A&S/Business Dual Major

Business Programs at the University of Pittsburgh

Undergraduates at the Pittsburgh campus of the University of Pittsburgh have two degree options for programs in business:

- Students enrolled in the College of Business Administration earn a Bachelor of Science in Business Administration (BSBA) degree and major in Accounting, Business Information Systems, Finance, Global Management, Human Resources Management, Marketing, or Supply Chain Management. About 2,100 students are enrolled in the BSBA program.

- Students enrolled in the Dietrich School of Arts and Sciences (A&S) may elect a 12-course business major as a second major. This A&S program, called the A&S/Business Dual Major, enrolls about 150 students. Students in the A&S/Business Dual Major earn a Bachelor of Arts or the Bachelor of Science degree from the Dietrich School of Arts and Sciences.

We have prepared this guide to help A&S students (as well as students at other institutions) make a decision about applying for admission to the A&S/Business Dual Major Program. This guide also includes all key policies and requirements applicable to the A&S/Business Dual Major, as well as an application. If, after reading the guide, you would like to know more about the A&S/Business Dual Major, please contact your A&S Advisor (412-624-6444) or Michael McDermott, the Dual Major Advisor, in the College of Business Administration (412-383-7447).

If you want to earn a BSBA degree, please contact the College of Business Administration at 412-383-9600 for further information.

Important Names and Telephone Numbers

CBA Admissions
Lisa Cherok
Director
Erin English
Assistant Director
Carmel Schoeb
Admissions Assistant
2100 Sennott Square
412-383-9612
412-383-8840
412-383-9600

CBA Advising
Liz Adams
Director
Michael McDermott
Academic Advisor and Dual Major Advisor
CBA Advising Front Desk
2600 Sennott Square
412-383-8830
412-383-7447
412-383-8811
Overview of the A&S/ Business Dual Major

The School of Arts and Sciences (A&S) and the College of Business Administration (Pitt Business) offer this challenging program for students interested in a liberal arts education and a career in business management. The Dual Major allows you to complement the A&S major of your choice with a solid foundation in business. Some popular A&S major choices are economics, psychology and communications; however, many other majors, such as one of the foreign language majors, computer science, and English literature are also selected.

Participation in the Dual Major does not necessarily add to the number of credits (120) required for graduation. With careful planning, students can complete the Dual Major in four years. Many people, including the Dual Major Advisor in Pitt Business and your A&S Advisor, are available to help you plan your curriculum to ensure that you graduate in a timely fashion.

As a dual major, you fulfill all A&S general education requirements, complete an A&S major, and also complete the twelve required business courses.

Your A&S skills requirements and general education courses provide the foundation for your liberal education. Your A&S major adds to this foundation a deeper understanding of one or several of the arts and sciences disciplines. The business courses provide an introduction to basic analytical tools and the primary business functions of marketing, finance, operations management, information systems and human resources management, as well as corporate-level policy formulation and implementation.

Dual majors do not specialize in a particular business area such as accounting, finance or marketing. Those students wishing to obtain specialization in an area of business should consider pursuing a BSBA degree in Pitt Business or the 150-credit Double Degree option in which students complete a BA or BS in A&S and a BSBA in Pitt Business. Students enrolled in the A&S/Business Dual Major program are not eligible to earn Pitt Business certificates.

Applying for Admission to the A&S/Business Dual Major Program

Freshman and sophomores enrolling in the A&S/Business Dual Major program should be able to complete all A&S/Business Dual Major graduation requirements within four years with proper planning. If you are interested in the Dual Major, mention this interest to your advisor even if you are not yet sure you will apply to the program.

Students should follow these simple guidelines:

- A&S/Business Dual Major applications are reviewed three times per year. As space in the program is limited, application deadlines are strictly enforced.
- The application deadlines are: October 1, February 1 and July 1.
- Students will not be admitted into the program until they have completed 24 credits; however, interested students may apply while they are finishing those 24 credits.
- Students should try to take as many of the prerequisites as possible during their first 24 credits, but may apply before having completed all of them.
Admissions criteria

Because space is limited, students are selected for the Dual Major on a competitive basis. Admission is not guaranteed. Pitt Business Admissions will carefully review your overall Pitt academic record, as well as your performance in the business prerequisite courses (ECON 0100, ECON 0110, MATH 0120 or MATH 0220, and STAT 1100). Strong performance is required overall and in these prerequisites. Your prerequisite average will be calculated without including the effect of course repeats. The original grade earned in the prerequisites will be counted. Also, if you have attended additional colleges, your academic records from those institutions will be considered, as will your performance in any business courses taken at Pitt or other institutions.

