

Advising Guide

Lewis College of Business



2007-2008

MESSAGE TO STUDENTS

We welcome you to the Elizabeth McDowell Lewis College of Business. The College has programs and activities to prepare you for exciting careers in business, the non-profit sector and in government.

You can be proud of your decision to attend Marshall University. The Lewis College of Business is fully accredited by The Association to Advance Collegiate Schools of Business (AACSB). The prestigious AACSB accreditation has been achieved by only 405 of the nation's business schools. Marshall University is one of the nation's elite schools of business. You can assure yourself that you will receive a quality education.

This advising guide highlights the requirements and procedures for admission and graduation from the Lewis College of Business. Keep it handy, as it will answer most questions which will arise during your career in the College. You are responsible for complying with the College's regulations. If you don't, your graduation may be delayed.

Since you have been admitted to Marshall University, you can be admitted to the Lewis College of Business as a Pre-Business student. You need not declare a specific major at this time. Within your first 58 semester hours, you will explore all the areas within the College. After that, you will be expected to select a specific area for a major. The areas for concentration are identified later in this guide.

Admission to a major is by application. You must complete 58 semester hours prior to applying for entry into a major program. There are additional specific requirements in addition to the 58 hours which you must meet to be admitted to a major. These requirements will be described in this Guide.

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Lewis College of Business
Marshall University

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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 we have anticipated many of your concerns.

You should keep the Advising Guide on your desk as a reference book to be used when you have questions. 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 of Business career. *Should you lose your Advising Guide, you will be charged a replacement fee.*

The Advising Guide is not intended to replace the University catalog. The catalog has much 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 University catalog and the Advising Guide you will know what is required of you to complete your degree. Below is a list of telephone numbers for the LCOB. 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 catalog, call the appropriate person or department. Don't let a small question become a big problem. Get the help you need!

Dean's Office

Nancy M. Baumgarner, Academic Advisor baumgarn@marshall.edu	Corbly Hall 107	696-2442
Academic Advisor	Corbly Hall 107	696-2610
Lisa Williamson, Program Manager lisa.williamson@marshall.edu	Corbly Hall 107	696-2612

Academic Divisions:

Dr. Loren Wenzel, Division Head Accountancy & Legal Environment	Corbly Hall 225	696-2310
Dr. Lawrence Shao, Division Head Finance & Economics	Corbly Hall 257	696-2311
Dr. Chong W. Kim, Division Head Management & Marketing	Corbly Hall 429	696-2682

Mission Statement

The Mission of the Lewis College of Business (LCOB) is to be a leading state institution for the education of business students, and a contributor to the region's economic development. The College is committed to an overall balance among teaching, scholarly activity, and service. The LCOB is dedicated to graduating individuals who possess the communication, critical thinking, and problem solving skills necessary to meet the Tri-State area's needs for the demands of the global marketplace.

Vision Statement

The Vision of the Lewis College of Business is to ensure that our students are successful in business careers.

I. ADVISING

PRE-BUSINESS

Incoming freshmen are admitted to Marshall University under the Pre-Business curriculum, a two-year curriculum designed to show step by step the courses students need to complete to adequately prepare them for their last two years of courses. Following the successful completion of the requirements shown on page 27, students must apply for full admission to a major in the LCOB. Students should plan ahead so that Pre-Business is completed before enrolling in upper division LCOB courses.

FRESHMEN

As a freshman you must be advised by the dean's office 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. You will be informed of freshmen advising sessions during pre-registration periods. 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 an advising session after you have been enrolled your first semester. We discuss curriculum requirements, completion of pre-business, and many other topics of great importance to you. The freshmen advising sessions are held in small groups. This is your chance to ask questions and share valuable information with other freshmen. You will be required to attend these sessions until you officially become a sophomore.

SOPHOMORES

Once you become a sophomore you are no longer required to have an advisor's signature on your registration form, however, you may have questions regarding your curriculum. You may contact your advisor for help and we will schedule an appointment to meet with you.

JUNIORS

Once you complete 80 hours of coursework and are fully admitted to your major, you need to request to have a Junior/Senior Evaluation. This evaluation will outline all of your remaining requirements in order to graduate. To request an evaluation you can either go to your advisor's office and sign up or submit an online request at <http://www.marshall.edu/lcob/undergraduate/advising/evaluation/juniorseniorevaluation.htm> See page 39.

SENIORS

The semester before you plan to graduate is the time to apply for graduation. You need to go to the Bursar's Office in Old Main to pay your graduation fee. After you pay the graduation fee, you will need to bring a copy of your receipt to your advisor. She 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 correct on the computer so that it will be correct when their diploma is printed.

PROBATION STUDENTS

Regardless of class standing, all probation students must be advised in the dean's office. Probationary status is determined by quality points. Please refer to page 6 in this advising guide for clarification of the University Academic Probation and Suspension Policy.

II. TRANSFER STUDENTS

Because you have completed work at another school you may have some special needs. Once you have a conversion of credit from the Admissions office, the dean's office staff will determine which LCOB requirements you have already met. Transfer students are admitted under the Pre-Business curriculum until they have met all Pre-Business requirements. If you have not met all Pre-Business requirements, we will work toward that goal as quickly as possible. If you have met all Pre-Business requirements, you may apply for full admission to a major at the time of your transfer. Under special circumstances transfer students may enroll for upper division courses if they have completed most of the requirements. In this situation the transfer student would be required to sign a contract with the dean's office until all Pre-Business requirements have been met.

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. After your initial semester you will fall under the advising guidelines for other LCOB students.

Substitution Forms: If you transfer course work from either another college within Marshall University or another institution, it may be possible for you to substitute one of the courses you have already taken for one of the requirements you lack. If you have any questions regarding this option contact your advisor.

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. You may find this option extremely helpful. Before you enroll at the other institution you need to complete an Advanced Standing (Transient Student) form. See page 47.

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 Associate Dean in the LCOB then determines if the course will apply toward your graduation requirements.

Don't fail to complete the Transient Student form before you enroll elsewhere. This form is your protection against taking unnecessary courses and from being declared ineligible to return to Marshall.

