

Labovitz School

OF BUSINESS AND ECONOMICS

UNIVERSITY OF MINNESOTA DULUTH

Driven to Discover[®]

Faculty Advisor Manual

Fall 2018

ADVISING PHILOSOPHY STATEMENT

Advising at the Labovitz School of Business and Economics (LSBE) is an important component of the commitment to a quality undergraduate experience for students. The academic advising of the School is embedded in the campus advising and counseling system, drawing upon the resources available from outside of the School and working collaboratively within the campus system where appropriate to do so. Academic advising within LSBE is consistent with the mission of the School, concentrating on efforts most complementary to its unique role on the campus.

Advising helps students identify academic, career and life goals, and explore possible courses of study that they can pursue to achieve those goals, as appropriate to their interests, skills, abilities and values. Through the advising and counseling processes, students may make a critical connection to the School and the campus. Students also learn the policies and procedures of the university, and the nature, variety, and purpose of courses and requirements.

Participants in the advising and counseling system seek to establish a concerned, open relationship with students, helping them adjust to the social and academic environment of the School and of the university while they pursue the courses of study that match their interests and abilities. Campus-level units in the system provide students with opportunities to develop self-understanding and self-acceptance. Advising can play a key role in assisting students to achieve academic success and to become productive citizens as they mature intellectually, personally and socially.

Advising is an active and mutually reinforcing relationship between student and university participants in the advising/counseling system. Successful advisement can only be achieved if each party assumes responsibility for his or her role in that relationship.

LSBE ADVISING OBJECTIVES

As an academic unit with specific program objectives, the LSBE advising system concentrates on students' academic concerns and progress appropriate to management education. While advising is currently not mandatory for LSBE students, they are strongly encouraged to make full use of the many advisement opportunities offered by the School and by other units within the campus system.

The primary objectives are:

- Provide opportunities for students to obtain assistance in the formulation of an educational plan consistent with their goals and objectives. (This would include the selection of majors, possible minors, and desirable elective courses.)
- Provide feedback to students regarding progress toward established goals and educational plans and opportunities to evaluate or re-evaluate those goals and plans.
- Make accurate and timely information about institutional policies, procedures, resources and programs available to students.

In order to achieve these objectives, an on-going training of peer and faculty advisors, along with an information dissemination program, will be maintained. In addition, periodic assessments of advising services will be conducted in order to determine if the above objectives are being met.

Note: For the development of the advising philosophy, the initial sub-group on advising consulted materials previously developed by the National Academic Advising Association and the American College Testing Program, revising them as appropriate to the campus and the School.

Passed by the LSBE Senate on May 11, 1998

ADVISING - A MUTUAL ENDEAVOR

The LSBE Advising Philosophy Statement describes advising as an active and mutually reinforcing relationship that requires each participant to assume the responsibilities appropriate to their role within the relationship. To assist participants, the following may be helpful:

RESPONSIBILITIES OF THE STUDENT ADVISEE

1. To contact your advisor when you want or need assistance. You need to find out when your advisor is available and take the initiative to make appointments. Your advisor may help you with planning the completion of your degree requirements (and will have to approve your graduation plan) and the scheduling of courses that help fulfill your requirements. However, your advisor is an expert in his or her field, someone who can assist you with more than simple course planning. Meet with your advisor about career issues and effective ways to prepare yourself for job seeking or about graduate/professional study. Your advisor is someone who can help you think more deeply about issues in your field and about your personal goals.
2. To learn university and collegiate degree requirements, policies and procedures. Read the materials provided - for example, the official catalog, the LSBE worksheets and major flyers, and the class schedule. You need to know how to help yourself by being knowledgeable about requirements and policies, course pre-requisites or other procedural issues, as you are ultimately responsible for your registration decisions and for fulfilling degree requirements. You will then be able to ask questions when you do not understand and to make the best use of your advisor's time with you.
3. To do some thinking and work ahead of time. It may help if you can clarify and communicate your personal goals and values, and if you have done some preliminary thinking or researching of career directions. If you are having academic difficulty, be prepared to discuss this honestly, before there are larger problems.
4. To come prepared for and keep your scheduled appointments. Bring the forms or materials you need, including a pen or pencil to take notes. Give some thought to what you want to accomplish when you meet with your advisor. You may even wish to write your questions and concerns down so you do not forget. If you cannot keep your appointment, please follow common rules of courtesy and notify your advisor as much in advance as you can.
5. To recognize that this is *your* education and that *you* are the one to make the decisions about your life. In the end, you must make the decisions and accept the responsibility for them. Your advisor's role is to assist you with the decisions by making suggestions or sharing information, not to decide for you. It will be you who must fulfill all degree requirements and successfully complete your classes.
6. To change your advisor if this relationship is not working for you. You may do so by completing the appropriate change of advisor form in LSBE Student Affairs. Your requested new advisor must be a faculty member in the major field you have selected.

