

Frequently Asked Questions

What is an Academic Progress Report (APR)?

The Academic Progress Report (APR) provides a quarterly record of your progress towards fulfilling degree requirements. When meeting with a faculty or academic advisor you should bring a copy of your academic progress report. The APR will give you a synopsis of your completion of major, University Core, Daniels Business Core, optional minor and electives requirements. You may access and print your APR through your WebCentral account. <http://webcentral.du.edu>.

Please Note: The academic progress report is an advising guide for meeting degree requirements, not an official transcript. Questions regarding the APR should be directed to the appropriate academic advisor.

1. Go to: <http://webcentral.du.edu>
2. Log In
3. Click the MyWeb tab
4. Click Student and Financial Services
5. Click Student Records
6. Click Academic Progress Report (APR)

Are business student required to have a minor?

Business students are **not** required to have a minor, however you may choose minor in an area outside of business (i.e. psychology, Spanish, etc.) or within business (marketing, legal studies, etc.). Keep in mind that minors can be used to compliment your major. For example, many international business majors choose to minor in a foreign language.

How do I declare a minor?

Students can fill out and turn in the form to declare, change, or drop a minor by visiting either online http://www.du.edu/registrar/general/minorapp_3.html or at The Registrar's Office, University Hall G-55.

Is it okay for me to be unsure about a major?

Yes, especially if you are a freshman. Being undecided about your major is very typical for new students. Most students change their major at least two, three, or MORE times! The first year of the University Core and the Daniels Business Core is designed to give you a great amount of flexibility and time to investigate your options. We strongly encourage you to meet with faculty advisors in the departments in which you are interested during your first year, especially if you are considering a major in Accounting or Hotel, Restaurant, and Tourism Management.

We recommend that you declare your major by the end of your sophomore year, waiting any longer can result in you having to take additional requirements that could cost you more time and money. It is also encouraged to declare a major before you study abroad. To assist you in choosing a major, The Office of Undergraduate Programs career counselors offer individual assessment and career counseling to help you explore majors and careers that fit their interests, personality, values, and abilities. You can schedule a meeting by calling 303-871-2150.

How do I declare or change my business major?

If you are interested in declaring or changing a business major you can obtain an "Application for Declaration or Change of Undergraduate Major/Degree" from the Office of Undergraduate

Programs, Margery Reed Hall. You may also download the form at http://www.du.edu/registrar/forms/major_degree.doc The application must be signed by your new advisor and then turned into the Office of the Registrar's reception desk, Garden Level of University Hall.

If you are adding a second degree you must obtain an "Application to Complete Two Concurrent Degrees" from The Center for Academic Resources located in Driscoll South Suite 30 underneath the bookstore. You will need to speak to an academic advisor in the Center for Academic Resources before the form can be processed.

What is the difference between a double major and a dual degree?

A "Double Major" is a student who plans to receive a single degree, but who will complete the requirements for two majors. In this case the student will be awarded a single Bachelor's Degree with two majors listed (a single diploma). Each major area must be fully completed; students can not use the same courses for both majors.

Alternately, a student may complete a "Dual Degree" program. This requires the student to complete the requirements for both majors and also to obtain a total of 228 credits. In this case the student is awarded two separate Bachelor's Degrees (two diplomas). Students interested in completing a dual degree must obtain an "Application to Complete Two Concurrent Degrees" from The Center for Academic Resources located in Driscoll South Suite 30 underneath the bookstore.

Bachelor of Science in Business Administration (BSBA)

BSBA students have the option of pursuing a double major only within the business school. If a business student is interested in completing a BSBA degree and a Bachelor of Science in Accountancy or a BSBA degree and a degree outside the business school (e.g. Bachelor of Arts, Bachelor of Science), this is considered a Dual Degree.

Bachelor of Science in Accountancy (BSAcc)

BSAcc students do not have the option of pursuing a double major within or outside the business school. BSAcc students only have the option of pursuing a dual degree.

Examples:

Double major

A student completes the requirements for a real estate and management major. Both of these majors are a Bachelor of Science in Business Administration (BSBA) degrees. The student will receive a BSBA degree with two majors listed.

Real Estate/ Management BSBA

Dual Degree

A student completes the requirements for an international business major and Spanish major. These two majors are different degrees. If the student meets the 228 hour requirement then they would receive a BSBA and a Bachelor of Arts (BA) degree.

