

# COLLEGE OF BUSINESS ADMINISTRATION (CBA)

## College of Business Administration Mission

The mission of the UNO College of Business Administration is to teach and inspire diverse learners and connect them to organizations within and beyond the classroom, emphasizing innovative and career-focused learning, combined with transformative research, business collaboration, and community engagement that advance individual and regional prosperity.

## College of Business Administration Vision

The vision of the UNO College of Business Administration is to be the business school of choice for hard-working learners of all backgrounds.

## Other Information Relevant to the College of Business Administration

### Attendance at First CBA Class Meeting

Students not present at the first class meeting of a College of Business Course, without prior notification to the instructor, may be administratively withdrawn from the course.

## Accreditation Information

The UNO College of Business Administration undergraduate and graduate programs are accredited by AACSB International (Association to Advance Collegiate Schools of Business). This is the highest level of accreditation possible for a College of Business.

The Accounting Programs in the UNO College of Business Administration hold supplemental Accounting Accreditation by AACSB. Less than 200 Accounting Programs worldwide have earned this supplemental AACSB Accounting Accreditation.

Major	Degree	Accreditation Body
Accounting	BSBA MAcc	Association to Advance Collegiate Schools of Business (AACSB International)
Business Administration	Executive MBA	Association to Advance Collegiate Schools of Business (AACSB International)
Business Administration	MBA	Association to Advance Collegiate Schools of Business (AACSB International)
Banking and Financial Markets	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Business Analytics	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)

Business Finance	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Economics	BSBA, MA/MS Econ	Association to Advance Collegiate Schools of Business (AACSB International)
Entrepreneurship	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Human Resource Management	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
International Business	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Investment Science & Portfolio Management	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Legal Studies	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Management & Leadership	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Marketing	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Real Estate & Land Use	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Sales	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)
Logistics & Supply Chain Management	BSBA	Association to Advance Collegiate Schools of Business (AACSB International)

## Beta Gamma Sigma

Beta Gamma Sigma is the international scholastic honor society in the field of business. Election to membership is available to both undergraduate and graduate students in business. Selection is based upon outstanding scholastic achievement.

## Careers

Business is a broad, flexible, and valuable field of study. Students who graduate with a business degree can choose from a variety of professions in numerous industries and fields. Individuals with business degrees may find career opportunities working in government, large, mid-size, and small companies, nonprofit organizations, and institutions of higher education. A business degree prepares students for a wide variety of fulfilling and flexible careers, thus providing the opportunity to match personal interests and skills with professional ambitions, as well as allowing for the opportunity to

pivot and flex careers as opportunities arise. Examples of potential business-related careers are provided by each department.

For additional information about Business careers, please contact the CBA Career Center. Website (<https://www.unomaha.edu/college-of-business-administration/career-center/>):

402.554.2365 (<https://www.unomaha.edu/college-of-business-administration/career-center/402.554.2365>) | [unocareercentercba@unomaha.edu](mailto:unocareercentercba@unomaha.edu) | Mammel Hall 134T & 134X | 6708 Pine Street | Omaha, Nebraska 68182

## Program Contact Information

CBA Advising Office  
UNO College of Business Administration  
134H Mammel Hall  
University of Nebraska at Omaha  
6708 Pine Street  
Omaha, NE 68182-0048

Advising Phone: 402.554.3419  
e-mail: [unocbaadvising@unomaha.edu](mailto:unocbaadvising@unomaha.edu)

**Program Website (<https://www.unomaha.edu/college-of-business-administration/>)**

## Admission Requirements

Incoming freshman must meet general university admission requirements to be admitted into the College of Business Administration. Transfer students and students with an established NU-system GPA must have a minimum 2.50 cumulative GPA to be admitted into the College of Business Administration.

## Bachelor of Science in Business Administration (BSBA) Requirements

To earn a BSBA degree, students must fulfill the university, college, and program requirements including:

- Complete a minimum of 120 credit hours in courses approved by the College of Business Administration (CBA)
- Complete a minimum of 42 credit hours in upper-division (3000- or 4000-level) coursework
- Complete 24 upper-division (3000- or 4000-level) credit hours in the business core curriculum
- Complete 18-24 credit hours in a BSBA concentration

## Credit Restrictions

- A maximum of 24 credit hours of non-business courses may be taken on a Credit/No Credit Basis. More information about UNO's Credit/No Credit policy can be found at the following link: <https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)
- A maximum of 4 credit hours of physical education activity (PEA) courses may count toward the degree.
- A maximum of 6 hours of professional development courses evaluated by the American Council on Education (ACE) as equivalent to collegiate credit may count toward the degree. Additional information can be found under "Evaluated Non-College Programs."
- All remedial courses and any orientation courses from non-NU-system institutions will not count toward the degree.

