

2017

College of Business Advising Guide



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GETTING STARTED: KNOW THE BASICS

UNIVERSITY ADMISSION REQUIREMENTS

- **Unconditional Admissions:** a minimum ACT composite score of 21 and a minimum high school GPA of 2.75.
- **Conditional Admissions:** a minimum ACT composite score of 19 and a minimum high school GPA of 2.30.
- Comparable scores on the SAT, ASSET or COMPASS may be submitted for consideration.

FIRST YEAR STUDIES

Students whose ACT score is less than 21 (or comparable SAT) or whose Compass or ASSET scores require that they take one or more developmental courses may only be admitted to A-State through First Year Studies.

- Students admitted to this program are officially undecided.
- Limited to class choices and enrollment hours.
- Must complete two semesters of college work successfully to continue to enroll in A-State classes.
- Failure to do so will result in dismissal from the First Year Studies program and suspension from the university.
- Suspended students can only return when they have completed 12 or more transfer credited hours.

ACADEMIC ADVISING STRUCTURE

- | | | |
|----------------------|-----------------------------------|--------------------------|
| • First Year Studies | Based on college placement scores | First Year Studies |
| • Undecided | Exploring degree options | Wilson Advising Center |
| • Decided | Major determined | Various Academic Departs |

ACADEMIC SUPPORT STRUCTURE

Making Connections Courses

All first time, first-year college students are enrolled in a Making Connections (3 credit) course during their first enrollment period. This course is designed to help transition new learners to the college culture. ***Students can waive this course if they have completed 13 college credit hours. These hours cannot be concurrent or AP.***

Learning Support Services

Students seeking assistance in general education courses can visit Learning Support Services which is located on the first floor of the Dean B. Ellis Library. Coordinator for Learning Support is Jason Brooks, jbrooks@astate.edu.



STUDENT STATUS

FIRST-YEAR

- Students who have completed 12 or fewer semester credit hours following high school completion are considered first-year students.
- First-year students must take necessary developmental coursework and Making Connections course the first enrollment period.
- **Mrs. Kerry Tew, First Year Student Success Coordinator, will advise all Business Freshmen their first three semesters.**

ADVISING STRUCTURE FOR INCOMING FIRST-YEAR STUDENTS

- First Year Studies advises all students with an ACT score of 18 or below.
- Academic Departments advises declared majors with an ACT composite score of 21 or higher.
- Wilson Advising Center advises undeclared majors with an ACT composite score of 21 or higher.

TRANSFER

Students who have completed 13 or more transferrable credit hours following high school completion are considered transfer students. **All transfer (US and International) students are advised by Christine Perry their first semester at A-State.**

- Transfer students with fewer than 24 or more transferable credit hours are accountable for developmental courses if necessary.
- Students transferring from State of Arkansas accredited two-year institutions with an Associate of Arts degree (or other associate degrees meeting the minimum state enhanced general education core) will have satisfied Arkansas State University's general education requirements. However, specific A-State degree requirements must be met for a bachelor's degree. College of Business Specific requirements are:
 - Completion of Oral Communications, Intro to Sociology or Intro to Cultural Anthropology and Macroeconomics.
 - "C" or higher in CIT 1503.
 - "C" or higher in ACCT 2033
 - "C" or higher in MATH 2143

SECOND DEGREE

Students who are seeking a 2nd degree from Arkansas State University will be required to complete all the courses not taken with their first degree. With regard to general educational requirements, the university will check for the following classes: **All 2nd degree (US and International) students are advised by Christine Perry their first semester at A-State.**

- English Composition I AND English Composition II
- Math – Business Calculus specifically for the College of Business
- US History OR US Government
- Oral Communications, Intro to Sociology/Anthropology and Macroeconomics



STUDENT STATUS

DEVELOPMENTAL

- Any student who scores below a 19 on the math, reading, or English sub score of the ACT (or comparable score on other placement exams) will be required to take the appropriate developmental course during their first enrollment at A-State.
- Students must pass developmental courses with a “C” or better.
- First Year Studies students will be **UNDECIDED** for the first year, restricted to 12 hours, and must meet compass score after class to continue enrollment.
- **CONTACT:** Paula Bradberry, Director of First Year Studies, University College, 972-2080, pbradber@astate.edu.

The enhanced ACT is the most commonly used placement score for incoming A-State students.

HONORS

- Incoming freshmen who met the following criteria will be formally admitted to the Honors College upon acceptance at A-State 28+ ACT (composite score) and 3.50+ High School GPA. Honor students are required to take a minimum of one honors course per semester.
- All admitted students are automatically screened for Admissions to the Honors College; there is not a separate application.
- **CONTACT:** Rebecca Oliver, Director of Student Services, the Honor College, 972-2308, rsoliver@astate.edu.

ATHLETES

- Most student athletes need to be out of class by 2:00 p.m. for practice.
- Please be sensitive to academic rigor when scheduling student athletes. For example, football players have heavy fall activities.
- Student athletes receive priority registration.
- **CONTACT:** Julie Lessiter, Director of Student-Athlete Academic Success Center, 972-3356, jlessiter@astate.edu.

