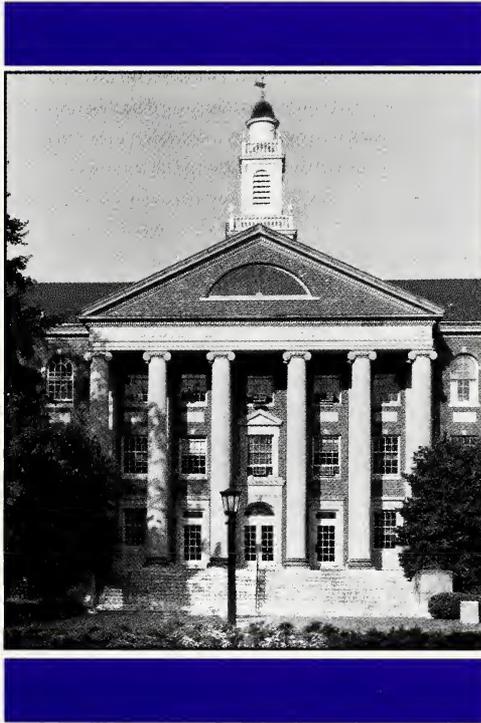


Record of
The University of North Carolina
at Chapel Hill



1991-1992

The Kenan-Flagler Business School
Undergraduate Announcements

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Record of The University of North Carolina at Chapel Hill

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Undergraduate Announcements

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Business Education at Chapel Hill

The program of study leading to the Bachelor of Science in Business Administration (BSBA) degree prepares students to serve effectively in business positions and provides a foundation that will enable them to assume progressively higher levels of responsibility as they gain experience and demonstrate ability. The Undergraduate Program is one of the most important ways by which the Kenan-Flagler Business School helps develop the effective managers needed by business, social, and government organizations.

The teaching program stresses the principles and methodology that govern the administration of an organization and the relationships between the organization and the society at large. Students complete two years of work in humanities, natural sciences, and social sciences in the General College of the University before entering the Business School. Courses in business administration emphasize the point of view of the administrator, keeping in mind the ways that decisions in the functional areas of the firm – finance, marketing, production, accounting – affect internal relationships within the organization, and also bear on the external economic and social environment.

The faculty is attentive to the role of the individual teacher and to the development of teaching methods that encourage independent thinking and problem solving. Students enrolled in the Undergraduate Program can expect to participate in lecture courses, case studies, computer simulations, and field projects involving business and other organizations.

In addition to the Undergraduate Program of approximately 700 students, the Business School offers a full-time MBA Program with 395 students, an Evening MBA Program with 53 students, a Master of Accounting Program with 208 students, and a Ph.D. Program enrolling 65. The MBA Program is a professional graduate program for persons who plan executive careers in business and not-for-profit enterprises; the Ph.D. Program prepares men and women for careers in research and university teaching.

The School offers a wide range of innovative resident development programs for executives, including The Executive Program and Young Executives Institute for senior and middle managers, respectively, and the Program for Technology Managers. In addition, approximately 1,500 business and professional people each year participate in institutes and short seminars.

The faculty of 85 includes individuals with a wide range of teaching and research interests. Many have earned national recognition for their research; a number are leaders of national professional organizations in their fields. Faculty members are consultants with the United States and state governments, with international organizations such as the United Nations and Organization of American States, and with corporations and not-for-profit organizations of all kinds.

Founded in 1919 by legislation of the General Assembly of North Carolina, the Kenan-Flagler Business School has grown from a position of regional leadership in education and research to become an institution of

national stature. The Undergraduate Program is ranked among the top five in the country and was one of the first programs accredited by the American Assembly of Collegiate Schools of Business.

Accreditation and Societies

The School has maintained accreditation by the American Assembly of Collegiate Schools of Business since 1923. The AACSB promotes high standards in professional education for business. Accreditation is based on the number and caliber of the faculty, the thoroughness of the academic program offered, the content and breadth of the curriculum, both in general education and in business, the financial support of the school, and the physical facilities provided for carrying on the work.

Beta Gamma Sigma, recognized by the American Assembly of Collegiate Schools of Business as the national scholarship fraternity in commerce and business, maintains a chapter, Alpha of North Carolina, at the University. Students who rank scholastically in the highest 10 percent of the senior class and the highest 3 percent of the junior class may be considered for membership in this organization, although the number selected is generally fewer than that indicated by the foregoing figures.

Beta Alpha Psi, national scholastic and professional accounting fraternity, installed the Epsilon Eta Chapter at UNC-CH in 1978. Accounting majors who attain an average of 3.2 are eligible for membership. Members participate in activities with professionals in accounting and undertake service projects with university, community, and professional groups.

Delta Sigma Pi and Alpha Kappa Psi, national professional fraternities in business, have chapters at the University. These fraternities perform valuable services in the preparation of students for business careers.

The Association of Business Students is an organization of undergraduate students at the Business School. Its purpose is to develop a sense of community among undergraduate students in business, to provide liaison between students and faculty, and to conduct projects that aid students with course selection, career planning, and professional development. The ABS also serves as an umbrella organization for numerous special interest groups, including Carolina Women in Business, the Investments Club, and the Black Business Students' Alliance.

Director's Office

Joan S. Mills, *Director*
of the *Undergraduate Program*
B. Jean Riggsbee, *Administrative Assistant*
Debra L. Hurst, *Secretary*

Undergraduate Program Committee

Ellen R. Peirce, *Faculty Chair*
Joan S. Mills, *Director*
Robert S. Adler
Gary M. Armstrong
William J. Bigoness
Douglas A. Elvers
David E. Hoffman
Noel P. Greis
Richard W. McEnally
ABS Representatives



Program of Study

The course of study leading to the BSBA covers a period of four years. Business students who wish to concentrate in accounting apply to a five-year program leading to the joint awarding of a BSBA and a Master of Accounting degree. The BSBA curriculum for the first two years is under the jurisdiction of the General College and is designed to give students a general foundation in the natural sciences, the humanities, and the social sciences.

During the last two years, under the jurisdiction of the Business School, students take required courses in each of the basic areas of business administration. In addition, they take courses of their own choosing, both inside and outside the School, to make the total of forty courses required for the degree. Since an understanding of basic economic principles and relationships is indispensable for the responsible administrator of a business enterprise, certain courses in economics are included in the required curriculum.

The Undergraduate Program offers students advice and assistance in achieving their educational objectives and fulfilling the requirements for the degree. However, as a part of the training and development in personal responsibility, students are expected to know and to follow the regulations of the University and of the School, as set forth in this catalog, in the Undergraduate Program Handbook, and in other official publications.

Admission

The University of North Carolina at Chapel Hill is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age, or handicap. Any complaint alleging failure of this institution to follow this policy should be brought to the attention of the Assistant to the Chancellor. Moreover, The University of North Carolina at Chapel Hill is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a larger number of black students.

Persons desiring admission to the University as a freshman should write to the Director of Admissions, The University of North Carolina at Chapel Hill, Chapel Hill, North Carolina 27599.

Students are admitted to the Business School by application from within the University or from other institutions.

Admission from within the University

Students may be admitted to the Business School if they complete satisfactorily the first two years of college work given in the General College of The University of North Carolina at Chapel Hill and if they elect business as their major. Satisfactory completion is defined by standards set by the School.

The admissions process is selective. Along with the intellectual skills needed

to excel in the academic curriculum, the Business School is looking for students with leadership potential, a diversity of interests, and solid work experience. All students seeking admission to the Business School must submit an application early in the spring semester. The standard for admission is a G.P.A. of 3.0 or better and completion of prebusiness course requirements. The Business School Undergraduate Admissions Committee will formulate its admissions criteria, using the standard and, for those whose G.P.A. falls below 3.0, weighing the relevant data from the applications. The Admissions Committee will take into consideration prior academic experience, personal accomplishments, and goals.

Application forms may be obtained in Carroll Hall, Room 109. The prebusiness course requirements listed under "Requirements for the Freshman-Sophomore Years" on page ? include English 1 and 2, Mathematics 22 or 31, Statistics 23, Business Administration 24, Political Science 41, Business Administration 71 and 96, and Economics 10, and 100 or 101.

Transfer from Institutions Other Than UNC-CH/or Evening College, UNC-CH

Students who are enrolled in institutions other than UNC-CH must make application to the University's Office of Undergraduate Admissions. No application can be made directly to the Undergraduate Program in the Business School. A place in the limited transfer enrollment is very competitive and the process is selective. Transfer students must have completed all business prerequisites before matriculation into the Business School in the fall semester in which they enter UNC-CH. Transfer students must be accepted by the University; if they are not admissible directly into the Business School at the time of initial application and having been accepted by UNC-CH, choose to enter another program, no special application procedure is available for the transfer student to reapply immediately to the undergraduate business program. Within the University, applications for admission into the Business School are received once a year in the spring for fall matriculation. Transfer students, once admitted, may apply to the undergraduate business program with other UNC-CH students in the normal spring application process.

Transfer Credit

In order to receive transfer credit, the applicant must present a properly certified transcript of work completed at an accredited college or university. For institutions within the state, the University accepts the accreditation of the North Carolina State Department of Education. For institutions outside North Carolina, the University relies upon the accreditation of departments of education of several state universities or institutions of comparable rank and of regional accrediting agencies. A maximum of 64 semester hours of credit (plus physical education activity credit) will be accepted from a two-year college.

The Undergraduate Program in the Business School will evaluate and approve for credit business administration courses taken outside UNC-CH. Generally, business courses taken at institutions on the Council of the American Assembly of Collegiate Schools of Business (AACSB) are accepted for credit in the UNC-CH Business School curriculum. **Faculty strongly suggest that the core curriculum be taken at UNC-CH.** Once the Business School has approved credit for a business course, we send that evaluation to the University's Office of Undergraduate Admissions and it forwards approval to the registrar.

Transfer credit will be granted for a pre-business course in accounting if that course is from an institution on the AACSB. Otherwise, this pre-business accounting course must be validated by a grade of at least "C" in BA 170. Up to six hours of upper-level business courses, preferably electives, may be taken for credit at any institution on the AACSB. Once the Business School has approved credit for a course that evaluation is sent to the University's Office of Undergraduate Admissions from whence it is sent to the registrar.

Once UNC-CH has established what outside credit has been accepted and into what category the course is allowed, the student should keep the official record of that transaction.

If a student wishes the faculty to evaluate and approve for credit an academic course from a school not on the Council of the AACSB, the student must submit to the Undergraduate Program Office the following items: the official transcript of the course and grade attained, the college catalog, the course textbook, the course syllabus, the course tests and exams, papers written and graded, and any other materials which might aid the faculty in making a decision.

The Undergraduate Program does not offer credit by examination.

The Undergraduate Program does not offer credit for internships.

Summer School/Independent Study

To attend Summer School only, visiting students should apply to the Dean of the Summer School.

Approval for nonbusiness courses is given through the University's Office of Undergraduate Admissions, signed off in the Undergraduate Program office, and returned to Undergraduate Admissions.

Approval for business administration courses is given, following the policies used in determining transfer credit, in the Undergraduate Program office and turned in to the University's Office of Undergraduate Admissions.

All forms for ALL pre-approved summer school transfer credits originate in the University's Office of Undergraduate Admissions.

Students who wish to take an independent study course through the University must have the official form signed in the Undergraduate Program Office.

Many students use independent study courses to ensure graduation within the prescribed period.

The Bachelor of Science in Business Administration

The Major

Requirements

Academic Eligibility

Time Limitations for Degree Completion

The BSBA is awarded to those students admitted into the undergraduate business program who complete successfully a minimum of 40 three-hour courses, comprising AT LEAST 120 semester hours (exclusive of physical education and BA 96). For instance, a course with an accompanying lab is counted as ONE course toward graduation. When validating a student's curriculum and record for graduation, the Undergraduate Program in the Business School counts courses, not hours per se.

Thirty semester hours in the Business School must be taken in residence. **THE FACULTY STRONGLY PREFER THAT THE CORE CURRICULUM BE TAKEN IN CHAPEL HILL.** (Remember, a maximum of two upper-level business courses may be taken at an approved institution outside of Chapel Hill.)

A 2.0 GPA is necessary to graduate from UNC-CH, and at least a 2.0 GPA must be maintained in all business and required economic courses to stay in good standing in the Business School. **FAILURE TO MEET THIS STANDARD WILL AUTOMATICALLY PLACE THE STUDENT ON A ONE-SEMESTER ACADEMIC PROBATION.** At the end of this probationary period, a student who has been unsuccessful in attaining the necessary cumulative 2.0 average in required business courses will be declared ineligible to continue in the Business School.

In the Business School, students are expected to graduate in eight semesters beginning with the freshman year; **AFTER BEING ADMITTED TO THE BUSINESS SCHOOL, A STUDENT GENERALLY HAS FOUR SEMESTERS IN WHICH TO FULFILL DEGREE REQUIREMENTS.** On the average, students carry five courses each semester. A load of 18 hours may be allowed if the student has an overall 3.0 GPA including at least a 3.0 in the last semester OR if the student has a 2.0 overall GPA and needs the 18 hours in one of the last two semesters before graduation. Taking 18 hours is not the recommended course of action; if additional work is necessary for satisfying graduation requirements, in most cases summer school and independent study courses are the solution.

If there is an extenuating circumstance that would prevent normal progress and more than four semesters in the Business School, the student may petition the Undergraduate Program Director.

The University allows a total of nine semesters to complete degree requirements. Special permission, in advance and in writing, is required from the Undergraduate Program Director if the student will need more than nine semesters to graduate OR more than four semesters in the Business School.

Students who are candidates for the BSBA are permitted to complete the degree requirements specified at the time of their matriculation into

the Business School provided (1) that the necessary courses are available, (2) that no more than four semesters in residence at the Business School have been taken, and (3) that no more than eight semesters have elapsed since their admission to the Business School. In the event that courses are not available, more than four semesters in residence at the Business School have been taken, or more than eight semesters have passed since admission to the Business School, a student must apply to the Undergraduate Program Director for permission to update and finish the curriculum necessary to fulfill contemporary degree requirements.

Requirements for Freshman-Sophomore Years

During the first two years in the University, the student will follow the curriculum prescribed by the General College, as follows:

	Minimum Hours	Semester Courses
English 1 and 2	6	2
Political Science 41	3	1
Economics 10, and 100 or 101	6	2
Mathematics 22 or 31	3	1
Statistics 23	3	1
Business Administration 24	3	1
Business Administration 71	3	1
Business Administration 96	1	—
Physical Education 1 and 2	2	—
Two Natural Science Perspectives	7	2
Two Western Historical/Non-Western Comparative Perspectives	6	2
Two Aesthetic Perspectives	6	2
One Philosophical Perspective	3	1
College Electives	12	4
	<hr/> 64	<hr/> 20

Admission for the Major

Admission to the business major is an annual process, taking place in the spring semester for fall matriculation. Generally, the application is due early in the spring semester and decisions are mailed before the date for fall semester registration.

Any student at UNC-CH who will have fulfilled General College requirements, including business school prerequisites, before the beginning of the fall semester may apply for admission into the undergraduate business program; it is important to note that the program is a two-year curriculum and students are expected to graduate from UNC-CH in eight semesters.

Any student who wishes to finish prerequisites in summer school must indicate that intention on the application. All prerequisites must be finished before the fall semester begins or matriculation will be denied.