## Minimum GPA/Additional Requirements

To graduate with a BSBA, students must meet the following GPA and grade requirements:

- Maintain a cumulative GPA of 2.50 or higher across all courses taken in the University of Nebraska system (UNO, UNL, UNK, and UNMC).
- Maintain a cumulative Business GPA of 2.50 or higher.
- For students earning the Accounting concentration or secondary concentration, maintain a cumulative GPA of 2.50 or higher in all upper-division accounting courses (excluding ACCT 3000 (<https://catalog.unomaha.edu/search/?P=ACCT%203000>), ACCT 4500 (<https://catalog.unomaha.edu/search/?P=ACCT%204500>), and ACCT 4510 (<https://catalog.unomaha.edu/search/?P=ACCT%204510>)).

For any BSBA business core, BSBA concentration, or business elective course to fulfill BSBA requirements, it must be taken on a letter-grade basis and the student must earn a grade of "C" or higher.

No grade below a "C" will be counted as satisfactory completion of BSBA degree major requirements, including CBA BSBA business core courses, BSBA concentration courses, business elective courses, ENGL 1150 (<https://catalog.unomaha.edu/search/?P=ENGL%201150>), ENGL 1160 (<https://catalog.unomaha.edu/search/?P=ENGL%201160>), CMST 1110 (<https://catalog.unomaha.edu/search/?P=CMST%201110>), and MATH 1370 (<https://catalog.unomaha.edu/search/?P=MATH%201370>) (or MATH 1930 (<https://catalog.unomaha.edu/search/?P=MATH%201930>)).

Some concentrations require specific foundation courses to be completed with a grade of "C+" or higher, including:

- Business Finance, Banking and Financial Markets, and Investment Science & Portfolio Management Concentrations or Secondary Concentrations: FNBK 3250 (<https://catalog.unomaha.edu/search/?P=FNBK%203250>) and FNBK 3300
- Marketing Concentration or Secondary Concentration: MKT 3310 (<https://catalog.unomaha.edu/search/?P=MKT%203310>)
- Human Resource Management Concentration: MGMT 4030
- Sales Concentration or Secondary Concentration: MKT 3310 (<https://catalog.unomaha.edu/search/?P=MKT%203310>) and MKT 3100 (<https://catalog.unomaha.edu/search/?P=MKT%203100>)

## Credit for Prior Learning

Credit for prior learning is evaluated based on institutional, college, and program policies. CBA professional academic advisors assist students in determining how such credits apply toward their degree.

## Transfer Credit

Transfer credits are evaluated as follows:

- **Regionally Accredited Institutions:** Coursework equivalent in content and scope to UNO offerings will generally transfer if completed at regionally accredited colleges and universities.
- **Limits on Two-Year College Credits:** Students may apply a maximum of 64 semester credit hours from regionally accredited two-year institutions.
- **Four-Year Institution Credits:** There is no limit on credits transferred from regionally accredited four-year institutions, provided residency requirements are met.

For upper-division courses:

- Credits from AACSB-accredited institutions require a grade of "C" or higher to apply as a BSBA business core course, BSBA concentration course, or BSBA elective course
- Credits from non-AACSB-accredited institutions require a grade of "C" or higher and must be validated by completing an additional

upper-division course at an AACSB-accredited institution in the same department to apply as a business core course.

## Evaluated Non-College Programs

A maximum of six hours of professional development course credit may be taken from any educational body if evaluated by the American Council on Education (ACE) as equivalent to collegiate credit, and then may be applied toward the degree. Such credit may be used for non-business electives. The department chair must give written approval if a course is to be used for concentration elective hours or as a substitute for a required concentration course. Professional development courses are not applicable to BSBA business core courses.

## Military Training and Experience

### Army, Coast Guard, Marine Corps and Navy

Students can earn up to 4 credits of Physical Education Activity (PEA) for completing basic training and up to 6 additional credits for ACE-evaluated courses as documented on their Joint Services Transcript (JST).

### Air Force

Air Force training is certified by the Community College of the Air Force (CCAF). CCAF is regionally accredited by the Southern Association of Colleges and Schools through Air University, therefore, CCAF courses are considered transfer credits at UNO.

### Defense Language Institute (DLI)

Operated by the U.S. Department of Defense (DoD), DLI provides linguistic and cultural instruction to members of the DoD and federal agencies. DLI courses are considered transfer credits at UNO as it is regionally accredited by the Western Association of Schools and Colleges.

## Residency Requirement

The last 30 of 36 consecutive semester hours for a degree must be earned following admission to the University of Nebraska at Omaha. A minimum of nine (9) of the twenty-four (24) required business core hours and one-half of the required concentration hours must be completed at UNO.

## Retroactive Credit Policy

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/>)

## Advanced Placement Credits

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/>)

## Military Credit

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/>)

## IB Credit

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/undergraduate-transfer-credit/>)

## Placement Exams and Credit by Department Policies/Practices

<https://nextcatalog.unomaha.edu/aboutuno/student-services-a-z/testing-center/> (<http://catalog.unomaha.edu/aboutuno/student-services-a-z/testing-center/>)

## Quality of Work

Any students earning below a 2.50 cumulative GPA for any semester while enrolled in the BSBA degree program will be placed on a "warning status." No grade below a "C" (2.0) will be counted as satisfactory completion of BSBA degree MAJOR REQUIREMENTS, including CBA BSBA business core courses, BSBA concentration courses, business elective courses, ENGL 1150, ENGL 1160, CMST 1110, and MATH 1370 (or MATH 1930).

