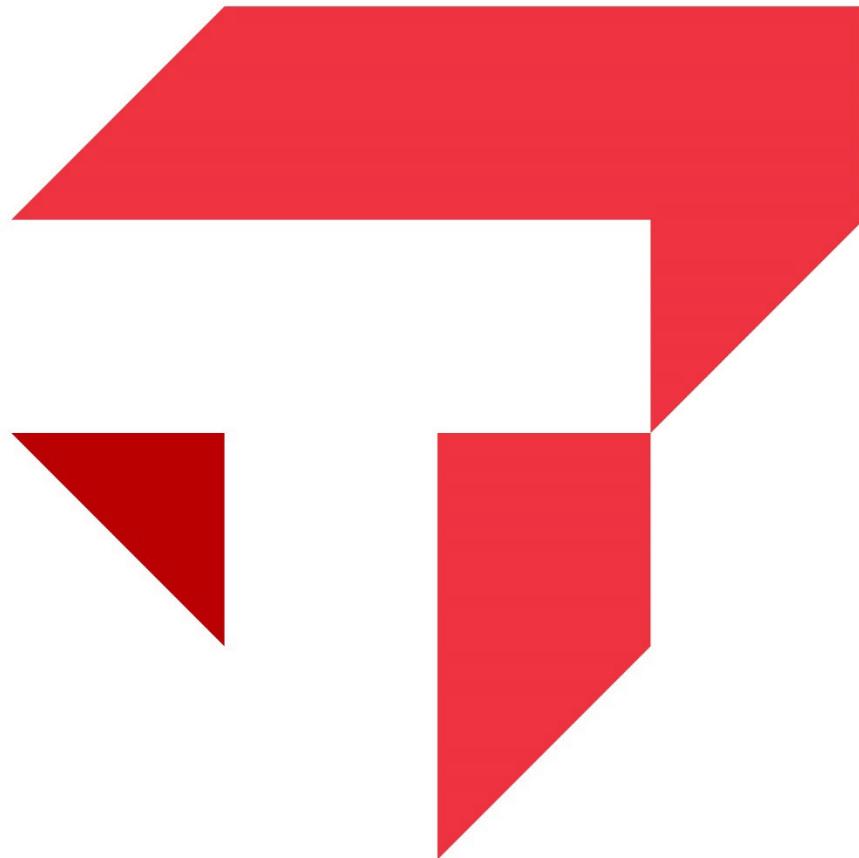


TEPPER SCHOOL OF BUSINESS

Undergraduate Student Handbook



2024-2025

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Preface

The Tepper School of Business Undergraduate Student Handbook contains policies, expectations, and resources to support the Tepper School experience. This handbook is for use by the students, faculty, and staff at the Tepper School of Business at Carnegie Mellon University. All policies are subject to annual revision. URLs provided in this handbook are current as of August 2024. No parts of this handbook may be reproduced or distributed without written permission from the Tepper School.

We hope you use this handbook to support your undergraduate experience, and I invite you to contact me if you have questions regarding the Undergraduate Student Handbook.

Jennifer Wegner, Ed.D.

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Tepper School of Business

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Introduction

University Policies and Expectations

It is the responsibility of each Carnegie Mellon community member to be familiar with policies and guidelines pertaining to their role on campus. There are additional [University policies](#) for students to be aware of and responsible to follow as Carnegie Mellon students. Sections of this handbook have been reproduced from [The Word: Student Handbook](#) and the [Undergraduate Catalog as the original sources](#). All questions regarding this publication or University policies should be directed to the Undergraduate Programs Office.

Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical, and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018

Health and Wellness

It is essential that you take care of yourself as a CMU student. Everyone benefits from support during times of struggle. You are not alone at CMU. There are many helpful resources available on campus and an important part of the college experience is asking for help. Asking for support sooner rather than later is important. To achieve your goals and manage stress, do your best to maintain a healthy lifestyle by eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and taking time to relax.

If you, or anyone you know, experiences any academic stress, difficult life events, or feelings like anxiety or depression, you are strongly encouraged to seek support. [Counseling and Psychological Services \(CaPS\)](#) is available and ready to support all students. Consider reaching out to staff, faculty, or family members you trust for help getting the support that can help.

Tepper School Community Expectations

The Tepper School of Business is committed to fostering a [diverse and inclusive community](#) based on trust, respect, and support toward all individuals, intellectual endeavors, and activities. It is expected that every individual contributes each day to recognizing, maintaining, and improving the community environment of the Tepper School. It is this shared environment of the Tepper School that best communicates and differentiates our uniqueness as a special learning place to earn an undergraduate degree. We must continually protect and nurture our community environment for all of us.