III. MAJORS AVAILABLE

The LCOB has several majors which may lead to exciting careers. Your major should be selected with great care. On the following page you will find 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 Accountant
 Hospital Accountant

Government Accounting:

IRS Agent
 State Auditor
 Bank Examiner
 Municipal Accountant
 FBI Agent

Public Accounting:

Audit/Assurance Service
 Professional
 Tax Accountant
 Management Advisory Services

Economics

Analyst with FDIC
 Financial Consultant
 Securities Broker
 Pursue training to become an Actuary
 Financial Analyst
 Government Program Analyst
 Legislative Assistant
 Environmental Issues Analyst
 Regional Development Planner

International Concentration

Foreign Service Agent
 Nongovernmental Organization Rep.
 (NGO)
 United Nations
 Federal Reserve Agent
 Department of Commerce
 World Bank Young Professional
 U.S. Information Agency

Finance

Financial Analyst
 Cash Manager
 Financial Planner
 Accounts Receivable Analyst

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

Management

Chief Executive Officer
 Vice President
 Director
 Operations Manager
 Sales Manager
 Inventory Control Manager
 Human Resource Manager
 Industrial Relations Specialist
 Regional and District Manager
 Management Consultant
 Entrepreneur

Health Care Management

Medical Analyst
 Hospital Administrator
 Physicians Office Administrator
 Health Care Sales Manager

**Management
Information Systems**

Systems Analyst
 Network & Telecommunications Adm.
 Electronic Commerce/Web Master
 Consultant

Database & Data Warehousing Adm.
 IT Manager
 Enterprise Resource Planning Spec.
 Teacher and Researcher

Marketing

Marketing Director
 Salesperson
 Sales Manager
 Promotion Manager
 Account Executive

Branch Manager
 Market Researcher
 Buyer
 Store Manager

IV. 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 because of illness or for some other valid reason beyond the control of the student. The "I" grade is not considered in determining the quality point average. The student has the responsibility of completing the work within the period defined by the instructor, not to exceed twelve calendar months from date of receipt of the incomplete. If the work is completed satisfactorily, one of the four passing marks will be awarded. If the work is unsatisfactory or the student fails to complete the work within the 12-month period, an "F" or failing grade will be recorded. An incomplete grade may be removed by repeating the course within the 12-month period. You must register for the course and pay tuition. All grades remain on the student's permanent record as originally submitted by the course instructor. Any grade change is added to the permanent record.
- 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 - Withdrawal - In rare situations a student may be forced to withdraw completely from the university during a semester. Withdrawal from the university is defined as dropping all classes for which a student is registered. The student receives "W's".

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	$0 \times 0 = 0$
MTH 123	3	A	$3 \times 4 = 12$
CMM 207	3	F	$3 \times 0 = 0$
ART 112	3	C	$3 \times 2 = 6$
BSC 104	4	B	$4 \times 3 = 12$
			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 an "F". An "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.

The dean's office staff calculates your GPA on the 3 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.

F	D	C	B	A	
-6	-3	0	+3	+6	3-hour class
-8	-4	0	+4	+8	4-hour class
-10	-5	0	+5	+10	5-hour class

V. 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.

To make progress, you must stay at an average of "C" or better in all the courses in which you enroll, in all LCOB courses, and in all courses in your major. A surplus in non-business courses will not help you in business and a surplus outside your major will not assist you in the major.

There are some terms you must understand as well.

PROBATION: All undergraduate students whose Overall 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 their advisor 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 14 hours and should repeat courses under the D/F Repeat Rule to reduce deficiency points.
- Students on probation must earn a 2.0 GPA or higher 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.
- Other requirements may be imposed in the Academic Improvement Plan.

The student is returned to academic Good Standing when his or her Marshall and Overall GPA

is 2.0 or higher.

INELIGIBLE: Academic Suspension is defined as a period in which a student can not 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 One) will be suspended for one regular semester (the summer terms do not count as a term of suspension).

Table One - Suspension QPD

GPA Hours	0-25	26-57	58-89	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 probation and must follow all of the requirements of his/her Academic Improvement Plan. Failure to meet all of the requirements of the Academic Improvement Plan 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 Dean of a student's college, school, or program. 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 Changes: A request for a grade change should be addressed to the instructor of the course. For grade appeals, follow the procedures outlined in the University Catalog.

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, or English 102 may be taken under this option by LCOB students, and only 18 hours of credit/no credit course work 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.

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 anytime 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 English 101 or ACC 215), or makes a "D" in English 102/302.

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.

All students who register for a class as a D/F repeat need to fill out a "**D/F Repeat Application**" in the dean's office (see page 48). This form is then sent to the Registrar's Office so that proper credit is noted on your transcript. When your grades come out at the end of the semester, your GPA will automatically reflect the repeat of the course.

Freshmen D/F Letters: During the middle of the semester, professors will total grades for all freshmen. If a freshman 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 advisor to discuss their options.

VI. DOING WELL ACADEMICALLY

There are many things which you can do to help you make better grades. It is important that you understand that you are the only one that can make the grades. You can help by doing the following:

- A. Attend each class. Cutting classes will harm your grades.
- B. Be on time for every class. Being late for class is not acceptable in college.
- C. Read all assigned material before class. If you fail to do this, you will profit less from class.
- D. Prepare and submit assignments on time.
- E. 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.
- F. When you get behind, get help from someone. In some areas, tutors will be available. Ask the teacher about this.
- G. Participate in class. Persons who participate in class discussions usually make better progress.
- H. When you have a choice, sit to the front of the class. By doing this, you hear better and pay better attention to what is being taught.
- I. Prepare for every test. Don't assume that you are as well off as the others. Get ready!
- J. If you do not know why your answers were not acceptable, ask for help.

VII. CLASS ATTENDANCE

Each faculty member will announce an attendance policy. 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. If you miss class due to an illness or critical illness/death in the immediate family you need to take documentation immediately upon your return to Steve Hensley, Dean of Student Affairs, located in the Memorial Student Center, Room 2W38.

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.

VIII. COUNSELING SERVICES

It is not unusual for college students to have personal problems. Because of this, 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 696-3111. They cannot help you unless you let them know you need help.

IX. ACADEMIC SUPPORT CENTER

The Academic Support Center is where LCOB students can receive valuable tutoring. Tutoring is provided to any students struggling in a subject, or who just needs a little extra help to understand the course better. Each student will receive two hours per week in one or two subjects. Assistance is free of charge. If you need tutoring, please go to University College, located in the basement of the Community and Technical College building, to see the times available in the subject(s) you need.

X. COMPUTER LITERACY REQUIREMENT

Students are required to complete a computer literacy requirement. This can be met by one of two ways:

- A. Students can enroll in IT 101 to meet the computer literacy requirement. This class counts as three hours of free electives.
- B. Students who have experience in internet, spreadsheets, and word processing can opt to take a computer literacy challenge exam. Marshall University's Community and Technical College administers the challenge exam for students who have enough knowledge to test out of IT 101. You must contact the Community and Technical College to sign up to take the challenge exam.

You are also free to pursue non-credit off-campus programs or continuing professional education

You are also free to pursue non-credit off-campus programs or continuing professional education courses to obtain knowledge of internet, spreadsheets and word processing. If you sign up for anything other than IT 101 you must take the computer literacy exam and pass.

The computer literacy requirement should be fulfilled during the freshman year. Transfer students should complete this requirement during their first semester in the LCOB. The purpose of this requirement is to ensure that all students can use the personal computer effectively for sophomore, junior and senior level courses.

XI. SCHEDULING CLASSES

Each term the University will distribute a Schedule of Courses from the Registrar's Office. You must become familiar with this schedule. It includes very important information. After selecting your classes and registering, you will want to remove the Calendar of Events and post it in your room. This calendar has important dates for you for the semester. It also has the exam schedule for that term.

