

Advising Guide



LEWIS COLLEGE
OF BUSINESS

2018-2019

MESSAGE TO STUDENTS:

Welcome to the Lewis College of Business at Marshall University. We are so excited that you made the commitment to attend Marshall University and we look forward to helping you make the most out of your time here! The Lewis College of Business has many exciting programs and activities to help prepare you for successful careers in business, the non-profit sector, and government.

The Lewis College of Business is set apart from other business schools! The Lewis College of Business at Marshall University is accredited by The Association to Advance Collegiate Schools of Business (AACSB). As of May 2018, only 817 schools around the world have this prestigious accreditation. We are also one of 186 schools that have a separate AACSB accreditation for Accounting. When you graduate from the Lewis College of Business, you can have the confidence that you have received a high quality business education!

The Lewis College of Business uses a professional advising model. That means that you are assigned to an academic advisor when you start in the Lewis College of Business and stay with the same advisor until you graduate! This model benefits you in many ways. It gives you the chance to have one person on campus that you know you can always go to for help. Also, it is our job to make sure that we have the most up to date and accurate information about the curriculum and Marshall policies and procedures. You can be confident that you are getting the best information and that we will do everything we can to help you navigate your undergraduate college career. Keep this booklet with your important paperwork as it will help answer many of questions that arise as you begin and continue your studies. While we are here to provide support and guidance, it is ultimately your responsibility to comply with all regulations and ensure that you are meeting the requirements set forth for your catalog year. If you do not, your graduation may be delayed. So use all of the resources that Marshall provides to make sure that does not happen!

We want you to know that we are here to assist you in completing your education goals, earning your degree, and getting you on the right path to the career that you wish to pursue! Anytime you have questions, please contact your academic advisor. We will help you find the answers that you need!



Lacie Bittinger, MBA, MS
Director of Student Services
Lewis College of Business

Mission Statement

The Lewis College of Business prepares students to become successful business professionals advancing economic development throughout West Virginia and beyond. The College provides a high quality business education in a supportive learning environment that encompasses exemplary teaching, service to our communities, and a faculty committed to applied and pedagogical scholarship.

Vision Statement

The Lewis College of Business will provide current and comprehensive undergraduate and graduate education and be recognized as a major contributor to the region's economic development.

Strategic Priorities

High Demand Curriculum
Desired Skill Set
Experiential Learning, External Engagement & Economic Development
Entrepreneurship & Innovation
Global Footprint & Connections



LEWIS COLLEGE OF BUSINESS

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ADVISING GUIDE

This guide is intended to assist you as you embark upon your college career. The information contained in this advising guide will help you successfully complete a B.B.A. degree from the Lewis College of Business (LCOB). It may not answer all of your questions, but it will address many of the most common questions and concerns. Scan the Table of Contents to find the heading that contains the information you may need. Be sure to keep your Advising Guide throughout your entire college career. The Advising Guide is also available online on the LCOB's website.

The Advising Guide is not intended to replace the Undergraduate Catalog. The catalog includes more information and regulations of which you must be aware. The requirements and the regulations described in the catalog must always be met. If you review the topics listed in the index of your Catalog, you will likely find the information that you seek.

You need to become an informed student. Through the Undergraduate Catalog and the Advising Guide you will know what is required of you to complete your degree. Below is a list of contact information for the academic advisors and division heads. The faculty and staff are here to help you while you are a student. Should you need help or have a question that cannot be answered by the Advising Guide or the University Undergraduate Catalog, call the appropriate advisor or department. Don't let a small question become a big problem. Get the help you need!

Academic Advising Center

Sabrina Williamson, Academic Advisor (advises last names A-K)
Corbly Hall 334
(304) 696-2442
williamsons@marshall.edu



Rodney Sanders, Program Manager (advises last names L-Z)
Corbly Hall 334
(304) 696-2610
sanders28@marshall.edu



Lacie Bittinger, Director of Student Services
(advises students on academic probation & student athletes)
Corbly Hall 334
(304) 696-2612
bittinger@marshall.edu



Academic Divisions

Accounting & Legal Environment	
Dr. Nancy Lankton, Division Head Corbly Hall 224 (304) 696-2656 lankton@marshall.edu	Suzann Workman, Administrative Secretary Sr Corbly Hall 225 (304) 696-2310 workman@marshall.edu
Finance & Economics	
Dr. Richard Agesa, Division Head Corbly Hall 264 (304) 696-2606 agesa@marshall.edu	Barbie Adams, Administrative Secretary Sr Corbly Hall 257 (304) 696-2311 adams122@marshall.edu
Management & Health Care Administration	
Dr. Deepak Subedi, Division Head Corbly Hall 421 (304) 696-2676 subedi@marshall.edu	Sharon Jenkins, Administrative Secretary Sr Corbly Hall 429 (304) 696-5423 henneman@marshall.edu
Marketing, MIS, & Entrepreneurship	
Dr. Elizabeth C. Alexander, Division Head Corbly Hall 318 (304) 696-2686 alexanec@marshall.edu	Sharon Jenkins, Administrative Secretary Sr Corbly Hall 429 (304) 696-5423 henneman@marshall.edu

Director of Stakeholder Engagement

The Lewis College of Business wants you to be successful. That's why we have employed a Director of Stakeholder Engagement. Glen Midkiff, Ed.S., is a valuable resource at your disposal provided by the LCOB. Mr. Midkiff is an additional asset in your toolbox of growth. With his connections within the community, he can give you direction in finding an internship. He also offers a set of eyes to read a resume and cover letter when applying for a job. Mr. Midkiff's office is located in CH 107 and can be reached at 304-696-3431 or midkiff2@marshall.edu.

I. MAJORS AVAILABLE

The LCOB has several majors which may lead to exciting careers. Your major should be selected with great care. The following is a brief list of possible careers that you may want to pursue:

Accounting

Corporate Accounting:
Internal Auditor
Management/Accountant
Comptroller/Controller
Cost Accountant

Not for Profit Accounting:
University Accountant
Charitable Organization Acct.
Hospital Accountant

Government Accounting:
IRS Agent
State Auditor
Bank Examiner
Municipal Accountant
FBI Agent

Public Accounting:
Audit/Assurance Service Prof.
Tax Accountant
Management Advisory Services

Economics

Analyst with FDIC
Financial Consultant
Securities Broker
Financial Analyst

Government Program Analyst
Legislative Assistant
Environmental Issues Analyst
Regional Development Planner

Energy Management

Environmental Manager
Contracts Manager
Power Trader
Land Manager
Commodity Trader (Gas & Electric)

Business Development Manager
Field Landsman
Gas Marketing Representative
Division Order Manager

Entrepreneurship

Business Owner
Consultant
Recruiter
Salesperson

Business Development Manager
Management Analyst
Franchisee
Venture Capitalist

Finance

Financial Analyst
Cash Manager
Financial Planner
Accounts Receivable Analyst

Security Analyst and Portfolio Mgr
Commercial Bank Manager
Risk Manager
Insurance Executive

**Health Care
Management**

Medical Analyst
Hospital Administrator
Medical Insurance
Representative
Surgical Device Sales

Physician's Office Administrator
Health Care Sales Manager
Long Term Care Administrator
Pharmaceutical Sales

International Business

International Purchaser
Foreign Sales Analyst
Foreign Exchange Trader
International Planner

Importer/Exporter
Consultant/Negotiator
Civil Servant
International Loan Officer

Management

Chief Executive Officer
Vice President
Director
Operations Manager
Sales Manager

Human Resource Manager
Industrial Relations Specialist
Regional and District Manager
Entrepreneur

**Management
Information Systems**

Systems Analyst
Teacher and Researcher
Electronic Commerce
Network & Telecommunications
Administrator

Database & Data Warehousing Adm.
IT Manager
Web Master Consultant
Enterprise Resource Planning Spec.

Marketing

Marketing Director
Salesperson
Sales Manager
Promotion Manager
Account Executive

Branch Manager
Market Researcher
Buyer
Store Manager

II. ACADEMIC ADVISING

FRESHMEN (0-29 credit hours)

As a freshman, you must be advised by the advising staff before you register for classes. You will be prevented from registering for classes until you meet with your advisor and your advising hold is removed. These sessions are mandatory for all freshmen. We realize that incoming freshmen are inundated with information during freshman orientation. Therefore, we feel it is vitally important for you to attend these advising sessions prior to registering. We discuss curriculum requirements and the classes you should take for the upcoming semester. You will be informed, via Marshall email, about the process to complete freshman advising prior to the registration periods. You will be required to complete freshman advising until you officially become a sophomore. Students are encouraged to utilize DegreeWorks to keep track of degree requirements. Please see page 25 for details.

SOPHOMORES (30-59 credit hours)

Once you become a sophomore you are no longer required to meet with an academic advisor in order to register for classes; however, it is highly suggested that you meet with your academic advisor every semester. If you would like to meet with your academic advisor, please contact them to schedule an appointment. The advisors will also send you emails prompting you to schedule advising appointments. Please watch for these emails. Meeting with your advisor early in the semester will save a lot of stress during registration. Near the end of your sophomore year, you should develop a plan for completing your major courses. Some courses are only offered once a year and some courses have prerequisites which must be completed before progressing into the next course. It is very important that you plan accordingly in order to properly plan your graduation date.

JUNIORS (60-89 credit hours)

Once you complete 60 hours of coursework, your academic advisor will complete a Junior/Senior Evaluation. This evaluation will outline all of your remaining requirements in order to graduate. Once your Junior/Senior Evaluation has been completed, you will be sent an email by your academic advisor notifying you to make an appointment to discuss the evaluation. A hold will be placed on your account until you meet with your advisor to discuss the evaluation. This hold will prevent you from registering for classes and/or adjusting your schedule until you meet with your academic advisor to review your Junior/Senior Evaluation.

SENIORS (90+ credit hours)

The semester **before** you plan to graduate is the time to apply for graduation. You will receive emails from your advisor explaining the process to pay your diploma fee and apply for graduation. Once you apply, your academic advisor will verify your requirements and place you on the tentative graduation list. Students applying for graduation should check in the Registrar's Office to be sure their name is listed as they would like for it to appear on their diploma and that their permanent mailing address is correct.

ACADEMIC PROBATION STUDENTS

Academic Probation is when a student's overall grade point average and/or Marshall grade point average drops below a 2.0. Regardless of class standing, all probation students must meet with the Director Student Services and fulfill certain requirements in order to continue their enrollment. Probationary and Suspension status is determined by quality point deficits. Please refer to page 11 in this Advising Guide for clarification of the University Academic Probation and Suspension Policy.

III. GRADING AND GRADE POINT AVERAGE

As a college student, you must be able to understand the grading system.

A. GRADES AND QUALITY POINTS

Your GPA and Quality Points are directly related to your success in college. The grading system at Marshall is based on a 4.0 GPA. The following system is used to determine your GPA:

- A - For superior performance. Four quality points are earned for each semester hour with a grade of "A".
- B - For performance distinctly above the average in quality. Three quality points are earned for each semester hour with a grade of "B".
- C - For performance that is average in quality. Two quality points are earned for each semester hour with a grade of "C".
- D - For performance of below-average quality. One quality point is earned for each semester hour with a grade of "D".
- F - Failure, given for unsatisfactory work. Zero quality points.

