

GUIDELINES

INCLUSION OF SCHOOL OF BUSINESS COURSES IN YOUR INDIVIDUALIZED MAJOR

1. **Maximum credits on your transcript.** A maximum of 21 credits of School of Business courses (at any level, including transfer courses) can be taken by a non-School of Business student.
2. **Maximum credits on your IMJR plan of study.** A maximum of 15 credits of courses at the 2000-level and higher (before 2008: 200-level) in the School of Business can be on your plan of study. If you wish to include Business courses in your IMJR plan of study, you may only include Business Administration (BADM) courses in your preferred manner of completing the IMJR (List A on the plan of study form). Any other School of Business courses will normally be included as alternate courses (List B).
3. **First step: Advice from a faculty advisor.**
 - Make an appointment with a faculty advisor within the School of Business.
 - Take a copy of your draft Plan of Study and Statement of Purpose so the faculty member can see how your plan is developing. Discuss the title of your major; ask whether or not it is appropriate.
 - Discuss the concept of your major and whether you can meet your academic goal by following a major *within* the School of Business Administration. If not, discuss the courses you plan on taking. Ask which School of Business courses you should and can take.
 - Take an unofficial copy of your transcript with you so that the advisor can see what prerequisite courses you have had and your academic strengths.
4. **Second step: Inclusion on your draft IMJR plan of study.**
 - Put BADM courses in list A and other courses in the School of Business in list B.
 - If you have already taken a School of Business course that is not a BADM course and advisors agree that it fits in your plan of study, you may include it in list A.
 - If you include School of Business courses other than BADM courses on your list B (e.g. MKTG or MGMT), a faculty member in the relevant department (or, if required, the department head) for the list B courses must sign your plan of study to indicate his/her approval. Relevant initials should appear by *each* of the School of Business departmental courses to indicate departmental approval for their inclusion on your plan of study.
5. **Third step: Faculty advisor's signature of agreement.** Ask your faculty advisor from the School of Business to sign your proposed IMJR plan of study as advisor #2 OR #3.

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6. **After admission to the IMJR, registration for BADM courses.** Your first attempt should be to register in the normal manner via Peoplesoft. If the course is already shown as full or if you receive an indication that a permission number is required, please follow School of Business guidance to request over-enrollment or a permission number.
7. **After admission to the IMJR, registration for list B School of Business courses.** To register for the approved School of Business courses in list B, you will need to get the instructor's consent again and a permission number. You will also have to follow the course's laptop requirements. You must be aware that it is relatively rare for IMJR students to be permitted to take courses outside the BADM category.
8. **Caveat.** Having a course (BADM or otherwise) on your approved plan of study does not guarantee that you will be able to register for it. Registration is on a space available basis.
9. **Business, Entrepreneurship or Professional Sales Minors.** If you earn 15 credits of courses from the School of Business Administration with the grade of "C" (2.0) or better you can earn a minor in Business. (The Entrepreneurship and Professional Sales minors have more specific requirements.) BADM courses count towards that minor. The minor plan of study must be filed early in your final semester (in other words, after you register for all courses that will—with good enough grades—qualify you for the minor). Go to <http://www.business.uconn.edu/cms/p766> for a Business Minor application and further details on the Entrepreneurship and Professional Sales minors.