A. COURSE SELECTION

Care should be taken in selecting your courses. We have provided you with a Pre-Business list of requirements, a list of General Education courses, and a major sheet for each degree program in the LCOB. The courses you will need for graduation are listed. 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

Preparing a class schedule for a semester requires your close attention. Please read the instructions on the Registration Form and seek help when you do not understand what to do. Faculty, staff, and student guides can help you.

Be careful when completing your registration form. The Schedule of Courses does not present the information in the same order that the registration form asks for it. Watch your columns carefully. The following example will illustrate how to fill out the registration form if you want to sign up for Accounting 215 Tuesday and Thursday at 11:00 a.m.

SCHEDULE OF COURSES

ACC 215	PRINCIPLES OF ACCOUNTING								
1237	101	3.000	M	F	2150-2157M	CH	104	Onsah, B.	
1233	102	3.000	M	F	2230-2245M	CH	104	Onsah, B.	
1231	103	3.000	T	R	2930-1045M	CH	104	Forget, S.	
1235	104	3.000	T	R	1100-1115M	CH	104	Forget, S.	
1236	105	3.000	T	R	0200-0315M	CH	104	Forget, S.	
1941	106	3.000	T	R	0330-0445M	CH	104	Forget, S.	
1928	104	3.000	M	F	0630-0909M	CH	104	Lucho, C.	

REGISTRATION FORM

SCHEDULE ADJUSTMENT AND CLASS DROP FORM

Name: Dog John Student ID No. 126-46-6124

CLASS: Accounting 215 - No signature required. Inactive or academic probation. Probationary students must have Dean's approval.

GROUP: TR - Inactive - instructor's signature required. Probationary students must have instructor's and Dean's signatures.

POLICY: Please refer to Schedule of Courses for withdrawal deadlines and refund policies.

CLASS	DATE	TIME	CR	SEC	SECT	SAYS	SCHEDULE TIME	BUILDING ROOM	PLAC. BLDG.	ADD. COMMENTS	ADD	INITIALS	INSTRUCTOR
1235	Acc.	215	104	3	TR		11:00	CH 106			✓		

Registrar: John Doe Instructor: John Doe

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

C. WEB REGISTRATION (myMU)

Web registration (myMU) is available to all LCOB students, except probation students and athletes. As a freshman you have an advisor's hold on your record that will be removed only after you attend a freshman advising session. If you attempt to register while the advising hold is still present, you will be blocked from myMU.

Registering through the web is an easy way to avoid long lines and delays. Refer to the Schedule of Courses printed each semester for a detailed explanation of how to use myMU.

D. SELECTION OF CLASSES

Most of your classes are required. However, depending on your major, you may have a few free electives. The number of free electives varies between majors. Please refer to each major sheet for an exact count of the number of free electives required for your major.

E. 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.

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. If you want to discuss this further, contact an advisor in the dean's office.

If you wish to take more than 18 semester hours in a regular semester, you must have an overall average of at least a 3.0 and have approval from the dean's office.

F. PREREQUISITES

A prerequisite is a course or student classification 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 completed (with a grade of "D" or better) 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 37 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 embarrassment and 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.

G. SCHEDULE CHANGES

The date for Schedule Adjustment is shown in each semester's Schedule of Courses. You must follow these dates and the Registrar's procedures. Forms are available in the dean's office.

Opportunity is given for students to modify schedules during the late registration and schedule adjustment period each term. The appropriate form for making schedule adjustments is the Schedule Adjustment and Class Drop form. If you are a freshman or probation student you must have a signature and stamp from the dean's office before adding or changing 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 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 University calendar) to withdraw from courses with a "W" grade being assigned. During the "W" period, the instructor's signature is required. Students who are on probation must also get their advisor's signature.

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" (-2 quality points for each credit hour). Failure to properly withdraw creates additional problems for students by sometimes placing them on probation or suspension, depending on the number of quality point deficits they receive.

TO WITHDRAW SIMULTANEOUSLY FROM ALL COURSES THE STUDENT SHOULD CONTACT THE REGISTRAR'S OFFICE.

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 102, ACC 215, SPN 101, SPN 102, MTH 121, MTH 123, MTH 127, MTH 130, MTH 203, 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 the LCOB dean's office concerning applicability of the credits earned. The Office of Admissions coordinates CLEP credits at Marshall.

Advanced Placement Exam: Please see your catalog under this heading for information which may be important to you.

XII. CURRICULUM REQUIREMENTS

The curriculum which you will follow combines general education requirements, at least one course from every department in the LCOB, and specific courses required for your major.

A. GENERAL EDUCATION:

General Education courses are usually taken outside the LCOB to build a basic academic background. These are a very important part of your education and should demand your close attention. A college level education requires knowledge from several fields of study.

The 100 and 200 level courses should be completed in the first two years. 300 and 400 level courses should generally be completed in the third and fourth years.

When selecting a course, be sure to check for prerequisites.

SUBJECT AREA

Hours Required

1. **Communication Studies 207 and one of the following:**

CMM 302, 308, 315, 319, 322

6

Students with an ACT score of 26 or higher are encouraged to take CMM 104H. This class will substitute for CMM 207.

2. **English 101, 102**

COM 095 is required for students with an English ACT score of 14-17. COM 094 is required for students with an English ACT score of less than 14. The graduation requirement is increased three hours for students who complete COM 095 and six hours for students who complete COM 094 and COM 095. A grade of "C" is required for graduation in ENG 102.

6

Students with an 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 102. If a student receives a grade of "D", the student will only receive three hours of credit toward ENG 102 and must either repeat ENG 201H or go back and take ENG 101. Students MUST receive a grade of "C" or better in ENG 102. Students who receive a grade of "D" in ENG 102 must either repeat the course for a higher grade or pass the English Qualifying Exam.

Hours Required

3. Mathematics 123 and 203

6

MAT 097 is required for students with a Mathematics ACT score of 16-18. MAT 085 is required for students with a Mathematics ACT score of 12-15. MAT 080 is required for students with a Mathematics ACT score of 11 or less. Students must also register for at least one credit hour of ASC 099. The graduation requirement is increased four hours for each developmental math class taken.

Students who have a Mathematics ACT score of 25 or higher can opt to go directly into MTH 203. Students who do this and pass MTH 203 do not have to take MTH 123. Students would take a 3-hour free elective to count in place of MTH 123.

4. Computer Literacy Requirement:

3

All LCOB students must take IT 101 or pass the computer literacy exam. Students should complete this requirement during their freshman year.

5. Arts/Humanities Requirement:

6

Any courses in the following areas may be selected:

Art (except ART 113, 340, 460)	Music
Classical Studies	Philosophy
Dance	Religious Studies
English (beyond ENG 102/302)	Theatre

Recommended courses:

Art 112, MUS 142, THE 112

Hours Required

6. Natural Sciences Requirement:

7 or 8

Students must select at least 4 hours of integrated science (ISC) coursework (lab included) within the LCOB science requirement. Refer to the Schedule of Courses printed each semester to determine which science courses have the ISC designation. All students must successfully complete MTH 123 prior to enrolling in an ISC course.

