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NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): University of Central Missouri

Program Title: BSBA Hospitality Management

Degree/Certificate: BSBA

Options: N/A

Delivery Site(s): University of Central Missouri – both the Summit Center and main campus are potential delivery sites

CIP Classification: 520901 (Please provide a CIP code)

Implementation Date: Fall 2013

Cooperative Partners: n/a

AUTHORIZATION:

Michael J. Grelle/Vice Provost

3/6/13

Name/Title of Institutional Officer

Signature

Date

Christine Wright

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Person to Contact for More Information

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New Program Proposal **Hospitality Management**, Bachelor of Science in Business Administration

Introduction:

The Hospitality Management major is a cross-disciplinary business program that prepares students for employment by large hotel and restaurant chains as well as other managerial business positions.

This program uses existing courses for 117 credits of the 120 credit program. The program includes UCM General Education courses, BSBA prerequisites, BSBA core, courses from the BSBA in Management and courses from the BS in Hotel and Restaurant Administration. The only new course in this major is HM 3880 Internship.

Justification:

The BSBA in Hospitality Management (BSBA HM) is a natural maturity of the degree program with the recent inclusion of the Hotel & Restaurant Administration faculty in the AACSB accredited HCBPS.

The Hotel & Restaurant Administration (HRA) advisory board strongly supports the BSBA in HM and was instrumental in initiating development of the program.

Hospitality and Restaurant Administration (HRA) Advisory Board Input

The BS in Hotel and Restaurant Administration is an important major for employers in Missouri. However, some students would be better suited to a BSBA degree with more business background classes. The HRA Advisory Board was adamant that BOTH degrees (BS and BSBA) be offered at UCM (pending approval by UCM and CBHE) because both are valuable in their industry.

The Hotel & Restaurant Advisory Board members are from many KC hotels, restaurants and casinos. These board members are in mid to high-level management and frequently hire our BS graduates. They listed the following reasons for offering a BSBA in Hospitality Management addition to the BS in Hotel and Restaurant Administration.

- The BSBA in Hospitality Management will provide employers with students who have a more comprehensive understanding of financial management while maintaining strong interpersonal skills and proven work experience.
- The BSBA in HM targets the student looking for more than an entry level or entry supervisor position upon graduation. It targets the student who is more prepared to move vertically within an organization faster.
- Those with the BSBA will likely rise to higher levels of management in larger organizations. However, those with the BS learn functional skills critical to low and mid-level managers in hotels, restaurants and other hospitality related businesses.
- The BSBA in HM also supports the student who envisions continued education with an MBA.
- A BSBA from an AACSB accredited business school affords multiple career tracks and greater potential for specialization beyond hospitality.

Accreditation

The current BSBA programs in the UCM HCBPS are accredited by the AACSB. Approval of this program at UCM will include the program on the list of BSBA programs at UCM that are AACSB accredited.

Accreditation is important and is recognized by the International Council on Hotel, Restaurant and Institutional Education (ICHRIE), an institution that is the global advocate for hospitality and tourism

education and training. This organization connects hospitality and tourism programs across the United States and the world. Not one of the top 20 hospitality programs is unaccredited.

Accreditation opens doors for our students including additional access to corporate internships, and corporate management training at large hotel chains. This program will enable our students to meet the requirements of such employers as Applebee's, TGIF, Houston's and Darden restaurants: Red Lobster, Olive Garden, Longhorn Steak House and corporate management training at chains like Hyatt, Marriott, Sheraton and Hilton.

According to the Economic Impact of Missouri's Tourism and Travel Industry 2010, the Travel and Tourism Industry in Missouri has increased in relative importance and has helped mitigate the effects of the weak economy. Taxable sales in the 17 tourism related industries accounted for 14.32% of all taxable sales during FY10, up from 14.17% during FY09. Similarly, employment in tourism-related industries accounted for 10.90% of all employment in Missouri during FY10, up from 10.79% during FY09. Visitors' numbers are beginning to increase and major development hot spots include Kansas City, Branson and St. Louis. Employment in this sector remained constant in FY11 and is expected to rise in the coming years.

New Course

The only new course is HM 3880 Internship. The HCBPS Internship office handles all internships. This is not a 'class' that meets in a classroom. Thus 'staffing' is really not an issue. The HCBPS Internship Office has indicated that it can accommodate the additional students (see support from Penny Kugler, Director of the HCBPS Internship Office below)

Enrollment Projection: This program uses existing BSBA pre-admission and core classes. It also uses courses from the BS in Hotel and Restaurant Administration (H&RA) and BSBA in Management majors. Both programs have available capacity in their courses. The BSBA prerequisites and core also have available capacity (see support from the Chairs of Accountancy and CIS, and Economics, Finance and Marketing below). 1st year enrollment projected to be at 10, 3rd year at 40.

Proposed Major in Hospitality Management Catalog Entry

Hospitality Management Major, Bachelor of Science in Business Administration (BSBA) Degree

Outcomes:

1. A customer service focus
2. Apply critical thinking, problem solving, communicating and investigating skills specific to hospitality management
3. Develop skills and attitudes required for life-long learning and serving others
4. Organize activities and analyze financial information to implement decisions
5. Further develop career and professional skills gained through work experience and internships

General Education Requirements for BSBA in Hospitality Management majors 48 hours

- Division I Intellectual Skills
 - Area B: Oral Communication
 - Comm 1000 Public Speaking
 - Area C: Mathematical Reasoning
 - Math 1111 College Algebra*
- Division II Core
- Area A: Part II Technology
 - CIS 1600 – Business Information Management*
 - Area B: Social and Behavioral Sciences
 - Econ 1010 Principles of Macroeconomics*
 - GEOG 2212 World Geography
 - Hist 1350 or Hist 1351 (to fulfill state law requirement Section 170.011 RSMO Supp (1988))
 - Area D: Cultural Interaction
 - GEOG 3201 – The Cultural Landscape
- Division IV Integrative Studies
 - ICAP 4357 Organizational Policy and Strategy*



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STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	10	25	40	55	65
Part Time	1	2	3	3	3
Total	11	27	43	58	68

This proposed BSBA in Hospitality Management will be offered on campus. The enrollment projections above represent students expected on-campus.

Eventually once the program is established, we will submit the appropriate paperwork to offer it at the new Summit Center in Lee's Summit, MO. Johnson County Community College in Overland Park, KS graduates about 150 students per year in their AA in Hospitality program each year. We expect to gain 15-20 of these graduates each year once the new Summit Center is operational.

