

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE

# 2017-2018 STUDENT HANDBOOK

COLLEGE OF BUSINESS



## **ADVISEMENT** (Rehn 121)

Appointment desk . . . . . 618/453-7496  
Fax . . . . . 618/453-7961  
Email . . . . . [advisement@business.siu.edu](mailto:advisement@business.siu.edu)

## **CAREER SERVICES AND PLACEMENT CENTER** (Rehn 113)

Main office . . . . . 618/453-2603  
Danna Lewis, director . . . . . 618/453-2710  
Fax . . . . . 618/453-7961  
Email . . . . . [danna.lewis@business.siu.edu](mailto:danna.lewis@business.siu.edu)

## **OFFICE OF DIVERSITY AND INCLUSION** (Rehn 107)

Main office . . . . . 618/453-7485  
Director . . . . . 618/453-7498  
Fax . . . . . 618/453-7961

## **ACCOUNTING** (Rehn 232)

Main office . . . . . 618/453-2289  
Fax . . . . . 618/453-1411  
Website . . . . . [business.siu.edu/academics/dept/accounting](http://business.siu.edu/academics/dept/accounting)

## **FINANCE** (Rehn 134)

Main office . . . . . 618/453-2459  
Fax . . . . . 618/453-5626  
Website . . . . . [business.siu.edu/academics/dept/finance](http://business.siu.edu/academics/dept/finance)

## **MANAGEMENT** (Rehn 214)

Main office . . . . . 618/453-3307  
Fax . . . . . 618/453-7835  
Website . . . . . [business.siu.edu/academics/dept/management](http://business.siu.edu/academics/dept/management)

## **MARKETING** (Rehn 229)

Main office . . . . . 618/453-4341  
Fax . . . . . 618/453-7747  
Website . . . . . [business.siu.edu/academics/dept/marketing](http://business.siu.edu/academics/dept/marketing)

## **DEAN** (Rehn 114)

Main office . . . . . 618/453-3328  
Jill Gebke, assistant dean . . . . . 618/453-7487  
Fax . . . . . 618/453-7961  
(Records or registration problems – contact advisement)  
Website . . . . . [business.siu.edu](http://business.siu.edu)

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## **UNIVERSITY QUICK LIST**

Bursar . . . . . [bursar.siu.edu](http://bursar.siu.edu) or 618/453-2221  
Financial Aid . . . . . [fao.siu.edu](http://fao.siu.edu) or 618/453-4334  
International Admissions . . . . . [cie.siu.edu](http://cie.siu.edu) or 618/453-5774  
Registrar . . . . . [registrar.siu.edu](http://registrar.siu.edu) or 618/453-2963  
Transitional Programs . . . . . [registrar.siu.edu/students/withdrawal.php](http://registrar.siu.edu/students/withdrawal.php)  
. . . . . 618/453-7041  
Undergraduate Admissions . . . . . [admissions.siu.edu](http://admissions.siu.edu) or 618/536-4405

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# YOUR ADVISEMENT OFFICE

UNDERGRAD ADVISEMENT OFFICE – 121 REHN HALL

**Welcome to SIU! The College of Business staff of the Undergraduate Advisement Office is delighted to serve as your academic advisors.**

## **Advising philosophy**

Academic advising is a teaching and learning process dedicated to student success. The collaborative relationship between students and advisors is intended to assist in the development of meaningful educational, career and personal goals that are consistent with students' interests, values and abilities. Advisement's function is to TEACH, GUIDE and SUPPORT students and other stakeholders in the university community.

## **Advisee responsibilities**

To achieve your ultimate academic goal, you will:

- Come prepared to each advisement appointment with questions or material for discussion, make regular email and telephone contact with your advisor each semester, and respond and take action as required.
- Be knowledgeable of, and take responsibility for, your academic progress and status, including: grades, academic history, academic schedule and scholastic standing.
- Learn and comprehend campus policies, procedures and requirements for graduation.
- Accept responsibility for your own actions and decisions.
- Make progress toward career goals.
- Make progress toward graduation.

## **Advisor responsibilities**

To support the core values of the College of Business advising program, advisors will:

- Assist students in understanding the purposes of higher education goals, and their effects on the students' lives and personal goals.
- Encourage individual goals and decision making.
- Be knowledgeable of the policies, procedures, student services and reference information.
- Recommend curricular and co-curricular activities and organizations in addition to applicable campus resources.
- Maintain confidentiality and uphold Family Educational Rights and Privacy Act (FERPA) regulations.

**Purpose of this handbook**

This handbook is designed to be used as a working tool for planning and reference throughout undergraduate study at SIU in the College of Business. It includes vital information relevant to course and graduation requirements, as well as college policies, and helpful information on registration and advisement.

Included on page 50 is a required course curriculum posting sheet for tracking course requirements, with space to post grades for completed work. This handbook will help you track courses needed for degree fulfillment, so please bring it with you to advisement appointments.

# SUMMARY OF REQUIREMENTS

## FOR A COLLEGE OF BUSINESS BACHELOR OF SCIENCE

All undergraduate students entering the College of Business must meet minimum requirements to qualify for graduation and degree completion. If you have any questions concerning these requirements, please schedule an appointment with an academic advisor.

### GENERAL REQUIREMENTS FOR GRADUATION

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1. **Hour requirements:** Minimum of 120 semester hours completed with a passing grade.
2. **Senior Institution requirement:** Of the 120 semester hours, a minimum of 42 hours at the 300 level or above must be earned at a senior-level institution.
3. **Residence requirements:** The last 30 hours or a total of 90 hours must be completed at SIU.
4. **Grade point average requirements:** Minimum 2.0 average for all courses taken at SIU, a minimum 2.0 average with no grades below C for all major coursework, and a minimum 2.0 average in all business (ACCT, BUS, ECON, FIN, MGMT and MKTG) courses taken at SIU.
5. **University Core Course requirements:** The University Core Curriculum (UCC) requires 39 semester hours (30 hours if under capstone option) along with the requirements of the academic unit, the major and the minor (if applicable).
6. **Graduation application:** You must apply for graduation before the deadline within the semester of planned graduation. Please contact the Graduation Office for additional deadline and graduation fee information. More information is available online at **[commencement.siu.edu](http://commencement.siu.edu)**.

### COLLEGE OF BUSINESS REQUIREMENTS AND POLICIES

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1. **Email address:** All College of Business students are required to use their siu.edu email address. You will receive all email communications (including, but not limited to, information from SIU, your professors, advisors and career services) at the siu.edu address. You are expected to check your SIU email frequently (at least daily). One will be assigned to you.