To complete the 3-4 science elective, any courses in the following areas may be selected or the student may opt for a second ISC science course:

Geology	Chemistry	Geography 101
Physics Science*	Biological Science	Physical Science

*Science courses 100 level or above in Marshall University's Community and Technical College will also count toward the 3-4 hour science elective. Developmental science courses will not count toward this requirement.

7. Behavioral Sciences Requirement:

3

Psychology 201

8. American Institutions

6

Complete 6 credit hours from the following courses:

Anthropology 430, 455

Economics 310, 326, 332, 342, 415, 456

Geography 206, 305, 320, 401, 402, 410, 414, 415, 416,
417

History 125, 230, 231, 250, 303, 312, 317, 323, 333, 342,
350, 402, 403, 404, 405, 409, 410, 413, 414,
415, 416, 424, 431, 432, 433, 440

Philosophy 315

Political Science 104, 202, 233, 301, 303, 307, 376, 381,
383, 423, 433, 436, 440, 461, 484

Sociology 200, 300, 310, 311, 313, 330, 342, 375, 408,
413, 420, 423, 425, 428, 432, 433, 435, 440,
442, 450

Social Studies 207

9. International Studies (I):

To meet this requirement, the student must:

- a. Select 3 hours from the following Economics courses:
340, 408, 420, 460
- b. Select 6 hours from the courses listed in the "Schedule of Courses" as International. We suggest the following:

Anthropology 201
Finance 440
Geography 100, 203
History 103, 208
Marketing 371

NOTE: The courses that are designated as official "International Studies" electives under this heading will change semester by semester as determined by the MU International Studies Committee. Some of the above courses may be deleted; others may be added. To determine the exact list of options available to the student in any given semester, refer to the Schedule of Courses printed each semester. **In some cases only certain sections of a course count as an International Studies requirement. CHECK THE SCHEDULE OF COURSES EACH SEMESTER!**

NOTE: International Economics Majors - Please refer to the major page for detailed information on how you can fulfill this requirement. You are required to take 15 hours of International Studies, but you have more options available. If you have any questions see an advisor.

10. Free Electives

Students must complete at least 128 hours to graduate with a B.B.A. The number of free elective hours you will need to complete depends on your major, and on the number of hours you take to fulfill your science requirement (7 or 8). Each major in the LCOB varies as far as the number of required courses. To determine the number of free electives you will need to reach 128 hours to graduate do the following: Add up all the hours required on your Pre-Business and Major curriculum sheet. Take that number and subtract it from 128. 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 128 hours completed. If you make a "C" or better in a course and repeat it, that is considered a Repeat Passing Grade. Repeat Passing Grade hours cannot count toward the 128 hours needed for graduation.

11. Multicultural Studies (MC)

To meet this requirement, the student must select 3 hours from among the courses that the Committee on Multicultural Studies designates as fulfilling this requirement. This list will change, semester by semester. To determine the exact list of options available to the student in any given semester, refer to the Schedule of Courses printed each semester. Most students are able to take a course that double-counts as a Multicultural course and an American Institutions Elective (ex: SOC 200 or SOS 207)

12. Writing Across the Curriculum (WAC)

Students must select 3 hours from among the courses that the University Writing Across the Curriculum Committee designates as fulfilling this requirement. These courses are writing intensive and designed to improve your writing skills. To determine the exact list of options available to the students in any given semester, refer to the Schedule of Courses printed each semester. LCOB students are able to double-count their capstone course, MGT 460, as a WAC course. If MGT 460 is taken at another institution, the student will need to select another (W) WAC class at Marshall University or provide documentation that they have met this graduation requirement elsewhere.

13. Double-Counting

Any course that meets more than one graduation requirement (excluding free electives) can be double or triple counted if applicable. For example: MKT 371 counts as an International Studies and a Management Elective. If you are a Management major you may count this course as having fulfilled both requirements. Keep in mind that you still must have a minimum of 128 credit hours to receive a degree and double-counting will increase the number of free electives you will need. You may only double count in the general education area of your degree. You cannot double count one course as two major requirements.

You may want to carefully consider course selections. Choose wisely and free up more hours that you can use as free electives.

B. MAJOR REQUIREMENTS

After you complete all Pre-Business requirements you must complete the courses required for your major. Please refer to the requirements listed by major later in this guide (see pages 29-36). They will be listed under the following headings:

1. Accounting
2. Economics
3. Economics - International Concentration
4. Finance
5. Management

6. Management- Health Care Concentration
7. Management Information Systems
8. Marketing

C. GOOD CITIZENSHIP

Just as you should begin now building the work experience section of your resume you should also consider community service or volunteer experiences. Many employers expect their employees to donate their time to their community. Start now through civic organizations or other service clubs. There are many worthy causes in the Tri-State that can use volunteers. This section of a resume becomes more important every year as employers embrace the concept of social responsibility.

XIII. INTERNSHIP

There are many reasons why you should consider an internship. Today's job market is tight. 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. And you might just 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 3 credit hours for each semester and a maximum of 6 internship credits. 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.

To be eligible for internship credit, you must be a student in the Lewis College of Business, have junior or senior standing, fully admitted to your major, with at least a 2.5 overall grade point average. Transfer students meeting the above criteria are eligible to participate after one semester of coursework at the Lewis College of Business. If you do not meet those requirements, don't give up on the idea of working in your field, you just won't be eligible for academic credit. If you have any questions regarding internships, contact the dean's office or your division head.

XIV. ADMISSION TO A MAJOR

Students admitted to Marshall University who declare the LCOB as their chosen college are admitted under the "Pre-Business" major. Following the successful completion of all Pre-

Business requirements the student should apply for full admission to a major in the LCOB.

Pre-Business students should focus on the completion of the following requirements while paying particular attention to prerequisites:

Course

MTH 203

ACC 215 ("C" or better required for Accounting majors only)

ACC 216 ("C" or better required for Accounting majors only)

ECN 250

ECN 253

ENG 101

ENG 102 ("C" or better required to graduate)

CMM 207

LE 207

MGT 218

_____ GPA
GPA in these courses must be at least a 2.0

Computer Literacy Requirement: This can be met by taking IT 101 or by passing the computer literacy exam.

Completion of 58 hours with an overall GPA of at least 2.0 is required to be fully admitted.

Once you have completed the requirements listed above you must complete an application for full admission to a major in the dean's office.

XV. DOUBLE MAJORS/MINORS

Majors:

You may complete a double major if you are interested in more than one major. You should inform the dean's office staff of your decision as soon as possible. You will not be credited with the second major unless you give proper notification. If you complete a bachelor's degree and graduate and return for a double major you will be required to complete a minimum of 30 credit hours. If you decide to do a double major it is sometimes best to wait to graduate after all requirements are met for both majors.

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. If the catalog does not specify minor requirements for a department, and if you have a minimum of 12 hours in any one field with only 3 of the 12 hours at a freshman level you have a minor! Please note that minors are specified in the current university catalog.