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Form SE - Student Enrollment Projections

MDHE

Program Structure

A. Total Credits Required for Graduation

120

B. Residency Requirements – All UCM Residency requirements are applicable. There are no program specific residency requirements

C. General Education

48 credit hours

General Education	Division I	Area A	ENGL 1020 and ENGL 1030	6 cr hr
General Education	Division I	Area B	Comm 1000	3 cr hr
General Education	Division I	Area C	MATH 1111	3 cr hr
General Education	Division II	Area A Part I	Sciences	7 cr hr
General Education	Division II	Area A Part II	CIS 1600	2 cr hr (1 hr in bus. preadm)
General Education	Division II	Area B	GEOG 2212	3 cr hr
General Education	Division II	Area B	ECON 1010	3 cr hr
General Education	Division II	Area B	HIST 1350 or 1351 or POLS 1510	3 cr hr
General Education	Division II	Area C	Fine Arts/Humanities	9 cr hr
General Education	Division II	Area D	GEOG 3201	3 cr hr
General Education	Division III	Personal Interaction		3 cr hr
General Education	Division IV	Integrative Studies	ICAP 4357	3 cr hr

D. Major Requirements

Business Preadmission

16 credit hours

Econ 1010 Principles of Macroeconomics (included in General Education)	3 cr hr*
Econ 1011 Principles of Microeconomics	3 cr hr
Math 1111 Coll. Algebra (included in General Education)	3 cr hr*
Fin 2801 Statistics I	3 cr hr
BLAW 2720 Legal Environment of Business	3 cr hr
CIS 1600 Business Information Mgt (included in General Ed)	3 cr hr* (2 hrs in Gen Ed)
ACCT 2101 Principles of Financial Accounting	3 cr hr
Acct 2102 Principles of Managerial Accounting	3 cr hr
<i>*8 credit hours are included in General Education</i>	

Business Core

21 credit hours

IBE Block	
MGT 3315 Management of Organizations	3 cr hr
MKT 3405 Marketing Policy	3 cr hr
CIS 3630 Management Information Systems	3 cr hr
MGT 3385 or MKT 3485 or CIS 3685 IBE Practicum	(included in major req)
MGT 3360 Production and Operations Management	3 cr hr
MGT 3325 Business Communication	3 cr hr

FIN 3801 Business Statistics II	3 cr hr
FIN 3850 Principles of Finance	3 cr hr

Major Requirements

33 credit hours

MGT 3385 or MKT 3485 or CIS 3685 IBE Practicum (in Bus Core)	3 cr hr
HM 1800 Introduction to Hospitality	3 cr hr
HM 2830 Hospitality Case Analysis (1 credit – take twice)	2 cr hr
MGT 3345 International Management (1 credit)	1 cr hr
HM 3844 Restaurant Operations	3 cr hr
HM 3800 Lodging Management	3 cr hr
HM 4830 Tourism Marketing	3 cr hr
HM 4820 Sustainability and Operations Management	3 cr hr
MGT 3320 Systems, Teams & Org Behavior	3 cr hr
HM 4845 Senior Seminar	3 cr hr
HRM 3920 Human Resource Management	3 cr hr
HM 3880 Internship	3 cr hr

E. Free Electives

2 credit hours

F. Requirements for Thesis, Internship or other Capstone Experience

There is no thesis requirement. Students in this major must complete a 3 credit internship. Additionally, HM 4845 Senior Seminar is the capstone for the major. ICAP 4357 is the BSBA capstone for all business majors.

G. Any unique features such as interdepartmental cooperation:

This degree program includes only one new course number: HM 3880 Internship. All other courses were existing courses in the Harmon College of Business and Professional Studies. The BSBA Prerequisites and BSBA Core are common for all BSBA students. The courses in the major came from existing courses in the BS in Hotel & Restaurant Administration and the BSBA in Management. Thus, this unique program meets the needs of students and industry with no new courses (except the internship experience requirement).



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PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name University of Central Missouri
Program Name BSBA in Hospitality Management
Date September 4, 2012

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
See Appendix 1 attachment
- Characteristics of a specific population to be served, if applicable.
The BSBA in Hospitality Management supports the goals of the program advisory board, seeking students who have a more comprehensive understanding of financial management while maintaining strong interpersonal skills and proven work experience. The BSBA in HM also supports the student who envisions continued education with an MBA. A BSBA from an accredited business school affords multiple career tracks and greater potential for specialization beyond hospitality.

Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
Regular full-time tenure track faculty will be preferred to hold a doctorate in a field related to hospitality, hotel and or restaurant management. Work experience, in addition to the doctorate, in the area of teaching is also preferred. Faculty in the restaurant area should be Serv-Safe certified and be qualified (or become qualified) as a Serv-Safe certified instructor. See Appendix 3 attachment for information on institutional characteristics demonstrating why UCM is particularly well equipped to support the proposed BSBA in Hospitality Management.
- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
Full time faculty are expected to teach all classes in this major for at least the first several years of program implementation. This proposed major utilizes existing courses from the

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BS in Hotel and Restaurant Administration and the BSBA in Management degree programs. The courses in these programs are taught by regular full time faculty.

- Expectations for professional activities, special student contact, teaching/learning innovation.

Faculty are expected to serve as active advisors to student hospitality organizations. Faculty will help students identify internship opportunities within a hospitality organization through continued engagement with professionals via professional organizations related to hospitality management. Faculty are expected to continue to improve learning facilitation skills. Faculty are expected to continue to review course and program outcomes on a regular basis and ensure that outcomes meet the needs of the profession. Membership and engagement in local/regional/national hospitality organizations is expected.

Enrollment Projections

- Student FTE majoring in program by the end of five years.
Expect 65 majors in program by the end of five years.
- Percent of full time and part time enrollment by the end of five years.
We expect BSBA full-time students on campus. Johnson County Community College in Overland Park, KS graduates about 150 students per year in their AA in Hospitality program each year. We expect to gain 15-20 of these graduates each year once the new Summit Center is operational. This proposed BSBA in Hospitality Management will be offered on campus and in the future at the Summit Center as well.

Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
Dependent on the opening of the new Lee's Summit Center
- Special skills specific to the program.
Outcomes: 1. A customer service focus 2. Apply critical thinking, problem solving, communicating and investigating skills specific to hospitality management 3. Develop skills and attitudes required for life-long learning and serving others 4. Organize activities and analyze financial information to implement decisions 5. Further develop career and professional skills gained through work experience and internships.
- Proportion of students who will achieve licensing, certification, or registration.
100% ServSafe Food Safety Certified before enrollment in HM 3844 Restaurant Operations.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education

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and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

See Appendix 2 attachment

- Placement rates in related fields, in other fields, unemployed.
UCM Career Services placement rate is in excess of 90%. Further, according to the Economic Impact of Missouri's Tourism and Travel Industry 2010, the Travel and Tourism Industry in Missouri has increased in relative importance and has helped mitigate the effects of the weak economy. Taxable sales in the 17 tourism-related industries accounted for 14.32% of all taxable sales during FY10, up from 14.17% during FY09. Similarly, employment in tourism-related industries accounted for 10.90% of all employment in Missouri during FY10, up from 10.79% during FY09. Visitors' numbers are beginning to increase and major development hot spots include Kansas City, Branson and St. Louis. Employment in this sector remained constant in FY11 and is expected to rise in the coming years.
- Transfer rates, continuous study.
Johnson County Community College in Overland Park, KS graduates about 150 students per year in their AA in Hospitality program each year. We expect to gain 15-20 of these graduates each year once the new Summit Center is operational. This proposed BSBA in Hospitality Management will be offered on campus and at the Summit Center in the future. The faculty in the hospitality area are currently working with JCCC, MCC and State Fair community colleges as well as several St. Louis community colleges to establish and strengthen articulation agreements for this program and UCM's other BSBA programs.

Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons. The current BSBA programs in the UCM HCBPS are accredited by the AACSB. Approval of this program at UCM will include the program on the list of BSBA programs at UCM that are AACSB accredited. Accreditation is important and is recognized by the International Council on Hotel, Restaurant and Institutional Education (ICHRIE), an institution that is the global advocate for hospitality and tourism education and training. This organization connects hospitality and tourism programs across the United States and the world. Not one of the top 20 hospitality programs is unaccredited. Accreditation opens doors for our students including additional access to corporate internships (such as Darden), and corporate management training at chains like Hyatt.

Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and method of surveys.

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The UCM School of Business Administration as part of the AACSB re-affirmation (accreditation) process in the HCBPS conducts an alumni survey every 5 years. The proposed BSBA program would automatically be included in the survey.

- Expected satisfaction rates for employers, including timing and method of surveys. Because of the internship requirement, immediate access to employers and potential employers will be available. All employers for interns are required to complete a satisfaction survey. This will provide regular feedback on the program and students which will be available to be immediately utilized.

Appendix 1

Major Specific Information regarding Accreditation, BSBA Policies, BSBA Admission Requirements, BSBA Graduation Requirements and BSBA Core Courses can be found below and were copied directly from the Fall 2012 UCM Undergraduate Catalog (pp. 87-88).

Accreditation

The Harmon College of Business and Professional Studies and the Accountancy program are accredited by AACSB International located at 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602; phone 813-769-6500; web page www.aacsb.edu.

Bachelor of Science in Business Administration Degree Program Statement of Policy

College Mission

The Harmon College of Business and Professional Studies provides student-focused educational opportunities for individuals preparing to become business professionals and supports the greater economic development needs of Missouri. To accomplish this task the College: Primarily provides undergraduate degree programs in business.

- Provides instruction for undergraduate students in other disciplines who desire to learn about business.
- Provides selected graduate degree programs and instruction to prepare students for professional certifications.
- Maintains a curriculum that reflects the current business environment.
- Seeks students from outside of the service area, including international student enrollment, to enhance diversity.
- Supports the state-wide university mission in technology through selected business-related programs.
- Offers domestic and international internship opportunities.
- Provides opportunities for entrepreneurial education and experience.
- Employs hands-on, technologically enhanced, and outcomes-driven pedagogy.
- Expects faculty to engage in applied and instructional research while recognizing the contribution of basic research.

A supporting mission is to provide meaningful service to the University, area community, and citizens of Missouri. To accomplish this task the college:

- Values and recognizes faculty and student contributions to the University and society.
- Encourages active faculty participation in their respective professions
- Sponsors the Institute for Entrepreneurial Development to train and advise small businesses in the state.

Admission to B.S.B.A. Programs. Acceptance and registration in business administration courses or the declaration of intent to complete a business major do not guarantee admission to the B.S.B.A. programs. A student is not officially admitted to the HCBPS until he/she is notified in writing by a representative of the HCBPS. Only those students who have applied for admission to a program in the HCBPS may file an application for graduation for the B.S.B.A. degree.

The desire of the faculty in the HCBPS is for all UCM students to succeed. To facilitate and support (1) overall academic program quality, (2) student progress through his/her academic program at the desired rate and (3) to better ensure receiving the maximum benefit from the curriculum design, students who desire to earn a B.S.B.A. degree are to enroll and take courses that are specifically designed for their academic classification. This means that freshmen (those who have completed 0-29.5 semester hours of college credit) who take courses within the HCBPS will enroll in 1000 level courses only, sophomores (completed 30-59.5 semester hours) will enroll in 2000 or 1000 level courses, juniors (completed 60-89.5 semester hours) will enroll in 3000, 2000, or 1000 level courses and seniors (all students who have completed 90 semester hours) will enroll in 4000 level courses or below.

All UCM students enrolled in business and economics courses are required to comply with prerequisites for those courses.

Students who have not been admitted to a B.S.B.A. degree program may not enroll in more than a total of 30 semester hours in courses with the following prefixes: ACCT, CIS, ENT, FIN, HRM, MKT, MGT.**

** Deviations from this limit must be approved in writing by the dean of the Harmon College of Business and Professional Studies.

Bachelor of Science in Business Administration

Admission Requirements.

Admission to all B.S.B.A. degree programs is conditional upon the completion of the departmental requirements and the following prerequisites:

1. A minimum of 41 semester hours of credit including the following pre-admission courses:

ACCT 2101 Principles of Financial Accounting	3
ACCT 2102 Principles of Managerial Accounting	3
BLAW 2720 Legal Environment of Business	3
CIS 1600 Business Information Management	3
ECON 1010 Principles of Macroeconomics	3
ECON 1011 Principles of Microeconomics	3
FIN 2801 Business Statistics I	3
MATH 1111 College Algebra	3

2. All students pursuing a B.S.B.A degree must earn a letter grade of C or better in each preadmission course.

3. Attainment of a 2.25 or above (2.65 or above for admission to the School of Accountancy, 2.40 for Finance) grade-point average on a scale of 4.00 for credit hours completed at UCM and elsewhere and attainment of 2.25 or above (2.65 or above for admission to the School of Accountancy, 2.40 for Finance) grade-point on the 23 semester hours of pre-admission courses.