RESPONSIBILITIES OF THE FACULTY ADVISOR

1. To provide students with reasonable and convenient access to their advisor. This involves a) posting and consistently maintaining a reasonable number and day/hour mix of office hours for students and b) responding to questions and concerns via E-mail or telephone in a timely manner. This also implies that ordinary rules of courtesy apply if you cannot keep the appointment.
2. To create an "atmosphere" that facilitates open communication and promotes confidence and trust. Effective advising is predicated on treating advisees respectfully and demonstrating an appropriate level of personal interest in the intellectual, social, and emotional growth of students.
3. To be knowledgeable about the university and collegiate purposes and requirements, particularly those that relate to a student's major field of study, and to possess adequate and accurate information about academic policies and procedures. Advisors need to know the philosophy and rationale for the requirements, as well as the details of how it all fits together. An advisor often serves as the major source and interpreter of information about such matters for students. An advisor also needs to know how to obtain information or appropriate referral sources for students to find this information.
4. To be informed of the resources available within the university community. An advisor may need to refer students to a variety of campus services to help them achieve their goals and meet their academic, career and emotional needs. LSBE advising is embedded in a campus advising and counseling system. As such, it is not expected that each individual advisor be an expert in all areas; it is important that each know when and how to refer appropriately.
5. To maintain or access a current academic file on each advisee for the purpose of helping students to develop realistic and appropriate academic and career goals. The advisor should review the advisee's file, paper or electronic, prior to or when meeting with a student so that any discussion of course selection, planning for graduation or other academic and career issues is relevant to the established record.
6. To have a working knowledge of current career or graduate/professional school opportunities related to the faculty member's discipline. An advisor assists a student with identifying career goals and objectives. To do so, an advisor may have to ask questions, probe, help consider alternatives, encourage, support - and even challenge thinking. This may involve suggesting minors, specific courses or other types of activities that support the student's goals. Advisors may also need to refer students to other campus resources for assistance.
7. To gain knowledge and skills to work with special student populations. While each individual student presents some kind of unique circumstances, there are particular issues faced by a variety of special populations. Examples might be transfer students, non-traditional students, international students, students with disabilities, etc. Knowledge of specific campus resources relevant to each population is a foundation for providing appropriate guidance.

Passed by the LSBE Senate on 11/8/02

Family Educational Rights and Privacy Act (FERPA)

Overview of the law

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of education records; to establish the right of students to inspect and review their education records; and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. You have access to student educational data in order to perform your job duties and have a legal responsibility to protect student education records in your possession. What this means is that, in general, you may not release information from the student record to a third party, including parents, without written permission from the student.

FERPA was established by the federal government in 1974, and applies to all institutions receiving federal funding. It applies to both K-12 and post-secondary institutions, but students have different rights in K-12 than in when in college.



If you are unsure about releasing information, get in touch with:

Carla Boyd, Registrar
clboyd@d.umn.edu
(218) 726-8795
184 Darland Administration Building



What is directory information at the U of MN?



Directory/public information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed to the public. Public/directory information at the University of Minnesota is as follows:

- name,
- address,
- phone number,
- University assigned email address,
- dates of enrollment,
- enrollment status (full/part-time, not enrolled),
- college(s),
- major(s),
- adviser(s),
- class (freshman, sophomore, junior, senior),
- academic awards and honors,
- and degree(s) received.

Since the University has defined the above mentioned information as directory information, students have the right to suppress, or limit, its release. Before releasing any directory information about a student you must check PeopleSoft to ensure that the student has not chosen to suppress his or her information; this is indicated by a blue window shade icon on the student record.

All other information in the student education record that is not directory information is private and cannot be released to a third party, including parents, without the student's written permission or as otherwise provided in the Regents Policy on Student Records.