A student who is admitted into the Undergraduate Program during the

spring semester for fall matriculation is admitted under provisional status. Again, all prerequisites must be completed before the fall semester begins. Final grades for courses unfinished at the time of application must reflect the same level of achievement as courses considered at the time of application.

A "D" in either BA 24 or BA 71 is not considered satisfactory for matriculation into the Business School.

Prerequisites for the Major

The Undergraduate Program prerequisites taken as part of the General College curriculum include:

English 1 and 2, Composition and Rhetoric
Math 22, Calculus for Business and Social Science OR
Math 31, Calculus of Functions of One Variable
Stat 23, Elementary Probability and Statistics for Business
BA 24, Introduction to Management Science
Econ 10, Introduction to Economics
Econ 100, Microeconomics: Theory and Application OR
Econ 101, Intermediate Theory: Price and Distribution
BA 71, Basic Accounting Principles
Poli Sci 41, Introduction to the Government of the U.S.
BA 96, Basic Computing Skills

Applying for the Major

All students must fill out an application to the Undergraduate Program. Applications will address GPA, written communication skills, educational and career objectives, academic accomplishments and honors, extracurricular activities, leadership opportunities, athletic endeavors and work experience, both paid and volunteer. **Students with a 3.0 overall GPA and a 3.0 in their business prerequisites are normally admitted. It is also true, as noted by the application questions, that the GPA is not the sole criterion for admission. We welcome students with outstanding extracurricular experiences who have a good GPA to apply.**

Students may pick up an application in 109 Carroll Hall, the Undergraduate Program Office, beginning around the last week of November in a given year for matriculation the following fall. Applications are normally due in the office by the end of January, and notification of admission status will be mailed to the student's local address before registration for fall semester begins on CAROLINE. Only formally admitted undergraduate business majors may register for upper-level business classes on CAROLINE.

Approximately 300 students are admitted to the program for the major each year. Students who are not admitted during the regular admissions process can request placement on a waiting list by checking that space on the application. The admissions process for students on the waiting list

will take place after the second summer session and before the fall semester begins. Students wishing to be considered in that second admissions process, who have shown that interest by indicating waiting list on their initial applications, are responsible for updating their applications and providing the last relevant transcript to the Undergraduate Program Office.

Any student who decides to apply to the undergraduate business program after the initial cutoff date can apply to be considered on the waiting list. A student will be notified before fall classes begin only if there is a change in admission status.

Core Courses

Beginning in the junior year, students will take 20 upper-level courses to fulfill their Business School requirements: nine required core courses, four business electives, and seven other electives (five of which must be nonbusiness).

The required courses are:

- Econ 130, Money, the Financial System, and the Economy
- BA 100, Oral Communications in Business
- BA 130, Operations Management
- BA 140, Legal Environment in Business
- BA 150, Organizational Behavior
- BA 160, Principles of Marketing
- BA 170, Managerial Accounting
- BA 180, Principles of Financial Management

All of the above required courses must be taken before the capstone, senior-year required course, BA 190, Administrative Policy.

Students choose four to six business electives. Before taking an elective in any area, that area's core course must be successfully completed. Electives must be chosen from at least two different business areas, and no more than three elective courses, beyond the core course, may be taken in any one area.

Students choose five to seven other electives to complete graduation requirements. At least five of the 20 upper-level courses taken during residence in the Business School must be from nonbusiness areas. This will allow students to select a Minor Program from another discipline if they choose.

Students may not count 200-level or above courses as electives for their BSBA degree. Generally, students must carry five courses each semester unless special permission is given through the Undergraduate Program Office.

How to Count BA 100 and ENG 32 Toward Graduation

The following are policies adopted by the Undergraduate Program to deal with the changing format of BA 100 and the extinction of ENG 32. Administratively, we will begin the implementation of these guidelines immediately following the Spring semester, 1991.

1. If you have already taken both BA 100 and ENG 32, the Undergraduate Program will count BA 100 as a core course in your upper level curriculum and ENG 32 as a business elective.
2. If you have taken either BA 100 or ENG 32, you are waived from the other course, as previously noted, and the course taken will count as part of your core curriculum in the BSBA.
3. Rising business juniors will be required to take the new BA 100 which will count as part of the business major core curriculum. The exception to this rule would be the rising junior in the fall semester, 1991, who has already taken ENG 32; in that case, item #2 will apply.

Admissions for the Minor

The admissions procedures for the Undergraduate Business Minor take place each semester for matriculation in the following semester. Because of limited spaces, admission to the Minor Program is competitive.

Applying for the Minor

Rising juniors and seniors, majoring in any discipline in good standing and intending to complete the required business prerequisites by the beginning of the semester of matriculation may apply for the Minor Program. You may apply in the sophomore year for junior year matriculation, or since the minor, unlike the major program, can be completed in one academic year's time, you may apply in the junior year for senior year admission. Prerequisites must be completed successfully by the semester of intended matriculation or admission will be denied. Students who intended matriculation or admission will be denied. Students who have not completed their business prerequisites at the time of application may be admitted to the Minor Program provisionally on the condition of satisfactory completion of the prerequisites.

Students who wish to begin the Minor Program in the fall semester of the next year may pick up their applications generally during the last week of November and return their completed forms by the last week of January. Decisions on admissions status will be mailed to the requested address before registration for the fall semester begins on CAROLINE.

A student who wishes to begin the Minor Program in the spring semester may pick up the application form in August and return it normally by the last day of September. The student will be notified of the admissions status before spring registration on CAROLINE begins.

All applicants must complete an application form which addresses GPA, academic and career objectives, academic achievements and honors, extracurricular and leadership activities, work experience, and written communication skills.

Students who wish to be placed on a waiting list if denied admission during the regular admissions period may do so by marking the designated area on the application. If at the beginning of the semester there are spaces available, those students on the waiting list will be considered for admission.

It is the student's responsibility to update the application and provide the latest relevant transcript. Any student who wishes to apply for the business minor after the cutoff date of regular admissions may ask to be placed on the waiting list.

Prerequisites for the Minor

The prerequisite courses for the Minor Program are BA 24, Introduction to Management Science, or its equivalent, and BA 71, Basic Accounting Principles, or its equivalent. It is strongly recommended that the applicant be proficient in using the computer for spread sheet analysis and word processing. BA 96, Introduction to Microcomputers, while not an official prerequisite, would be helpful in this area. The prerequisite courses may be taken in any semester, including summer sessions, before beginning the Minor Program.

Having adhered to the above procedures, a student will be notified before classes begin **only** if there is a change in admissions status.

Course of Study

All students accepted into the Minor Program will take five courses:

- BA 130, Operations Management
- BA 160, Principles of Marketing
- BA 180, Principles of Finance

One course from the following:

- BA 140, Legal Environment of Business
- BA 150, Organizational Behavior
- BA 170, Management Accounting

The capstone course:

- BA 190, Administrative Policy

Minor candidates are restricted to five courses in the Business School, not including the prerequisites of BA 24 and BA 71. Minor candidates are excluded from taking business electives.

All five courses in the minor must be taken for a grade; **no course in the minor may be taken pass/fail**. A Grade of "C" or better is required for credit toward the minor in all five business courses. All five courses in the Minor Program **must** be taken at UNC-CH and not at other academic institutions.

Students who are admitted into the Minor Program are encouraged to participate in activities designated for undergraduate business students.

Upper-level Study

Only students who are admitted into the Major Undergraduate Business Program may register for upper-level business courses on CAROLINE.

Minor Program students are not able at this time to register for business courses on CAROLINE; admitted minor students must come to Carroll 109 to register.

All other students who have fulfilled the required prerequisites and wish to enroll in an upper-level business course must first get approval from the Undergraduate Program Office. Space is extremely limited and a seat is given on a first-come-first-served basis.

Business Major/Arts and Sciences Minor

In the 20 upper-level courses comprising the Business Major a student must choose a minimum of five nonbusiness electives. Students may opt to organize these course selections into a minor program. The Undergraduate Office has listings of required courses for the Minor in each participating University department.

When a business major decides to participate in an Arts and Sciences minor, the student declares that intention in the Undergraduate Program Office in the Business School; the Program Office will notify the Minor department on behalf of the student and will verify the completion of the Minor to the Registrar at the time of application for graduation.

The Master of Accounting “Three-Two” Program

The Business School offers Master of Accounting (MAC) Program in business and accounting leading to the joint awarding of a BS in business administration and a Master of Accounting at the end of five years of study. The initial three years will consist of two years of study in the general college and one year of undergraduate business study. The final two years will be comprised of graduate study in accounting, business, and the arts and sciences.

During the first three years of study, the student will be expected to complete all general college requirements, 15 of the 18 hours undergraduate business core (Econ 130 can be taken in the fourth year), a writing and speech requirement (if possible), six hours of accounting and additional nonbusiness electives. Please note that you must take BA 170 and BA 171 the fall semester and BA 172 in the spring semester of your junior year in order to apply for the MAC Program.

Applying

Application for the MAC Program will be made the junior year with acceptance based on academic performance through the first three years, SAT scores, letters of recommendations and other relevant information. The two years of additional study would require 21 to 27 hours of accounting business policy and course work from business and nonbusiness electives as required to complete the BS and MAC requirements.

Applications for the MAC Program must be received by the MAC Admissions Office by March. There is an application fee of \$35. Application

material is available in Old Carroll 108 when classes resume for spring semester. Questions about the Program should be directed to Winnie Fowler, associate director for student services, (962-1643), or Ellen Cox, director of MAC Program, (962-1644).

Admission

Acceptance into the Program will be competitive based on past performance, extracurricular activities, SAT scores, and recommendation letters. Each entering MAC class will not exceed 85 students. Every effort will be made to notify students of admission decisions before pre-registration for the fall semester.

Students in the MAC Program will be classified as graduate students at the end of the spring semester of the fourth year and are encouraged to take the CPA exam in the spring of their fifth year.

Fellowships

There are a limited number of fellowships available through the MAC Program. Students may apply for a fellowship by writing a letter of request stating reasons why you should be considered. Letters of request are due by May 1. The decisions are based on academic abilities and performance and leadership qualities. For financial assistance based upon demonstrated need, you need to apply through the Financial Aid Office.

The Study Abroad Program

Course Credit

Core courses for both undergraduate majors and minor candidates must be taught by a UNC-CH faculty member only in a sponsored summer or semester program – this is the **only** avenue for business students to take core courses abroad.

There are three alternatives for choosing business electives:

Electives may be taught by UNC-CH faculty in a foreign academic institution;

Electives may be taught by American faculty from an American institution on the AACSB in a foreign academic setting;

Electives may be taught by foreign faculty in a foreign institution, if pre-approved by the UNC-CH faculty;

Business electives must not be taken until the appropriate core course is successfully passed.

In the business curriculum, students are required to take four business electives and seven other electives, five of which must be nonbusiness courses. Students may take three courses in a business area beyond the core

course — but not more — and must take business electives from at least two areas. This requirement remains in effect for students in study abroad programs. Students in study abroad programs may fulfill requirements from the general nonbusiness elective category in their foreign academic program.

Students may investigate the possibility of some field experience as an independent study under the direction and authority of a UNC-CH business faculty member. This would be counted as a business elective. Grades will not be transferred unless the course is taught by a UNC-CH faculty member; credit only will be established.

Credit for Nonbusiness Courses

Pre-approval for nonbusiness courses is established in the Study Abroad Office. Your complete plan of study should be incorporated into the requirements of the business curriculum and approved **before** you leave for your program.

Participation

The best choices for business students are summer and semester-long programs. The best choice for semester would be the second semester junior year or the first semester senior year, if on-campus recruiting is not a particular issue. For Master of Accounting students, spring semester in the third or fourth years are the optimal possibilities.

Enough core courses can be taken in the fall semester junior year at UNC-CH to make taking business electives abroad possible in the spring semester. There are two potential concerns for business majors taking the fall semester abroad:

Seniors who are beginning their job search will miss out on the fall recruiting opportunities;

The fall term varies from institution to institution and there is no certainty that the dates will not conflict with returning to UNC-CH for the next semester. If students take the spring semester away from UNC-CH, they have the flexibility to adapt to host country requirements;

In reality, the year-long study abroad program would work best with the business minor. If a student took business courses abroad, these could be counted as electives in the major program.

Requirements

Each student is responsible for monitoring academic progress toward graduation. The student who plans to study abroad must have a plan outlined and approved by the faculty chair and the director of the Undergraduate Program prior to leaving in order to receive credit in the Business School for the international academic experience.



Activities

The Interorganizational Council

Each spring a representative from each Business School supported organization meets weekly as a group to plan and implement an Undergraduate Program/MAC Parents' Day. Held in late March, Parents' Day features presentations on curriculum and issues germane to the Business School, University Placement, and recent graduates who tell students and their families about "real world" activities. Breakfast at the Carolina Inn, a barbecue lunch, and student entertainment complete the program.

The representatives of the Interorganizational Council are the liaisons between their groups and the Undergraduate Program. They are the connections for transmission of information in a timely manner. Students, faculty, and administration can use the Council to disseminate news and announcements quickly and efficiently.

Clubs

These are some of the clubs organized particularly for undergraduate business students:

- Association of Business Students;
- AIIESEC, International Association of Students in Economics and Business Management;
- Alpha Kappa Psi;
- Black Business Student Alliance;
- Carolina Women in Business;
- Delta Sigma Pi;
- Investment Club;
- The Business School Journal;
- Master of Accounting Student Association.

The Undergraduate Business Symposium

Each November the Undergraduate Program sponsors the Symposium for all undergraduate business majors and minor candidates. This is a grand event, involving all business undergraduates, faculty, administration, and generally over 70 senior-level corporate executives. Business classes are canceled for that day so that students may concentrate on the task of meeting and hosting our executive guests.

The day begins with a keynote presentation and continues through the morning with a series of panels. After the symposium luncheon where students may opt to sit with executives in particular fields, another keynote speaker follows. The day concludes with 2 more scheduled sessions of panels.

The purpose of the Undergraduate Business Symposium is complex. While it is not a career day, certainly questions of this nature are addressed.

For the most part, the executives are interested in speaking about contemporary issues and debating problems with students, peers, and the faculty. They enjoy spending time with undergraduates and like to know what students are learning and discussing. Students can best prepare for this day by being knowledgeable in their course work and in current affairs. This is an opportunity to meet upper-level executives from a variety of public and private organizations; some of these connections may begin important relationships for students.

Business majors and minor candidates organize and coordinate this event, a complicated, detailed responsibility. A student Core Committee is selected through applications and interviews in the spring semester and planning begins immediately. This Committee meets twice a week as a class and receives academic credit for a business elective. In the fall the Committee organizes over 100 student volunteers who make the Symposium the spectacular event it has become.

Placement

The Undergraduate Program works closely with the University Career Planning and Placement Service (UCPPS) to provide the best service to juniors preparing for internships and to seniors who are ready to begin their postgraduate careers. UCPPS has programs, workshops, and information for all stages of a student's job search.

Whether it is writing a productive resume, mastering second-interview tactics or networking for an effective job hunt, the Undergraduate Program and UCPPS want majors and minor candidates to begin as juniors learning the strategies and appropriate behaviors which will lead to the desired job offer. A lot of confusion and anxiety can be alleviated if students are prepared and feel confident about their job search knowledge and capabilities. Early on in their junior year, majors and minor candidates should become familiar and comfortable with the structure and procedures of on-campus recruiting.

The undergraduate program suggests that returning seniors are ready to begin their postgraduate job search in earnest in August.