International Business BSBA
Spanish BA

How can I receive information about the Undergraduate/Graduate dual degree program?

Please visit the following link...

Can I sit in a course without receiving credit?

Sitting in a course without receiving credit is referred to as auditing a course. No course offerings in the Daniels College of Business may be audited.

How many electives do I have left?

Elective hours vary depending on your choice of major and optional minor. If you need assistance figuring out your elective hours you will need to schedule an appointment to meet with a business academic advisor in the Office of Undergraduate Programs, Margery Reed Hall (next door to Daniels), 1st floor. To schedule an appointment, please call 303-871-6910.

Will MATH 1951 Calculus I or Calculus Advanced Placement (AP) credit count for MATC 1200 Business Calculus?

Yes, MATH 1951 Calculus I will fulfill the requirement for MATC 1200 Business Calculus. Students can also use Calculus AP credit to meet the MATC 1200 requirement. However, MATC 1101 Analytical Inquiry will NOT fulfill the MATC 1200 requirement.

How do I find out about Interterm courses?

You can visit the Office of Special Programs website at www.du.edu/specpro.

What do I need to do if I'm close to graduating?

All Undergraduate Students must file an application for graduation at least three quarters prior to the intended quarter of graduation. Students may apply via the web on the Office of the Registrar's website at www.du.edu/registrar. Undergraduate students do not apply for graduation through the Daniels E-net.

Before applying for graduation, we suggest scheduling an academic advising appointment for a graduation check. If you are unsure of your faculty advisor, please contact a business academic advisor at bus-advising@du.edu. Business academic advisors are located in the Office of Undergraduate Programs, Margery Reed Hall, 1st floor.

What do I have to do if I want to study abroad?

You will need to meet with an advisor at the Study Abroad Office (International House, 2200 South Josephine Street)... <http://www.du.edu/intl/abroad/about.html>

How do I register for an internship?

In order to register for an internship, students must have prior approval of a supervising faculty member, the faculty's department chair, and a business academic advisor. Business academic advisors are located in the Office of Undergraduate Programs, Margery Reed Hall (next door to Daniels), 1st floor. Internship forms are available at...

Once all required signatures have been obtained the student must take the form to the Registrar's Office (University Hall, garden level, reception desk) to be registered. Students cannot register for an internship using web registration.

Any student registering for an internship will be granted a maximum of 10 quarter hours toward degree requirements. Individual academic departments may have further restrictions on the number of internship hours that can be applied toward major requirements.

What is an incomplete?

An Incomplete "I" is given only when all requirements for the course have not been completed because of circumstances beyond the student's control. Granting an Incomplete and finishing the course are arranged by agreement between the student and the instructor.

Incomplete grades are non-punitive in computing grade point average for one year. If a student has not completed work within one year or at the time of graduation, whichever comes first, the Incomplete will be converted to a grade of "F".

I finished the work for my incomplete, now what?

You will need to provide your instructor with an "Application For Make Up of I (Incomplete) Grade" which can be obtained online at the Registrar's website www.du.edu/registrar.

Where can I get degree requirements?

Students must follow the degree requirements for their catalog year. A student's catalog year is the year they enrolled at the University of Denver not the year they declared their major.

Can I repeat a course to receive a better grade?

Daniels does not offer grade forgiveness. If a student retakes a course; both grades are reflected on the official transcript and both grades are counted toward the cumulative grade point average.

All Business Students entering DU **prior to Fall 2007**- Grades of "D-" or better are considered passing and qualify for credit in business major and business minor requirements

All Business Student entering DU in **Fall 2007 and Fall 2008**- Grades of "C-" or better are considered passing and qualify for credit in business major and business minor requirements. . Grades of "D-" or better in Stat 1300, Stat 1400, Econ 1020, Econ 1030 are considered passing and qualify for credit.

All Business Student entering DU in **Fall 2009**- Only grades of "C-" or better may be used in completing business major or business minor requirements including MATC 1200, STAT 1300, STAT 1400, ECON 1020, ECON 1030, and business electives.

What if I make a "D" in a course, does it count?

Daniels does not offer grade forgiveness. If a student retakes a course; both grades are reflected on the official transcript and both grades are counted toward the cumulative grade point average.

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