School of Business
SUNY Geneseo

Undergraduate Student Guidebook

South Hall

UNDERGRADUATE STUDENT GUIDEBOOK

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SCHOOL OF BUSINESS STRATEGIC CHARTER

Vision

As a school of business within a highly recognized public liberal arts college with strong professional programs, we strive to prepare students for both the immediate challenges of employment or graduate study and the lifelong pursuit of professional success.

Mission

The School of Business is committed to excellence in business education within the context of a strong liberal arts tradition. Our carefully designed programs reflect our sustained commitment to teaching and continuous improvement. We endeavor to prepare graduates to assume responsible leadership positions in professional employment, to enter and succeed in graduate schools, and to develop lifelong habits of learning. In support of our teaching mission, we emphasize applied and instructional development scholarship. We also employ our professional skills in service to the school, college, scholarly and professional organizations, and other stakeholders.

Our Educational Philosophy

The Geneseo student body is expected to remain highly qualified academically and to consist predominantly of traditional college-aged students from New York State. To prepare our students to meet the challenges of business, we must provide them with high quality degree programs that offer an integrated combination of knowledge, skills and professional orientation. We seek to do this by creating a student-centered active learning community in our classes and co-curricular activities.

Our program is designed to ensure that our students leave Geneseo with:

- A thorough grounding in the principles, tools and best practices of a business discipline.
- An appreciation of the many issues that affect the business world, including diversity, globalization and technology.
- Competence in the analytical, interpersonal and communication skills necessary to succeed in the business world of today and tomorrow.
- An exposure to and interaction with the world of business.

We work to make explicit the connection between the liberal arts and business disciplines. We believe that the liberal arts core of the Geneseo education combined with our curriculum provides the broad foundation that will lead our students to develop sound business judgment and effective problem solving skills.

SCHOOL OF BUSINESS ACADEMIC PROGRAMS

The School of Business has three distinctive undergraduate degree programs, or majors, to accommodate the varied interests of our undergraduate students. Officially designated a School of Business in 1980, the school offers programs in Accounting, Business Administration, and Economics. In 2002 the School of Business received initial accreditation from AACSB International, the premier business school accrediting organization. The School currently enrolls approximately 250 Accounting majors, 450 Business Administration majors, and 75 Economics majors.

MAJORS

ACCOUNTING - Bachelor of Science (B.S.)

The accounting major is a professional degree program. The program provides a thorough understanding of modern accounting principles and procedures within the broader context of a quality undergraduate liberal arts education.

BUSINESS ADMINISTRATION - Bachelor of Science (B.S.)

The Business Administration major provides students with a thorough introduction to the major functional areas of business, which include a basic knowledge of the principles, tools and best practices of business management. As a business administration major you will develop your critical thinking skills through a broad liberal arts core and become actively involved in decision-making areas of business though group presentation and research projects.

ECONOMICS - Bachelor of Arts (B.A.)

The Economics major is a general education degree program that combines the breadth, analytical development, and flexibility of a liberal arts degree with a focus on the real world of economic activity. The program provides a theoretical and quantitative foundation, as well as an historical perspective in economics.

The degree requirements for all majors are listed on the Guidesheets on page 16-21and are available in the School of Business office.

MINORS

The School of Business offers two minors; Business Studies and Economics.

BUSINESS STUDIES

The Business Studies minor is designed to provide liberal arts majors with an exposure to the general concepts of the business arena. Students wishing to declare the Business Studies minor must have a cumulative GPA of 3.0. Students who wish to declare a Business Studies minor must do so prior to the completion of 85 credit hours. Additional information is available in South Hall 100. Note: The Business Studies minor is **not** available to Accounting or Business Administration majors.

ECONOMICS

The Economics minor is a sequence of courses that provide the student with an introduction to the field of economics. Students wishing to declare the Economics minor must have a cumulative GPA of 3.0. Students who wish to declare an Economics minor must do so prior to completion of 85 credit hours. Additional information is available in South Hall 100. Note: The Economics minor is not available to Economics majors.

FIVE YEAR COOPERATIVE 4+1 M.B.A.

This program is available to School of Business majors who complete a prescribed set of courses at Geneseo in four years. Following graduation from Geneseo, the qualified student may complete the M.B.A. in one additional year at SUNY Binghamton, Rochester Institute of Technology, Clarkson University, Union College, or Alfred University. This program requires a precise curriculum beginning in the sophomore year. Interested students **should** change their academic advisor to Dr. Avan Jassawalla.

Guidesheets for the 4+1 Programs are shown on pp. 22-26. Additional copies are available in South Hall 100 and 116B.

ADMISSION TO THE SCHOOL OF BUSINESS

PRE-MAJOR POLICY

Students entering the College as Freshmen seeking to major in Accounting, Business Administration, or Economics are in a pre-major status. To be admitted into the Accounting, Business Administration, or Economics programs, Pre-majors must:

1. Complete a minimum of two full-time academic semesters at the college and earn a minimum of 24 credit hours in course work at **Geneseo**.
2. Earn a 2.85 cumulative GPA.
3. Submit by, May 1, or December 1, an Application Form found on p. 27, or available in South Hall 100, indicating their intention to major in Accounting, Business Administration, or Economics.

Students may apply for admission to the School of Business when they meet the above criteria, and will be notified of their acceptance by the Dean of the School of Business following the end of the semester. Pre-majors who fail to meet admissions criteria by the time they have completed 60 semester credit hours will not be allowed to enroll (or remain) in restricted and upper-level School of Business courses, and will be required to consult with the Dean of the College about changing their major.

Incoming Freshmen interested in being admitted to the B.S. in Accounting or Business Administration, or the B.A. in Economics degree programs are encouraged to take the appropriate introductory courses in the academic major to which they are seeking admission during their first two semesters.

CHANGE OF MAJOR POLICY

Students who entered Geneseo intending to major in other areas (or as undeclared), who decide to pursue a School of Business major, must apply to the School of Business.

Students with *Freshmen or Sophomore* standing may request a change of major to Pre-major status by completing a Change/Declaration of Major form. The completed form and the student's advisement folder should be submitted to the School of Business in South Hall 100. Change of major requests are not processed during the pre-registration and drop/add periods. Pre-majors must follow the application procedure described above and meet the GPA and credit hours earned requirements.

Students with *Junior or Senior* standing must apply to the School of Business by the December 1st or May 1st deadline. Applications are reviewed after each semester and upper class applicants must meet the minimum GPA requirements as above.

TRANSFER STUDENT POLICY

Students entering the College as transfer students who have successfully completed coursework at another college and seeking to major in Accounting, Business Administration, or Economics will complete a separate School of Business application, due May 1 or December 1. Admission to the School of Business will generally be based on the following criteria:

1. Students who have successfully completed, at the time of application, a minimum of 30 credit hours at another institution with a minimum GPA of 3.0 will be admitted as a School of Business major,

2. Students who have successfully completed, at the time of application, less than 30 semester hours at another institution with a minimum GPA of 3.0 will be admitted as a School of Business Pre-major. Transfer Pre-majors who enter Geneseo with a minimum of 30 transfer credit hours may apply for admission to the School of Business upon completion of at least 15 credit hours at Geneseo. A minimum cumulative GPA at Geneseo of 2.85 is required.

