



School of Business and Management
Student Handbook
2016-2017



TABLE OF CONTENTS

Welcome	2
Purpose of Handbook.....	3
Disclaimer	3
Vision and Mission.	4
Core Values, Respect, Honor, Integrity and Growth	5
SBM Pledges.....	6
SBM Contacts	7
Admission to the School of Business Management.....	8
Departments in the School of Business and Management	8
School of Business and Management Requirements	9
Academic Advising.....	9
Clubs and Organizations	10
Testing Requirements	11
Graduation Requirements	12
Grading System.....	12
Incomplete Grades “I”	12
Student Record Access	13
Student Academic Grievance Procedures	13
Students with Disabilities	13
Drug Free Learning Environment	13
Student Activities, Organizations and Services	13
Professional Dress Day	13
Student Signature Page Acknowledging Student Handbook	14



University of Arkansas at Pine Bluff School of Business and Management

Dear Student:

Welcome to the School of Business and Management here at the University of Arkansas at Pine Bluff! If you are an incoming freshman, the School of Business and Management will be your academic home away from home for the next four years. If you are a transfer student, this is your academic home away from home for the few academic semesters needed to complete your program.

The School of Business and Management has two departments, Accounting and Business Administration. These two departments are designed to provide high-quality education, appropriate academic advising, teaching, mentoring and tutoring to ensure your academic success. It is up to you to take advantage of these services as soon and as often as you need them.

*To assist in your transition to the university, you will be assigned an academic advisor to guide you to your destination – **Graduation!** Based on your major, you and your advisor will review and sign a degree plan indicating what you need to do to become a successful student. Your assigned advisor and other advisors in the School of Business and Management will be available to you on a daily basis, or as per your agreement with the advisor. We want you to be successful and we will do all that we can to ensure that you are successful – but you must do your part as well.*

Before the end of your program, you will take part in a series of comprehensive assessments to determine your level of competence for graduation. In addition to your course exams, all SBM students should be aware of the following required exams: English Proficiency Exam, Rising Junior (CAAP) exam, University College Exit Exam and Common Professional Component (CPC) exam. We look forward to supporting your academic and personal success in the School of Business and Management!

*Sincerely,
Lawrence Awopetu, Interim Dean*

PURPOSE OF THE SBM HANDBOOK

The School of Business and Management Student Handbook is a guide to provide students with a clear and concise Statement of Student Rights, policies, procedures and responsibilities. The School of Business seeks to maintain a stimulating and culturally diverse environment where students will be inspired to commit themselves to a high level of personal integrity and intellectual rigor. Through an integrated program of business education and support services, students are afforded the opportunity to develop abilities which enable them to be responsible stewards of their talents, skills and material resources and to acquire a passion for life-long learning.

The SBM attracts students from Arkansas, the United States and many other countries. Our school welcomes students from all cultural, educational and socioeconomic backgrounds. We are alert to the changing educational requirements of our constituency and to the social and political forces at work within the communities it serves. We respond to these changing needs with enthusiasm, creativity, intelligence and hard work. This handbook does not relinquish the student's responsibility to know and comply with information in the *University Catalog* and the *UAPB ROAR Student Handbook*.

DISCLAIMER

This handbook should be used together with the University of Arkansas at Pine Bluff academic regulations. This handbook provides information specifically to the School of Business and Management. The School of Business and Management reserves the right to make changes at any time in individual courses and curriculum leading to the Bachelor of Science degree in business. Any policies contained in this handbook, after receiving appropriate approval, may also be changed. However, students who complete a degree within eight semesters may graduate under the curriculum prevailing at their time of initial enrollment.

MISSION

The mission of the School of Business and Management is to prepare business and management professionals and leaders who are in high demand by business, government, industry, and community based agencies in a learning environment that facilitates excellence through programs and courses of high relevance and value to society.

VISION

Through visionary leadership, outstanding teaching and high-quality service, the School of Business and Management will achieve distinction as an exemplary school where quality teaching and learning prevail and students are well prepared to engage in higher levels of education, leadership and employment.