FERPA Compliance – Basics

1. Be aware of FERPA. It is not necessary for faculty and staff to understand every nuance of FERPA and its administration. It is critically important that they understand that it exists and governs much of what they do.
2. Be aware that FERPA is everyone's responsibility. Faculty and staff must understand that every employee of every higher education institution can subject the entire school to FERPA liability, if s/he has access to student education records.
3. Understand that almost all student records are subject to FERPA. Faculty and staff have access to lots of student records. Teachers often believe that only "academic records" are subject to FERPA. They sometimes believe that they have the authority to decide whether records fall under the law, or not. In fact, the law itself defines student records, and the definition is very inclusive.
4. Disclosure of student records without student consent risks a violation of the law. Although FERPA provides for the disclosure of student records without consent to certain designated persons, or under certain specific circumstances, those exceptions are few and narrowly defined.
5. Students have the right to see their records. FERPA requires all custodians of student records to accord review of those records to the specified student under almost all circumstances. Schools and school employees are not accorded the prerogative of deciding whether students should see records about them.
6. The right of school employees to access student records is very narrow. FERPA accords school employees the right to view student records under certain circumstances, referred to as "legitimate educational interest." In general, this means "the employee needs access to the records to do his/her job." Curiosity is not a legitimate educational interest. The ability to access student records does not confer the right to view student records.
7. Good intentions, common sense, or innocent mistakes do not mitigate privacy violations. Most FERPA violations by faculty and staff are unintentional. Nonetheless, it is the responsibility of the school to prevent violations and intent is not a defense.
8. Ask for help! Faculty and staff are expected to be experts in their fields. They should expect their schools to support them with resources in the field of student records privacy. When they see a sign and they are not sure what it means, they are professionally responsible to find out before they drive by it!

Student Reference Request Consent Form

Student name (print): _____

I request _____ to serve as a reference for me. The purpose(s) of the reference are: (check all applicable spaces)

- application for employment
 all forms of scholarship or honorary award
 admission to another education institution

The reference may be given in the following form/s (check one or both spaces):

written oral

I authorize the above person to release information and provide an evaluation about any and all aspects of my academic and/or employment performance at the University of Minnesota Duluth to the following (check all applicable spaces):

1. all prospective employers OR specific employers (*list on reverse side*)
2. all educational institutions to which I seek admission OR specific educational institutions (*list on reverse side*)
3. all organizations considering me for an award or scholarship OR specific organizations (*list on reverse side*)

This authorization to provide references is valid for one (1) year from the date of my signature below, unless I specify an earlier ending date as follows:

Ending date: _____

Note: Under the Family Educational and Privacy Rights Act, 20 U.S. C. 1232(g), you may, but are not required to, waive your right of access to confidential references given for any of the purposes listed on this form above. If you waive your right of access, the waiver remains valid indefinitely.

I waive my right of access

Signature

Date

This form is available on the LSBE web site at: <https://lsbe.d.umn.edu/students/current-students/forms>

Business and Accounting Minors

For BAcc and BBA Degree Students

Students should apply for these minors in LSBE 111A at the time they apply for candidacy. Admission criteria for the minors mirror that of candidacy. Students are admitted to the minor when they are in progress of completing the lower division pre-major requirements and if their overall and U of M GPAs are 2.60 or higher, and LSBE and Pre-Major GPAs are 2.00 or above.

Accounting

Required Courses (6 cr)

- ACCT 3101 3.0 cr
- ACCT 3301 3.0 cr

Electives (6 cr)

Take 2 courses totaling 6 credits from the following:

- ACCT 3102 3.0 cr
- ACCT 3401 3.0 cr
- ACCT 3201 3.0 cr

Economics

Required (3 cr.):

- Econ 3022
- or Econ 3023

Upper Division Electives (9 cr.):

- Econ 3xxx/4xxx

Entrepreneurship

Required (9 cr).

- Blaw 3201 3 cr.
- MgtS 4472 3 cr.
- MgtS 4921 3 cr.

Electives (3 cr.)

- MgtS 4443 3cr.
- MgtS 4473 3 cr.
- Mgts 4475 3 cr.
- MgtS 4931 3 cr.
- MgtS 4941 3 cr.
- MgtS 4951 3 cr.
- Mktg 3721 3 cr.
- Mktg 4741 3 cr.

Finance

Prerequisite:

- FIN 3601 3.0 cr

Required (6 cr)

- FIN 3644 3.0 cr
- FIN 3647 3.0 cr

Finance Minor Elective (3 cr)

Take 3 credits from the following:

- FIN 3612 3.0 cr
- FIN 3619 3.0 cr
- FIN 3649 3.0 cr
- FIN 3655 3.0 cr
- FIN 4615 3.0 cr
- FIN 4617 3.0 cr
- FIN 4644 3.0 cr
- FIN 4645 3.0 cr

Health Care Management

Core Minor Courses (9 cr)

- ECON 3910 3.0 cr
- HCM 4520 3.0 cr
- HCM 4530 3.0 cr

Electives (6 cr)

Take 6 credits from the following:

- MIS 4220 3cr.
- HCM 4510 3.0 cr
- HCM 4550 3.0 cr
- HCM 4560 3.0 cr
- HCM 4570 3.0 cr
- HCM 4595 3.0 cr
- HCM 4597 3.0 cr
- INTB 4221 3.0 cr

Human Resource Mgmt

Group A- required

- MgtS 3801 3cr

Group B- electives (9 credits)

- MgtS 4821 3.0 cr
- MgtS 4831 3.0 cr
- MgtS 4841 3.0 cr
- MgtS 4851 3.0 cr
- MgtS 4861 3.0 cr
- MgtS 4881 3.0 cr
- MgtS 4895 3.0 cr

International Business

Group A (9 cr): Take 3 courses

from the following:

- Acct 4505 3 cr
- MIS 3649 3 cr
- MgtS 4474 3cr
- MgtS 4861 3 cr
- Mktg 3781 3 cr

Group B (3 cr)

Take 1 course from the following:

- Econ 3150 3 cr
- Econ 3402 3 cr
- Econ 4410 3 cr
- HCM 4560 3 cr
- INTB 3xxx/4xxx 3 cr

Management Information Systems

Group A Requirement (6 cr)

- MIS 3220 3.0 cr
- MIS 3222 3.0 cr

Group B Requirement (6 cr):

Electives

Take exactly 6 credits from the following:

- MIS 3224 3.0 cr
- MIS 3232 3.0 cr
- MIS 4220 3.0 cr
- MIS 4221 3.0 cr

Marketing

Prerequisite:

- MKTG 3701 3.0 cr

Electives

Take 9 credits from the following:

- MKTG 37XX
- MKTG 47XX
- NOTE: Mktg 3701, 3761, 3767, 4762, and 4763 may not be used to fulfill the electives requirement.

Management

Required Course

MgtS 3401 3 cr

Group A (6 cr)- must be from 2 different categories Take 2 or more courses totaling 6 or more credits from the following:

*MgtS 4495 Special Topics may fulfill one of these areas – by petition only

Category 1

MgtS 4411 3.0 cr

MgtS 4295 3.0 cr

Category 2

MgtS 4431 3.0 cr

MgtS 4451 3.0 cr

MgtS 4195 3.0 cr

Category 3

MgtS 4461 3.0 cr

MgtS 4463 3.0 cr

Group B (3 cr.)

Any MgtS 44xx course 3.0 cr

MgtS 4395 3.0 cr

MgtS 4931 3.0 cr

Sustainable Business and Organization

Group A (3 cr.)

MgtS 4463 3.0 cr.

Group B (3 cr.)

Take one course from the following:

Mktg 3710 3.0 cr

Acct 4510 3.0 cr

Group C (6 cr.)

Take 2 courses from the following:

MgtS 4941 3.0 cr

MgtS 4951 3.0 cr

Mktg 4710 3.0 cr

Econ 3777 3.0 cr

Econ 3721 3.0 cr

Add'l Group B course 3.0 cr

Special Admission

Minor Programs

For any of the minors below, students need to submit an application and be selected into the minor by the program director.

Financial Markets

Required Pre-Requisites (9 cr.)

FIN 3601 3 cr.

FIN 3619 3 cr.

FIN 3644 3 cr.

Required courses (9 cr.)

FIN 4616 3 cr.

FIN 4620 3 cr.

FIN 4624 3 cr.

Financial Planning

Required (24 cr.):

Acct 2001 3 cr.

Acct 3401 3 cr.

Acct 4600 3 cr.

Blaw 3301 3 cr.

FIN 3601 3 cr.

FIN 3644 3 cr.

FIN 3655 3 cr.

FIN 4646 3 cr.

Marketing Analytics

Required (21 cr.):

Mktg 3701 3 cr.

Mktg 3711 3 cr.

Mktg 4731 3 cr.

Mktg 3761 3 cr.

Mktg 3767 1 cr.

Mktg 4762 3 cr.

Mktg 4763 2 cr.

MIS 3220 3 cr.

Econ 4040 3 cr.

or Stat 5411

or Stat 5511

Revised: 8/21/2018

LSBE WAITING LIST PROCEDURES

LSBE courses utilize the online waiting list system. There are some exceptions, such as internships and independent studies, which require instructor consent. Some non-LSBE classes on campus do not utilize wait lists, so check with other departments or colleges about their wait list procedures.

How to add yourself to the online wait list?