2. **Course sequencing:** Prerequisites are required for many College of Business courses. Please sequence your courses properly. The 300- and 400-level courses are only offered to juniors or seniors with at least 56 credit hours passed. Prerequisites may only be offered once a year, so plans need to be completed.
3. **Grade point average:** Graduation from the College of Business requires achievement of a 2.0 GPA in all business-prefix courses taken to satisfy the major requirements. ACCT 210, ECON 113, ECON 302I and MGMT 170 are not calculated into the business-prefix grade point average. You must earn a minimum grade of C and a minimum 2.0 GPA in your major coursework to satisfy degree requirements.
4. **Course repeat policy:** All 300- and 400-level business courses may be repeated for a grade only once. Students may not repeat business courses after earning a grade of C or better.
5. **Business minors:** A minor from the College of Business requires a grade of C or better in each of the courses, with a minimum 2.0 GPA for those minor courses.
6. **Students on probation:** Students on probation may not take more than 14 credit hours per semester in the fall and spring semesters and no more than 7 credit hours in the summer. Students must work with the college on a probation plan to be considered for reinstatement or readmission if suspended.
7. **Academic dishonesty policy:** Adherence to the university's academic dishonesty policy is required. This policy can be found online at [policies.siu.edu/\\_common/documents/student-conduct-code.pdf](https://policies.siu.edu/_common/documents/student-conduct-code.pdf).
8. **Academic record:** The College of Business adheres to the Family Educational Rights and Privacy Act (FERPA); educational record information (including, but not limited to, grades and degree progress) is only available to the student, unless the student completes a release form in the presence of a university official or notary public. The release form is available online at [registrar.siu.edu/pdf/RecordsReleaseForm.pdf](https://registrar.siu.edu/pdf/RecordsReleaseForm.pdf). Students may grant proxy access to account information, financial aid and student records through the proxy management page in SalukiNet.
9. **University Core Curriculum (UCC) requirements:** All business majors must complete the following or their equivalents: Psychology 102 or Sociology 108, Communication Studies 101 and one year of English composition. English Composition I and II require a grade of C or better (capstone option only requires one semester of English composition).

## GRADING SYSTEM

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1. Only SIU grades of A, A-, B+, B, B-, C+, C, C-, D+, D, F and WF are included in the SIU GPA. Transfer work is not included in the SIU GPA.
2. Repeat policy: Effective for courses taken Summer 2013 or later, only the last grade of the subsequently repeated course will count in the GPA. For more information, see page 66 of this handbook.
3. A WF represents an unofficial withdrawal and calculates as a failing grade in your GPA.
4. A W grade (other than WF) indicates authorized course withdrawal.
5. An incomplete (INC) is given with the instructor's approval when a student with a passing grade is unable to complete the coursework in the time allotted because of extenuating circumstances. An INC must be changed to a completed grade within one semester following the term in which the course was taken, excluding summer term. Failure to complete the coursework within one semester will result in a grade of F. When completing a course with an INC grade, students should not re-register for that course.  
**Check with Financial Aid for future implications.**
6. A grade of AU will be given for courses audited; no credit will be generated. The decision to audit a course must be designated at the time of registration, or before the end of the second week of classes. If auditing students do not attend regularly, the instructor may determine that the student should not have a satisfactory (AU) audit grade. If the audited class is unsatisfactory, a grade of UAU will appear on the student's transcript.

## STUDENTS ACADEMIC STANDING

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Once you have earned grades at SIU, an academic standing is created. Your academic standing is often referenced as a requirement for the following:

1. **Good standing:** Cumulative SIU GPA 2.0 or above.
2. **Probation:** Cumulative SIU GPA less than 2.0.
3. **Continuing probation:** Cumulative SIU GPA less than 2.0, but each individual term has been a 2.0 or above since being placed on probation.
4. **Suspension:** While on probation, cumulative SIU GPA and term GPA of less than 2.0 and more than six negative points. See page 10 for point information.



For re-entry student information, contact the Assistant Dean (Rehn 113D) by email at [jgebke@business.siu.edu](mailto:jgebke@business.siu.edu) or 618/453-7487.

## SIU FINANCIAL AID RECIPIENTS

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If transferring into the College of Business from another college on campus or another university, after SIU financial aid has been awarded, contact the Financial Aid Office to determine if the award amount may be recalculated.

### Student classification requirement hours

Student classifications (freshman, sophomore, etc.) are calculated by credit hours earned, not by the number of years in college or years at SIU.

Classification	Hours required
Senior	86 +
Junior	56-85
Sophomore	26-55
Freshman	0-25

## TRANSFER STUDENT INFORMATION

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Transfer students must submit an official transcript before credit can be given for transfer work. Only coursework accepted by the university can be evaluated for transfer credit. All official transcripts will be processed through Transfer Student Services in the Records and Registration Office, or the Center for International Education for international students. University core curriculum equivalencies are determined by Records and Registration Office evaluators.

Coursework taken at the upper division (300- and 400-level) can be considered for upper-division business course equivalency if the coursework was taken at an AACSB-accredited institution. Business equivalency evaluations are initiated in the college with an advisor. Students should provide a syllabus for each course to be evaluated.

## **GPA REQUIREMENTS FOR GRADUATION**

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### **Grade point average requirements – university policy**

1. Minimum SIU cumulative GPA for graduation = 2.0; minimum 2.0 major GPA; minimum 2.0 business GPA.
2. ENGL 101-3 or LING 101-3 (English Composition I) must be completed with a grade of C or better.
3. ENGL 102-3 or LING 102-3 (English Composition II) must be completed with a grade of C or better.

### **Additional grade point average requirements – college policy**

1. Graduation from the College of Business requires achievement of a 2.0 GPA in all business-prefix (ACCT, BUS, ECON, FIN, MGMT and MKTG) courses taken at SIU.
2. In addition, students must earn a minimum grade of C and a minimum 2.0 GPA in their major coursework (accounting, business and administration, business economics, finance, management or marketing), to satisfy the requirements for their degrees.
3. ACCT 210, ECON 113, ECON 302I and MGMT 170 are not calculated into the business-prefix grade point average.
4. ACCT 208 and ACCT 210 are not calculated in the major GPA for accounting majors.
5. FIN 200, FIN 270, FIN 310 and FIN 323 are not calculated in the major GPA for finance majors.

## CALCULATING YOUR COLLEGE OF BUSINESS AND MAJOR GPA

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There are several types of GPAs, including cumulative and SIU. It is important to realize the difference in each and when they are used.

**Overall GPA:** This includes all courses taken at SIU and any other institution. This is primarily used to determine Latin honors at graduation (cum laude, etc.).

**Current-term GPA:** Only includes those SIU course grades from the indicated semester.

**SIU (institution) GPA:** Only includes course grades at SIU. This GPA is used to determine academic standing.

**Business GPA/Major GPA:** The business GPA and/or major GPA are expressed as positive (+) or negative (-) points. This is a common system used to indicate the number of positive or negative grade points above or below a 2.0/C grade average. Below are examples for three-credit-hour courses:

Grade	+/- points the grade is worth	Multiply	Credit hours for the class	Equals	GPA points for the class
A	2	x	3	=	6
A-	1.667	x	3	=	5.001
B+	1.333	x	3	=	3.999
B	1	x	3	=	3
B-	0.667	x	3	=	2.001
C+	0.333	x	3	=	0.999
C	0	x	3	=	0
C-	-0.333	x	3	=	-0.999
D+	-0.667	x	3	=	-2.001
D	-1	x	3	=	-3
F	-2	x	3	=	-6

Effective Summer 2013:

If you must repeat a class, the GPA points are only counted for the last time the class is taken. Look at ECON 240 (three-credit-hour class) as an example:

ECON 240 is taken and a grade of F (-6) is earned; student repeats the course and earns a grade of B (+3). Only +3 GPA points are calculated for ECON 240.