Once you complete the courses required for a minor, you can feel perfectly correct in listing your minor on either your resume or job application forms. This is one method where you can prove to an

employer that you have strong knowledge in more than one discipline. Due to the fact that communications skills are so highly desired you might consider a minor in English or Communications. If you are having a tough time deciding on a major between Management and Marketing choose a major in one, but take at least 12 hours in the other so you can say you have a minor. This may open up more job opportunities for you. Just be careful if you try to obtain a major and minor within the LCOB that you don't violate the 64 hour rule that states a minimum of 64 hours must be taken from outside the LCOB. The minor will not be noted on your diploma, but will print on your transcript. Be sure to alert the LCOB graduation specialist once you complete a minor so that this can be noted.

MINOR PROGRAMS OF STUDY FOR THE LEWIS COLLEGE OF BUSINESS:

The following specifies courses required for minors in the LCOB:

Accounting Minor - A minimum of 12 credit hours in Accounting, to include ACC 311 and ACC 318 and six hours of accounting electives. Choose from among ACC 312, 341, 348, 412, 418 and 448.

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 6 hours:* MGT 360 and MGT 461; *Elective Courses - select 9 hours from the following:* ACC 310 (for non-business majors only - LCOB majors will take ACC 215 and ACC 216 in place of ACC 310, ACC 215/216 counts only as 3 hours of an elective towards the 9 hours required for the minor); FIN 380; IE 366; MKT 340; 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 343, 350, 370; plus three hours taken in any of the discipline's 400-level courses.

Management Minor - A minimum of 12 credit hours, to include MGT ~~320~~, plus three hours from among MGT 420 or 422; for the remaining six hours choose from:

Health Care: MGT 350, 354

Human Resources: MGT 424, 425 (or 422, if not already taken)

Small Business: MGT 360, 461

Management Information Systems Minor - A minimum of 12 credit hours in Management Information Systems, to include MIS 207 and MIS 290, plus six hours from among the following MIS courses: 257, 310, 333, 340, 350.

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

XVI. CAREER INFORMATION

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. As you can see from the Pre-Business curriculum you will be exposed to all departments in the LCOB before you are asked to declare a major. 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.

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.

Be sure to utilize the resources at Marshall's Career Services Center. This office helps students with writing a resume and interviewing tips, as well as advertising internships and job opportunities.

XVII. STUDENT ORGANIZATIONS

Every department in the LCOB has a professional student organization that you may want to join. Student organizations usually meet every two weeks 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 will provide you with a list of the professional student organizations in the LCOB:

Accounting	The Accounting Club
Economics	Omicron Delta Epsilon
Finance	Financial Management Association
Management-Health Care	American College for Health Care Executives
Management Information Systems	Management Information Systems Club
Marketing	American Marketing Association
Accounting, Finance, MIS	Beta Alpha Psi
All	Delta Sigma Pi

ALPHA KAPPA PSI is a professional business fraternity, open by invitation only to LCOB majors regardless of sex or race. The Marshall Chapter is a strong organization that has placed first in the nation recently.

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.

XVIII. CAREER PLACEMENT

Before your senior year you should visit the Marshall University Career Services Center. 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 the Placement Center and the LCOB concerning interviewing skills.

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.

XIX. INDEPENDENT STUDY

The LCOB allows Independent Study courses for students to expand knowledge beyond regular courses offered by the LCOB. Refer to pages 45-46 for the eligibility requirements and procedures for Independent Study projects. Applications for an Independent Study are available in the dean's office, CH 107.

XX. 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 Computing Services Center located on the fourth floor

of the 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. You can do so by following the directions below:

Go to: <http://web.marshall.edu/computing/emaildelivery/>

Once you are at that page, click on "Set Email Delivery Location", and log in with your e-mail username and password. You will then see "I would like my email delivered to". To forward your mail to a different location, choose "This Email Address" and enter the address you wish your mail to be forwarded to.

When you are finished, click on the "Change Email Forwarding" button on the bottom of the page. You can test this by clicking on the link and logging in. It will not change your setting unless you change it.

XXI. 3+2 PROGRAM

The 3+2 Program offered by the Lewis College of Business allows students to complete both their Bachelors of Business Administration and their Masters of Business Administration in a total of five academic years. While still a senior, a student can take graduate coursework at either the Huntington or South Charleston campus of Marshall University's Graduate School of Management.

Students are allowed to double-count up to nine hours of graduate level courses from their masters degree toward their bachelors degree requirements. Students enrolled in the program save time and money.

The 3+2 Program is especially attractive for accounting majors, who can enroll in the program to meet the requirements for the MBA while completing the 150 hours required by the state of West Virginia to sit for the CPA examination. Students are assured of quality instruction as all faculty meet AACSB's stringent requirements for graduate faculty status.

Admission Requirements: 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 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 completed the GMAT and received a score of 500 or better;
- 5) Have an overall undergraduate GPA of 3.0 or better at the time of application.

XXII. 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 (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 you must “validate” that class at Marshall 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 Finance and Economics division. If you pass the exam, that division will notify the dean’s office 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 Management and Marketing division. If you pass the exam, that division will notify the dean’s office 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 Management and Marketing division. If you pass the exam, that division will notify the dean’s office 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. For 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, the student must repeat the course at Marshall University.

XXIII. STUDY ABROAD

Have you ever dreamed of studying abroad for a semester, but fear you can't afford it? The LCOB now offers business students several affordable options. The entire cost including travel, room and board may be far less than you think. Study abroad options are available to rising sophomores with a minimum 2.5 GPA.

Buckinghamshire College

Since 1992 the LCOB has been sending students to study at Buckinghamshire College just outside London. Bucks is truly an international campus with students from England, France, Russia, Germany, and Italy. Bucks offers a great selection of courses. Students usually return with 15-18 credits that can be applied to their Marshall degrees. The courses are all taught in English. The campus is set in the English countryside, only 40 minutes from the heart of London.

Due to the dates of the semesters at Bucks, the spring semester is the only option to visit England. Bucks closes the campus for three weeks in April, giving our students a lengthy opportunity to travel throughout Europe. Previous students tell us they were able to travel very inexpensively by staying in hostels or visiting European Bucks students in their home countries.

The average cost of attending a semester at Bucks is \$4,500. This includes all expenses including a generous amount for weekly trips to London and spring break travel. Contact Lorraine Anderson in CH 107, or by calling 696-2611 for more details.

Auckland University of Technology

In 1999, the LCOB began sending Marshall students to AUT located in Auckland, New Zealand. The students reported having a wonderful experience halfway around the world. Since New Zealand is in the southern hemisphere, while we were trying to keep warm in the snow, our fellow Marshall students were spending their weekends laying on the beach enjoying the New Zealand summer season. AUT offers a wide range of business subjects for you to choose. All courses are taught in English.

AUT is located in the heart of Auckland, New Zealand, which boasts over one million people within the city. AUT is also an international campus with many students from the Pacific Rim countries. Just like Bucks, the cost of attending a semester at AUT is remarkably affordable. It compares to what you would pay for a semester at Marshall if you lived in the dorms and took the meal plan. Interested students should contact Lorraine Anderson, CH 107, or by calling 696-2611 for more information. Applications are accepted through the dean's office.