INTERNATIONAL

- **Undergraduate students and graduate students completing prerequisite courses:** To be considered full time, undergraduate students and students enrolled in prerequisite courses for a graduate program must be enrolled in 12 credit hours or more per semester.
- **Traditional courses:** International students are required to take at least 9 hours of in-class courses per semester.
- **Online courses:** International students may take a maximum of 3 to 9 hours of online courses per semester that will count towards their total number of credit hours required to be full time.
- **Internships and off-campus work:** International students are not allowed to work off-campus without permission from the Office of International Programs.
- **CONTACT:** Mallory Yarbrough, Coordinator of International Student Services, 972-2329, mssluder@astate.edu.



REGISTRATION: General Education Requirements

COMMUNICATIONS (9 hours)

- ENG 1003, English Composition I
 - ENG 1013, English Composition II
- SCOM 1203, Oral Communications**

MATHEMATICS (3 hours)

- **MATH 2143, Business Calculus**
 - ➡ ○ **Calculus I or Survey of Calculus**
 - ➡ ○ MATH 1023, College Algebra
 - ➡ (See notes below.)

SCIENCES (8 hours)

LIFE SCIENCE (one course and its lab)

- BIOL 1003/1001 Biological Science/Lab
- BIOL 1033/1001 Biology of Sex/Lab
- BIOL 1043/1001 Plants and People/Lab
- BIOL 1063/1001 People and Environment/Lab
- BIO 2103/2101 Biology of Cell/Lab
- BIO 2103/2101 Microbiology/Lab
- BIO 2203/2201 Human Anatomy & Physiology I/Lab

PHYSICAL SCIENCE (one course and its lab)

- CHEM 1013/1011 General Chemistry I/Lab
- CHEM 1043/1041 Fundamentals of Chemistry /Lab
- PHSC 1014, Energy and the Environment
- PHSC 1203/1201 Physical Science/Lab
- PHSC 1103/1101 Intro to Space Science/Lab
- PHYS 2034, University Physics I
- PHYS 2054, General Physics I

UNIVERSITY REQUIREMENT (3 HOURS)

- BUSN 1003, Making Connections Business
- (Waived if transferring in 13 or more hours)**

➡ **NOTE:** Calculus I or Survey of Calculus are approved substitutions for the MATH credit for our Business degrees.

➡ **NOTE:** Business Technology, CIT (A.S.), Economics (B.A.) and Economics, Pre-Law (B.A.) degrees mathematical requirement is College Algebra (MATH 1023) NOT Business Calculus.

Complete the following courses with C's or better: ENG 1003, ENG 1013, & MATH 2143 or MATH 1023.

Transfer Students are expected to complete the general education requirements. Courses completed before transfer may be used to satisfy these requirements when so determined by the registrar. All transfer students are advised by Ms. Christine Perry their first semester.

- Associate of Arts, Associate of Science and Associate of Arts in Teaching degrees from Arkansas public institutions meet A-State general education requirements.

FINE ARTS (3 hours)

- ART 2503, Fine Arts Visual
- MUS 2503, Fine Arts Musical
- THEA 2503, Fine Arts Theatre

HUMANITIES (3 hours)

- ENG 2003, Intro to Lit of Western World I
- ENG 2013, Intro to Lit of Western World II
- PHIL 1103, Intro to Philosophy

SOCIAL SCIENCES (9 hours)

US HISTORY OR GOVERNMENT (3 hours)

- HIST 2763, US History to 1876
- HIST 2773, US History since 1876
- POSC 2103, Intro to US Government

- **ECON 2313, Principles of Macroeconomics**

ONE OF THE FOLLOWING: (2017-2018 Change)

- ANTH 2233, Intro to Cultural Anthropology
- CMAC 1003, Mass Comm in Modern Society
- ECON 2333, Economic Issues and Concepts
- GEOG 2613, Intro to Geography
- HIST 1013 or HIST 1023
- HIST 2763 or HIST 2773
- POSC 2103, Introduction to US Government
- POSC 1003, Intro to Politics
- PSY 2013, Intro to Psychology
- SOC 2213, Intro to Sociology

Total: 38 Semester Hours



REGISTRATION: Business Core and Elective Requirements

BUSINESS CORE (39 Semester Hours)

GPA Requirement 2.250 or higher

LOWER LEVEL BUSINESS CORE (21 hours)

- ACCT 2033, Intro to Financial Accounting
- ACCT 2133, Intro to Managerial Accounting
- CIT 1503, Micro Apps or CS 1013
- ECON 2323, Principles of Microeconomics
- ECON 2113, Bus Stats (transfer)
OR **STAT 3233 (Jonesboro)**
BCOM 2563, Business Communications
LAW 2023, Legal Environment of Business

UPPER LEVEL BUSINESS CORE (18 HOURS)

- CIT 3013, Management Information Systems
- CIT 3523, Operations Management
- FIN 3713, Business Finance
- MGMT 3123, Principles of Management
- MKTG 3013, Marketing
- MGMT 4813, Strategic Management**

Complete the following courses with C's or better: ACCT 2033 and CIT 1503

Upper Level Policy Change in 2017-2018: Students must complete 30 hours plus appropriate prerequisite courses prior to taking upper level business courses.

MGMT 4813, Strategic Management can ONLY be taken after all core classes have been completed. This course must be taken in the last semester before graduation.