STATEMENT OF PROFESSIONAL BEHAVIOR EXPECTATIONS

You need to know at the outset of your major studies that the faculty of the School of Business will require of you a high degree of professional behavior during your career at Geneseo.

These are specific guidelines for professional behavior that students should follow.

Academic Responsibilities

- Plan your academic program to fulfill all degree requirements, with assistance from your faculty advisor as needed.
- Enrich your academic program by actively seeking assistance from appropriate College resources regarding opportunities for internships, minors, study abroad, work experience, etc.
- Develop your inter-personal skills and prepare for your career in business by participating actively in clubs, organizations, and activities
- Advance your career prospects by actively seeking information about employment, graduate school, and job search strategies available from Career Services.
- Get to know one or more of the faculty well enough that they can provide a meaningful reference for you.

General Student Behavior

- Be respectful of faculty and other students - exhibit "good citizen behavior" regularly.
- Visit faculty during their office hours – these are posted outside their office and on the School of Business webpage. If you can't make their office hours, you shouldn't assume that they will be available when it is convenient for you.
- Don't interrupt conversations already in progress, even if you just have a "quick question" for someone.
- Wait until you are welcomed into a faculty office - don't just walk in assuming they can see you right then.
- If you schedule an appointment with a faculty member, be there and on time. If something arises so that you will be late or miss the appointment, call the faculty member and let them know.
- It is always appropriate to address faculty members as Professor _____. It may be considered rude to call faculty by their surname alone or by their first name only. Do so only with explicit permission.
- Some people may be offended by dress that is too casual for the classroom. Respect individual instructor's positions on this issue and dress accordingly.
- The School of Business wants students to learn how to work in teams effectively. Accept the challenges that working with team members may present. Be a contributing member.

Email Behavior

- Check your email daily - important information from instructors and the School of Business may be conveyed only via email.
- Email should not be used to ask questions to which you can find the answer by reading the syllabus, the student guidebook, the undergraduate bulletin etc.
- Email is an asynchronous communication method (the participants are not communicating at the same time) and should not be used for discussions that are better held using a synchronous communication method.
- Email should have the appropriate tone for your audience - don't use slang or profanity when emailing a faculty member - you are not "IMing" your friends.

Classroom Behavior

- Attend all classes, be on time and prepared to participate.
- Be attentive for the entire class period - don't fall asleep, study for another class, or "pack up" 5 minutes before the end of the class.
- Make an active contribution to each class.
- Complete all exams, papers, and projects on time
- Utilize the instructor as a resource for learning.
- Do not have side conversations with classmates.
- Do not leave the room during class - bring whatever you need with you.
- Turn off your cell phone before class starts.
- If you are using a computer in a class, restrict your use to the class work. Do not email, IM, surf the web, play games, etc.
- If you miss a class, take responsibility for it - don't ask the instructor "did you do anything?" Don't expect the instructor to "repeat" the lecture for you in her office.
- The course syllabus contains important information - keep it handy and refer to it before asking the instructor for information that is provided in the syllabus.
- Understand that each instructor may have different classroom policies. If the instructor has a stated policy (for example on make-up exams, or late assignments) respect that policy and don't expect an exception.
- Anticipate and make allowances for computer problems. A printer "dying" the morning that an assignment is due may not be deemed to be an acceptable excuse for the assignment being late.
- If you are uncertain about the material being covered in a class – ask questions! There is a good chance other students have the same question and many of you will benefit from hearing the answer.
- Take personal responsibility for your academic progress. Don't wait until just before an exam to start studying or ask the instructor for extra help.

PROFESSIONAL DEVELOPMENT REQUIREMENT

School of Business Students are required to participate in and complete a minimum of twelve (12) professional development events as a graduation requirement. They must attend at least one each year. Transfer students entering with Junior status (60 credits or more) will be required to complete a minimum of eight (8) events.

Students are required to attend the following four events, one designed for each year level as indicated below, as part of the PD requirement.

Freshman Year – *Geneseo Resources*
Sophomore Year – *Getting Involved*
Junior Year - *Career Planning*
Senior Year - *Ready Or Not*

Students who enter the School of Business after their freshmen year are still required to attend the four mandatory events in order to fulfill the graduation requirement. This means that some sophomores and juniors will attend the first two events at a later time in their academic program at Geneseo.

Events will be selected from a variety of sanctioned professional and/or career development activities. Students will be apprised of the available events through the School of Business's calendar (http://business.geneseo.edu: then click on PD Events tab). Faculty may also announce events in class. Student attendance at each of the sanctioned events will be verified and recorded by Geneseo ID #. Students will be able to confirm that they have been credited with completion of the activity by accessing a central database. Students will be responsible for notifying the School of Business of any discrepancies within a reasonable period of time. The Professional Development topics include:

Goal-setting
Career options
Internship program benefits and opportunities
Job research skills
Professional dress and etiquette
Networking
Resume writing
Interviewing techniques
Interpersonal skills in the workplace
Transitioning to the workplace
Employment laws
Employee benefits
Time & stress management in the workplace
Business Ethics
Leadership in Business
Conflict Resolution
Diversity in the Workplace

Some of the sanctioned events include (but are not limited to):

School of Business Activities:

Geneseo Resources – freshmen mandatory event
Getting Involved – sophomore mandatory event
Career Planning – junior mandatory event
Ready Or Not – senior mandatory event
Internship Information Session - offered each semester
School of Business Career Lecture – offered each spring

Career Services Sponsored Workshops.

Job Search Jump Start

An initial meeting with a Career Services advisor

GOLD Program Workshops:

Each semester the School of Business approves several GOLD Program Workshops as Professional Development Events. Please check the GOLD Program for a complete listing of approved programs for the semester (http://gold.geneseo.edu).

PD Event Attendance Protocol

- Select events that are of interest to you - be a participant not just present in the room
- Arrive before the scheduled start time – late arrivals may be prohibited from attending
- Stay for the entire event – it is unprofessional to leave before the event has concluded
- Focus on the presenter – do not bring other work or reading to the event
- Make sure you bring a pencil and your Geneseo ID# - attendance is taken at the end
- You must complete the scantron sheet at the time of attendance to get credit – no retroactive credit will be granted under any circumstances

PD Database Information

To view your Professional Development event attendance**,** log-in to myGeneseo and check your myAcademics page (see below if you can't find the portlet). Remember – it still takes some time to process the scantron sheets, so it may be a few weeks after the event before it shows on myGeneseo.

