

MESSAGE TO STUDENTS:

Welcome to the 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). As of June 2015, the prestigious AACSB accreditation has only been achieved by 736 of the nation's business schools. Marshall University is one of the world's elite schools of business. You can assure yourself that you will receive a quality education.

This advising guide highlights academic policies and procedures, as well as the requirements that must be met in order to graduate from the Lewis College of Business. Keep it handy, as it will answer most questions which will arise during your career in the College. At the time you are admitted to the Lewis College of Business, you are locked into that catalog year. You are responsible for complying with the College's regulations. If you don't, your graduation may be delayed.

We want you to know that we are here to assist you in completing your goals and earning your degree. If you have any questions, please contact your academic advisor.

Lisa Williamson, M.S.
Director of Student Services
Lewis College of Business

Mission Statement

The Mission of the College of Business is to help students succeed in becoming business leaders. The College distinguishes itself by providing a current and comprehensive business education to students from West Virginia and beyond with an emphasis on continuously improving student services and experiences.

Vision Statement

By 2020, the College will be the preferred high-value choice for inspiring and preparing students towards their desired careers in the global marketplace.



LEWIS COLLEGE OF BUSINESS

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ADVISING GUIDE

This guide is intended to assist you as you embark upon your college career. The information contained in this advising guide will help you successfully complete a B.B.A. degree from the Lewis College of Business (LCOB). It may not answer all of your questions, but we have anticipated many of your concerns.

You should keep the Advising Guide 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 career. *Should you lose your Advising Guide, you will be charged a replacement fee.*

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

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

Academic Advising Center

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



Marty Gillenwater, Program Manager (advises last names M-Z)
Corbly Hall 334
(304) 696-2610
Marty.Gillenwater@marshall.edu



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



Academic Divisions

Accountancy & Legal Environment	
Dr. Jeffrey Archambault, Division Head Corbly Hall 224 (304) 696-2655 archambault@marshall.edu	Suzann Workman, Administrative Secretary Sr Corbly Hall 225 (304) 696-2310 workman@marshall.edu
Finance & Economics	
Dr. Richard Agesa, Division Head Corbly Hall 264 (304) 696-2606 agesa@marshall.edu	Barbie Adams, Administrative Secretary Sr Corbly Hall 257 (304) 696-2311 adams122@marshall.edu
Management	
Dr. Charles Braun, Division Head Corbly Hall 421 (304) 696-2674 braun@marshall.edu	Sharon Jenkins, Administrative Secretary Sr Corbly Hall 429 (304) 696-5423 henneman@marshall.edu
Marketing & MIS	
Dr. Shane Tomblin, Division Head Corbly Hall 318 (304) 696-2664 tomblinm@marshall.edu	Sharon Jenkins, Administrative Secretary Sr Corbly Hall 429 (304) 696-5423 henneman@marshall.edu

Director of Stakeholder Engagement

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

I. MAJORS AVAILABLE

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

Accounting

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

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

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

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

Economics

Analyst with FDIC
Financial Consultant
Securities Broker
Financial Analyst

Government Program Analyst
Legislative Assistant
Environmental Issues Analyst
Regional Development Planner

Energy Management

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

Business Development Manager
Field Landsman
Gas Marketing Representative
Division Order Manager

Entrepreneurship

Business Owner
Consultant
Recruiter
Salesperson

Business Development Manager
Management Analyst
Franchisee
Venture Capitalist

Finance

Financial Analyst
Cash Manager
Financial Planner
Accounts Receivable Analyst

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

Health Care Management	Medical Analyst	Physician's Office Administrator
	Hospital Administrator	Health Care Sales Manager
	Medical Insurance Representative	Long Term Care Administrator
	Surgical Device Sales	Pharmaceutical Sales
International Business	International Purchaser	Importer/Exporter
	Foreign Sales Analyst	Consultant/Negotiator
	Foreign Exchange Trader	Civil Servant
	International Planner	International Loan Officer
Management	Chief Executive Officer	Human Resource Manager
	Vice President	Industrial Relations Specialist
	Director	Regional and District Manager
	Operations Manager	Entrepreneur
	Sales Manager	
Management Information Systems	Systems Analyst	Database & Data Warehousing Adm.
	Teacher and Researcher	IT Manager
	Electronic Commerce	Web Master Consultant
	Network & Telecommunications Administrator	Enterprise Resource Planning Spec.
Marketing	Marketing Director	Branch Manager
	Salesperson	Market Researcher
	Sales Manager	Buyer
	Promotion Manager	Store Manager
	Account Executive	

II. ACADEMIC ADVISING

FRESHMEN

As a freshman, you must be advised by the advising staff before you register for classes. You will be prevented from registering for classes until you meet with your advisor and your advising hold is removed. These sessions are mandatory for all freshmen. We realize that incoming freshmen are inundated with information during freshman orientation. Therefore, we feel it is vitally important for you to attend these advising sessions prior to registering. We discuss curriculum requirements and the classes you should take for the upcoming semester. In the fall, the freshmen advising sessions are held in small groups. In the spring, advising sessions are completed online. You will be informed of freshman advising sessions prior to registration periods. You will be required to attend these sessions until you officially become a sophomore. Students are encouraged to utilize DegreeWorks to keep track of degree requirements. Please see page 26 for details.

SOPHOMORES

Once you become a sophomore you are no longer required to meet with an academic advisor in order to register for classes, however, it is highly suggested. If you would like to meet with your academic advisor, please contact them to schedule an appointment. Near the end of your sophomore year, you should develop a plan for completing your major courses. Some courses are only offered once a year and some courses have prerequisites which must be completed before progressing into the next course. It is very important that you plan accordingly in order to properly plan your graduation date.