You should also understand the following terms:

- W - Withdrawn on or before the tenth Friday after the first class day of the regular semester or the third Friday after the first class day in the summer session. Consult the university academic calendar for the last day you may withdraw from an individual course.
- I - An "I" grade (Incomplete) is given to students who have completed three-quarters of the course, but cannot complete the course for a reason that accords with the university excused absence policy. Students must be in good standing in the class prior to requesting an incomplete. The course instructor decides whether or not an incomplete will be granted and specifies in writing what work the student must complete to fulfill the course requirements. The student has until the end of the next fall or spring semester from the date of receipt of the incomplete grade in which to complete the course, or the instructor may establish an earlier deadline. If special circumstances exist, which prevent the student from completing the course in the prescribed time, the incomplete may be extended with approval of the instructor, the instructor's chair or division head, and the instructor's dean. If the student satisfactorily completes the course in the prescribed time he/she will receive a letter grade. If the student fails to complete the course requirements during the stipulated time, the grade of "I" changes to a grade of "F". The "I" grade is not considered in determining the quality point average.
- CR/NC - Recorded as "CR" (for satisfactory performance) or "NC" (for unsatisfactory performance) for courses elected by the student for the credit/no-credit option or for courses designated by the department chairperson for credit/no credit grading. "CR" and "NC" are not considered in determining the quality point average.
- Complete - In rare situations a student may be forced to withdraw completely from the university
Withdrawal - during a semester. Withdrawal from the university is defined as dropping all classes for which a student is registered. The student receives "Ws" for all of their classes for the semester.

B. GRADE POINT AVERAGE

As an illustration, the following will help you understand how we calculate your Grade Point Average.

	<u>Credits</u>	<u>Grade</u>	<u>Credit Points</u>
ENG 101	3	W	0 X 0 = 0
MTH 123	3	A	3 X 4 = 12
CMM 207	3	F	3 X 0 = 0
ART 112	3	C	3 X 2 = 6
BSC 104	4	B	4 X 3 = <u>12</u> Total 30

The grade point average is then:

$$\text{GPA} = \frac{30}{13} \frac{(12+6+12)}{(3+3+3+4)} = 2.31$$

If you are failing a class with little hope of turning your grade around, you should drop the course during the "W" period. Consult your instructor for advice as to whether or not you should drop. Don't give up, stop going to class, and accept a grade of "F." A grade of "F" will have a tremendous negative impact on your GPA. "W" has no impact on your GPA. Every semester you should know when the "W" period ends. If you wait to drop after the "W" period, you must completely withdraw from the university. If you decide to drop a class, do not wait until 4:00 p.m. on the last day to drop to get your instructor's signature.

In addition to calculating your GPA, the dean's office also calculates quality points. You should fully understand both concepts.

Your GPA is calculated on the three levels listed below. In order to graduate you must have at least a 2.0 in all three categories. If you have any deficit quality points you are below a 2.0.

- MU - All courses taken at Marshall University
- OVERALL - All college courses taken. This calculation includes transfer work. For students who attend only Marshall the GPA is identical to your MU GPA. The following table summarizes quality points. Just like the GPA calculations, quality points are based on averages.
- MAJOR - All classes (even those outside the LCOB) listed on your major curriculum sheet.

D/F Repeat Rule: Students receiving a grade of "D" or "F" in any course within the first 60 attempted hours may repeat the course. Think of this policy as a second chance for classes you take as a freshman or sophomore. The second grade will then be used in calculating the grade point average, although both grades remain on the official record. This expedites the removal of deficiencies obtained in the freshman and sophomore years.

Repeating a course can be done at any time prior to graduation. It is not mandatory unless the student has failed a course which is to be used to fulfill a degree requirement (such as ENG 101 or ACC 215), or gets a "D" in a course that requires a "C" to move on (such as ENG 101).

The D/F repeat rule is applied for only one repeat of a given course. Any subsequent repeat of the same course will be added to the total hours and be used in calculating the grade point average. **WHEN DOING D/F REPEATS, WHATEVER GRADE YOU RECEIVE THE SECOND TIME WILL REPLACE THE FIRST GRADE. IF YOU REPEAT A CLASS IN WHICH YOU GOT A “D” WITH AN “F”, THE “F” WILL ALWAYS BE USED IN CALCULATING YOUR GRADE POINT AVERAGE.** If this happens and the course is a requirement, the student will be required to take the course again for a passing grade. The second “F” and third letter grade will be used to figure the students grade point average.

NOTE: If you earn a grade of “D” in a course within your first 60 attempted hours and later repeat the course as a D/F Repeat, the first three hours completed will be removed from your total earned hours.

IV. ACADEMIC PROGRESS

The LCOB will follow your academic progress through graduation. It is important that you understand the impact grades will have on your progress. If you have a grade point average of more than a “C” (2.0), you will have a surplus of quality points. If your grade point average is less than a “C” (less than 2.0), you will have a deficit of quality points. You have a deficit when the credit hours for work for which you have a grade exceeds the number of quality points earned. A three-hour "B" will create a surplus of three quality points; a grade of “D” in a three-hour course creates a deficit of three points. Grades of “A” and “B” create a surplus of quality points, grades of “D” and “F” create a deficit of quality points. See the following chart:

F	D	C	B	A	
-2	-1	0	+1	+2	1-hour class
-4	-2	0	+2	+4	2-hour class
-6	-3	0	+3	+6	3-hour class
-8	-4	0	+4	+8	4-hour class

To make progress, you must stay at an average of “C” or better in all the courses in which you enroll, and in all courses in your major. A surplus of classes outside your major will not assist you in improving your major GPA.

PROBATION: All undergraduate students whose Overall and/or Marshall GPA drops below a 2.0 will be placed on Academic Probation. Academic Probation is a period of restricted enrollment for a student. All probation students are subject to the following restrictions:

- Students on probation must meet with the Director of Student Services before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
- Students on probation may be restricted to taking a maximum of 12-14 hours and required to repeat courses under the D/F Repeat Rule to reduce deficiency points.
- Students on probation must earn a 2.0 GPA or higher GPA during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation will result in suspension (see below).
- Students on probation are not allowed to register by MILO (Web).

- Students on probation must participate in their College’s Retention Program. This may include completion of UNI 102, mandatory tutoring sessions, peer advising sessions, mandatory tutoring sessions in the Writing Center, and attendance of workshops.
- Other requirements may be imposed by the Associate Dean and Director of Student Services in the Academic Improvement Plan.

The student is returned to academic Good Standing when his/her Marshall and overall GPA is 2.0 or higher.

ACADEMIC SUSPENSION (INELIGIBLE): Academic Suspension is defined as a period in which a student cannot enroll in courses at Marshall University. A student who has pre-registered and is subsequently suspended will have his/her registration automatically canceled.

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA Hours (see table below) will be suspended for one regular semester (the summer terms do not count as a term of suspension).

Suspension QPD

GPA Hours	0-29	30-59	60-89	90 or more
Quality Point Deficit	20	15	12	9

When a student returns to Marshall after any suspension, the student will be placed on Academic Probation and must follow all of the requirements of his/her Academic Improvement Plan and the College’s Retention Plan. Failure to meet all of these requirements or exceeding the Quality Point Deficits listed in Table 1 will result in suspension. **A second suspension will be for a period of one calendar year. Third and subsequent suspensions will be for a period of two calendar years each.** Note that this suspension policy does not apply to conditionally admitted students; they are governed by the regulations of University College.

Petition for Reinstatement after a Second or Subsequent Suspension: Reinstatement after a second or subsequent suspension is only by written petition to the Director of Student Services. The petition must be in writing and provide evidence that the student can meet the requirements of his or her Academic Improvement Plan. The written petition for readmission must be submitted at least 30 days prior to the beginning of the semester for which readmission is sought.

Grade Appeals: A grade appeal must be made to the instructor of the course. Procedures for grade appeals are outlined in the Undergraduate Catalog.

Freshmen/Sophomore D/F Letters: During the middle of the semester, professors will total grades for all freshmen and sophomores. If a freshman or sophomore has an average grade of “D” or “F”, the student will be sent a letter from the Registrar’s Office informing them to consider dropping the course. We encourage all students who receive a letter to meet with their academic advisor to discuss their options.

V. DOING WELL ACADEMICALLY

There are many things which you can do to earn good grades. It is important that you understand that you are the only one that can make the grades. The following suggestions are recommended:

1. Attend every class session. Missing classes will significantly harm your grades.
2. Be on time for every class. Being late for class is not acceptable in college.
3. Read all assigned material before class. If you fail to do this, you will profit less from class.
4. Prepare and submit assignments on time.
5. When you do not understand a lecture or assignment, ask the professor for help. This can be done before class, during class, after class, or during office hours.
6. When you get behind, get help. Meet with your professor or seek assistance from Tutoring Services (see page 15) or the Writing Center (see page 15).
7. Participate in class. Students who participate in class discussions usually make better grades.
8. When you have a choice, sit in the front of the class. By doing this, you hear better and pay better attention to what is being taught.
9. Prepare for every test. Do not assume that you are as well off as the others. Get ready!
10. If you do not know why your answers were not acceptable, talk to your professor for clarification.
11. If students want to improve their time management skills, study skills, note taking skills, etc..., they are encouraged to take UNI 102 (Strategies for Academic Success).

VI. CLASS ATTENDANCE/EXCUSED ABSENCES

Each faculty member will state an attendance policy in their course syllabus. However, you should understand that attendance is expected in each class. We know from experience that failure to attend class is a major reason for low grades. Frequently missing classes is a demonstration of a lack of interest or priority. Once you enroll for a course, it is expected that class attendance will be a priority. Preparing for a career in business is the first step in entering a career. You will need to demonstrate that you are ready for a career by your attendance and work in your classes.

The university does have an official policy on excused absences. Situations that may be granted (per the guidelines in the policy) include the following: university-sponsored activities, medical circumstances, death or critical illness of an immediate family member, short-term military obligations, jury duty or subpoena for court appearance, and religious holidays.

To obtain a university excused absence the student must submit the Excused Absence Form to the Office of Student Affairs. This form may be submitted online at <http://www.marshall.edu/student-affairs/excused-absence-form/>. The official excused absence policy can be found at <http://www.marshall.edu/academic-affairs/policies/>.

VII. TRANSFER STUDENTS

Students who transfer credit from another institution will receive a conversion of credit from the Admissions Office. Your academic advisor will determine which requirements these transfer credits will meet. If a student transfers to Marshall with 30-59 credit hours, FYS 100 and one Critical Thinking course (see page 26) will be waived. If a student transfers to Marshall with 60+ credit hours, FYS 100 and both Critical Thinking courses will be waived.

It is important that you have a clear understanding of how the courses taken at other schools apply. You will be advised which courses to take your first semester at MU. When meeting with your academic

advisor, it is important to ask any questions that you have regarding how your previous coursework transferred to Marshall. After your initial semester, you will fall under the advising guidelines for your class standing. Courses from two-year colleges will transfer to MU as “lower division credit”. Please see the section below titled “Validation of Lower Division Courses” to see how that applies.

Transient Students: Once you begin your degree at Marshall, it may be convenient for you to take one or more courses at another university and then transfer the credits back to Marshall. For example: if you live in a city that has a college or university you may want to take a course over the summer while you live at home. Before you enroll at the other institution, you need to complete an Approval of Courses to be Taken for Advanced Standing (Transient Student) form. To obtain a form, you must go to the Admissions Office.

The Transient Student form should be taken or mailed to Admissions after you complete the gray section of the form. In Admissions, a Marshall University representative will write in the equivalent Marshall course number. The Director of Student Services in the LCOB then determines if the course will apply toward your graduation requirements. Then, the form is signed by the Registrar’s Office.

The Transient Student form **must** be completed before you begin the class. This form is your protection against taking unnecessary courses and from being declared ineligible to return to Marshall. Once the course is completed, you are responsible for having the visiting school send an official transcript to Marshall University so that it can be entered onto your official Marshall transcript.

NOTE: If you choose to take a course at another school during your graduating semester, the course must be entered onto your Marshall transcript before your degree can be granted. Once the course is completed, an official transcript must be sent from the visiting school back to Marshall. If the transcript does not arrive in a timely manner at the end of the semester, your graduation could be delayed.

VIII. VALIDATION OF LOWER DIVISION COURSES

Any class that transfers in to Marshall that has been taken at a two-year college transfers in as lower division credit (freshman/sophomore level). If it is a class that is required for your major as an upper division course (junior/senior level) then the class **MUST** be taken at the upper division.