CORE VALUES

All students are protected and bound by four ethical values. These values embody the mission of the faculty, staff, students and alumni of School of Business and Management and the community of scholars at the University of Arkansas at Pine Bluff. These values are:

- **Respect**

We respect the dignity and integrity of all persons and property within the school and university. We act as a positive influence in representing the School of Business and Management and are ambassadors in creating a general concern for the welfare of others. We accept all persons, regardless of age, ethnicity, gender, race, religion, physical or mental disability and sexual orientation. We conduct our actions with civility. All who enter this school are welcomed and treated with compassion and consideration. We understand our responsibility to ourselves and to the world at large to treat the earth and its inhabitants with respect.

- **Honor**

We maintain honor and respect in all aspects of our lives. In doing so, the scholars of the School of Business and Management respect the Academic Honor Code and the Student Code of Conduct in pursuit of the highest level of excellence with the utmost honesty and integrity. Whether in the classroom, on the playing field, on stage or elsewhere, School of Business and Management students are consistently beacons of honor in the university at large.

- **Integrity**

We have a social responsibility to uphold all rules and regulations set forth by the School and its departments. We are obligated to respect the beliefs of our affiliation with the University. We strive to learn from all experiences, positive or negative, made by our peers and ourselves. Each member of this school understands that it is the experiences of our past and of others that form each person's spirit and character.

- **Growth**

We aspire to learn and grow from the differences of others. Faculty members and students understand and respect that no two humans are alike and that the differences among us create the positive environment in which we live. We maintain our own self-respect and dignity, for without respect for the self a person cannot respect others. We engage ourselves in our own personal growth in all realms of life and foster a need for the same growth in others. We constantly strive to better ourselves through actions, thoughts and personal development.

By upholding these four values, we ensure that the School of Business and Management and the university at large will grow and prosper from internal and external relationships.

We believe in:

- Providing an accepting, comfortable and safe learning environment conducive to personal growth and development;
- Recruiting and cultivating a caring faculty and staff dedicated to teaching and service excellence;
- Encouraging students to participate actively in the learning and decision-making processes and in upholding the dignity and worth of every human being.

PLEDGE

Every SBM student, therefore, pledges to uphold and protect these rights and responsibilities in the following manner:

Academic Honor Code Pledge

As a member of the SBM community, I do hereby pledge to uphold the Academic Honor Code of the School and to endeavor to create a spirit of integrity and honor for its own sake. I pledge truthfulness at all times, respect for the property of others and absolute honesty in the performance of all academic work. I understand the provisions of the academic honor system and realize that a plea of ignorance will not be accepted.

SCHOOL OF BUSINESS AND MANAGEMENT
Contact Information
Henderson Young Hall Building

Dean's Office			
Name	Title	Location	Phone /Email
Dr. Lawrence Awopetu	Interim Dean	348	(870)575-8577 awopetul@uapb.edu
Dr. Mirza Shahjahan	Interim Assistant Dean	348	(870)575-8018 shahjahanm@uapb.edu
Ms. Cynthia Sims	Education Counselor	348	(870)575-8485 simsc@uapb.edu
Mrs. Sondra Johnson	Administrative Staff	348	(870)575-8233 kentles@uapb.edu
Ms. Marilyn Johnson	Computer Lab Tech	203	(870)575-8649 johnsonm@uapb.edu

Department of Accounting			
Name	Title	Location	Phone/Email
Dr. Lawrence Awopetu	Chairperson	385	(870)575-8649 awopetul@uapb.edu
Ms. Lakeshia Long	Administrative Staff	385	(870)575-8576 longk@uapb.edu

Department of Business Administration			
Name	Title	Location	Phone/Email
Dr. Peter Wui	Interim Chair	307	(870)575-8599 wuiy@uapb.edu
Ms. Karmesha Coleman	Administrative Staff	307	(870) 575-8575 colemank@uapb.edu

ADMISSION TO THE SCHOOL OF BUSINESS AND MANAGEMENT

Requirements: In order to be admitted to the School of Business and Management, the applicant must complete the following criteria:

1. Be accepted to the University of Arkansas at Pine Bluff and completion of all requirements such as, official transcripts or GED test scores, SAT or ACT scores, immunization records to the Office of Admissions and Academic Records before deadlines.
2. Must declare Business Administration or Accounting as a major.
3. Must have a GPA of 2.0 or above.
4. Complete first two semesters.