## Good Academic Standing Policy

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)

## Credit/No Credit (CR/NC) Grades

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)

## Completion of Incomplete Grade

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)

## Repeatable Grades/Courses

Effective Fall 2002, a student may only attempt each required business core course three times.

This policy applies to the following courses:

Code	Title	Credits
ACCT 2010	PRINCIPLES OF ACCOUNTING I	3
ACCT 2020	PRINCIPLES OF ACCOUNTING II	3
BSAD 2130	PRINCIPLES OF BUSINESS STATISTICS	3
BSAD 3160	MANAGERIAL STATISTICS FOR BUSINESS	4
ECON 2200	PRINCIPLES OF ECONOMICS (MICRO)	3
ECON 2220	PRINCIPLES OF ECONOMICS (MACRO)	3
FNBK 3250	PRINCIPLES OF FINANCIAL MANAGEMENT	3
LAWS 3930	BUSINESS LAW FUNDAMENTALS	3
MGMT 3100	MANAGEMENT INFORMATION SYSTEMS	3
MGMT 3490	MANAGING PEOPLE AND ORGANIZATIONS	3
MGMT 4480	CORPORATE AND BUSINESS STRATEGY	3
MKT 3200	BUSINESS COMMUNICATIONS	3
MKT 3310	PRINCIPLES OF MARKETING	3
SCMT 3500	MANAGING OPERATIONS IN THE SUPPLY CHAIN	3

Any grade earned, excluding CR, W, NC, NR, I, IP, AU, S, U or R will count as an attempt for the three times limit.

The Undergraduate Program Council will only consider appeals of the three-attempt rule when the circumstances for the appeal are documented and the reason for the appeal is extraordinary.

Upper-division accounting courses may be taken only twice.

## Appeal Process

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)

## Grade Appeal Policy

Students who wish to appeal a grade which they feel was capriciously or prejudicially awarded shall first discuss the matter with the instructor and/or the department chairperson. If a satisfactory agreement cannot be reached, the student may submit a written appeal to the CBA Associate Dean by the deadlines listed below.

- For a course completed during the fall semester: The last business day in January
- For a course completed during the spring semester: The last business day in June
- For a course completed during any of the summer sessions: the last business day in September

The CBA Undergraduate Grade Appeal Committee will hold a grade appeal hearing to make a final determination based on the facts presented.

## Academic Amnesty

A student may remove one or two semester's grades from the student's cumulative GPA and degree consideration by petitioning for academic amnesty in the CBA advising office. Removal of grades via academic amnesty shall be by entire semester(s). Students are allowed a maximum of two (2) semesters of amnesty.

Petitioning students, after the term(s) for which they are seeking amnesty, must have completed 12 consecutive hours with a minimum GPA of 2.75.

Students who are granted academic amnesty will not be eligible for degree with academic honors.

Academic amnesty will remove a CBA core course attempt from the Three-Attempt Rule under Repeatable Grades/Courses. The petition for academic amnesty is submitted to the academic advisor and the advisor will apply this policy to approve or deny the petition on behalf of the Undergraduate Program Council.

## Academic Probation and Suspension

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)

## Reinstatement Policy Following Academic Suspension

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/grades/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/grades/>)

## Academic Advising

The mission of the UNO College of Business Administration Undergraduate Advising Team is to empower and inspire diverse learners to make informed and fulfilling decisions about their academic and professional journeys through individualized support for setting goals, navigating the curriculum, and making meaning of their experiences within and beyond the classroom.

The purpose of academic advising is to help students understand and meet the requirements of their degree program while also clarifying college policies related to academics. In the College of Business Administration, academic advising is provided by CBA's professional undergraduate advisors. Students are encouraged to contact their academic advisor whenever they have questions about their academic program.

## Advising Holds

Advising holds are automatically placed each semester for any student whose GPA is below a 2.5, including students without an NU-system GPA. The purpose of this hold is to ensure students understand degree requirements, make informed decisions about next classes, and connect to other resources on campus.

## Student Holds

<https://nextcatalog.unomaha.edu/aboutuno/registration-to-graduation/enrollment/> (<http://catalog.unomaha.edu/aboutuno/registration-to-graduation/enrollment/>)

## Declaring a Concentration

Students may declare a BSBA concentration when applying to the university or at any point.

Students who did not declare a BSBA concentration when applying to the university must contact a CBA advisor to declare their concentration.

## Senior Check

Students are encouraged to contact their Academic Advisor in the last 30 credit hours to verify their remaining requirements. Final responsibility for scheduling courses and satisfactorily completing curriculum requirements for any degree rests with the student.