**Note:** For courses that require a grade of C or higher, a C- grade will not satisfy this requirement.

**Important:** These points are added together for all business-prefix (ACCT, BUS, ECON, FIN, MGMT and MKTG) courses to calculate your College of Business GPA. Your business GPA and your major GPA must add up to zero (0) or higher for you to graduate.

## COLLEGE CREDIT BY EXAMINATION

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### College Level Examination Program (CLEP)

The College-Level Examination Program® (CLEP) helps you receive college credit for what students already know. Developed by the College Board, CLEP is the most widely accepted credit-by-examination program, available at more than 2,900 colleges and universities. There are 33 CLEP exams available. This program of examination for college credit is suggested for those with minimum ACT composite score of 26 or SAT score of 1180 (85th to 90th percentile).

CLEP general examinations	Summary of credit that may be earned	Recommended for the college
Natural Science	6 hours (3+3)	YES
Social Science and History	6 hours (not PSYC102, SOC108, or ECON241)	NO
Humanities	6 hours (3+3)	YES
Mathematics	3 hours (less than Business Math requirement)	NO
English	3 hours Composition I 3 hours Composition II	YES YES

*Special subject examinations in accounting, management and marketing are available.*

### Proficiency examinations

SIU offers proficiency exams for a wide variety of classes at SIU, including all courses in the University Core Curriculum. Details on exams available and specific policies are available online at [testingservices.siu.edu](http://testingservices.siu.edu). If you believe you are qualified to take a proficiency examination, check with the department offering the course to determine your eligibility to do so. Students scoring in the top 10 percent of ACT are particularly encouraged to take advantage of this opportunity. The College of Business recommends a proficiency examination in mathematics over CLEP. For a more detailed explanation of SIU's policies and score requirements, consult the SIU Undergraduate Catalog. Testing Services has additional information. Contact Testing Services at [testing@siu.edu](mailto:testing@siu.edu), 618/453-6003 or [testingservices.siu.edu](http://testingservices.siu.edu).

# ONLINE RESOURCES

VISIT THE FOLLOWING AREAS FOR THE MOST CURRENT INFORMATION

## **Your personal records: [salukinet.siu.edu](http://salukinet.siu.edu)**

Access to information, including grade reports, unofficial transcripts, personal class schedules, financial aid, bursar and billing information, and web registration.

## **Schedule of classes: [registrar.siu.edu/schedclass](http://registrar.siu.edu/schedclass)**

The online schedule of classes includes courses for upcoming semesters. This will help you plan your schedule of classes before course registration opens.

## **College of Business: [business.siu.edu](http://business.siu.edu)**

Stay connected with the College of Business. On the home page, we offer the latest college news and events. We also have links to all of our academic departments and student services areas.

## **SIU: [siu.edu](http://siu.edu)**

**SiU.edu** is the place for all of your university information. Check it frequently for updates on the campus, including emergency closure information.

## **Financial Aid Office: [fao.siu.edu](http://fao.siu.edu)**

The Office of Financial Aid is the place for all things aid-related: scholarships, loans, grants and student work opportunities. Every student's information and financial situation is different. Make sure to look at the website to see where you stand with your own financials. Apply for College of Business scholarships at [scholarships.siu.edu](http://scholarships.siu.edu).

## **Transfer credit information: [articulation.siu.edu](http://articulation.siu.edu), [iTransfer.org](http://iTransfer.org) or [transfer.siu.edu](http://transfer.siu.edu)**

**Articulation.siu.edu** includes listing of transfer course equivalencies from community colleges and other universities.

**iTransfer.org** is the Illinois transfer program in which SIU participates. iTransfer is the hub for transfer information between colleges and universities in the state.

**Transfer.siu.edu** is SIU's home for transfer student information and programs.

## **University Core Curriculum: [corecurriculum.siu.edu](http://corecurriculum.siu.edu)**

The University Core (or generals) is required for all SIU students. Business students have some specific core classes they should elect to take to meet the University Core requirements and the Business Core Curriculum requirements.

### **Student Rights and Responsibilities: [srr.siu.edu](http://srr.siu.edu)**

All SIU students should conduct themselves in a manner that promotes accountability and civility. The Office of Student Rights and Responsibilities houses the Student Code of Conduct and other resources for students and parents.

### **Other questions?**

Contact the Undergrad Advisement Office at 618/453-7496 or [advisement@business.siu.edu](mailto:advisement@business.siu.edu), or visit [business.siu.edu/services](http://business.siu.edu/services).

## **PERSONAL ADDRESS INFORMATION**

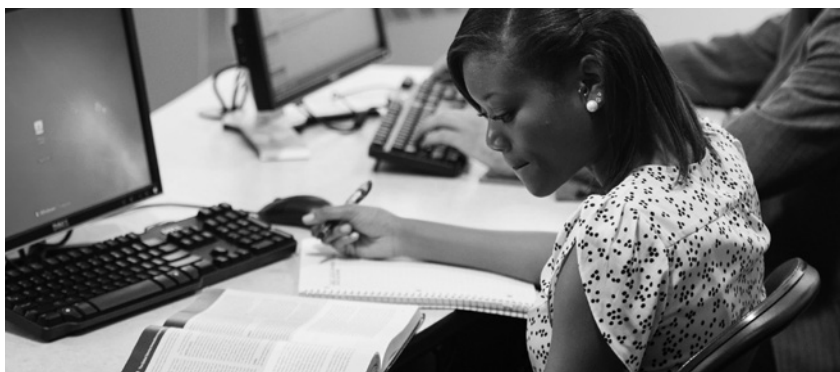
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The university's Student Information System can maintain several address listings for students, for a variety of purposes. It is important to keep these up to date for official communications from the university:

**Local address** – The local address is the primary address to which university correspondence is directed while classes are in session. You can update address information on SalukiNet or the Office of Records and Registration.

**Permanent address** – The permanent address is used primarily during university breaks in the months of May, August and December. It is also used by the university to direct correspondence if the local address is missing.

**SIU email address** – SIU requires students to have an [siu.edu](mailto:siu.edu) email address. It is the official means of communication. Notices such as course cancelations, scholarship notifications and account balances will be sent to your SIU email. Please check your email daily for communications and announcements. You may set up the email account to be forwarded to another account, such as Hotmail or Gmail.



# NETWORK ID AND SIU.EDU EMAIL SETUP INSTRUCTIONS

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## **New students to SIU:**

Students need a network ID to access technical services/features at SIU.

1. Go to **netid.siu.edu**.
2. Claim the Network ID by clicking on the “Claim” button and follow the instructions.

## **SIU email address:**

SIU email addresses will be assigned after initial course registration. Your email address will be assigned as `firstname.lastname@siu.edu`. However if you have a very common first and last name, the email assigned may vary. If you have questions about SIU email, please contact SalukiTech at `SalukiTech@siu.edu` or by calling 618/453-5155. More information can be found at **oit.siu.edu/salukitech**.

## **To check your siu.edu email after you have an address:**

1. Use any web browser and go to **office.siu.edu**, then follow the on-screen instructions.
2. If accessing email through another application such as Outlook, or via a smartphone, go to **helpdesk.siu.edu** for instructions.