4. Transfer students from other colleges and universities must meet all degree program admission requirements. Transfer students may take appropriate additional course work to fulfill admission requirements.

5. Admission to the B.S.B.A. program is in addition to university admission. Applications to the B.S.B.A. program must be completed online at www.ucmo.edu/applybsba. The admission application should be submitted prior to fulfillment of all admission requirements (generally the fourth semester of course work for students who enter as freshmen and the first semester of course work for transfer students).

Additional Bachelor of Science in Business Administration

Graduation Requirements.

In addition to specified major and other requirements, all students graduating with a B.S.B.A. degree must satisfy the following requirements:

1. Students are required to earn at least 50 percent of their required business credit hours for a B.S.B.A. degree at UCM.
2. Students must achieve a minimum cumulative grade-point average of 2.25 (2.40 for Finance).

Transfer of Credit

Students planning to transfer to UCM should expect to complete most major business courses during their junior and senior years. A student from a two-year or four-year institution may transfer pre-admission courses equivalent to those required for the B.S.B.A. degree at UCM. Transfer students from four-year institutions should obtain transfer information from the academic department offering the major.

Upper division courses (courses at the 3000 and 4000 level) cannot generally be transferred from a two-year institution and applied to a B.S.B.A. degree. However, the department chair responsible for the UCM course may elect to allow such a transfer for equivalent credit. Before the department chair may accept the transfer course for equivalent credit, the course must be "validated" through a departmentally administered examination or successful completion of a more advanced course in the discipline.

The specific validation requirement to be applied will be designated by the department chair. The validation policy for the HCBPS is consistent

with policies and guidelines at comparable business schools and is in effect for all students desiring to transfer courses completed at a community or junior college. Upper division course work transferred from a four-year institution must be reviewed by the department chair before such work can be applied to a B.S.B.A. degree. The department chair may choose to apply the validation requirement to such transfers.

Bachelor of Science in Business Administration

Core Courses.

All B.S.B.A. degree program students are required to successfully complete carefully selected and designed 3000 and 4000 level business core courses. Students may enroll in 3000 level core courses after successfully completing 59.5 semester hours and may enroll in 4000 level core courses after successfully completing 89.5 semester hours.

Prerequisite course requirements are to be complied with at all levels of the core and in other UCM business and economics courses. Exception to these rules concerning core courses may be granted by the chair of the department in the HCBPS in which the course is offered. HCBPS 3000 and 4000 level core courses are listed as an integral part of departmental academic programs. Please refer to the following pages of this section of the UCM catalog for a complete listing of core and major courses required by the faculty in each department in the HCBPS.

The Harmon College of Business and Professional Studies intends to provide equal opportunities for all through careful blending of human and

financial resources. By accentuating growth in the capabilities of people, the College seeks to improve the quality of life for each individual in the region served.

Bachelor of Science in Business Administration requirements for Hospitality Management Internship (HM 3880).

Students must complete the following BEFORE they can enroll and participate in the 3 credit Hospitality Management Internship (HM 3880).

- 400 hours minimum hospitality/retail/or other related experience that entails significant customer interaction/service component in job.
 - Of the 400 hours listed above, at least 250 hours must be with one employer; all 400 may be from one employer. The purpose of this is to ensure that the student can develop a relationship with a single employer for at least 6 weeks at full-time status.
- 21 UCM credit hours completed (minimum)
- 60 credit hours of university credit (minimum) – a requirement of UCM HCBPS Internship Office
- 2.5 overall GPA (minimum) – a requirement of UCM HCBPS Internship Office
- Complete pre-internship paperwork and processes with HCBPS Internship Office and HM faculty

Appendix 2 – UCM General Education program and Assessment

From the UCM 2012 Catalog pp. 35-36

The General Education Program at UCM is a required component of all undergraduate degree programs. It is comprised of a minimum of 48 credit hours in four divisions. Some majors and minors have specific General Education requirements that must be completed. Check the major/minor listing in this catalog for specific General Education requirements within the major/minor.

The goals of the General Education Program are to provide students the opportunity to enhance the skills of the intellect; expand their knowledge, understanding, and appreciation of the arts, natural sciences, technology, social sciences, literature and the humanities; and contribute to the improvement of human interactions. These goals can best be accomplished through exposure to a common core of knowledge, as well as through the opportunity to select courses to accommodate individual interests. A common thread throughout the program components is our effort to provide students with required competencies by the Missouri Coordinating Board for Higher Education (CBHE). The CBHE competencies are divided into two parts: Skill Areas (Communicating, Higher-Order Thinking, Managing Information, Valuing) and Knowledge Areas (Social and Behavioral Sciences, Humanities and Fine Arts, Mathematics, Life and Physical Sciences).

The Intellectual Skills component of the General Education Program should enable the student to think independently, to write effectively, to speak fluently, to read with comprehension, and to listen attentively. Intellectual Skills also include the abilities to use mathematical reasoning and thinking as well as computation, and to conceptualize goals and ways to attain those goals. Concurrent with the development of these skills should come improved ability to think logically, to analyze and compare, to question and evaluate.

The Integrative Studies component of the program is expressly designed to help students examine and develop imaginative, yet disciplined, solutions to complex problems. They will do so by synthesizing the skills, knowledge, and methods developed in other components of the General Education Program. Selected information and skills developed in earlier classes should be so integrated that students discover connections among diverse human endeavors.

Policies Concerning the General Education Program

The Faculty Senate General Education Committee is charged with the development and interpretation of policies concerning the General Education Program. Policies must conform to the Statement of Philosophy and General Goals of the General Education Program.

1. Students will take courses in four divisions:

I. Intellectual Skills; II. Core; III. Personal Interaction; and IV. Integrative Studies. In general, General Education courses in Divisions I-III are introductory in nature and open to all students.

2. Courses in Division I. Intellectual Skills should be taken during the student's first year of study. Students with more than 30 semester hours of college credit who have not completed their Intellectual Skills requirements will be expected to make continued progress toward completion of any remaining courses in this division.

3. In any division of the General Education Program where a requirement may be met in a variety of ways, colleges and departments shall allow students maximum freedom of choice from the list of approved General Education courses.

However, colleges and departments may specify the General

Education course(s) meeting that requirement for any or all of their degree programs.