DEPARTMENTS IN THE SCHOOL OF BUSINESS AND MANAGEMENT

Department of Accounting

The Accounting Program is designed to build a set of skills based competencies that are needed by accounting students to pursue their professional career paths. Accounting is a key component for any successful organization.

Thus, our accounting program is designed to prepare students for careers in accounting and related fields. The program seeks to develop and enhance theoretical and practical accounting skills of accounting personnel in both the public and private sectors and provide them with an understanding of the economic, managerial and organizational contexts within which strategic decision making takes place.

Program Objectives

Our curriculum aims to develop the following competencies:

- Technical competencies: understand the principles of organization and management in business operations, with the value contributed by accounting professionals;
- Personal core competencies; ability to maintain a public reputation for excellence, problem solving and decision making, interaction, leadership, communication and project management.
- Business perspectives core competencies: knowledge in specific elements of critical thinking, global perspectives, legal perspectives and industry, marketing and technology perspectives.

Department Business Administration

The department of Business Administration is comprised of five concentrations:

Business Technology Education is among the most important professions in the world today. There is a critical need for individuals with compassion for service to humanity. There is a critical need for more teachers in business to provide leadership to assist in the guidance and training of youth enrolled in high schools and to inspire them to pursue careers in a wide range of business oriented professions. Graduates with degrees in Business Education acquire the expertise needed to become competent teachers of commercial classes at the secondary level all across the country. There is a critical need for more individuals who enjoy working with students to pursue careers in teaching. The Business Education curriculum includes all courses required to meet the

requirements for certification for teachers in Arkansas. “A mind is a terrible thing to waste”. Become a teacher!

Finance covers all aspects of acquisition, administration and management of money. This will prepare students for careers in banking investments, financial analysis, stock brokerage and insurance.

Economics equips the student with an understanding of the aspects of supply and demand of resources. Economics graduates pursue careers in the government, financial institutions, stock market and research organizations.

Management trains the student in areas ranging from the aspects of managing people to the techniques used in managing resources. Management graduates obtain positions in personal management, operations research, inventory control and retailing.

BUSINESS SCHOOL REQUIREMENTS

The following are the core business courses required for a concentration in Management, Marketing, Finance and Economics:

Course	Course Title	Credit Hours
ACCT 2311	Principles of Accounting I	3
ACCT 2323	Principles of Accounting II	3
ACCT 3314	Business Law I	3
FINA 2321	Business Math	3
FINA 3310	Principles of Finance	3
MGMT 1200	Business Ethics	2
MGMT 3300	Principles of Marketing	3
MGMT 4350	Business Strategies & Policies	3
MKTG 3300	Principles of Marketing	3
MIS 1312	Microcomputer Applications	3
MIS 3350	Management Information Systems	3

OTHER REQUIREMENTS

A grade of “C” is required in all courses in the area of concentration. At least 30 semester credit hours must be taken during program enrollment. Of the 120 semester hours, the last 30 hours must be in residence at UAPB.