## **Student Computer Network and Wi-Fi Access**

The College of Business and the SIU campus have Wi-Fi available. You must have an SIU Network ID created before you will be able to access SalukiNet, SIU Online, email, Computer Learning Center computers, Morris Library computers and wireless networking.

More information on network IDs and availability of other information technology can be found online at **oit.siu.edu**.

Wireless access instructions for various devices can be found online at **oit.siu.edu/wireless**.

If you are still unable to get signed on or configured, please call SalukiTech at 618/453-5155.

# REGISTRATION

All students in the College of Business may complete the entire advisement and course registration process in the college's Undergrad Advisement Office, Rehn 121, or via email or phone appointments. All students must contact the Undergrad Advisement Office to receive a RUN (registration user number) each semester to register for classes.

Each term, the university posts a new schedule of classes that lists all of the course offerings for that term. Schedule information is available on SalukiNet. You are encouraged to access SalukiNet to check your earliest date, time and registration eligibility.

## **Advisement**

Advisement appointments may be scheduled up to two weeks in advance with an advisor. Please contact us at 618/453-7496. When contacting us, please be prepared to provide your Dawg Tag number and your preferred day and time of appointment.

If you cannot keep your required appointment, please contact us to reschedule.

Student-athletes must have the consent of the athletic academic coordinator in all registration matters.

Students may see their assigned advisor or whomever is available.

## **Semester Registration Calendar**

This is your guide for important dates and deadlines. Follow this timeline each semester for registration, course section changes, course adds and drops, and advisement for future semesters. The course registration dates in this calendar are based on 16-week courses. 8-week courses fall under a different schedule. See your advisor for more information.

### **Week 1**

Registration and registration changes:

1. Only walk-in advisement appointments are available.
2. If unable to register for a course, students may need to see an advisor for an override.



## Week 2

1. Only walk-in advisement appointments are available.
2. Course section changes will be processed in Rehn 121, with instructor and chairperson's approval via the course registration form (CRF). SalukiNet registration is not available.
3. Other registration changes:
  - a) Course adds will be considered only with the approval of the instructor and chairperson. Please pick up, and complete, a CRF and a course restriction override permit. Bring both forms to Rehn 121 to be approved by the chief academic advisor.
  - b) Drop deadline with refund for full semester courses is at the end of the second week. Other course drop deadlines may be shorter. Please consult the registrar's registration calendar online at **[registrar.siu.edu/calendars/registration.php](http://registrar.siu.edu/calendars/registration.php)** for more information.

## Weeks 3-10

Drops without refund to avoid a grade must be processed by the end of week 10 for full-semester courses.

## Week 4

Advisement for future semesters. Plan early for the next semester. Avoid the rush – see your advisor now. Advisement continues through the advanced registration period. Pick up a registration calendar at Rehn 121 for dates, or look at the registrar's online calendar at **[registrar.siu.edu/calendars/registration.php](http://registrar.siu.edu/calendars/registration.php)**.

## Week 11 and after

1. Course drops are no longer possible at this time. The grade earned in the class will appear on your transcript.
2. Registration for the next semester. Summer, fall and spring registration may be completed through SalukiNet. You must contact the Undergrad Advisement Office to get your RUN number for registration.

## **Special appointments**

If you would like an in-person appointment but are unable to come in during regular business hours, please contact the chief academic advisor at 618/453-7496 or [advisement@business.siu.edu](mailto:advisement@business.siu.edu).

## **Telephone and email**

Ideally, advisement is conducted in person; however, email or phone appointments are available.

## **Selection of semester courses**

1. Consult the University Core Curriculum and major requirement sheets in this handbook to determine what courses are required for your degree.
2. Check the Student Required Course Curriculum Posting Sheet on page 50 and update it with all of your completed courses, and review it to determine which courses you still need to take.
3. Develop a tentative list of classes (including desired sections) and a time schedule prior to seeing your advisor. Employed students should include scheduling time to work when developing course schedules.



## **Course registration process**

It is recommended that you register for courses as soon as possible, based on the registration schedule, and ideally no later than the end of the prior semester to the term in which you are registering.

1. Prior to registering, access SalukiNet for information on registration eligibility. Register for classes using SalukiNet.
2. If, at the time of the advisement/registration appointment, it is discovered that you have a hold on your registration from admissions, records, the bursar, Morris Library, parking, housing, health service or some other area, you will need to go to that office to resolve the problem before you can complete registration. This includes prepayment of tuition.
3. If a course you would like to register for is closed, a course restriction override permit may be obtained and signed by the appropriate instructor and department chair if there is no waitlist available for the course. Course restriction override permit information can be obtained from the reception desk at Rehn 121. Signed forms must be returned to Rehn 121 for overrides to be placed in the system. Forms should be processed in one to two business days. Once the override is in place, you should be able to add the course via Salukinet.
4. After the registration process is complete, be sure to check your schedule for accuracy.

## **Registration changes**

If you need to change your schedule, it is called a registration change. Changes can be processed at Rehn 121 using a registration form or through Salukinet as available. Before seeing your advisor or processing the change, check for time conflicts and prerequisite compliance in the schedule.

## **Emergency absences from class**

If a class must be missed due to illness, accident, death in the family or other verifiable emergency, contact Transitional Programs at 618/453-7041 to have faculty notified. This notification does not constitute an excused absence. You will then need to contact faculty concerning missed work.

## **Withdrawal from school or reduction of hours and financial aid**

If withdrawing from the university (dropping to zero credit hours), contact Transitional Programs, [withdraw@siu.edu](mailto:withdraw@siu.edu), Room 251 in the Student Services Building, 618/453-7041. If you receive financial aid and choose to withdraw from school or reduce your credit load, check with the Financial Aid Office at [fao@siu.edu](mailto:fao@siu.edu), 618/453-4334 for implications to current and future financial aid. If you are required to maintain full-time enrollment for any other reason, contact the appropriate office for authorization (i.e. International Students and Scholars, SIU Athletics, University Housing, etc.).

## Online course offerings through SIU Extended Campus

1. Distance education courses: Students selecting courses offered in this manner must have an SIU GPA of 2.25 or higher, an academic advisor's approval, and are responsible for observing drop deadlines. No late adds may be made after the 12th week of the semester. Drop deadlines follow same timelines as those for on-campus sections.
2. Sixteen-week online semester-based courses: These courses also require academic advisor approval and must be completed within the semester of registration. These courses follow the same calendar as on-campus courses.
3. All online business courses are identified by a 940 section.
4. Students enrolled in a residential degree program at SIU are not allowed to take courses in the online accounting and the online business and administration programs during fall or spring semesters, except in the specific case in which a student's graduation would be delayed because of a university-imposed time conflict between two required courses and when no other residential course option is available to fulfill that requirement. In these cases, chief advisor review and associate dean approval is required for all exceptions. Program courses are designated by a business course prefix and a 940 section number.