If for some reason you can't find the PD portlet (possibly because you previously deleted it), you can add it back to any page by simply:

- "Add Content" (under the main menu, right side)
- Select the "School of Business" category
- Select "PD Events"
- Click the "Add to my page" button

- **Missing Events:** If you think an event is missing, provide the name and date of the event you attended that is missing to the School of Business secretary. **Please do not email and ask about missing events - you need to bring the information to South Hall 100 in person.** If you do not have the name and/or date, we probably can't track it down. Remember that only events with a scantron sheet at the end were sanctioned. If you completed the form in pen, or did not include a correct ID number or CRN for the event, you probably did not get credit for the event.

- **Fulfilling the Requirement**: When you register for your last semester at Geneseo, you will register for one of the following PD requirement sections:

  Business Administration majors - Mgmt 099

  Accounting majors - Acct 099

  Economics majors - Econ 099

If you have registered for this zero credit "class," your PD record will be reviewed at the end of the semester and you will receive a "Satisfactory" or "Unsatisfactory" grade. This will become a permanent notation on your transcript and show that you have fulfilled the requirement. Remember, this process will only take place in the Fall and Spring semesters. If you are an August graduate - sign up for the 099 class during the spring semester.

IMPORTANT ACADEMIC POLICIES
OF THE SCHOOL OF BUSINESS

ACADEMIC DISHONESTY

The School of Business regards all acts of cheating and/or plagiarism on tests or other assignments as unprofessional behavior in violation of College policies (see the Undergraduate Bulletin online). Students are expected to be aware of and to obey the College policies concerning academic dishonesty. Any alleged cheating and/or plagiarism may be dealt with by the School as a **disciplinary** problem in accord with College policies as stated in the Bulletin. The faculty of the School will take all necessary steps to deter academic dishonesty, all cases of which will be reported to the Dean of the School for possible disposition as a College disciplinary matter.

ADVISEMENT AND REGISTRATION PROCEDURES

School of Business majors and pre-majors should meet with their faculty advisor at a pre-scheduled time for academic advisement. Advisement is **required** for: 1) all **freshmen (any student with less than 30 hours at Geneseo)**, 2) any student who at the start of the semester had a **cumulative GPA of 2.3 or less** or who is on **academic probation**, and 3) all **transfer students** during their first semester at Geneseo. Advisement is **encouraged** for all students.

All students are assigned a faculty advisor and may consult with him/her before pre-registration. Check Knightweb to confirm your advisor. Freshmen pre-majors are assigned to the Freshman Advisement Team, currently Professors Strang and Chen. An upper class advisor will be assigned at the beginning of the sophomore year. While every attempt is made to maintain faculty advisor assignments for students, personnel changes may necessitate a new advisor assignment.

Students will receive pre-registration information via email. Students for whom advisement is required must schedule an advisement appointment. Please sign up for an appointment with your advisor – do not expect to just "walk-in" to your advisor's office. The faculty advisor will approve courses by signing the form. After obtaining your advisor's signature, you will need to take your registration sheet to the secretary in South Hall 100 to get your registration hold removed. You will not be able to register until the hold has been removed.

Students should come prepared to their advisement appointment with a desired schedule of courses and times, including alternatives for each first choice. Students are responsible for knowing their program and college degree requirements. Current guide sheets for all School of Business programs are available in South Hall 100.

All students should complete, *as their specific major requires*, Acct 102, Acct 103, Econ 101, Econ 102, Econ 202, Intd 205, Math 213, and Phil 237 - before registering for 300-level School of Business courses.

A minimum grade of C- is required in all courses submitted in fulfillment of any School of Business program, including required related courses. Courses with D grades must be repeated and cannot be used to meet pre-requisite requirements (see the online Undergraduate Bulletin). General Education requirements may be fulfilled with a D grade.

All students must complete a Pre-graduation check (referred to as a CAPP report) prior to registering for their senior year. There will be a general meeting to complete these forms after the completion of 75 credit hours for each School of Business major. Students must review and sign the Pre-graduation check prior to advisement acknowledging their degree status. Students are notified by e-mail when to sign-up for an appointment to complete this process.

Exceptions to the above advisement and registration procedures will not be permitted. No special arrangements will be made for students who fail to follow the prescribed procedures and are, as a result, closed out of required classes or are unable to graduate at the desired time.

APPLICATION FOR PERMISSION TO TAKE MAJOR COURSES AT OTHER COLLEGES

Students who desire to take courses at other colleges **must secure permission in advance**. A permission form may be secured from the Director of Records, Erwin 102 or downloaded through the Office of the Dean website. Please provide a course description or course outline when you submit this form. Transfer equivalency credit for School of Business courses will only be provided when the School of Business (South Hall 100) has signed the form.

CHANGE OF MAJOR WITHIN THE SCHOOL OF BUSINESS

Changes of major **within** the School of Business will be permitted **only** if the student has the required GPA for admission to the new major, **and** if space is available.

D GRADE POLICY

A **minimum** grade of C- is required in ALL courses submitted in fulfillment of any School of Business program, **including** required related courses (such as: MATH 213; PHIL 237; INTD 205). Courses with D grades **must** be repeated before they can be used to meet the prerequisite requirements.

ETHICS DIMENSION OF BUSINESS ADMINISTRATION "CORE" COURSES

The Business Administration degree has a built-in sequential ethical dimension. The foundation is established in PHIL 237, Ethical Issues in Business, and reinforced in various upper-level courses. The purpose of this focus is to cause students to become aware in a formal manner of the range of concerns that should be involved in responsible decision-making in contemporary society. This effort has been supported by a grant from the National Endowment for the Humanities and was recognized by the AACSB in Spring, 1983 with the Western Electric Fund Award for Outstanding Innovation in Undergraduate Business Education.

DEPARTMENT WRITING REQUIREMENT

All School of Business majors are required to enroll in INTD 205 Business Communications. School of Business majors must achieve a minimum grade of C- in INTD 205 and also pass the **required Proficiency Examination**, administered at the end of INTD 205. Satisfactory completion of the Proficiency Examination is a mandatory graduation requirement for all School of Business majors independent of passing INTD 205. Teams of faculty readers grade the Proficiency Examinations.

Students failing to pass the Proficiency Examination will receive their earned letter grade and credit for INTD 205. But successful completion of the Proficiency Examination will remain a degree requirement. Students will retake the examination at its next regularly scheduled offering, and may enroll in a tutorial program during the interim. The School of Business reserves the option, when it deems necessary, of requiring a student to do additional preparation for the examination. Additional training in preparation for the examination may include further guided work with the course instructor, enrollment in another writing course, an individualized tutorial program and a selected program of self-study.

Any questions concerning the School of Business Proficiency Examination may be sent to the School of Business office.

WRITING REQUIREMENTS IN UPPER LEVEL COURSES

All 300-level School of Business courses will normally contain at least one written exercise (excluding essay exams) determined by the instructor to be appropriate for the subject matter of the course. A minimum of 25% of the grade on the written exercise will be based on writing mechanics.

