This handbook is designed to provide an up-to-date summary of the most important information on the requirements, policies and procedures for the Professional BBA Program.

However, please be aware that any policies or procedures in the University Student Handbook or in the College of Business’ Policies and Procedures not reflected herein may still be binding. Therefore, the Program will make every effort to keep students accurately informed. Furthermore, final responsibility for ensuring that requirements are met always rests on the student.

Important information can also be found in other university publications such as the Undergraduate Catalog, the Graduate Policies and Procedures Manual, and the annual Student Handbook.
Professional BBA Program Administration:

Dr. Richard Klein  
**Assistant Dean**  
Modesto A. Maidique Campus  
RB 256 A  
305.348.2156  
richard.kleinjr@fiu.edu

Angie Oliveros  
**Program Manager**  
Modesto A. Maidique Campus  
CBC 124 C  
305.348.4052  
oliveroa@fiu.edu

Neda Augusto  
**Program Coordinator**  
Modesto A. Maidique Campus  
CBC 128 A  
305.348.7170  
augusto@fiu.edu
Dear Professional BBA Program Students,

Congratulations! The FIU Office of Admissions informs us that you have been approved for full admission to the R. Kirk Landon Undergraduate School. I would like to extend a warm welcome to you and wish you a rewarding and successful academic year.

My office and the PBBA Program office are here to support your success as a student of the College of Business Administration. Therefore, we are providing you with a list of some of the resources available to students:

- College of Business Advising
- Student Learning Center
- State Farm Financial Literacy Lab
- College of Business Student Scholarships
- Business Honor Societies
- Business Student Organizations
- Study Rooms in the College of Business Complex

For more information on the school and the resources available to you please visit: http://business.fiu.edu/landon

We hope you take advantage of the resources available through the School to enhance your academic experience.

Sincerely,

Dr. Richard Klein
Assistant Dean
R. Kirk Landon Undergraduate School of Business
Florida International University
The university is classified by Carnegie as a “R1: Doctoral Universities - Highest Research Activity” and recognized as a Carnegie Community Engaged university. It is a public research university with colleges and schools that offers bachelor’s, master’s and doctoral programs in fields such as business engineering, computer science, international relations, architecture, law and medicine.

As one of South Florida’s anchor institutions, FIU contributes almost $9 billion each year to the local economy. FIU graduates are consistently among the highest paid college graduates in Florida and are among the leaders of public and private organizations throughout South Florida.

FIU has awarded more than 220,000 degrees and enrolls more than 54,000 students. For more information about FIU, visit http://www.fiu.edu/.

The FIU College of Business is ranked fifth among the best undergraduate international programs in U.S. News & World Report’s 2017 edition of Best Colleges. Two of its international business programs are ranked among the Top 15 nationwide by U.S. News & World Report and Financial Times.

U.S. News & World Report has also ranked FIU among the top 100 public national universities in its annual survey of “America’s Best Colleges.” FIU has been recognized as one of the top 10 public commuter universities in the nation by Money.

The College of Business remains worlds ahead in preparing Undergraduate and Graduate Business students, as well as, life-long executive learners for leadership roles in the global market.

FIU College of Business is among the top 5% of elite business schools worldwide accredited by the AACSB International – the Association to Advance Collegiate Schools of Business.

FIU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor’s, master’s and doctoral degrees. SACS reaffirmed FIU’s accreditation in December 2010.
College’s Vision and Mission

Mission
The College of Business Administration exists to create enduring educational value for our students, our alumni, and the professional communities we serve.

Vision
Our vision is to gain international prominence for providing a high-quality, technology-enabled educational experience rooted in our Miami location and focused on the unique requirements of doing business in a global and interconnected market.

Accreditation
All academic programs of Florida International University are approved by the Florida State Board of Education and the Florida Board of Regents (BOR). Florida International University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award baccalaureate, masters and doctoral degrees. Professional degree programs at FIU are accredited or approved, or pursuing full accreditation or approval, by the appropriate specialized accreditation agency.