Sharon Wiatt, assistant director of UCPPS, is the Business students' counselor. She is available to help all our majors and minor candidates with their job search questions and problems.

University Career Planning and Placement Services is located in 211 Hanes Hall and the phone number is 962-6507.

Degree with Honors

The Undergraduate Program follows University policy in establishing graduation with honors. Generally, the business major needs at least a 3.2 GPA and begins the honors work in the summer of the junior year. Honors work must be put into an agreement approved by the student, the sponsoring faculty member, and the Undergraduate Program; preparation of a



“contract” satisfactory to all parties must be accepted before the work is begun.

At a minimum, under the direction of a specific faculty member, the student begins reading and preparing for the senior research project and/or thesis by the summer of the junior year. Honors studies normally can be a combination of an honors thesis, a research project, an independent research or reading program, and completion of advanced course work beyond the scope of the regular Undergraduate Program. A written or oral examination is required during the second semester of the senior year.

Upon successful completion of the honors “contract,” the Undergraduate Program will recommend to the Dean of the Business School that the BSBA will be awarded “with honors” or “with highest honors.” “Highest honors” reflect superior achievement both in the specific honors work and in all other course work taken in the major.

The grade for the honors work is determined by the faculty sponsor and like all grades is subject to appeal. Successful completion of the honors work does not **automatically** confer honors from the Business School. Both a faculty honors committee and the undergraduate program chair must endorse the faculty recommendation and send this affirmation to the dean of the Business School.

Scholarships

Each fall the Undergraduate Program is able to offer some scholarships. Business majors may pick up applications in Carroll 109 in August. These scholarships are awarded on merit and are not based on need.

All through the academic year, the Undergraduate Program receives notices of scholarships and grants from a variety of different public and private agencies. We put these announcements of opportunities in a hanging folder on the right-hand side of the undergraduate mailboxes area. Please do not take any of the original material; if you are interested, make a copy and return the original so as many students as possible have access to the information.

Academic Regulations

Registration Procedures

Every fall and spring semester, in order to obtain a PIN for registration on CAROLINE, all business majors must come to Carroll 109. Each student receives a packet containing the new PIN, an updated personal computer course-monitoring sheet, and a semester course verification sheet for the student to sign and return after the drop/add period is finished. The Undergraduate Program uses the computer sheet and the verification sheet as an agreement between the student and the Program that the student is on track to graduation. If there is any discrepancy, the student should come to the Undergraduate Program Office as soon as possible.

Students may begin calling to register on CAROLINE on or after their assigned date to register. **Telephonic registration via CAROLINE for junior- and senior-level business courses is restricted to majors only.** Students in the Minor Program must register for business courses in Carroll 109.

Students are allowed to register for a maximum of 17 hours, which include waiting list courses. Special permission for an increased course load is given through the Undergraduate Program Office and must be done in Carroll 109.

Tuition fees must be paid to the University Cashier by the deadline in order to avoid cancellation of registration. The Undergraduate Program cannot guarantee automatic re-enrollment in a student's chosen courses if registration is canceled.

For the fall and spring semesters, a student who is not a business major or minor *but who has completed the prerequisites* may enroll in a business course on a space available basis. Registration for any upper-level business course is done in Carroll 109.

After CAROLINE has closed for the semester, any processing of drops must be done manually. The forms are in the Undergraduate Program Office and late drops must be approved by the faculty involved and the program director.

Registration for Junior Business Majors

Students whose last names begin with A through K normally take:

FALL

BA 160, Marketing
BA 170, Managerial Accounting
BA 180, Finance
Econ 130, Money and Banking

SPRING

BA 100, Business Communications
BA 130, Operations Management
BA 140, Business Law
BA 150, Organizational Behavior

Students whose last names begin with *L* through *Z* normally take:

FALL

BA 100, Business Communications
BA 130, Operations Management
BA 140, Business Law
BA 150, Organizational Behavior
BA 170, Managerial Accounting

SPRING

BA 160, Marketing
BA 180, Finance
Econ 130, Money and Banking

The senior year business requirement is BA 190, Administrative Policy.

Business majors take four to six business electives, with no more than three of these in any one area beyond the core and in a minimum of two different areas.

If a business major wants to apply to the MAC Program in the spring semester of his/her junior year, s/he must take BA 170 and BA 171 in the fall semester, and BA 172 in the spring semester.

Registration for Junior Minor Candidates

Junior business minor candidates whose names begin with *A* through *K*:

FALL

BA 160, Marketing
BA 180, Finance

SPRING

BA 130, Operations Management
Choose one:
BA 140, Business Law
BA 150, Organizational Behavior
BA 170, Managerial Accounting

Junior business minor candidates whose names begin with *L* through *Z*:

FALL

BA 130, Operations Management
Choose one:
BA 140, Business Law
BA 150, Organizational Behavior
BA 170, Managerial Accounting

SPRING

BA 160, Marketing
BA 180, Finance

All candidates will take BA 190, Administrative Policy as seniors.

All students starting the business minor their senior year will take:

FALL

BA 130, Operations Management

BA 160, Marketing

BA 180, Finance

Choose one:

BA 140, Business Law

BA 150, Organizational Behavior

BA 170, Managerial Accounting

SPRING

BA 190, Administrative Policy

The Advising Process

Advisers

Joan Mills, director, Undergraduate Program, 962-3234;

Jean Riggsbee, administrative assistant, Undergraduate Program, 962-1649;

Ellen Peirce, faculty chair, Undergraduate Business Program, 962-3208;

Joan Mills and Jean Riggsbee are happy to see all undergraduate business students, majors and minor candidates. Joan prefers that students set up appointments; Jean is open to walk-in visits.

Professor Ellen Peirce is the faculty chair of the Undergraduate Program and teaches the law courses (BA 140 and BA 142) in the management area. She is also eager to get to know and to be helpful to all business students.

We are here to support you and guide you through the maze of policy and requirements. We want to know you and especially talk with you about the subjects of your current concern, whether academic or your career and professional future.

Office Hours

The Undergraduate Program Office, 109 Carroll Hall, is open Monday through Friday from 8:00 A.M. to 5:00 P.M. For general information, the phone number is 962-3235.

Curriculum Monitoring

Generally, we will use the computer-generated course monitoring sheets, available to each business major every semester, to follow academic progress to graduation. Undergraduate business majors pick up these personal information sheets when they come to the Undergraduate Program Office, Carroll 109, to find out their PIN for phone registration access. **However, since advanced placement credits and courses taken at other institutions do not appear on these sheets, we will also use a handwritten worksheet as a backup.** We will establish credits and categories fulfilled when the student enters the Business School as a junior. **Thereafter, we would like**



each student to maintain both the original worksheet and pick up the computer advising sheets each semester so that each student knows exactly the correct path to graduation.

Auditing Courses

All persons not officially registered in the University who wish to audit a course during the regular academic year must secure permission of the instructor and the Director of the Undergraduate Program. A fee of \$10.00 will be charged per semester for each course. A prospective auditor who has secured approval of the instructor and Assistant Dean or Director of the Undergraduate Program will pay the auditing fee to the University Cashier in Bynum Hall. A copy of the Cashier's receipt must be filed with the instructor at the beginning of the semester.

Students officially registered in the University who wish to audit a course must secure permission of the instructor and the Assistant Dean or Director. No auditing fee will be charged.

No auditing is permitted in the summer session by persons not officially registered. Registered students must secure permission of the instructor to audit a course. No auditing fee will be charged during the summer.

Computer Fee

A computer fee is charged for courses in the Business School that involve the use of computers. These fees are used to provide for and maintain microcomputer labs that are available for use by undergraduate students.

Class Attendance

Absences

Under the general attendance regulations adopted by the University Faculty Council, each instructor is given authority to prescribe the attendance regulations for his or her classes. In addition, the regulations maintain that regular class attendance is a student obligation and that a student is responsible for the work, including tests and written work, of all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings.

Each instructor is responsible for: (a) explaining attendance regulations during the first week of every class; (b) keeping an accurate daily record of attendance; and (c) reporting promptly to the Director of the Undergraduate Program the name of any student who has been absent either three consecutive times, or more times than the instructor deems advisable.

The grade of a student who quits a course without the permission of the Director, although the student may have a passing grade, will become an F for the course.

The grade of a student who officially drops a course, or who is dropped for other than disciplinary reasons from a course is which he or she is failing

at that time, is recorded as an F unless, in the judgment of the Director, the failure was caused by circumstances beyond the student's control.

Pass/Fail Rules and Restrictions

All business and required economics courses must be taken for a grade. Nonbusiness courses may be taken pass/fail.

As of Fall semester, 1991, new rules are in place with pass/fail:

For the Business Major, all business and economics courses must be taken for a grade. Nonbusiness courses may be taken pass/fail in compliance with general University regulations.

Students may now take a total of 11 hours pass/fail with no more than 4 hours in any one semester. Students must be taking at least 9 hours for a grade before a course may be declared pass/fail.

The amended pass/fail grading system now stands as "P", "D", or "F". If a student receives either a "D" or an "F", that grade and the credit hours will be averaged into the GPA.

Any course may be elected for "pass/fail" except:

- a. English 1 and 2;
- b. Courses taken to meet the foreign language or mathematical science requirement;
- c. The eight courses chosen as Divisional Electives in the General College curriculum;
- d. Courses in the major;
- e. Related courses specifically required (and designated by number) by the major department or curriculum;
- f. Summer courses.

Drop/Add and Pass/Fail

The Undergraduate Program adheres strictly to the University's official dates for administering both the drop/add and pass/fail procedures. If a student has a problem which occurs after the official closing dates, s/he should discuss the matter with the course faculty member. Special problems of hardship and/or medical circumstances can be addressed in the Undergraduate Program Office. Requests for exemption from any policy can be made to the Undergraduate Program Committee by submitting a letter with specific information to the program director. **Upon submission of the request, the student *should not* assume that the petition will be granted but should continue to attend class and fulfill assignments until the decision has been made and officially sent to the student.**

Procedure for Appeal of Grade

Before filing any appeal of a course grade, the student shall first address his or her concerns to the instructor who assigned the grade. Should the instructor detect an arithmetic or clerical error that influenced the grade

assignment to the student's detriment, the instructor shall initiate a change of grade form for the approval of the Dean. *An instructor may not initiate a change of a course grade as a result of a reevaluation of the quality of the student's performance or as a result of additional work performed by the student.*

For an appeal of a course grade to be considered, it must be based upon one or more of the following grounds and upon allegation that the ground or grounds cited influenced the grade assignments to the student's detriment: (1) arithmetic or clerical error; (2) arbitrariness, possibly including discrimination based upon race, sex, religion, or national origin of the student; (3) personal malice; and/or (4) student conduct cognizable under the Instrument of Student Government.

An appeal of a course grade shall be lodged by the student in writing with the Dean, with a copy to be provided by the student to the instructor and the Program Director and shall cite the evidence by which the student judges (a) that an impermissible element existed in the instructor's evaluation of the student's course work and (b) that it influenced the grade assignment to the detriment of the student. *No appeal may be made after the last day of class of the next succeeding regular semester.*

When an appeal of a course grade has been properly lodged with the Dean, the Dean shall determine whether the evidence cited warrants further investigation of the charges. The burden of proof shall fall upon the student. The determination by the Dean shall be made only after providing the instructor with the opportunity to reply to the charges as cited in writing by the student.

If, in the judgment of the Dean, the evidence cited by the student is insufficient to warrant further investigation of the charges, the appeal shall be denied by the Dean.

On the other hand, if in the judgment of the Dean, the evidence cited is sufficient to warrant further investigation, the Dean will appoint a committee of no less than three members of the faculty to investigate the charges and to render a written set of findings and recommendations to the Dean. The Dean's decision will be communicated to the student in writing.

Final Examinations

The Business School's final exam policy also follows the guidelines of the University: a student who has three final exams within a 24-hour period may petition the Undergraduate Program director to reschedule one exam. This request must be made before the exam period begins.

Any student who does not take the final exam and is reported absent without an official excuse will receive an AB which is the equivalent of an "F". As a general rule, the School gives official excuses only for medical illness confirmed by the Student Health Service or for extraordinary hardship circumstances. The official university record spells out the complete policy.

Scholastic Standing

Grading System

After the close of each term, a report of the grades is sent to each student's parents or guardian. The reports are based upon the following system:

- Grade A, Excellent, 4 quality points per credit hour;
- Grade A-, 3.7 quality points per credit hour;
- Grade B, Good, 3 quality points per credit hour;
- Grade B+, 3.3 quality points per credit hour;
- Grade B-, 2.7 quality points per credit hour;
- Grade C, Average, 2.0 quality points per credit hour;
- Grade C+, 2.3 quality points per credit hour;
- Grade C-, 1.7 quality points per credit hour;
- Grade D, Passed, 1 quality point per credit hour;
- Grade D+, 1.3 quality points per credit hour;
- Grade PS, Passed on the "pass/fail" option;
- Grade AB, Absent from Examination, 0 quality points unless excused and until the excused absence is removed;
- Grade IN, Work Incomplete, 0 quality points until removed.

An AB converts to an AB/F unless the student arranges to take a final examination by the close of the next regularly scheduled semester after receiving the grade. An IN converts to an IN/F unless removed within eight weeks of the beginning of the regularly scheduled semester following its assignment.

Marked deficiency in English composition will be indicated by a symbol cc attached to the letter grade assigned in the course. A cc notation must be removed before graduation by successful completion of the English Department's Writing Lab program.

Before the end of the sixth full week of classes a student may designate a course (or courses) for which he or she has registered in the regular manner as "pass/fail" by application to the Director of the Undergraduate Program. Once a course has been selected for "pass/fail" the selection is irrevocable. Appeals for exceptions will not be heard. In computation of grade-point averages, a failure on "pass/fail" will be computed as hours attempted; a pass will not be computed as hours attempted. A student who changes his or her major to a field in which "pass/fail" work has already been taken may credit only one "pass/fail" course in the new major. Should the student have taken more than one such course, credit will be forfeited.

A C average is interpreted to mean a ratio of quality points earned to semester hours undertaken of at least 2.0. To compute the quality-point average, add the semester hours for all courses attempted in the University (including grades in IN, AB, and F, but excluding the grade PS) and divide the sum into the total number of quality points earned on these semester

hours. Grades earned and semester hours attempted in other institutions are not included in calculating the quality-point average in the University. In computing quality-point ratio for honors, Physical Education grades will not be included. Plus and minus grades earned prior to Fall Semester 1978 are not assigned a particular numerical quality-point value; the value of the basic letter-grade A, B, C, or D alone is used in computing a quality-point average. For a more detailed explanation, refer to the Undergraduate Bulletin.

Honorary Organization

Students who maintain sufficiently excellent scholastic averages may be considered for membership in Beta Gamma Sigma and Beta Alpha Psi.

In the spring of each year, the graduating senior in the Business School who has earned the highest scholastic average in business administration is awarded the Scholarship Key of Delta Sigma Pi, national professional fraternity in business administration.

The Alpha Kappa Psi national professional commerce fraternity awards its Scholarship Medallion to the senior in the School who has maintained the highest academic average during the first three and one-half years of his or her program in all courses.

At commencement, the S. C. Johnson Outstanding Achievement Award goes to the senior business major who is deemed most outstanding in academics and citizenship.

Dean's List

Published each semester by the Dean of the School, the Dean's List consists of students who have earned a quality-point ratio of 3.5 or better and were registered for twelve to fourteen hours of letter-grade work, or who have earned a quality-point average of 3.2 or better and were registered for fifteen or more semester hours of letter-grade work.

