

The University of Memphis
Fogelman College of Business & Economics
Student Responsibilities and Policies

First Name	Middle	Last	University ID#	
Mailing Address	Street	City	State	Zip Code
Phone Number	Email			

I am aware of and will adhere to the following requirements in the Fogelman College of Business & Economics:

- ☐ **I must read my university email regularly.** The Undergraduate Student Services Office primarily communicates to me through my university email. Failure to read my university email does not excuse me from my responsibility for the information sent to my email account.
- ☐ I must read the Undergraduate Bulletin, my UMdegree, my Major Sheet, and my transcript. The Undergraduate Student Services Office will take all reasonable steps to advise me of all the necessary requirements for my degree program. However, if for some reason, the Undergraduate Student Services Office neglects to remind me of a requirement, I am still responsible for that requirement.
- ☐ I must achieve a 2.25 GPA in the lower division business core.
- ☐ I must achieve a 2.50 GPA in the lower division business core, if I am an Accounting Major.
- ☐ I must complete all lower core courses with the aforementioned GPA before I can enroll in upper division business courses (courses numbered 3000 or higher), if I am an Accounting Major.
- ☐ I must achieve a 2.25 GPA in the upper division business core.
- ☐ I must achieve a 2.25 GPA in my major course work.
- ☐ I must check with the Undergraduate Student Services Office before enrolling in a course for a 3rd time.
- ☐ I cannot receive a failing grade in the same course more than three times (excludes grades of “W.” If I fail to achieve a satisfactory course grade after my third attempt (a grade of “C-” or the necessary grade to attain the required lower division, upper division, and/or major GPA), I will not be allowed to be an undergraduate business student in the Fogelman College of Business & Economics and will be required to select a major in another college at The University of Memphis.
- ☐ Late withdrawals from coursework are not permitted beyond the last day to withdraw specified by the University Calendar for the semester or session. Exceptions are made to the policy only in extreme circumstances: death of immediate family member, serious medical illness, or major change in employment. Documentation of these circumstances must be provided to the Director of Undergraduate Student Services for review and approval.

Student Signature	Date
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FCBE Advisor Signature	Date
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