Tepper School Undergraduate Programs Office

The Undergraduate Programs Office is open 8:30-5p, M-F and is in suite 2400 in the Tepper Building. In addition to program administration and academic advising, the Tepper School supports [student clubs](#), [professional treks](#), community programs, new student orientation, and more.

Undergraduate Programs

Academic Advising

Each student receives an assigned academic advisor who provides clear, timely, and accurate information concerning programs, policies, procedures, and resources. The academic advisor is the student's first point of contact when discussing these policies, procedures, and resources. This includes course scheduling, concentration selection, minor declaration, additional major declaration, study abroad, transfer credit, and more.

Advisors do not provide excused class absences. Students should work with their academic advisor, housefellow, and Student Affairs resources if they will be away from CMU for extended time.

Economics students are assigned an advisor in the Dietrich Success Center until they declare the Economics major. Upon declaration, they are assigned an Economics major advisor through graduation. Business Administration students are assigned a major advisor for their first year and switch to a new advisor for upper-class years. Students pursuing additional majors and/or minors receive their advisor assignment following their application review.

The Tepper School fully adheres and supports the [Carnegie Mellon University Statement on Advising](#).

Academic Advising Appointments

The Tepper School uses [ScheduleOnce](#) to schedule advising appointments. Our staff expects that students attend appointments as scheduled. We recognize that there are times when you are unable to make the appointment if you are ill or have a scheduling conflict. In that case, please cancel the appointment through the same software.

Academic Audits: Stellic

[Stellic](#) is the University's Academic Audit and is a student success platform for degree planning, degree, audit, and a student's educational plan. Stellic displays a student's progress towards completing degree requirements while highlighting double-counts and allowing for exceptions. While the student transcript is considered the only official record of courses taken at CMU, Stellic is used by students and academic advisors to assess graduation progress. Students are responsible for monitoring their own academic progress toward degree completion and should periodically review the audit. Students should direct any questions regarding their audit to their academic advisor.

Academic Integrity Policies

The Tepper School and Carnegie Mellon take academic integrity seriously and expect all students to do the same. In any manner of presentation, it is the responsibility of each student to produce their own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Student Academic Success Center and the CMU-Q Academic Resource Center unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s). Students are responsible for reviewing, understanding, and adhering to the identified policies and procedures.

Students are not eligible to drop a course if they are involved in an active academic integrity matter concerning the course they wish to drop. The academic integrity matter must be resolved before changes to a student's class schedule can be pursued. The [Office of Community Responsibility](#) is the campus resource available to students, faculty, and families to support community standards and academic integrity.

Academic Record Review

Students should review their academic record on a regular basis using [Stellic](#) and [SIO](#). Academic advisors will also review student academic records as an advising appointment topic. If course information is missing from an academic record, students should notify their academic advisor.

Advanced Placement Credit

Students can earn course equivalency credit for qualified advanced placement scores from three sources: Advanced Placement (AP College Board), International Baccalaureate (IB), and Cambridge Advance Level & Edexcel Examinations. CMU does not have a maximum allowable number of advanced placement credit that students may earn; AP credit is not factorable in the QPA calculation. Students should consult the [Registrar's Office](#) to determine how advanced placement credit is awarded; each department determines their own policy and the Tepper School follows the campus guidelines. Students should discuss advanced placement with their advisor to determine how they may use the scores within the degree requirements. If a student takes the CMU course for which they were awarded advanced placement credit, the credit will be removed from the student record and the earned grade for the CMU course will be recorded on the transcript. Students cannot earn credit for both advanced placement and the equivalent course.

Academic Standing and Actions

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

Academic Progress

In order to maintain good academic standing, Tepper students must attain at least a 2.0 minimum quality point average for each semester (as well as cumulatively), and also make and maintain adequate progress toward completing their degree requirements. For purposes of academic standing, default grades for incomplete grades are considered in QPA calculations. Adequate progress towards graduation means that students are successfully completing at least 80% of attempted units in a semester (calculated using total units carried when grades are entered). Grades of N, W, or R grade do not count as completed units.

Good Standing (Departmental Status)

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

Academic Concern Status (Departmental Status)

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

Students with academic concern status are reviewed by the Tepper School at the end of the semester. Students will return to good standing when they meet their academic concern expectations, earn at least a 2.0 semester QPA, complete at least 36 units, and earn a cumulative QPA at or above 2.0.

Academic Warning (Departmental Status)

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

Students with academic warning status are reviewed by the Tepper School at the end of the semester. Students

will return to good standing when they meet their academic warning expectations, earn at least a 2.0 semester QPA, complete at least 36 units, and earn a cumulative QPA at or above 2.0.