**For late adds, fill out the registration form as follows:**

1. Fill in the term, your SIU Dawg Tag number, name, date, address, telephone number and email address.
2. CRN: a five-digit course registration number for the desired section of a course, (i.e., 63314 indicates MATH 139 section 001 for the fall 2015 semester).
3. SUBJECT: name of the department offering the class, i.e., accounting (ACCT), finance (FIN), etc.
4. COURSE: numeric code for a course, i.e., ENGL 101 - English composition; ACCT 230 - Accounting II.
5. SECTION: three-digit listing of numbers for each section of a particular course.
6. GRADE MODE: column to indicate if you are taking a course for other than regular credit, such as audit (AU) or pass/fail (PF); most courses will be taken for credit.
7. CREDIT HOURS: number of semester hours credit given for a course - usually two, three or four.
8. TOTAL CREDIT HOURS: indicate the number of hours enrolled for the semester.
9. Sign and date registration form at the bottom.
10. Bring the completed registration form to Rehn 121 to obtain the necessary signature(s), and for final processing.

# COURSE REGISTRATION ON SALUKINET

There are many terms associated with course registration, some of which are unique to SIU. Here is a quick list of the most common terms you may hear or see when registering for courses. If you have other questions, please do not hesitate to contact the Undergrad Advisement Office.

Online registration instructions are available at [registrar.siu.edu/pdf/registration.pdf](https://registrar.siu.edu/pdf/registration.pdf).

**CRN (course registration number):** The five-digit course registration number assigned to a class section. This is a quick course reference number. If you have a course's CRN, you can type that into SalukiNet and pull up that particular course section without searching through the rest of the sections of that course.

**Variable (credit) hours:** Some courses can be taken for a variable number of semester credit hours, generally 1-6 hours. Check with your advisor to make sure that you have the correct number to enter.

**Grade mode:** Enter the appropriate code if you are taking a class for anything other than regular credit (e.g., auditing).

**Course restriction override permit:** Some courses will be "closed" for registration or will have a "prerequisite" restriction other than class/college/major. These restrictions will prevent you from registering for these courses. Only under special circumstances can instructors and/or department chairs provide permission for you to register for the class. Permission is given on a hard copy of a course restriction override permit, which is processed by your advisor.

**Prerequisites:** Some courses have prerequisite requirements that must be completed prior to enrollment. For example, ACCT 220 must be taken before ACCT 230.

**(Course) section search:** If the section you request is not available, you will be offered a list of alternative sections.

**Add/drop courses:** After you have registered, you may access SalukiNet to make permissible changes to your schedule. Before dropping courses, check to be sure you will not be jeopardizing your financial aid eligibility or some other condition that requires you to carry a certain course load for the term (e.g., full-time course load for your parent's health insurance). Dropped courses may be processed through SalukiNet as the system permits.

You may add courses up to the end of the first week of class using SalukiNet. After that, any course additions must be done via the undergrad advisement and registrar's offices.

For most classes, which are 16 weeks in length, the deadline to drop a course is at the end of the 10th week. Check the registration calendar at **[registrar.siu.edu/calendars/registration.php](http://registrar.siu.edu/calendars/registration.php)** for updated information.

Please note that to access the add/drop feature of SalukiNet you must not have a registration hold on your account.

Course registrations and schedule accuracy are solely your responsibility. Advisors cannot access your schedule to add/drop classes for you. Please double-check that your schedule is correct whenever you make changes. Unfortunately, omissions and oversight errors are not taken into account for refunds or any other special circumstances.



## UNIVERSITY CORE CURRICULUM FOR COLLEGE OF BUSINESS

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All SIU students must complete the University Core Curriculum, or general education, as part of their undergraduate degree. Each college at the university has college and/or major courses that may be used to complete the "core" or "UCC." Following the guide will help you have the most efficient path to graduation. Questions should be directed to your advisor.

### University Core Curriculum effective Summer 2016

#### Total core curriculum = 39 semester hours

*You must take the College of Business required courses. If you elect to take other classes, or have other classes in an area, you are still responsible to meet the college requirements. You must have the total number of hours in each section and the courses required by the university/college.*

### I. Foundation Skills (13 hours) Area

→	ENGL 101	English Comp. I (min grade C)	3
→	ENGL 102	English Comp. II (min grade C)	3
	LING 101	Comp I for ESL Students (min grade C)	3
	LING 102	Comp II for ESL Students (min grade C)	3
→	MATH 139	Satisfies UCC Math requirement	3
→	CMST 101	Intro to Oral Communication	3
	*UCOL 101U	Saluki Success	1

#### **\*Cross-listed with other UCOL 101 sections**

→ *Denotes College of Business requirement*



**COLLEGE OF BUSINESS**  
**University Core Curriculum effective Summer 2016 (164)**

**II. *Disciplinary Studies* (23 hours) Area**

**FINE ARTS – (One course: 3 hours) Area**

	AD 100A	Foundation Studio A	3
	AD 100B	Foundation Studio B	3
	AD 101	Intro to Visual Culture	3
	ARC 314I	Expressions in Architecture	3
	CP 101	Film History and Analysis	3
	CP 354I	Mass Media Culture and American Studies	3
	ENGL 119	Intro to Creative Writing	3
	ENGL 206A	Literature Among the Arts: Visual	3
	ENGL 307I	Film as Literary Art	3
	FL 200A	Masterpieces of World Lit.: France and Francophone Countries	3
	FL 200B	Masterpieces of World Lit.: Germany, Switzerland and Austria	3
	FL 200C	Masterpieces of World Lit.: Spain	3
	HIST 201	Art, Music and Ideas in the Western World	3
	MUS 103	Music Understanding	3
	RTD 362I	Sound Art and Practice	3
	THEA 101	Theater Insight	3

**HUMAN HEALTH – (One course: 2 hours) Area**

	BIOL 202	Human Genetics and Human Health	2
	HED 101	Foundations of Human Health	2
	HND 101	Personal Nutrition	2
	KIN 101	Current Concepts of Physical Fitness	2
	PHSL 201	Human Physiology	3
	REHB 205	Disability and Chronic Disorders	3

**COLLEGE OF BUSINESS**  
**University Core Curriculum effective Summer 2016 (164)**

**HUMANITIES – (Two courses: 6 hours) Area**

AD 207A	Intro to Art History I	3
AD 207B	Intro to Art History II	3
AD 207C	Intro to Art History III	3
CLAS 230	Classical Mythology	3
CLAS 270	Greek Civilization	3
CLAS 271	Roman Civilization	3
CLAS 315I	Classical Themes and Contemporary Life	3
CP 358I / HIST 358I	Introduction to Peace Studies	3
EA 102	East Asian Civilization	3
ENGL 121	Western Literary Tradition	3
ENGL 204	Lit. Perspectives of the Modern World	3
GEOL 329I	Geomythology	3
GER 101A	German Language and Culture I	3
GER 101B	German Language and Culture II	3
HIST 101A	History of World Civilization I: To Industrialization	3
HIST 101B	History of World Civilization II: Since the Age of Encounter	3
HIST 358I	Introduction to Peace Studies	3
LING 200	Language, Society and the Mind	3
MATH 300I	History of Mathematics	3
PHIL 102	Intro to Philosophy	3
PHIL 103A	World Humanities I	3
PHIL 103B	World Humanities II	3
PHIL 103C	World Humanities	3
PHIL 104	Ethics	3
PHIL 105	Elementary Logic	3
PHIL 303I	Philosophy and the Arts	3
PHIL 307I	Philosophy of Science, Nature and Technology	3
PHIL 309I	Philosophy of Peace, Law and Justice	3