ELECTIVES (0 TO 43 Hours)

Elective requirements vary from degree to degree. The majority of our degrees require 19 hours with 3 hours of upper level credit. Advisors must be aware of the elective requirements for their degree:

- **0 hours:** Business Technology
- **1 hour:** Computer & Information Technology (A.S.)
- **7 hours:** Computer & Information Technology (B.S.)
- **7 hours with 3 hours of upper-level credit:** International Business and Marketing - Sales
- **10 hours:** Accounting, Management – Int'l Business and Marketing – Int'l Business
- **16 hours:** Finance - Banking and Marketing - Logistics
- **19 hours with 3 hours of upper-level credit:** Business Administration, Business Economics, Finance - Financial Management, Global Supply Chain Management, Management, Management - Hospitality Management, Management - Human Resources and Marketing - Marketing Management
- **19-43 hours 9 hours upper-level credit:** Economics (B.A.) and Economics, Pre-Law (B.A.)

Business core classes are not required for our B.A. degrees in Economics.

Students who transfer 14 or more credit hours into A-State do not have to take our Making Connections course. This credit will be waived. **However, they will be responsible for the hours. These students will be required to do 3 more hours of elective courses.**



REGISTRATION: Major/Emphasis and Language Requirements

The College of Business requires either all “C’s” or above within its major and emphasis areas or an overall **GPA of 2.25** with the exception of the following degrees:

- **Accounting** – 2.50 or higher and at least a “C” or higher within each course in the major.
 - Students will be limited to 3 attempts at each Upper Level ACCT course.
- **Business Technology** – 2.75 or higher
- **A.S. in Computer & Information Technology** – 2.00 or higher
- **B.S. in Computer & Information Technology** – Grade of “C” or higher is required for all CIT major required courses plus CIT 3013. Major courses are only offered once per year.
- **Economics, B.A.** – 2.00 or higher
- **Economics, B.A. Pre-Law Emphasis** – 2.00 or higher

Hours required within the major varies from degree to degree.

- **24 hours:** Business Administration, Business Economics, Computer & Information Technology (A.S.), Finance - Financial Management, Global Supply Chain Management, International Business, Management, Management - Hospitality Management, Management - Human Resources, and Marketing - Marketing Management
- **27 hours:** Finance - Banking and Marketing - Logistics
- **33 hours:** Accounting, Management – Int’l Business, and Marketing - Int’l Business
- **36 hours:** Computer & Information Technology (B.S.) and Marketing - Sales
- **39-42 hours:** Economics (B.A.)
- **44 hours:** Business Technology
- **48-51 hours:** Economics, Pre-Law (B.A.)

LANGUAGES (12 Hours)

- There are only three degrees offered within the College of Business that require 12 foreign language hours. Those degrees are Economics (B.A), Economics, Pre-Law and International Business.
- A-State currently offer three different languages: French, German and Spanish.
- Students need to enroll in language courses in their **freshmen year** or as soon as possible.
- Generally speaking, the longer a student waits the more challenging it will be to meet requirements.



REGISTRATION: Business Degree Requirements

For a more detailed enumeration of all academic requirements and regulations for the Bachelor's Degree, see the 2016-2017 Undergraduate Bulletin.

1. Correct number of hours presented for degree (120).
2. Forty-five (45) junior/senior hours after the completion of 30 semester hours.
3. Completed or enrolled in all required/elective courses.
4. Completed the following courses with a grade of "C" or better:
 - ENG 1003, Composition I**
 - ENG 1013, Composition II**
 - MATH 2143, Business Calculus (Calculus I/Survey of Calculus) OR**
 - MATH 1023 (Business Technology, Economic B.A. and Economics, Pre-Law B.A.)**
 - ACCT 2033, Intro to Financial Accounting**
 - CIT 1503, Microcomputer Applications or CS 1013, Intro to Computers**
5. Completed a U.S. History (HIST 2763 or 2773) OR a U.S. Government (POSC 2103) course.
6. Completed one of the following: ANTH 2233, CMAC 1003, ECON 2333, GEOG 2613, HIST 1013, HIST 1023, POSC 1003, PSY 2013 or SOC 2213.
7. **Overall:** at least 2.25 grade point average (including transfer and A-State coursework).
8. **Institution:** at least 2.00 "Institution" grade point average.
9. **Business Core:** minimum grade point average of at least 2.25 calculated on the last grade for each course in the business core or at least a "C" in each course within the core.
10. **Major/Emphasis:** minimum grade point average of at least 2.25 calculated on the last grade for each course in the major and emphasis area or at least a "C" in each course unless specified as something different.
11. Other requirements:
 - a. 32 A-State residence hours.
 - b. 30 of last 36 hours must be completed at A-State Jonesboro.
 - c. At least 50% of the business credit hours required for a baccalaureate degree must be earned in the A-State Jonesboro College of Business.
 - d. Complete a minimum of 50% of major work at A-State Jonesboro.
 - e. Credit by correspondence, exam (including CLEP), evaluated military service, and USAFI not to exceed 25%. A maximum of 30 semester hours can be earned by examination.