Bachelor’s in Business Administration
The Bachelor of Business Administration (BBA): Our traditional Bachelor of Business Administration will give students a solid general education, a fundamental understanding of business concepts and practices, a deeper knowledge of one major area of business, and an appreciation of the role of business in society both in the United States and globally.

Through the PBBA courses, students will gain an understanding of:
• How goods and services are produced, financed and marketed in both domestic and international business enterprises
• The effects of economic and legal environments on business’
• Ethical, social and political fundamental knowledge that influences both profit and non-profit enterprises
• The basics of accounting, quantitative methods, computers, and management information systems
• Organizational theory, behavior and interpersonal communication
• Managers’, including senior executives, ability to make decisions despite limited facts and considerable uncertainty

The required courses in students’ selected majors, Management and International Business, will prepare our students to succeed in today’s ever-changing business environment. Additionally, approved elective courses will broaden students’ understanding in other areas that are of particular interest to them.
Overview
The Professional BBA Program offers an alternative, accelerated, part-time option for students pursuing a BBA degree and who are unable to attend traditional weekday classes. The PBBA program is designed for the convenience of the student, and at the same time fosters learning at an accelerated rate. The student learns based not only on text, case studies, and other readings, but with the sharing of academic insights through the online interchange of information and research within a cohort-based model.

The curriculum is presented in a structured, cohort-based course sequence -- permitting students to complete the didactic part of the curriculum in 18 months of study. At the start of fall, students join a cohort of approximately 45 students. Throughout the program, students remain in the cohort and take three classes per session. This cohort- based approach allows students to support one another and participate in collaborative learning experiences.

In the 18-month long Professional BBA Program, students take three classes on Saturdays. Classes that are available in the Modesto A. Maidique Campus.

Benefits
The PBBA Program is rigorous and challenging, requiring students’ strong personal commitment. The PBBA Program’s administrative staff members will respond with a commitment to support students’ hard work by providing a program that allows students to:

- Complete both Management and International Business majors on a compressed schedule that is independent of the regular academic year calendar and is designed to accommodate the other demands in students’ life.
- Experience a learning environment that models the workplaces of many successful 21st century businesses- one that fosters diversity, tolerance, respect, and stimulates personal, intellectual and professional growth.
- Learn through excellent teaching by highly qualified faculty.
- Maximize students’ learning opportunities with a staff that handles all technicalities; including: admission, registration, advising, and serves as a liaison with other University departments.
Sample Program of Study

Session 1  FALL
COM 3150  Advanced Communication for Business (Core)
FIN  3403  Financial Management (Core)
MAR 3023  Introduction to Marketing (Core)

Session 2  SPRING
QMB 3200  Application to Quantitative Methods (Core)
MAN 3025  Organization and Management (Core)
ISM 3011  Introduction to Information Systems Management (Core)

Session 3  SUMMER
MAN 4602  International Business
MAN 4504  Operation Management (Core)
ISM  4400  Management Support Systems

Session 4  FALL A
MAN 4633  MNC Strategy Simulation
MAN 4301  Human Resource Management
MAR 4156  International Marketing

Session 5  FALL B
BUL 4310  Legal Environment of Business (Core)
MAN 4600  International Management
MAN 4151  Organizational Behavior

Session 6  SPRING
GEB 4153  Social Entrepreneurship
FIN  4604  International Financial Management
MAN 4720  Strategic Management (Core)
Given the accelerated and cohort-based nature of the program, all PBBA students are expected to adhere to the following policies:

- Students are enrolled each semester into three courses which they are required to take; no exceptions to the curriculum will be granted. Note: Required business courses completed before enrolling in the PBBA will be accepted.
- Students will not be allowed to drop a course or withdraw from the program until the student has met with one of the PBBA’s program advisors.
- Attendance is mandatory and failure to attend classes may result in an automatic, fee-liable removal from the program. In addition, students are required to be on time for all classes.