Merit Awards

At the Undergraduate Awards Dinner each spring six special business majors are honored for their excellence in designated business areas. The recipients are chosen by faculty and administration. The following are the awards presented:

- The RayChem Award for Operations Management;
- The Burroughs-Wellcome Award for Organizational Behavior;
- The Proctor and Gamble Award for Marketing;
- The Wall Street Journal Award for Finance;
- The Trust Company Bank Award for the Symposium;
- The Hampton-Shuping Award for the Outstanding Business Senior

Academic Eligibility

In order to remain in residence in the Business School, students are required to maintain a cumulative 2.0 quality-point average each semester in all business and required economics courses. Failure to meet this standard will automatically place the student on a one-semester academic probation. At the end of the probation period, students who have been unsuccessful in attaining the required cumulative 2.0 quality-point average will be declared ineligible to continue in the Business School.

Withdrawal from the University

Honorable dismissal or prospect of readmission may be forfeited by a student who withdraws at any time other than the end of the term without first securing approval by the Director of the Undergraduate Program of a formal withdrawal. Three steps are involved: (1) application filed with the Director, (2) full investigation of circumstances during lapse of twenty-four hours, and (3) prompt filing of withdrawal form (after approval by the Director) with a recorder in the Office of Records and Registration (Hanes Hall).

When a student withdraws from the University, officially or unofficially, before the end of a regular semester, then in determining the student's eligibility for readmission:

- A. that semester shall be counted as a semester in residence
 1. if withdrawal occurs as a result of disciplinary action;
 2. if withdrawal occurs after nine full weeks of classes have elapsed in the semester, regardless of the student's standing in his or her classes;
 3. if at the time of withdrawal at any point in the semester, the student is reported as below passing in two or more courses (in such cases, the grade F is recorded on all courses in which the student is below passing);
- B. that semester shall not be counted as a semester in residence and no grades will be recorded
 1. if official withdrawal occurs for medical reasons on the recommendation of the Director of Student Health Service;
 2. if withdrawal occurs before the end of the ninth week of classes and the student is reported to be below passing in no more than one of the courses he or she is then taking.

No retroactive withdrawal from a semester or summer session shall be approved for any reason, medical or otherwise, unless a written request for such action has been submitted within 72 hours following the final examination period in that semester or summer session. Appeals for exceptions on the basis of extraordinary circumstances must be addressed to the appeals committee of the Administrative Board of the Business School.

Readmission

A student who has withdrawn from the University for any reason must have, in order to be academically eligible to return, the cumulative quality-point hour ratios established by the University and as stated in the Undergraduate Bulletin.

Readmission is not automatic in any case; each applicant is considered carefully in light of all attendant circumstances, including enrollment limitations within the University. Application for readmission should be made as early as possible in the Office of Undergraduate Admissions.

Validation for Graduation

During your senior year we review your transcript and courses taken so that we can verify for the registrar that you are able to graduate at the appropriate time. This task is an administrative function of this office. But we are really asking you to be responsible for knowing your own progress in relationship to the rules and policies of the University and of the Business School, while keeping track of your courses and obligations.

We are available to discuss your progress and any problems or concerns as well as to offer direction and support in academic or related areas, such as internships, Study Abroad, and career directions.

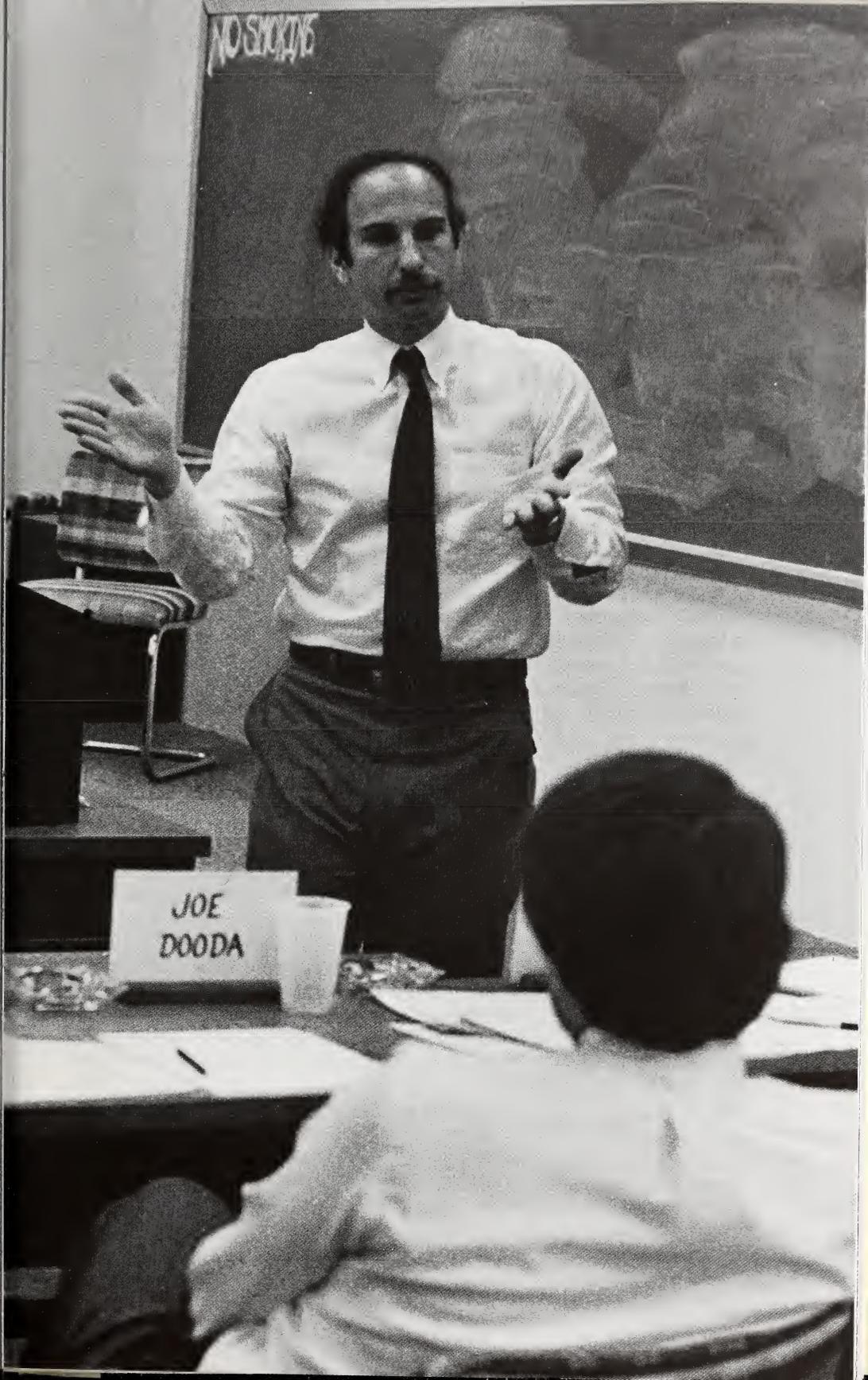
During your senior year, early in the semester in which you will graduate, come to the Undergraduate Program Office to fill out your Application for Degree, a university requirement. Making this application early will ensure that you will be included in the list of graduating seniors for Commencement.

Transcript of Record

A statement of official academic record includes all significant recorded information concerning the student's admission, classification, and scholarship. No partial or incomplete scholastic record will be given. If the student's scholarship has been such as to prevent his or her continuance in the University and is still in force at the date of record, a plain statement of such fact will be included.

A statement of honorable dismissal will not be granted to students whose conduct and character would not entitle them to remain in the University. In every transcript full mention will be made of any probation, suspension, or other temporary restriction imposed for unsatisfactory conduct and still in force when the statement is made.

The official academic record is used in the conduct of student personnel affairs. In special circumstances, however, this record is available to properly identified State and Federal investigative agencies. Any student who does not wish to have an official academic record made available may inform the Office of Records and Registration in writing that no outside inquirer shall have access to his or her official academic record without written consent.



Expenses and Financial Assistance

Tuition and Other Fees¹

The tuition rates for students registered in the Business School are as follows:

Resident of North Carolina, each semester	\$ 387.00
Nonresident of North Carolina, each semester	3,321.00
Fees, each semester	237.10

Estimated Expenses

The University estimates that the average cost of tuition and living expenses to an in-state student living in university residence halls is approximately \$6,398.20 per academic year. For out-of-state students, the estimated average cost is \$12,266.20 per academic year.

Estimated costs for an in-state student include:

Tuition	\$ 774.00
Fees	474.20
Residence hall, average double room	1,780.00
Meals, estimated	1,920.00
Books and supplies	450.00
Miscellaneous expenses, estimated	1,000.00
(clothing, travel, spending money, etc.)	
Total	\$6,398.20

Accommodations

The University provides residence hall accommodations for approximately 6,800 students, including undergraduate, graduate, and professional men and women. Three hundred and six apartments are available for student family housing. Further information is available from: Department of University Housing, Contracts Office, Carr Building, Campus Box 5500, and from Manager, UNC Student Family Housing, Odum Village, Branson Street, Chapel Hill.

Nearly 1,500 men and women are housed in privately owned Granville Towers, just off the UNC Campus. These supervised residence halls have a cafeteria dining commons, and the fee includes room and board. Further information is available from Granville Towers, University Square, Chapel Hill.

Payments and Refunds

An applicant who has been offered admission for the fall or spring semester reserves a place by the payment of a \$100.00 nonrefundable enrollment/housing deposit. Such deposits are not required for Summer School. Advance deposits are not refundable if the applicant fails to enroll.

1. The University reserves the right to make changes in fees and tuition at any time.

Tuition and fees are assessed on a semester basis and are due prior to registration. Payments may be made in person or by mail. Mastercard and VISA are acceptable. Accounts not paid in full by the due date are subject to cancellation of registration. Payments may be mailed to: University Cashier, The University of North Carolina at Chapel Hill, 103 Bynum Hall, Campus Box 1400, Chapel Hill, North Carolina 27599-1400. Checks should be made payable to The University of North Carolina at Chapel Hill and should include the student's I.D. number on the face of the check.

If someone other than the student is responsible for payment of the bill, the University Cashier should be notified in ample time so that a bill may be sent to the proper agency or person. Students who are expected to receive financial aid, scholarship funds, or fellowship awards should bring with them sufficient funds to take care of living expenses for approximately fifteen days. This should provide sufficient time for appropriate funds to be made available.

If a student withdraws after the first week, the bill will be prorated on a weekly basis for the period the student attends. No refund will be made after the ninth week of any semester.

Scholarships and Financial Aid

The income from a number of endowed scholarships is available to students in the Business School who can show academic achievement as well as definite financial need. The University also has certain funds that may be loaned to worthy students who are dependent upon their own efforts to secure an education. In addition, a limited number of positions involving various kinds of work are available that enable students to earn a part of their expenses.

Under the Board of Governors' general Minority Presence Grant Program, black students may be eligible for special financial assistance if they are residents of North Carolina, enrolled for at least three hours of degree-credit course work, and demonstrate financial need.

The Marvin B. Smith, Jr., Memorial Scholarship Fund awards several scholarships annually to rising juniors in the Kenan-Flagler Business School. Recipients must be residents of North Carolina. The tenure of the scholarships is two years, provided the holders maintain high moral and scholastic standards. The criteria for selection are high scholastic rank, character, promise of business leadership, and financial need.

The Business School Scholarships are an anonymous gift. The scholarships are awarded each year to two students on the basis of academic achievement and financial need.

The Latané Scholarship, funded by David Craven and honoring the late Henry Latané, is awarded to an undergraduate business student who demonstrates academic achievement, service to the School, and financial need.

The Thomas Hart Norwood Scholarship is funded by his family and friends. It is designed to encourage a business student to search for innovative banking techniques.

The Mary K. Brown Memorial Scholarship is awarded to a worthy student who is dependent upon his or her own efforts to secure an education. It was established in 1931 by Mrs. James M. Brown in memory of her daughter, who for several years was a secretary at the School of Commerce.

The John Duke Baldrige, Jr., Scholarship is designated for an undergraduate student in the School who demonstrates integrity, leadership, and courage. It was created by the family and friends of the late Mr. Baldrige, a 1953 graduate of the School of Business Administration.

Business administration students concentrating in accounting are eligible for the Grant Gary Vernon Scholarship created by colleagues and friends to honor the late Mr. Vernon, a doctoral student in accounting at the School of Business Administration.

Two International Telephone and Telegraph Corporation Scholarships are awarded annually to students in the Kenan-Flagler Business School.

The Rex S. Winslow Scholarships are donated annually by the North Carolina Real Estate Educational Foundation. Preference is given to students in the Kenan-Flagler Business School who contemplate careers in real estate.

The Harold A. Berry Scholarship was established by the Purchasing Managers Association of the Carolinas-Virginia in 1983. It is available to a student planning a career in production management.

Also awarded to outstanding students in the Undergraduate Program are the William A. Ludwick Scholarship, established by family and friends of the late Mr. Ludwick, and the PPG Industries Scholarship.

Seniors and second-year MBA students who plan careers in life insurance sales are eligible for the Manulife Insurance Scholarship.

The Triangle Advertising Federation Scholarship rotates between the Business School and Department of Radio, Television, and Motion Pictures. Every two years the Business School makes the award to an outstanding student.

The Raleigh Sales Executive Club Loan Fund is available to students from North Carolina. Interest and repayment of these loans begin six months after the student's separation from the University.

The R. P. Stephen Davis Loan Fund was established in 1977 by Mr. Davis of Charlotte, an alumnus of the School and a graduate of The Executive Program. The revolving fund makes loans available to students in the Business School.

More information about scholarships and loans may be obtained by writing to the Director of the Undergraduate Program at the Business School in advance of registration.

The University Library

The University Library of more than three million volumes includes substantial collections in business administration and economics. The Business Administration and Social Sciences Division of the Davis Library is organized to serve the library needs of students and faculty of the School. This division contains current scholarly and professional journals in business and economics and the major business services. It offers online computer searches of bibliographies and indexes that include all presently available business data bases. The library is a depository for the publications of the federal government and the United Nations. These collections, along with the unique collection of state publications, constitute basic research materials of specific value in business administration and economics.



Carroll Hall

The Business Community

The Kenan-Flagler Business School enjoys a distinctive relationship with the business community through the Business Foundation of North Carolina. Founded in 1946 by business leaders of the region, the Business Foundation has provided the School with a private endowment of \$11.5 million, among the largest of any state university school of business administration in the United States.

Income from the endowment and funds provided through a program of annual gifts are used to support faculty, students, and activities of the School. The impact of these resources is evident in the quality of the faculty and student body that have been drawn together at the Kenan-Flagler Business School.