Academic Suspension (University Status, Department Decision)

Students who do not meet their academic warning requirements may receive a one-year academic suspension. When a student is academically suspended, the Tepper School remains committed to student success and works with students on academic suspension throughout the time period to ensure a successful return and sustained recovery during their CMU career. When a student is placed on academic suspension, they must meet with their academic advisor and the assistant dean to develop a plan for their future success. While on academic suspension, there are impacts for students to be aware of while away from their CMU studies.

To return from academic suspension, the Tepper School requires the student to submit material for review to determine a student's eligibility to return. Information about the materials required to return from academic suspension and the deadline for submission are communicated within the academic actions letter.

Final Warning (Departmental Status)

Following an academic suspension, Tepper School students return on final academic warning. When a student is placed on final academic warning, conditions are identified during the final academic warning semester that must be met to support student success. Students on final academic warning are required to complete an Academic Success Plan with their advisor (instructions are included in the notification) and follow additional conditions outlined by the Tepper School. Students with final academic warning status are reviewed by the Tepper School at the end of the semester. Failure to meet final academic warning conditions may lead to an academic drop from the Tepper School.

Drop (University Status)

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

Appeals

Students have the right to appeal Academic Actions Committee decisions to the Tepper School Dean or their appointed designee. All appeals must be received in writing by the deadline printed in the academic standing notification. Additional information about appealing an academic action decision is found in *The Word: Student Handbook*.

Auditing a Course

Undergraduate students are permitted to audit courses as defined in the [Undergraduate Catalog](#). Students should consult with their academic advisor about this option.

Course Drop

Students are permitted to drop a course before or on the drop deadline (as published in the [Academic Calendar](#)). When a course is dropped, the course is removed from the student schedule and does not appear on the academic record. Students are responsible to review the [Academic Calendar](#) to understand the drop deadlines. The [University Registrar's Office](#) publishes and administers the drop policy and process.

The [late drop voucher system](#) permits a limited number of late course drops after the drop deadline.

Undergraduate students can use three drop vouchers over the course of their undergraduate career and may use only one voucher per semester (including summer). Students must confirm the late drop voucher in SIO within 24 hours of receiving the automated voucher email. Courses dropped using a voucher are removed from the student's record. Students may use drop vouchers up until the last day of classes each semester. Students wishing to use a late drop voucher must consult with their assigned academic advisor about the decision; the advisor initiates the process for the student after the advising appointment.

Course Grade Change Appeal Process

Students requesting grade appeals must follow the CMU policy. The grade change appeal policy is posted in the [The Word: Student Handbook](#). Tepper advisors are not involved with grade change requests as this is something between the student and faculty member.

Course Grade Policies

Students must earn letter grades (A through D) for required degree courses. The only degree requirement wherein a P grade is permitted is Core @ Carnegie Mellon (99-101) 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.

Each academic department adheres to its own grading policies and students are responsible for understanding individual department grading policies.

Course Load

All undergraduate students must carry at least 36 units per semester to maintain full-time enrollment status. Students generally need to carry at least 45 units per semester to graduate within eight semesters. Students must meet with their academic advisor if they are considering dropping below 36 units and receive approval from their college to proceed below 36 units. International students are required to be enrolled full-time each semester to maintain their visa status. F-1 and J-1 students who are considering dropping below full-time must

consult with the [Office of International Education](#) to determine eligibility for reduced course load authorization; failure to do so will result in the loss of legal immigration status.

Course Registration

Students register for classes using [Student Information Online \(SIO\)](#). Registration times are determined by the university based on student class levels and rotate throughout a student's undergraduate career. The Tepper School expects students to meet with their advisor prior to course registration and to use SIO to plan their course schedules.

Course Waitlists

Students are often waitlisted for courses. Primary majors in Business Administration and Economics have priority in their respective major courses. Students on waitlists are added to courses based on academic major, class level, their place on the waitlist, and available space. Students pursuing a Tepper additional major or a Tepper minor receive waitlist priority over students from other academic departments who are not pursuing any Tepper affiliated degree.

Each department at Carnegie Mellon handles waitlists differently as described in the [waitlist policy](#). When prompted by the University Registrar's Office, if you want to remain on the waitlist, you should "tag up" to maintain your place on the waitlist. "Tag up" is a term used at Carnegie Mellon wherein students receive an email notification asking them if they wish to remain on a course waitlist. To "Tag up," students indicate if they want to stay on the course waitlist.