Other Countries

Through programs offered through other universities, you could study in different countries. In the past few years, the LCOB has sent students to study in Austria, Russia, Sweden, and South America. The world can be your university.

As you can see, we believe in study abroad. You will learn more than you can imagine by living in a foreign country and being classmates with other exchange students. You need to know about our global economy. Study abroad is a great place to start. Don't delay. Fill out an application in the LCOB dean's office at your earliest convenience.

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 155 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.

The opportunity to attend another university will open many doors. Michelle Ankenbauer from SUNY College at Buffalo had this to say: "NSE is the ultimate college experience. Going away not only creates a sense of independence, but every door of life is opened - culturally, academically and socially."

To be eligible you must be a full-time student at Marshall with at least a 2.5 GPA. Most exchanges are negotiated in March at the NSE convention for the following academic year. Therefore, you need to plan well in advance. The two universities in Hawaii are top choices and difficult to obtain. Interested students should contact Clark Egnor at (304) 696-2465. Students can also visit the following website: <http://www.buffalostate.edu/~nse/>.

APPLICATION FOR FULL ADMISSION TO THE COLLEGE OF BUSINESS

TO BE COMPLETED BY THE STUDENT

DATE: _____ STUDENT I.D. NUMBER _____ - _____ - _____

NAME: _____
FIRST MIDDLE LAST

CURRENT ADDRESS: _____
STREET CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET CITY STATE ZIP

CURRENT PHONE #: () _____ PERMANENT PHONE #: () _____

MARSHALL E-MAIL ADDRESS: _____ @marshall.edu

I do hereby apply for admission to a major in _____
MAJOR(S)

I affirm that the following requirements for full admission into the College of Business have been met.

STUDENT SIGNATURE DATE

THE INFORMATION BELOW IS TO BE COMPLETED BY THE DEAN'S OFFICE STAFF

<u>Course</u>	<u>Grade</u>
MTH 203	_____
ACC 215 <small>(C or better required for Accounting majors only)</small>	_____
ACC 216 <small>(C or better required for Accounting majors only)</small>	_____
ECN 250	_____
ECN 253	_____
ENG 101	_____
ENG 102 <small>(C or better required to graduate)</small>	_____
CMM 207	_____
LE 207	_____
MGT 218	_____

_____ GPA
GPA in these courses must be at least a 2.0

Computer Literacy Requirement: IT 101 or Computer Literacy Exam _____ Completed

OVERALL GPA _____ *Must be 2.0 to be fully admitted. Must have completed 58 hours.* _____ Hours Completed

ADMISSION REQUIREMENTS VERIFIED BY _____
SIGNATURE DATE

BANNER UPDATED _____ MAJOR CURRICULUM SHEET ADDED TO FILE
DATE INITIALS
 _____ MAJOR GPA SHEET CALCULATED

Student _____
 Degree BACHELOR OF BUSINESS ADMINISTRATION FRESHMAN and SOPHOMORE YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
FRESHMAN YEAR					
ENG 101	English Comp I	3	ENG 102	English Comp II	3
MTH 123	Algebra	3	CMM 207	Bus & Prof Comm	3
PSY 201	General Psychology	3	MTH 203	Calculus for Business	3
	Science Elective	3-4	ECN 250	Prin of Microeconomics	3
UNI 101	New Student Seminar	1			
		13-14			12
SOPHOMORE YEAR					
ACC 215	Prin of Accting I	3	ACC 216	Prin of Accting II	3
ECN 253	Prin of Macroeconomics	3	MGT 218	Business Statistics	3
	Comm Studies Elective	3	LE 207	Legal Environ of Bus	3
IT 101	Fundamentals Computers	3		ISC Science Elective	4
		12			13

General Education Requirements to be taken during Freshman, Sophomore, Junior or Senior years.

_____	Amer Inst Elective	3	_____	Int'l Studies Elective	3
_____	Amer Inst Elective	3	_____	Int'l Studies Elective	3
_____	Arts/Humanities Elective	3	_____	Int'l Studies Elective	3
_____	Arts/Humanities Elective	3		(ECN 340, 408, 420, 460)	
		12			9

#The actual number of Free Electives varies considerably between majors, check the Advising Guide for details.

_____	Free Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	1-3

Refer to the Advising Guide for selection of the following:

*American Institution Electives, Arts/Humanities Electives, Science Electives, International Studies Electives, and CMM Studies Elective.

Additional Graduation Requirements. These may be fulfilled in conjunction with another requirement.

_____ WAC (Writing Intensive)

_____ Multicultural

PREREQUISITES MUST BE ADHERED TO IN SCHEDULING!

2007-08

ACCOUNTING

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION

JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MKT 340	Prin of Mkt	3	LE 308	Commer. Law	3
ACC 311#	Interm Accting I	3	ACC 312#	Interm Acct II	3
ACC 318#	Cost Accounting	3	ACC 341#	Acc Info Sys	3
ACC 348	Federal Tax	3	_____!	Accounting Elect	3
MGT 320	Prin of Mgt	3	FIN 323	Prin of Bus Fin	3
		15			15

=====

SENIOR YEAR

ACC 429	Auditing I	3	MGT 460*	Strategic Mgt	3
ACC 414	Adv Acct Problems	3	_____!	Accting Elect	3
_____!	Accting Elect	3	ACC 499+	Senior Seminar	3
		9			9

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

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

! Accounting electives - select from the following: ACC 412, 418, 448, 451. Special Topics in Accounting will also count as accounting electives.

Student must earn a grade of "C" or better in all ACC prerequisite courses, as well as ACC 215 and ACC 216; and in ACC 348 if taking ACC 448, and ACC 429 if taking ACC 430.

Free Electives: The Accounting degree requires a total of 8-9 hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

2007-08

ECONOMICS

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION

JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MKT 340	Prin of Marketing	3	§	ECN/FIN Elect	3
ECN 328	Interm Micro Analy	3	FIN 323	Prin of Bus Fin	3
MGT 320	Prin of Management	3	ECN 326	Interm Macro Analy	3
MIS 290	Prin of Mgt Info Sys	3			
		12			9

=====

SENIOR YEAR

§	ECN/FIN Elect	3	MGT 460*	Strategic Mgt	3
§	ECN/FIN Elect (400)	3	ECN 466+	Economics Wrkshop	3
ECN 423	Intro to Econometric	3			
		9			6

=====

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

+ Economics 466, Economics Workshop, make up the capstone experience for economics majors and must be taken during the senior year.