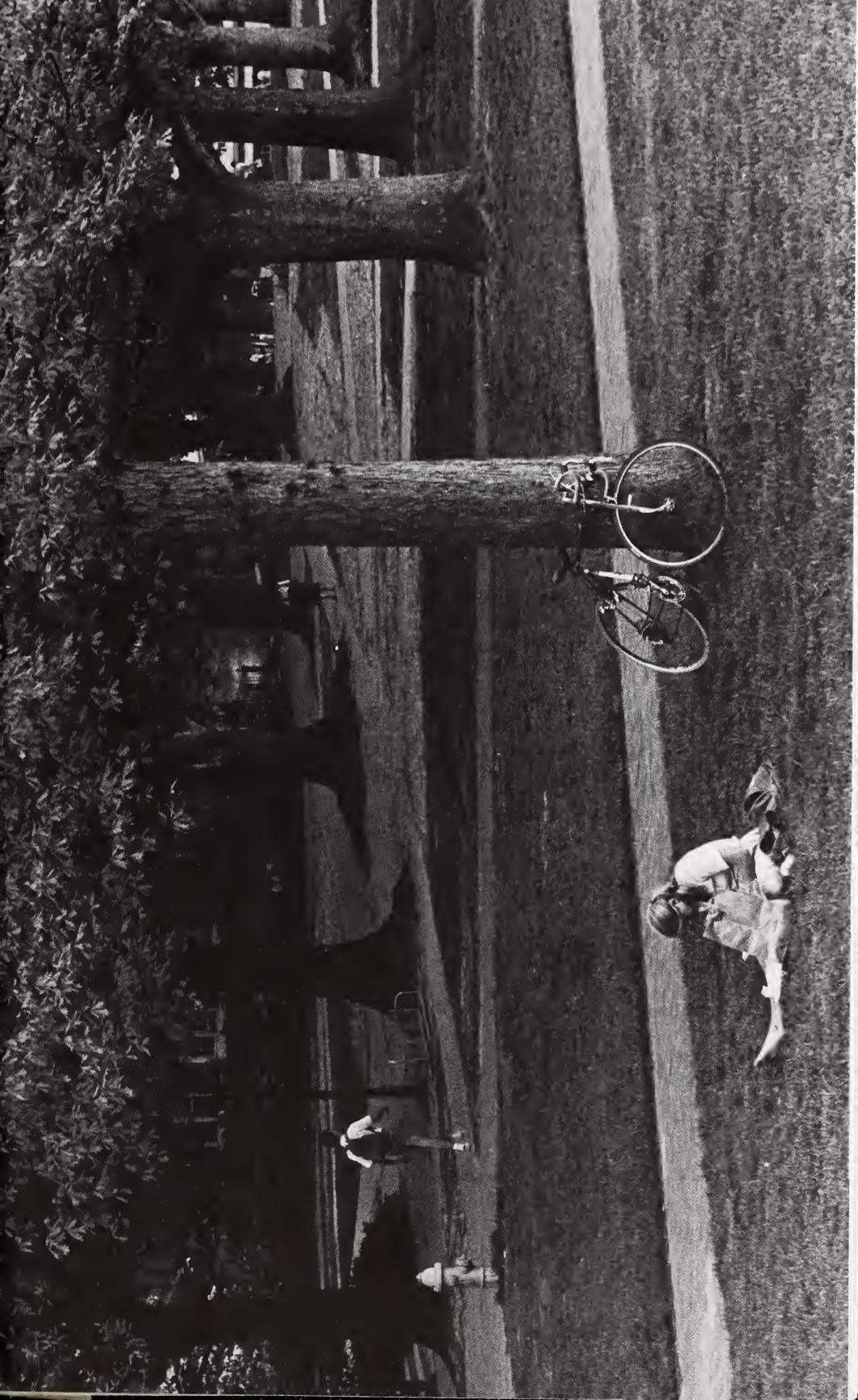
In addition to financial support, the School's relationships with business, government, and various nonprofit organizations have provided a continuous intellectual exchange on problems of mutual interest.

Gifts through the Business Foundation and other individual and corporate bequests have created professorships, scholarships, and special education funds at the School. These include:

Anna H. and John W. Hanes Fund
Belk Professorship in Business Administration
Burlington Industries Professorship in Business Administration
C. Knox Massey Professorship in Business Administration
Dalton L. McMichael Professorship
Richard H. Jenrette Management Education Fund
Ernst & Whinney Professorship Fund
James C. and Ethyl M. Crone Professorship in Professional Tax Accounting
Julian Price Professorship
Luther Hodges Distinguished Professorship
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Mildred Borden and Robert March Hanes Professorship in Business Administration
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Phillip Hettleman Professorship in Business Administration
R. J. Reynolds Industries Professorship in Applied Behavioral Science
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DuPont Fund
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Hugh and Frances McColl Faculty Development Awards

James A. Rider Fund
Jefferson Standard Life Insurance Company Business Education Fund
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Richardson Foundation Endowment
Sam Breen Fund
Sarah Graham Kenan Foundation Fund
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Village Companies YEI Award
The Weatherspoon Fund
Western Electric Fund
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Unrestricted Endowment Fund, Anonymous Donor
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Business Foundation MBA Loan Fund
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Coopers & Lybrand Ph.D. Award
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Dixon, Odom & Co. Accounting Fellowships
Erie Windsor Cass and Jessamine Brown Cass Scholarships
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Grant Gary Vernon Scholarship

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Courses¹

The following courses are prerequisites for all Business Administration courses numbered 90 or 100: BUSI 24, BUSI 71 and BUSI 96, ECON 10, and ECON 100 or 101.

***24 Applied Business Statistics and Management Science (3).** Prerequisite, Mathematics 22 or 31 and Statistics 23. Statistical techniques for analyzing business problems. Topics include regression, statistics inference, time services, decision trees, and linear programming; also an introduction to the use of the computer. Fall and spring. Staff.

*After receiving credit for BUSI 24, business majors may not receive credit for Economics 70.

71 Accounting Principles (3). Prerequisite, Economics 10 or equivalent. Role of accounting; basic concepts and methodology; mass data processing; valuation and income determination principles; management and internal control problems; and basic financial statement components. Fall and spring. Hoffman.

72 Elementary Management Accounting (3). Prerequisite, Business Administration 71 or equivalent and prerequisite or corequisite Economics 100 or 101 or equivalent. Elements of accounting for management planning, budgeting, and control. Emphasis is on management uses of accounting information. Fall and spring. Staff.

96 Introduction to Microcomputers (1). An introduction to microcomputers, PC-DOS and LOTUS. DesJardins.

97 Selected Topics in Business Administration (1, 2, or 3). Prerequisite, permission of the instructor. Individual study in a special field with the direction of a member of the department. Fall and spring. Staff.

98 Honors Course (3). Reading and preparation of an essay under the direction of a member of the faculty. Fall. Staff.

99 Honors Course (3). Reading and preparation of an essay under the direction of a member of the faculty. Spring. Staff.

Courses for Graduates and Advanced Undergraduates

110 Deterministic Models for Decision Problems (3). Prerequisite, Business Administration 24 or equivalent. The use of quantitative tools for formulating, solving, and analyzing deterministic decision problems. Topics include linear programming, network models, and dynamic programming. Fall and spring. Greis, Jones, Neebe, Rubin.

111 Probabilistic Models for Decision Problems (3). Prerequisite, Business Administration 24 or equivalent. The use of quantitative tools for formulating, solving,

1. For courses open to graduate students, see Graduate School of Business Administration catalog.

and analyzing probabilistic decision problems. Topics include decision analysis, simulation, queuing, inventory control, and reliability. Spring. Greis, Jones, Neebe, Rubin.

120 Risk Management (3). Analysis of the financial problems inherent in the multitude of static risks that confront the business enterprise, and evaluation of the alternative methods of dealing with such problems utilized in modern scientific risk management. Fall or spring. Lee.

121 Life Insurance and Estate Planning (3). Basic life insurance, corporate employee benefits, and estate planning. Includes wills, trusts, taxation, and business insurance. Fall or spring. Lee.

122 Advanced Risk Management and Insurance (3). Prerequisite, Business Administration 120 or equivalent. An analysis of risk measurement and a study of insurance devices to combat risk in the business firm. Fall and spring. Lee.

126 Introduction to Real Property (3). An introduction to the social, political, economic, and investment aspects of real property. Fall or spring. Staff.

130 Operations Management (3). Analysis of the production/operations function in both manufacturing and nonmanufacturing organizations. Developing production policies that support total organizational goals under varying constraints. Fall and spring. Staff.

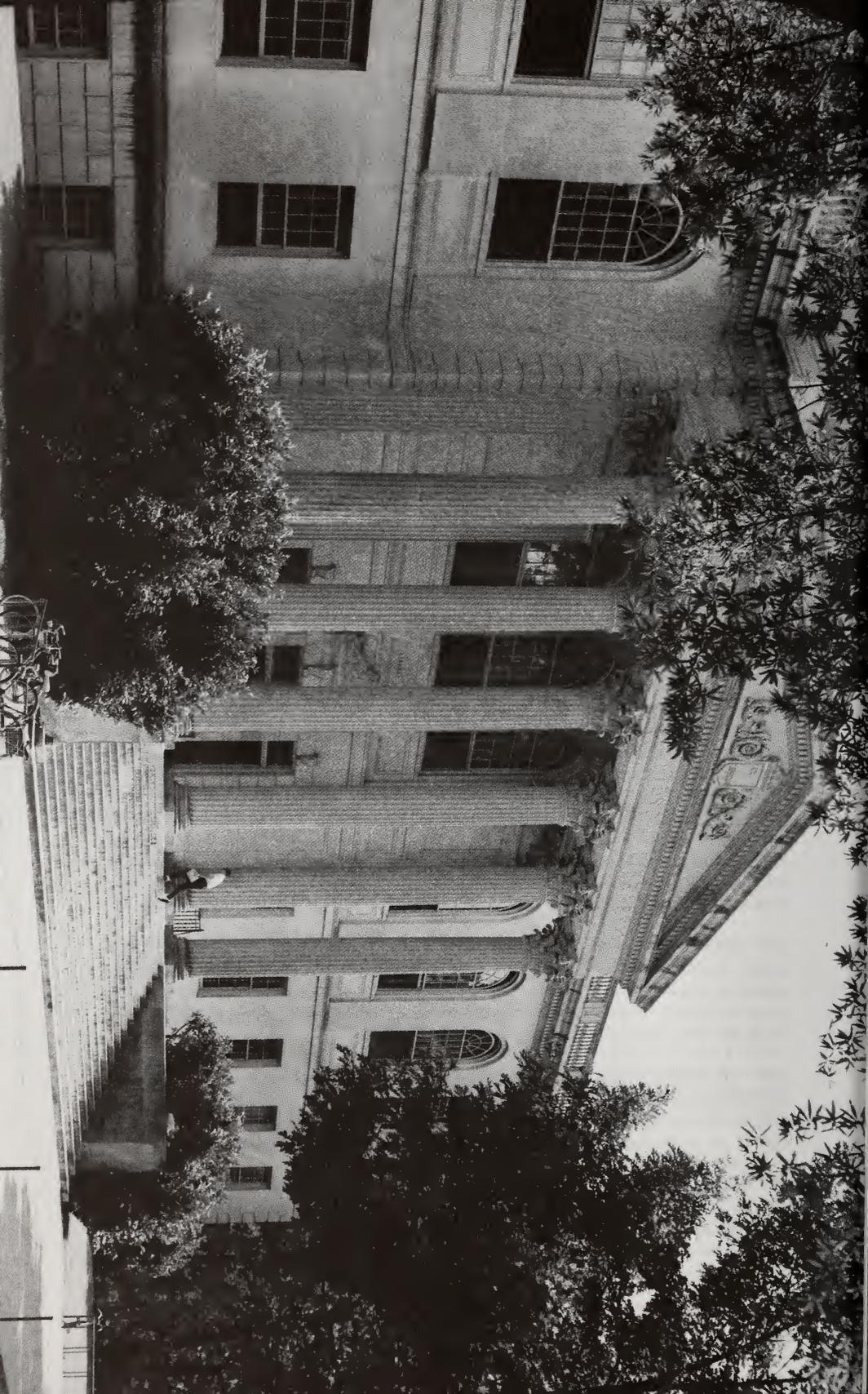
131 Operations Strategy (3). Prerequisite, Operations Management 130 or equivalent. A case analysis course developing a general management perspective on strategy formulation in the operations function and emphasizing operations linkages to the market place. Fall. Berry, Elvers.

133 Design and Operation of Production Systems (3). Prerequisite, Business Administration 130 or equivalent. The design of modern manufacturing planning and control systems, production planning, master production scheduling, material and capacity planning, shop floor control, and Just-In-Time manufacturing methods. Spring. Berry.

134 Service Operations (3). Prerequisite, Operations Management 130 or equivalent. Includes service package development, yield management, scheduling, queuing, quality measurement, impact of technology, managing professional services including facilitator services (accounting, consulting, real estate, lodging, food services, legal services). Spring. McLaughlin.

137 Operations Logistics Management (3). Prerequisite, Business Administration 130 or equivalent. The integration of various managerial activities, e.g., purchasing, inventory control, that deal with the flow of materials into, through, and out of an organization. Fall and spring. Maruchek, Pannesi.

140 Legal Environment of Business (3). An introduction to the legal system with special emphasis upon its relationship to business. Topics covered include an introduction to the judicial system, torts, and contracts. Fall and spring. Adler, Mann, Peirce, Roberts.



141 Commercial Law (3). Prerequisite, Business Administration 140 or equivalent. Not open to students who have taken Business Administration 144. A detailed examination of commercial law topics including sales, commercial paper, bank deposits and collections, secured transactions, suretyship, bank regulations, and bankruptcy. Fall and spring. Adler, Roberts.

142 Managerial Law (3). Prerequisite, Business Administration 140 or equivalent. Not open to students who have taken Business Administration 144. A detailed examination of the legal aspects of business organizations, including agency, joint ventures, partnerships, limited partnerships, corporations, and securities regulation. Fall and spring. Mann, Peirce.

143 Antitrust Law (3). Prerequisite, Business Administration 140 or equivalent. A detailed examination of the federal regulation of competition, including monopolies, oligopolies, horizontal and vertical restraints of trade, and price discrimination. Fall. Roberts.

144 Business Law (3). Prerequisite, Business Administration 140 or equivalent. Not open to students who have taken either Business Administration 141 or Business Administration 142. A survey of commercial paper, secured transactions, sales, agency, partnerships, limited partnerships, corporations, and securities regulation. Spring. Staff.

145 Labor Law (3). Prerequisite, Business Administration 140 or equivalent. The main focus of the course is on the employer-employee relationship under the NLRA, including: employer/union unfair labor practices; picket, boycott, and strike activity; fair employment practices and the nonunionized employment environment. Fall. Peirce.

150 Organizational Behavior (3). An introduction to the study of human behavior in organizations. Examines from a managerial perspective the impact of individual, group, and organizational variables on organizational performance and employee satisfaction. Fall and spring. Bateman, Blackburn, Rosen, Shapiro.

152 Social Psychology of Organizations (3). Prerequisite, Business Administration 150 or equivalent. Systems analysis of behavior in organizations and its application to the management of human resources. Fall and spring. Blackburn, Victor.

153 Social-Technical Systems (3). Prerequisite, Business Administration 152 or equivalent. Advanced readings and intensive analysis and discussion of cases and problems in social-technical systems. Spring. Staff.

154 Personnel Development (3). Prerequisite, Business Administration 150 or equivalent. Analysis of problems, methods, and incentives in the development of personnel. Emphasis is on the development of supervisors and executives. Spring. Bell.

157 Personnel Management (3). Prerequisite, Business Administration 150 or equivalent. Problems, policies, and procedures in the management of personnel, including topics such as staffing, performance appraisal, training, compensation, benefits and services, safety and health, equal employment, discipline, justice. Fall and spring. Blackburn, Rosen.