JUNIORS

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

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 diploma fee. After you pay the fee, you will need to bring a copy of your receipt to the Lewis College of Business and fill out a graduation application. Your academic advisor will verify your requirements and place you on the tentative graduation list. Students applying for graduation should check in the Registrar's Office to be sure their name is listed as they would like for it to appear on their diploma.

ACADEMIC PROBATION STUDENTS

Academic Probation is when a student's overall grade point average and/or Marshall grade point average drops below a 2.0. Regardless of class standing, all probation students must meet with the Director Student Services and perform certain requirements in order to continue their enrollment. Probationary and Suspension status is determined by quality point deficits. Please refer to page 6 in this Advising Guide for clarification of the University Academic Probation and Suspension Policy.

III. GRADING AND GRADE POINT AVERAGE

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

A. GRADES AND QUALITY POINTS

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

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

You should also understand the following terms:

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

B. GRADE POINT AVERAGE

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

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

The grade point average is then:

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

If you are failing a class with little hope of turning your grade around you should drop the course during the "W" period. Consult your instructor for advice as to whether or not you should drop. Don't give up, stop going to class and accept 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.

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

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

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

Repeating a course can be done at any time prior to graduation. It is not mandatory unless the student has failed a course which is to be used to fulfill a degree requirement (such as English 101 or ACC 215), or makes a "D" in English 201/201H.

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 must to fill out a **"D/F Repeat Application"** in the dean's office (see page 46). 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. NOTE: If you earn a grade of "D" in a course within your first 60 attempted hours and later repeat the course as a D/F Repeat, the first three hours completed will be removed from your total earned hours. Failure to complete a D/F Repeat Application form could result in a later loss of hours.

IV. ACADEMIC PROGRESS

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

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

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

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

- Students on probation must meet with the Director of Undergraduate Programs and Student Services before registering for classes to develop an Academic Improvement Plan to achieve good academic standing. This plan will be binding on the student.
- Students on probation may be restricted to taking a maximum of 15 hours and required to repeat courses under the D/F Repeat Rule to reduce deficiency points.

- Students on probation must earn a 2.0 GPA or higher GPA during every semester they are on probation. Failure to achieve a 2.0 semester GPA or higher while on Academic Probation will result in suspension (see below).
- Students on probation are not allowed to register by MILO (Web).
- Students on probation must participate in their College's Retention Program. This may include completion of UNI 102, mandatory tutoring sessions, peer advising sessions, mandatory tutoring sessions in the Writing Center, and attendance of workshops.
- Other requirements may be imposed by the Director of Undergraduate Programs and Student Services in the Academic Improvement Plan.

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

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

Students who earn less than a 2.0 semester GPA while on Academic Probation or who accumulate or exceed the Quality Point Deficit for their GPA Hours (see Table 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	0-29	30-59	60-89	90 or more
Quality Point Deficit	20	15	12	9

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

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

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

Freshmen 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 academic advisor to discuss their options.

V. DOING WELL ACADEMICALLY

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

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

VI. CLASS ATTENDANCE/EXCUSED ABSENCES

Each faculty member will state an attendance policy in their course syllabus. However, you should understand that attendance is expected in each class. We know from experience that failure to attend class is a major reason for low grades.

Definitions of Excused Absences:

1. **University-sponsored activities** (see Undergraduate Catalog for activities covered).
2. **Student Illness or Critical Illness/Death in the Immediate Family** – “Immediate family” is definite as a spouse/life partner, child, parent, legal guardian, sibling, grandparent or grandchild. In order to obtain an excused absence, please submit official documentation to the Dean of Student Affairs, MSC 2W38, upon immediate return to class.
 - a. **Student Illness or injury** – Absences will be excused only for illnesses or injuries that prohibit students from participating in class.
 - b. **Critical Illness of Immediate Family Member** – Absences will be excused if the student documents that he or she had to provide needed care and/or support for a critically ill immediate family member.
 - c. **Death of an Immediate Family Member**
3. **Short-Term Military Obligations** – This is defined as absence as the result of military orders for a short-term period. Note: Students subject to federal activation are covered by a separate policy. Please see the Undergraduate Catalog for this policy. In order to obtain an excused absence, please submit official documentation to the Director of Student Services, CH 334, prior to the absence.
4. **Jury Duty or Subpoena for Court Appearances** – This applies to absences that are a result of official requests from a court of law. In order to obtain an excused absence, please submit official documentation to the Director of Student Services, CH 334, prior to the absence.
5. **Religious Holidays** – This applies to religious holidays. In order to obtain an excused absence, please submit official documentation to the Dean of Student Affairs, MSC 2W38, in advance.

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.

VII. TRANSFER STUDENTS

Students who transfer credit from another institution will receive a conversion of credit from the Admissions Office. Your academic advisor will determine which requirements these transfer credits will meet. Sophomore transfer students (30 or more credit hours) are exempt from taking FYS 100 and one Critical Thinking course (see page 21).

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 your class standing. Courses from two-year colleges will transfer to MU as “lower division credit”. Please see the section below titled “Validation of Lower Division Courses” to see how that applies.

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 academic 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. Before you enroll at the other institution you need to complete an Advanced Standing (Transient Student) form (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 Director of Student Services in the LCOB then determines if the course will apply toward your graduation requirements.

The Transient Student form **must** be completed before you begin the class. This form is your protection against taking unnecessary courses and from being declared ineligible to return to Marshall.