ADVISING TIPS:

First year – First Semester

- All students will be “preregistered” in the appropriate Making Connections FYE course, accompanying linked course (CIT 1503), and any developmental course required. All incoming first year students are required to take the FYE course regardless of AP, dual or concurrent credit.
- Be aware of campus location when placing students in courses. Make sure to place students into Jonesboro (J) sections.
- Consider test scores, high school performance, and student dialogue before placing student in courses. Student schedules should be designed around their unique needs particularly in the first semester.
- **DO NOT** place students in courses for which they lack the prerequisites course or placement score. If students have already had or are currently taking the prerequisite course, they may change their schedule once proof of course completion is verified. All first time freshmen schedule changes should be emailed to Ms. Christine Perry, cperry@astate.edu.
- If students have an introductory math course or developmental reading course, consider the complexity of their first semester. These courses will require substantial time commitment or impact ability in other classes.
- Be aware of credit hours:
 - Scholarships: 15 credit hours (5 classes).
 - Financial Aid: 12 credit hours (4 classes)
 - International: 12 credit hours (4 classes)
- Consider scheduling students into a Structured Learning Assistance (SLA) course. These courses have mandatory tutorial support hours.
- Remember that student athletes need to be out of class by 2:00 p.m.



ADVISING TIPS: Freshmen and Sophomore Year

FRESHMEN YEAR (0-29 HOURS)

- Is aware of any development courses needed.
- Is aware that the communications, critical thinking, and mathematic blocks of general education core should be completed by 45 hours.
- Is aware that the science blocks of the general education core by 60 hours.
- Student is only allowed to complete a maximum of 18 concurrent credit hours during any academic semester. **NOTE:** The summer term, it is 14 hours inclusive of Interim May, June, July and August.
- Is aware of academic support options.
- Is aware that a minimum of a 2.00 GPA is required to remain in good university academic standing.
- Is aware of the number of enrollment hours necessary to maintain current level of financial aid, scholarship or other. Refer to Financial Aid Office if needed: 972-2310.
 - Financial Aid – 12 hours (4 Classes)
 - Scholarships – 15 hours (5 Classes)
- Is aware of both the advisee and advisor role in advising sessions.

SOPHOMORE YEAR (30-59 HOURS)

- Was provided and is using a check sheet for the major, along with an explanation of requirements.
- Is aware of College of Business GPA requirements for graduation.
 - **Overall** – 2.25 or higher
 - **Institution** – 2.00 or higher
 - **Business Core** – 2.25 or higher
 - **Major and Emphasis** – 2.25 or higher
 - **All majors except:**
 - 2.75 - Business Technology
 - 2.50 - Accounting
 - 2.00 - Computer & Info Technology (A.S.), Economics (B.A.) & Economics, Pre-Law
- Is aware of upper-level credit hour requirements for major.
 - All business degrees require 45 hours upper level (3000/4000) credit.
 - **The College of Business will begin counting upper level hours when a student has successfully completed 30 hours.**



ADVISING TIPS: Junior and Senior Year

JUNIOR (60-89 HOURS) & SENIOR (90-120 HOURS) YEAR

- Is aware of job and/or post-bachelorette degree options.
 - Career Management Center – Tiffany Johnson, tijohnson@astate.edu
 - Job Fairs
- Is aware of internship and study abroad options.
 - Internships – Dr. Gail Hudson, ghud@astate.edu
 - Study Abroad
- Has reviewed checklist for preparation for graduation. (Has completed all required general education, college core, major, emphasis area and minor hours with the necessary GPA).
 - GPA required to receive a business minor is a 2.25.
 - To receive a minor, all courses must be completed by the students last term.
- Has requested a graduation pre-check the semester before graduation.
 - Advising Coordinator – Ms. Christine Perry, cperry@astate.edu
- Has filled out the online “intent to graduate” form the beginning of final semester.
 - This form is available in the student’s self-service located within MyCampus.





ACADEMIC POLICIES & PROCEDURES

ACADEMIC LOAD: Number of hours a student may take each semester.

- Students with a grade point average below a 3.50 but at least a 2.00 a semester or cumulative GPA may take no more than 18 hours in a given semester or 14 hours for a summer term. Student enrollment may not exceed (7) credit hours per 5-week summer session.
- Students with a grade point average of above a 3.50 may request to schedule up to 21 hours or 17 hours for a summer term with permission from the dean of the college in which they are enrolled. Student enrollment may not exceed (9) credit hours per 5-week summer session.
- The total academic load of students concurrently enrolled at another institutions of higher education while enrolled at A-State cannot exceed this maximum requirement.

CHANGE OF MAJOR: A change of major is processed online either by the Student Services Center or the academic department of the new degree.

CLASS ATTENDANCE: Lack of class/lab attendance is one of the largest contributors to student failure!

- Freshmen (0-29) and sophomores (30-59) may miss no more than twice the number of lectures, laboratory sessions, recitations, or other regularly scheduled class actives during the week.
 - MWF Classes – 6 absences
 - TR classes – 4 absences
 - MW classes – 4 absences
 - 1 day a week class – 2 absences
- If a student misses more than the maximum number of classes, then they may be assigned a grade of “FN” in the course because of excessive number of absences, regardless of their performance on coursework in the class. Each instructor should state the attendance policy in his/her syllabus.