- ◆ Verify that you have completed the proper course pre-requisites. If you have not met all pre-requisites, you will not be able to add yourself to the waiting list.
- ◆ If a class you really need is closed, and you meet the pre-requisites, add yourself to the wait list in the same way you would add yourself to any class. On the enrollment preferences page, simply click the Add to Wait List box. The courses you wait list for will appear on your enrollment summary.

What happens once you are on the wait list?

- ◆ Advising Office Staff will prioritize students (see below) who put themselves on the waiting list during the registration period. *Note: Students who wait list **AFTER** the registration period will stay on the list in date order.*
- ◆ LSBE faculty and staff WILL NOT give out information on wait list positions; please do not ask.
- ◆ If a seat becomes available, the registration system will attempt to put the first student on the waiting list into the class. If the attempt is successful, the student will receive an e-mail stating they got into the class. If there was a problem that prevented the student from getting into the course, the system will send an e-mail stating the problem and then move on to the next student on the waiting list.
- ◆ If you are registered for a course that is a time conflict with a wait listed course, then make sure you set up your wait list request to process as a swap (drop current class, if enrolled in wait listed class). Or, if adding your wait list class puts you over 20 credits, then determine which class is least important and set up your wait list request to process as a swap (drop current class, if enrolled in wait listed class).
- ◆ If you are still on a waiting list when the term begins and still want the class, you must attend the first day of class to see if the instructor can add you once attendance has been taken. If you can be added to the class, a permission number will then be given either by instructors or department administrative assistants. **YOU ARE RESPONSIBLE FOR ADDING THE CLASS YOURSELF.** Choose the swap option to add and drop courses so tuition is not negatively impacted.

Wait List Priority

1. Wait List order will be determined by the time that you place yourself on the waiting list, which means first-come, first-served basis. There are two reasons why your wait list order may be adjusted:
 - a. Graduating seniors will move to the top of the list and will be put in registration appointment date/time order.
 - b. If you are repeating a course, you will be moved to the bottom of the wait list.

Updated January 2016

Academic Standing Policy

Labovitz School of Business and Economics

Academic Warning

Any student who has attempted less than 60 credits whose LSBE internal is less than 2.00, the student is on Academic Warning. A PW hold is placed on the student's record to alert the student and the advisor that the student needs to increase his/her LSBE internal GPA to return to good academic standing.

Subject to LSBE Program Dismissal

Any student who has attempted 60 credits or more and whose LSE internal GPA is less than 2.00 is considered to be subject to dismissal from LSBE. A PW2 hold is placed on the student's record because an advisement appointment is required to release the hold. Students with PW2 status are required to complete the LSBE Academic Probation Self-Assessment and schedule an appointment with an advisor in the LSBE Advising Office to have a thorough conversation on the student's situation and identify an action plan for returning to good academic standing.

At the end of the semester the records of PW2 students are reviewed. If the student's LSBE internal GPA increases up to the 2.00 level or higher, the student is returned to good academic standing. If the student's LSBE GPA remains below 2.00, the student will be dismissed from LSBE. They will be removed from their current LSBE major code and given a generic major code. Students will be advised to change colleges to another unit. Students with LSBE Program Dismissal status are not allowed to take any new LSBE classes to progress in their degree program. However, they will be allowed to repeat classes as a strategy for repairing their LSBE internal GPA.

Subject to Dismissal from UMD

Any student whose cumulative or U of M GPA is less than 2.00 is considered to be subject to dismissal from UMD. A P1 hold is placed on the student's record because an advisement appointment is required to release the hold. Students with a P1 hold are required to complete the LSBE Academic Probation Self-Assessment and then schedule an appointment with an advisor in the LSBE Advising Office to have a thorough conversation about the student's situation and identify an action plan for returning to good academic standing.

At the end of the semester the records of P1 students are reviewed. If the student's GPA increases up to the 2.00 level or higher, the student is returned to good academic standing. If the student shows improvement but does not increase all the way up to 2.00, the student may have their probationary status extended for one more semester. A student who does not show improvement and remains below a 2.00 will be academically dismissed from UMD. A dismissal action results in cancellation of all classes for the upcoming semester. Academic dismissal affects financial aid and on-campus housing as well. Students dismissed from UMD must be away from UMD for at least one semester, preferably a year, before petitioning for re-admission.

Petition for Course Substitution/Exception to LSBE Degree Requirements
Labovitz School of Business and Economics

LSBE 111A

Please read the instructions on the back. PLEASE PRINT CLEARLY.

