegner, Assistant Dean, Undergraduate Programs

Location: Tepper Quad, Suite 2400

Email: uba@andrew.cmu.edu

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.

The curriculum includes 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 knowledge that can last a lifetime. The curriculum structure helps Tepper graduates become leaders in complex global business, technical, and political environments.

Beyond the major in Business Administration, we offer the opportunity for minors and additional majors 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>Mathematics</th>
<th>Units</th>
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<tbody>
<tr>
<td>21-120</td>
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<td>or 21-111</td>
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<td>&amp; 21-112</td>
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<td>or 21-292</td>
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<td>73-102</td>
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<td>or 73-104</td>
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<td>73-103</td>
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<td>or 73-230</td>
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<td>or 73-240</td>
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<td>70-207</td>
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<td>or 36-200</td>
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<td>70-208</td>
<td>9</td>
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<tr>
<td>or 36-202</td>
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</tbody>
</table>

### Economics

| 73-102 Principles of Microeconomics | 9 |
| or 73-104 Principles of Microeconomics Accelerated | |
| 73-230 Intermediate Microeconomics | 9 |
| or 73-240 Intermediate Macroeconomics | |

### Statistics

| 70-207 Probability and Statistics for Business Applications | 9 |
| or 36-200 Reasoning with Data | |
| 70-208 Regression Analysis | 9 |
| or 36-202 Methods for Statistics & Data Science | |

### Business Core

<table>
<thead>
<tr>
<th>Units</th>
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<tbody>
<tr>
<td>70-106 Business Science</td>
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<tr>
<td>70-110 Business Computing</td>
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<tr>
<td>70-122 Introduction to Accounting</td>
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<tr>
<td>70-311 Organizational Behavior</td>
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<td>70-332 Business, Society and Ethics</td>
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<tr>
<td>70-340 Business Communications</td>
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<tr>
<td>70-345 Business Presentations</td>
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<tr>
<td>70-371 Operations Management</td>
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</tbody>
</table>

### 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
- Product 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.

### 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 and concentration requirements are waived and the student must complete 9 additional units of business elective coursework.

### University Core

Students are required to complete Tepper School University Core, general education coursework in the liberal arts and sciences.

### Computing @ Carnegie Mellon

All undergraduate students are required to take 99-101 (http:// coursecatalog.web.cmu.edu/search/?P=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 concentrations 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:
Undergraduate Business Administration Program

**70-424 Corporate Financial and Sustainability Reporting**

*Choose 3 remaining courses from:*
- 70-422 Managerial Accounting
- 70-427 Modern Banks: Strategy and Regulation
- 70-428 Financial Statement Analysis
- 70-498 Business Language Analytics: Mining Financial Texts and Graphs

**Business Analytics and Technologies**

*Choose 1 from:*
- 70-374 Data Mining & Business Analytics
- 70-467 Machine Learning for Business Analytics

*Choose 3 remaining courses from:*
- 70-374 Data Mining & Business Analytics
- 70-387 Strategy for High-Tech Products and Services
- 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
- 73-366 Designing the Digital Economy
- 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:*
- 70-337 Business of Blockchain
- 70-353 Financial Regulation in the Digital Age
- 70-398 International Finance
- 70-484 Data Science for Finance
- 70-490 Big Data in Finance and Machine Learning
- 70-493 Valuation and Financial Modeling
- 70-497 Derivative Securities
- 70-498 Business Language Analytics: Mining Financial Texts and Graphs
- 73-338 Financial Crises and Risk

**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:*
- 70-398 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

**Product Management**

*Required:*
- 70-387 Strategy for High-Tech Products and Services
- 70-452 Introduction to Product Management

*Choose 1 course from:*
- 05-391 Designing Human Centered Software
- 05-410 User-Centered Research and Evaluation

- 70-389 Design Thinking for Business: Creative Solutions for Complex Problems

*For business majors with an HCII minor or additional major the requirement is waived and are required to take 2 courses from 70-385, 70-443, 70-481, 70-482.*

*Choose 1 course from:*
- 70-385 Consumer Behavior
- 70-443 Digital Marketing and Social Media Strategy
- 70-481 Marketing Research
- 70-482 Pricing Strategy

**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
- 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
- 70-387 Strategy for High-Tech Products and Services
- 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
- 70-465 Technology Strategy