Submission of the same written exercise by School of Business students for more than one course, without the approval and prior knowledge of the pertinent instructors, is **not** permitted. Such dual submission is considered to be Academic Dishonesty as defined in the Undergraduate Bulletin, and is subject to the sanctions provided therein.

BULLETIN BOARDS and SCHOOL OF BUSINESS EVENTS CALENDAR

The School of Business maintains current information bulletin boards in South Hall and the School of Business Events Calendar and PD Event Listing found on the Geneseo website. Notices of activities, PD events, meetings, registration procedures, and other pertinent information are posted on these bulletin boards and found on the calendar. School of Business students are responsible to remain informed by reading the material posted on the bulletin boards and checking the calendar.

EMAIL

All business students should have an e-mail account. The School maintains an email list (SOBmajors-L) of all business students and frequently sends important information to students via e-mail.

INFORMATION ON GRADUATE EDUCATION

Dr. Avan Jassawalla maintains a large amount of material pertaining to graduate education. Students are encouraged to look at these materials outside South Hall 116.

SPECIAL ACADEMIC PROGRAMS
OF THE SCHOOL OF BUSINESS

INTERNSHIP

The Internship Program allows qualified upper-division majors to obtain experience in the "real world." Students are placed with area business, government, or other professional sponsors. Internship students work with their sponsors for approximately 12-15 hours per week under the guidance of a faculty director. They are required to participate in a bi-weekly seminar, submit a research paper, and present a final report on their internship. Internship students are enrolled for 3 to 15 credit hours.

Application forms and additional information are available in South Hall 112. The basic requirements to enter the Internship Program are: Junior or Senior class standing, a 2.85 cumulative GPA, a 3.0 GPA in prerequisite major courses (modest exceptions will be considered), and positive recommendations from two or more School of Business faculty. Any questions concerning the Internship Program should be directed to Professor Robert Boyd at boyd@geneseo.edu.

STUDY ABROAD PROGRAM

The world is getting smaller. Companies get larger and more international. What happens in China or Germany can have great importance to us in the United States. Ideas, technologies, and policies are international these days. International cultural and educational exchanges and study abroad programs have long been recognized as beneficial to our national interest. Here's a few reasons why!

- It is different, exciting, fun!
- You will learn a great deal about yourself and your capabilities, maybe things you never expected!
- You will learn first-hand how others live, think, enjoy themselves, the values we all have in common and those that divide us
- You will be able to take courses that deepen your understanding while giving a different perspective on the world
- It will help build your resumé — employers realize how important international experience is in today's global marketplace
- With appropriate advice on course selection, you can transfer back all the credits taken abroad and complete your degree on schedule
- And, with careful planning, it need not cost much more than a regular semester/year at Geneseo

Through Geneseo, we also have access to all Study Abroad programs run by SUNY Geneseo as well as other SUNY campuses. Students therefore have the chance to study in virtually any area of the world they choose.

For those people excited by the idea of study abroad but not sure if they could handle a semester or academic year, or who just want to take courses somewhere else, Geneseo offers an increasing number of short courses in the Summer.

The world is a great place and we need to know a great deal more about it and the people in it if we are to navigate this new century successfully. The personal growth that results from study abroad is a truly wonderful thing and adds wonderfully to the overall university experience.

If you would like more information, contact the International Programs Department at (585) 245-5546 or visit our web site at http://www.geneseo.edu/~doc/curriculum/studyabroad.shtml

SCHOOL OF BUSINESS STUDENT ORGANIZATIONS

Each student organization maintains a bulletin board in South Hall. Information on student organizations may be obtained by checking these bulletin boards. Each student organization also communicates with its members through e-mail.

ACCOUNTING SOCIETY - Faculty Advisor: Harry Howe

The Accounting Society is open to all students interested in a career in accounting. It holds monthly meetings featuring speakers from the accounting profession. Dues are charged.

ALPHA KAPPA PSI – Faculty Advisor: Ian Alam

Alpha Kappa Psi is a co-educational professional business fraternity composed of members with an interest in business. Dues are charged.

APICS – The Educational Society for Resource Management – Faculty Advisor: Tim Nolan

The Geneseo Chapter of APICS is open to all students interested in a career in Resource Management. The Chapter has won College and National Awards for its management of chapter activities, which include conference attendance, dinner meetings, speakers and support for certification. Dues are charged.

ECONOMICS SOCIETY- Faculty Advisor: Léonie L. Stone

The Economics Society is a local organization open to all students interested in economics. It provides tutoring services, opportunities for discussion of economic issues, and graduate school counseling, as well as outside speakers. Dues are charged.

FINANCE CLUB - Faculty Advisor: Anthony Gu

The Finance Club is a local organization open to all students interested in finance. It provides a student managed investment fund and brings speakers to campus from the finance community. Dues are charged.

GENESEO MARKETING ASSOCIATION - Faculty Advisor: Ian Alam

The Geneseo Marketing Association is open to all students interested in a career in marketing. It holds regular meetings featuring speakers from the marketing profession. Dues are charged.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT - Faculty Advisor: Avan Jassawalla

The Geneseo chapter of SHRM is open to all students interested in fields of personnel administration and labor relations. A regular speaker program is provided. Dues are charged.

ENACTUS (Students in Free Enterprise) – Faculty Advisor: Farooq Sheikh

Enactus is a student organization open to all members of the Geneseo student community. Its an organization that engages students in making a difference through the development and implementation of community projects in open market economy, an activity that can catapult them to regional, national and even international prominence through SIFE competitions.

SCHOOL OF BUSINESS HONOR SOCIETIES

BETA GAMMA SIGMA - Faculty Advisor: Anthony Gu

The Beta Gamma Sigma National Honor Society in Business Administration for AACSB accredited schools provides recognition for academic achievement in Business. An initiation fee is charged.

OMICRON DELTA EPSILON - Faculty Advisor: Chris Annala

The New York Rho Chapter of Omicron Delta Epsilon, International Honor Society in Economics, provides recognition for academic achievement in economics. An initiation fee is charged.