VIII. VALIDATION OF LOWER DIVISION COURSES

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

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

FIN 323:

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

MGT 320:

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

MKT 340:

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

The above three courses are the only courses in which the Lewis College of Business offers validation. Any other course that is transferred in at the lower level that the Lewis College of Business requires to be taken at the upper level, the student must re-take the course at Marshall University.

IX. 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 (304) 696-3111. They cannot help you unless you let them know you need help.

X. TUTORING SERVICES

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

XI. WRITING CENTER

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

XII. ACADEMIC CALENDAR

Each semester, students should print off the Academic Calendar and post it in your room. This calendar includes important dates for the semester, including deadlines. Students may access the calendar at <http://www.marshall.edu/calendar/academic/default.asp>.

XIII. INTERNSHIP

There are many reasons why you should consider an internship. Today's job market is 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 credit hours. 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, Finance, Energy Management, and Risk Management and Insurance internships count toward free elective hours. If you need assistance in searching for an internship, contact Glen Midkiff, Director of Stakeholder Engagement

To be eligible for internship credit, you must be a student in the Lewis College of Business, have junior or senior standing, with at least a 2.5 overall grade point average. Transfer students meeting these criteria are eligible to participate after one semester of coursework at the Lewis College of Business. If you do not meet these requirements, don't give up on the idea of working in your field, you just won't be eligible for academic credit, but can still list this experience on your resume. In order to apply for an internship, you must complete an application in the Dean's office (see page 41) and have it approved, **prior** to beginning your internship.

XIV. DOUBLE MAJORS/MINORS

Majors:

Students can major in more than one discipline by completing the requirements for both majors. If the two majors are in different colleges, the student must notify both colleges in order to pursue both majors. For administrative purposes, students can only be housed in one college; students will select which college will be their primary college. Students must decide if they want to pursue two degrees or a double major. To pursue a double major, the student would only complete the general education requirements in the primary college. If you decide to do a double major it is usually best

to graduate after all requirements are met for both majors. Talk to your academic advisor regarding your options. Students will receive one diploma with both majors listed. To pursue two degrees, the student must complete all core curriculum, minor, and major requirements for both majors and have at least 30 hours of coursework beyond what is required for the degree of the primary college. If these requirements are met, a student must apply for graduation with both colleges and pay two diploma fees in order to receive two diplomas.

Additional Degrees:

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

Minors:

Marshall University does not currently notate minors received on your diploma, however, they do notate them on your transcript. Minors are a great way to build your resume. 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. When filling out your graduation application, be sure to list any minors you have completed.

MINOR PROGRAMS OF STUDY FOR THE LEWIS COLLEGE OF BUSINESS:

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

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

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

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

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

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

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

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

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

XV. STUDENT ORGANIZATIONS

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

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

The following will provide you with a list of the professional student organizations in the LCOB:

Accounting, Finance, MIS	Beta Alpha Psi
All	Delta Sigma Pi
All	LCOB Dean's Advisory Council
All	Collegiate Entrepreneurs' Organization
All	Society for Human Resource Management
Management-Health Care	Healthcare Executives Leaders of Marshall
Management Information Systems	Management Information Systems Club
Marketing	American Marketing Association

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.

XVI. CAREER SERVICES

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

Career Services offers career planning and testing for students who are undecided in major. Be sure to utilize their resources, as they help students with resume writing and interviewing skills, as well as advertising internships and job opportunities.

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

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

Start working on your resume your freshman year, then update the information as you add more experiences. Take advantage of workshops offered through Career Services, as well as the LCOB 200 and 300 courses.

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

XVII. INDEPENDENT STUDY

The LCOB allows Independent Study courses for students to expand knowledge beyond regular courses offered by the LCOB. Refer to page 44 for the eligibility requirements and procedures for Independent Study projects. Applications for an Independent Study are available in the Academic Advising Center.

XVIII. E-MAIL ACCOUNT

Each student at Marshall University is assigned an e-mail account. You may pick up the detailed information of your account at the Information Technology Help Desk located on the first floor of Drinko Library. This account is a Marshall.edu account. Many students also have a separate e-mail account. The Lewis College of Business will use your Marshall account as a way to contact you throughout the course of your college career. If you choose to use your personal e-mail address rather than your Marshall e-mail address, it is your responsibility to forward your Marshall mail to your personal address. You can do so by following the directions below:

Go to: <http://www.marshall.edu/ucs/systems/emaildel.asp#>

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.

XIX. 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 Master of Business Administration or Master of Science in Accountancy 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 MBA or six hours of graduate level courses from their MS degree toward their bachelor's 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 or MS 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 for Master of Business Administration, Human Resource Management, or Health Care Administration: Students may apply to the 3+2 Program after all eligibility requirements are met. This typically occurs during the second semester of the junior year. Students must meet the following:

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

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

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

XX. STUDY ABROAD

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

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

The Office of Study Abroad will help find the right program for a student's needs. Study abroad is done typically in the junior year. Advance planning will ensure a successful experience. By making an early commitment to study abroad, students can plan their curriculum, save money, and prepare for living in a foreign setting, possibly with a host family or in a shared apartment. The Office of Study Abroad is located in Old Main 321 or can be reached at 304-696-2379.

The LCOB also 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. The following programs are for LCOB students:

Anglia Ruskin University

With campuses located at Cambridge & Chelmsford, Anglia Ruskin University offers a nice country setting for Marshall students. Only an hour from London, students can enjoy the Cambridge but easily get to the city. Currently open to Business and Journalism majors, other majors are being added so inquire at the office regarding other studies. Tuition and fees are paid to Marshall, room and board costs are paid to Anglia.