Name: _____ UMD e-mail: _____

ID #: _____

LSBE Major(s): _____ LSBE Minor(s): _____

Specific action requested:

Information which supports your request:

Student Signature: _____ Date: _____

Advisor Recommendation:	Instructor Recommendation:	Department Head
Recommendation: ____ Recommend ____ Don't Recommend	Recommendation: ____ Recommend ____ Don't Recommend	Recommendation: ____ Recommend ____ Don't Recommend
Signature: _____	Signature: _____	Signature: _____
Date: _____	Date: _____	Date: _____

Comments:

Decision:	Decision made by: _____	Date: _____
____ Approved	Comments:	
____ Denied		
Modified: 01/22/07	APAS adjusted: _____	Student notified: _____

INSTRUCTIONS FOR LSBE PETITIONS

1. Please use this form exclusively for requests that affect LSBE policies and degree requirements. Any request that involves UMD campus policies, such as refunds, liberal education requirements or withdrawals after deadlines, requires the all-campus petition form. One way to judge if it is an LSBE-only action is to consult the LSBE section of the UMD catalog for specific policies and degree requirements. If in doubt, please ask staff in LSBE Student Affairs.
2. Be very specific with your request and the rationale for it. For example, if you are an organizational management major who is requesting use of a non-LSBE course in Group B, *an example* of the specific action requested is as follows: “To use Pol 3426-Politics of International Organizations and Law to fulfill one of the Group B Elective requirements in the Organizational Management Major.” Your supporting rationale might then be something like this: “I have a strong interest in international political and legal issues and hope to work for an international corporation. This course was already reviewed and identified as a possible substitution by the department. This course fits well with my interests and career goals.”
3. Meet with your assigned LSBE advisor to discuss this request. If supporting information is needed, such as a course syllabus for something that has not already been reviewed in LSBE, please have that available to attach to the petition. For example, there could be a new upper-division non-LSBE course with a strong international content that is not yet on the approved list, or an advanced international course that you took before transferring to UMD. None of us can make a good judgment without a review of the detailed course content.
4. Once the petition has been signed by your advisor, it is likely to need the review of the chair of the department in which your major resides. On some occasions, you may need an LSBE instructor’s approval for a particular course. For example, if you are asking to waive a particular LSBE course because of a series of other courses that fulfill the same purpose as the required course. Ask your advisor or LSBE Student Affairs staff if these additional signatures are necessary for your particular request.
5. When all signatures are obtained, the petition is returned to the LSBE Student Affairs Office for a final decision and adjustment to your record if approved.

**LABOVITZ SCHOOL OF BUSINESS AND ECONOMICS
GRADUATION CLEARANCE FORM**

If you have the RK Graduation Plan hold, complete the following steps to remove the hold:

- 1.) Go to Current Student page and select Grad Planner and create a plan which includes all degree requirements.
- 2.) Click the pie chart APAS symbol at the top of Grad Planner to access the *planned-course APAS*. Click the *printer-friendly link* to print a planned-course APAS. Discuss this *planned-course APAS* with your advisor and **have the advisor sign and date the *planned-course APAS*** once your plan contains all remaining degree requirements. ***If completing more than one LSBE major, you must attach a planned-course APAS for each program.*** NOTE: The *planned-course APAS* within Grad Planner is different from the regular APAS report.
- 3.) Fill out the upper portion of this form.
- 4.) Attach your ***signed planned-course APAS*** to this graduation clearance form and submit to Advising and Academic Services in LSBE 111A. We will remove the hold from your record. You will receive a preliminary credit check one term before you graduate. You are responsible for all degree requirements, residency requirements, and having at least a 2.00 GPA in the required areas.

Name _____ ID _____

Last semester and year of planned courses: Fall _____ Spring _____ May Session _____ Summer _____
Year Year Year Year

E-mail address _____@d.umn.edu

1. Have you already earned an Associate of Arts or previous bachelors degree? YES _____ NO _____
 2. Are you completing a non-LSBE degree simultaneously? If yes, name of second degree: _____
 3. My major is: _____.
 4. My second major is: _____ My minor is: _____.
- **Note: A second major or a minor is required for Economics BA degree program.**
5. If you are completing an *optional* "Course Cluster" indicate which one: _____.