Consult the program requirements in this catalog for major/minor specific General Education requirements.

4. Transfer students who complete their 42-credit-hour General Education or earn an Associate of Arts or Associate of Arts in Teaching degree at other regionally accredited colleges and universities are considered to have satisfied Central Missouri's 42-credit-hour General Education requirement embodied in Divisions I and II. Transfer students who have completed the A.A., A.A.T., or the 42-hour General Education Core must also complete additional institutional General Education requirements in Divisions III and IV and any major or minor specific General Education courses. If a student transfers a bachelor's degree from an appropriately accredited institution, Divisions III and IV are not required at UCM, unless the major or minor requires specific courses in these categories.

5. Courses taken to fulfill General Education requirements may not be taken on the pass/fail basis, but students who have fulfilled all General Education requirements in a specific area may elect to take additional General Education courses in the same area on the pass/fail basis.

6. Students who have been approved for an individualized major or minor may not count courses used to fulfill General Education in the individualized major or minor.

General Education Assessment Requirements

Assessment is a key process that is used in the academic, administrative, and student support services areas. Because the core process of higher education institutions is student learning, assessment at UCM serves three primary purposes: A) improvement of student learning and instruction, B) accomplishment of institutional mission, and C) accountability for achievement of educational goals. Central Missouri works hard to keep in contact with employers who hire UCM graduates. The one consistent message received from those employers, regardless of the type of enterprise, is that college graduates need to have a solid background in general education.

This is one of the reasons the university has established a minimum score on a national test of general education critical thinking and reading skills as a preparedness check for enrollment in upper-division courses as well as a condition for graduation. We want our students and the general public to know that we take our responsibility of preparing students to live and work as productive citizens in a diverse society very seriously. Central Missouri wants to ensure that every student is prepared for upper-division course work and that every student who graduates from our institution has a basic set of intellectual and reading skills in those areas defined by employers, educators and our culture as important.

All undergraduate students seeking a degree at Central Missouri, except teacher education majors, post-baccalaureate students, and graduate students, as a condition for graduation, must:

- Take the General Education exam, the ETS Proficiency Profile in the semester after which a total of 45 credit hours have been earned to ensure the student has no delays in the student's progress towards enrolling in upper-level courses.
- Pass the ETS Proficiency Profile by obtaining a minimum score of 425 (based on a scaled score of 400 – 500).

- Fulfill the General Education Assessment Policy no later than the semester after which a total of 75 credit hours have been earned to ensure the student has no delays in the student's

progress towards graduation.

Additional information on ETS Proficiency Profile may be viewed by logging on to MyCentral.

An enrollment hold will be placed on a student's account for failing to take the General Education Exam the semester after which a total of 45 credit hours have been earned or for not fulfilling the General Education Assessment Policy the semester after which a total of 75 credit hours have been earned. Course enrollment will be prohibited until the respective requirement is met.

Students unsuccessful in obtaining the minimum total score of 425 (based on a range of 400 to 500)

on the first exam are required

to meet with the Director of Testing Services. The meeting will focus on the student's needs, test-taking strategies, and specific interventions to help improve the student's knowledge and skills. A decision regarding further testing will be determined by the director and the student.

After two tests the student is required to meet with the Faculty Senate University Assessment Council subcommittee and the academic department chair of the respective discipline to discuss possible solutions/action.

Transfer Students and General Education Assessment

A transfer student (except teacher education majors) who has taken the Measure of Academic Proficiency and Progress (MAPP) exam, the Academic Profile (AP), the Collegiate Assessment of Academic Proficiency (CAAP), or the College-BASE for General Education (CBGE) at another institution of higher learning may seek fulfillment of the General Education Assessment Policy.

- A valid score report must be on file in the Office of Testing Services, 660-543-4919.
- The score must have been obtained within the past 10 years.
- The score report must be sent directly from the previous institution to Testing Services. Most institutions require written consent to release a score report.
- A valid score report may be sent via mail to Testing Services, Humphreys 216, Warrensburg, MO 64093.
- The Director of Testing Services must review the valid score report to determine fulfillment of the General Education Assessment Policy.

Appendix 3

Institutional characteristics demonstrating why UCM is particularly well equipped to support the proposed BSBA in Hospitality Management.

Introduction:

The Hospitality Management major is a cross-disciplinary business program that prepares students for employment by large hotel and restaurant chains as well as other managerial business positions.

This program uses existing courses for 117 credits of the 120 credit program. The program includes UCM General Education courses, Bachelor of Science in Business Administration (BSBA) prerequisites, BSBA core, courses from the BSBA in Management and courses from the BS in Hotel and Restaurant Administration. The only new course in this major is HM 3880, a required Internship.

Justification:

The BSBA in Hospitality Management (BSBA HM) is a natural maturity of the degree program with the recent inclusion in the AACSB accredited Harmon college of Business and Professional Studies (HCBPS).

The Hotel & Restaurant Administration (HRA) advisory board strongly supports the BSBA in HM and was instrumental in initiating development of the program. Students in the existing BS in Hotel and Restaurant Administration, faculty from the Management and Hospitality disciplines as well as HRA advisory board members provided significant input and participated in the process to develop the BSBA in Hospitality Management.

There are currently no BSBA in Hospitality or related discipline programs in Missouri nor in any border state except Memphis, Tennessee. The proposed program utilizes the strengths of the AACSB accredited Bachelor of Science in Business Administration programs at UCM in combination with many of the financial, decision making and management courses from the hotel and restaurant administration area courses. Further, the faculty in the Hotel and Restaurant Administration discipline are now in the same department at UCM as the Management discipline faculty. The proposed BSBA is an outgrowth of the synergy created by merging of faculty from these two areas in to one department.

Hospitality and Restaurant Administration (HRA) Advisory Board Input

The BS in Hotel and Restaurant Administration is an important major for employers in Missouri. However, some students would be better suited to a BSBA degree with more business background classes. The HRA Advisory Board was adamant that BOTH degrees (BS and BSBA) be offered at UCM (pending approval by UCM and CBHE) because both are valuable in their industry.

The Hotel & Restaurant Advisory Board members are from many KC hotels, restaurants and casinos. These board members are in mid to high-level management and frequently hire our BS graduates. They listed the following reasons for offering a BSBA in Hospitality Management addition to the BS in Hotel and Restaurant Administration.