ADMINISTRATIVE STRUCTURE
OF THE SCHOOL OF BUSINESS

		OFFICE	PHONE
Interim Dean, School of Business	Walter B. Roettger	South 113	5367
Assistant to the Dean	Theresa A. Little	South 112	5469
Coordinator of Accounting & Director, MS Program	Harry Howe	South 107	5465
Coordinator of Business Admin.	Peter M. Markulis	South 117C	5426
Coordinator of Economics	Daniel Strang	South 117B	5365
Director, Survey Research Center	Paul Scipione	South 117A	5088
Director, Graduate School Advisement Program	Avan Jassawalla	South 116B	5358

FACULTY/STAFF DIRECTORY – SCHOOL OF BUSINESS

Name	Area	Office	Phone	Email
Alam, Ian	Marketing	South 115B2	5372	Alam@geneseo.edu
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Gao, Lei	Accounting	South 115C	5986	Gaol@geneseo.edu
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Schinski, Michael	Finance	South 100	5367	Schinski@geneseo.edu
Sciarrino, Alfred	Business Law	Fraser 214	5361	Sciarrin@geneseo.edu
Scipione, Paul	Survey Research	South 117A	5088	Scipione@geneseo.edu
Sheikh, Farooq	POM	South 116D	5316	Sheikh@geneseo.edu
Stone, Leonie	Economics	South 115B1	5428	Stone@geneseo.edu
Strang, Daniel	Economics/Statistics	South 117B	5365	Strang@geneseo.edu
Wood, Jason	Accounting	South 114	5366	Woodj@geneseo.edu

Part-time Adjuncts

Fasoldt, Jeffrey	Accounting	fasoldt@geneseo.edu
Gargano, Robert	Accounting	gargano@geneseo.edu
Landy, Becky	INTD 205	landy@geneseo.edu
Partapurwala, Mohammed	Economics	partapur@geneseo.edu
Quinn, James	Business Law	Quinn@geneseo.edu
Shimick, Scott	Accounting	shimick@geneseo.edu
Towner, Michelle	Accounting	towner@geneseo.edu
VanderWal, Nathan	Business Law	vanderwal@geneseo.edu
Zeiser, Toni	Management	Zeiser@geneseo.edu

ACCOUNTING *

Bachelor of Science Degree

Total credit hours required to complete major: 70

(P - denotes prerequisite; prerequisite sequence must be followed)

Basic Requirements		60 semester hours
ACCT 102	Introduction to Financial Accounting	3
ACCT 103	Introduction to Managerial Accounting (P-ACCT 102)	3
ACCT 270	Managerial Accounting I (P-ACCT 103)	3
ACCT 301	Intermediate Financial Accounting I (P-ACCT 102)	3
ACCT 302	Intermediate Financial Accounting II (P-ACCT 301)	3
ACCT 310	Tax Accounting I (P-ACCT 103 & Jr. Status)	3
ACCT 320	Auditing I (P-ACCT 302, ECON 202 & Sr. Status)	3
ACCT 3--	Accounting Elective	3
ECON 101	Introduction to Microeconomics	3
ECON 102	Introduction to Macroeconomics (P-ECON 101)	3
ECON 202	Business and Economic Statistics (P-MATH 213)	3
MGMT 250	Information Technology for Business	3
MGMT 263	Business Law I (P-Sophomore status)	3
MGMT 264	Business Law II (P-Sophomore status)	3
MGMT 300	Organizational Behavior (P-Jr. Status)	3
MGMT 305	Quantitative Methods (P-ECON 202 & Jr. Status)	3
MGMT 311	Managerial Finance (P-ACCT 103, ECON 202 & Jr. Status)	3
MGMT 316	International Finance (P-MGMT 311)	3
MGMT 331	Marketing (P-Jr. Status)	3
MGMT 390	Strategic Management (P-MGMT 300, MGMT 311, MGMT 331 & Sr. Status)	3

Related Requirements		10 semester hours
INTD 205	Business Communications	3
MATH 213	Applied Calculus I (or MATH 221 Calculus I) (see footnote 1 on back of page)	4
PHIL 237	Ethical Issues in Business	3

Other Requirements		
ACCT 099	Professional Development Requirement Students must complete 12 PD events (8 if a junior transfer student) and register for Acct 099 their last semester at Geneseo.	0
Writing Requirement	Students must successfully complete the Writing Proficiency Exam, which is administered each semester. Generally students will take this exam upon completion of Intd 205. Students with transfer credit for Intd 205 are still required to successfully complete the Proficiency Exam.	

* A minimum of 50% of all required Acct, Econ, and Mgmt courses, of which a minimum of 9 credit hours of 300 level Mgmt classes, must be taken at Geneseo.

* A minimum of 12 hours of Accounting, of which a minimum of 12 credit hours of 300-level ACCT classes, including Acct 301 and Acct 302, must be taken at Geneseo.

* Mgmt 305 is required of students graduating Spring of 2013 or after.

B.S. Accounting - Suggested Major Sequence

FALL		SPRING	
FIRST YEAR			
	Hours		Hours
Econ 101	3	Acct 102	3
R/Math 213[1] or Gen. Ed. Requirement	3-4	Econ 102	3
Intd 105	3	R/Math 213[1] or Gen Ed Requirement	3-4
Gen Ed Requirements	6	Gen Ed Requirements	6
Total	15-16	Total	15-16
SECOND YEAR			
Acct 103	3	Acct. 270-S	3
Econ 202 or Intd 205	3	Econ 202 or Intd 205	3
Mgmt 263	3	Mgmt 264	3
Mgmt 250	3	Phil 237	3
Humn 220	4	Humn 221	4
Total	16	Total	16
THIRD YEAR			
Acct 301- F	3	Acct 302 - S	3
Acct 310- F	3	Mgmt 300 or 311 or 331	3
Mgmt 305	3	Mgmt 300 or 311 or 331	3
Mgmt 300 or Mgmt 311 or Mgmt 331	3		
Gen Ed Requirements	3-4	Gen Ed Requirements	6-7
Total	15-16	Total	15-16
FOURTH YEAR			
Acct 3-- or elective	9-11		
Acct 320 - F	3	Mgmt 390	3
		Acct 3--/or electives	6-8
		Mgmt 316 - S	3
Total	12-14	Total	12-14

Total Semester Hours -120

Courses offered normally ONLY in Fall-F or Spring-S semesters are identified.

[1] Students should have completed at least 4 years of high school math including algebra at the intermediate level as a prerequisite for Math 213. Students deficient in math must enroll in Math 112 before taking Math 213.

Accounting majors must pass the required proficiency examination, which is a graduation requirement.

Major courses taken at the 300-level should **not** be taken until the student has completed a minimum of 56 credit hours including ACCT 102, 103; MATH 213; ECON 101, 102, 202; INTD 205 and PHIL 237.