Although you will receive credit for that particular course at Marshall, if the class is required to be taken at the upper level at Marshall, you must validate that class in order to receive credit for that requirement. The LCOB offers validation options for FIN 323, MGT 320, and MKT 340. The options are as follows:

FIN 323:

1. Make a grade of “C” or better in FIN 343 or FIN 370 at Marshall University to validate FIN 323.
2. Take the validation exam offered through the Division of Finance and Economics. If you pass the exam, that division will notify your advisor to award you proper credit for FIN 323.
3. Repeat FIN 323 at Marshall University.

MGT 320:

1. Make a grade of “C” or better in MGT 422 at Marshall University to validate MGT 320.
2. Take the validation exam offered through the Division of Management and Health Care Administration. If you pass the exam, that division will notify your advisor to award you proper credit for MGT 320.
3. Repeat MGT 320 at Marshall University.

MKT 340:

1. Make a grade of “C” or better in MKT 371 at Marshall University to validate MKT 340.
2. Take the validation exam offered through the Division of Marketing, MIS, and Entrepreneurship. If you pass the exam, that division will notify your advisor to award you proper credit for MKT 340.
3. Repeat MKT 340 at Marshall University.

The above three courses are the only courses in which the Lewis College of Business offers validation. Any other course that is transferred in at the lower level that the Lewis College of Business requires to be taken at the upper level, must be repeated at Marshall University. When a student chooses to retake the equivalent course at Marshall can only apply the credit hours from one of the courses towards graduation.

IX. COUNSELING SERVICES

It is not unusual for college students to have personal problems. For this reason, the university provides counseling services. Their office provides services to help you manage stress, depression, and anxieties including the serious problem of test anxiety. They can guide you through conflict resolution, anger management, relationship issues, and provide you with academic counseling. The Center is located on the first floor of Prichard Hall and the phone number is (304) 696-3111. They cannot help you unless you let them know you need help.

X. TUTORING SERVICES

Tutoring Services are available to all students at no additional cost. The goal of tutoring is to help lead students to academic excellence, not just remediation. Tutoring is available in three formats: drop-in (no appointment necessary), individual (by request), and online (by request). Individual tutoring is limited to two hours per week in up to two subjects. Since hours of operation vary per term, students are highly encouraged to stop by University College, located in the Communications Building, or visit their website at <http://www.marshall.edu/uc> for a complete schedule.

XI. WRITING CENTER

The Writing Center is a free tutoring service for all Marshall University students who want help with their writing. The Writing Center is staffed by graduate and upper-level undergraduate students who are trained to help at all stages of the writing process and in any discipline. The Writing Center is located on the second floor of Drinko Library. Students can visit the Writing Center website at <http://www.marshall.edu/writingcenter/> for more information.

XII. ACADEMIC CALENDAR

Students should carefully review the Academic Calendar at the start of each semester. This calendar includes important dates for the semester, including deadlines. Students may access the calendar at <http://www.marshall.edu/calendar/academic/default.asp>.

XIII. INTERNSHIP

There are many reasons why you should consider an internship. Today's job market is competitive. You need to begin building your resume now. Through an internship you have an opportunity to get great experience. You can apply the material that you have covered in class in real life situations. You might even get a career position from either the company you worked for or through people you may have met while an intern! Make it one of your goals. Before you graduate you should have at least one job in some capacity in your chosen field. For example: If you aspire to be a CPA you should work part-time in a public accounting firm or the accounting department of a company before you graduate. The job experience that you receive will make your remaining business classes more interesting and you will likely be a better job candidate than the accounting graduate who worked as a waiter all through school.

Part-time jobs and summer jobs will add to your resume, but if you choose an approved internship position you will be eligible to receive elective credit for work experience related to your major. You can receive up to 6 credit hours through completing an approved internship. Students majoring in Management, Management Information Systems, or Marketing can apply 3 hours of credit toward one Management, Management Information Systems, or Marketing elective. Accounting, Economics, and Finance internships count toward free elective hours. If you need assistance in searching for an internship, contact Glen Midkiff, Director of Stakeholder Engagement

To be eligible for internship credit, you must be a student in the Lewis College of Business, have junior or senior standing, with at least a 2.5 overall grade point average. Transfer students meeting these criteria are eligible to participate after one semester of coursework at the Lewis College of Business. If you do not meet these requirements, do not give up on the idea of working in your field. You will not be eligible for academic credit, but can still list this valuable experience on your resume. In order to apply for an internship, you must complete an application in the Advising Center (see page 43) and have it approved, **prior** to beginning your internship. If you register for the internship credit during the summer, the cost is the same as a traditional summer class.

XIV. DOUBLE MAJORS/MINORS

Double Majors and Dual Degrees:

Students can major in more than one discipline by completing the requirements for both majors. If the two majors are in different colleges, the student must notify both colleges in order to pursue both majors. For administrative purposes, students can only be housed in one college; students will select which college will be their primary college. Students must decide if they want to pursue dual degrees (receive two diplomas) or a double major. To pursue a double major, the student would only complete the general education requirements in the primary college. If you decide to do a double major, you will graduate after all requirements are met for both majors. Talk to your academic advisor regarding your options. Students graduating with a double major will receive one diploma with both majors listed. To pursue dual degrees, the student must complete all core curriculum, minor, and major requirements for both majors and have at least 30 hours of coursework beyond what is required for the degree of the primary college. If these requirements are met, a student must apply for graduation with both colleges and pay two diploma fees in order to receive two diplomas.

Additional Degrees:

If you complete a bachelor's degree and return for a second degree, you will be required to complete the degree requirements for the second degree, a minimum of 30 additional credit hours, and meet the residency requirement of 24 credit hours.

Minors:

Marshall University does not currently notate minors received on your diploma; however, they do notate them on your transcript. Minors are a great way to build your resume. Students in the LCOB can minor in other areas of business, but can also minor in fields outside of business such as psychology, criminal justice, or business communications. Please note that minors are specified in the current university catalog. It is important to declare any minors that you are pursuing when you meet with your academic advisor. By declaring the minor(s), you will be able to see the requirements for the minor in DegreeWorks and your advisor will be aware of the minor when you apply to graduate.

MINOR PROGRAMS OF STUDY FOR THE LEWIS COLLEGE OF BUSINESS:

Students can choose to complete a minor in any of the following areas in business.

Accounting Minor - A minimum of 12 credit hours in Accounting, to include ACC 311, ACC 318 and 348 and three hours of other upper-level accounting courses. Choose from among ACC 312, 341, 412, 418, 448 or 400-level Special Topics. Students must receive a grade of "C" in prerequisite courses to advance.

Economics Minor - A minimum of 15 credit hours in Economics, with no more than six of those hours earned at the 200 level.

Entrepreneurship Minor - A minimum of 15 credit hours to include - *Required Courses:* ACC 215/216 (ACC 310 for non-business majors only), MGT 360, MGT 461, and MKT 340. [ACC 215/216 counts only as 3 hours of an elective towards the 15 hours required for the minor]; and one *Elective Course:* FIN 380; LE 366; MIS 350; MKT 231; or an internship in entrepreneurship in ACC 490, ECN 490, FIN 490, MGT 490, MIS 490, or MKT 490.

Finance Minor - A minimum of 12 credit hours in Finance, to include FIN 323, plus six hours from among FIN 321, 343, 370; plus three hours taken in any of the discipline's 400-level courses.

Legal Environment – A minimum of 12 credit hours in Legal Environment, to include LE 207, LE 308, LE 351, and LE 366.

Management Minor - A minimum of 12 credit hours, to include MGT 320 and 422, plus six hours of 400 level MGT courses.

Management Information Systems Minor - A minimum of 12 credit hours to include MIS 290 and MIS 340, plus six hours from among the 300/400 level MIS courses (excluding MIS 475).

Marketing - A minimum of 12 credit hours, to include MKT 340 and nine hours of MKT.

Risk Management and Insurance – A minimum of 12 credit hours to include FIN 321 and FIN 329, plus six hours from FIN 405 and SFT special topics courses approved by the LCOB.

XV. STUDENT ORGANIZATIONS

Every department in the LCOB has a professional student organization that you may want to join. Student organizations usually meet once a month during regular semesters. They bring in guest speakers, go on tours and have social events. These groups are a great way for you to meet other students interested in your field. You may make contacts through the student organization that will lead to a career opportunity upon graduation.

If you join a professional student group, you should consider running for an officer's position. Being able to list on your resume that you were VP of your student group shows prospective employers that you have leadership skills. Even if you choose not to be an officer, just listing your membership is a nice asset for your resume.

The following is a list of the professional student organizations in the LCOB: Beta Alpha Psi, Alpha Kappa Psi, Delta Sigma Pi, LCOB Dean's Student Advisor Board, the Society for Human Resource Management, Healthcare Executive Leaders of Marshall, the Management Information Systems Club, the American Marketing Association, Collegiate Entrepreneurs' Organization (CEO's), and the Society for Advancement of Management.

BETA GAMMA SIGMA is the highest recognition a business student anywhere in the world can receive in an undergraduate or master's program at a school accredited by AACSB-The Association to Advance Collegiate Schools of Business. The mission of Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, and personal and professional excellence in the practice of business.

To be eligible for membership, the academic ranking of those being considered must place them:

- in the upper seven (7) percent of the junior class;
- in the upper ten (10) percent of the senior class; **OR**
- in the upper twenty (20) percent of the graduating master's class.

Beta Gamma Sigma is open by invitation only to LCOB majors, regardless of sex or race.

XVI. OFFICE OF CAREER EDUCATION

Do not be afraid if you do not know as a freshman exactly the career you hope to pursue. Few freshmen are fortunate enough to be so focused. During your first two years, you will be exposed to all departments in the LCOB. You should use your freshman and sophomore years to explore different careers. You should also use this time to do a self-evaluation. What are your strengths? What are your weaknesses? Try to pick a career that complements your strengths.

The Office of Career Education has multiple locations to assist students with career planning and testing for students who are undecided in major, resume writing and interviewing skills, and finding internships, part-time jobs, and careers. For more information on the services that the Office of Career Education offers, please visit <https://www.marshall.edu/careereducation/>.

One of the assets that almost all employers seek is good oral and written communications skills. Do not underestimate the importance of speaking correctly and the importance of being able to write well. If you know that this is one of your weaknesses, do whatever it takes to improve your communications skills while you are in college.

Each semester recruiters from major national, regional, and local businesses come to campus to interview LCOB students for employment upon graduation. Do not limit yourself to Fortune 500 companies. Many of the opportunities for graduates today are with small and mid-sized organizations. Take the time to research the companies in which you have an interest.

Start working on your resume your freshman year, then update the information as you add more experiences. Take advantage of workshops offered through Career Services.

Don't wait until you have a degree in hand to begin your job search. Job fairs are held on campus each year. These fairs provide an informal atmosphere for you to meet prospective employers and ask questions without going through a formal interview. Watch campus publications for announcements regarding job fairs.

XVII. INDEPENDENT STUDY

The LCOB allows Independent Study courses for students to expand knowledge beyond regular courses offered by the LCOB. Refer to page 46 for the eligibility requirements and procedures for Independent Study projects. Applications for an Independent Study are available in the Academic Advising Center.

XVIII. E-MAIL ACCOUNT

Each student at Marshall University is assigned an e-mail account. You may pick up the detailed information of your account at the Information Technology Help Desk located on the first floor of Drinko Library. This account is a Marshall.edu account. Many students also have a separate e-mail account. The Lewis College of Business will use your Marshall account as a way to contact you throughout the course of your college career. If you choose to use your personal e-mail address rather than your Marshall e-mail address, it is your responsibility to forward your Marshall mail to your personal address. For assistance with your email account or forwarding it to your personal account, please visit the IT Help Desk in Drinko Library.

NOTE: For privacy reasons, we can only communicate with your Marshall email address. It is important to check your Marshall email on a regular basis.

XIX. 3+2 PROGRAM

The 3+2 Program offered by the Lewis College of Business allows students to complete both their Bachelor of Business Administration and their Master of Business Administration or Master of Science in Accountancy, Healthcare Administration, or Human Resource Management in a total of five academic years. Students enrolled in the program save time and money.