ACADEMIC ADVISING

Upon admission to the University, each student will be assigned an academic advisor from one of the departments in the School of Business and Management. A faculty member will advise the student regarding University procedures such as drop-add, prerequisites, repeating courses, etc., and will also explain academic regulations and their relationship to the student's major. All faculty members will post office hours at the beginning of each semester. It is the responsibility of the student to make and keep scheduled appointments with their faculty advisors throughout the

semester regarding their progress. **Note: The student must go to their appropriate department regarding their assigned faculty advisor.**

Procedure for Advisement:

1. At the beginning of each semester, the faculty advisor and student will review and revise the proposed plan of study prior to registration, as appropriate.
2. Student advisement will be recorded on the designated advisement form during each meeting, dated and signed by both parties.
3. When student policies are revised or new policies are generated, copies will be distributed by the faculty advisor to the assigned advisee. The student will sign the form documenting receipt of the policy.
4. Each student must contact and schedule an appointment with his/her assigned faculty advisor prior to adding/dropping or possible failing a course (s). All course changes made by the student should be approved and signed by the faculty advisor on university forms.
5. The advisor and the student will review the student's progression through sequential courses and GPA.
6. Faculty are available past 10 hours per week to advise students.
7. Faculty will conference with students upon request at time outside the posted conference hours as requested by students.

SBM CLUBS AND ORGANIZATIONS

The School of Business and Management encourages business majors to join one or more of the five departmental clubs, which include:

- Accounting Club
- Marketing Club
- ENACTUS: Entrepreneurial Action for others Creates a Better World for Us All. (SIFE: Students In Free Enterprise)
- Honor Society (Delta Mu Delta)
- Investment Club

Mission Statements of SBM Clubs:

Accounting Club

The purpose of the Accounting Club is to promote the accounting profession and to foster interaction among professional accounting organizations, students, and faculty/staff. Specifically, the club is to provide the students of accounting an opportunity to: 1) gain a better understanding of the problems and potentialities of the business world, 2) facilitate an opportunity for membership in the external professional societies, and 3) provide a service to the community, so that students may be better prepared to carry out their responsibilities as future business leaders and professionals.

Marketing Club

The purpose of the Marketing Club is to provide the following benefits to club members:

- Establish a strong marketing reputation for Pine Bluff within academic and professional circles
- Provide a forum in which to educate and enhance their understanding of marketing issues

- Assist club members in discovering & exploring diverse marketing employment opportunities
- Stimulate interaction among students, outside companies, and faculty to enhance participation in marketing and community relationships.

ENACTUS Club (Formerly SIFE-Students in Free Enterprise)

ENACTUS ignites business innovation with integrity and passion through entrepreneurship and creates the experience of social impact that sparks social enterprise by action through student, academic, and business leaders collaborating to create a better world.

Honors Society

Delta Mu Delta is a business honor society that recognizes and encourages academic excellence of students at qualifying colleges and universities. The student must have 60 credit semester hours and a cumulative grade point average of 3.2 or above. For more information, please contact the Dean's office, Henderson Young Hall room 348 or call (870)575-8485.

Other clubs in the School of Business and Management include the Investment/Finance and Economics Club.

Scholarships

The School of Business and Management offers scholarships to students with 30 credit semester hours or more. Qualified students may apply for the next fall semester. For more information concerning the application process, please contact the Dean's office, Henderson Young Hall Room 348 or call (870)575-8233.

TESTING REQUIREMENTS

All Bachelor of Science students are required to take the following exams before graduating:

Rising Junior (CAAP) Exam

The Rising Junior or CAAP exam (College Assessment of Academic Proficiency) is administered to students who have completed 60 hours of credit, minus any developmental courses. This test is administered through the Office of Student Counseling, Assessment and Development. Students are required to register to take the test in Caldwell Hall, Room 207, prior to testing. Notifications are posted prior to the exam dates. For more information, call (870)575-8290.

English Proficiency Exam

Students who have completed English Composition I at another college/university are required to take and successfully pass the English Proficiency exam. Students who completed English Composition I (ENGL 1311) at UAPB since fall 2000 and earned a grade of "C" or higher will have satisfied the English Proficiency requirement. A passing score on the exam is a requirement for exiting University College.