Important Note: There are some recent changes to the admissions criteria for the A&S/Business Dual Major. Refer to the recommendations below, based on when you enrolled at the University of Pittsburgh.

Students enrolled at the University of Pittsburgh by Fall 2015 (2161) or Earlier

Recommended Pitt GPA to be competitive for admission – 3.00 cumulative Pitt GPA and 3.00 average in the prerequisite courses.

Students enrolled at the University of Pittsburgh for Spring 2016 (2164) and After

Recommended Pitt GPA to be competitive for admission – 3.25 cumulative Pitt GPA and 3.25 average in the prerequisite courses.

Application Process for the A&S/Business Dual Major

Current A&S Students

1. Complete the application found at the end of this handbook. Attach a current copy of your Pitt academic record (available from the Registrar’s Office in G-3 Thackeray) to your application.

2. If you have received transfer credits from another institution, please attach a copy of the transcript to your application.

3. Bring or send all documents to the College of Business Administration, Office of Admissions, 2100 Sennott Square before July 1, October 1, or February 1.

4. We will notify you of our admissions decision by email within three weeks of the application deadline. If you are accepted into the Dual Major program, you must notify your advisor of your acceptance so that both you and your advisor can plan to incorporate business courses into your next registration.

Students Relocating from Regional Campuses

Pitt students at the regional campuses of Johnstown, Bradford, Greensburg, and Titusville who wish to relocate to A&S at the Pittsburgh campus should complete an Academic Program Change form which can be obtained on their home campus.

While at a regional campus, you are encouraged to take all of the prerequisite courses for the business major, to fulfill general education requirements and begin work on your A&S major. If you plan to take some business courses, please consult Pitt Business Admissions regarding their possible application to the Dual Major.
Transfer Students

If you are transferring from another college or university, you must complete the University of Pittsburgh transfer application, available from the Office of Admissions and Financial Aid at www.oafa.pitt.edu.

NOTE: When filling out the University of Pittsburgh application, indicate the A&S/Business Dual Major as your intended field of study.

You will be notified of our decision and the admissions decision simultaneously. If you are admitted to the University, but not to the Dual Major program, you may reapply to the Dual Major program after one term at Pitt. The majority of your business course work must be taken at the University of Pittsburgh (Pittsburgh campus.) If you wish to have a business course completed elsewhere count toward the Dual Major, please submit a request via email to Lisa Cherok, Director, Pitt Business Admissions, at cherok@katz.pitt.edu. Please attach a syllabus of each course for which you are seeking transfer credit.

Frequently Asked Questions about the A&S/Business Dual Major Application

1. When are the application deadlines? July 1, October 1, and February 1. Given that space is limited in this program, it is important to apply by the deadline.

2. May I apply as a freshman? You may apply to the program during the second semester of your freshman year (by the February 1st deadline.) Depending on the strength of your record, we may offer admission at that time or defer a decision until your second semester grades become available.

3. May I apply even if I have not completed all of the A&S prerequisites to business courses? Yes.

4. May I apply even if I have no idea what my A&S major will be? Yes.

5. Where do I get my Pitt academic record? At the Registrar’s Office, G-3 Thackeray Hall

6. What is the purpose of the academic record? It will provide the information needed by the A&S/Business Dual Major admissions committee including: 1) your courses and grades at Pitt to date; 2) your transfer credits accepted by A&S; and 3) courses for which you are currently registered.

7. How do I get a transcript from another college or university? Contact the Registrar’s Office at the college/university.

8. When will I hear whether I have been admitted? Within three weeks of the application deadline.

9. What if it is very close to the application deadline and my transfer credits are missing from my transcript, or I need to obtain a transcript from another school? Contact the A&S Student Records Office, Room 140, Thackeray Hall, 412-624-6776.