Students that meet the requirements below may enroll in up to nine hours of graduate coursework while still a senior. Students are allowed to double-count up to nine hours of graduate level courses from their graduate degree toward their bachelor's degree requirements. Three hours of graduate work may count as a major required elective (for example, a graduate MGT class can count as a MGT elective for a Management major) and six hours may count as free electives.

The 3+2 Program is especially attractive for accounting majors, who can enroll in the program to meet the requirements for the MBA or MS while completing the 150 hours required by the state of West Virginia to become a CPA.

Admission Requirements for Master of Business Administration

Students may apply to the 3+2 Program after all eligibility requirements are met. This typically occurs during the second semester of the junior year. Students must meet the following:

- 1) Senior status or be able to attain senior status after completion of the semester in which the student is currently enrolled;
- 2) Have completed all undergraduate foundation courses (ACC 215, ACC 216, ECN 250, ECN 253, MGT 218, MKT 340, MGT 320, and FIN 323) with a grade of “B” or better in each course by the end of the semester in which the student will be enrolled in the 3+2 Program;
- 3) Be reasonably likely to complete all undergraduate degree requirements within two semesters after being admitted to the 3+2 Program;
- 4) Have an overall undergraduate GPA of 3.0 or better at the time of application.

Admission Requirements for Master of Accountancy

Students may apply to the 3+2 Program after all eligibility requirements are met. This typically occurs during the second semester of the junior year. Students must meet the following:

- 1) Senior status or be able to attain senior status after completion of the semester in which the student is currently enrolled;
- 2) Have completed Accounting Foundation courses with a grade of “C” or better in each course (ACC 311, 312, 318, 341, 348, and 429) before the student will be enrolled in the 3+2 Program;
- 3) Be reasonably likely to complete all undergraduate degree requirements within two semesters after being admitted to the 3+2 Program;
- 4) Have an overall undergraduate GPA of 3.0 or better at the time of application; or have completed the GMAT and received a score of 500 or better and have a minimum overall GPA of 2.75; or have a minimum overall GPA of 2.75 and a 3.0 average in ACC 311, 312, 318, 341, 348, and 429.

Admission Requirements for Master of Healthcare Administration

Students may apply to the 3+2 Program after all eligibility requirements are met. This typically occurs during the second semester of the junior year. Students must meet the following:

- 1) Senior status or be able to attain senior status after completion of the semester in which the student is currently enrolled;
- 2) Be reasonably likely to complete all undergraduate degree requirements within two semesters after being admitted to the 3+2 Program;
- 3) Have an overall undergraduate GPA of 3.0 or better at the time of application.

Admission Requirements for Master of Human Resource Management

Students may apply to the 3+2 Program after all eligibility requirements are met. This typically occurs during the second semester of the junior year. Students must meet the following:

- 1) Senior status or be able to attain senior status after completion of the semester in which the student is currently enrolled;
- 2) Have completed all undergraduate foundation courses (MKT 340, and MGT 320) with a grade of “B” or better in each course by the end of the semester in which the student will be enrolled in the 3+2 Program;
- 3) Be reasonably likely to complete all undergraduate degree requirements within two semesters after being admitted to the 3+2 Program;
- 4) Have an overall undergraduate GPA of 3.0 or better at the time of application.

XX. STUDY ABROAD

You can experience life in a different culture while pursuing an approved course of study toward the baccalaureate degree. An international experience will serve as excellent preparation for whatever career you choose. Marshall students have enrolled in programs of study in such countries as England, Spain, Mexico, Australia, Japan, France, Germany, and China. Students can arrange for study abroad in several ways:

- study abroad for one or more semesters or during the summer;
- enroll in another American institution's study abroad program;
- enroll in an International Exchange Program. Marshall maintains a number of these programs which involve a direct relationship with the institution abroad as well as easy transfer of credits.

The Office of Study Abroad will help find the right program for a student's needs. Study abroad is done typically in the junior year. Advance planning will ensure a successful experience. By making an early commitment to study abroad, students can plan their curriculum, save money, and prepare for living in a foreign setting, possibly with a host family or in a shared apartment. The Office of Study Abroad is located in Old Main 102 or can be reached at 304-696-4306.

National Student Exchange

If a semester abroad doesn't appeal to you, but a chance to attend another college within the United States is just what you are looking for, the National Student Exchange may fit your needs.

Marshall University is part of a consortium of colleges and universities representing 48 states, Canada, Guam, Puerto Rico, and the U.S. Virgin Islands. You could apply for a semester of study at one of 200 different institutions. You would pay Marshall tuition, but receive credits from the exchange campus. You would also be expected to pay room, meal, and transportation expenses.

To be eligible you must be a full-time student at Marshall with at least a 2.5 overall GPA. Most exchanges are negotiated in March at the NSE convention for the following academic year. Therefore, you need to plan well in advance. Interested students should contact University College, Communications Building, or by calling (304) 696-5819. Students can also visit the following website: <https://www.marshall.edu/uc/national-student-exchange/>.

XXI. SCHEDULING CLASSES

Prior to each advance registration period, the Registrar's Office will post the Schedule of Courses for the upcoming semester on their website. You should review the list of courses and become familiar with this schedule. It includes very important information. The Schedule of Courses can be accessed at www.marshall.edu/registrar.

A. COURSE SELECTION

Care should be taken in selecting your courses. This Advising Guide includes a list of requirements for each major in the LCOB. Generally, you should enroll for 100- and 200-level courses in the first two years and 300- and 400-level courses in the remaining time you are in college.

B. BUILDING A CLASS SCHEDULE

Once the Schedule of Courses is posted on the Registrar's Office website, you can access the courses being offered at: <https://mubert.marshall.edu/scheduleofcourses.php>. The following example illustrates courses being offered in Accounting 216:

SUBJ	CRSE		TITLE			CO/PREREQUISITE(S)			
	CRN	SEC	CREDITS	DAYS	TIME	BLDG	ROOM	INSTRUCTOR(S)	
ACC	216		Principles of Accounting			PR: ACC 215			
		1023	101	3	TR	12:30-1:45p	CH	241	Smith
		1024	102	3	TR	2:00-3:15p	CH	435	Jones
		1025	103	3	T	4:00-6:20p	CH	106	Staff

HINT: At Marshall University "R" is the abbreviation for Thursdays.

For help building a course schedule, you can utilize the Course Schedule Generator (CSG). When you input time exceptions (like a work schedule) and desired courses, the CSG will provide up to 50 different schedule options. You cannot register directly from the CSG, but it provides all of the course information needed to register. The CSG can be accessed at the following website: <https://mubert.marshall.edu/scheduler/>.

If you decide to register for courses in person at the Registrar's Office, you will need to fill out a Registration form. The following example shows you how the form should be filled out if you were going to register for ACC 216 on TR 2:00.

REGISTRATION FORM

MARSHALL UNIVERSITY
SCHEDULE ADJUSTMENT AND CLASS DROP FORM

Name: Do John Student ID No. 901-23-4567

CLASS Schedule Adjustment Period - No signature required, unless on academic probation. Probationary students must have Dean's approval.
 DROP "W" Period - Instructor's signature required. Probationary students must have instructor's and Dean's signature.

CRN CRSE/REF #	SUBJ. DEPT.	COURSE NUMBER	SECTION	CREDIT HRS.	DAYS	BEGINNING TIME	BUILDING ROOM	CR./NC. OPTION	AUDIT OPTION	ADD	DROP	INSTRUCTOR'S SIGNATURE
1024	Acc	216	102	3	TR	2:00	CH 435			✓		

ADVISOR'S APPROVAL: _____ STUDENT'S SIGNATURE: John Doe TODAY'S DATE: 5/25/11 DEAN'S SIGNATURE: _____

DISTRIBUTION: Original-Registrar Copy-Student

C. WEB REGISTRATION (MILO)

Web registration (MILO) is available to all LCOB students (except probation students) and is an easy way to register for classes. If you attempt to register and have any holds on your account, you will be blocked from registering. You can check your holds on MILO or through DegreeWorks.

In order to register online, students must log in to myMU. Click on “Registration” on the left side of the screen under the Student Self-Service menu. Click “Add/Drop Classes.” Select the correct term. Enter the 4-digit CRNs (Course Reference Numbers found on the Schedule of Courses) into the empty boxes and click “Submit.”

D. SEMESTER LOAD

A normal full-time schedule is 12-18 semester hours. If you take less than twelve semester hours or drop below that, you will not be a full-time student and you may place your financial aid and insurance coverage in danger. All majors in the LCOB require 120 hours to graduate. To stay on track for a four-year graduation, students should be taking 15 hours per semester.

However, the number of hours that you take each semester depends entirely on your personal situation. You may be required to work 25-30 hours a week during the semester due to financial reasons. If you must work, be careful of the number of hours of credit you enroll for each semester. You may want to enroll for 12-14 hours of credit. If you are academically talented you may want to consider 17 or 18 hours of credit. The point is that there is not a magic number of credit hours for every student. It depends entirely on your academic ability and the other obligations in your life. It is important to find a balance that will allow you to be successful in all of your courses! If you want to discuss this further, contact your academic advisor.

If you wish to take more than 18 semester hours in a regular semester, you must have an overall GPA of at least a 3.0 and receive approval from the Director of Student Services.

E. PREREQUISITES

A prerequisite is a course which must be successfully completed prior to taking a course for which you may want to enroll. An example is that you must complete Economics 250 before you can take Economics 253. The prerequisite must be successfully completed (usually with a grade of “D” or better, but some courses require a “C”) before the first day of class. Accounting majors are required to complete prerequisite accounting courses with a minimum grade of “C” or better. The LCOB strictly enforces prerequisites. Be careful and plan ahead. See page 41 for a list of LCOB prerequisites. Students will not be allowed to register for a course if they have not completed, or are not presently completing the prerequisite course.

It is the responsibility of the student to complete all prerequisites before beginning the next successive course. **STUDENTS WILL BE ADMINISTRATIVELY WITHDRAWN FROM COURSES IF THE PREREQUISITES HAVE NOT BEEN FULFILLED.** Make sure you have the proper prerequisites. Avoid the difficult situation that may arise if you are dropped from a course for failure to meet prerequisites. Enrollment for Management 460 requires senior standing and completion of multiple core business courses. You will not be allowed to take MGT 460 and FIN 323 the same semester. **PLAN ACCORDINGLY.**

F. SCHEDULE CHANGES

Opportunity is given for students to modify schedules during the late registration and schedule adjustment period each term. The dates for the schedule adjustment period are listed in each semester's Academic Calendar. You must follow these dates and the Registrar's procedures for adding and dropping courses.

The appropriate form for making schedule adjustments is the Schedule Adjustment and Class Drop form. If you are on academic probation, you must have a signature and stamp from the Director of Student Services before adding or dropping classes.

When changing sections of a course during the schedule adjustment period, it is necessary to drop the section in which you are currently enrolled, as well as adding the new section.

ADDING CLASSES AFTER THE SCHEDULE ADJUSTMENT PERIOD HAS ENDED IS NOT PERMITTED. Classes may be dropped after the schedule adjustment period only by using the Schedule Adjustment and Class Drop Form. MILO is shut down after schedule adjustment ends.

Students have about ten weeks (consult the Academic Calendar) to withdraw from courses with a “W” grade being assigned. During the “W” period, the instructor's signature is required (unless it is an online course or night class). Students who are on academic probation must also get the signature of the Director of Student Services. After the first ten weeks, the withdrawal period ends and you cannot drop an individual course. Only **complete withdrawals** are allowed after the “W” period ends.

THE CLASS DROP FORM MUST BE TURNED IN ON TIME AT THE REGISTRAR'S OFFICE. IT IS THE STUDENT'S RESPONSIBILITY TO CHECK THE UNIVERSITY SCHEDULE EACH SEMESTER FOR SPECIFIC DEADLINES FOR WITHDRAWAL.