University College Exit Exam

Students who have earned more than 60 credit hours (including transfer students) and have not taken the Rising Junior Exam, will be required to take the University College Exit Exam in lieu of the Rising Junior. This test is administered by University College. Students must register for this exam in Corbin Hall, Room 100 or by calling (870)575-8335.

Common Professional Component (CPC) Exam

The Common Professional Component (CPC) exam is administered to all seniors during their last graduating semester from the School of Business and Management. The SBM has engaged the services of Peregrine Academic Services to serve as a proctor for “CPC”. Peregrine services provides a range of online comprehensive exams for performing direct assessment in a range of Business disciplines.

A graduating senior who has taken the CPC test must score minimum of 50% to graduate from the School of Business and Management. Study guides are provided on the Peregrine Services website after you have registered to take the test. Students will be allowed to retake the exam once or as necessary if a passing score is not earned during the initial testing. For more information on CPC test, please contact the office at 870-575-8233.

GRADUATION REQUIREMENTS

Prior to graduation, candidates must apply for graduation in the Registrar's Office and graduation fees must be paid at the cashier's office. See the University Catalog and *The ROAR* for additional graduation requirements.

GRADING SCALE

The School of Business and Management adopts the University of Arkansas at PineBluff grading scale. Listed below is our grading scale:

100%	-	90%	=	A
89%	-	80%	=	B
79%	-	70%	=	C
69%	-	60%	=	D
Below	-	60%	=	F

Incomplete Grades (“I”)

An incomplete grade (“I”) indicates that the student has not met specific requirements in a course and the student must complete assignments and/or exams. The instructor will only report an “I” if the student is passing and can complete the assignments without additional assistance and has a valid reason for not completing course work during the semester. The student must petition for an “I” before the final examination.

A written justification for the “I” must be submitted by the instructor and a copy must be filed in the department chairperson’s office along with a petition from the student. Please refer to *The ROAR* for more information on incomplete grades.

STUDENT RECORD ACCESS

Students have the right to review or obtain a copy of their student file. Reviewing of a student files should occur with the Faculty Advisor only.

STUDENT ACADEMIC GRIEVANCE PROCEDURES

Student academic complaints or grievances within the School of Business and Management will be in accordance with the Academic Grievance Policy found in *The ROAR*.

STUDENTS WITH DISABILITIES

The School of Business and Management accommodates students with disabilities according to federal state laws and UAPB's commitment to equal educational opportunities. Students with disabilities should refer to *The ROAR* or contact:

Disability Services and Veteran Affairs
Caldwell Hall, Room 206
(870) 575- 8552

DRUG FREE LEARNING ENVIRONMENT AND WORKPLACE POLICY

All students in the School of Business and Management are governed by the Drug Free Workplace policy statement of the University of Arkansas at Pine Bluff (Refer to *The ROAR*).

STUDENT ACTIVITIES, ORGANIZATIONS AND SERVICES

There are many culturally activities, organizations and services on the UAPB campus. It is highly recommended that students attend and/or participate in these activities for social and personal growth. (See the *University Catalog* or *The ROAR* for listings).

STUDENT CONDUCT CODE PLEDGE

As a member of the SBM community, I do hereby acknowledge that I have been advised of my responsibilities within the SBM Student Conduct Code and I voluntarily, by virtue of my enrollment, accept responsibility for upholding the Student Conduct Code and all School policies. I understand that it is my responsibility to read and understand the provisions of the Student Conduct Code and realize that a plea of ignorance will not be accepted.

PROFESSIONAL DRESS DAY

Every Wednesday all business majors are required to dress in professional business attire. Dress for Success!

UNIVERSITY OF ARKANSAS AT PINE BLUFF
School of Business and Management

I _____, acknowledge that I have received, read and understand the policies, guidelines and expectations documented in the University of Arkansas at Pine Bluff, School of Business and Management 2016-17 Student Handbook. I understand that an opportunity is permitted to ask questions or get clarification concerning anything within the School of Business and Management or the university.

Student Signature: _____

Student I.D. _____

Date: _____