**COLLEGE OF BUSINESS**  
**University Core Curriculum effective Summer 2016 (164)**

**SCIENCE WITH LABS: *GROUP I* – (One course: 3 hours) Area**

	CHEM 106	Chemistry and Society	3
	GEOG 104	Weather, Climate, and Society	3
	GEOG 303I	Physical Geography of the Americas	3
	GEOG 310I	Digital Earth: Geospatial Techniques	3
	GEOL 111 and GEOL 112	Geology and the Environment (Lecture) and Geology and the Environment (Lab)	2 1
	GEOL 121 and GEOL 124	History of the Earth (Lecture) and History of the Earth (Lab)	2 1
	GEOL 122 and GEOL 123	Natural Hazards and Catastrophes (Lecture) and Natural Hazards and Catastrophes (Lab)	2 1
	GEOL 128 and GEOL 129	The Dinosaur World and Dino Lab	2 1
	PHYS 101	Physics that Changed the World	3
	PHYS 103	Astronomy	3

**SCIENCE WITH LABS: *GROUP II* – (One course: 3 hours) Area**

	ANTH 240A	Human Biology: An Intro to Biological Anthropology	3
	PLB 115 / ZOOL 115	General Biology	3
	PLB 117	Plants and Society	3
	PLB 301I	Environmental Issues	3

**SOCIAL SCIENCE – (Take these two courses: 6 hours) Area**

	ECON 241	Intro to Macroeconomics (college req. – sub for 113)	3
	PSYC 102 <b>OR</b> SOC 108	Intro to Psychology <b>OR</b> Intro to Sociology	3

## COLLEGE OF BUSINESS

### University Core Curriculum effective Summer 2016 (164)

#### III. Integrative Studies (3 hours) Area

##### MULTICULTURAL/DIVERSITY - (One course: 3 hours) Area

AD 227 / AFR 227	History of African American Art	3
AD 267	Picturing Difference: Native, African and European Americans in American Art	3
AD 307I/ WGSS 307I	Women in Visual Arts: Social and Educational Contexts	3
AD 317I	Contemporary Native American Art: Anthropological Perspective	3
AFR 215	Black American Experience in a Pluralistic Society	3
AFR 303I / MUS 303I	Women, Blues and Literature	3
ANTH 202	America's Diverse Cultures	3
ANTH 204	Anthropology of Latino Cultures	3
CCJ 203	Crime, Justice and Social Diversity	3
CMST 201	Performing Culture	3
CMST 301I	Communication Across Cultures	3
ENGL 205	The American Mosaic in Literature	3
ENGL 212 / HIST 212	American Studies	3
ENGR 304I	History of American Technology	3
FL 301I	Cross-Cultural Orientation	3
FR 200 / WGSS 200	Women in French and Francophone Literatures	3
HIST 202	America's Religious Diversity	3
KIN 210	Diversity in American Sport	3
LING 201	Language Diversity in the United States	3
LING 320I / WGSS 320I	Language, Gender and Power	3
MCMA 204	Alternative Media in a Diverse Society	3
MUS 203	Diversity and Popular Music in Am. Culture	3
PHIL 210	The American Mind	3
PHIL 211	Philosophy and Diversity: Gender, Race and Class	3
PHIL 308I	Asian Religions: A Philosophical Approach	3
POLS 215	Politics of Diversity in the United States	3
POLS 352I	Ethnicity, Nationalism and Culture	3
PSYC 223	Diversity in the Workplace	3
PSYC 233 / WGSS 233	Psychology of Gender in a Diverse Context	3
SOC 215	Race and Ethnic Relations in the United States	3
SOC 223 / WGSS 223	Women and Men in Contemporary Society	3
SOC 304I	Global Perspectives on the Family	3
WGSS 201	Multicultural Perspectives on Women, Gender and Sexuality	3
WGSS 301I	Women in Science, Engineering and Technology	3

**TOTAL CORE CURRICULUM = 39 semester hours**

## ADVANCED UNIVERSITY CORE CURRICULUM COURSE SUBSTITUTIONS

### (As they apply to College of Business students)

The following courses for the major have been approved for the University Core Curriculum requirement. With the exception of approved University Honors courses, a maximum of 12 semester hours of approved advanced coursework may be accepted for University Core Curriculum credit. In no case does an advanced core course satisfy more credit hours than the credit hours allowed in a comparable University Curriculum Core course. Nor can a single course satisfy more than one core requirement. Students should consult their academic advisors concerning any prerequisite for these courses.

<b>University Core</b>	<b>*Approved Advanced Core (choose one or sequence if necessary)</b>
AD 207A	AD 358 or 368
CHEM 106	CHEM 140A; 200 and 201; 200H and 201
DH 298	DH 417
ECON 113/114	ECON 240, 241 or ABE 204
ENGL 101 / ENGL 102	Minimum C grade in ENGL 120H (effective SU 09)
ENGL 205	AFR 325; EDUC 311; ENGL 225; ENGL 325; WGSS 225
GEOL 111 / GEOL 112	GEOL 220 and GEOL 223; 221 and 224; 222 and 223; <b>(GEOL 113 may substitute for any of the lab sections)</b>
HIST 101A / HIST 101B	HIST 207
HIST 110	EDUC 314, HIST301
HIST 202	HIST 300, 368
KIN 101	KIN 201
MUS 103	MUS 357A or 357B
PHIL 102	CLAS 304; PHIL 304; 305A or 305B
PHIL 104	PHIL 340
PHSL 201	AH 241; PHSL 310
PHYS 101 / PHYS 103	PHYS 203A and PHYS 253A; 203B and 253B; 205A and 255A; 205B and 255B; 305 and 355
PLB 115 / ZOOL 115	BIOL 200A or BIOL 200B; MICR 201; PLB 200; ZOOL 118; ZOOL 220
THEA 101	THEA 220
Fine Arts	ARC 231 and 232; ID 333 and 334
Science Group 1	SCI 210A
Science Group 2	PHSL 201 and 208 (if not used for health); SCI 210B
Humanities	A student may substitute up to a maximum of three credit hours with either a third-semester foreign language or a first-semester or more advanced course in Latin or Classical Greek
Multicultural	DH 417

\*A maximum of 12 semester hours of approved advanced coursework may be accepted for University Core Curriculum credit, with the exception of approved University Honors courses.