Students not following proper withdrawal procedures may receive a grade of “F.” Failure to properly withdraw creates additional problems for students by sometimes placing them on academic probation or suspension and can also impact a student’s financial aid.

TO WITHDRAW SIMULTANEOUSLY FROM ALL COURSES, THE STUDENT MUST CONTACT THE REGISTRAR'S OFFICE. Students can completely withdrawal from all courses through the last class day, before final exams begin, and receive “Ws.”

G. CREDIT/NO CREDIT OPTION

Students have the opportunity to pursue studies in subjects outside the LCOB under the Credit/No Credit option. General education requirements and unrestricted electives may be taken under this option. If a grade of a “C” or better is earned, the grade assigned will be “CR”. If the grade earned is “D” or “F”, the grade assigned will be “NC”. The grade point average is not affected in either case.

No courses in business may be taken under this option by LCOB students, and only 18 hours of credit/no credit coursework can be used in the degree program.

The student must elect the CR/NC option at the time of registration or no later than the end of the late registration/schedule adjustment period. **AFTER THE LATE REGISTRATION/SCHEDULE ADJUSTMENT PERIOD, NO CHANGE TO OR FROM THE CR/NC OPTION CAN BE MADE.**

H. HIGH DEMAND COURSES

Students who withdraw during the “W” period from a course identified as a “high demand” course shall NOT be allowed to advance register for that course the following semester. If seats are open after advance registration, you will be allowed to register at that date. High demand courses are as follows: ENG 101, ENG 201, ACC 215, SPN 101, SPN 102, MTH 121, MTH 127, MTH 130, and BSC 227.

I. CLEP CREDITS

The College Level Examination Program (CLEP) is offered at Marshall University for students to earn college credits by examination. Several areas of general education and a few areas of business are available. Before attempting the CLEP method, consult your academic advisor concerning applicability of the credits earned. More information about the CLEP credit options can be obtained by calling 304-696-2330.

Advanced Placement Exam: Please see the Undergraduate Catalog for further information.

XXII. DEGREEWORKS

DegreeWorks is a program that students can use to determine the requirements they have completed toward their degree, and which requirements are remaining. Students can access DegreeWorks through myMU.

Students are encouraged to pay close attention to the requirements listed in DegreeWorks. For example, DegreeWorks indicates students need to complete one math course in MTH 121 or 122 or 125 or 127 or 130 or 132 or 140 or 220 or 225 or 229 or 230 or 231, however, business majors are required to complete MTH 130 or MTH 127 for their math requirement (students who score a minimum of 24 on the math section of the ACT may wish to take a calculus course in place of algebra). DegreeWorks also states that students must complete one communications course in CMM 103, 104H, or 207, however, business majors are required to take CMM 207 or CMM 104H.

Please note that DegreeWorks does not specify the number of free electives required to reach 120 credit hours. Each major requires free electives. Please consult with your academic advisor to determine the number of free electives you will need in order to graduate.

Students are strongly encouraged to use DegreeWorks in conjunction with this advising guide and regular advising meetings to ensure they are choosing appropriate courses to fulfill degree requirements for their program of study.

XXIII. CORE CURRICULUM REQUIREMENTS

Hours Required

CORE I:

First Year Seminar: FYS 100..... 3 hours
must be taken during freshman year

If a student transfers to Marshall with 30-59 credit hours, FYS 100 and one Critical Thinking course will be waived. If a student transfers to Marshall with 60+ credit hours, FYS 100 and both Critical Thinking courses will be waived.

Critical Thinking (CT) – must choose two of the following courses: 6 hours

Students may wish to select a Critical Thinking course that will double-count as a Humanities (courses in bold).

ACC 215
ANT 201, 201H
BUSN 141
CI 100
CL **210, 232, 233, 234, 236, 237, 250**
CLS 105
CMM 201, **205**
CS 105
ECE 102
ENG **200, 200H, 205**
ESS 218
FIN 175, 201
GEO 100, 101, 203, 222, 230
HON 292
HS 200
HST 101, 101H, 102, 102H, 103, 103H, 208, 230, 231
IST 120, 220
JPN **240, 245, 250**
MDL 100
MTH 121, 121B, 125, 160, 229, 229H
MUS 105, 210 (210 also counts as Fine Arts)
NRE 120, 220
PH 270
PHL **200, 200H, 201, 202, 250**
PHY 190
PS 101 (double-counts as Physical/Natural Science)
PSC 104, 105, 207, 209
PSY 201, 201H
RST **250**
SFT 235
SOC 200, 200H
SPN **240, 245**
STA 225
SWK 210

Hours Required

CORE II:

Composition: ENG 101 and 201 (or 201H) 6 hours

Students MUST receive a grade of “C” or better in ENG 101 in order to advance to ENG 201. Students must earn a grade of “C” or better in ENG 201 in order to graduate. Students who receive a grade of “D” in ENG 101 or 201 must repeat the course for a higher grade.

ENG 101P is required for students who have a **verbal ACT score of 17 or below**. This course counts for four-credit hours. Students who complete the course with a “C” or better will proceed in ENG 201.

Students with a **verbal ACT score of 28-33** are encouraged to take ENG 201H. Upon completion of this class with a minimum grade of “C” or better, students will receive six hours of credit to count toward ENG 101 and 201. If a student receives a grade of “D”, the student will only receive three hours of credit toward ENG 201 and must either repeat ENG 201H or take ENG 101/201.

Students who receive a verbal ACT score of 34 or higher, can automatically receive credit for ENG 101 and ENG 201. Students must report to the English Department in order to have this credit applied to their transcript.

Students who are admitted to the **Honors College** will enroll in **ENG 200H**. Students who earn a grade of “C” or better will receive 6 hours of core composition (ENG 101 and 201), along with completion of one writing intensive requirement, one critical thinking requirement, one humanities requirement, and one multicultural requirement.

Communication Studies: CMM 207 3 hours

Students that complete CMM 104H as part of their Honors College requirements can substitute that for CMM 207. Students who transfer and have already completed CMM 103 can substitute that for CMM 207.

Fine Arts: 3 hours

Select one: ART 112, MUS 142, 200, 210 (210 also counts as Critical Thinking), THE 112

Humanities: 3 hours

Select one of the following courses (students may want to select a course that will double-count as a Critical Thinking course):

CL 210, 230, 231, 232, 233, 234, 235, 236, 237, 250

CMM 205, 239, 240

ENG 200, 200H, 203, 205, 206, 209, 210, 211, 212, 213, 214, 215, 220, 221, 225, 231, 232, 235, 240, 241, 242, 263

FRN 240

GER 240

JMC 101

JPN 240, 245, 250

PHL 200, 200H, 201, 203, 250

RST 205, 206, 220, 225, 250

SPN 240, 245

Hours Required

Math: MTH 127 or 130..... 3-5 hours

Students must complete an algebra course by either taking MTH 127 or MTH 130, depending on your math ACT score. Students with a **math ACT score of 21 or higher** can take MTH 130 for 3 credit hours. Students with a **math ACT score of 17-20** must take MTH 127 for 5 credit hours.

MTH 102 is required for students who have a **math ACT score of 16 or less**. MTH 102 is a four-credit hour course. Students who complete MTH 102 can then proceed to MTH 127.

Students who change their major to business and have already completed MTH 100, MTH 121, or MTH 121B, but have an ACT score of 16 or less will be required to take MTH 102B. MTH 102B is a one-credit hour course. Student who complete MTH 102B can then proceed to MTH 127. Students that have already completed MTH 100, MTH 121, or MTH 121B, but have an ACT score of 17 or higher may enter directly into MTH 127.

Physical/Natural Science:4 hours

- BSC 104, 105, 120, 121, 228, 250
- CHM 109, 211/217, 212/218
- GEO 230
- GLY 100/210L, 150/150L, 200/210L, 201/211L
- IST 224
- NRE 111
- PHY 101/101L, 201/202, 203/204, 211/202, 213/204
- PS 101 (also counts as critical thinking), 109/109L, 110/110L

Social Science: PSY 201(which is required for business, will double-count).....3 hours

ADDITIONAL COLLEGE REQUIREMENTS:

ENG 204 (Writing Intensive)..... 3 hours

PSY 201 (will double-count for Social Science) (If taken at Marshall, it will also meet one Critical Thinking requirement.)

Communication Studies Elective 3 hours
Select one: CMM 302, 308, 315, 319, 322

International Business Elective 3 hours
Select one:
ECN 408, 420, 421, 460, FIN 440, MGT 445, MKT 371

ADDITIONAL UNIVERSITY REQUIREMENTS:

Writing Intensive:

Students must select 6 hours of courses designated as Writing Intensive. LCOB students are able to double-count **ENG 204** (Writing in the Workplace) as one of their Writing Intensive courses. The business capstone course, **MGT 460** (Strategic Management) will also double-count as a Writing Intensive course. MGT 460 and ENG 204 must be taken at Marshall in order to meet the Writing Intensive requirement. If one or both courses are taken at another school, additional courses will be required at Marshall for the student to fulfill the Writing Intensive requirement.

Multicultural/International

This requirement will be met when the student completes the International Business Elective (see “Additional College Requirements” section above).

GENERAL BUSINESS REQUIREMENTS:

All business majors are required to take core business courses. They are as follows:

CMM 207 (also meets university core curriculum requirement)	3 hours
EMG 204	3 hours
ACC 215, 216.....	6 hours
ECN 250, 253	6 hours
FIN 323.....	3 hours
LE 207	3 hours
MIS 200, 290	6 hours
MGT 218	3 hours
MGT 320	3 hours
MGT 460	3 hours
MKT 340	3 hours

In addition to the Core Curriculum requirements, students are required to complete courses for their major. Please see section “XXIII. Major Requirements” listed on the following page.

Free Electives

Students must complete at least 120 hours to graduate with a B.B.A. The number of free elective hours you will need to complete depends on your major, the number of hours you take to fulfill your math requirement (3 or 5 hours), and if you double-count any general education requirements. To determine the number of free electives you will need to reach 120 hours to graduate do the following: Add up all the hours required on your curriculum sheet and subtract that number from 120. The total will be the number of free electives you need to complete. Free electives are any course that is 100-level or above. Please note that developmental courses (095, 096, 097, 098, 099, etc.) do not count toward completion of free electives or the 120 hours for graduation. If you earn a “C” or better in a course and repeat it, that is considered a Repeat Passing Grade. If you earn a “D” in a course that was taken after your first 60 attempted hours and repeat it, that is also considered a Repeat Passing Grade. Repeat Passing Grade hours cannot count toward the 120 hours needed for graduation and must be manually subtracted from the overall hours completed toward graduation.

Double-Counting

Any course that meets more than one general education requirement (excluding free electives) can be double counted, if applicable. For example: CL 210 double-counts as Critical Thinking (CT) and Humanities. Because you must have a minimum of 120 credit hours to receive a degree, double-counting will increase the number of free electives you will need. Therefore, if you take a class that fulfills two graduation requirements, you will then take additional free elective hours in place of the second course requirement. You may only double-count in the general education area of your degree.

XXIV. MAJOR REQUIREMENTS

The courses required for each major are primarily listed in Years Three and Four on the curriculum sheets on pages 31-40. Majors such as Accounting, Healthcare Management, Energy Management, and Entrepreneurship require a major requirement in Year Two to stay on track. All students are required to have a 2.0 GPA in their major, in addition to their overall GPA and Marshall GPA. Major GPAs are calculated with the grades earned in your 300/400 level classes (plus MIS 290, MKT 231 for Marketing majors, ENT 220 for Entrepreneurship majors). If you have any questions, please consult with your advisor.

