

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

## TABLE OF CONTENTS

|  | <u>Page</u> |
|--|-------------|
| Message to Students  | i           |
| Mission and Vision Statement   | ii          |
| Advising Guide Purpose/Academic Advisor Contact Information                    | iv          |
| Division Contact Information/Stakeholder Engagement                            | v           |
| I. Majors Available  | 1           |
| II. Academic Advising  | 3           |
| III. Grading and Grade Point Average   | 4           |
| IV. Academic Progress  | 6           |
| V. Doing Well Academically   | 8           |
| VI. Class Attendance/Excused Absences  | 8           |
| VII. Transfer Students   | 9           |
| VIII. Validation of Lower Division Credits                                     | 9           |
| IX. Counseling Services  | 10          |
| X. Tutoring Services   | 10          |
| XI. Writing Center   | 11          |
| XII. Academic Calendar   | 11          |
| XIII. Internship   | 11          |
| XIV. Double Majors/Minors  | 11          |
| XV. Student Organizations  | 13          |
| XVI. Career Services   | 13          |
| XVII. Independent Study  | 14          |
| XVIII. E-Mail Account  | 14          |
| XIX. 3+2 Program   | 15          |
| XX. Study Abroad   | 15          |
| XXI. Scheduling Classes  | 17          |
| XXII. Core Curriculum Requirements   | 21          |
| XXIII. Major Requirements  | 25          |
| XXIV. Graduation Requirements  | 25          |
| XXV. DegreeWorks   | 26          |
| Accounting   | 27          |
| Economics  | 28          |
| Energy Management  | 29          |
| Entrepreneurship   | 30          |
| Finance  | 31          |
| Health Care Management   | 32          |
| International Business   | 33          |
| Management   | 34          |
| Management Information Systems   | 35          |
| Marketing  | 36          |
| Prerequisites for LCOB courses   | 37          |
| Courses Offered Once A Year  | 38          |
| Junior/Senior Evaluation   | 39          |
| Internship   | 41          |
| Independent Study  | 44          |
| D/F Repeat Application   | 46          |
| Approval of Courses to be taken for Advanced Standing (Transient Student form) | 47          |

# 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](mailto:williamsons@marshall.edu)



**Marty Gillenwater**, Program Manager (advises last names M-Z)  
Corbly Hall 334  
(304) 696-2610  
[Marty.Gillenwater@marshall.edu](mailto: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](mailto:Lisa.Williamson@marshall.edu)