Catholic University of Lyon

Lyon, France is a fabulous location for your study abroad semester. The city is centrally located just two hours from Paris on the TVG fast train. Students who choose Lyon can easily visit many countries in Europe and travel to the Alps or the French Riviera within hours. The city offers cultural and historical Europe as well as modern conveniences. Located on the banks of the Seine and the Rhine rivers, Lyon offers breathtaking panoramic views.

All business classes are taught in English. The school has approximately 7,000 total students. The ESDES business school is housed in a new building located adjacent to the city's subway/train system. As their business school requires all business students to complete two study abroad semesters prior to graduation, choosing Lyon as your study abroad destination is choosing a truly international option with students from approximately 70 different schools around the world.

Marshall has been sending students to Lyon for many years as part of a French language study option in the summer. The agreement with the LCOB is new as of 2007. Both programs have received extremely positive reviews from students who have participated. Tuition is paid to Marshall, room and board costs depend on your choice of residence.

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. Tuition is paid to Marshall, room and board costs depend on your choice of residence.

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.

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 University College, Laidley Hall, or by calling (304) 696-7039. Students can also visit the following website: <http://www.marshall.edu/uc/national-student-exchange/>.

XXI. SCHEDULING CLASSES

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

A. COURSE SELECTION

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

B. BUILDING A CLASS SCHEDULE

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

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

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

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

REGISTRATION FORM

MARSHALL UNIVERSITY
SCHEDULE ADJUSTMENT AND CLASS DROP FORM

Name: Doe John Student ID No: 901-23-4567

CLASS: ACC 216 1024 102 3 TR 2:00 CH 435

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

CRN	SUBJ	CRSE	SECTION	CREDIT	DAYS	BEGINNING	BUILDING	CR/NIC	AUDIT	ADD	DROP	INSTRUCTOR'S SIGNATURE
1024	ACC	216	102	3	TR	2:00	CH 435			✓		

ADVISOR'S APPROVAL: _____ STUDENT'S SIGNATURE: John Doe TODAY'S DATE: 5/23/11 DEAN'S SIGNATURE: _____

DISTRIBUTION: Original-Registrar Copy-Student

C. WEB REGISTRATION (MILO)

Web registration (MILO) is available to all LCOB students (except probation students and athletes) and is an easy way to register for classes. As a freshman you have an advisor's hold on your record that will be removed only after you complete a Freshman Advising Session and meet with an academic advisor. If you attempt to register while the advising hold is still present, you will be blocked.

In order to register online, students must log in to myMU. Under "Academic Services", select "Click here to:" (register for courses, etc.). You will then click on the link under "MILO". Then click "Student and Financial Aid" link and then the "Registration" link. You will then click "Add/Drop Classes" and select the term. Next, you will add the CRN (Course Reference Number) of the classes you would like to add and click "Submit Changes".

D. SEMESTER LOAD

A normal full-time schedule is 12-18 semester hours. If you take less than twelve semester hours or drop below that, you will not be a full-time student and you may place your financial aid and insurance coverage in danger.

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 your academic advisor.

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

E. PREREQUISITES

A prerequisite is a course which must be successfully completed prior to taking a course for which you may want to enroll. An example is that you must complete Economics 250 before you can take Economics 253. The prerequisite must be successfully completed (usually with a grade of "D" or better, but some courses require a "C") before the first day of class. Accounting majors are required to complete prerequisite accounting courses with a minimum grade of "C" or better. The LCOB strictly enforces prerequisites. Be careful and plan ahead. See page 38 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.**

F. SCHEDULE CHANGES

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

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

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

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

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

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

Students not following proper withdrawal procedures may receive a grade of "F" (-2 quality points for each credit hour). Failure to properly withdraw creates additional problems for students by sometimes placing them on academic probation or suspension, depending on the number of quality point deficits they receive.

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

G. CREDIT/NO CREDIT OPTION

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

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

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

H. HIGH DEMAND COURSES

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

I. CLEP CREDITS

The College Level Examination Program (CLEP) is offered at Marshall University for students to earn college credits by examination. Several areas of general education and a few areas of business are available. Before attempting the CLEP method, consult 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 the Undergraduate Catalog for further information.

XXII. CORE CURRICULUM REQUIREMENTS

Hours Required

CORE I:

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

Students who transfer to Marshall University as a sophomore
[30 or more credit hours] are exempt from taking FYS 100.

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

Students who transfer to Marshall University as a sophomore [30 or more credit hours] are exempt from taking one CT course. Students may wish to select a Critical Thinking course that will double-count as a Humanities (courses in bold).

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

CORE II:

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

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

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

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

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

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

Hours Required

Communication Studies: CMM 2073 hours

Students with an ACT score of 26 or higher are encouraged to take CMM 104H, which will substitute for CMM 207. Students who transfer from another college on campus and have already completed CMM 103 can substitute that for CMM 207.

Fine Arts: select one of the following:3 hours

ART 112, FA 101, MUS 142, MUS 200, MUS 210, THE 112

Humanities:3 hours

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

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

CMM 205, 239, 240

ENG 200, 200H, 202, 203, 205, 206, 209, 210, 211, 212, 213, 214, 215, 220, 221, 225, 231, 232, 235, 240, 241, 242, 344, 350, 355, 411, 412, 422, 430, 432, 440

FR N 240

GER 240

HON 200

JMC 101

JPN 240, 245, 250

PHL 200, 200H, 201, 250

RST 205, 206, 220, 225, 250

SPN 240, 245

Hours Required

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

Students must complete an algebra course by either taking MTH 127 or MTH 130, depending on your math ACT score. Students with a **math ACT score of 21 or higher** can take MTH 130 for 3 credit hours. Students with a **math ACT score of 19 or 20** must take MTH 127 for 5 credit hours.