§ ECN/FIN Electives can be any 300 or 400 level ECN or FIN course. **One elective must be 400-level.**

Free Electives: The Economics degree requires a total of **20-21** hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

2007-08

ECONOMICS-INTERNATIONAL CONCENTRATION

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MKT 340	Prin of Mkt	3	ECN 326	Interm Macro Analy	3
_____!	Int'l Studies Elect	3	MKT 371	Int'l Marketing	3
ECN 328	Interm Micro Analy	3	FIN 323	Prin of Finance	3
MGT 320	Prin of Management	3	_____!	Int'l Studies Elect	3
MIS 290	Prin of Mgt Info Sys	3			
		15			12

SENIOR YEAR					
FIN 440	Int'l Finance	3	_____!	Int'l Studies Elect	3
_____#	Int'l Ecn Elect	3	ECN 466+	Economics Wrkshop	3
_____#	Int'l Ecn Elect	3	MGT 460*	Strategic Mgt	3
_____#	Int'l Ecn Elect	3			
		12			9

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

Choose from ECN 340, 408, 420, or 460.

! 15 Hours of International Studies Electives cannot be taken in the College of Business. This requirement can be met by taking 100 and 200 level language courses or by taking other university designated international courses (consult the Schedule of Courses for international listings). In addition, students may apply foreign experiences toward these hours.

+ Economics 466 is the capstone experience for economics majors and must be taken during the senior year.

Free Electives: The Economics-International Concentration degree requires a total of 8-9 hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

2007-08

FINANCE

Student: _____

Degree BACHELOR OF BUSINESS ADMINISTRATION

JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MIS 290	Prin Mgt Info Sys	3	FIN 343	Interm Fin Mgt	3
FIN 323	Prin of Finance	3	§	FIN, ACC, ECN Elect	3
MGT 320	Prin of Mgt	3	FIN 370	Prin of Investmnt	3
MKT 340	Prin of Marketing	3			
		12			9

SENIOR YEAR

§	FIN, ACC, ECN Elect	3	FIN 470+	Fin Pol & Strategy	3
§	FIN, ACC, ECN Elect (400)	3	MGT 460*	Strategic Mgt	3
FIN 440	International FIN	3			
		9			6

* This is the capstone course for College of Business students. It must be taken the last semester of the senior year after all prerequisites are met.

+ Senior Finance Case Study (capstone). It is highly recommended, but not required, to be taken the last semester of the senior year.

§ FIN, ACC, ECN Electives - any 300 or 400 level FIN, ACC, or ECN course. **One course must be 400 level.**

Free Electives: The Finance degree requires a total of **20-23** hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

2007-08

MANAGEMENT

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION

JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MIS 290	Prin of MIS	3	FIN 323	Prin of Finance	3
MKT 340	Prin of Marketing	3	MGT 419	Bus and Society	3
MGT 320	Prin of Mgt	3	MGT 422	Organizational Behavr	3
_____!	Management Elect	3	MGT 360	Intro to Entreprenrsp	3
		12			12

SENIOR YEAR

MGT 420	Operations Mgt	3	MGT 423+	Organizatnl Change	3
MGT 424	Personnel Mgt	3	MGT 425	Industrial Relation	3
_____!	Management Elect	3	MGT 460*	Strategic Mgt	3
MGT 461	New Venture Dynamics	3			
		12			9

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

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

! Management electives: All 300 and 400 numbered Management courses; All 300 and 400 numbered Management Information Systems courses; ACC 318, 348; ECN 326, 328, 330; LE 308; MKT 371, 437, 442; MS 301, 302, 402.

Free Electives: The Management degree requires a total of **11-12** hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

2007-08

MANAGEMENT (HEALTH CARE CONCENTRATION)

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION

JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MGT 320	Prin of Mgt	3	LE 351%	Legal Aspect HCO	3
MKT 340	Prin of Marketing	3	MGT 354%	HCS & Faci Mgt	3
MGT 350	HC Organs and Mgt	3	FIN 356%	Fin Mgt of HCO	3
FIN 323	Prin of Bus Fin	3	ACC 358%	Mgt Acc for HCM	3
MIS 290	Prin of MgtInfoSys	3			
		15			12
SENIOR YEAR					
MGT 420	Operations Mgt	3	MGT 423+	Organizal Change	3
MGT 422	Organizatnl Behavior	3	_____!	Management Elect	3
MGT 424	Personnel Mgt	3	MGT 460*	Strategic Mgt	3
MGT 471#	HC Practicum I	4	MGT 472#	HC Practicum II	4
		13			13

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

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

% This course is only offered during the spring semester.

! Management electives: All 300 and 400 numbered Management courses; All 300 and 400 numbered Management Information Systems courses; plus ACC 318, 348; ECN 326, 330; LE 308; MKT 371, 437, 442; MS 301, 302, 402.

Health Care Practicum are only offered during the summer. Recommended after your Junior year.

Free Electives: The Management-Health Care Concentration degree requires a total of 3-4 hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note; *Developmental courses do not count as free elective hours toward your major.*

2007-08

MANAGEMENT INFORMATION SYSTEMS

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION

JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs
JUNIOR YEAR					
MIS 207	Intro to Prog for Bus	3	MKT 340	Prin of Marketing	3
MIS 290	Prin of MIS	3	FIN 323	Prin of Finance	3
MIS 310	Bus Sys Analysis&Des	3	MIS 257	Bus Programming II	3
MGT 320	Prin of Mgt	3	MIS 340	Database Mgt Sys	3
			MIS 350	Dev E-Commerce Sys	3
		12			15

SENIOR YEAR					
_____!	MIS Elective	3	MGT 460*	Strategic Mgt	3
MIS 333	Bus Telecomm Sys	3	MIS 470	BusSysDevelop Prj	3
MGT 420	Operations Mgt	3	MIS 475+	Strat Mgt Inf Sys	3
		9			9

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

+ This is the capstone course for Management Information Systems majors. It must be taken during the senior year after all prerequisites are met.

! MIS Elective - select from the following: any MIS course not required for the degree.

Free Electives: The Management Information Systems degree requires a total of 11-12 hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

Major GPA: _____

2007-08

MARKETING

Student _____

Degree BACHELOR OF BUSINESS ADMINISTRATION JUNIOR and SENIOR YEARS

FIRST SEMESTER			SECOND SEMESTER		
Course Number	Course Title	Hrs	Course Number	Course Title	Hrs

JUNIOR YEAR

MKT 231	Prin of Selling	3	MKT 371	Int'l Marketing	3
MKT 340	Prin of Marketing	3	_____!	Marketing Elect	3
MGT 320	Prin of Mgt	3	FIN 323	Prin of Finance	3
JMC 330	Fund of Pub Relat	3	MIS 290	Prin Mgt Info Sys	3
		12			12

SENIOR YEAR

MGT 420	Operations Mgt	3	MKT 465+	Marketing Mgt	3
MKT 437	Consumer Behavior	3	_____!	Marketing Elect	3
MKT 442	Marketing Research	3	MGT 460*	Bus Policy	3
_____!	Marketing Elect	3	_____!	Marketing Elect	3
		12			12

* This is the capstone course for College of Business students. It must be taken during the senior year after all prerequisites are met.

+ This is the capstone course for all Marketing majors. It must be taken during the senior year after meeting the requirements of 9 additional hours of 300-400 level Marketing classes.

! Marketing electives: select any 300-400 level marketing courses not already required for the major.