*Choose 3 remaining courses from:*
- 70-387 Strategy for High-Tech Products and Services
- 70-341 Team Dynamics and Leadership
- 70-342 Managing Across Cultures
- 70-385 Consumer Behavior
- 70-424 Corporate Financial and Sustainability Reporting
- 70-437 Strategic Management and Innovation
- 70-440 Corporate Strategy
- 70-465 Technology Strategy

**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).

The following courses are required for the Additional Major:

**Business Foundations**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>10</td>
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<tr>
<td>or 21-111</td>
<td>Calculus I</td>
</tr>
<tr>
<td>or 21-112</td>
<td>Calculus II</td>
</tr>
<tr>
<td>or 21-254</td>
<td>Linear Algebra and Vector Calculus for Engineers</td>
</tr>
<tr>
<td>or 21-259</td>
<td>Calculus in Three Dimensions</td>
</tr>
<tr>
<td>70-257</td>
<td>Optimization for Business</td>
</tr>
</tbody>
</table>

**Required:**
- 21-120 Differential and Integral Calculus
- 21-256 Multivariate Analysis
- 70-257 Optimization for Business
or 21-257 Models and Methods for Optimization
or 21-292 Operations Research I

Economics
73-102 Principles of Microeconomics 9
or 73-104 Principles of Microeconomics Accelerated
73-103 Principles of Macroeconomics 9
73-230 Intermediate Microeconomics 9
or 73-240 Intermediate Macroeconomics

Statistics
70-207 Probability and Statistics for Business Applications 9
or 36-200 Reasoning with Data
70-208 Regression Analysis 9
or 36-202 Methods for Statistics & Data Science

Business Core
70-110 Business Computing 9
70-122 Introduction to Accounting 9
70-391 Business, Society and Ethics 9
70-340 Business Communications 9
70-345 Business Presentations 9
70-371 Operations Management 9
70-381 Marketing I 9
70-391 Finance 9
70-401 Management Game 12

Business Electives
Students must also 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 additional major may double-count two courses with any other major or minor requirements and are allowed unlimited double-counts for the business foundation courses. There are no double counting restrictions between the additional major and a student's home college general education requirements.

Dual Degree in Business Administration
Students intending to pursue a Dual Degree in Business Administration are required to apply for the dual degree and encouraged to consult with the Assistant Dean about their interests and application process. In addition to the student's primary degree requirements, a student accepted for Dual Degree in Business Administration is required to complete an overall number of units that exceeds the minimum unit requirement for the degree with the smaller unit requirement, by at least 90 units. Further, they must meet all requirements for the Business Administration major including the major's University Core, concentration area, and business elective requirements. The student's primary major will substitute for the minor requirement. The student's primary major must be completed prior to or at the same time as the dual degree in Business Administration to satisfy the minor requirement.

Students pursuing the dual degree may double-count two courses with any other degree, major, or minor requirements.

Minors
The Tepper School offers several minor options for students interested in studying business - Business Administration, Business Analytics and Optimization, Financial Management, Product Management, and Operations and Supply Chain Management.

The minor in Innovation and Entrepreneurship is offered by the Tepper School through the Integrated Design, Arts, and Technology (IDeATe) network. Students must follow IDeATe policies and procedures for this minor.

Application:
Students are eligible to apply for a minor upon completion of two required courses for the minor wherein they earn a 2.0 QPA or higher in said courses.

Double-Counting:
While there are no double counting restrictions between the minor and the student's home college general education requirements, only one minor course may double-count with any other major or minor requirements. The Minor in Operations and Supply Chain Management allows an additional double-count for a total of 2 courses that may double-count with any other major or minor requirements.

Minor in Business Administration
Required:
70-100 Global Business 1 9
70-122 Introduction to Accounting 9
73-102 Principles of Microeconomics 2 9
or 73-104 Principles of Microeconomics Accelerated

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. 70-106 Business Science can substitute for 70-100 only if 70-106 has already been completed.

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 as defined by the minor.

Constrained Elective (choose one):
70-311 Organizational Behavior 9
70-371 Operations Management 9
70-381 Marketing I 9
70-391 Finance 9

Business Electives: 18 units of 70-xxx courses.