Here is the Waitlist Wisdom applicable for all students:

- There is no guarantee that you will be added to a course just because you are on the waitlist.
- Waitlists do mean "wait," you must be patient about your course schedule. Please note that if you are on a waitlist, you may not have an update about your waitlist status until the beginning of the semester.
- A course may appear to have open seats but will prompt with a waitlist. When this happens, it is because there are seats reserved for students in other departments.
- Your number on the waitlist does not necessarily mean that it is the order in which you will be enrolled in the course.
- Academic advisors do **not** manage waitlists but can consult with you about your waitlist status and your academic schedule.
- Tepper instructors do **not** manage waitlists and should not be contacted about a waitlist status.

- You cannot add yourself to a waitlist for a different section of a course in which you are already enrolled.
- You should have a back-up plan when you register so that if a course is full, you have other options for the semester and don't have to add yourself to a waitlist. Registering for a different course that has available spots and still is a good choice for your semester is often the best option when facing a waitlist.

Course Withdrawal

After the drop deadline, students may withdraw from a course. When a course is withdrawn, the course is assigned a W grade and appears on the transcript. The units remain for the withdrawn course but the W grade does not factor into the QPA calculation. The withdrawal deadline in each semester is published in the [Academic Calendar](#). Students who wish to withdraw from a course need to complete the University Registrar's Office [course withdrawal form](#), meet with their advisor to discuss the withdrawal, and submit the form to their advisor.

Cross-Registration PCHE Courses

The [Pittsburgh Council on Higher Education \(PCHE\)](#) allows students to cross-register at a local institution in the fall or spring semester. Cross-registered course grades count towards the semester unit maximum total, follow the CMU residency requirements, and factor into the student QPA. If the same course is offered at Carnegie Mellon in the same semester, the Tepper School requires the student to take the course at Carnegie Mellon.

Curriculum Requirements

Curriculum requirements for the Economics and Business Administration majors are found in the [Undergraduate Course Catalog](#). The year that students enter CMU dictates which Undergraduate Course Catalog they must follow. Students who complete an internal transfer should consult with their academic advisor to confirm their curricular requirements.

Dean's List

Tepper 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.

Dual Degree

To earn a dual degree, students must complete a minimum of 90 units for the dual degree in addition to the units required for their primary degree. Students must also complete both sets of general education

requirements.

Tepper students interested in pursuing a dual degree should discuss their plans with the academic department offering the dual degree. Students must meet all requirements for both the dual degree and the Tepper degree (including concentration requirement for business majors). The student's dual degree will substitute for the primary major's minor requirement provided it is completed prior to or at the same time as the primary degree.

Non-Tepper students intending to pursue a Tepper School dual degree are required to apply for the dual degree and encouraged to consult with the assistant dean about their interests and application process. Students must meet all requirements for the Tepper major including the University Core (and concentration requirement for business dual degree). The student's primary degree will substitute for the dual degree's minor requirement provided it is completed prior to or at the same time as the dual degree. Dual degree students receive a second diploma and are invited to attend the Tepper Diploma Ceremony.

General Education: University Core

Students should consult their academic catalog for the general education requirements needed to fulfill their degree requirements. For students who entered CMU prior to Fall 2020, the Tepper School requires the completion of Breadth requirements. For students who enter CMU in Fall 2020 and later, the Tepper School requires the completion of University Core requirements. Courses may double count toward a general education requirement and toward a minor or additional major.

Graduate Study Opportunities

Students who are interested in a graduate degree may wish to consider an accelerated degree offered through the University. Students should consult the [Course Catalog](#) for available accelerated degree programs.

Graduation Requirements and Participation

In order to graduate, students must meet all course requirements specified for the program (listed in the [Undergraduate Course Catalog](#) specific to the student's entering year), earn a 2.00 or higher cumulative QPA, and complete the required number of earned factorable units. Students must also meet all university residence requirements and all university financial obligations before being awarded the degree and diploma. Students with less than 36 units remaining to complete in their undergraduate degree requirements are eligible to participate in the diploma ceremony. In this situation, students participate in the event but do not receive their degree and diploma until all degree requirements, university residence requirements, and all financial obligations are met.

Honors Thesis for Primary and Additional Majors

The Tepper School grants College Honors to graduating students who complete a senior honors thesis. The thesis is a two-semester research project with a written thesis as a final product and a presentation at the University's *Meeting of the Minds* research symposium in May. Eligible students must have at least 75% of their undergraduate course units completed. The honors thesis is 18 units in total and students receive College Honors upon graduation. Non-Tepper students pursuing Tepper additional majors may apply for the Tepper School's College Honors.

Incomplete Grades

Incomplete grades are an option in limited situations where a student has completed at least 75% of course work. Students who receive an Incomplete grade(s) work with their faculty member to identify the incomplete work and an agreed upon timeline for completing the work. Students who receive an Incomplete (I) grade are reviewed for academic progress. The default grade assigned to an Incomplete grade will be considered in the academic actions review. To learn more about Incomplete Grades, students should consult the [Undergraduate Catalog](#).