10. What if I miss the application deadline, but the new term has not yet begun? Due to course availability, application deadlines are strictly enforced. Students that miss an application deadline will need to wait until the next admissions cycle to apply to the Dual Major.
11. **Should I apply to the A&S/Business Dual Major or transfer into the College of Business Administration?** Only you can answer this question. If you are genuinely interested in one of the A&S majors and want to supplement your college career with a broad exposure to a number of business courses, the Dual Major may be for you. If you want to specialize in a particular area of business, and have the opportunity to take more business courses while you are in college, you may wish to investigate Pitt Business further. Students who are interested in accounting should consider the BSBA with an accounting major as preparation for future certification exams (Certified Public Accounting and Certified Management Accounting.)
Business Major Requirements

As a student in the Dual Major program, you are responsible for fulfilling all of the graduation requirements for both your Bachelor of Arts or Bachelor of Science degree as well as the business major requirements. You are not, however, required to have a related area in an arts and sciences field. You may combine the business major with any A&S major. When you are accepted into the Dual Major, the A&S/Business Dual Major plan will be added to your academic record. You must also formally declare your A&S major by completing a Change of Academic Program form in the A&S Advising Center. You may declare your A&S major before or after being accepted into the Dual Major.

A&S Prerequisites to Business Courses

A&S prerequisites to business courses should be taken as soon as possible and before business classes are taken. Completion is preferred prior to admission. However, academically strong students may be offered admission prior to completing all of the prerequisites. The four prerequisite courses are:

- **ECON 0100 Introduction to Microeconomic Theory**
  - Prerequisite: exemption from/completion of MATH 0031 (College Algebra)
- **ECON 0110 Introduction to Macroeconomic Theory**
  - Prerequisite: exemption from/completion of MATH 0031 (College Algebra)
- **MATH 0120 Business Calculus or MATH 0220 Analytic Geometry and Calculus 1**
  - Prerequisite: other math courses required to prepare for calculus (if necessary)
- **STAT 1100 Statistics and Probability for Business Management**
  - Prerequisite: MATH 0120 or MATH 0220

During your first year, you should also be fulfilling general education requirements and exploring possibilities for your A&S major.

**Required Business Courses**

The sequence in which you take these courses will depend on specific course prerequisites and should be discussed with your A&S advisor and the Pitt Business Dual Major advisor. All courses are required.

**Sophomore Year**

- **BUSACC 0030 Financial Accounting**
  - Prerequisite: ECON 0100 Introduction to Microeconomic Theory or ECON 0110 Introduction to Macroeconomic Theory
- **BUSQOM 0050 Quantitative Methods**
  - Prerequisite: STAT 1100 Statistics and Probability for Business Management
- **BUSACC 0040 Managerial Accounting**
  - Prerequisite: BUSACC 0030
- **BUSENV 0060 Managerial Ethics and Stakeholder Management**
  - Prerequisite: one social science course

**Junior Year**

- **BUSECN 1010 Managerial Economics**
  - Prerequisites: ECON 0100, ECON 0110, and MATH 0120
BUSORG 1020 Organizational Behavior
Prerequisite: none

BUSFIN 1030* Introduction to Finance
Prerequisite: STAT 1100, BUSACC 0030

BUSMKT 1040* Introduction to Marketing
Prerequisite: none

BUSBIS 1060* Introduction to Information Systems
Prerequisite: 60 credits

Senior Year
BUSQOM 1070* Operations Management
Prerequisite: BUSQOM 0050

BUSHRM 1050* Human Resources Management
Prerequisite/co-requisite: BUSORG 1020

BUSSPP 1080 Strategic Management
Prerequisites: 90 credits and completion of nearly all of the Pitt Business core courses

*Courses marked with an asterisk may be taken in your Junior or Senior year. See Appendix A for an example of a course path.

Dual Major GPA and Grade Requirements

To graduate as an A&S/Business Dual Major, you must have a 2.0 minimum grade point average in the four A&S prerequisites to business courses and the twelve required business courses. You must earn letter grades for all of the prerequisite and business courses; you may not opt for the Satisfactory/No Credit (S/NC) grade option in these courses.