MTH 102 is required for students who have a **math ACT score of 18 or less**. MTH 102 is a four-credit hour course. Students who complete MTH 102 can then proceed to MTH 127.

Students who change their major to business and have already completed MTH 100, MTH 121, or MTH 121B, but have an ACT score of 18 or less will be required to take MTH 102B. MTH 102B is a one-credit hour course. Student who complete MTH 102B can then proceed to MTH 127.

Physical/Natural Science:4 hours

BSC 104, 105, 120, 121, 228, 250
CHM 109, 211/217, 212/218
GLY 110/210L, 150/150L, 200/210L
ISC 200, 201, 202, 205, 208, 209, 211
IST 111, 131, 224, 230
PHY 101/101L, 201/202, 203/204, 211/202, 213/204
PS 101 (also counts as critical thinking), 109/109L, 110/110L

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

ADDITIONAL COLLEGE REQUIREMENTS:

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

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

Communication Studies Elective3 hours

Select one: CMM 302, 308, 315, 319, 322

International Business Elective3 hours

Select one:

ECN 408, 420, 421, 460, FIN 440, MGT 445, MKT 371

ADDITIONAL UNIVERSITY REQUIREMENTS:

Writing Intensive:

Students must select 6 hours of courses designated as Writing Intensive. LCOB students are able to double-count **ENG 204** (Writing in the Workplace) as one of their Writing Intensive courses. The business capstone course, **MGT 460** (Strategic Management) will also double-count as a Writing Intensive course. If MGT 460 is taken at another institution, the student will need to select another Writing Intensive class at Marshall University or provide documentation that they have met this graduation requirement elsewhere.

Multicultural/International

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

GENERAL BUSINESS REQUIREMENTS:

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

ACC 215, 216	6 hours
ECN 250, 253	6 hours
FIN 323	3 hours
LE 207	3 hours
MIS 200, 290 (Accounting majors take ACC 341 in place of MIS 290)	3 hours
MGT 218	3 hours
MGT 320	3 hours
MGT 460	3 hours
MKT 340	3 hours

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

Free Electives

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

Double-Counting

Any course that meets more than one general education requirement (excluding free electives) can be double counted, if applicable. For example: CL 210 double-counts as Critical Thinking (CT) and Humanities. Because you must have a minimum of 120 credit hours to receive a degree, double-counting will increase the number of free electives you will need. Therefore, if you take a class that fulfills two graduation requirements, you will then take additional free elective hours in place of the second course requirement. You may only double-count in the general education area of your degree. You cannot double count one course as two major requirements.

XXIII. MAJOR REQUIREMENTS

The courses required for each major are listed in the Third and Fourth Years on the curriculum sheets on pages 27-37. Accounting majors should complete LLCOB 200 in the sophomore year. Health Care Management majors should complete MGT 320 in the second semester of their sophomore year. All students are required to have a 2.0 GPA in their major, in addition to their Overall GPA and Marshall GPA. Major GPA's are calculated with the grades earned in your Third Year and Fourth Year courses. If you have any questions, please consult with your advisor.

XXIV. GRADUATION REQUIREMENTS

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

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

To ensure graduation at the end of the term of application, all records should be documented with needed transcripts, substitution forms, grade changes, and lower division validations by the posted deadline date.

XXV. DEGREEWORKS

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

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

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

Students are strongly encouraged to use DegreeWorks in conjunction with this advising guide to ensure they are choosing appropriate courses to fulfill degree requirements for business.

ACCOUNTING

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

<i>Fall Semester</i>			<i>Spring Semester</i>		
ACC 311 ¹	Intermediate Accounting	3	ACC 312 ¹	Intermediate Accounting	3
ACC 318 ¹	Cost Accounting	3	ACC 341 ¹	Acc Information Systems	3
ACC 348 ¹	Federal Taxation	3	_____ ²	ACC Elective	3
MGT 320	Principles of Management	3	MKT 340	Principles of Marketing	3
FIN 323	Principles of Finance	3	LE 308	Commercial Law	3
		15			15

YEAR FOUR

<i>Fall Semester</i>			<i>Spring Semester</i>		
ACC 414	Adv Accounting Problems	3	_____ ²	ACC Elective	3
ACC 429	Auditing I	3	MGT 460 ⁴	Strategic Management (C/WI)	3
ACC 499 ³	Senior Seminar (C)	3	_____ ⁵	International Business Elective	3
_____	Free Elective	3	_____	Free Elective	2-4*
_____	Free Elective	3			11-13
		15			

*The total number of free electives required depends on the number of hours completed in math (130 or 127) and the number of hours that can be double-counted toward multiple degree requirements. Accounting majors cannot take additional ACC courses for free electives.

¹Student 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 448.

²Accounting Electives - select from the following: ACC 412, 415, 418, 430, 435, 448. Special Topics in Accounting (480-482 and 580-583) will also count as Accounting electives.

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

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

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

ECONOMICS

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

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

YEAR FOUR

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

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

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

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

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

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

ENERGY MANAGEMENT

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

Fall Semester		Hours	Spring Semester		Hours
FIN 323	Principles of Finance	3	FIN 370	Principles of Investment	3
MKT 340	Principles of Marketing	3	MGT 428	Negotiations	3
MGT 370	Energy Management Principles	3	MGT 420	Operations Management	3
MIS 290	Principles of MIS	3	LE 308	Commercial Law	3
GEO 110	Basic GIS	1	_____ ²	Energy Management Elective	3
_____	Humanities (may d/c with CT)	3			15
		16			

YEAR FOUR

Fall Semester		Hours	Spring Semester		Hours
_____ ²	Energy Management Elective	3	MGT 460 ⁴	Strategic Management (C/WI)	3
_____ ²	Energy Management Elective	3	MGT 446	Green Management	3
_____ ³	International Business Elective	3	_____ ²	Energy Management Elective	3
_____	Free Elective	3	_____	Free Elective	2-3
_____	Free Elective	3	_____	Free Elective	0-1*
		15			11-13

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

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

²Energy Management Electives - select from ECN 405, GEO 426, GEO 313, GLY 110/210L, GLY 325, GLY 427, GLY 455, IST 212, 320, IST 321, MGT 419, 422, 424, MKT 341, MKT 350.