158 Introduction to Labor-Management Relations (3). An introduction to labor-management relations with particular emphasis on the collective bargaining process. Spring. Bigoness.

160 Principles of Marketing (3). Marketing organization and methods with emphasis on the social and economic aspects of distribution, consumer problems, marketing functions and institutions, marketing methods and policies. Fall and spring. Staff.

161 Advertising (3). Prerequisite, Business Administration 160 or equivalent. The organization and functions of advertising. Topics include economic and social aspects; types of advertising and purposes; media types, selection, and evaluation; advertising research. Fall and spring. Armstrong, Milne.

163 Sales Management (3). Prerequisite, Business Administration 160 or equivalent. An overview of the sales management process, including sales force planning, budgeting, recruiting, selection, training, compensation, supervision, and control. Fall and spring. Hughes, Cannon.

164 Consumer Behavior (3). Prerequisite, Business Administration 160 or equivalent. Review of conceptual models and empirical research in consumer behavior. Topics include decision processes, social and cultural influences, information processing, and ethical issues. Fall and spring. Didow.

168 Introduction to Marketing Research (3). Prerequisites, Business Administration 24 and 160 or equivalents. An introduction to research methodology with emphasis upon the compilation, analysis, and interpretation of data used in the planning and control of marketing operations. Fall or spring. Bloom, Mason.

169 Marketing Policies (3). Prerequisites, Business Administration 160 or equivalent, and senior standing. A problem method course dealing with specialized marketing functions and policies; includes product and line, brands, channels of distribution, prices and pricing, promotion, and diagnosis and control. Fall and spring. Kendall, Workman.

170 Management Accounting I (3). Prerequisite, Business Administration 71 or equivalent, and prerequisite or corequisite Economics 100, 101, or equivalent. Elements of accounting for management planning, budgeting, and control. Emphasis is on management uses of accounting information. Fall and spring. Staff.

171 Intermediate Accounting I (3). Review of accounting cycle; income measurement and valuation issues related to assets and liabilities; leases; revenue realization applications. Fall. M. Rubin.

172 Intermediate Accounting II (3). Prerequisite, Business Administration 171. Income measurement and valuation issues related to stockholders' and partners' equity; price-level and fair value issues; special sales methods; accounting changes; pensions. Spring. M. Rubin.

180 Principles of Financial Management (3). Theoretical foundations of optimal financial policy. Problems and cases provide application of theory to financial decisions involving cash flow, capital structure, capital budgeting. Fall and spring. Zenner, staff.

182 Theory and Application of Financial Management (3). Prerequisite, Business Administration 180 or equivalent. A follow-up course to Business Administration 180 that goes more deeply into the theory and application of financial management. Emphasis is placed on investment, financing, and dividend decisions. Fall. Wiles.

185 Financial Institutions and Markets (3). Prerequisite, Business Administration 180 or equivalent. Analysis of the operating policies of financial institutions and the effect of such policies upon the structure of the capital markets. Fall and spring. Wiles.

186 Investments (3). Prerequisite, Business Administration 180 or equivalent. A survey of investment principles and practice. Emphasis is given to the problems of security analysis and portfolio management with special attention to the investment problems of the individual investor. Fall and spring. McEnally, Snow.

189 International Finance (3). Prerequisite, Business Administration 180 or equivalent. An introduction to the international aspects of financial decision making. Builds on the foundation laid in the basic financial management course. Emphasis on topics of primary interest to the treasurer of a multinational corporation. Particular attention to the determination of exchange rates. Fall. Zenner.

190 Administrative Policy (3). Prerequisites, Business Administration 130, 140, 150, 160, 180, English 32, and Speech requirement. Open only to seniors majoring in business administration. Comprehensive analysis of administrative policy-making from a total organization point of view, use of case analysis and written reports to develop integrative decision skills. Fall and spring. Anderson, Kesner, Lee, Hughes, Tillman, Zeithaml.

191 Introduction to International Business (3). Prerequisite, senior standing. Problems in operating overseas, including analysis of differences in country setting, legal and financial systems, and governmental policies affecting foreign operations. Fall or spring. Kendall.

192 Introduction to Management Information Systems (3). Prerequisite, senior standing. A survey of the elements and functions of management information systems and an introduction to the principles underlying the design of effective systems. Fall. DesJardins.

194 Business and Society (3). Focuses on the relationship among business, government, citizens, and social institutions in a democracy with a market economy. Fall and spring. Staff.

199 Management Simulation (3). Prerequisites, Business Administration 130, 140, 150, 160, 180. Open only to seniors majoring and minoring in business administration. A seminar simulating the operation of a complex business enterprise.

Student teams operate competing firms in an industrial environment simulated by computer. Fall and spring. DesJardins.

The following accounting courses are open to advanced students in the combined degree program leading to the BSBA and Master of Accounting. They are not open to other BSBA students.

240 Financial Accounting Research and Applications (3). Prerequisites, Business Administration 171 and 172, 270M and 271M, or equivalents. Provides necessary background and skills to analyze and research corporate financial reporting in light of contemporary accounting theory and practice. Fall and spring. Bylinski, Langenderfer, M. Rubin.

241 Financial Accounting Theory (3). Prerequisites, Business Administration 171 and 172, 270M and 271M, or equivalents. Examination of current accounting theory construction, verification, and implementation. Fall and spring. Bowen, Plumlee, Ramaman, M. Rubin.

242A Auditing (3). A course in auditing theory and practice. Auditing standards, procedures, rules of professional conduct, and related materials of professional importance are studied. Fall. Bylinski, Terrell.

242B Advanced Auditing (3). Prerequisite, Business Administration 242A or equivalent. The development of an understanding of 1) accounting internal control issues in computer-based systems, and 2) generalized and special purpose audit software. Spring. Blocher.

243 Advanced Management Accounting (3). Prerequisite, Business Administration 170. Study of cost accounting systems, including cost accumulation, cost measurement, and choice of costs to be included in the measurement. Fall. Cready, Blocher, Rockness.

244 Principles of Federal Income Taxation (3). Prerequisite, Business Administration 172 or permission of instructor. Underlying principles of the Federal income tax law with emphasis on individuals; problem recognition and tax planning emphasis. Fall. Bowen, Hoffman, Langenderfer.

245 Tax Research (3). Prerequisite, Business Administration 244, 277M, or equivalent. A study of the techniques of research in taxation applied to routine and complex tax problems. Concentration on locating and assessing authority, and formal communication. Fall and spring. Hoffman.

246A Federal Income Taxation of Corporations and Shareholders (3). Prerequisite, Business Administration 245 or permission of instructor. An advanced study of corporate taxation with emphasis on Subchapter C: corporate organization, distributions, liquidation, reorganizations; and special corporate problems. Fall. Hoffman.

246B Federal Income Taxation of Partnerships and S Corporations (3). Prerequisite, Business Administration 245 or permission of instructor. Advanced study of federal

income taxation of partners and partnerships including formation, operation, and termination; a study of S corporations and effects of an S election on shareholders. Spring. Hoffman.

246C Special Topics in Federal Income Taxation (3). Prerequisite, Business Administration 245. A study of selected topics in taxation including: policy; tax accounting; tax aspects of compensation; taxation of multinational businesses; and tax administration and procedure. Spring. Hoffman.

246D Estate, Trust, and Gift Taxation (3). Prerequisite, Business Administration 245. A study of Federal estate and gift taxation; income taxation of estates and trusts. Emphasis on tax aspects of income gift and estate planning. Spring. Bowen.

248A Accounting for Mergers and Acquisitions (1.5). Prerequisite, Business Administration 172. Advanced topics including foreign exchange, business combinations, home office and branches, and consolidations. Spring. Bylinski.

248B Not-for-Profit Accounting (1.5). Prerequisite, Business Administration 172. Advanced topics dealing with not-for-profit entities. Spring. M. Rubin.

248C Taxation of Business Entities (1.5). Business Administration 244. Study of tax principles applied to the formation, operation, and dissolution of corporations, S corporations, and partnerships. Spring. Bowen, Hoffman, Langenderfer.

249 Professional Accounting Policy and Practice (3). Prerequisite, Business Administration 242A, or equivalent. Bridge between the study of accounting by students and the practice of accounting by professionals. Understand professional accounting problems with emphasis on formulating communication skills. Spring. Blocher, Langenderfer, Rockness.

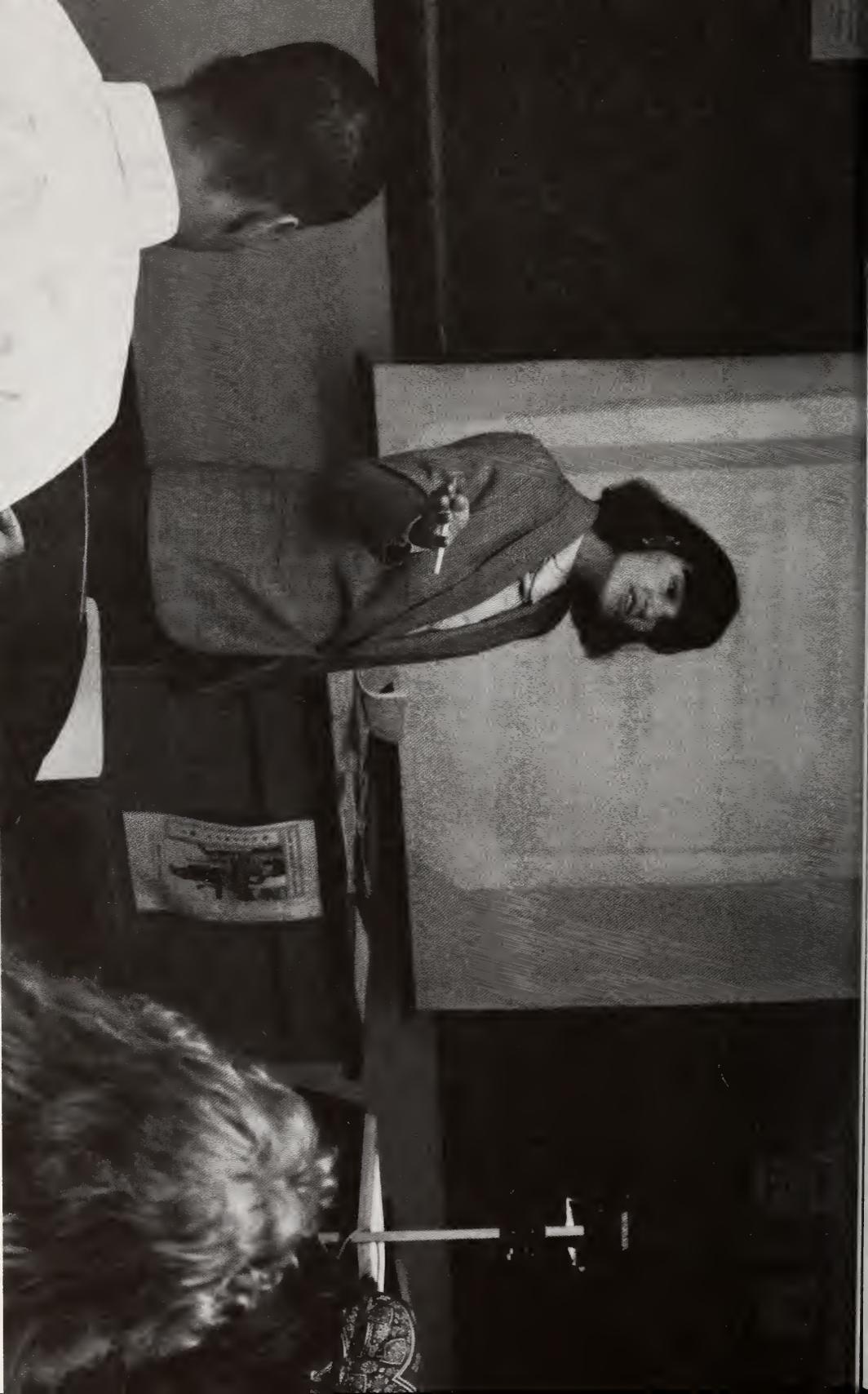
270 Accounting and Control I (3). Prerequisite, graduate standing in business administration. An advanced problems survey course in financial accounting, covering special reporting problems and analysis of financial statement data. Fall. Bylinski, Langenderfer, Ramadan, M. Rubin.

270M Financial Accounting I (3). Prerequisite, Business Administration 270 or equivalent. Income measurement and valuation issues related to assets and liabilities. First summer session. Staff.

271 Accounting and Control II (3). Prerequisite, graduate standing in business administration. Accumulation and analysis of cost data for managerial decisions; introduction to management planning and control. Fall. Blocher, Langenderfer, Rockness.

271M Financial Accounting II (3). Prerequisite, Business Administration 270M or equivalent. Income measurement and valuation issues related to stockholders' equity; price-level and fair value; special sales methods; accounting changes and pensions. First summer session. Staff.

272 Accounting Information Systems (3). Prerequisite, Business Administration 172 or equivalent. Study of the design, operations, and control of accounting



information systems and their integration with other information systems. Spring. Rockness.

272M Auditing (3). Prerequisite, Business Administration 270 or equivalent. Concepts and procedures involved in auditing; professional ethics, audit standards, procedures, disclosure problems, and various audit opinions on financial statements. Summer session. Staff.

273 Management Accounting Theory and Practice (3). Prerequisite, Business Administration 270 or equivalent. The role of accounting and the information function within organizations. Management decision models, analysis, and financial controls are considered. Fall. Rockness.

273M Management Accounting (3). Prerequisite, Business Administration 271 or equivalent. A study of cost systems, managerial use of cost information. Summer session. Staff.

274M Principles of Federal Income Taxation (3). Prerequisite, Business Administration 270. Concepts and principles of Federal income taxation of individuals and corporations. Summer session. Staff.

276 Management Control Systems (3). Prerequisite, Business Administration 270 or equivalent. Design, installation, and evaluation of financially based management control systems. Spring. Blocher. Rockness.

277 Taxes and Global Business Strategy (3). Prerequisite, Business Administration 270 or equivalent. Explores the complex interaction between the scope and structure of business activities and taxation. Considers the relevance and irrelevance of tax factors in the efficient design of organizations.

278 Advanced Financial Accounting Topics (3). Prerequisite, Business Administration 271 or equivalent. Concepts and methods underlying financial reporting; analysis and use of financial accounting data. Spring. Bylinski.

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Undergraduate Business Symposium

The University of North Carolina

Sixteen Constituent Institutions

C. D. Spangler, Jr., B.S., M.B.A., D.H.L., LL.D., *President*

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Richard H. Robinson, Jr., A.B., LL.B., *Assistant to the President*

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History of the University

In North Carolina, all the public educational institutions that grant baccalaureate degrees are part of The University of North Carolina. The University of North Carolina at Chapel Hill is one of sixteen constituent institutions of the multicampus state university.

The University of North Carolina, chartered by the N.C. General Assembly in 1789, was the first public university in the United States to open its doors and the only one to graduate students in the eighteenth century. The first class was admitted in Chapel Hill in 1795. For the next 136 years, the only campus of The University of North Carolina was at Chapel Hill.

In 1877, the N.C. General Assembly began sponsoring additional institutions of higher education, diverse in origin and purpose. Five were historically black institutions, and another was founded to educate American Indians. Several were created to prepare teachers for the public schools. Others had a technological emphasis. One is a training school for performing artists.