**COLLEGE OF BUSINESS**  
**Effective Summer 2016 (164)**

**PROFESSIONAL BUSINESS CORE - 47 HOURS**

**Required of ALL business majors**

*(43 HOURS OF BUSINESS PREFIX COURSES)*

<b>COURSE</b>	<b>HRS</b>	<b>TITLE</b>	<b>NOTES</b>	<b>PREREQUISITE(S)</b>
MATH 139	(3)	Finite Math		C min in MATH 108
MATH 140	4	Short Course in Calculus		C min in MATH 108
ENGL 291	3	Interm. Technical Writing	4	ENGL 101 and ENGL 102; or ENGL 120H
BUS 101	2	Open for Business		None
BUS 302	2	Business Career Transitions	2	None: (ENGL 291 strongly recommended)
ACCT/FIN/MGMT 208	3	Business Data Analysis (Statistics)	1	MATH 139
ACCT 220	3	Accounting I	1	Sophomore status
ACCT 230	3	Accounting II	1	ACCT 220; sophomore status
ECON 241	(3)	Intro to Macroeconomics		Satisfy SIU math requirement
ECON 240	3	Intro to Microeconomics		Satisfy SIU math requirement
FIN 270	3	Legal and Social Environment	3	Sophomore status
FIN 330	3	Intro to Finance	1, 2	ACCT 220, ACCT 230, ECON 240, MATH 139, MATH 140, ACCT/FIN/MGMT 208
MGMT 304	3	Intro to Management	1, 2	None
MGMT 318	3	Production-Operations Management	1, 2	MATH 139 or MATH 140; ACCT/FIN/MGMT 208
MGMT 345	3	Computer Info Systems	1, 2	None
MKTG 304	3	Marketing Management	1, 2	None
MGMT 481	3	Administrative Policy	2	MGMT 304, 318, FIN 330, MKTG 304, senior status
300-400 level CoB elective	3	ACCT, FIN, MGMT or MKTG (not ECON)	2	As required

**Notes:**

1. A minimum grade of C is a requirement for some major courses.
2. All 300- and 400-level College of Business (CoB) courses are restricted to College of Business juniors and seniors.
3. The combination of FIN 280 and FIN 380 may be substituted for FIN 270 (recommended for ACCT majors). FIN 380 satisfies 300- to 400- level College of Business elective.
4. Students may substitute ENGL 290, MGMT 202 or WED 302 if necessary. MGMT 202 calculates into the BUS GPA.

## LEGEND OF ABBREVIATIONS AND TERMS

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### Abbreviations and terms

- **300- and 400-level College of Business elective** - any 300- to 400-level course titled ACCT, FIN, MGMT or MKTG
- **Business-prefix courses** - courses designated with these headings: ACCT, BUS, ECON, FIN, MGMT, MKTG
- **GPA** - grade point average
- **GR** - grade
- **HRS** - semester hours
- **Sophomore status** - 26-55 hours passed
- **Junior status** - 56-85 hours passed
- **Senior status** - 86 or more hours passed

The use of (3) in HRS column is intended to avoid double-counting; that is, these hours are included in the University Core Curriculum.

The college enforces prerequisites, including class status. Where courses are shown as prerequisites, a passing grade must be earned in these or equivalent courses prior to the term for which you are registering for the course. Where sophomore, junior or senior status is shown as a prerequisite, total hours passed must equal that status in the term for which you are registered for the course.

## PROFESSIONAL BUSINESS CORE AND GPA REQUIREMENTS FOR SPECIFIC MAJORS

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**Accounting:** Students majoring in accounting must earn a minimum grade of C in ACCT 220 and ACCT 230.

**Business Economics:** Students majoring in business economics must earn a minimum grade of C in FIN 330.

**Finance:** Students majoring in finance must earn a minimum grade of C in ACCT 220, ACCT 230 and FIN 330.

**Management:** Students majoring in management must earn a minimum grade of C in ACCT/FIN/MGMT 208, MGMT 304, MGMT 318 and MGMT 345.

**Marketing:** Students majoring in marketing must earn a minimum grade of C in MKTG 304 and ACCT/FIN/MGMT 208.

# COLLEGE OF BUSINESS (144) ACCOUNTING (ACCT)

## MAJOR REQUIREMENTS – 30 HOURS

COURSE	TITLE	PREREQUISITE(S)
ACCT 321	Intermediate Accounting I	C min in ACCT 220 and 230; MATH 140
ACCT 322	Intermediate Accounting II	C min in ACCT 321; MATH 140
ACCT 331	Cost Accounting	C min in ACCT 220 and 230; MATH 139, MATH 140; ACCT/FIN/MGMT 208
ACCT 341	Introduction to Taxation	C min in ACCT 220 and 230; ACCT major or minor
*ACCT 360	Accounting Systems Operations	C min in MGMT 345
ACCT 421	Advanced Accounting	C min in ACCT 322; ACCT major or minor
ACCT 431	Advanced Cost Accounting	C min in ACCT 331; ACCT major or minor
ACCT 441	Advanced Tax	C min in ACCT 341; ACCT major or minor
ACCT 460	Auditing	C min in ACCT 322; ACCT major or minor

\*Accounting majors may take ACCT 360 CONCURRENTLY with MGMT 345.

### Select ONE course from the following:

### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 411	Entrp. Networks and Communication	C min in MGMT 345	Not currently available		
ACCT 465	Internal Auditing	ACCT major or minor		X	
ACCT 468	Forensic Accounting	ACCT major or minor			X
ACCT 471	Government and Not for Profit Accounting	C min in ACCT 321; ACCT major or minor	X		
ACCT 495	Internship	Outstanding accounting record; Dept approval; ACCT major or minor	X	X	X

**Notes:** All 300- and 400-level College of Business courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.



# ACCOUNTING

(Bachelor of Science)

[business.siu.edu/academics/dept/accounting](http://business.siu.edu/academics/dept/accounting)

Professor Alice Noble-Allgire, interim director

232 Henry J. Rehn Hall

Telephone: 618/453-2289

Accounting is the process of identifying, measuring and communicating economic data so that sound business judgments and decisions can be made.

The B.S. degree program with a major in accounting meets the objectives of students considering professional positions as certified public accountants or as members of industry or government management teams. To sit for the CPA exam in Illinois, 150 hours of college credit are required. Building on fundamental knowledge developed in core courses and a restricted set of electives, students can select from a variety of other courses to gain in-depth knowledge about their particular areas of interest.

## Accounting Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog available at [registrar.siu.edu/catalog/undergraduatecatalog.php](http://registrar.siu.edu/catalog/undergraduatecatalog.php).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
UCOL 101U, Select	Saluki Success, UCC Human Health	1	2
ENGL 101, 102	Composition I and II	3	3
Select	UCC Science	3	3
BUS 101, PSYC 102/ SOC 108	Open for Business, Introduction to Psychology or Introduction to Sociology	2	3
CMST 101	Intro to Oral Communication	3	-
MATH 139, 140	Finite Mathematics and Short Course in Calculus	3	4
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 220, 230	Financial Accounting and Managerial Accounting	3	3
ECON 241, 240	Introduction to Macro and Microeconomics	3	3
ACCT/FIN/ MGMT 208, Select	Business Data Analysis, UCC Multicultural	3	3
Select	UCC Humanities	3	3
Select, ENGL 291	UCC Fine Arts, Intermediate Technical Writing	3	3
<b>Total Hours</b>		15	15

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 321, 322	Intermediate Accounting I <i>and</i> Intermediate Accounting II	3	3
ACCT 331, 341	Cost Accounting <i>and</i> Intro to Taxation	3	3
FIN 330, MGMT 304	Introduction to Finance <i>and</i> Introduction to Management	3	3
ACCT 360, MGMT 318	Accounting Systems Operations <i>and</i> Production Operations Management	3	3
MGMT 345, Select	Computer Information Systems , Elective <sub>1</sub>	3	1
BUS 302	Business Career Transitions	-	2
<b>Total Hours</b>		15	15
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MKTG 304, Select	Marketing Management, Elective <sub>1</sub>	3	3
ACCT 421, 460	Advanced Accounting, Auditing	3	3
ACCT 431, 441	Advanced Cost <i>and</i> Advanced Tax	3	3
ACCT 465/468/471/495	Enterprise Networks and Communication, Internal Auditing, Forensic Accounting, Governmental and Not for Profit, Internship	3	-
MGMT 481	Administrative Policy	-	3
FIN 280, 380	Business Law I <sub>2</sub> , Business Law II <sub>2</sub>	3	3
<b>Total Hours</b>		15	15

1. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for degree.
2. The combination of Finance 280 (Business Law I) and Finance 380 (Business Law II) is highly recommended for accounting majors. FIN 380 satisfies 300-400 level Business elective.