- The BSBA in Hospitality Management will provide employers with students who have a more comprehensive understanding of financial management while maintaining strong interpersonal skills and proven work experience.
- The BSBA in HM targets the student looking for more than an entry level or entry supervisor position upon graduation. It targets the student who is more prepared to move vertically within an organization faster.
- Those with the BSBA will likely rise to higher levels of management in larger organizations. However, those with the BS learn functional skills critical to low and mid-level managers in hotels, restaurants and other hospitality related businesses.
- The BSBA in HM also supports the student who envisions continued education with an MBA.
- A BSBA from an AACSB accredited business school affords multiple career tracks and greater potential for specialization beyond hospitality.
- The BS in Hotel and Restaurant Administration will continue to focus on line-related hotel and restaurant administration tasks and skills. The proposed BSBA will include higher level integrative business skills.

Accreditation

The current BSBA programs in the UCM HCBPS are accredited by the AACSB. Approval of this program at UCM will include the program on the list of BSBA programs at UCM that are AACSB accredited.

Accreditation is important and is recognized by the International Council on Hotel, Restaurant and Institutional Education (ICHRIE), an institution that is the global advocate for hospitality and tourism education and training. This organization connects hospitality and tourism programs across the United States and the world. Not one of the top 20 hospitality programs is unaccredited.

Accreditation opens doors for our students including additional access to corporate internships (such as Darden), and corporate management training at chains like Hyatt. According to the Economic Impact of Missouri's Tourism and Travel Industry 2010, the Travel and Tourism Industry in Missouri has increased in relative importance and has helped mitigate the effects of the weak economy. Taxable sales in the 17 tourism related industries accounted for 14.32% of all taxable sales during FY10, up from 14.17% during FY09. Similarly, employment in tourism-related industries accounted for 10.90% of all employment in Missouri during FY10, up from 10.79% during FY09. Visitors' numbers are beginning to increase and major development hot spots include Kansas City, Branson and St. Louis. Employment in this sector remained constant in FY11 and is expected to rise in the coming years.

Business Preadmission –**16 hours**

Must earn "C" or higher in all Bus Preadmission and 2.25 or higher cumulative and 2.25 or higher in the Bus Preadmission classes to be admitted to BSBA program.

- Math 1111 College Algebra (gened) 3*
- Econ 1010 Principles of Macroeconomics (gened) 3*
- Econ 1011 Principles of Microeconomics 3
- FIN 2801 Statistics I 3
- Blaw 2720 Legal Environment of Business 3
- CIS 1600 Business Information Mgt (gened) 1
- 2*
- Acct 2101 Principles of Financial Acct 3
- Acct 2102 Principles of Managerial Acct 3

*8 hours of business preadmission courses are counted in the General Education requirements.

Business Core**21 hours**

- IBE Block
 - MGT 3315 management of organizations 3
 - MKT 3405 marketing policy 3
 - CIS 3630 Management Information Systems 3
 - IBE Practicum 3 hours counted in major
- MGT 3360 Production & Operations Management 3
- MGT 3325 Business Communication 3
- FIN 3801 Stats II 3
- FIN 3850 Principles of Finance 3

BSBA in Hospitality Management major courses**33 hours**

- MGT 3385 or MKT 3485 or CIS 3685 IBE Practicum 3
- HM 1800 Intro to Hospitality 3
- HM 2830 Hospitality Case Analysis (1 credit – take twice) 2
- MGT 3345 International Management (1 credit) 1
- HM 3844 Restaurant Operations 3
- HM 3800 Lodging Management 3
- Tourism Marketing – currently TOUR 4730 will be HM 4830 3
- HM 4820 Sustainability and Operations Management 3
- MGT 3320 Systems, Teams & Org Behavior 3
- HM 4845 Senior Seminar 3
- HRM 3920 Human Resource Management 3
- HM 3880 Internship* (see pre-internship requirements below) 3

Free electives**2 hours****Total hours****120 hrs**

HM 3880 Internship (3 cr hr). The internship is a requirement of this degree program. Students in the BSBA in Hospitality Management major must have an overall cumulative GPA (4.00 scale) of 2.5 (or above) before they can attempt the internship requirement. Students must also complete the following BEFORE they can enroll and participate in the 3 credit Hospitality Management Internship (HM 3880).

- 400 hours minimum hospitality/retail/or other related experience that entails significant customer interaction/service component in job.
 - Of the 400 hours listed above, at least 250 hours must be with one employer; all 400 may be from one employer. The purpose of this is to ensure that the student can develop a relationship with a single employer for at least 6 weeks at full-time status.
- 21 UCM credit hours completed (minimum)
- 60 credit hours of university credit (minimum) – a requirement of UCM HCBPS Internship Office
- 2.5 overall GPA (minimum) – a requirement of UCM HCBPS Internship Office
- Complete pre-internship paperwork and processes with HCBPS Internship Office and HM faculty

Major Specific Information regarding Accreditation, BSBA Policies, BSBA Admission Requirements, BSBA Graduation Requirements and BSBA Core Courses can be found at the end of this document and were copied directly from the Fall 2012 UCM Undergraduate Catalog (pp. 87-88).

----- end proposed catalog entry -----

Support for new program – statement of available capacity from affected areas:

All courses in this proposed program are existing courses and sections (with the exception of HM 3880 Internship). As the evidence from involved departments indicates, students in the BSBA in Hospitality Program can be comfortably accommodated.

Support from Director of HCBPS Internships

Penny Kugler <kugler@ucmo.edu>

Tue, Aug 28, 2012 at 1:42 PM

To: Christine Wright <cwright@ucmo.edu>

Chris, I understand that the student internships required by the Hospitality Management Program will now be assigned to the Center for Business Internships within the Business College. As Director of that Center, we will enroll, monitor, and grade each intern. Fortunately, between me and my Coordinator, Kathy Schnakenberg, and considering the relatively small number of HM students being added to our work load, we see no problem with being able to accommodate the increase in our numbers. We look forward to working with your HM students and finding new and exciting options for HM internships. Penny

Support from Finance, Economics & Marketing Department

Jose Mercado <mercado@ucmo.edu>

Thu, May 24, 2012 at 8:43 AM

To: Christine Wright <cwright@ucmo.edu>

Chris, I think that the hospitality management program would be a nice addition to your management programs as it would provide interested students more options in the hotel & restaurant field, with a business perspective. Our department should be able to accommodate the initial demand of new majors for Economics, Finance, and Marketing courses.

JM

Fri May 18 2012 at 3:15 p.m.