In 1931, the N.C. General Assembly redefined The University of North Carolina to include three state-supported institutions: the campus at Chapel Hill (now The University of North Carolina at Chapel Hill), North Carolina State College (now North Carolina State University at Raleigh), and Woman's College (now The University of North Carolina at Greensboro). The new multicampus university operated with one board of trustees and one president. By 1969, three additional campuses had joined the University through legislative action: The University of North Carolina at Charlotte, The University of North Carolina at Asheville, and The University of North Carolina at Wilmington.

In 1971, the General Assembly passed legislation bringing into The University of North Carolina the state's ten remaining public senior institutions, each of which had until then been legally separate: Appalachian State University, East

Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, the North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University. This action created the current sixteen-campus University. (In 1985, the North Carolina School of Science and Mathematics, a residential high school for gifted students, was declared an affiliated school of the University.)

The UNC Board of Governors is the policy-making body legally charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." It elects the president, who administers the University. The thirty-two voting members of the Board of Governors are elected by the General Assembly for four-year terms. Former board chairmen and board members who are former governors of North Carolina may continue to serve for limited periods as nonvoting members emeriti. The president of the UNC Association of Student Governments, or that student's designee, is also a nonvoting member.

Each of the sixteen constituent institutions is headed by a chancellor, who is chosen by the Board of Governors on the president's nomination and is responsible to the president. Each institution has a board of trustees, consisting of eight members elected by the Board of Governors, four appointed by the governor, and the president of the student body, who serves *ex officio*. (The NC School of the Arts has two additional *ex officio* members.) Each board of trustees holds extensive powers over academic and other operations of its institution on delegation from the Board of Governors.



Appendix A

RESIDENCE STATUS FOR TUITION PURPOSES¹

The following sections summarize important aspects of the residency law. A complete explanation of the Statute and the procedures under the Statute is contained in *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*. This *Manual* and other information concerning the application of this law are available for inspection in the Admissions Offices of the University. Copies of the *Manual* are also on reserve at the Robert B. House Undergraduate Library and in the Reserve Reading Room of the Health Sciences Library. All students are responsible for knowledge of the contents of the Statute and the *Manual*.

Every applicant for admission is required to make a statement as to his or her length of residence in North Carolina. A person who qualifies as a resident for tuition purposes under North Carolina law pays a lower rate of tuition than a nonresident. To qualify for in-state tuition, a legal resident must have been domiciled in North Carolina for at least twelve months immediately prior to the beginning of the term for which classification as a resident for tuition purposes is sought. The student must also establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile rather than for purposes of maintaining a mere temporary residence incident to enrollment in an institution of higher education. "Domicile" means one's permanent home of indefinite duration, as distinguished from a temporary place of abode; it is synonymous with "legal residence" and is established by being physically present in a place with the concurrent intent to make that place a domicile. To determine an individual's intent, the University evaluates his or her objectively verifiable conduct as an indicator of his or her state of mind.

Procedural Information

General. A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) is classified by the admitting institution either as a resident or as a nonresident for tuition purposes prior to actual matriculation. In the absence of a current and final determination of the student's residence prior to matriculation, the student is classified a nonresident for tuition purposes. The institution will thereafter reach a final determination of the student's residence status. Unless a person supplies enough information to allow the admissions officer to classify him or her as a resident for tuition purposes, the person will be classified a nonresident for tuition purposes. A residence classification once assigned (and confirmed pursuant to any appellate process invoked) may be changed thereafter (with a corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic calendar.

Transfer Students. When a student transfers from one North Carolina public institution of higher education to another, he or she is required to be treated as a new student by the institution to which he or she is transferring and must be assigned an initial residence classification for tuition purposes. The residence classification of a student by one institution is not binding on another institution. The North Carolina institutions of higher education will assist each other by supplying residency information and classification records concerning a student to another classifying institution upon request.

The transfer into or admission to a different component of the same institution (e.g., from an undergraduate to a graduate or professional program) is not construed as a transfer from one institution to another and thus does not by itself require a reclassification inquiry unless (1) the affected student requests a reclassification inquiry or (2) the transfer or enrollment occurs following the lapse of more than one quarter, semester, or term during which the individual was not enrolled as a student.

¹The information in this section comes from three sources: (i) North Carolina General Statutes, §§116-143.1, (ii) *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*, Revised September 1985, (iii) Chancellor's Rules and Procedures for Residence Classification of Students for Tuition Purposes.

Responsibility of Students and Prospective Students. Any student or prospective student in doubt concerning his or her residence status bears the responsibility for securing a ruling by completing an application for resident status and filing it with the admissions officer. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of immediately informing the Office of Admissions of these circumstances in writing. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

Application Process. A person may obtain an application for resident status from his or her admissions office. Applicants for admission who claim eligibility for the in-state tuition rate customarily complete a two-page residency application as a part of the admissions application packet. Some applicants for admission will thereafter be required to complete a further, four-page, residency application. Enrolled students seeking a change from nonresident to resident status are required to complete a four-page residency application. All applications for resident status must be filed with the proper admissions office before the end of the term for which resident status for tuition purposes is sought. The last day of the final examination period is considered the last day of the term.

After filing a resident status application, a person may receive a letter from his or her admissions office requesting more information in connection with that application. When a student receives such a request before the end of the term for which classification is sought, he or she must respond to that request no later than three weeks after the end of the term. If the student receives the request for supplemental information after the end of the term in question, he or she must supply the requested information within three weeks after receipt of the request. Failure to supply the requested information within the specified time limit will result in a continuation of the student's nonresident classification unless good cause is shown for such failure.

The admissions office may require an applicant for admission to file a residency application, or respond to a request for more information, more quickly when residence status is a factor in the admissions decision.

The pamphlet "Information About Resident Status for Tuition Purposes" contains more details about the residency application process and is available at all admissions offices.

Fraudulent Applications. If a student is classified a resident for tuition purposes after submitting falsified residency information or after knowingly withholding residency information, the student's application for in-state tuition status is fraudulent. The institution may re-examine any application suspected of being fraudulent and, if warranted, will change the student's residence status retroactively to the beginning of the term with respect to which the student originally made the fraudulent application. If this occurs the student must pay the out-of-state tuition differential for all the enrolled terms intervening between the fraudulent application and its discovery. Further, knowing falsification of responses on a resident status application may subject the applicant to disciplinary consequences, including dismissal from the institution.

Burden of Proof and Statutory Prima Facie Evidence. A person has the burden of establishing facts which justify his or her classification as a resident for tuition purposes. The balancing of all the evidence must produce a preponderance of evidence supporting the assertion of in-state residence. Under the Statute, proof of resident status is controlled initially by one of two evidentiary beginning points which are stated in terms of prima facie evidence.

- a. Even if the person is an adult, if his or her parents (or court-appointed guardian in the case of some minors) are not legal residents of North Carolina, this is prima facie evidence that the person is not a legal resident of North Carolina unless he or she has lived in this state the five consecutive years prior to enrolling or re-registering. To overcome this prima facie showing of nonresidence, a person must produce evidence that he or she is a North Carolina domiciliary despite the parents' nonresident status.
- b. Conversely, if the person's parents are domiciliaries of North Carolina under the Statute, this fact constitutes prima facie evidence that the person is a domiciliary of North Carolina. This prima facie showing may also be overcome by other evidence to the contrary. If a person has neither living parents nor legal guardian, the prescribed prima facie evidence rule cannot and does not apply.

Erroneous Notices Concerning Classification. If a student, who has been found to be a nonresident for tuition purposes, receives an erroneous written notice from an institutional officer identifying the student as a resident for tuition purposes, the student is not responsible for paying the out-of-state tuition differential for any enrolled term beginning before the classifying institution notifies the student that the prior notice was erroneous.



Grace Period. If a student has been properly classified as a North Carolina resident for tuition purposes and, thereafter, his or her state of legal residence changes while he or she is enrolled in a North Carolina public institution of higher education, the statute provides for a grace period during which the student is allowed to pay tuition at the in-state rate despite the fact that the student is no longer a North Carolina legal resident. This grace period extends for a minimum of twelve months from the date of change in legal residence, and if the twelve-month period ends during a semester or academic term in which the student is enrolled, the grace period extends also to the end of that semester or academic term.

Reacquisition of Resident Tuition Status. The prescribed twelve-month period of legal residence may be shortened if the person seeking to be classified as a resident for tuition purposes was formerly classified a North Carolina resident for tuition purposes, abandoned North Carolina domicile, and reestablished North Carolina domicile within twelve months after abandoning it. Interested persons should consult their admissions offices for a detailed explanation of the conditions which must be met to qualify under this section.

Appeals. A student appeal of a classification decision made by any admissions officer must be in writing and signed by the student and must be filed by the student with that officer within fifteen working days after the student receives notice of the classification decision. The appeal is transmitted to the Residence Status Committee by that officer, who does not vote in the Committee on the disposition of such appeal. The student is notified of the date set for consideration of the appeal, and, on request of the student, he or she is afforded the opportunity to appear and be heard by the Committee. Any student desiring to appeal a decision of the Residence Status Committee must give notice in writing of that fact, within ten days of receipt by the student of the Committee's decision, to the Chairman of the Residence Status Committee, and the Chairman promptly processes the appeal for transmittal to the State Residence Committee. If a student has a residency application or appeal pending for a given term and does not register for that term, no further action will be taken on the application or appeal.

Tuition Payment. It is the responsibility of the student to pay tuition at the rate charged and billed while an appeal is pending. In effect, the student who is classified a nonresident at the time of tuition billing pays the nonresident rate. Conversely, if a student is classified as a resident at the time of billing, he or she pays the resident rate. Any necessary adjustments in the rate paid will be made at the conclusion of the appeal.

If a student withdraws from the University during a fall or spring semester, tuition and fees will be prorated over a period of nine weeks at a rate of one-tenth of the term's bill after deduction of an administrative charge. If a student withdraws during a summer session, tuition and fees will be prorated over a period of three weeks at a rate of one-fourth of the term's bill after deduction of the administrative charge. If a student drops the only course he or she is taking, this constitutes a withdrawal from the University.

Application of the Law to Specific Situations

Aliens. Aliens who are permanent residents of the U.S., or who hold a visa which will permit eventual permanent residence in the U.S., are subject to the same considerations with respect to determination of legal residence as citizens. An alien abiding in the U.S. under a visa conditioned at least in part upon intent not to abandon a foreign domicile (B, F, H, and J visas) cannot be classified a resident. An alien abiding in the U.S. under a visa issued for a purpose which is so restricted as to be fundamentally incompatible with an assertion by the alien of bona fide intent to establish a legal residence (C, D, and M visas) cannot be classified a resident.

Possession of certain other immigration documents may also allow an alien to be considered for in-state tuition status. For more details aliens should consult their admissions offices and the *Manual*. Aliens must file a Residence Status Supplemental Form in addition to the forms normally required of applicants for resident status for tuition purposes.

Married Persons. The domicile of a married person, irrespective of sex, is determined by reference to all relevant evidence of domiciliary intent. No person is precluded, solely by reason of marriage to a person domiciled outside of North Carolina, from establishing or maintaining legal residence in North Carolina. No person is deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina. The fact of marriage and the place of the domicile of his or her spouse are deemed relevant evidence to be considered in ascertaining domiciliary intent.

If a person otherwise can demonstrate compliance with the fundamental statutory requirement that he or she be a legal resident of North Carolina before the beginning of the term for which resident status is sought, the second statutory requirement relating to duration of residence may be satisfied derivatively, in less than twelve months, by reference to the length of the legal residence of the person's spouse, if the spouse has been a legal resident of the State for the requisite twelve-month period.

Military Personnel. The domicile of a person employed by the Federal government is not necessarily affected by assignment in or reassignment out of North Carolina. Such a person may establish domicile by the usual requirements of residential act plus intent. No person loses his or her in-state resident status solely by serving in the armed forces outside of the State of North Carolina.

Minors. A minor is any person who has not reached the age of eighteen years. Under the common law, a minor child whose parents are not divorced or legally separated is presumed to have the domicile of his or her father. This presumption may be rebutted if a preponderance of the evidence indicates that the mother and father have separate domiciles *and* that, under the circumstances, the child can fairly be said to derive his or her domicile from the mother. If the father is deceased, the domicile of the minor is that of the surviving mother. If the parents are divorced or legally separated, the domicile of the minor is that of the parent having custody by virtue of a court order; or, if no custody has been granted by virtue of court order, the domicile of the minor is that of the parent with whom he or she lives; or, if the minor lives with neither parent, in the absence of a custody award, the domicile of the minor is presumed to remain that of the father. If the minor lives for part of the year with each parent, in the absence of a custody award, the minor's domicile is presumed to remain that of the father. These common law presumptions control even if the minor has lived in North Carolina for five years as set forth above in **Burden of Proof and Statutory Prima Facie Evidence**, subsection a.

In determining residence status for tuition purposes, there are three exceptions to the above provisions:

1. If a minor's parents are divorced, separated, or otherwise living apart and one parent is a legal resident of North Carolina, during the time period when that parent is entitled to claim, and does claim, the minor as a dependent on the North Carolina individual income tax return, the minor is deemed to be a legal resident of North Carolina for tuition purposes, notwithstanding any judicially determined custody award with respect to the minor.

If, immediately prior to his or her eighteenth birthday, a person would have been deemed to be a North Carolina legal resident under this provision but he or she achieves majority before enrolling in a North Carolina institution of higher education, that person will not lose the benefit of this provision if the following conditions are met:

- a. Upon achieving majority the person must act, as much as possible, in a manner consistent with bona fide legal residence in North Carolina; and
- b. The person must begin enrollment at a North Carolina institution of higher education not later than the fall academic term next following completion of education prerequisite to admission at the institution.

2. If, immediately prior to beginning an enrolled term, the minor has lived in North Carolina for five or more consecutive years in the home of an adult relative (other than a parent) who is a legal resident of North Carolina, and if the adult relative, during those years, has functioned as a de facto guardian of the minor, then the minor is considered a legal resident of North Carolina for tuition purposes. If a minor qualified for resident status for tuition purposes under this provision immediately prior to his or her eighteenth birthday, then, upon becoming eighteen, he or she will be deemed to be a legal resident of North Carolina of at least twelve months' duration.

3. Even though a person is a minor, under certain circumstances the person may be treated by the law as being sufficiently independent from his or her parents as to enjoy a species of adulthood for legal purposes. If the minor marries or obtains a judicial decree of emancipation under N.C. Gen. Stat. §7A-717, *et seq.*, he or she is emancipated. The consequence, for present purposes, of such emancipation is that the affected person is presumed to be capable of establishing a domicile independent of that of the parents; it remains for that person to demonstrate that a separate domicile has, in fact, been established.

Prisoners. There are special provisions concerning domicile of prisoners. For more information, persons to whom these provisions may apply should consult the *Manual*.

Property and Taxes. Ownership of property in or payment of taxes to the State of North Carolina apart from legal residence will not qualify one for the in-state tuition rate.

Students or prospective students who believe that they are entitled to be classified residents for tuition purposes should be aware that the processing of requests and appeals can take a considerable amount of time. A student is more likely to obtain a final decision on an application before tuition payment is due if he or she files the application several months in advance.