XXV. GRADUATION REQUIREMENTS

The following general requirements must be met by all students seeking bachelor's degrees through the Lewis College of Business:

1. Satisfaction of all university requirements for graduation.
2. Completion of all curricular requirements specified for the major and degree.
3. Completion of the following residency requirements:
 - a. Earn at least 36 semester hours at Marshall.
 - b. Earn at least 12 hours of senior level coursework in the LCOB at Marshall.
 - c. Earn at least 15 hours in the major field at Marshall.
 - d. Earn at Marshall 16 or more of the last 32 hours credited toward the degree.
4. Earn at least a 2.0 Grade Point Average (GPA) in each of the following three categories:
 - a. All coursework attempted at Marshall and elsewhere.
 - b. All Marshall coursework.
 - c. All coursework attempted and included in the major(s) at Marshall.
5. Successful validation of transfer work as required.
6. Removal of all incompletes.
7. At most, 18 semester hours of coursework (consisting only of general education requirements and/or free electives) taken under the Credit/No Credit option may be applied toward graduation requirements. Lewis College of Business and other courses in your major may not be taken on a Credit/No Credit basis.
8. All candidates for graduation should file an Application for Graduation form in the semester PRIOR to the semester in which all requirements for the degree are to be met. This will enable the student to make all necessary schedule adjustments to correct potential graduation deficiencies in the final semester.

To ensure graduation at the end of the term of application, all records should be documented with needed transcripts, substitution forms, grade changes, and lower division validations by the posted deadline date. Students taking courses at another school in their last semester must have an official transcript sent from the visiting school to Marshall. The transfer work must be posted to the student's Marshall transcript by the end of the semester of application or the student's graduation may be delayed to the next graduation term.

ACCOUNTING

Name: _____

Major GPA: _____

YEAR ONE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
FYS 100	First Year Seminar	3		Critical Thinking	3		
ENG 101	English Composition I	3		ECN 250	Principles of Microeconomics	3	
MTH 130/127	Algebra	3-5		CMM 207	Bus & Prof Communication	3	
PSY 201	General Psychology	3			Physical or Natural Science	4	
MIS 200	Bus Computer Applications	3			Fine Arts Elective	3	
			15-17				16

YEAR TWO							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ACC 215 ¹	Principles of Accounting	3		ACC 216 ¹	Principles of Accounting	3	
ECN 253	Principles of Macroeconomics	3		MGT 218	Business Statistics	3	
ENG 201	Advanced Composition (grade of "C" or better)	3		ENG 204	Writing for Workplace (WI)	3	
LE 207	Legal Environment of Business	3			Critical Thinking (may d/c Hum.)	3	
	CMM Studies Elective	3			Humanities (may d/c with CT)	3	
			15	ACC 198	Accounting Professionalism	1	16

YEAR THREE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ACC 311 ¹	Intermediate Accounting	3		ACC 312 ¹	Intermediate Accounting	3	
ACC 318 ¹	Cost Accounting	3		ACC 341 ¹	Acc Information Systems	3	
ACC 348 ¹	Federal Taxation	3		FIN 323	Principles of Finance	3	
MGT 320	Principles of Management	3		MKT 340	Principles of Marketing	3	
MIS 290	Principles of MIS	3		LE 308	Commercial Law	3	
			15				15

YEAR FOUR							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ACC 414	Adv Accounting Problems	3		ACC 499 ³	Senior Seminar (C)	3	
ACC 429	Auditing I	3		MGT 460 ⁴	Strategic Management (C/WI)	3	
ACC 448	Federal Income Tax II	3			² ACC Elective	3	
MIS 360	Intro to Bus Intelligence & Analytics	3			Free Elective	2-4*	
	⁵ International Business Elective	3					11-13
			15				

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹Student must earn a grade of "C" or better in all ACC prerequisite courses (including ACC 215 and ACC 216).

²Accounting Electives can be any 300/400 level ACC course that is not already required or an approved graduate course.

³This is the capstone course for all Accounting majors. It can only be taken during the senior year after all prerequisites are met.

⁴This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

⁵The International Business Elective can be met by taking one of the following courses: ECN 408, 420, 421, 460, FIN 440, MGT 445, or MKT 371.

ECONOMICS

Name: _____

Major GPA: _____

YEAR ONE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
FYS 100	First Year Seminar	3		Critical Thinking	3		
ENG 101	English Composition I	3		ECN 250	Principles of Microeconomics	3	
MTH 130/127	Algebra	3-5		CMM 207	Bus & Prof Communication	3	
PSY 201	General Psychology	3			Physical or Natural Science	4	
MIS 200	Bus Computer Applications	3			Fine Arts Elective	3	
			15-17				16

YEAR TWO							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ACC 215	Principles of Accounting	3		ACC 216	Principles of Accounting	3	
ECN 253	Principles of Macroeconomics	3		MGT 218	Business Statistics	3	
ENG 201	Advanced Composition (grade of "C" or better)	3		ENG 204	Writing for Workplace (WI)	3	
LE 207	Legal Environ of Business	3			Critical Thinking (may d/c Hum.)	3	
	CMM Studies Elective	3			Humanities (may d/c with CT)	3	
			15				15

YEAR THREE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ECN 328	Interm Microecon Analysis	3		ECN 326	Interm Macroecon Analysis	3	
MGT 320	Principles of Management	3		FIN 323	Principles of Finance	3	
MKT 340	Principles of Marketing	3			¹ ECN/FIN Elective	3	
MIS 290	Principles of MIS	3			² International Business Elective	3	
	Free Elective	3			Free Elective	3	
			15				15

YEAR FOUR							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ECN 423	Intro to Econometrics	3			¹ ECN/FIN Elective (400 level)	3	
	¹ ECN/FIN Elective	3		ECN 466 ³	Economics Workshop (C)	3	
	Free Elective	3		MGT 460 ⁴	Strategic Management (C/WI)	3	
	Free Elective	3			Free Elective	3	
	Free Elective	3			Free Elective	0-2*	
			15				12-14

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹ECN/FIN Electives can be any 300 or 400 level ECN or FIN course. **One elective must be at the 400 level.** An International Economics course will double-count for one of the FIN/ECN/ACC Electives and the International Business Elective.

²The International Business Elective can be met by taking one of the following courses: ECN 408, 421, 420, 460, FIN 440, MGT 445 or MKT 371.

³This is the capstone course for all Economics majors. It can only be taken during the senior year after all prerequisites are met.

⁴This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

FINANCE

Name: _____

Major GPA: _____

YEAR ONE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
FYS 100	First Year Seminar	3		Critical Thinking	3		
ENG 101	English Composition I	3		ECN 250	Principles of Microeconomics	3	
MTH 130/127	Algebra	3-5		CMM 207	Bus & Prof Communication	3	
PSY 201	General Psychology	3			Physical or Natural Science	4	
MIS 200	Bus Computer Applications	3			Fine Arts Elective	3	
			15-17				16

YEAR TWO							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ACC 215	Principles of Accounting	3		ACC 216	Principles of Accounting	3	
ECN 253	Principles of Macroeconomics	3		MGT 218	Business Statistics	3	
ENG 201	Advanced Composition (grade of "C" or better)	3		ENG 204	Writing for Workplace (WI)	3	
LE 207	Legal Environ of Business	3			Critical Thinking (may d/c Hum.)	3	
	CMM Studies Elective	3			Humanities (may d/c with CT)	3	
			15				15

YEAR THREE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
FIN 323	Principles of Finance	3		FIN 343	Interm Financial Management	3	
MGT 320	Principles of Management	3		FIN 370	Principles of Investment	3	
MKT 340	Principles of Marketing	3			¹ FIN/ECN/ACC Elective	3	
MIS 290	Principles of MIS	3			Free Elective	3	
	Free Elective	3			Free Elective	3	
			15				15

YEAR FOUR							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
FIN 440	International Finance	3		FIN 470 ²	Financial Pol. & Strategy (C)	3	
	¹ FIN/ECN/ACC Elective	3		MGT 460 ³	Strategic Management (C/WI)	3	
	¹ FIN/ECN/ACC Elective (400)	3			Free Elective	3	
	Free Elective	3			Free Elective	3	
	Free Elective	3			Free Elective	0-2*	
			15				12-14

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹FIN/ECN/ACC Electives can be any 300 or 400 level FIN, ECN, or ACC course. **One elective must be at the 400 level.**

²This is the capstone course for all Finance majors. It can only be taken during the senior year after all prerequisites are met.

³This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

INTERNATIONAL BUSINESS

Name: _____

Major GPA: _____

YEAR ONE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FYS 100	First Year Seminar	3	_____	Critical Thinking	3
ENG 101	English Composition I	3	ECN 250	Principles of Microeconomics	3
MTH 130/127	Algebra	3-5	CMM 207	Bus & Prof Communication	3
PSY 201	General Psychology	3	_____	Physical or Natural Science	4
MIS 200	Bus Computer Applications	3	_____	Fine Arts Elective	3
		<u>15-17</u>			<u>16</u>

YEAR TWO

<i>Fall Semester</i>			<i>Spring Semester</i>		
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
LE 207	Legal Environ of Business	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	_____	Humanities (may d/c with CT)	3
		<u>15</u>			<u>15</u>

YEAR THREE

<i>Fall Semester</i>			<i>Spring Semester</i>		
MKT 340	Principles of Marketing	3	ECN 420	International Trade	3
MGT 320	Principles of Management	3	MKT 371	International Marketing	3
FIN 323	Principles of Finance	3	FIN 343	Interm Financial Management	3
MIS 290	Principles of MIS	3	_____ ¹	Foreign Language	3
_____ ¹	Foreign Language	3	_____ ²	International Studies Elective	3
		<u>15</u>			<u>15</u>

YEAR FOUR

<i>Fall Semester</i>			<i>Spring Semester</i>		
ECN 421	Global Macroeconomic Analysis	3	FIN 475 ⁴	International Bus Strategies(C)	3
FIN 440	International Finance	3	MGT 460 ⁵	Strategic Management (C/WI)	3
_____ ¹	Foreign Language	3	_____	Free Elective	3
_____ ²	International Studies Elect.	3	_____	Free Elective	3
_____ ³	Experiential Education Elect.	3	_____	Free Elective	0-2*
		<u>15</u>			<u>12-14</u>

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹The foreign language requirement must be met with one of the following options:

- Pass a language proficiency exam given by the Modern Languages department.
- TOEFL minimum acceptable score of 500 (applies to foreign students only).
- Nine (9) hours must be selected from three sequence courses in a foreign language.

²International Studies Electives must be taken from any 300 or 400 International Courses, as approved by the COB.

³Experiential Education Elective must be met with one of the following options:

- Approved study abroad program
- Faculty-led study/travel course
- International business internship (must be a company that has international operations; division head of FIN & ECN must approve the internship).

⁴This is the capstone course for all IB majors. It can only be taken during the senior year after all prerequisites are met.

⁵This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

MANAGEMENT

Name: _____

Major GPA: _____

YEAR ONE					
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<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FYS 100	First Year Seminar	3	_____	Critical Thinking	3
ENG 101	English Composition I	3	ECN 250	Principles of Microeconomics	3
MTH 130/127	Algebra	3-5	CMM 207	Bus & Prof Communication	3
PSY 201	General Psychology	3	_____	Physical or Natural Science	4
MIS 200	Bus Computer Applications	3	_____	Fine Arts Elective	3
		15-17			16

YEAR TWO					
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<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
LE 207	Legal Environ of Business	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	_____	Humanities (may d/c with CT)	3
		15			15

YEAR THREE					
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<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
MGT 320	Principles of Management	3	MGT 422	Organizational Behavior	3
MKT 340	Principles of Marketing	3	MGT 424	Human Resource Management	3
FIN 323	Principles of Finance	3	_____ ¹	MGT Elective	3
MIS 290	Principles of MIS	3	_____ ¹	MGT Elective	3
_____	Free Elective	3	_____	Free Elective	3
		15			15

YEAR FOUR					
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<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
MGT 420	Operations Management	3	MGT 419 ²	Business & Society	3
MGT 428	Negotiations	3	MGT 460 ³	Strategic Management (C/WI)	3
_____ ¹	MGT Elective	3	_____ ¹	MGT Elective	3
_____ ¹	MGT Elective	3	_____ ⁴	International Business Elective	3
_____	Free Elective	3	_____	Free Elective	0-2*
		15			12-14

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹Management Electives - All 300 and 400 level Management courses that are not already required. Students may select **one** 300/400 level MIS **or** MKT course.