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

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

ENTREPRENEURSHIP

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

<i>Fall Semester</i>			<i>Spring Semester</i>		
ENT 220	Creativity & Innovation	3	ENT 350	The Startup Experience	3
MGT 360	Intro to Entrepreneurship	3	LE 366	Entrepreneurial Law & Ethics	3
MKT 340	Principles of Marketing	3	_____ ¹	Entrepreneurship Elective	3
FIN 323	Principles of Finance	3	_____ ¹	Entrepreneurship Elective	3
MIS 290	Principles of MIS	3	FIN 380 or 343	Entrepreneurial Finance or Intermediate Finance	3
		15			15

YEAR FOUR

<i>Fall Semester</i>			<i>Spring Semester</i>		
MKT 442	Market Research	3	ENT 467 ²	Strategic Entrepreneurship	3
_____ ¹	Entrepreneurship Elective	3	MGT 460 ³	Strategic Management (C/WI)	3
_____ ¹	Entrepreneurship Elective	3	_____ ¹	Entrepreneurship Elective	3
_____	Humanities (may d/c with CT)	3	_____ ⁴	International Business Elective	3
_____	Free Elective	3	_____	Free Elective	0-2*
		15			12-14

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

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

²This is the capstone course for all Entrepreneurship majors.

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

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

FINANCE

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

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

YEAR FOUR

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

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

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

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

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

HEALTHCARE MANAGEMENT

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

<i>Fall Semester</i>			<i>Spring Semester</i>		
ACC 215	Principles of Accounting	3	ACC 216	Principles of Accounting	3
ECN 253	Principles of Macroeconomics	3	MGT 218	Business Statistics	3
ENG 201	Advanced Composition (grade of "C" or better)	3	ENG 204	Writing for Workplace (WI)	3
MGT 320	Principles of Management	3	_____	Critical Thinking (may d/c Hum.)	3
_____	CMM Studies Elective	3	MGT 350	HC Organizations & Mgt	3
		15			15

YEAR THREE

<i>Fall Semester</i>			<i>Spring Semester</i>		
LE 207	Legal Environ of Business	3	FIN 356	Financial Mgt of HCO	3
MGT 354	HC Systems & Facilities Mgt	3	LE 351	Legal Aspects of HCO	3
MKT 340	Principles of Marketing	3	MGT 355	Mgt HC Products & Services	3
FIN 323	Principles of Finance	3	MGT 424	Human Resource Management	3
MIS 290	Principles of MIS	3	_____ ¹	MGT Elective	3
		15			15

YEAR FOUR

<i>Fall Semester</i>			<i>Spring Semester</i>		
MGT 454	Trends in Health Care Delivery	3	MGT 455 ²	Health Care Policy Seminar	3
MGT 456	Planning Health Care Delivery	3	MGT 460 ³	Strategic Management (C/WI)	3
MGT 419	Business & Society	3	_____ ¹	MGT Elective	3
_____	Humanities (may d/c with CT)	3	_____ ⁵	International Business Elective	3
MGT 471 ⁴	HC Practicum I (Summer)	4	_____	Free Elective	0-1
		16			12-13

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

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

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

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

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

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

INTERNATIONAL BUSINESS

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

Fall Semester		Hours	Spring Semester		Hours
MKT 340	Principles of Marketing	3	ECN 421	Global Macroeconomic Analysis	3
MGT 320	Principles of Management	3	MKT 371	International Marketing	3
FIN 323	Principles of Finance	3	FIN 343	Interm Financial Management	3
MIS 290	Principles of MIS	3	_____ ¹	Foreign Language	3
_____ ¹	Foreign Language	3	_____ ²	International Studies Elective	3
		15			15

YEAR FOUR

Fall Semester		Hours	Spring Semester		Hours
ECN 420	International Trade	3	FIN 475 ⁴	International Bus Strategies(C)	3
FIN 440	International Finance	3	MGT 460 ⁵	Strategic Management (C/WI)	3
_____ ¹	Foreign Language	3	_____	Free Elective	3
_____ ²	International Studies Elect.	3	_____	Free Elective	3
_____ ³	Experiential Education Elect.	3	_____	Free Elective	0-2*
		15			12-14

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

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

--Pass a language proficiency exam given by the Modern Language department.

--TOEFL minimum acceptable score of 500 (applies to foreign students only).

--Nine (9) hours must be selected from three sequence courses in a foreign language.

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

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

--Approved study abroad program

--Faculty-led study/travel course

--International business internship (must be a company that has international operations; division head of FIN & ECN must approve the internship).