A Few Technical Notes about the Dual Major

You need to earn 120 credits to graduate from the School of Arts and Sciences. Most of these credits must be earned in A&S; however, up to 18 credits from other colleges (including Pitt Business) may be counted towards this 120 total. In fulfilling the A&S/Business Dual Major requirements, you will take 18 non-A&S credits, the maximum number of non-A&S credits that you can count for graduation from A&S. It is very important that you realize that this program will consume your non-A&S credit allowance. Any questions on this matter should be directed to your advisor or the Dual Major Advisor in the College of Business Administration.

Below is a summary of how your business course credits are allocated between A&S and non-A&S credit:

<table>
<thead>
<tr>
<th>Courses Counted as A&amp;S Credit</th>
<th>Courses Counted as Non-A&amp;S Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSACC 0030 Financial Accounting</td>
<td>BUSENV 0060 Managerial Ethics and Stakeholder Management</td>
</tr>
<tr>
<td>BUSACC 0040 Managerial Accounting</td>
<td>BUSFIN 1030 Introduction to Finance</td>
</tr>
<tr>
<td>BUSQOM 0050 Quantitative Methods</td>
<td>BUSMKT 1040 Introduction to Marketing</td>
</tr>
<tr>
<td>BUSECN 1010 Managerial Economics</td>
<td>BUSBIS1060 Introduction to Information Systems</td>
</tr>
<tr>
<td>BUSORG 1020 Organizational Behavior</td>
<td>BUSQOM 1070 Operations Management</td>
</tr>
<tr>
<td>BUSHRM 1050 Human Resource Mgmt.</td>
<td>BUSSPP 1080 Strategic Management</td>
</tr>
</tbody>
</table>

= 18 credits

= 18 credits
You earn 14 A&S credits by completing the prerequisite courses, another 18 A&S credits for business courses counted as A&S credit, and 18 Pitt Business credits for additional business courses for a total of 50 credits.

**Internships**

Most employers recommend that students gain work experience to be more competitive for available positions. We encourage all A&S/Business Dual Major students to explore internship opportunities. Dual Majors can utilize the Office of Career Development and Placement Assistance in 200 WPU and start their internship search online with FutureLinks at [www.careers.pitt.edu](http://www.careers.pitt.edu).
APPENDIX A

A&S/Business Dual Major
Graduation Requirements and Prerequisites Checklist

FRESHMAN YEAR

EITHER TERM

ECON 0100 Microeconomics
ECON 0110 Macroeconomics
MATH 0120
Business Calculus
Or MATH 0220
Analytic Geometry
and Calculus I

SOPHOMORE YEAR

1st TERM

BUSACC 0030
Financial Accounting

STAT 1100
Statistics and
Probability for
Business Mgmt

EITHER TERM

BUSENV 0060
Managerial Ethics and
Stakeholder Management

2nd TERM

BUSACC 0040
Managerial Accounting
BUSQOM 0050
Quantitative Methods

JUNIOR YEAR

1st TERM

BUSORG 1020
Organizational Behavior

JUNIOR or SENIOR YEAR

BUSHRM 1050 *
Human Resources Management
BUSQOM 1070 *
Operations Management
BUSFIN 1030 *
Introduction to Finance

BUSIS 1060 *
Introduction to Information
Systems
BUSSPP 1080 *
Strategic Management
(senior year only)
BUSMKT 1040 *
Introduction to Marketing

*These courses will be taken in the Junior or Senior Year. Exact timing depends on individual A&S majors and interests. Consult the Pitt Business Dual Major Advisor for more details.

1BUSECN 1010 is not required for Economics majors
2BUSBIS 1060 is not required for Computer Science majors
### Dual Major Curriculum Acceleration

Students who begin the A&S/Business Dual Major in their Junior year, or transfer into the University of Pittsburgh often ask if they will complete their undergraduate careers in four years. **Students in this position must have made significant progress towards the completion of their A&S major (completion of nearly half of the required classes), the general education requirements – and the business prerequisite courses – for a four-year graduation date to be feasible.** For such students, overlapping of requirements is particularly important.

**Students may not take any business courses (beginning with the BUS course abbreviation) until they have been admitted to the program.** Second-term sophomores, juniors, or transfer students, in good academic standing, should contact Pitt Business immediately to determine if they are admissible to the program.