BUSINESS ADMINISTRATION *

Bachelor of Science Degree

Total credits required to complete major: 58

Basic Requirements		48 semester hours
ACCT 102	Introduction to Financial Accounting	3
ACCT 103	Introduction to Managerial Accounting (P-ACCT 102)	3
ECON 101	Introductory Microeconomics	3
ECON 102	Introductory Macroeconomics (P-ECON 101)	3
ECON 202	Business and Economic Statistics (P-MATH 213)	3
MGMT 250	Information Technology for Business	3
MGMT 263	Business Law I (P- Sophomore Status)	3
MGMT 300	Organizational Behavior (P-Junior Status)	3
MGMT 305	Quantitative Methods (P-ECON 202 & Jr. Status)	3
MGMT 311	Managerial Finance (P- ACCT 103, ECON 202 & Junior Status)	3
MGMT 331	Marketing (P-Junior Status)	3
MGMT 355	Production and Operations Management (P- ECON 202 & Junior Status)	3
MGMT 370	International Business (Junior Status)	3
MGMT 390	Strategic Management (P-Mgmt. 300, Mgmt. 311, Mgmt. 331 & Senior Status)	3
Elective requirements:	Two 300-level courses in Acct., Econ., or Mgmt. (Mgmt. 395, 396, and 399, may **not** be used to fulfill this requirement)	6

Related Requirements		10 semester hours
INTD 205	Business Communications	3
MATH 213	Applied Calculus I (or MATH 221 Calculus I) (see footnote 1 on back of page)	4
PHIL 237	Ethical Issues in Business	3

Other Requirements		
MGMT 099	Professional Development Requirement Students must complete 12 PD events (8 if a junior transfer student) and register for Mgmt 099 their last semester at Geneseo.	0
Writing Requirement	Students must successfully complete the Writing Proficiency Exam, which is administered each semester. Generally students will take this exam upon completion of Intd 205. Students with transfer credit for Intd 205 are still required to successfully complete the Proficiency Exam.	

* A minimum of 50% of all required Acct, Econ, and Mgmt courses, of which a minimum of 15 credit hours of 300 level Mgmt classes, must be taken at Geneseo.

*Enrollment in 300-level School of Business courses is restricted to junior and senior majors and minors in School of Business programs.

*Mgmt 305 is required of students graduating Spring of 2013 or after.

Minor in Business Studies

(Not available to Business Administration or Accounting majors. Available to Economics majors so long as none of the 4 elective courses have Econ. Prefixes. Courses cross-referenced with an Econ./Mgmt. prefix may not be counted in both the major and the minor.)

Requirements		21 semester hours
Mgmt. 100	Society and Business	3
Econ 101	Introduction to Microeconomics	3
Acct 102	Introduction to Financial Accounting	3
Choice of 4 additional courses in Accounting, Economics, or Management, with a minimum of 2 courses at the 300-level (all prerequisites must be met)		12

A minimum of 12 credit hours must be completed at Geneseo, of which 6 credits hours must be at the 300-level.

B.S. Business Administration - Suggested Major Sequence

FALL		SPRING	
FIRST YEAR			
	Hours		Hours
Acct 102	3	Acct 103	3
R/Math 213 [1] or Gen Ed Requirements	3-4	R/Math 213 [1] or Gen Ed Requirements	3-4
Intd 105	3	Gen Ed Requirements or Electives	9
Gen Ed Requirements	6		
Total	15-16	Total	15-16
SECOND YEAR			
Econ 101	3	Econ 102	3
Econ 202 or Gen. Ed. Requirement	3	Econ 202 or Gen Ed Requirement	3
Intd 205 or Mgmt 250	3	Intd 205 or Mgmt 250	3
Phil 237 or Mgmt. 263	3	Mgmt 263 or Phil 237	3
Humn 220	4	Humn 221	4
Total	16	Total	16
THIRD YEAR			
Mgmt 300 and/or 311 and/or 331	3-6	Mgmt 300 and/or 311 and/or 331	3-6
Mgmt 305	3	Mgmt 355	3
Elective	3	Elective	3
Gen Ed Requirements	4	Gen Ed Requirements	4
Total	13-16	Total	13-16
FOURTH YEAR			
Mgmt 370 or 390	3	Mgmt 390 or 370	3
Additional Major Requirements	3-6	Additional Major Requirements	0-3
Electives	6-10	Electives	9
Total	12-16	Total	12

Total Semester Hours -120

[1] Students should have completed at least 4 years of high school math including algebra at the intermediate level as a prerequisite for Math 213. Students deficient in math must enroll in Math 112 before taking Math 213.

Business Administration majors must pass the required proficiency examination which is a graduation requirement.

Major courses taken at the 300-level should **not** be taken until the student has completed a minimum of 56 credit hours including ACCT 102, 103; MATH 213; ECON 101, 102, 202; INTD 205 and PHIL 237.

ECONOMICS *

Bachelor of Arts Degree

Total credit hours required to complete major: 43

(P - denotes prerequisite; prerequisite sequence must be followed)

Basic Requirements		36 semester hours
ECON 101	Introduction to Microeconomics	3
ECON 102	Introduction to Macroeconomics (P-ECON 101)	3
ECON 200	Intermediate Microeconomic Theory (P-ECON 101; MATH 213)	3
ECON 201	Intermediate Macroeconomic Theory (P-ECON 102; MATH 213)	3
ECON 202	Business and Economic Statistics (P-MATH 213)	3
ECON 301	Econometrics (P-ECON 200, 201, 202 & Jr. Status)	3
ECON 305	Quantitative Methods (P-ECON 202 & Jr. Status)	3
Electives	15 hours of 300-level Economics electives	15
	(Econ. 395, 396, and 399 may not be used to fulfill Econ. Elective requirements.)	

Related Requirements		7 semester hours
INTD 205	Business Communications	3
MATH 213	Applied Calculus I (or MATH 221 Calculus I) (see footnote 1 on back of page)	4

Other Requirements		
ECON 099	Professional Development Requirement Students must complete 12 PD events (8 if a junior transfer student) and register for Econ 099 their last semester at Geneseo.	0
Writing Requirement	Students must successfully complete the Writing Proficiency Exam, which is administered each semester. Generally students will take this exam upon completion of Intd 205. Students with transfer credit for Intd 205 are still required to successfully complete the Proficiency Exam.	

* A minimum of 50% of all required Econ courses, of which a minimum of 9 credit hours of 300 level Econ classes, must be taken at Geneseo.

*Econ 305 is required of students graduating Spring of 2013 or after.

Graduating with Honors in Economics

Honors in Economics
Students who have successfully completed 90 semester hours and at least 24 hours in Economics may request permission to complete ECON 293 Honors Seminar in Economics I and ECON 393 Honors Seminar in Economics II. Students who successfully complete ECON 393 Honors Seminar in Economics II with a letter grade of B or better, and who maintain at least a 3.3 overall GPA and a 3.3 GPA in Economics courses will graduate with Honors in Economics.

Minor in Economics

Requirements		22 semester hours
Econ 101	Introductory Microeconomics	3
Econ 102	Introductory Macroeconomics	3
Econ 200	Intermediate Microeconomics	3
Econ 201	Intermediate Macroeconomics	3
Economics Electives (two 300-level electives)		6
Math 213	Applied Calculus I (or Math 221 Calculus I)	4

B.A. Economics - Suggested Major Sequence

FALL		SPRING	
FIRST YEAR			
Econ 101	3	Econ 102	3
R/Math 213 [1] or Elective	3-4	R/Math 213 [1] or Elective	3-4
Intd. 105	3	Elective	3
Gen Ed Requirements	6	Gen Ed Requirements	6
Total	15-16	Total	15-16
SECOND YEAR			
Econ 200-F	3	Econ 201-S	3
Econ 202	3	Intd 205	3
Gen Ed Requirements	3	Gen Ed Requirements	3
Humn 200	4	Humn 221	4
Total	13	Total	13
THIRD YEAR			
Econ 305	3	300-level Econ Elective	6
300-level Econ Elective	3	Econ 301-S	3
Gen Ed Requirement	4	Gen Ed Requirement	4
Electives	6	Elective	3
Total	16	Total	16
FOURTH YEAR			
300-level Econ Electives	6	300-level Econ Elective	3
Electives or Gen Ed Requirements	9	Electives or Gen Ed Requirements	9
Total	15	Total	12

Total semester hours - 120

Note: All 15 hours of required Econ. Electives must be at the 300-level.