Independent Study

The Tepper School supports student research through credit-earning independent study with CMU faculty members. Students must be in good academic standing to be eligible for independent study. Students can earn between three and nine units of independent study for a factorable grade. The nine units are agnostic to which department awards them unless the Independent Study units are a requirement for a minor or additional major. Independent study cannot be used as a substitute for an existing course in the undergraduate catalog and cannot be a substitute for a curriculum requirement.

All independent study plans require the active involvement of a CMU faculty advisor who is responsible for the course structure and content activities, evaluation criteria, and final grade determination. Only one independent study is applied to the degree requirements. The independent study application must be received by or on the add deadline of the semester during which the study is anticipated.

Integrated and Accelerated Master Degree (3-1-1 programs)

Integrated and Accelerated Master's Degree programs enable undergraduate students to earn both an undergraduate degree and a master's degree by remaining one additional year at Carnegie Mellon. Integrated and Accelerated Master's Programs represent a considerable savings in cost and time. Students attain further breadth and/or depth of knowledge in their area of study, broadening their post-graduation career opportunities.

The Tepper School of Business offers an integrated and accelerated Master of Business Administration (MBA) to CMU undergraduate students completing either a Business Administration major or an additional major in Business Administration. Students complete 3 years as a CMU undergraduate, followed by 1 year of integrated undergraduate and graduate study, followed by 1 full year of graduate MBA coursework at Tepper. This allows students to complete the two degrees within 5 years.

To be admitted to the program, students must have applicable work or internship experience and have attained grades of B or higher in the following courses: 70-257, 21-257 or 21-292; 73-102; 70-122; 70-371; 70-381; and 70-391. Students must apply and be admitted to the Tepper MBA program by applying during junior year.

Internships for Academic Credit

The Tepper School offers students the opportunity to earn academic credit for business and economics-related internships. This is a credit-bearing course and tuition is assessed for the internship course. Students can apply for the internship course, 70499 or 73-111, in the fall, spring, or summer terms once they have secured a business or economics-related internship. These courses are offered for three units as Pass/No Pass grade option only; the internship course does not fulfill a course requirement in the major. To enroll in an internship course, students must:

- Be enrolled in a Tepper major, additional major, or minor;
- Be in good academic standing;
- Provide an offer letter from the internship location;
- Provide a one-paragraph description of the internship and the application of business knowledge within the internship.

International students who want Curricular Practical Training (CPT) credit for the internship must submit the Tepper School internship course application for CPT, internship offer letter, and internship description by the add deadline and meet all requirements designated by the Office for International Education. Only Tepper primary majors and additional majors can apply for CPT through the Tepper School.

Non-Tepper students who have not yet declared the additional major and wish to enroll in an internship course must have at least 60% of the additional major course work completed prior to the current semester and at least 70% of the additional major course work must be completed at the end of the current semester.

Leave of Absence

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

Major Change within the Tepper School

Students pursuing an Economics+Mathematics major must first be declared as a B.S. in Economics student. Interested students apply for the B.S. in Economics+Mathematics through a separate application process and must meet the following criteria:

- Cumulative QPA of at least 3.5
- Completed 73-102
- Earned a "B" or better in 21-127 or 21-128
- Earned a "B" or better in 21-241
- Earned a "B" or better in 73-103
- Earned a "B" or better in either 73-230 or 73-240

Students interested in changing their major to Computational Finance must complete the BSCF application process available through the CMU Mathematics program and should have taken or be currently enrolled in courses along with the other application elements:

- 21127 or 21128
- 21241 or 21242
- 21270

Students with a current Business Administration or Economics major who wish to change to one of the other Tepper majors is eligible to change their major after completing a complete fall or spring semester within their currently declared major. For example, a student who changes their major to Economics in March is not eligible to change their major to Business Administration until the following spring semester after the fall semester

ends. A student who begins the fall semester studying Business Administration is eligible to change to Economics at the start of the following spring semester.

Pass Grades

Completing a course with a passing grade of “P” results in earning the units for the course but does not mean that a course meets a degree requirement. Students who wish to request a “P” grade for an academic course should consult with their academic advisor and must follow the University’s procedures identified in the [Undergraduate Catalog](#).

Coursework earning final grades A, B, C, or D receive credit for units passed and are recorded as “P” on the student's academic record; below D work receives no credit and are recorded as “N” on the student's academic record. No quality points are assigned to “P” or “N” units; “P” or “N” units are not factored into the student's QPA. Students also have the option to elect a [Pass/No Pass voucher](#) and must meet with their academic advisor to pursue this option.