By enrolling in the program, students acknowledge that they understand and will abide by the described policies.

Program Cost

The tuition costs per semester, based on the current cost per credit hour of $201.66 plus additional University fees, are the following:

- Tuition for three courses: $1,850.13
- Photo ID Fee: $10.00
- Athletic Fee: $10.00
- Health Fee: $93.69
- Transportation Access Fee: $90.70
- PBBA Fees ($420 per class): $1,260.00

Total: $3,314.52

Please note that tuition fees, including the cost-per-credit, are subject to change every semester.
Financial aid comes from various agencies (federal, state and local governments, universities, community organizations, and private corporations or individuals) to help students meet the cost of attending college. It includes gift-aid (grants and scholarships) and self-help (loans and student employment).

**Basic Eligibility Requirements**
To qualify for financial assistance, students must meet the following basic eligibility requirements:
- Demonstrate financial need
- Be a U.S. Citizen or eligible non-citizen
- Be registered with Selective Service, if required
- Not be in default on a previous student loan or owe a repayment on a previous federal financial aid award received at any institution
- Be enrolled at least half-time in an eligible program of study (some aid is available only to full-time students)
- Maintain satisfactory academic progress

A financial aid package may consist of a combination of gift-aid (grants) and self-help (loans and/or work-study if requested on the FAFSA). Students should check with FIU’s Financial Aid Office for information. Additional requirements may apply depending on the aid programs awarded to students.

Students are responsible for:
- Filling out FAFSA and other financial aid applications
- Fulfilling the requirements for each type of financial aid accepted
- Meeting any financial aid deadlines

Contact the College of Business’ financial aid administrators with any questions:

**Fabiola Ortega**
Financial Aid Manager
CBC 203 A
305-348-4292
ortegaf@fiu.edu

**Steven Diaz**
Financial Aid Officer II
CBC 203
305-348-4234
steven.diaz9@fiu.edu
A previously admitted degree-seeking student who has not enrolled in any course at FIU for one full academic year or more must apply for readmission. The student must meet the University and program regulations in effect at the time of readmission. Students must apply for readmission online. If the applicant has completed courses in another institution of higher education, since the last attendance at FIU, transcripts from that institution must be submitted with the application.

## Grading System (Fall 2016 to Present)

<table>
<thead>
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<th>Grade</th>
<th>Description</th>
<th>Points per Credit Hour</th>
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<tr>
<td>A-</td>
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</tr>
<tr>
<td>B+</td>
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<tr>
<td>B</td>
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<tr>
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<tr>
<td>C</td>
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<tr>
<td>D</td>
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<tr>
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<tr>
<td>F0</td>
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<tr>
<td>IN</td>
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</tr>
<tr>
<td>DR</td>
<td>Dropped Course</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit Earned</td>
<td></td>
</tr>
</tbody>
</table>
Dean’s List
Any fully admitted undergraduate student who earns a semester average of 3.5 or higher on nine or more semester credit hours of coursework for which grade points are earned, is placed on the semester Dean’s List. This achievement is noted on the student’s permanent academic record (transcript).

Academic Honors
Undergraduate students with qualifying GPAs will receive special honors that will be denoted on the student’s transcript and diploma. Students eligible for honors by GPA are also required to have a minimum of 40 credit hours at FIU (not including “P” or “AU” grades) to receive honors (there is no upward rounding in GPA’s).
• Cum Laude – 3.5-3.699
• Magna Cum Laude – 3.7-3.899
• Summa Cum Laude – 3.9-4.0

Academic Warning
An undergraduate student whose cumulative GPA falls below a 2.0 will be placed on warning, indicating academic difficulty.

Academic Probation
An undergraduate student on warning whose cumulative GPA falls below a 2.0 will be placed on probation, indicating serious academic difficulty.