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

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

MANAGEMENT

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

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

YEAR FOUR

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

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

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

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

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

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

MANAGEMENT INFORMATION SYSTEMS

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

<i>Fall Semester</i>			<i>Spring Semester</i>		
MIS 300	Intro to Bus Programming	3	FIN 323	Principles of Finance	3
MIS 290	Principles of MIS	3	MIS 310	Bus. Sys. Analysis & Design	3
MIS 333	Bus Telecommunication Syst.	3	_____ ¹	MIS Elective	3
MGT 320	Principles of Management	3	_____	Free Elective	3
MKT 340	Principles of Marketing	3	_____	Free Elective	3
		15			15

YEAR FOUR

<i>Fall Semester</i>			<i>Spring Semester</i>		
MIS 340	Intro to Database Mgt Systems	3	MIS 475 ²	Strategic Mgt Info Systems (C)	3
MGT 420	Operations Management	3	MGT 460 ³	Strategic Management (C/WI)	3
MIS 470	Business Systems Project Mgt	3	_____ ⁴	International Business Elective	3
_____	Free Elective	3	_____	Free Elective	3
_____	Free Elective	3	_____	Free Elective	0-2*
		15			12-14

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

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

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

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

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

MARKETING

Name: _____

Major GPA: _____

YEAR ONE

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

YEAR TWO

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

YEAR THREE

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

YEAR FOUR

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

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

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

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

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

PREREQUISITE MATRIX

ACCOUNTING		ECONOMICS		FINANCE		MANAGEMENT		MIS	
Course	Prereq	Course	Prereq	Course	Prereq	Course	Prereq	Course	Prereq
ACC 216	ACC 215	ECN 253	ECN 250	FIN 323	ACC 215	MGT 218	MTH 127/130	MIS 300	MIS 290
ACC 311	ACC 216	ECN 310	ECN 253		MGT 218	MGT 350	MGT 320	MIS 350	MIS 290 or Perm.
ACC 312	MIS 200	ECN 326	ECN 253	FIN 327	FIN 321	MGT 354	MGT 350	MIS 360	MGT 218
	ACC 311	ECN 328	ECN 253	FIN 329	FIN 321	MGT 355	MGT 350		MIS 290
ACC 318	ACC 216	ECN 332	ECN 250	FIN 343	FIN 323	MGT 360	MGT 320		CR: MIS 340
	MGT 218	ECN 342	ECN 253	FIN 350	FIN 323	MGT 370	MGT 320	MIS 412	MIS 290 or Perm.
ACC 341	ACC 311	ECN 405	ECN 250	FIN 356	FIN 323	MGT 419	MGT 320	MIS 415	MIS 290 or Perm.
ACC 348	ACC 215	ECN 408	ECN 253	FIN 360	FIN 323	MGT 420	MGT 218	MIS 433	MIS 333
ACC 358	ACC 216	ECN 420	ECN 253	FIN 370	FIN 323	MGT 422	MGT 320	MIS 460	MIS 360
ACC 412	ACC 311	ECN 421	ECN 253	FIN 405	FIN 321	MGT 423	MGT 320		CR: MIS 444
ACC 414	ACC 312	ECN 423	ECN 253	FIN 410*	FIN 321	MGT 424	MGT 320		CR: MGT 420
ACC 418	ACC 318		MGT 218	FIN 425	FIN 370	MGT 425	MGT 320	MIS 444	MIS 340
ACC 429	ACC 312	ECN 430	ECN 253	FIN 431	FIN 370	MGT 428	MGT 320	MIS 470	MIS 290 or Perm.
	ACC 341	ECN 440	ECN 253	FIN 440	FIN 323	MGT 429	MGT 320	MIS 475	MIS 470
	MGT 218	ECN 460	ECN 253	FIN 451	FIN 323	MGT 445	MGT 320	MIS 476	MIS 460
ACC 435	ACC 341	ECN 466	ECN 326	FIN 452	FIN 451	MGT 446	MGT 320	MARKETING	
ACC 448	ACC 348		ECN 328	FIN 454	FIN 451	MGT 455	MGT 350	Course	Prereq
ACC 499*	ACC 312		ECN 423 ¹	FIN 456	FIN 451		LE 207	MKT 341	MKT 340
	ACC 318			FIN 458	FIN 451		MGT 218	MKT 344	ACC 215
	CR:ACC 414	ENTREPRENEURSHIP		FIN 460	FIN 451	MGT 460*	MGT 320		MKT 340
	& ACC 429	Course	Prereq	FIN 470*	FIN 343		MKT 340	MKT 371	MKT 340
LEGAL ENVIRONMENT		ENT 350	ENT 220		FIN 440		FIN 323	MKT 435	MKT 340
Course	Prereq		MGT 360	FIN 475	FIN 323	MGT 461	MGT 320	MKT 440	MKT 340
LE 308	LE 207	ENT 370	MGT 360		ECN 421			MKT 442	MGT 218
LE 351	LE 207	ENT 380	MGT 360		FIN 343 ²				MKT 340
	MGT 350	ENT 467*	ENT 350					MKT 449	ACC 216
			MKT 442						MGT 218
								MKT 465*	ACC 215
									MKT 340
									MKT 437

Updated 5/5/16

*Capstone Course

¹ECN 423 was added as a prereq for ECN 466 (Mar 14), but International Economics majors are not required to take ECN 423.

²FIN 343 was added as a prerequisite for FIN 475 (Feb 14) but IB majors are not required to take FIN 343.

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 College of Business reserves the right to change the semester in which these courses are taught. Students are encouraged to meet with their academic advisor during their sophomore year to see if any classes have changed.