Policy Exemption Requests

Students requesting an exemption to policies must complete the Exemption to Policy Request Form available from their academic advisor and return the form to their advisor for consideration. Responses to such exemptions are communicated in writing to the student.

Student Communications

It is important that students read and understand communications that come from the Tepper School to ensure they are aware of academic policies, processes, and deadlines. Students are expected to take responsibility for reading communications. Email newsletters are published each Monday in the fall and spring semesters and include academic, club, and career events and information. Email announcements are also used to communicate key information to students. Tepper utilizes Canvas to promote events, announcements, and information; students are automatically enrolled in the Tepper Undergraduate Canvas site.

Student Defined Major

Carnegie Mellon offers the opportunity for undergraduate students to pursue a University [Student-Defined Major](#) (SDM). Students interested in this opportunity should begin by speaking with the Assistant Dean. The Tepper School requires students pursuing the SDM to be in good academic standing at the time the SDM is approved by Tepper as the home college.

Study Abroad

Tepper students have an array of study abroad programs available to them. Tepper offers [Departmental Exchange Programs](#) with business schools abroad, and many other options can be explored through CMU's [Study Abroad Portal](#). Students interested in study abroad programs should consult with a study abroad advisor in the [Office of International Education](#) and their academic advisor about the location, courses to study, and appropriate timing. Some study abroad programs have specific QPA requirements that must be met; for programs without a defined QPA requirement, the Tepper School requires students to have a cumulative QPA of 2.0 or higher to pursue a study abroad experience.

Students work with the [Office of International Education](#) to complete the Study Abroad Transfer Credit (SATC) Form, which is required for all CMU students, prior to departure. Students must have their courses reviewed for equivalency through the transfer credit review process and study abroad transfer credit must align with transfer credit policies. If course plans change, the student must update the SATC form.

Tepper Building Room Reservations

Student clubs affiliated with the Tepper School Undergraduate Programs receive priority in reserving space in the Tepper building. Tepper student clubs receive instructions for room reservations through the Tepper Undergraduate Programs Office. Individual students and non-affiliated student organizations can request space across campus through [25Live](#).

Tepper Graduate Course Enrollment

Tepper seniors with a cumulative QPA of 3.5 or higher may be eligible to enroll in Tepper graduate courses. An application for graduate course enrollment does not guarantee enrollment; MBA core courses are not available for undergraduate enrollment. Students who are interested in this option should speak with their academic advisor. This is a very limited option due to graduate enrollments.

Tepper Minors

The Tepper School offers minors in Business Administration, Business Analytics and Optimization, Economics, Financial Management, Operations and Supply Chain Management, Product Management, and Innovation & Entrepreneurship (as an IDeATE minor). Eligibility to declare one of these minors varies and students should consult the [course catalog](#) for additional information. Students enrolled in one of these minors are required to adhere to the same grading policies as primary majors. This includes the minimum QPA, letter grades for degree required courses, and the repeating courses. Upon completion of the minor degree requirements, the Tepper

School certifies the minor and it is recorded on the academic transcript; minors do not appear on a student's diploma per University policy.

If a student pursues a business minor that requires 73102 and receives a prerequisite waiver for 73102, 9 additional units of elective course work (70xxx) is required to ensure 54+ units are met in the minor curriculum.

If a student pursues an economics minor and receives a prerequisite waiver for 73102, 9 additional units of elective course work (73xxx) is required to ensure 54+ units are met in the minor curriculum.

University Honors

Students who earn a final cumulative QPA of 3.50 or higher graduate from Carnegie Mellon with University Honors and are recognized at Commencement activities.

Business Administration Policies

Additional Major in Business Administration

Students interested in pursuing the additional major in Business Administration should consult the [course catalog](#) for degree requirements and meet the following requirements before submitting the [application form](#):

- Completion of a Tepper School Minor in Business Administration
- 70-207: Probability and Statistics for Business Applications (or equivalent)
- 21-120: Differential and Integral Calculus

Students enrolled in the additional major in business administration must adhere to the same grading and academic policies (listed in both the course catalog and handbook) as primary majors. Upon completion of the additional major degree requirements, the Tepper School certifies the additional major and the credential appears on the diploma.

Concentration Requirement for Primary Majors

Students earning the business administration degree must complete the concentration and business elective requirements per the undergraduate catalog. Students are expected to identify their chosen concentration in Stellic by the end of sophomore year to maintain progress. Students should consult with their academic advisor and the Career and Professional Development Center career staff about their concentration choice. Courses taken to meet concentration requirements are not allowed to double count toward any other business administration degree requirements, including the minor requirement.

If a student completes an additional major, the concentration requirement is waived (as is the minor requirement). Students must then complete at least 27 units of business elective courses for their degree requirements if they earn an additional major as part of the waived concentration requirement.