²This is the capstone course for all Management majors. It can only be taken during the senior year after all prerequisites are met.

³This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

⁴The International Business Elective can be met by taking one of the following courses: ECN 408, 420, 421, 460, FIN 440, MGT 445, or MKT 371.

ENERGY MANAGEMENT

Name: _____

Major GPA: _____

YEAR ONE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FYS 100	First Year Seminar	3	_____	Critical Thinking	3
ENG 101	English Composition I	3	ECN 250	Principles of Microeconomics	3
MTH 130/127	Algebra	3-5	CMM 207	Bus & Prof Communication	3
PSY 201	General Psychology	3	_____ ¹	Physical or Natural Science	4
MIS 200	Bus Computer Applications	3	_____	Fine Arts Elective	3
		15-17			16

YEAR TWO

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
LE 207	Legal Environ of Business	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	MGT 320	Principles of Management	3
		15			15

YEAR THREE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FIN 323	Principles of Finance	3	FIN 370	Principles of Investment	3
MKT 340	Principles of Marketing	3	MGT 428	Negotiations	3
MGT 370	Energy Management Principles	3	MGT 446	Green Management	3
MIS 290	Principles of MIS	3	LE 308	Commercial Law	3
_____	Humanities (may d/c with CT)	3	_____ ²	Energy Management Elective	3
		15			15

YEAR FOUR

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
MGT 380	Principles of Renewable Energy	3	MGT 460 ⁴	Strategic Management (C/WI)	3
MGT 420	Operations Management	3	MGT 458	Energy Management Strategy	3
_____ ²	Energy Management Elective	3	_____ ²	Energy Management Elective	3
_____ ³	International Business Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	0-2*
		15			12-14

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹It is highly suggested that Energy Management majors take GLY 110/210L for the Physical/Natural Science. That course will also double-count for one of the Energy Management Electives.

²Energy Management Electives - select from ECN 405, GEO 360, GEO 426, GLY 110/210L, GLY 325, GLY 427, GLY 455, NRE 212, 320, 321, MGT 419, 422, 424, MKT 341, MKT 350.

³The International Business Elective can be met by taking one of the following courses: ECN 408, 420, 421, 460, FIN 440, MGT 445, or MKT 371.

⁴This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

HEALTHCARE MANAGEMENT

Name: _____

Major GPA: _____

YEAR ONE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
FYS 100	First Year Seminar	3		Critical Thinking	3		
ENG 101	English Composition I	3		ECN 250	Principles of Microeconomics	3	
MTH 130/127	Algebra	3-5		CMM 207	Bus & Prof Communication	3	
PSY 201	General Psychology	3			Physical or Natural Science	4	
MIS 200	Bus Computer Applications	3			Fine Arts Elective	3	
			15-17				16

YEAR TWO							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
ACC 215	Principles of Accounting	3		ACC 216	Principles of Accounting	3	
ECN 253	Principles of Macroeconomics	3		MGT 218	Business Statistics	3	
ENG 201	Advanced Composition (grade of "C" or better)	3		ENG 204	Writing for Workplace (WI)	3	
LE 207	Legal Environ of Business	3			Critical Thinking (may d/c Hum.)	3	
	CMM Studies Elective	3		MGT 320	Principles of Management	3	
			15				15

YEAR THREE							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
MGT 350	HC Organizations & Mgt	3		FIN 356	Financial Mgt of HCO	3	
MKT 340	Principles of Marketing	3		LE 351	Legal Aspects of HCO	3	
FIN 323	Principles of Finance	3		MGT 354	HC Delivery Systems	3	
MIS 290	Principles of MIS	3		MGT 355	Mgt HC Products & Services	3	
	Free Elective	3			Free Elective	3	
			15				15

YEAR FOUR							
<i>Fall Semester</i>			Hours	<i>Spring Semester</i>			Hours
MGT 424	Human Resource Management	3		MGT 460 ³	Strategic Management (C/WI)	3	
MGT 455 ²	Health Care Policy Seminar	3			¹ MGT Elective	3	
	¹ MGT Elective	3			⁵ International Business Elective	3	
	Humanities (may d/c with CT)	3			Free Elective	2-4	
MGT 471 ⁴	HC Practicum I (Summer)	4					11-13
			16				

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹MGT Electives can be any 300 or 400-level MGT course.

²This is the capstone course for all Healthcare Management majors. It is normally taken in the senior year.

³This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

⁴The Health Care Practicum is completed during the summer of the senior year.

⁵The International Business Elective can be met by taking one of the following courses: ECN 408, 420, 421, 460, FIN 440, MGT 445, or MKT 371.

ENTREPRENEURSHIP

Name: _____

Major GPA: _____

YEAR ONE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FYS 100	First Year Seminar	3	_____	Critical Thinking	3
ENG 101	English Composition I	3	ECN 250	Principles of Microeconomics	3
MTH 130/127	Algebra	3-5	CMM 207	Bus & Prof Communication	3
PSY 201	General Psychology	3	_____	Physical or Natural Science	4
MIS 200	Bus Computer Applications	3	_____	Fine Arts Elective	3
		<u>15-17</u>			<u>16</u>

YEAR TWO

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
LE 207	Legal Environ of Business	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	ENT 220	Creativity & Innovation	3
		<u>15</u>			<u>15</u>

YEAR THREE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
MGT 320	Principles of Management	3	MGT 360	Intro to Entrepreneurship	3
MKT 340	Principles of Marketing	3	LE 366	Entrepreneurial Law & Ethics	3
MIS 290	Principles of MIS	3	_____ ¹	Entrepreneurship Elective	3
FIN 323	Principles of Finance	3	_____ ¹	Entrepreneurship Elective	3
_____	Humanities (may d/c with CT)	3	FIN 380 or 343	Entrepreneurial Finance or Intermediate Finance	3
		<u>15</u>			<u>15</u>

YEAR FOUR

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
ENT 350	The Startup Experience	3	ENT 467 ²	Strategic Entrepreneurship (C)	3
MKT 442	Market Research	3	MGT 460 ³	Strategic Management (C/WI)	3
_____ ¹	Entrepreneurship Elective	3	_____ ¹	Entrepreneurship Elective	3
_____ ¹	Entrepreneurship Elective	3	_____ ⁴	International Business Elective	3
_____	Free Elective	3	_____	Free Elective	0-2*
		<u>15</u>			<u>12-14</u>

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹Entrepreneurship Electives - Students may select from the following: ENT 370, ENT 380, ENT 469, ENT 471, MGT 446, MGT 461, MKT 231, MKT 341, MKT 350, MKT 375, MKT 435, MKT 437, MKT 445, MKT 465

²This is the capstone course for all Entrepreneurship majors.

³This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

⁴The International Business Elective can be met by taking one of the following courses: ECN 408, 420, 421, 460, FIN 440, MGT 445, or MKT 371.

MANAGEMENT INFORMATION SYSTEMS

Name: _____

Major GPA: _____

YEAR ONE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FYS 100	First Year Seminar	3	_____	Critical Thinking	3
ENG 101	English Composition I	3	ECN 250	Principles of Microeconomics	3
MTH 130/127	Algebra	3-5	CMM 207	Bus & Prof Communication	3
PSY 201	General Psychology	3	_____	Physical or Natural Science	4
MIS 200	Bus Computer Applications	3	_____	Fine Arts Elective	3
		<u>15-17</u>			<u>16</u>

YEAR TWO

<i>Fall Semester</i>			<i>Spring Semester</i>		
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
LE 207	Legal Environ of Business	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	_____	Humanities (may d/c with CT)	3
		<u>15</u>			<u>15</u>

YEAR THREE

<i>Fall Semester</i>			<i>Spring Semester</i>		
MIS 290	Principles of MIS	3	MIS 310	Bus. Sys. Analysis & Design	3
FIN 323	Principles of Finance	3	MIS 333	Bus Telecommunication Syst.	3
MKT 340	Principles of Marketing	3	MGT 420	Operations Management	3
MGT 320	Principles of Management	3	_____ ¹	MIS Elective	3
_____	Free Elective	3	_____	Free Elective	3
		<u>15</u>			<u>15</u>

YEAR FOUR

<i>Fall Semester</i>			<i>Spring Semester</i>		
MIS 340	Intro to Database Mgt Systems	3	MIS 475 ²	Strategic Mgt Info Systems (C)	3
MIS 300	Intro to Bus Programming	3	MGT 460 ³	Strategic Management (C/WI)	3
MIS 470	Business Systems Project Mgt	3	_____ ⁴	International Business Elective	3
_____	Free Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	0-2*
		<u>15</u>			<u>12-14</u>

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹MIS Elective - select any 300 or 400 level Business course that is not already required for the degree.

²This is the capstone course for all MIS majors. It can only be taken during the senior year after all prerequisites are met.

³This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

⁴The International Business Elective can be met by taking one of the following courses: ECN 408, 420, 421, 460, FIN 440, MGT 445, or MKT 371.

MARKETING

Name: _____

Major GPA: _____

YEAR ONE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
FYS 100	First Year Seminar	3	_____	Critical Thinking	3
ENG 101	English Composition I	3	ECN 250	Principles of Microeconomics	3
MTH 130/127	Algebra	3-5	CMM 207	Bus & Prof Communication	3
PSY 201	General Psychology	3	_____	Physical or Natural Science	4
MIS 200	Bus Computer Applications	3	_____	Fine Arts Elective	3
		<u>15-17</u>			<u>16</u>

YEAR TWO

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
LE 207	Legal Environ of Business	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	_____	Humanities (may d/c with CT)	3
		<u>15</u>			<u>15</u>

YEAR THREE

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
MKT 340	Principles of Marketing	3	MKT 341	Promotion Management	3
MKT 231	Principles of Selling	3	MKT 350	Supply Chain Logistics	3
MGT 320	Principles of Management	3	MKT 371	International Marketing	3
FIN 323	Principles of Finance	3	_____ ¹	MKT Elective	3
MIS 290	Principles of MIS	3	_____ ¹	MKT Elective	3
		<u>15</u>			<u>15</u>

YEAR FOUR

<i>Fall Semester</i>		Hours	<i>Spring Semester</i>		Hours
MKT 437	Consumer Behavior	3	MKT 465 ²	Marketing Management	3
MKT 442	Marketing Research	3	MGT 460 ³	Strategic Management (C/WI)	3
_____ ¹	MKT Elective	3	_____	Free Elective	3
_____ ¹	MKT Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	0-2
		<u>15</u>			<u>12-14</u>

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements.

¹Marketing Electives - All 300 and 400 level Marketing courses that are not already required for the degree.

²This is the capstone course for all Marketing majors. It can only be taken during the senior year after all prerequisites are met.

³This is the capstone course for all College of Business majors. It is normally taken in the graduating semester.