To: Christine Wright <cwright@ucmo.edu>

Chris, I support both the majors (BS in Hotel and Restaurant Administration and BSBA in Hospitality Management). CIS, BLAW and Acct courses will be able to accommodate the additional students.

Kesh

Someswar Kesh <kesh@ucmo.edu>

Support from Department of Geography

Keshav Bhattarai <bhattarai@ucmo.edu> Thu, May 17, 2012 at 10:02 AM

To: Christine Wright <cwright@ucmo.edu>

Dear Dr. Wright: Thank you for considering our courses Geog 2212 and 3201 for a BSBA in Hospitality Management. Definitely, we will be able to accommodate students from your discipline to take these courses. If need be, we can offer extra sections to accommodate your students, and help them graduate timely. Sincerely, Keshav

4 Year Plan BSBA Hospitality Management

Freshman Year - Fall Semester

3 CIS 1600 Business Information Management*
3 ENGL 1020 Composition I
3 MATH 1111 College Algebra*
3 HM 1800 Introduction to Hospitality (Fall only)
3 General Education

Semester Total 15-16 Hrs.

1 AE 1400 or BADM 1400 Freshman Seminar**

Freshman Year - Spring Semester

3 COMM 1000 Public Speaking
3 ECON 1010 Principles of Macroeconomics*
3 ENGL 1030 Composition II
3 HIST 1350 or HIST 1351 or POLS 1510
3 General Education

Semester Total 15 Hrs.

Sophomore Year - Fall Semester

3 ACCT 2101 Principles of Financial Accounting*
3 ECON 1011 Principles of Microeconomics*
3 FIN 2801 Business Statistics I*
3 GEOG 2212 World Geography
4 General Education Science

Semester Total 16 Hrs.

Sophomore Year - Spring Semester

3 ACCT 2102 Principles of Managerial Accounting*
3 BLAW 2720 Legal Environment of Business*
1 HM 2830 Hospitality Case Analysis (take twice)
9 General Education

Semester Total 16 Hrs.

Note: Complete all BSBA Admission requirements and apply for BSBA admission.*

Junior Year - Fall Semester

3 FIN 3850 Principles of Finance
3 HM 3800 Lodging Management
3 MGT 3325 Business Communication
3 MGT-3360 Production and Operations Management
3 FIN 3801 Business Statistics II
1 HM 2830 Hospitality Case Analysis (take twice)

Semester Total 16 Hrs.

Internship usually summer after Sophomore OR Junior year

Can be during a regular semester

3 HM 3880 Internship****

Summer Total 3 Hrs.

Junior Year - Spring Semester

(IBE Block-below)***

3 CIS 3630 Management Information Systems***
3 MGT 3315 Management of Organizations***
3 MKT 3405 Marketing Policy***
3 IBE Practicum (CIS 3685/MKT 3485/MGT 3385)***
3 HM 3844 Restaurant Operations

Semester Total 15 Hrs.

Senior Year - Fall Semester

3 HRM 3920 Human Resource Management
3 MGT 3320 System, Teams, & Organizational Behavior
3 HM 4820 Sustainability & Operations Management
3 GEOG 3201 The Cultural Landscape

Semester Total 12 Hrs.

Senior Year - Spring Semester

3 ICAP 4357 Organizational Policy & Strategy
1 MGT 3345 International Management
3 HM 4830 Tourism Marketing
3 HM 4845 Senior Seminar
1-2 Free elective

Semester Total 11-12 Hrs.

Degree Program 120 hours

Hospitality Management Major, B.S.B.A. Degree (xx-xxx)

This guide is valid for the 2012 Undergraduate Catalog only and is subject to change. This guide is a recommendation only and your actual program may vary. The time it takes to complete a degree and the sequence in which courses are taken will depend on any credits transferred to UCM and on placement in math, reading, and writing. See the current Undergraduate Catalog (www.ucmo.edu/academics/catalogs) for a complete listing of academic policies, curriculum, prerequisites, and course descriptions.

Hospitality Management Major, B.S.B.A. Degree - 120 Hours

Students in this major must complete eight preadmission courses with a grade of C or higher and must obtain a 2.25 cumulative GPA and a 2.25 in these specific courses, for admission to the degree program. These courses are recommended for completion during the freshman and sophomore years. These courses are indicated with an ().

**AE or BADM 1400 (1 hr.) is highly recommended for academic success. AE or BADM 1400 counts as a free choice elective.

*****All Hospitality Management majors must enroll in the IBE Block.** This includes the IBE Practicum (MGT 3385, MKT 3485 or CIS 3685) concurrently with the IBE sections of MGT 3315, MKT 3405 and CIS 3630. This is typically done during the fall of the junior year. Prerequisites for the IBE block include: ACCT 2101, CIS 1600, and junior standing.

**** The internship is a requirement of this degree program. Students in the BSBA in Hospitality Management major must have an overall cumulative GPA (4.00 scale) of 2.5 (or above) before they can attempt the internship requirement.

Students must complete the following BEFORE they can enroll and participate in the 3 credit Hospitality Management Internship (HM 3880).

- 400 hours minimum hospitality/retail/or other related experience that entails significant customer interaction/service component in job.
 - Of the 400 hours listed above, at least 250 hours must be with one employer; all 400 may be from one employer. The purpose of this is to ensure that the student can develop a relationship with a single employer for at least 6 weeks at full-time status.
- 21 UCM credit hours completed (minimum)
- 60 credit hours of university credit (minimum) – a requirement of UCM HCBPS Internship Office
- 2.5 overall GPA (minimum) – a requirement of UCM HCBPS Internship Office
- Complete pre-internship paperwork and processes with HCBPS Internship Office and HM faculty
- A 2.25 cumulative GPA is required for graduation with in this major.
- To satisfy the General Education Assessment Policy students must take the GE exam during the semester in which a total of 45 credit hours will be earned. The minimum score of 425 must be achieved by the semester in which 75 credit hours will be earned. Go to UCM Testing Services in MyCentral for more information.

Major Specific Information regarding Accreditation, BSBA Policies, BSBA Admission Requirements, BSBA Graduation Requirements and BSBA Core Courses can be found below and were copied directly from the Fall 2012 UCM Undergraduate Catalog (pp. 87-88).

Accreditation

The Harmon College of Business and Professional Studies and the Accountancy program are accredited by AACSB International located at 777 South Harbour Island Boulevard, Suite 750, Tampa, FL 33602; phone 813-769-6500; web page www.aacsb.edu.