[1] Students should have completed at least 4 years of high school math including algebra at the intermediate level as a prerequisite for Math 213. Students deficient in math must enroll in Math 112 before taking Math 213.

Economics majors must pass the required proficiency examination which is a graduation requirement.

Major courses taken at the 300-level should not be taken until the student has completed a minimum of 56 credit hours including MATH 213, ECON 101, ECON 102, ECON 202, and INTD 205

Alfred University
College of Business

4 + 1 MBA PROGRAM WITH

SCHOOL OF BUSINESS
SUNY GENESEO

The following SUNY Geneseo courses are recommended undergraduate courses which will waive the respective MBA foundation coursework at Alfred University for the MBA Program. Grades of "C" or better in the designated undergraduate courses are acceptable for waiver of MBA foundation coursework.

SUNY Geneseo Undergraduate Courses	Alfred University MBA Foundation Courses
ACCT 102 Introduction to Financial Accounting	ACC 215 Financial Accounting
ACCT 103 Introduction to Managerial Accounting	ACC 216 Managerial Accounting
ECON 101 Introductory Microeconomics	ECO 201 Introduction to Economics and Markets
ECON 102 Introductory Macroeconomics	ECO 202 Principles of Macroeconomics
ECON 202 Business and Economic Statistics	BUS 113 Business Statistics
MGMT 311 Managerial Finance	FIN 348 Managerial Finance
MGMT 350 Information Systems	MIS 101 Business Perspectives Computer Applications
MGMT 355 Production and Operations Management	BUS 260 Operations Research
MGMT 300 Organizational Behavior	MGT 328 Management and Organizational Behavior
MGMT 331 Marketing	MKT 321 Principles of Marketing

Students must submit an application including official GMAT scores, 2 letters of recommendation, official transcripts and a personal statement for admission into the MBA program. Completion of the 4+1 undergraduate coursework does not automatically admit a student into the MBA program.

The faculty at SUNY Geneseo and the faculty at the Alfred University College of Business will undertake advising of SUNY Geneseo students in this agreement.

SUNY Binghamton
School of Management

MBA Fast Track Program for SUNY-Geneseo Business Majors

SUNY Binghamton's MBA program requires Geneseo graduates to fulfill all requirements for the B.S. in Business Administration degree. (See guidesheet for this program.)

The following courses are required by SUNY Binghamton in order to complete the MBA Program.

Fall

Human Resources Management	MGMT 504	2 credits
Written & Oral Communications	MGMT 516	2 credits
Advanced Technology	MGMT 517	2 credits
Elective		4 credits
Elective		4 credits
Elective		4 credits
		18 credits

Spring

Strategic Management	MGMT 540	4 credits
Global & Ethical Environment	MGMT 530	2 credits
Elective		4 credits
Elective		4 credits
Elective		4 credits
		18 credits

Optional Concentration: *Student completes 12 elective credit hours within one of the following areas: Finance, Leadership Studies, Management Information Systems, Marketing, Operations Management*

Minimum Admissions Requirements:

BS in Business Administration from SUNY-Geneseo within five years of application, a minimum GMAT score of 600, and a minimum cumulative undergraduate GPA of 3.25 with no grades below a B- in core business course.

June 2004

SUNY GENESEO - SCHOOL OF BUSINESS

CLARKSON UNIVERSITY – SCHOOL OF BUSINESS

4+1 MBA/MS PROGRAM

SUNY Geneseo and Clarkson University have established an agreement that allows Geneseo students to plan their undergraduate program to include courses that serve as a foundation for graduate study in business at Clarkson. These foundation courses include material required in the first year of study in the MBA or MS programs at Clarkson. Students who plan their undergraduate program carefully are able to earn an undergraduate degree from SUNY Geneseo and an MBA or MS degree from Clarkson in five years.

Satisfactory completion of foundation requirements will include a total of 27-33 equivalent semester hours. Listed below are approved courses, which will satisfy foundation requirements.

SUNY Geneseo Courses	***Clarkson University Foundation Area***
ACCT 102 and ACCT 103	*Accounting: Financial and Managerial*
ECON 101 and ECON 102	*Economics: Micro and Macro**
MGMT 311	*Corporate Finance*
MGMT 355	*Operations/Production Management*
CSCI 104 or CSCI 216 or MGMT 350	*Computer Science: Information Systems*
ECON 202	*Statistics and Quantitative Methods*
MGMT 263 or MGMT 261 or PHIL 237	*Law and Society***
MGMT 300	*Principles of Mgmnt & Organizational Theory*
MGMT 331	*Principles of Marketing*
CSCI 119 or CSCI 120	*Computer Programming****

* MS students are only required to take one economics course.
**Not required for MS students.
***Only required for MSIS students.

Early admission may be granted at the completion of the Junior year for applicants with a GPA of 3.0 and a 70th percentile GMAT score. Regular admission will be granted to any student having completed 18 credits in specified foundation courses with a minimum 2.0 in each, a GMAT score above the 50th percentile, and a 3.0 upper division GPA.

May 2001

SUNY GENESEO - SCHOOL OF BUSINESS
ROCHESTER INSTITUTE OF TECHNOLOGY - COLLEGE OF BUSINESS
4+1 MBA PROGRAM

SUNY Geneseo School of Business and Rochester Institute of Technology College of Business have established an agreement that allows qualified students who have earned a Bachelor degree to accelerate their progress through the RIT MBA program. Waiver of selected MBA common body of knowledge courses is granted based upon completion of certain undergraduate courses. Students may be able to complete the MBA program in as few as four academic quarters. Grades of "B" or better in the designated undergraduate courses are acceptable for waiver of graduate level coursework.