-----**DO NOT WRITE BELOW THIS LINE**-----

Academic standing through _____

Total credits	_____	GPA	_____	Program Honors:	YES	NO	
Resident credits	_____	GPA	_____	Latin Honors:	SUMMA	MAGNA	CUM
Required credits	_____	GPA	_____	(Any honors received will be circled above.)			
LSBE credits	_____	GPA	_____				
Major credits	_____	GPA	_____				
2 nd Major credits	_____	GPA	_____				

(All must be 2.00 or better to graduate)

- | | | | | |
|--|-------|-----|-------|----|
| Has student completed at least 30 of the last 60 credits while in residence? | _____ | YES | _____ | NO |
| Has student completed at least 50% of all upper division credits while in residence? | _____ | YES | _____ | NO |
| Has student completed 50% of required LSBE courses while in residence? | _____ | YES | _____ | NO |
| Has student completed at least 60 credits of non-LSBE coursework? | _____ | YES | _____ | NO |

CLEARANCE FOR DEGREE. The student is cleared when the following courses are completed:

_____	_____
_____	_____
_____	_____
_____	_____

CERTIFIED BY: _____ DATE: _____

Advising and Academic Services Staff

Advising Resources on UMD Web Site

LSBE Advising Resources on theWeb – lsbe.d.umn.edu, Click on Students, click on “There are academic Advising resources”....this sentence takes you to the resource.

LSBE Forms – lsbe.d.umn.edu, click on Students, click on Current Students, Click on Forms

APAS Report – In MyU under the “My Advisees” tab

FERPA -- www.d.umn.edu/onestop/ferpa/index.html

UMD Catalog -- UMD homepage, Academics (top menu), Catalog (near the bottom of the page), click on Degrees, click on Undergraduate Major or Minors

VCAA Academic Policies – www.d.umn.edu/vcaa Click on Academic Policies in the top menu.
Incomplete Form www.d.umn.edu/vcaa/iform/pdf

Reporting Center -- in the MyU Portal, under Key Links click on Reporting Center. Reports are listed by topic.

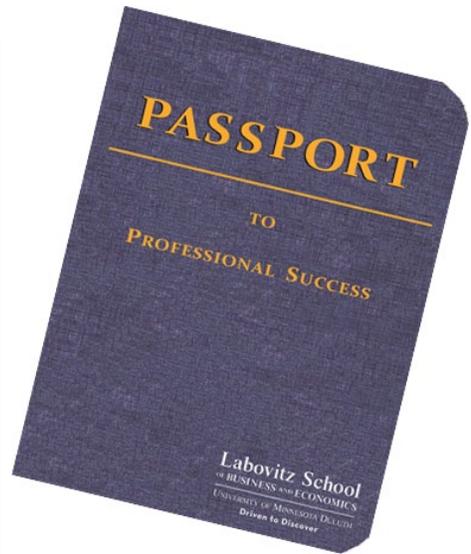
Your Passport to Professional Success

The Passport to Professional Success program at the Labovitz School of Business and Economics provides many of the “soft skills,” which are so necessary in today’s working environment. Soft skills included leadership, written and verbal communication skills, motivation, and creativity.

The multi-year Passport Program consists of a multitude of professional development events and activities. These include attending a Career Services workshop, participating in Dining for Success, visiting a job fair, attending cultural diversity event, taking part in a mock interview, and so much more.

Students participating in this program graduate from LSBE with life skills that will serve them well throughout their careers.

*Requirements are listed on the reverse side.



For more information about requirements and an events list, see the Passport for Professional Success website at

<http://lsbe.d.umn.edu/passport>

Or contact us at
218-726-6594
lsbesa@d.umn.edu

Labovitz School
OF BUSINESS AND ECONOMICS

UNIVERSITY OF MINNESOTA DULUTH

Driven to Discover

Group A - Extracurricular and Professional Engagement (Complete 6 activities)

These activities develop necessary skills to enhance personal and professional development.

- Attend a student club meeting
- Attend a Leadership Workshop in the Kirby Leadership Institute
- Attend a campus Brown Bag Lunch event*
- Attend LSBE Distinguished Speaker Series event*
- Attend an invited speaker talk organized by LSBE
- Attend the LSBE Entrepreneurship Conference*
- Attend a job or internship fair or an expo
- Complete an informational interview*
- Attend a networking event *
- Participate in “Dress for Success” event
- Participate in “Dining for Success” event
- Attend an internship information session
- Actively participate in a student organization
- Participate in the Take your Professor to Lunch program
- Other approved activities

Group B - Cultural Awareness and Inclusivity (Complete 3 activities)

To prepare for the business world, these activities provide an awareness and understanding of appreciating differences among people and how to embrace diversity in the workplace.

- Attend a cultural diversity event (e.g. events organized by the office of Diversity and Inclusivity)*
- Attend an LSBE Unit Change Team event*
- Attend an event organized by the Alworth Institute*
- Attend an event that supports an understanding and appreciation of differences among others*
- Other approved activities

Group C - Experiential Immersion (Complete 1 activity)

These activities allow students to receive hands-on experience that supplements their classroom education.