Students who select the product management concentration who are also earning a minor or additional major in HCII will have the HCII course in the concentration waived. To meet the concentration requirement, these students will be required to take one additional elective course from the Tepper course listing in the product management concentration. This is the only approved exception for the product management concentration.

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

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 Core@CM). Exceptions are available for students who earned P grades during Spring 2020.

Semester Course Overload

A course overload for a business student is any schedule with more than 51 units in Fall or Spring semester or more than 24 units in Summer I or Summer II. Students must petition to receive a semester overload. For Fall and Spring semesters, Tepper students petition to enroll in more than 51 units for the semester to total 57 units. Students must meet the 3.5 cumulative QPA threshold to petition for an overload. Petitions are reviewed and determined by the Tepper School. Students transferring into the Tepper School from across campus may be required to reduce their unit load to meet the Tepper School policy of 51 units per semester. New first-year or external transfer students are restricted to 50 units in their first semester and are not eligible to overload until

they complete one semester. A student may lose the right to overload if their QPA drops below the threshold after an overload for the next semester has been granted.

Transfer Credit

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:

- Business Science (70106)
- Business Leadership Endeavor (70104, 70204, 70304)
- Senior Capstone Management Game (70401) or equivalent
- First Year Writing (76101, 76102 or 76106, 76107 and/or 76108)
- Core@CM (99101)

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/IB 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

Economics Policies

Additional Major & Minor

CMU students are eligible to pursue an additional major or minor Economics. Students interested in an additional major or minor should meet with the Tepper School to review course and [application requirements](#). The application for an additional major in Economics can be submitted following completion of the Economics minor requirements.

Course Double Counts

Primary Majors:

- BA in Economics: No double counting restrictions.
- BS in Economics: No double counting restrictions.
- BS in Economics and Math: The 3 economics electives and 3 math electives cannot double count with another major or minor.

Additional Major in Economics:

- 4 of the advanced economics electives required for the additional major must be unique to the additional major and cannot double count with any other major or minor.

Minor in Economics:

- 73-265 and the 3 economics electives must be unique for the minor and cannot double count with any other major or minor.

Economics and Mathematical Sciences Program Requirements

This degree program equips students with the mathematical tools that are essential for success in Ph.D. programs in economics; mathematics; and areas of business including finance, accounting, marketing, and information systems. Application and acceptance into the program is based on meeting the following requirements:

- Cumulative QPA of at least 3.5
- Completed 73-102
- Earned a "B" or better in 21-127 or 21-128
- Earned a "B" or better in 21-241
- Earned a "B" or better in 73-103
- Earned a "B" or better in either 73-230 or 73-240

First Year Academic Advising

First-year students interested in economics begin as Dietrich College students and are assigned a [Dietrich Success Center](#) (DSC) advisor. While the DSC advisors are the advisors of record until students formally declare their majors, students who are considering majoring in economics are encouraged to speak with the Tepper School Economics advisor so that they will have access to program resources, advising, and the community of faculty, staff, and students.

Graduate School Preparation

The life of a researcher (whether in academia or in the private research sector) requires a set of skills that undergraduate students begin to acquire through course work, research, and focused conversations with faculty and advisors. Doctoral programs in economics are looking for specific analytical skills. Key determinants of acceptance into these programs are the choice of courses, student achievement, research experience, graduate school entrance exam test scores (specifically the GRE), and faculty recommendations. Students who are considering pursuing a higher academic degree are encouraged to discuss their interests with their advisor. Interested students are encouraged to consider the B.S. in Economics and Mathematical Sciences curriculum.

Minor Requirement for BA/BS Economics Students & Additional Major Option

Students who entered CMU in fall 2023 or later are required to complete a minor to earn the BA or BS in Economics, 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. 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.

Omicron Delta Epsilon Honor Society

The CMU requirements for induction into the Omicron Delta Epsilon (ODE) Honor Society are:

- Pursuing a degree awarded by the Undergraduate Economics Program (primary major, additional major, or minor)
- Completion of 73102 or 73104, 73230, 73240, and at least one advanced upper-level elective
- Completion of at least 36 units of economics courses at CMU Pittsburgh campus (excluding 73101, 73155, and 73450).
- 3.0 cumulative QPA
- 3.0 cumulative QPA in economics courses
- Junior or senior standing

Senior Experience

The senior experience curriculum requirement can be met through completion of 73-497 or the honors thesis. The senior project course 73-497 can be an upper-level economics elective if students are completing an honors thesis and earning the BA in Economics, BS in Economics, BS in Economics and Math, or BS in Economics and Politics. 73-497 does not count as an upper-level economics elective for students pursuing the BS in Economics and Statistics.