State University of New York **College at Geneseo**	**Rochester Institute of Technology** **College of Business**
Undergraduate Courses	**MBA Foundation Courses**
Acct. 102 Intro to Financial Accounting *and* Acct. 103 Intro to Managerial Accounting	0101-703 Financial Accounting
Mgmt. 300 Organization Behavior *and* ***Choose one from the following:*** Mgmt. 346 Human Resource Management Mgmt. 360 Labor Relations	0102-740 Organizational Behavior and Leadership
Econ. 202 Business and Economic Statistics	0106-782 Statistical Analysis for Decision Making
Econ. 101 Introduction to Microeconomics *and* Econ. 102 Introduction to Macroeconomics	0103-705 Economics for Managers
Mgmt. 331 Marketing *and* ***Choose one from the following:*** Mgmt. 333 Marketing Research Mgmt. 334 Marketing Communications Mgmt. 337 Marketing Management	0105-761 Marketing Concepts
Mgmt. 355 Production and Operations Mgmt	0106-743 Operations Management
Mgmt. 311 Managerial Finance *and* ***Choose one from the following:*** Mgmt. 312 Advanced Managerial Finance Mgmt. 313 Security Valuation and Analysis Mgmt. 316 International Finance	0104-721 Financial Analysis for Managers

- A maximum of 6 MBA foundation courses may be waived for a period of up to 5 years from the time the undergraduate course was completed.
- Students must submit an application for admission into the MBA program. Minimum GMAT scores and GPA's as specified by AACSB International are required.
- A waiver for the Statistical Analysis for Decision Making graduate course is contingent upon the student passing the statistics portion of the graduate math diagnostic waiver exam which is administered during graduate orientation.

Advising of students in this agreement will be undertaken by faculty members of SUNY Geneseo and RIT College of Business working on a collaborative basis.

May 2001

SUNY GENESEO - SCHOOL OF BUSINESS

UNION COLLEGE - GRADUATE MANAGEMENT INSTITUTE

4+1 MBA PROGRAM

SUNY Geneseo School of Business and Union Graduate Management Institute have established an agreement that allows qualified students who have earned a Bachelor degree to accelerate their progress through the Union MBA program. Waivers of MBA courses will be entertained on a case-by-case basis provided the student has completed the corresponding SUNY Geneseo courses earning a grade of B- or better; completed within a reasonable time period.

Geneseo Courses	Union MBA Course(s)
ECON 101 Introduction to Microeconomics and ECON 102 Introduction to Macroeconomics	GMI 220 Business Economics
MGMT 263 Business Law I and MGMT 264 Business Law II OR MGMT 360 Labor Relations or MGMT 346 Human Resource Management	GMI 270 Legal Principles of Business
ACCT 102 Intro to Financial Accounting and ACCT 103 Intro to Managerial Accounting and MGMT 311 Managerial Finance	GMI 210 Financial Accounting GMI 212 Financial Analysis & Decision Making
MATH 213 Calculus for Social Science and ECON 202 Business & Economic Statistics	GMI 201 Mathematics in Management (1/2) GMI 202 Probability in Management (1/2)
MKMG 300 Organizational Behavior and MKMG 390 Strategic Management	GMI 251 Managing People & Teams in Organizations
MKMG 331 Marketing and One Advanced Marketing Course (e.g. MGMT 333, 334, or 337)	GMI 225 Marketing Management & Strategy
ENGL 205 Business & Professional Writing and COMN 204 Presentational Speaking in Organizations and PHIL 237 Ethics & Management and (MGMT 370 International Business OR MGMT 316 International Finance)	GMI 200 Managing Ethically in a Global Environment

May 2001

APPLICATION FOR SCHOOL OF BUSINESS

DEADLINE: May 1 or December 1

Return completed form to:
School of Business, South Hall 100.

Date: _____

Name: _____ **GENESEO ID#**: _____
(Last) (First) (MI)

Campus Address: _____ Phone: _____

Home Address: _____ Phone: _____

_____

Email address: _____

Present Advisor: _____ Present Major: _____

I wish to be considered for admission to the School of Business as a:

_____ Accounting Major

_____ Business Administration Major

_____ Economics Major

Are you planning on being a dual major? _____Yes _____ No
If yes, what is your other major?_____

If yes, do you want the Business School major listed as _____first or _____second major?

You may not double-major in the School of Business

My present cumulative College GPA is _____.

I have **completed**_____number of credit hours at Geneseo.

I have **transferred**_____number of credit hours from another college.

I am **currently** enrolled in _____ number of credit hours.

Students participating in EOP/TOP must have counselor's signature. _____
EOP/TOP Counselor Signature Date

International Students (here on a F1 Visa), must have an ISS Signature._____
International Student Services Date

ADMISSION TO THE SCHOOL OF BUSINESS

PRE-MAJOR POLICY

Students entering the College as Freshmen and seeking to major in Accounting, Business Administration, or Economics are in a pre-major status. To be admitted into the Accounting, Business Administration, or Economics programs, Pre-majors must:

1. Complete a minimum of two full-time academic semesters at the college and earn a minimum of 24 credit hours in course work at **Geneseo**.
2. Earn a 2.85 cumulative GPA.
3. Submit by, May 1, or December 1, an Application Form found on p. 27, or available in South Hall 100, indicating their intention to major in Accounting, Business Administration, or Economics.

Students may apply for admission to the School of Business when they meet the above criteria, and will be notified of their acceptance by the Dean of the School of Business following the end of the semester. Pre-majors who fail to meet admissions criteria by the time they have completed 60 semester credit hours will not be allowed to enroll (or remain) in restricted and upper-level School of Business courses, and will be required to consult with the Dean of the College about changing their major.

Incoming Freshmen interested in being admitted to the B.S. in Accounting or Business Administration, or the B.A. in Economics degree programs are encouraged to take the appropriate introductory courses in the academic major to which they are seeking admission during their first two semesters.

CHANGE OF MAJOR POLICY

Students who entered Geneseo intending to major in other areas (or as undeclared), who decide to pursue a School of Business major, must apply to the School of Business.

Students with *Freshmen or Sophomore* standing may request a change of major to Pre-major status by completing a Change/Declaration of Major form. The completed form and the student's advisement folder should be submitted to the School of Business in South Hall 100. Change of major requests are not processed during the pre-registration and drop/add periods. Pre-majors must follow the application procedure described above and meet the GPA and credit hours earned requirements.

Students with *Junior or Senior* standing must apply to the School of Business by the December 1st or May 1st deadline. Applications are reviewed after each semester and upper class applicants must meet the minimum GPA requirements as above.

TRANSFER STUDENT POLICY

Students entering the College as transfer students who have successfully completed coursework at another college and seeking to major in Accounting, Business Administration, or Economics will complete a separate School of Business application, due May 1 or December 1. Admission to the School of Business will generally be based on the following criteria:

1. Students who have successfully completed, at the time of application, a minimum of 30 credit hours at another institution with a minimum GPA of 3.0 will be admitted as a School of Business major,

2. Students who have successfully completed, at the time of application, less than 30 semester hours at another institution with a minimum GPA of 3.0 will be admitted as a School of Business Pre-major. Transfer Pre-majors who enter Geneseo with a minimum of 30 transfer credit hours may apply for admission to the School of Business upon completion of at least 15 credit hours at Geneseo. A minimum cumulative GPA at Geneseo of 2.85 is required.