PREREQUISITE MATRIX

ACCOUNTING		ECONOMICS		FINANCE		MANAGEMENT		MIS		
Course	Prereq	Course	Prereq	Course	Prereq	Course	Prereq	Course	Prereq	
ACC 216	ACC 215	ECN 253	ECN 250	FIN 323	ACC 215	MGT 218	MTH 127/130	MIS 300	MIS 290	
ACC 311	ACC 216	ECN 310	ECN 253		MGT 218	MGT 350	MGT 320	MIS 350	MIS 290 or Perm.	
ACC 312	MIS 200	ECN 326	ECN 250	FIN 327	FIN 321	MGT 354	MGT 350	MIS 360	MGT 218	
	ACC 198		ECN 253	FIN 329	FIN 321	MGT 355	MGT 350		MIS 290	
ACC 311	ACC 311	ECN 328	ECN 250	FIN 329	FIN 321	MGT 454	MGT 350		CR: MIS 340	
ACC 318	ACC 216		ECN 253	FIN 343	FIN 323		MGT 354	MIS 412	MIS 290 or Perm.	
ACC 318	MGT 218	ECN 332	ECN 250	FIN 350	FIN 323	MGT 455	MGT 350	MIS 415	MIS 290 or Perm.	
	ACC 311	ECN 342	ECN 253	FIN 356	FIN 323		MGT 354	MIS 433	MIS 333	
ACC 341	ACC 198	ECN 405	ECN 250	FIN 356	FIN 323	MGT 456	MGT 350	MIS 460	MIS 360	
ACC 348	ACC 215	ECN 408	ECN 253	FIN 360	FIN 323		MGT 354		CR: MIS 444	
ACC 358	ACC 216	ECN 420	ECN 253	FIN 370	FIN 323	MGT 360	MGT 320	MIS 444	CR: MGT 420	
ACC 412	ACC 311	ECN 421	ECN 253	FIN 405	FIN 321	MGT 370	MGT 320		MIS 340	
ACC 414	ACC 312	ECN 423	ECN 253	FIN 410*	FIN 321	MGT 419	MGT 320	MIS 470	MIS 290 or Perm.	
ACC 418	ACC 318		MGT 218	MGT 218	FIN 425	FIN 370	MGT 420	MGT 218	MIS 475	MIS 470
ACC 429	ACC 312	ECN 430	ECN 253	FIN 431	FIN 370	MGT 422	MGT 320	MIS 476	MIS 460	
	ACC 341	ECN 440	ECN 253	FIN 440	FIN 323	MGT 423	MGT 320	MARKETING		
ACC 435	ACC 341	ECN 466	ECN 326	FIN 451	FIN 323	MGT 424	MGT 320	Course	Prereq	
ACC 448	ACC 311		ECN 328	ECN 328	FIN 452	FIN 451	MGT 425	MGT 320	MKT 341	MKT 340
ACC 448	ACC 348	ECN 423	ECN 423	FIN 454	FIN 451	MGT 428	MGT 320	MKT 344	ACC 215	
				FIN 456	FIN 451	MGT 429	MGT 320		MKT 340	
ACC 499*	ACC 312	ENTREPRENEURSHIP		FIN 458	FIN 451	MGT 445	MGT 320	MKT 371	MKT 340	
	ACC 318	Course	Prereq	FIN 460	FIN 451	MGT 446	MGT 320	MKT 425	MGT 218	
	CR:ACC 414 & ACC 429	ENT 350	ENT 220 MGT 360	FIN 470*	FIN 343 FIN 440	MGT 455	MGT 350		MKT 340	
LEGAL ENVIRONMENT		ENT 370	MGT 360	FIN 475	FIN 323	MGT 460*	ENG 204	MKT 435	MKT 340	
Course	Prereq	ENT 380	MGT 360		ECN 421		FIN 343	LE 207	MKT 440	MKT 340
LE 308	LE 207	ENT 467*	ENT 350				MGT 218	MKT 442	MGT 218	MKT 340
LE 351	LE 207		MKT 442				MKT 340	MKT 449	ACC 216 MGT 218	
	MGT 350	ENT 469	ENT 467			FIN 323				
						MGT 461	MGT 320	MKT 465*	MKT 231	
									MKT 437	MKT 442

Updated 5/31/18

*Capstone Course

COURSES OFFERED ONCE A YEAR

The following courses are required for various majors and are usually only offered once a year. Please note the semesters in which these courses are taught and plan accordingly. Failure to adhere to these lists may result in your graduation being delayed. The Lewis College of Business reserves the right to change the semester in which these courses are taught. Students are encouraged to meet with their academic advisor during their sophomore year to see if any classes have changed.

Several of the courses listed are required for the following majors: **Economics, Energy Management, Entrepreneurship, Healthcare Management, International Business, and Management Information Systems**. Students who wish to pursue a minor in **Risk Management and Insurance** should note the semesters in which those required courses are offered.

FALL	SPRING	SUMMER
ECN 328	ECN 326	MGT 471
ECN 421	ECN 420	
ECN 423	ECN 466*	
ENT 350	ENT 220	
FIN 321 ¹	ENT 467*	
FIN 329 ¹	FIN 327 ¹	
MGT 350	FIN 356	
MGT 455*	FIN 405 ¹	
MGT 370	FIN 475*	
MGT 380	LE 351	
MIS 300	LE 366	
MIS 340	MGT 354	¹ FIN 321, 327, 329 and 405 are courses required for a minor in Risk Management and Insurance. These courses may or may not be offered.
MIS 470	MGT 355	
	MGT 446	
	MGT 458	
	MIS 310	
	MIS 333	
	MIS 475*	

*Capstone Course

Updated 5/30/18



MARSHALL UNIVERSITY COLLEGE OF BUSINESS

THE INTERNSHIP/CO-OP PROGRAM

Revised 3/04 - Effective Fall 2004

PURPOSE

The purpose of the internship is to provide a means by which students can receive academic credit for educational experiences received in a work environment that cannot be provided by the College of Business. *Students approved for internship credit will actually register for a university course and are required to pay tuition for the credits they receive.* All proposals for an internship must clearly identify the educational benefits that will accrue to the student before the internship will be approved.

STUDENT ELIGIBILITY

- Students must meet all COB internship eligibility requirements: Junior or Senior standing, and overall GPA of 2.5 or better.
- Transfer students meeting the above criteria are eligible to participate after one semester of coursework at the College of Business.

THE INTERNSHIP ENROLLMENT PROCESS

All of the following steps must be carried out to receive proper credit in the Internship Program.

1. Pick up internship packet from the Academic Advising Center, CH 334.
2. Complete Student Application form and obtain signature of academic advisor, CH 334, verifying eligibility to receive credit.
3. Meet with Division Head to discuss division internship requirements.
4. Have employer complete Job Description form.

5. Submit completed documentation and any additional divisional requirements to division head for approval no later than the first week of the semester you wish to enroll.
6. Upon approval and after receiving overload slip from division head, go to the Registrar's Office and register for the Internship class. (ACC, ECN, FIN, MGT, MIS, or MKT 490)

To renew an existing internship for the following semester, the student must complete steps #5 and #6.

OBTAINING ACADEMIC CREDIT

- A student may earn up to a maximum of 6 hours of internship credit; a maximum of six (6) credit hours of internship can be earned in one semester, provided the student is working in a full-time, co-op experience and not enrolled as a full-time student.
- Students generally register for three (3) credit hours per semester. A minimum of 200 hours of internship work equals three credit hours.
- Internship credit may be earned during regular semesters or summer sessions.
- If the intern works part-time during the summer sessions, he/she will register for and obtain credit during the session in which the internship is completed.
- Students who register for a Management, Management Information Systems, or Marketing internship and are majoring in that field will receive credit toward a MGT elective, MIS elective, or MKT elective, respectively. Students can only apply credit toward one MGT, MIS, or MKT elective. Students who take an internship twice will have those hours applied toward free elective hours. It will not count toward an additional required elective. Students who complete an internship in Accounting, Economics, or Finance will receive credit toward free elective hours.
- A grade of CR/NC will be assigned by the division head upon completion of internship requirements and evaluation from the employer.
- An internship student will be required to submit a journal or report of his/her experience.

EMPLOYER

- Completion of Employer Job Description form.
- Orientation of intern to assigned tasks.
- Supervision of intern during the program.

- Completion of Appraisal Form to be mailed to student's division head no later than one week prior to the end of the semester. If the intern hand carries the Appraisal Form, it should be sealed and signed by the employer on the envelope. Verification of the number of hours worked by the intern is required.

DEAN'S OFFICE

- Provide the student with an internship packet.
- Verify eligibility requirements.
- Advertise college-wide internship positions.

DIVISION SECRETARY RESPONSIBILITIES

- Provide the student with an internship packet.
- Keep documentation on file in division office.
- Advertise major specific internship positions offered by employers.
- Mail Appraisal Form to employers three weeks before the end of the regular semester or two weeks before the end of summer sessions.

DIVISION HEAD

- Verify completed Application Form and verify Employer Job Description form for suitability as a COB internship.
- Complete Division Head Approval Form.
- Give student Permission to Enroll slip.
- Division Head verifies that student report of experience was completed.

SALARY AND OTHER JOB BENEFITS

- Salary and other job benefits are established through agreement between the student and employer.
- The student is not guaranteed a job on completion of the program and, if performance or other conditions merit it, the employer may at any time terminate the employment of the student. The student is expected to perform and follow policies and practices common to other employees of the employer.

Procedures for Independent Study Projects

****These procedures are to be followed in all Lewis College of Business Divisions****

1. The purpose of an independent study is to expand students' knowledge beyond regular courses offered by the LCOB, including extended research projects from the regular course assignments, and other subjects the student and faculty wish to pursue which are not offered by the regular courses. Independent study courses are generally three credit hours. In rare cases, students may receive fewer credit hours based on the extent of the course work completed. The purpose of an independent study is not to serve as a substitute for any regular courses offered by the LCOB nor to increase a student's grade point average.
2. Independent Study Projects for course credit can be pursued only by:
 - a. LCOB students with Senior standing, who have a 2.5 or higher in Overall, Marshall, and Major GPA's; or with permission from the division head.
 - b. LCOB students with Junior standing, who have a 3.0 or higher in Overall, Marshall, and Major GPA's; or with permission from the division head.
3. The total number of Independent Study credit hours per student cannot exceed 8 (eight), with a limit of 4 (four) hours allowed in a single semester.
4. Requirements for Independent Study Registration:
 - a. The student must select an instructor in the appropriate department who will agree to be his/her Project Supervisor. The faculty member's agreement to serve in this capacity will be contingent upon his/her assessment of the feasibility of the project.
 - b. Written approval of the Independent Study topic(s) and for Independent Study registration must then be obtained from the division head.
 - c. Students who register for Independent Study without completing steps (a) and (b) may then be dropped from the course, administratively, by the division head.
5. Post-Registration Requirements:
 - a. The student and supervisor must, at the beginning of the term, work out a written agreement specifying the work to be completed and the conditions under which the project will be considered to be complete.

- b. The student and/or supervisor and the division head must then ask a tenured member of the division to review the written agreement. (If the supervisor is tenured, then any other member of the department may serve as the reviewer.)
 - c. Upon approval of the agreement, this faculty member will then serve as the third member of the student's Independent Study Committee, the other two members of this committee being the supervisor and the division head. (If the student has selected the division head as supervisor, then two other faculty members, one of which must be tenured, will serve on the committee.)
 - d. One week prior to the last day of the automatic "W" period during the semester, the student is required to submit a written progress report to the supervisor. If the supervisor determines that the student is making satisfactory progress, the student will be allowed to continue with the project. If the supervisor does not believe that satisfactory progress is being made, then the other committee members will be asked to review the report. If they concur with the supervisor, they may drop the student from the course administratively, with a grade of "W".
 - e. On or before the last scheduled day of classes during the term, the student must submit his/her final written report to the supervisor. The supervisor will then grade the report and forward it to the other committee members. Upon majority agreement of the committee members, a grade will be recorded with the Registrar.
 - f. If the student fails to deliver the final written report by the last day of classes, the Independent Study Committee will then decide whether to grant the student an "Incomplete" or an "F". Should the grade of "I" be assigned, the student and the supervisor will then work out the timetable necessary to complete the course, in the context of the standard "Incomplete Grade Form."
6. Substitution of Independent Study for a Required Course:
- a. Only under special, extenuating circumstances shall a student be allowed to substitute Independent Study work for a required LCOB course. If a student believes that he/she can demonstrate that such a substitution is necessary, that student must - prior to registration - petition the division head. The division head will then make a decision. If the division head agrees that this substitution is valid, the division head will then provide written documentation of the substitution to the Director of Student Services so that the student's degree audit can be updated accordingly.
 - b. Note that in general "special extenuating circumstances" are *not* present simply because the required course in question is not offered during the term the student wishes to take it.