INCLEMENT WEATHER POLICY: The University remains open on academic classes and other services during inclement weather except in extreme circumstances determined solely by the chancellor of the university. Regional and local media will publicize the closing. Commuter students should use good judgement to determine whether they should drive to campus. If students decide not to come to campus, it is their responsibility to contact professors regarding circumstances and to make up work missed for this reason.

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: A student’s academic record is confidential and will not be released to unauthorized persons without written approval from the student. FERPA is designed to protect the privacy of educational records, establishes rights of students to review their records, and provides guidelines for correction of inaccurate or misleading data through informal and formal hearings. Faculty are advised to communicate in person or through the A-State email system.

STUDENT CLASSIFICATION: Freshmen (0-29); Sophomores (30-59); Juniors (60-89); Seniors (90-120). **Completed hours PLUS current hours will be used to determine when a student may participate in the registration process.**



ACADEMIC POLICIES & PROCEDURES

TRANSFER CREDIT POLICY: Many A-State students apply transfer credit, particularly concurrent credit earned during high school, to their degree programs. To receive credit, students must request that an official transcript be sent to the A-State Office of the Registrar from each regionally accredited or international institution attended. **PLEASE note the following:**

1. Transfer credit **is not** used in calculating A-State GPA, so course work taken elsewhere in an attempt to raise a GPA will not result in a GPA improvement in most cases.
2. Advanced Placement scores must be sent to A-State to receive credit from those courses.

TRANSFER STUDENTS AND RESTART: Students who are admitted to the university with a GPA below 2.00 are required to take Restart their first semester and must complete their first semester with a 2.00 or better. If they do not, they are noncompliant with Restart according to the written agreement they sign and must sit out for the following semester even though their standing shows probation.

After returning from the sit out semester, if they continue to perform poorly and earn a first suspension they will be required to sit out for one calendar year (since they have already gone through Restart and even sat out for a semester) and must appeal to the Admissions and Credits committee before they can return. This is a little different than the *Readmit After Suspension Policy*.

TRANSCRIPTING TRANSFER COURSES: Many institutions have courses which are equivalent in content to A-State's upper-level courses. However, A-State cannot offer upper-level credit for transfer work from a two year institution. The course is considered complete for the purpose of degree requirements and total hours, but the hours do not count towards the 45 upper-level hours a student would need to graduate.

All equivalent but lower level courses will begin with an L in their number (e.g. FIN L713, CIT L013, etc.) instead of the standard 3 or 4, but maintain all other characteristics of their parent course. Any questions or concerns regarding this policy can be directed to:

- Chris Boothman (cboothman@astate.edu / Ext. 3122) OR
- Jackie Dotson (jdotson@astate.edu / Ext. 3397).

POLICIES THAT IMPACT ACADEMIC STANDING

HONOR ROLL: At the close of each semester, an honor roll consisting of a Chancellor's List and a Dean's List is published. Students who are full-time (12 hours) and whose GPA is within the range of 3.80-4.00 will be placed on the Chancellor's List. Students with a GPA in the range of 3.60-3.79 will be placed on the Dean's List.

GRADUATION WITH ACADEMIC HONORS: The following academic distinctions are recognized at graduation:

- summa cum laude (gold cord) – cumulative GPA of 4.00
- magna cum laude (red cord) – cumulative GPA of 3.80-3.99
- cum laude (white cord) – cumulative GPA of 3.60-3.79

Other requirements apply when transfer work is included. Please see your undergraduate bulletin for additional requirements associated with qualifying for academic honors.



ACADEMIC POLICIES & PROCEDURES

ACADEMIC STANDING: Academic standing is based on students' cumulative and semester GPA and is used to determine eligibility for continued coursework at the university. Students are either in good or unacceptable standing based on their institutional GPA. If either cumulative or semester GPA is below a 2.00, students will be placed on academic probation or suspension.

- **Academic Probation:** Students are placed on academic probation when their semester GPA OR cumulative GPA falls below a 2.00. Students on academic probation **CAN NOT** enroll in more than 12 semester hours. **NOTE:** First-time, first-year students on academic probation at the end of their first semester will have the option of enrolling in one-credit course (College Choices: UC 1011) for additional academic mentoring and group support.
- **Academic Suspension:** Students with both semester AND cumulative (institutional) GPA below the required 2.00 who were already on academic probation will be placed on academic suspension at the end of the semester. Academic suspension is a mandatory absence of enrollment from A-State. However, students on a first-time suspension may seek immediate enrollment in the Restart Program by contacting Wilson Advising Center, 972-3001. Students earning multiple academic suspensions may be required to sit out one or two calendar years depending on the number of suspensions they have earned and must petition the Undergraduate Graduation and Academic Credit Appeals Committee before they can return to A-State.

INCOMPLETES OR "I" GRADES: A grade of "I" (incomplete) is appropriate on the final grade roster when a student fails to meet all course requirements for reasons beyond his/her control, i.e., illness of student, or serious illness or death in the family, or extended research projects at the graduate level. Procrastination, pressure of work in other courses, or work not connected with the student's school load are not satisfactory reasons for an "I" grade. All "I" grades must have prior approval of the chair of the department in which the course is offered, which requires the "Request for Incomplete Grade" form to be on file with the department and the Office of the Registrar.