- Complete a Study Abroad short term or semester program
- Participate in a Students to Business project or the VITA program
- Complete an internship with the LSBE Internship Program
- Participate in a mentorship program
- Complete the Take Back College Leadership Workshop
- Complete 150 hours of work experience that is related to your major/career
- Serve as an officer in a student organization
- Complete 40 hours of community service
- Complete a UROP project or work as a Research Assistant supporting a faculty member
- Participate in a regional competition related to your major
- Earn professional certification in your discipline
- Serve on a collegiate or campus committee
- Serve on the LSBE Entrepreneurship Conference Planning Committee
- Provide leadership to UMD students through participation in a campus-wide program.
- Other approved activities

Note

- Activities marked with a * can be repeated for two completions for that category.
- Activities from Group C can be used in Categories A and B.
- Transfer students with 45 or more credits are expected to complete A=3, B=1, C=1.

MISSION:

Our mission is to facilitate student learning, development, and success through effective and individualized advising & academic services.

- We provide advising and academic services for undergraduate students.
 - We serve as the initial point of contact for students changing to a major or adding a minor in LSBE.
 - Help students understand Passport Program requirements, advise on selection of activities, and program maintenance.
 - In addition to advising all the new incoming students, we provide complementary advising with our faculty advisors in serving students admitted to candidacy.
 - We serve all students regarding senior credit checks, probation meetings, SAP Appeals, Academic Warning Triage, Midterm Alert Triage, Change of College & Major Declarations, Multi institution registration/Cross Registration, clarifying UMD/LSBE policies and procedures, and assistance with forms and petitions.

INTAKE ADVISING MODEL:

All new incoming students (freshmen and transfer students) are assigned a full-time professional advisor. LSBE uses a complete intake model to ensure all new students receive proactive and intentional advising towards a successful transition to UMD and LSBE. Since all accounting and business majors begin as a pre-major, this model allows us to focus on admission to candidacy requirements and discussions on major selection. Also, students should have a firm understanding of degree requirements and procedures by the time they transition to a faculty advisor. By establishing a relationship with a professional advisor in the Advising & Academic Services (AAS) office, students will have a “go to” person throughout their time at UMD for assistance with policies, procedures, forms, academic standing issues, and other needs that go beyond academic advising & mentorship provided by their assigned faculty advisor. The staff of AAS collaborates with LSBE faculty to meet the advising needs of our students.

ADVISING & ACADEMIC SERVICES STAFF

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Director

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Bachelor of Accounting and Bachelor of Business Administration

Lower Division Requirements

I. LOWER DIVISION REQUIREMENTS (60 cr)

Part I. Language and Reasoning Skills (14 credits)

A. Writing and Information Literacy

Writ 1120 College Writing 3 cr

B. Oral Communication and Languages

Comm 1112 Public Speaking 3 cr

OR Comm 1222 Interpersonal Comm

OR college level Foreign Language course

(See LSBE Advising office)

C. Logic and Quantitative Reasoning

Math 1160 Finite, Intro to Calculus 5 cr

OR Math 1296-Calculus I

Econ 2030 Applied Stats for Bus/Econ 3 cr

Part II. Knowledge Domains (25 credits *minimum*)

A. Natural Sciences (2 designators, 1 lab)

_____ 4-5 cr (w/lab)

_____ 3-5 cr

B. Social Sciences

Econ 1022 Principles of Econ:Macro 3 cr

Econ 1023 Principles of Econ:Micro 3 cr

Psy 1003 General Psychology 4 cr

C. Humanities

Blaw 2001 Legal Environment 3 cr

_____ 3-4 cr

D. Fine Arts

_____ 3 cr

Part III. Key Topics

Course used for Global Perspective:

Course used for Cultural Diversity in the US

Course used for Sustainability:

ADDITIONAL PRE-MAJOR REQUIREMENTS

*Acct 2001 Prin Financial Acctg 3 cr

*Acct 2002 Prin Mgmt Acctg 3 cr

MIS 2201 IT in Business 3 cr

LSBE 2000 Interper./Team Skills 1 cr

UST 1000 UMD Seminar 1 cr

****Grade of C of higher is required in Acct 2001 and Acct 2002 to be admitted into the accounting major***

Non-LSBE Electives to total 60 lower division credits.

Requirements for Admission to Candidacy (upper division status).

1. Cumulative GPA and U of M GPA must be at least 2.60
2. LSBE internal GPA and Pre-Major GPA must be at least 2.00
3. Completion of (or have remaining classes in progress) all pre-major coursework. The pre-major courses consist of those classes which you see typed out in the left-hand column.