Juniors hoping to complete the business curriculum in four terms should follow a plan similar to the following; every effort should be made to take highlighted courses in the designated term. We strongly encourage students to modify this plan to accommodate summer courses.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Accounting (BUSACC 0030)</strong>&lt;br&gt;<em>Prerequisite: Either ECON 0100 OR 0110</em>&lt;br&gt;This course should be among the first business courses taken.</td>
<td><strong>Managerial Accounting (BUSACC 0040)</strong>&lt;br&gt;<em>Prerequisite: BUSACC 0030. Take the term after BUSACC 0030.</em></td>
</tr>
<tr>
<td><strong>Managerial Ethics and Stakeholder Management (BUSENV 0060)</strong>&lt;br&gt;This course should be among the first business courses taken.</td>
<td><strong>Managerial Economics (BUSECN 1010)</strong>&lt;br&gt;<em>Prerequisite: ECON 0100 and 0110 and MATH 0120</em>&lt;br&gt;Take before Term 3 courses.</td>
</tr>
<tr>
<td><strong>Quantitative Methods (BUSQOM 0050)</strong>&lt;br&gt;<em>Prerequisite: STAT 1100.</em></td>
<td><strong>Organizational Behavior (BUSORG 1020)</strong>&lt;br&gt;Take before Term 3 courses.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to Marketing (BUSMKT 1040)</strong>&lt;br&gt;<em>Or: BUSHRM 1050, BUSFIN 1030, BUSBIS 1060</em></td>
<td><strong>Strategic Management (BUSSPP 1080)</strong>&lt;br&gt;<em>Prerequisite: Most other business courses</em></td>
</tr>
<tr>
<td><strong>Introduction to Information Systems (BUSBIS 1060)</strong>&lt;br&gt;<em>OR: BUSHRM 1050, BUSMKT 1040</em></td>
<td><strong>Human Resource Management (BUSHRM 1050)</strong>&lt;br&gt;<em>Prerequisite: BUSORG 1020</em>&lt;br&gt;<em>OR: BUSBIS 1060, BUSMKT 1040</em></td>
</tr>
<tr>
<td><strong>Introduction to Finance (BUSFIN 1030)</strong>&lt;br&gt;<em>Prerequisite: BUSACC0030 and STAT 1100</em>&lt;br&gt;<em>Or: BUSMKT 1040</em></td>
<td><strong>Operations Management (BUSQOM 1070)</strong>&lt;br&gt;<em>Prerequisite: BUSQOM 0050</em></td>
</tr>
</tbody>
</table>

The provisions of this document are subject to change at any time as deemed necessary by the University. This Student Handbook is intended to serve only as a general source of information about the University and the A&S/Business Dual Major and is in no way intended to state contractual terms.
Application for Admission to the A&S/Business Dual Major
for University of Pittsburgh Students

Name _______________________________________________ PeopleSoft ID __________________

Local address _____________________________ Local telephone ________________________

_____________________________ _____________________________ Pittsburgh email address _______________________

Home address _____________________________ Home telephone ________________________

_____________________________ _____________________________

Other A&S major (may be Undecided, Declared or Planned): _______________________________________

Have you previously applied to the Dual Major? _______ Term you applied: __________

When do you want to begin the Dual Major? Fall □ Spring □ Summer □

When do you plan to graduate? _______________ (month) _____________(year)
(We know this can be a tough question. Give us your best estimate!)

For what courses are you currently registered? Indicate department and course number.

TERM: ___________ Course: 1) __________________________ 4) ________________________

2) __________________________ 5) ________________________

3) __________________________ 6) ________________________

Please attach the following documents (if applicable):

____ Current University of Pittsburgh academic record available from the Registrar’s Office.

____ Transcripts from ALL colleges and universities you have ever attended.

A&S Students and students relocating from a regional campus should send or bring this application to:

College of Business Administration
Office of Admissions
2100 Sennott Square
Pittsburgh, PA 15260

Signature _______________________________________________           Date_____________________

APPLICATION DEADLINES:
To start in the Fall term, apply by February 1 or July 1.
To start in the Spring term, apply by October 1.
To start in the Summer term, apply by February 1.

Application deadlines are strictly enforced.