

# Walker College of Business



ORIENTATION FOR NEW FACULTY:  
ACADEMIC POLICIES AND PROCEDURES

# College of Business Advising



- The College of Business Advising Office is located in 2126 Raley Hall (through the student lounge) and is responsible for the undergraduate academic advising services, records management, registration assistance and end of semester report processing (graduation, prerequisite and academic standing) for all declared business majors.
- The staff of the COB Advising Office is happy to assist you with questions you may have about degree requirements for business majors and about any policies and procedures dictated by the COB or the University.
- The COB Advising website at [www.advising.business.appstate.edu](http://www.advising.business.appstate.edu) provides a great amount of information for both students and faculty. We hope you will visit this site.

# Declaring a Major and Being Admitted to the COB



- Our business students' records begin in University College when they enter ASU and move to the upper division colleges once the student is eligible to officially declare a major (no earlier than the beginning of the sophomore year).
- Once the student's record is in the COB, he/she will meet with a professional business Advisor for assistance with academic planning.
- **Declaring a major and having records sent to the COB is not the same as being admitted to the COB.**
- Students must meet various requirements in order to be admitted to the COB.

# Admission to the College of Business



## **To be admitted to the COB, students must complete the following:**

60 earned hours

- 2.5 cumulative GPA based on a minimum of 12 graded hours at ASU (A-F)
- ENG 1000 with a minimum grade of “C”
- ENG 2001 with a minimum grade of “C” (*on catalogs prior to Fall 2009, students can use ENG 1100 with any passing grade*)
- MAT 1030 (or 1110) with a passing grade (*beginning Fall 2012, students must have a minimum grade of “C-”*)
- 2.0 average in the following courses: ACC 2100, ACC 2110, ECO 2030, ECO 2040, ECO 2100 (or STT 2810), LAW 2150 (*beginning Fall 2012, students must have a minimum grade of “C-” in each course*)
- Passing score on the Basic Computer Skills Proficiency Test or a passing grade in CIS 1026 (*beginning Fall 2012, students must have a minimum grade of “C-” in CIS 1026*)
- No outstanding grades of incomplete “I”

**([www.advising.business.appstate.edu/students/admission-cob](http://www.advising.business.appstate.edu/students/admission-cob))**

# Recommendation About COB Admission Requirements



- It is recommended that students complete all course requirements for admission to the COB by the end of the sophomore year prior to beginning 3000/4000 level business courses.
- **Prior to admission to the COB, students can take no more than five 3000/4000 level business courses.**
- If students are not admitted to the COB by the end of the sophomore year, they will most likely be unable to early register for upper level business courses during the junior year and thereafter until admitted (students cannot early register for more than five upper level business courses just because they expect to be admitted to the COB by the end of the semester).

# 3000/4000 Level Business Courses



## To take 3000 level business courses, students must have:

- 57 earned hours for the 3000 level business core courses (FIN 3680, MGT 3630, MKT 3050, POM 3650)
- 60 earned hours for all other 3000 level business courses
- a minimum cumulative GPA of 2.0 or admission to the COB
- all course prerequisites

*Note: Business majors cannot get credit for MGT 3010 or FIN 3010 (these are for business minors)*

## To take 4000 level business courses, students must have:

- 90 earned hours
- a minimum grade of “C” in a WID (Writing in the Discipline) course
- a minimum cumulative GPA of 2.0 or admission to the COB
- all course prerequisites

***Students can register for no more than five 3000/4000 level business courses prior to admission to the COB!!!***

# MGT 4750 and BUS 4000



- All business majors must complete the additional business core which includes ENG 3100 or BE 3340 (min. grade of “C”), ECO 2200, CIS 2050, FIN 3680, MGT 3630, MKT 3050, POM 3650, BUS 4000 and either MGT 4750.
- **Students must take all 2000/3000 level business core courses prior to taking MGT 4750 (Strategic Management) and BUS 4000 (Business Capstone Experience).** BUS 4000 is only required of students who entered ASU fall 2009 or thereafter.