MILITARY TUITION BENEFIT¹

Certain members of the Armed Services, and their dependent relatives, who are not residents for tuition purposes may become eligible to be charged less than the out-of-state tuition rate under N.C. Gen. Stat. §116-143.3, the military tuition benefit provision. Any person seeking the military tuition benefit must qualify for admission to UNC-CH and must file an application for the benefit with his or her admissions office before the first day of classes of the term for which he or she initially seeks the benefit. To remain eligible to receive the military tuition benefit, he or she must file another application for the benefit before the first day of classes of the first term in which he or she is enrolled in each academic year. The burden of proving eligibility for the military tuition benefit lies with the applicant for the benefit, and the application and all required supporting affidavits must be complete and in proper order before the first day of classes of the term in question. Because of the time involved in securing the necessary affidavits from the appropriate military authorities, prospective applicants for the military tuition benefit are urged to secure application forms from their admissions offices and begin the application process several weeks before the first day of classes of the term for which they seek the benefit.

Eligibility of Members of the Armed Services. Eligible members of the Armed Services pay a rate of tuition computed by applying a statutory formula which is dependent, in part, on the amount of money payable by their Service employer to them or to the institution by reason of their enrollment. Application of the statutory formula yields the following results: if the service member's education is being fully funded by the Service employer, the amount of tuition owed is equal to out-of-state tuition; if the member's education is not being funded by his or her Service employer, he or she pays an amount equal to in-state tuition; and if the Service employer is providing partial educational funding, the amount of tuition owed depends on the amount of funding contributed by the Service employer.

To be eligible for this military tuition benefit, the individual must

- a. be a member of the United States Air Force, Army, Coast Guard, Marine Corps, Navy, North Carolina National Guard, or a reserve component of one of these services; and
- b. be abiding in North Carolina incident to active military duty which is performed at or from a duty station in North Carolina.

Eligibility of Dependent Relatives of Service Members. If the service member meets the conditions set forth above, his or her dependent relatives may be eligible to pay the in-state tuition rate if they share the service member's North Carolina abode; if they have complied with the requirements of the Selective Service System, if applicable; and if they qualify as *military* dependents of the service member.

If the service member voluntarily ceases to live in North Carolina or is involuntarily absent from the state on military orders (other than absences on routine maneuvers and temporary assignments), he or she is deemed to have moved his or her abode from North Carolina. If a dependent relative of a service member has become eligible for the military tuition benefit and, after the beginning of the term of eligibility, the service member moves his or her abode from North Carolina, the dependent relative will continue to be eligible for the military tuition benefit only for the remainder of that academic year. An academic year runs from the first day of classes of the fall semester through the last day of exams of the following summer session, second term.

For a detailed explanation of the military tuition benefit provision (including an explanation of the formula used to compute the tuition rate for service members), a complete list of categories of persons who are considered "dependent relatives" for purposes of establishing eligibility for the military tuition benefit, and information about the registration requirements of the Selective Service System, applicants should consult *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes* (as amended September 1985). This *Manual* is available for inspection in the Admissions Offices of the University. Copies of the *Manual* are also on reserve at the Robert B. House Undergraduate Library, and in the Reserve Reading Room of the Health Sciences Library.

¹The information in this section comes from three sources: (i) North Carolina General Statutes, §116-143.3, (ii) *A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes*, Revised September 1985, (iii) Chancellor's Rules and Procedures for Residence Classification of Students for Tuition Purposes and Determination of Eligibility for the Special Military Tuition Benefit.

Appeals of Eligibility Determinations of Admissions Officers. A student appeal of an eligibility determination made by any admissions officer must be in writing and signed by the student and must be filed by the student with that officer within fifteen working days after the student receives notice of the eligibility determination. The appeal is transmitted to the Residence Status Committee by that officer, who does not vote in that Committee on the disposition of such appeal. The student is notified of the date set for consideration of the appeal, and, on request of the student, he or she is afforded an opportunity to appear and be heard by the Committee.

Any student desiring to appeal a determination of the Residence Status Committee must give notice in writing of that fact to the Chairman of the Residence Status Committee within ten days of receipt of the Committee's decision. The Chairman will promptly process the appeal for transmittal to the State Residence Committee.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

As a general rule, under the federal Family Educational Rights and Privacy Act (FERPA), personally identifiable information may not be released from a student's education records without his or her prior written consent. Exceptions to this rule are set out in the FERPA regulations and the FERPA policy of The University of North Carolina at Chapel Hill.

UNC-Chapel Hill will disclose personally identifiable information from the education records of a student, without the student's prior written consent, to officials of another school or school system in which the student seeks or intends to enroll. UNC-Chapel Hill will also disclose personally identifiable information from an enrolled student's education records, without the student's prior written consent, to officials of another school or school system in which the student is contemporaneously enrolled. Time, building, and room number information from a student's class schedule will be disclosed to the University Police to assist them in serving the student with a warrant or subpoena.

UNC-Chapel Hill makes public certain information that has been designated as "directory information": the student's name, address, telephone listing, date and place of birth, major field of study, class, enrollment status (full-time, half-time, or part-time), anticipated graduation date, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Examples of ways in which some of this information is made public include: names of students who receive honors and awards, who make the Dean's List, who hold offices, or who are members of athletic teams. The annual commencement program publishes the names of degree recipients. The University also publishes the *Campus Directory* annually, and some professional and graduate student groups publish directories of students in their departments or schools.

Students who do not wish to have any or all "directory information" made public without their prior consent, must send the Office of the University Registrar (CB# 2100, 105 Hanes Hall, The University of North Carolina at Chapel Hill) a signed and dated notice specifying items that are not to be published. To ensure that a listing for the student will not appear in the *Campus Directory*, this notice must be received by the Office of the University Registrar by the end of the registration period for the semester or session of first enrollment or, after an absence, of reenrollment. Such a notice will be honored until the student graduates, ceases to attend, or withdraws from the University unless the student notifies the Office of the University Registrar to the contrary in writing.

Students also have the right to inspect their "education records" as defined in the FERPA regulations. They may not inspect financial records and statements of their parents; confidential letters of recommendation placed in their education records before January 1, 1975 (with some exceptions); or confidential letters of recommendation placed in their education records after January 1, 1975, if they have waived their rights to inspect and review such letters.

A student who believes that information in his or her education records is inaccurate or misleading or violates his or her privacy or other rights may request that the institution amend the records, and, if the request is denied, he or she has the right to a hearing. If, after the hearing, the institution decides that the information is not inaccurate, misleading, or violative of privacy or other rights, the student has a right to place a statement in those records commenting on the information in question or giving the student's reasons for disagreeing with the institutional decision. The student may also place such a statement in his or her records in lieu of requesting a hearing if the student and the institution agree that an explanatory statement alone is the appropriate remedy. Complaints alleging violations of FERPA rights may also be filed with the U.S. Department of Education.

Questions about FERPA should be addressed to the Legal Adviser to the Special Assistant to the Chancellor (CB# 9150, 01 South Building). The text of FERPA and its regulations and the University's FERPA policy are also available for inspection in 01 South Building.

FIREARMS AND OTHER WEAPONS

The possession of any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapons of like kind upon any University campus or in any University owned or operated facility is unlawful and contrary to University policy. Violation of this prohibition is a misdemeanor punishable by a fine not to exceed \$500 and/or six months' imprisonment, and may constitute a violation of the Campus Code.

IMMUNIZATION REQUIREMENT

Effective July 1, 1986, North Carolina State law requires that no person shall attend a college or university in North Carolina unless a certificate of immunization indicating that the person has received the immunizations required by the law is presented to the college or university on or before the first day of matriculation. Students enrolled at UNC-Chapel Hill on July 1, 1986 are exempt from this requirement.

If the UNC-Chapel Hill Medical History Form containing the certificate of immunization is not in the possession of the UNC-Chapel Hill Student Health Service ten (10) days prior to the registration date, the University shall present a notice of deficiency to the person. The person shall have 30 calendar days from the first day of attendance to obtain the required immunizations. Those persons who have not complied with the immunization requirements by the end of 30 calendar days will be *administratively withdrawn* from the University.

The University of North Carolina at Chapel Hill

POLICY ON ILLEGAL DRUGS

I. INTRODUCTION

The Board of Trustees of The University of North Carolina at Chapel Hill, in conformity with the direction of the Board of Governors of The University of North Carolina, hereby adopts this Policy on Illegal Drugs, effective August 24, 1988. It is applicable to all students, faculty members, administrators, and other employees.

II. EDUCATION, COUNSELING, AND REHABILITATION

- A. The University of North Carolina at Chapel Hill has established and maintains a program of education designed to help all members of the university community avoid involvement with illegal drugs. This educational program emphasizes these subjects:
 1. The incompatibility of the use or sale of illegal drugs with the goals of the university;
 2. The legal consequences of involvement with illegal drugs;
 3. The medical implications of the use of illegal drugs; and
 4. The ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities.
- B. The University of North Carolina at Chapel Hill provides information about drug counseling and rehabilitation services available to members of the university community through campus-based programs and through community-based organizations. Persons who voluntarily avail themselves of university services are hereby assured that applicable professional standards of confidentiality will be observed.

III. ENFORCEMENT AND PENALTIES

- A. The University of North Carolina at Chapel Hill shall take all actions necessary, consistent with State and Federal law and applicable university policy, to eliminate illegal drugs from the university community. The University's Policy on Illegal Drugs is publicized in catalogs and other materials prepared for all enrolled and prospective students and in materials distributed to faculty members, administrators, and other employees.
- B. Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the university. It is not "double jeopardy" for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. *The university will initiate its own disciplinary proceeding against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the university.*
- C. Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required by Section 3 of the Trustee Policies and Regulations Governing Academic Tenure in The University of North Carolina at Chapel Hill, by Section III.D of the Employment Policies for EPA Nonfaculty Employees of The University of North Carolina at Chapel Hill, by regulations of the State Personnel Commission, and the Disciplinary Procedure of the Staff Personnel Administration Guides (SPAG 37), by the Instrument of Student Judicial Governance, and by all other applicable provisions of the policies and procedures of The University of North Carolina at Chapel Hill.
- D. The penalties to be imposed by the university may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties shall be imposed for the particular offenses described.
 1. *Trafficking in Illegal Drugs*
 - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90 (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, methaqualine), any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.
 - b. For a first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, (including, but not limited to, marijuana, anabolic steroids, pentobarbital, codeine), the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.¹ For a second offense, any student shall be expelled and any faculty member, administrator, or other employee shall be discharged.

¹Employees subject to the State Personnel Act are governed by regulations of the State Personnel Commission. Because the minimum penalty specified in this Section and required by the Board of Governors exceeds the maximum period of suspension without pay that is permitted by State Personnel Commission regulations, the penalty for a first offense for employees subject to the State Personnel Act is discharge.

2. *Illegal Possession of Drugs*

- a. For a first offense involving the illegal possession of any controlled substance identified in Schedule I, N.C. General Statutes 90-89, or Schedule II, N.C. General Statutes 90-90, the minimum penalty shall be suspension from enrollment or from employment for a period of at least one semester or its equivalent.²
- b. For a first offense involving the illegal possession of any controlled substance identified in Schedules III through VI, N.C. General Statutes 90-91 through 90-94, the minimum penalty shall be probation, for a period to be determined on a case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions, including a program of community service, as the Chancellor or the Chancellor's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in suspension from enrollment or from employment for any unexpired balance of the prescribed period of probation.³
- c. For a second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including expulsion of students and discharge of faculty members, administrators, or other employees.

E. Suspension Pending Final Disposition

When a student, faculty member, administrator, or other employee has been charged by the university with a violation of policies concerning illegal drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the Chancellor, or in the Chancellor's absence, the Chancellor's designee concludes that the person's continued presence within the university community would constitute a clear and immediate danger to the health or welfare of other members of the university community; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person shall be held as promptly as possible thereafter.

IV. IMPLEMENTATION AND REPORTING

Annually, the Chancellor shall submit to the Board of Trustees a report on campus activities related to illegal drugs for the preceding year. The reports shall include, as a minimum, the following:

- (1) a listing of the major education activities conducted during the year;
- (2) a report on any illegal drug-related incidents, including any sanctions imposed;
- (3) an assessment by the Chancellor of the effectiveness of the campus program and;
- (4) any proposed changes in the Policy on Illegal Drugs.

A copy of the report shall be provided to the President, who shall confer with the Chancellor about the effectiveness of campus programs.

²Employees subject to the State Personnel Act are governed by regulations of the State Personnel Commission. Because the minimum penalty specified in this Section and required by the Board of Governors exceeds the maximum period of suspension without pay that is permitted by State Personnel Commission regulations, the penalty for a first offense for employees subject to the State Personnel Act is discharge.

³If this balance for an employee subject to the State Personnel Act exceeds three days, that employee shall be discharged.

University Calendar 1991-1992

Summer School, 1991

First Session

May 15, Wednesday

Telephonic registration.

May 20, Monday

First day of classes.

June 21-24, Friday-Monday

Final examinations.

Second Session

June 22, Saturday

Telephonic registration.

June 26, Wednesday

First day of classes.

July 30-31, Tuesday-Wednesday

Final examinations.

Fall Semester, 1991

August 14, Wednesday

Semester opens.

August 17, Saturday

Residence halls open for freshmen and transfer students.

August 18, Sunday

Orientation of freshmen and transfer students.

August 18, Sunday

Residence halls open for returning students.

August 19, Monday

Telephonic registration opens.

August 19-21,

Monday-Wednesday

Registration according to schedule in Fall Class Schedule Booklet.

August 22, Thursday

Classes begin for all students. Late registration begins. Fee charged for late registration.

August 28, Wednesday

End of late registration and change in schedules.

September 2, Monday

Holiday, Labor Day.

September 4, Wednesday

Last day to drop a course for credit on student's financial account.

October 2, Wednesday

Last day for dropping courses and last day for Pass/Fail declaration.

October 4, Friday

Fall Recess. Instruction ends at 5:00 P.M.

October 9, Wednesday

Instruction resumes at 8:00 A.M.

October 11, Friday

Last day for filing applications for degree to be awarded in December.

October 12, Saturday

University Day.

October 23, Wednesday

Last day to withdraw for credit on student's financial account. Last day to withdraw without the semester being counted as a term in residence.

October 26, Saturday	Telephonic registration for Spring begins (see Spring Class Schedule Booklet for advising and registration dates).
November 27, Wednesday	Thanksgiving Recess. Instruction ends at 1:00 P.M.
December 2, Monday	Instruction resumes at 8:00 A.M.
December 6, Friday	Last day of classes.
December 7, Saturday	Reading Day.
December 8, Sunday	Fall Recognition Ceremony.
December 9-16, Monday-Monday	Examinations.

Spring Semester, 1992

January 6, Monday	Telephonic registration opens.
January 7, Tuesday	Residence halls open.
January 8, Wednesday	Classes begin. Late registration begins. Fee charged for late registration.
January 14, Tuesday	End of late registration and change in schedules.
January 20, Monday	Holiday, Martin Luther King Day.
January 21, Tuesday	Last day to drop a course for credit on student's financial account.
February 4, Tuesday	Last day for filing applications for degree to be awarded in May.
February 18, Tuesday	Last day for dropping courses and last day for Pass/Fail declaration.
February 28, Friday	Spring Recess. Instruction ends at 5:00 P.M.
March 9, Monday	Instruction resumes at 8:00 A.M.
March 10, Tuesday	Last day to withdraw for credit on student's financial account. Last day to withdraw without the semester being counted as a term in residence.
To be announced	Pre-registration for summer and fall.
April 17, Friday	Holiday, Good Friday.
April 24, Friday	Last day of classes.
April 25, Saturday	Reading Day.
April 27-May 4, Monday-Monday	Examinations.
May 10, Sunday	Commencement.

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