Minor in Business Analytics & Optimization
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):
70-207 Probability and Statistics for Business Applications 9
36-200 Reasoning with Data 9
36-220 Engineering Statistics and Quality Control 9
36-225 Introduction to Probability Theory 9

Business Analytics and Optimization Core (required):
70-467 Machine Learning for Business Analytics 9
or 70-374 Data Mining & Business Analytics
or 15-388 Practical Data Science
70-257 Optimization for Business
or 21-257 Models and Methods for Optimization
or 21-292 Operations Research I
70-469 End to End Business Analytics 9

Business Foundations Elective (choose one):
70-122 Introduction to Accounting 9
70-311 Organizational Behavior 9
70-371 Operations Management 9
70-381 Marketing I 9
70-391 Finance 9
73-102 Principles of Microeconomics 1 9
or 73-104 Principles of Microeconomics Accelerated

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

Technical Elective (choose one):
Minor in Financial Management

Required:

- 70-391 Finance 9
- 70-493 Valuation and Financial Modeling 9
- 70-207 Probability and Statistics for Business Applications 9
  or 36-200 Reasoning with Data 9
  or 36-220 Engineering Statistics and Quality Control 9
  or 36-218 Probability Theory for Computer Scientists 9
  or 36-225 Introduction to Probability Theory 9
  or 36-217 Probability Theory and Random Processes 9

Elective Courses (choose three):

- 70-398 International Finance 9
- 70-428 Financial Statement Analysis 9
- 70-492 Investment Analysis 9
- 70-495 Corporate Finance 9
- 73-103 Principles of Macroeconomics 9
- 73-337 Business of Blockchain 9
- 21-270 Introduction to Mathematical Finance 9

Minor in Innovation & Entrepreneurship (IDeATe)

The minor in Innovation & Entrepreneurship is offered by the Tepper School of Business (https://www.cmu.edu/tepper/) as part of the Integrative Design, Arts, and Technology (http://coursecatalog.web.cmu.edu/schools-colleges/tepper/undergraduatebusinessadministrationprogram/idate.cmu.edu/) network. Innovation & Entrepreneurship is for thinkers, dreamers, problem solvers, and realists. Students quickly learn the myth of the lone creative genius is just that, a myth, and the most transformative ideas and viable businesses come from creativity and repeatable innovation processes, business strategies and models, focused work, and a commitment to tackling real-world problems to bring value to people and the market. Through multidisciplinary coursework and a diverse cadre of faculty experts in business, technology, engineering, and design, students will learn how to research, ideate, visualize, and strategize taking an idea or venture forward from multiple perspectives and collaborations. You can expect to expand as a critical thinker while adding hard and soft skills in your toolkit through hands-on learning experiences.

Specifically, you will take courses that emphasize:

- Experiential learning by doing through real-world problems, scenarios, case studies, etc.
- Critical thinking skills to understand problems, analyze strategies, determine approaches
- Multidisciplinary teamwork and collaboration
- Innovation processes, business models, strategies, and approaches
- 2D and 3D prototyping and visualizing of concepts and solutions

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

Innovation & Entrepreneurship Minor Requirements

Innovation Entrepreneurial Mindset Course

- 70-246 Innovation & Entrepreneurial Mindset 6

One Portal Course

For students without prior design or product design experience, one of the following:

- 15-294 Special Topic: Rapid Prototyping Technologies 5
- 15-394 Intermediate Rapid Prototyping 5
- 51-236 Information Design 9
- 62-478 IDeATe: digiTool 9

For students without prior programming or computer science experience:

- 15-104 Introduction to Computing for Creative Practice 10

One Entrepreneurship Course

- 70-415 Introduction to Entrepreneurship 9

One Venture Creation Course

- 70-395 Funding Entrepreneurial Ventures 9
- 70-416 New Venture Creation 9

One Innovation Process Course

- 70-438 Commercialization and Innovation 9

One Product Development Course

- 49-300 Integrated Product Conceptualization 12

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 (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 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/staff.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

Required:

- 73-102 Principles of Microeconomics 9
- 70-371 Operations Management 9
- 70-257 Optimization for Business 9
- 21-257 Models and Methods for Optimization 9
- 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), 70-207 Probability and Statistics for Business Applications, 70-208 Regression Analysis 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 12
24-370 Mechanical Design: Methods and Applications 12
42-402 BME Design Project 9
88-451-88-452 Policy Analysis Senior Project-Policy Analysis Senior Project 12

Minor in Product Management

Required:
70-381 Marketing I 9
70-387 Strategy for High-Tech Products and Services 9
70-452 Introduction to Product Management 9
73-102 Principles of Microeconomics * 9
or 73-104 Principles of Microeconomics Accelerated 9

* If a student successfully passes the 73-102 waiver, this requirement is waived and the student must take an additional 9 units of minor coursework.