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

FALL	SPRING	SUMMER
ECN 423	ECN 466*	MGT 471
ENT 467	ENT 220	
FIN 321 ¹	ENT 350	
FIN 329 ¹	FIN 327 ¹	
MGT 354	FIN 356	
MGT 454	FIN 405 ¹	
MGT 456	FIN 475*	
MGT 370	LE 351	
MIS 310	LE 366	
MIS 340	MGT 350	
MIS 470	MGT 355	¹ FIN 321, 327, 329 and 405 are courses required for a minor in Risk Management and Insurance. These courses may or may not be offered.
	MGT 446	
	MGT 455	
	MIS 300	
	MIS 333	
	MIS 475*	

*Capstone Course

Updated 5/9/16

DATE: _____ STUDENT: _____ ID NO: _____

CATALOG YEAR: _____ MAJOR: _____

HRS COMPLETED: _____ minus DEV HRS: _____ minus RPG HRS: _____ = HRS TOWARD GRADUATION

GPA: OVERALL _____ MARSHALL _____ MAJOR _____

*Note: All g.p.a.s must be a minimum of 2.00 to meet requirements for graduation - Overall, Marshall, and Major

RESIDENCY REQUIREMENTS: 36 SEM HRS AT MU: _____ 15 HRS MAJOR AT MU: _____

TRANSFER HRS: _____ (only 72 hrs toward degree from 2-yr school) ENG 102 GRADE REQ. _____

MULTICULTURAL _____ WRITING INTENSIVE _____ 12 HRS 400 LEVEL IN LCOB: _____

50% BUSINESS IN LCOB: _____ 16 of LAST 32 HOURS AT MU: _____ ENR. AT MU 1 SEM OF SR YR: _____

REMAINING COURSES TO BE COMPLETED FOR GRADUATION: _____

ESTIMATED GRADUATION DATE: _____ DATE OF EMAIL NOTIFICATION: _____

ACADEMIC ADVISOR: _____ DATE MET WITH STUDENT: _____

STUDENT SIGNATURE: _____ DATE: _____

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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 Hours: _____

Total Hours: _____

Semester:	Semester:

Total Hours: _____

Total Hours: _____

APPLYING FOR GRADUATION:

Note: Because the academic advisors are busy 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.

1. You must pay your diploma fee at the Bursar's Office. It is highly suggested that you apply for graduation the semester before you graduate. (Ex: If you plan to graduate in May, you should apply the previous fall semester.)
2. Bring your receipt to the Dean's Office, CH 107 and complete an Application for Graduation and major survey.

(initial)

SPECIAL CONSIDERATIONS TO KEEP IN MIND:

*Any developmental courses taken cannot be counted in your hours applied toward graduation.

(initial)

*If you have completed a D/F repeat on a course taken in your first 60 attempted hours that you earned a grade of D or F, you must complete the D/F Repeat application. The first grade AND first three credit hours will not be used by the Registrar in calculating your earned hours. If you have not completed the D/F Repeat Application, the hours listed on your record may not be accurate. It is your responsibility to fill out the D/F Repeat Application.

(initial)

*If you have completed the same course more than once, the hours can only count toward your degree requirements one time. (Example: If you earn credit for ART 112 twice, only the first three hours can be counted toward your 128 hours required for degree.)

40 (initial)



MARSHALL UNIVERSITY

COLLEGE OF BUSINESS

THE INTERNSHIP/CO-OP PROGRAM

Revised 3/04 - Effective Fall 2004

PURPOSE

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

STUDENT ELIGIBILITY

- ! Students must meet all COB internship eligibility requirements: Junior or Senior standing, 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 College of Business.

THE INTERNSHIP ENROLLMENT PROCESS

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

1. Pick up internship packet from the Academic Advising Center, CH 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 a COB internship.
- Complete Division Head Approval Form.
- Give student Permission to Enroll slip.
- Division Head verifies that student report of experience was completed.

SALARY AND OTHER JOB BENEFITS

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

Procedures for Independent Study Projects

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

1. The purpose of an independent study is to expand students' knowledge beyond regular courses offered by the COB, 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 COB nor to increase a student's grade point average.
2. Independent Study Projects for course credit can be pursued only by:
 - a. COB students with Senior standing, who have a 2.5 or higher in Overall, Marshall, and Major GPA's.
 - b. COB students with Junior standing, 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 COB 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 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 _____

FOR COLLEGE OFFICE USE ONLY

Original Course _____ Original Grade _____ Repeated Course _____ Term Taken _____ Term Repeated _____

Original Course _____ Original Grade _____ Repeated Course _____ Term Taken _____ Term Repeated _____

Original Course _____ Original Grade _____ Repeated Course _____ Term Taken _____ Term Repeated _____

Comments _____



APPROVAL OF COURSES TO BE TAKEN FOR ADVANCED STANDING

This form must be completed PRIOR to VISITING another campus for academic credit

(Student complete shaded area and take to MU Admissions Office)
(If you are attending a school out-of-state, please attach a course description.)

Name _____ Student No. _____

Phone _____ E-mail _____

Home Address _____

MU College _____ Major _____

Name of Visiting Institution _____ Visiting Term: _____ Fall _____ Year: _____

Address _____ Spring _____ Summer _____

COURSE(S) AT VISITING INSTITUTION

Dept No.	Course Title	Credit
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMPARABLE MARSHALL COURSE(S)

Dept No.	Course Title	Credit	Course Level
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPROVED
FOR STUDENT'S
PROGRAM
(Yes-No)

MU Admissions Officer: _____

Dean's Signature _____ Date _____

THIS STUDENT IS IN GOOD ACADEMIC STANDING AND HAS AT LEAST A 2.0 GPA UNLESS OTHERWISE INDICATED.

Date _____ Registrar's Signature _____

Student Note: Quality points earned at another institution may not be used to remove quality point deficiencies incurred at Marshall University except through application of the "D" and "F" repeat rule.

Submit all four copies intact to the Office of the Registrar after obtaining signatures of the admissions officer and your academic dean.