Dismissal
An undergraduate student on probation whose cumulative and semester GPA fall below a 2.0 will automatically be dismissed from their program and the University. An undergraduate student will not be dismissed prior to attempting a minimum of 20 semester hours of coursework.
Application for Graduation
Each student is responsible for applying for graduation and for ensuring that all graduation requirements have been met. To apply:
• Log into MyFIU at http://my.fiu.edu
• Click on “Campus Solutions Self-Service”, on the top left
• Select “Apply for Graduation”, under “Degree Progress/Graduation”
• Click on the blue link next to “Academic Program” (make sure that you can see the correct major(s) before doing so)
• Select the graduation term
• Click on “Continue”

After this, the system will indicate whether the application went through successfully, or if there is an issue that requires attention.

Career Management Services
Students fully admitted to FIU’s Professional BBA Program have the privilege of receiving services from Career Management Services (CMS) at no cost. CMS is a department which helps students develop the career skills and tools they need in seeking employment in today’s competitive job market. Among the services they offer are:
• Résumé referral
• On-campus interviews for internships and permanent positions
• Mock interviews
• Career workshops
• Etiquette lunch/dinner workshops

We encourage all of our students to take advantage of this wonderful opportunity. You can contact the CMS staff to make an appointment with a career advisor at 305.348.7396, or visit http://business.fiu.edu/careers/index.cfm for more information.
• **MAN 4673 Trade Policy and Business:** Examines the multilateral trading system, its rules and practices and its relevance to U.S. business. Attention will focus also on the political dynamics of international trade policy and application.

• **MAN 4613 International Risk Assessment:** Introduces the types of risk confronting businesses operating internationally. Critiques specific techniques used to assess risk and relate the results to management decision-making.

• **MAN 4653 Foreign Direct Investment:** Presents/assesses foreign direct investment (FDI) in the world economy and in so doing examines the political, economic, cultural, and legal dimensions of both inward and outward bound FDI.

• **MAN 4956 Study Abroad in International Business:** Designed as integrated program of learning conducted in foreign business environments. It develops an understanding among economic, political and cultural factors in various countries.

• **MAR 4144 Export Marketing:** Emphasizes practical approaches to export marketing, including marketing strategies by individual firms to serve foreign markets. Operational methods of identifying, establishing and consolidating export markets are discussed, with particular attention to the needs of the smaller business. Prerequisites: MAR 3023 or equivalent.

• **MAN 4610 International Human Resources:** Compares global human resource systems with emphasis on the reasons HR differences exist. The HR functions of selection, training, compensation, and performance management are compared in different countries and cultures. Focuses on both expatriate assignment and foreign HR operations.

• **TRA 4721 Global Logistics:** Logistics activities of multinational firms, international transportation systems, global sourcing, customer service, faculty location, inventory management, customs issues, export-import activities, and the role of governments. Prerequisites: A grade of “C” or higher in MAR 3023 or equivalent, 60 credit hours earned.
Frequently Asked Questions

For your convenience, we have grouped frequently asked questions by subject. Please click on the link below to search through the entire section in regards to admission, grades, registration, degree program, graduation, and advising.

http://business.fiu.edu/landon/faqs.cfm

FIU Email Account

Every FIU student is provided with an official FIU email account. All official university communications will be sent to your FIU email account, such as information about registration, financial aid, pending balances, notices, and events. Each student is responsible for reading every email sent to her or his FIU email account.

We are aware that some students would rather receive FIU email messages via their preferred email addresses. In order to do so please follow these steps:
- Log on at http://panthermail.fiu.edu
- Under the ‘Settings’ option, select the ‘Forwarding and POP/IMAP’ tab
- Select the second option that allows you to ‘forward a copy of incoming Mail’, and enter your preferred email address in the space provided
- Click on the ‘save changes’ button to complete the process

FIU Online Tutorials

FIU Online Tutorials provide an overview of how to take an online course using Blackboard Learn and Blackboard Learning Mobile Learn.

http://online.fiu.edu/currentstudents/tutorials