Transfer Credit

Courses taken at higher education institutions outside of Carnegie Mellon can be considered for transfer credit through the Tepper School course equivalency process.

- BA in Economics: May transfer a maximum of 18 units of economics elective course credit.
- BS in Economics: May transfer a maximum of 18 units of economics elective course credit.
- BS in Economics and Math: May transfer a maximum of 9 units of economics elective course credit.
- Additional Major in Economics: May transfer a maximum of 18 units of economics.
- Minor in Economics: May transfer a maximum of 18 units of economics elective course credit.

Highlighted University Resources

Career and Professional Development Center (CPDC)

The Career and Professional Development Center's (CPDC) mission is to empower students to optimize their professional and life potential through career exploration, experiential learning and connections with employers and opportunities. Services include career exploration and consultations, [Handshake](#), the online recruitment system for internships, full-time employment, and campus jobs, and additional career development resources.

Center for Student Diversity and Inclusion

The Center for Student Diversity and Inclusion is an interdivisional, co-located center that provides a home for functions and resources in support of the student experience, enhancing student access, student success, campus climate and intergroup dialogue. The Center is located in the lower level of the Cohon Center and offers resources to achieve an inclusive and transformative experience for all students. The Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced.

Computing Services

Students can access Computing Services' resources for storing and sharing files, protecting their email account, and more.

Counseling and Psychological Services (CaPS)

CaPS provides the opportunity for students to talk privately about issues that are significant for them in a safe and confidential environment. An initial consultation clarifies options and provides a recommendation to the appropriate mental health resource at CMU or the broader Pittsburgh community. CaPS offers short-term psychotherapy at no cost. Most students visit for 6-8 sessions, with the number of sessions determined by the student and therapist. If students desire or need long-term care, CaPS helps identify appropriate therapists and mental health professionals. There are no limits on consultation, crisis support, referral and case management services.

The HUB

The HUB staff delivers comprehensive service and counsel to students and families regarding financial aid, billing and payments, registration, and academic records.

Office of Community Responsibility

The OCR is dedicated to the growth and development of students in and out of the classroom. When faced with a challenging or complicated situation, OCR can serve as a resource for students, staff, faculty, and family members looking for guidance to meet CMU academic and community standards.

Office of Disability Resources

Disability Resources provides support for physical and learning disabilities. It works to provide qualified students with reasonable accommodations as guaranteed by the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973.

Students may voluntarily disclose a disability prior to campus arrival by submitting the Student Voluntary Disclosure of a Disability Form provided by ODR. The office will work with the student to develop an individualized Accommodation Plan and an Accommodation Memorandum. These documents are given to the student to share with advisors and instructors as the student sees fit.

Office of International Education (OIE)

OIE supports international and cross-cultural experiences. OIE promotes and coordinates [study abroad](#) and acts as a liaison to the university for international students.

Office of Undergraduate Research and Scholar Development

This office supports undergraduate research in the following ways: seed funding for undergraduate research projects, recognition of student research, student funding to present at academic conferences, and Meeting of the Minds, an annual undergraduate research symposium.

Religious and Spiritual Life Initiatives

Religious and Spiritual Life Initiatives' mission is to support all students along the spectrum of religious and spiritual practice and exploration. Carnegie Mellon is committed to the holistic growth of our

students, including creating opportunities for spiritual and religious practice and exploration for individuals all along the spectrum of spiritual and religious development. Additionally, they offer programs and initiatives that cross traditional religious boundaries to increase our students' knowledge of and appreciation for the full diversity of the world's religious and spiritual traditions.

Student Academic Success Center

The Student Academic Success Center offers a variety of academic support services to assist students in developing the skills, strategies, and behaviors needed to perform as confident, independent, and active learners. Group and individualized instruction is available for the diverse learning styles and skills of the CMU population.

Student Leadership, Involvement, and Civic Engagement (SLICE)

The SLICE office provides and supports opportunities where undergraduate students can explore, connect and engage with one another to create a set of experiences that match your unique interests and talents.

University Health Services (UHS)

UHS is staffed by physicians, advanced practice clinicians, and registered nurses who provide general medical care. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures, and emergency room or specialist referrals are the student's responsibility. UHS also has a registered dietitian and health promotion specialist to assist students in addressing nutrition, drug and alcohol, and other healthy lifestyle matters. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance Plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services.

University Libraries

The libraries provide support for academics, job search resources, and business plans. Students utilize the libraries for market research, investment data, economic research, company profiles, industry trends, management studies, business plans, demographics, tips on interviewing, target companies, country reports, business news, datasets, and books. Through the website, students can find: [business and economics databases](#), books, E-books, print journals and movies, and [Interlibrary Loan](#) databases.