Bachelor of Science in Business Administration Degree Program Statement of Policy

College Mission

The Harmon College of Business and Professional Studies provides student-focused educational opportunities for individuals preparing to become business professionals and supports the greater economic development needs of Missouri. To accomplish this task the College: Primarily provides undergraduate degree programs in business.

- Provides instruction for undergraduate students in other disciplines who desire to learn about business.
- Provides selected graduate degree programs and instruction to prepare students for professional certifications.
- Maintains a curriculum that reflects the current business environment.
- Seeks students from outside of the service area, including international student enrollment, to enhance diversity.
- Supports the state-wide university mission in technology through selected business-related programs.
- Offers domestic and international internship opportunities.
- Provides opportunities for entrepreneurial education and experience.
- Employs hands-on, technologically enhanced, and outcomes-driven pedagogy.
- Expects faculty to engage in applied and instructional research while recognizing the contribution of basic research.

A supporting mission is to provide meaningful service to the University, area community, and citizens of Missouri. To accomplish this task the college:

- Values and recognizes faculty and student contributions to the University and society.
- Encourages active faculty participation in their respective professions
- Sponsors the Institute for Entrepreneurial Development to train and advise small businesses in the state.

Admission to B.S.B.A. Programs. Acceptance and registration in business administration courses or the declaration of intent to complete a business major do not guarantee admission to the B.S.B.A. programs. A student is not officially admitted to the HCBPS until he/she is notified in writing by a representative of the HCBPS. Only those students who have applied for admission to a program in the HCBPS may file an application for graduation for the B.S.B.A. degree.

The desire of the faculty in the HCBPS is for all UCM students to succeed. To facilitate and support (1) overall academic program quality, (2) student progress through his/her academic program at the desired rate and (3) to better ensure receiving the maximum benefit from the curriculum design, students who desire to earn a B.S.B.A. degree are to enroll and take courses that are specifically designed for their academic classification. This means that freshmen (those who have completed 0-29.5 semester hours of college credit) who take courses within the HCBPS will enroll in 1000 level courses only, sophomores (completed 30-59.5 semester hours) will enroll in 2000 or 1000 level courses, juniors (completed 60-89.5 semester hours) will enroll in 3000, 2000, or 1000 level courses and seniors (all students who have completed 90 semester hours) will enroll in 4000 level courses or below.

All UCM students enrolled in business and economics courses are required to comply with prerequisites for those courses.

Students who have not been admitted to a B.S.B.A. degree program may not enroll in more than a total of 30 semester hours in courses with the following prefixes: ACCT, CIS, ENT, FIN, HRM, MKT, MGT.**

** Deviations from this limit must be approved in writing by the dean of the Harmon College of Business and Professional Studies.

Bachelor of Science in Business Administration

Admission Requirements.

Admission to all B.S.B.A. degree programs is conditional upon the completion of the departmental requirements and the following prerequisites:

1. A minimum of 41 semester hours of credit including the following pre-admission courses:

ACCT 2101 Principles of Financial Accounting	3
ACCT 2102 Principles of Managerial Accounting	3
BLAW 2720 Legal Environment of Business	3
CIS 1600 Business Information Management	3
ECON 1010 Principles of Macroeconomics	3
ECON 1011 Principles of Microeconomics	3
FIN 2801 Business Statistics I	3

MATH 1111 College Algebra 3

2. All students pursuing a B.S.B.A degree must earn a letter grade of C or better in each preadmission course.
3. Attainment of a 2.25 or above (2.65 or above for admission to the School of Accountancy, 2.40 for Finance) grade-point average on a scale of 4.00 for credit hours completed at UCM and elsewhere and attainment of 2.25 or above (2.65 or above for admission to the School of Accountancy, 2.40 for Finance) grade-point on the 23 semester hours of pre-admission courses.
4. Transfer students from other colleges and universities must meet all degree program admission requirements. Transfer students may take appropriate additional course work to fulfill admission requirements.
5. Admission to the B.S.B.A. program is in addition to university admission. Applications to the B.S.B.A. program must be completed online at www.ucmo.edu/applybsba. The admission application should be submitted prior to fulfillment of all admission requirements (generally the fourth semester of course work for students who enter as freshmen and the first semester of course work for transfer students).

Additional Bachelor of Science in Business Administration

Graduation Requirements.

In addition to specified major and other requirements, all students graduating with a B.S.B.A. degree must satisfy the following requirements:

1. Students are required to earn at least 50 percent of their required business credit hours for a B.S.B.A. degree at UCM.
2. Students must achieve a minimum cumulative grade-point average of 2.25 (2.40 for Finance).

Transfer of Credit

Students planning to transfer to UCM should expect to complete most major business courses during their junior and senior years. A student from a two-year or four-year institution may transfer pre-admission courses equivalent to those required for the B.S.B.A. degree at UCM. Transfer students from four-year institutions should obtain transfer information from the academic department offering the major.

Upper division courses (courses at the 3000 and 4000 level) cannot generally be transferred from a two-year institution and applied to a B.S.B.A. degree. However, the department chair responsible for the UCM course may elect to allow such a transfer for equivalent credit. Before the department chair may accept the transfer course for equivalent credit, the course must be "validated" through a departmentally administered examination or successful completion of a more advanced course in the discipline.

The specific validation requirement to be applied will be designated by the department chair. The validation policy for the HCBPS is consistent with policies and guidelines at comparable business schools and is in effect for all students desiring to transfer courses completed at a community or junior college. Upper division course work transferred from a four-year institution must be reviewed by the department chair before such work can be applied to a B.S.B.A. degree. The department chair may choose to apply the validation requirement to such transfers.

Bachelor of Science in Business Administration

Core Courses.

All B.S.B.A. degree program students are required to successfully complete carefully selected and designed 3000 and 4000 level business core courses. Students may enroll in 3000 level core courses after successfully completing 59.5 semester hours and may enroll in 4000 level core courses after successfully completing 89.5 semester hours.

Prerequisite course requirements are to be complied with at all levels of the core and in other UCM business and economics courses. Exception to these rules concerning core courses may be granted by the chair of the department in the HCBPS in which the course is offered. HCBPS 3000 and 4000 level core courses are listed as an integral part of departmental academic programs. Please refer to the following pages of this section of the UCM catalog for a complete listing of core and major courses required by the faculty in each department in the HCBPS.

The Harmon College of Business and Professional Studies intends to provide equal opportunities for all through careful blending of human and financial resources. By accentuating growth in the capabilities of people, the College seeks to improve the quality of life for each individual in the region served.