REPEATING COURSES: The Re-Computation Policy permits students to retake up to 18 hours (6 classes) of courses in which a grade of "D" or "F" was earned and have only the last grade count in their GPA. All repeated classes require a "**repeat**" **override** which can be issued to the student by either the Student Services Center, academic department or registrar. Note: Both grades will remain on the transcript, although only the last grade will be computed in the GPA.

- **What courses can I repeat?** According to the undergraduate bulletin: the student can repeat any courses in which they received a grade of "D" or "F."
- **Students may not repeat for credit any course in which they have earned a grade of "C" or better.**
 1. If the grade in the first attempt is a "D" and the grade in the second attempt is an "F", both grades will be counted.
 2. Students may repeat up to 18 hours (6 classes).
 3. All other repeated courses will have both grades counted. Degree hours will be applied only once towards graduation requirements.



ACADEMIC POLICIES & PROCEDURES

4. Student are only allowed to repeat the exact A-State course. Another university or college approved substitution grade cannot be used for a repeated course. The student should be aware that the grade of “D” or “F” from any previous attempts will remain on the transcript. The previous attempts will be indicated by an “E” in the repeat column.
 5. Developmental courses are not included in the “Repeating of Courses” policy.
- The department chair, the appropriate college dean, and the registrar will determine the application of the repeat course policy in those instances where course numbers and/or titles have been changed at Arkansas State University and for courses completed at other institutions of higher education. Every student is eligible for the provisions of the repeat policy, regardless of the bulletin year in which the student entered A-State.
 - **Students who are planning to apply for admission to graduate school should take note that most graduate/professional schools recalculate GPAs based upon ALL courses that students have attempted during their college career. Thus, any repeated courses will have both grades counted in consideration for graduate school admissions.**
 - **How long does it take for the transcript to be updated after a repeat course has been completed?** Students should check their transcript 5 to 7 days after the final grades have been submitted to give the Office of the Registrar time for processing.
 - **How can you tell if the form has been processed when viewing a transcript?** You can look for an “E” in small print beside the first attempt of the course. This “E” represents that the class has been “excluded out” from the students GPA.
 - **What course can replace the other?** The courses repeated must be the exact same class. For instance, if a student takes U.S. History Since 1876 and they wish to replace the grade they received in this course, then they must retake U.S. History Since 1876. The student cannot take U.S. History **TO** 1876 and expect to use this grade to replace the grade they received in U.S. History **SINCE** 1876.

DROPPING OF INDIVIDUAL COURSES: The final date for dropping individual courses is posted on the academic calendar available on the website or in the current undergraduate bulletin. The drop date for individual classes is **STRICTLY** enforced! Courses dropped before fees are assessed for the semester do not appear on the transcript. Courses dropped after the deadline day of class will have a designation of W on the transcript.

FN: A grade of “FN” may be given if a student stops attending during the semester. It will count as an “F” in the GPA and can have repercussions regarding financial aid depending on when the student stopped attending class. An “FN” grade may be changed to a “W” provided the student drops the class or withdraw from the university prior to the drop date.

WITHDRAWAL FROM THE UNIVERSITY: Sometimes it may become necessary for a student to totally withdraw from the university due to extenuating circumstances. This may be the best option to prevent irreversible academic distress, particularly if the student has been ill, injured, or has had an unacceptable absenteeism rate due to other unpreventable circumstances. Students may withdraw at any time during the scheduled registration period by contacting the Wilson Advising Center.



ACADEMIC POLICIES & PROCEDURES

Withdrawal from the university after Sunday of the first full week of the semester or Friday of the first week of a five-week term must be completed through the Wilson Advising Center. A grade of “W” will be placed on the official transcript for each enrolled class to indicated withdrawal. Failure to complete the withdrawal process will result in the automatic receipt of an “F” in all enrolled courses. The withdrawal date policy is **STRICTLY** enforced! It is strongly encouraged that students counsel with their advisor and financial aid/scholarship officer before dropping a class.

UNDERGRADUATE GRADUATION AND ACADEMIC CREDIT APPEALS COMMITTEE:

Serves as an appeals committee for students contesting decisions on university requirements such as graduation requirements, academic suspension, and academic credit. **This committee addresses academic matters. For financial aid consideration, please see the financial aid appeals process.**

Membership consists of the chair of each college admissions and credits committee and three students appointed by the Student Government Association (SGA). The Registrar, Assistant to the Chancellor of Diversity Initiatives, Director of Admissions, and a representative from the Office of Student Affairs will serve as ex-officio, non-voting members.

College of Business representative is Dr. Paula Ruby, pruby@astate.edu.

Recommendation for individual student appeals concerning university requirements for graduation or academic requirements will be forwarded to the Office of the Vice Chancellor for Academic Affairs and Research with a copy to the Vice Chancellor for Student Affairs.

This committee usually meets on the 1st Tuesday of the month at 2:00 p.m. Contact your college representative for location.

- **Academic Suspension:** Students who plan to return to A-State after a second or subsequent suspension are required to petition this committee to seek admission after they have sat out their required time. Attendance is required for this type of appeal.