Course in Design Thinking (choose one):
70-389 Design Thinking for Business: Creative Solutions for Complex Problems 9
05-391 Designing Human Centered Software 12
05-410 User-Centered Research and Evaluation 12

Marketing Course (choose one):
70-385 Consumer Behavior 9
70-481 Marketing Research 9
70-482 Pricing Strategy 9
70-483 Advertising and Marketing Communications 9

Business Administration Policies and Procedures

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

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 for double counting courses. Students pursuing multiple Tepper minors cannot double count beyond one course across the minors. There are no double-counting restrictions between the minor or additional major and the student’s home college general education requirements.

COURSE GRADE POLICIES

Students in the business administration major 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. The only degree requirement wherein a P grade is acceptable is Computing @ Carnegie Mellon (99101) or P grades awarded in 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 QPA. Courses completed with a letter grade earn factorable units that are used to compute QPA.

DEAN’S LIST

Business Administration students who earn at least a 3.75 QPA with at least 36 factorable units (while receiving no conditional grades of “I” for Incomplete) 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 meet a comparable level and rigor as determined by CMU faculty. Transfer credit for any Carnegie Mellon course must be approved through the appropriate review processes.

Students must earn a final grade of C or higher to receive transfer credit unless otherwise noted by an individual approval. CMU Washington Semester and CMU-Qatar courses are exempt from the transfer course policy; community college and online courses may be considered for transfer credit by the individual department policies. Students pursuing the Dual Degree in Business Administration are subject to the transfer policy for business administration primary majors.

The following courses must be taken at Carnegie Mellon: 70-106 Business Science, 70-104 Business Leadership Endeavor I, 70-204 Business Leadership Endeavor II, 70-304 Business Leadership Endeavor III, 70-401 Management Game or equivalent, 99-101 Computing @ Carnegie Mellon or First Year Writing.

Business students can transfer up to 90 units from higher education institutions to count towards the degree requirements, including study abroad.

Only 5 courses can be taken at U.S. institutions;
Only 2 courses can transfer to the business foundation courses requirements;
Only 1 course can transfer between the concentration and business elective course requirements;
Only 1 course can transfer to the business core course requirements;
Only 3 courses can transfer as general education courses.

Students who complete dual enrollment college coursework during high school must be able to produce a university/college transcript and demonstrate that the course was taught by a college/university faculty member. Dual enrollment courses must be evaluated within the CMU equivalency processes and the courses must fall within the current transfer policy. External transfer students admitted to the Tepper School may transfer up to 182 units (including AP credit). External transfer students are not permitted to earn additional transfer credit with exceptions considered for study abroad.

Non-UBA students interested in pursuing a business minor/additional major can transfer no more than 9 units toward a minor/no more than 27 units toward the additional major requirements.

MBA COURSE ENROLLMENT

Tepper seniors with a cumulative QPA 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 requirement for business students & additional major option

Students are required to complete a minor to earn the business degree, and some students choose to fulfill this requirement with an additional major. Each college has its own process for declaring a minor/additional major; students should work with the individual department to learn their policies. Upon official declaration of the minor/additional major, students should regularly meet with the minor/additional major advisor and their Tepper School advisor to ensure that they are meeting the requirements of the minor/additional major. If a student completes an additional major, the minor requirement is waived (as is the concentration requirement). Students must complete at least 27 plus units of business elective courses for their degree requirements if they earn an additional major. The minor/additional major is certified by the corresponding department at the time of graduation. Failure to complete the minor requirement will prevent a student in business administration from graduating.
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.

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 a major change from current Carnegie Mellon students who are in other academic programs to begin in either the fall or spring semester. To be considered, 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 21-359 Calculus in Three Dimensions) and 73-102 Principles of Microeconomics or 73-104 Principles of Microeconomics Accelerated. The application also requires a resume and personal statement. CMU students interested in changing to a Tepper major must complete the internal transfer application by the deadline which is always the last day of class in the semester preceding the desired semester for transfer. Successful transfer is limited by space.

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, 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-BESNAILOU, Dean; Richard P. Simmons Professor of Finance – Ph.D., University of Paris; Carnegie Mellon, 1989–
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