# Waiving Prerequisites



- If a student wants to take a course without having taken one or more of its prerequisite courses, COB Advising must have the written approval of the chair (or the instructor's approval for ECO courses). It is important that all parts of the "Permission to Add Course" form are completed.
- **IMPORTANT: Instructors and chairs cannot waive the required hours or GPA for taking 3000 or 4000 level courses nor can they waive the policy that only five 3000/4000 level business courses can be taken if not admitted to the COB. Instructors and chairs also cannot waive the course prerequisites for MGT 4750 or BUS 4000.**



# Exceptions to Policy



- The policies and prerequisites associated with the COB are, in great part, dictated by the AACSB (The Association to Advance Collegiate Schools of Business). This is the accrediting organization that is responsible for accrediting quality business programs worldwide.
- **Exceptions to policies, procedures or prerequisites are rarely granted and, when they are, only when documented circumstances exist that are beyond the control of the student. Requests for exceptions should be directed to the Director of the COB Advising Center in 2126 Raley Hall.**

# Students on Class Roster



- **Faculty should be sure that students attending their courses are officially registered. Drop/add runs through the first five days of class each fall and spring and class enrollment should be verified immediately after the close of drop/add.**
- Students who are not enrolled in the course at the end of drop/add will have one week to request a late add. This request must be supported by the instructor and chair and then must have the signature of COB Advising. Requests after that time will likely be denied, even if the student has been attending class. In these cases, the student will have to go through the “credit by exam” process.
- All requests for late adds will be denied if the student was not eligible to attend the class at the end of drop/add.

# Late Drops



- Students are allowed to drop classes without limit during the week of drop/add.
- After the drop/add period ends, students can continue to drop courses until the ninth week of class (up to four courses total during the ASU undergraduate career). The last day to drop is always indicated on the Registrar's Office academic schedule.
- Students will sometimes request a late drop after the drop deadline or an additional drop if they have used all of their drops. These students must direct this request to the COB Advising Office and must show documented, extenuating circumstances. These drops are rarely granted and only when there are extenuating circumstances that were beyond the control of the student.
- Faculty should not recommend that a student drop his/her course without checking to see if the student has drops left and if it is still within the University's drop period.

# Requests for Medical or Psychological Withdrawal



- Requests for medical withdrawals or late/extra drops for medical reasons must be directed to Student Health Services during the semester in which the course(s) is taken. Medical withdrawals/reduction in course loads are not granted retroactively. Requests for withdrawal for psychological reasons must be directed to the Counseling and Psychological Services Center. Students who are granted a psychological withdrawal cannot re-enroll at ASU for at least six months.
- If a student asks you for permission to drop for medical or psychological reasons or if you are aware of a student who is facing medical or psychological issues, please refer them to Student Health Service or to the Counseling and Psychological Services Center.

# Grad Audit and MGT 4750



- **A graduation audit must be completed before a student can enroll in MGT 4750 (Strategic Management), which is taken in the final semester.**
- Grad audits are typically done the semester prior to the last semester of course work except for students doing an internship or study abroad during the last semester.
- Accounting majors often take MGT 4750 in the fall of the senior year and an internship in the spring of the senior year. Accounting majors planning to do this should have a graduation audit completed early in the spring semester of the junior year (just before the semester in which they will be taking MGT 4750).
- You may have students asking you about a graduation audit. If students have questions about this, please refer them to the COB Advising website ([www.advising.business.appstate.edu/students/graduation-audit](http://www.advising.business.appstate.edu/students/graduation-audit)) or to the COB Advising Office (2126 Raley Hall)

# Study Abroad



- The College of Business has a comprehensive study abroad program with faculty led programs traveling to a variety of countries during fall spring and summer breaks.
- If you are leading a COB study abroad program, please refer students to the Coordinator of International Business Programs/International Business Advisor to determine how the credit will count for them. Typically, these programs will only cover COB electives and 3000/4000 level free electives and will typically not cover major requirements.

# COB Advising Contact Information



- Phone:
  - Katharine Brannon, Receptionist/Records (room 2126) – 2700
  - Bob Charlebois, Advisor (room 2126) – 2701
  - Kathy Graham, Advisor (room 2126) - 2705
  - Sheryl Kane, Advisor (room 2126) - 2703
  - Kathy Smith, Director (room 2126) – 2702
  - Lisa Wetherell, Records Manager (room 2126) – 8402
  - Karen Wilkinson, Records Manager (room 2126) – 2700
- Fax – 6968
- Web: [www.business.appstate.edu/advising](http://www.business.appstate.edu/advising)