ORIENTATION FOR NEW FACULTY:
ACADEMIC POLICIES AND PROCEDURES
2016-2017
The Walker College of Business Advising Office is located in 2126 Peacock Hall (through the Marshall A. Croom Student Services Center) and is responsible for the undergraduate academic advising services, records management, registration assistance, Degree Works updates and end of semester report processing (graduation, prerequisite and academic standing) for all declared BSBA majors and BA Economics majors.

The staff of the WCOB 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 WCOB or the University.

The WCOB Advising website at 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 WCOB

- Our 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 (the major can be officially declared once the student has 30 earned hours, a 2.0 GPA, RC 1000 complete and UCO 1200 complete or in progress).

- Once the student’s record is in the WCOB, he/she will meet with a professional business Advisor for assistance with academic planning.

- For BSBA students, declaring a major and having records sent to the WCOB is not the same as being admitted to the WCOB. BSBA students must meet various requirements in order to be admitted to the WCOB.
To be admitted to the WCOB, students must complete the following (2016-2017 catalog):

- 60 earned hours
- 2.5 cumulative GPA based on a minimum of 12 graded hours at ASU (A-F)
- RC (or ENG) 1000 with a minimum grade of “C”
- RC (or ENG) 2001 with a minimum grade of “C” (on catalogs prior to 2009-2010, students can use ENG 1100 or ENG 2001 with any passing grade)
- MAT 1035 with a minimum grade of “C-”
- BUS 2000 (0 credits and graded S/U)
- 2.0 average in the following courses: ACC 2100, ACC 2110, ECO 2030, ECO 2040, ECO 2100 (or STT 2810 or STT 2820), LAW 2150 (beginning with the 2012-2013 catalog, students must have a minimum grade of “C-” in each course)
- Passing score on the Basic Computer Skills Proficiency Test or a minimum grade of “C-” in CIS 1026
- No outstanding grades of incomplete “I”

Admission requirements vary by catalog. Please refer to the following website for previous requirements:

(www.advising.business.appstate.edu/students/admission-cob)
Recommendation About WCOB Admission Requirements

- It is recommended that students complete all course requirements for admission to the WCOB by the end of the sophomore year prior to beginning 3000/4000 level business courses.

- **Prior to admission to the WCOB, students can take no more than five 3000/4000 level business courses.**

- If students are not admitted to the WCOB 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 WCOB by the end of the semester).
3000/4000 Level Business Courses

To take 3000 level business courses, students must have:

- 54 earned hours for the 3000 level business all course prerequisites (WCOB requirement; cannot be waived by instructor or chair)
- all course prerequisites

*Note: Business majors cannot get credit for ACC 1050, FIN 3010 or MGT 3010 (these are for business minors)*

To take 4000 level business courses, students must have:

- 84 earned hours prerequisites (WCOB requirement; cannot be waived by instructor or chair)
- a minimum grade of “C” in a WID (Writing in the Discipline) course
- all course prerequisites

*Students can register for no more than five 3000/4000 level business courses prior to admission to the WCOB!!!
MGT 4750 and BUS 4000

• All business majors must complete the additional business core which includes either BE 3340 or ENG 3100 (min. grade of “C” in either), ECO 2200, CIS 2050, FIN 3680, MGT 3630, MKT 3050, SCM/POM 3650, BUS 4000 and MGT 4750. These prerequisites cannot be waived by the instructor or chair.

• Students must take all 2000/3000 level business core courses, complete a Senior Check and a graduation application prior to taking MGT 4750 (Strategic Management) and BUS 4000 (Business Capstone Experience). BUS 4000 is only required of students following a 2009-2010 or later catalog.
Waiving Prerequisites

• If a student wants to take a course without having taken one or more of its prerequisite courses, WCOB 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 WCOB. 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 WCOB 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. Other policies are dictated by the university. WCOB policies are created and approved by faculty, enforced by the COB Advising Center and are in place to assure the quality of the degree.

• Exceptions to university policies and procedures 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 WCOB Advising Center in 2126 Peacock Hall.
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 need the signature of the instructor, the chair of the academic department and a dean’s office designee in the WCOB Advising Center. Courses added after the end of Drop/Add will not count towards hours considered for financial aid awards.

All requests for late adds will be denied if the student was not eligible to attend the class at the end of Drop/Add (did not meet all prerequisites at that time).
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 WCOB Advising Office and, per state mandate, 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. The specifics of what constitutes an extenuating circumstance and documentation needed is on the “Request for an Exception to the Drop Policy” form on the Registrar’s website.

- 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 and only with approval of the Counseling and Psychological Services Center.

- 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.
Senior Check and MGT 4750

- A Senior Check must be completed before a student can enroll in MGT 4750 (Strategic Management) and BUS 4000 (Business Capstone Experience, which are taken in the final semester).

- Senior Checks 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/BUS 4000 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 Senior Check completed early in the spring semester of the junior year (just before the semester in which they will be taking MGT 4750/BUS 4000) and will apply to graduate the semester prior to graduation.

- You may have students asking you about a Senior Check. If students have questions about this, please refer them to the WCOB Advising website (http://advising.business.appstate.edu/students/senior-check) or to the WCOB Advising Office (2126 Raley Hall)
The Walker 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 WCOB study abroad program, please refer students to the Coordinator of International Business Programs or to a business advisor to determine how the credit will count for them. Typically, these programs will cover WCOB electives and free electives and may sometimes cover major requirements.
WCOB Advising Contact Information

• Phone:
  • William Gillison, Records/Receptionist (room 2126) – 2700
  • Kathy Graham, Advisor (room 2126) - 2705
  • Sheryl Kane, Advisor (room 2126) – 2703
  • Kathy Smith, Director (room 2126) – 2702
  • Katharine Stone, Advisor (room 2126) – 2237
  • Nathalie Turner, Advisor (room 2126) – 2701
  • Lisa Wetherell, Records Manager (room 2126) – 8402
  • Karen Wilkinson, Records Manager (room 2126) – 2700

• Fax – 6968

• Web:  www.business.appstate.edu/advising