- **Procedure to petition:**
 1. Student completes Undergraduate Graduation and Academic Credit Petition form with help of advisor.
 2. Advisor signs and this form and all supporting materials are sent to the college representative, Dr. Paula Ruby, Business 105.
 3. College representative sends one copy of the petition and supporting materials to the registrar prior to the meeting. The college committee must have indicated a decision **BEFORE the form** is brought to the Registrar’s Office. Usually this must be done by the Friday before the meeting.
 4. College representative brings 12 copies to the meeting for review by the university committee.
 5. College representative brings before university committee.
 6. University committee reviews petition and all supporting documentation provided by the student and makes a decision.

Students are encouraged to provide as much supporting documentation as possible.



ACADEMIC POLICIES & PROCEDURES

- **Academic Clemency:** Is a provision allowing a one-time, irrevocable calculation of grade average and credit hours towards graduation to be based only upon work done after a prolonged separation from college. This provision is provided for undergraduate students who have gained maturity through extended experience outside higher education institutions, and are currently enrolled at Arkansas State University and have demonstrated acceptable academic performance following their return.
 - Requirements to be satisfied by a student prior to requesting academic clemency toward an undergraduate degree are as follows.
 - Separation from all academic institutions for at least five years.
 - Completion of a minimum of twelve semester hours of graded courses from a regionally accredited institution of higher education with a 2.00 or better grade point average.
 - Formal application filed with the registrar. (\$30.00 fee)
 - **Transcripts showing attempted enrollment ending in withdrawals are not considered to be separation.**
 - Upon approval by the registrar, the student will be **granted** academic clemency. The student's permanent record will remain a record of **all** work; however, the student will forfeit the use (for degree purposes at Arkansas State University) or any college or university credit earned prior to the five years separation indicated above. A-State will honor the Academic Clemency granted by another institution, but will recognize **ONLY** the clemency from that particular institution.
 - This process will be recorded in the student's permanent record; and will be noted on the transcript. The date of the clemency will coincide with the date of re-entry following the prolonged separation.



2017 CURRICULUM CHANGES

Below are the curriculum changes that are expected to take place in 2017.

1. The College of Business will be removing the upper-level credit after 54 hours rule. **The new regulation will be upper-level credit completed after 30 credit hours.**
2. **STUDENT CLASSIFICATION:** Freshmen (0-29); Sophomores (30-59); Juniors (60-89); Seniors (90-120). **Completed hours PLUS current hours** will be used to determine when a student may participate in the registration process.
3. It is highly recommended that students be advised to take the lower level core courses prior to beginning upper level business classes. However, it will no longer be required. **The new rule will be the completion of 30 hours plus specific direct prereqs for upper level business courses.**
 - a. Business Calculus
 - b. Business Statistic or Applied Statistics
 - c. Intro to Financial Accounting
 - d. Intro to Managerial Accounting
 - e. Macroeconomics
 - f. Microeconomics
 - g. Microcomputer Applications
4. **Intro to Anthropology and Intro to Sociology will no longer be specifically required for the Social Sciences general education credit.** The students will be allowed to pick a Social Sciences general education class from the following list.
 - a. ANTH 2233, Introduction to Cultural Anthropology
 - b. CMAC 1003, Mass Communication
 - c. ECON 2333, Economic Issues & Concepts
 - d. GEOG 2613, Introduction to Geography
 - e. HIST 1013, World Civilization to 1660
 - f. HIST 1023, World Civilization since 1660
 - g. HIST 2763, United States History to 1876
 - h. HIST 2773, United States History since 1876
 - i. POSC 1003, Introduction to Politics
 - j. POSC 2103, Introduction to US Government
 - k. PSY 2013, Introduction to Psychology
 - l. SOC 2213, Introduction to Sociology
5. **OVERRIDE REQUEST FORM: All overrides must be submitted by using the “override request form.”** This form is located on both the College of Business and Student Service Center websites.
 - a. **Prerequisite**
 - b. **Approval** – Needed for courses that require special permission to be added.
 - c. **Repeat** – Required for any class a student needs to repeat in different term.
 - d. **Room** – Needed for closed sections.



2017 Course Prerequisite Changes

UPPER LEVEL BUSINESS CORE:

CIT 3013: CIT 1503 or CS 1013, ACCT 2023 or ACCT 2033 and ECON 2313

CIT 3523: CIT 1503 or CS 1013, ACCT 2023 or ACCT 2033 and STAT 3233

FIN 3713: ACCT 2133 (No Change)

MGMT 3123: 45 Hour Requirement, No specific class prerequisite

MKTG 3013: 45 Hour Requirement, No specific class prerequisite

MGMT 4813: CIT 3013, CIT 3523, FIN 3713, MGMT 3123 and MKTG 3013 (No Change)

MAJOR CLASSES:

Accounting:

ACCT 3003: ACCT 2133, MATH 2143, STAT 3233 and CIT 1503; all with C or better.

ACCT 3053: ACCT 2133, MATH 1023 or higher, and CIT 1503; all with C or better.

ACCT 3063: ACCT 2133, MATH 1023 or higher, and CIT 1503; all with a C or better.

ACCT 4013: ACCT 2133, MATH 2143, STAT 3233, and CIT 1503; all with a C or better.

ACCT 4053: ACCT 3013, STAT 3233 or ECON 2113; all with a grade of C or better.