Free Electives: The Marketing degree requires a total of **8-9** hours of free electives. This figure varies depending on the number of hours you take for the 3-4 hour science elective. Additional free electives would also be needed if you test out of the computer literacy requirement or double-count any requirements. Please note: *Developmental courses do not count as free elective hours toward your major.*

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 123	MIS 257	MIS 207
ACC 311	ACC 216	ECN 310	ECN 253		MGT 218	MGT 350	MGT 320	MIS 470	MIS 290
ACC 312	ACC 311	ECN 326	ECN 253	FIN 343	FIN 323	MGT 354	MGT 350		MIS 310
ACC 318	ACC 216	ECN 328	ECN 253	FIN 350	FIN 323	MGT 360	MGT 320	MIS 340	
ACC 341	ACC 311		MTH 203	FIN 356	FIN 323	MGT 419	MGT 320	MIS 475*	CR: MIS 470 or permission
	ACC 318	ECN 332	ECN 250	FIN 360	FIN 323	MGT 420	MGT 218		
ACC 348	ACC 216	ECN 340	ECN 253	FIN 370	FIN 323		MTH 203		
ACC 358	ACC 216	ECN 342	ECN 253	FIN 425	FIN 370	MGT 422	MGT 320		
ACC 412	ACC 216	ECN 405	ECN 250	FIN 431	FIN 370	MGT 423*	MGT 320	MARKETING	
ACC 414	ACC 312	ECN 408	ECN 250	FIN 440	FIN 323	MGT 424	MGT 320	Course	Prereq
ACC 418	ACC 318		ACC 216	FIN 451	FIN 323	MGT 425	MGT 320	MKT 341	MKT 340
ACC 429	ACC 312		MGT 218	FIN 452	FIN 451	MGT 460*	LE 207	MKT 344	ACC 215
	ACC 341		MTH 203	FIN 454	FIN 451		MGT 218	MKT 340	
ACC 430	ACC 429	ECN 415	ECN 253	FIN 456	FIN 451		MTH 203	MKT 371	MKT 340
ACC 448	ACC 348	ECN 420	ECN 253	FIN 458	FIN 451		MGT 320	MKT 435	MKT 340
ACC 450	ACC 312	ECN 423	ECN 253	FIN 460	FIN 451	MKT 340	MKT 440	MKT 340	
ACC 499*	ACC 312		MGT 218	FIN 470*	FIN 343	FIN 323	MKT 442	MGT 218	
	ACC 318		MTH 203			MGT 461	MGT 360	MKT 340	
ACC courses have the prerequisites of ACC 216, MGT 218, MTH 203 for upper-level courses.		ECN 440	ECN 253					MKT 465*	ACC 215
		ECN 441	ECN 253	LEGAL ENVIRONMENT					MKT 340
		ECN 456	ECN 250	Course	Prereq				MKT 437
		ECN 460	ECN 253	LE 308	LE 207				
		ECN 466	ECN 328	LE 351	LE 207				
		CR: ECN 326		MGT 350					

*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.

FALL	SPRING	SUMMER
ECN 328	ACC 358	MGT 471
ECN 486	ECN 326	MGT 472
FIN 440	ECN 423	
MGT 350	FIN 356	
	FIN 470	
	LE 351	
	MGT 354	
	MGT 461	

Updated 5/31/07

SCHEDULING WORKSHEET

To assist you in planning your remaining semesters, we have provided you with the worksheet below.
You must pay careful attention to course requirements and follow the prerequisites and once per year offerings in order.
***Because the Lewis College of Business is an AACSB accredited school, we cannot waive course prerequisites.**

Semester:	Semester:

Total Hrs: _____

Total Hrs: _____

Semester:	Semester:

Total Hrs: _____

Total Hrs: _____

APPLYING FOR GRADUATION:

1. You must pay your diploma fee at the Bursar's Office one semester **BEFORE** you plan to graduate.
(Example: If you plan to graduate in May, apply before the previous Fall semester ends in December)
2. Bring that receipt to the Dean's Office, CH 107 and complete an Application for Graduation.

Note: Because the graduation specialist also advises during registration periods, it is very important that you apply for graduation one semester prior to completion in order to have your record verified before your final semester begins.

SPECIAL CONSIDERATIONS TO KEEP IN MIND:

- *Any developmental courses taken cannot be counted in your hours applied toward graduation.
- *If you have done a D/F repeat on a course taken in your first 60 hours attempted that you earned a grade of D or F in, you must complete the D/F repeat application. The first grade AND first 3 credit hours will not be used by the Registrar in calculating your record. If you have not completed the appropriate application, the hours listed on your record may not be accurate.
- *You cannot count the same course twice toward the graduation hours requirement.
- *Should you choose to take courses at another institution as a transient student during your final semester, it is likely that your official graduation date will be delayed. You should discuss this with an advisor before enrolling as a transient student at another institution if you are close to graduating.

I HAVE RECEIVED A COPY AND DISCUSSED THE SENIOR EVALUATION WITH AN ACADEMIC ADVISOR. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO MEET ALL REQUIREMENTS FOR GRADUATION AS SPECIFIED IN THE UNDERGRADUATE CATALOG AND/OR LEWIS COLLEGE OF BUSINESS ADVISING GUIDE.

STUDENT SIGNATURE: _____ **DATE:** _____



MARSHALL UNIVERSITY LEWIS 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 Lewis 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 LCOB internship eligibility requirements: Junior or Senior standing, full admission to major, overall GPA of 2.5 or better.
- Transfer students meeting the above criteria are eligible to participate after one semester of coursework at the Lewis 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 LCOB dean's office, CH 107.
2. Complete Student Application form and obtain signature of academic advisor, CH 107, 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 an LCOB 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, fully admitted to their major, who have a 2.5 or higher in Overall, Marshall, and Major GPA's.
 - b. LCOB students with Junior standing, fully admitted to their major, who have a 3.0 or higher in Overall, Marshall, and Major GPA's.
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 sign a Lewis College of Business Substitution Form, which must be submitted at the same time as the Independent Study Agreement.
- 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.



D & F COURSE REPEAT APPLICATION

D & F REPEAT REGULATION: If a student has earned a grade of "D", "F" or "WF" in any course taken no later than the semester or summer term during which the student attempts the sixtieth semester hour, and if that student repeats this course prior to the receipt of a baccalaureate degree, the original grade shall be disregarded and the grade earned when the course is repeated shall be used in determining his/her grade point average. The original grade shall not be deleted from the student's record.

This form must be submitted to your Academic Dean's Office within the first four weeks of the term in which the course is repeated.

PLEASE COMPLETE ALL ITEMS IN SHADED AREA ONLY

Date _____

Name _____ Student ID No. _____

College _____

Transfer Student _____ Yes _____ No _____

Original Course _____ Original Grade _____ Repeated Course _____

Original Course _____ Original Grade _____ Repeated Course _____

Original Course _____ Original Grade _____ Repeated Course _____

FOR COLLEGE OFFICE USE ONLY

Term Taken _____ Term Repeated _____

Term Taken _____ Term Repeated _____

Term Taken _____ Term Repeated _____

Comments _____