ACCT 4153: ACCT 2133, MATH 2143, STAT 3233, and CIT 1503; all with a grade of C or better.

Computer & Information Technology:

CIT 4653: CIT 2033, CIT 2523 and Corequisite CIT 3603

Finance:

FIN 3763: ECON 2313 and FIN 3713

FIN 3773: MATH 2143 or MATH 2194 or MATH 2204, ECON 2113 or STAT 3233 and FIN 3713

FIN 3813: FIN 3713

FIN 4013: FIN 4723

FIN 4723: ECON 2113 or STAT 3233 and FIN 3713

FIN 4743: ECON 2113 or STAT 3233 and FIN 3713

FIN 4753: ECON 2113 or STAT 3233 and FIN 3713

FIN 4763: ECON 2313 and FIN 3713

Management and Marketing:

MGMT 3153: 45 Hour Requirement, No specific class prerequisite.

NOTE: Global Supply Chain Management courses have changed from the MKTG prefix to GSCM.



CAMPUS REFERRAL RESOURCES

COUNSELING CENTER, 972-2318

<http://www.astate.edu/a/counseling-services/>

DIRECTOR: Dr. Phil Hestand, phestand@astate.edu

The Counseling Center provides specialized services to help students perform better academically, cope with emotions, and be more effective in relationships with others. The Counseling Center also provides career assessments and test anxiety intervention.

CAREER MANAGEMENT CENTER, 972-3025

<http://www.astate.edu/careers/>

DIRECTOR: Tiffany D. Johnson, tjohnson@astate.edu

The Career Management Center offers a variety of employment and career-related services to prepare students for future employment. Career Services posts openings for career jobs, internships, and part-time jobs (on and off campus jobs, and Federal Work Study positions) through HireAstate.com.

DISABILITY SERVICES, 972-3964

<http://www.astate.edu/a/disability/>

DIRECTOR: Dr. Jennifer Rice-Mason, jrmason@astate.edu

Disability Services arranges for academic adjustments and auxiliary aids to be provided to qualified students with disabilities.

HONORS COLLEGE, 972-2308

<http://www.astate.edu/college/honors-college/>

DIRECTOR: Rebecca Oliver, rsoliver@astate.edu

Students formally admitted to the Honors College have an opportunity to gain unique research and scholarship through enriched coursework and programming. New students seeking honors status must have a minimum ACT score of a 28 and a 3.50 high school GPA.

INTERNATIONAL PROGRAMS, 972-2329

<http://www.astate.edu/a/global-initiatives/international/>

COORDINATOR: Mallory Yarbrough, msluder@astate.edu

The office assists International students with student services and transitional needs.

FINANCIAL AID AND SCHOLARSHIPS, 972-2310

<http://www.astate.edu/a/finaid/>

DIRECTOR: Terry Finney, tfinney@astate.edu

The Financial Aid/Scholarship Office processes and provides information regarding student aid and A-State scholarships.

LEARNING SUPPORT SERVICES, 972-3478

<http://www.astate.edu/college/university-college/learning-commons/>

DIRECTOR: Jason Brooks, jbrooks@astate.edu

The Learning Support Services offers one-on-one and group tutorial assistance for most of the A-State general education courses. Call this office to determine which learning support services best fits your needs.



CAMPUS REFERRAL RESOURCES

RESIDENCE LIFE, 972-2042

<http://www.astate.edu/a/residence-life/index.dot>

DIRECTOR: Patrick Dixon, pdixon@astate.edu

The Department of Residence Life offers on-campus housing for full time college students in traditional residence halls, apartments or family housing facilities.

OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION, 972-2031

<http://www.astate.edu/a/registrar/>

DIRECTOR: Tracy Finch, tfinch@astate.edu

Admissions, Records and Registration assists students with registration issues, verifies enrollment, issues official transcripts, evaluates transfer work and is the official holder of academic records at the University.

STUDENT ACCOUNTS, 972-2285

<http://www.astate.edu/a/treasurers-office/student-account-information/>

DIRECTOR: Sharon Lee, slee@astate.edu

Student Accounts disperses financial aid and scholarship money and manages students' financial account with A-State. Students work with this office to arrange payment plans.

STUDENT HEALTH CENTER, 972-2054

<http://www.astate.edu/a/student-health-center/index.dot>

DIRECTOR: Victoria Williams, vrwilliams@astate.edu

The Student Health Center has an array of medical services from treating minor illnesses and injuries to providing physical exams, immunizations, female exams (including pap smears), health education, and pre/post-test HIV Counseling (includes blood draw).

UNIVERSITY POLICE, 972-2093

<http://www.astate.edu/a/police/index.dot>

CHIEF: Randy Martin, rmartin@astate.edu

<http://www.astate.edu/a/police/index.dot>

The University Police Department serves a number of functions at A-State to provide a safe environment. Some services include free car unlocking and campus escorts.

WILSON ADVISING CENTER, 972-3001

<http://www.astate.edu/college/university-college/advising-center/>

DIRECTOR: Melissa Jackson, mjackson@astate.edu

The Advising Center assists undeclared students with major and course selection. Advising is also provided for Interdisciplinary Studies majors. Students go to this office to withdrawal from the university.