### Accounting as a major

It is strongly recommended that the courses listed above for the first two years be completed before the junior year. Many of these courses are prerequisites to later requirements. The school is accredited by the Association to Advance Collegiate Schools of Business International and is a member of the Federation of Schools of Accountancy. A 2.0 GPA in SIU Carbondale accounting courses is required for graduation. A C or better is required in all upper-division accounting courses. Accounting courses may be taken only two times; a student only has two attempts to pass the course. For accounting majors and minors, accounting courses completed more than seven calendar years prior to the current term must be repeated.

Graduate degrees available: Master of Accountancy (M. Acct.), Doctor of Philosophy in Business Administration (Ph.D.).

# COLLEGE OF BUSINESS (014) BUSINESS ECONOMICS (BUEC)

## MAJOR REQUIREMENTS – 21 HOURS

COURSE	TITLE	PREREQUISITE(S)
ECON 340	Intermediate Microeconomics	ECON 240 (no credit if ECON 440 credited)
ECON 341	Intermediate Macroeconomics	ECON 241 (no credit if ECON 441 credited)
FIN 361	Management of Business Finance	C min in FIN 330
FIN 462 or FIN 463	Working Capital Mgmt or Forecast and Capital Budgeting	FIN 361 or concurrent enrollment

### Select three courses from the following: (two must be ECON)

### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
ACCT 321	Intermediate Accounting I	C min in ACCT 220 and 230; MATH 140		X	X
ACCT 331	Cost Accounting	C min in ACCT 220 and 230; MATH 139, MATH 140; ACCT/ FIN/MGMT 208		X	X
ACCT 471	Government and Not for Profit Accounting	C min in ACCT 321; ACCT major or minor	X		
ECON 310	Labor Problems	ECON 240	VARIES		
ECON 315	Money and Banking	ECON 241		X	
ECON 329	Intro Inter Econ	ECON 241 and 240		X	
ECON 330	Public Finance	ECON 240	VARIES		
ECON 350	Law and Economics	ECON 240			X
ECON 416	Financial Economics	ECON 315 or 341			X
ECON 429	International Trade and Finance	ECON 340 and 341			X
ECON 443	Honors Research in Economics	MATH 140 or 150; Dept. consent	VARIES		
ECON 463	Intro to Applied Econometrics	ECON 308 or equivalent			X
ECON 465	Mathematical Economics I	ECON 340 or 440; MATH 140		X	
FIN 331	Investments	C min in FIN 330	X	X	X
FIN 464	International Financial Management	FIN 361 or concurrent enrollment		X	
MGMT 352	Management Science	C min in ACCT/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139,140		X	
MKTG 390	Marketing Research and Analysis	C min in ACCT/FIN/MGMT 208 and MKTG 304; MATH 139		X	X
MKTG 435	International Marketing	C min in MKTG 304	X		X

**Note:** All 300- and 400-level College of Business (CoB) courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.

## BUSINESS ECONOMICS

(Bachelor of Science)

[business.siu.edu/academics/dept/finance](http://business.siu.edu/academics/dept/finance)

Dr. Xiaoxin Beardsley, interim chairperson

Department of Finance

134A Henry J. Rehn Hall

Telephone: 618/453-2459

The B.S. degree program in business economics meets the objectives of students interested in general preparation for managerial and staff assignments in a variety of business and public organizations. The business economics major emphasizes the application of economic concepts and the use of critical analysis in the solution of economic and managerial problems. Students who pursue professional careers as business and managerial economists are advised to complete one to four years of postgraduate study.

### Business Economics Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog available at [registrar.siu.edu/catalog/undergraduatecatalog.php](http://registrar.siu.edu/catalog/undergraduatecatalog.php).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
UCOL 101U, Select	Saluki Success <i>and</i> UCC Fine Arts	1	3
ENGL 101, 102	Composition I <i>and</i> II	3	3
Select	UCC Science	3	3
PSYC 102/SOC 108	Introduction to Psychology <i>or</i> Introduction to Sociology	3	-
BUS 101, Select	Open for Business/UCC Human Health	2	2
MATH 108, 140	College Algebra <i>or</i> Elective <sub>1</sub> <i>and</i> Short Course in Calculus	3	4
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 220, 230	Financial Accounting <i>and</i> Managerial Accounting	3	3
ECON 241, 240	Introduction to Macro <i>and</i> Microeconomics	3	3
MATH 139, ACCT/ FIN/MGMT 208	Finite Mathematics <i>and</i> Business Data Analysis	3	3
Select, FIN 270	UCC Humanities <i>and</i> The Legal and Social Environment <sub>2</sub>	3	3
CMST 101, ENGL 291	Intro to Oral Communication <i>and</i> Intermediate Technical Writing	3	3
<b>Total Hours</b>		15	15

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 304, 345	Introduction to Management <i>and</i> Computer Information Systems	3	3
ECON 340, 341	Intermediate Micro <i>and</i> Macroeconomics	3	3
FIN 330, 361	Introduction to Finance <i>and</i> Management of Business Finance	3	3
MKTG 304, BUS 302	Marketing Management <i>and</i> Business Career Transitions	3	2
Select	UCC Humanities <i>and</i> UCC Multicultural	3	3
Select	Elective <sub>1</sub>	-	2
<b>Total Hours</b>		15	16
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
Select, MGMT 481	300-400 CoB elective <i>and</i> Administrative Policy	3	3
ECON	Approved economics course <sub>2</sub>	3	3
MGMT 318, FIN 462/463	Production-Operations Management and Working Capital Management <i>or</i> Forecasting and Capital Budgeting	3	3
Select	Major option <sub>3</sub>	3	-
Select	Elective <sub>1</sub>	3	5
<b>Total Hours</b>		15	14

1. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for degree.
2. The combination of Finance 280 (Business Law I) and Finance 380 (Business Law II) is highly recommended for accounting majors.
3. Major option or major specialization.

### **Business Economics as a major**

It is strongly recommended that the courses listed above for the first two years be completed before the junior year, because many of them are prerequisites to later requirements. The Association to Advance Collegiate Schools of Business International accredits the business economics program.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).

# COLLEGE OF BUSINESS (134) FINANCE (FIN)

## MAJOR REQUIREMENTS - 27 HOURS

COURSE	TITLE	PREREQUISITE(S)
FIN 331	Investments	C min in FIN 330
FIN 341	Financial Markets	C min in FIN 330
FIN 361	Management of Business Finance	C min in FIN 330
ACCT 321 or ACCT 331	Intermediate Accounting I or	C min in ACCT 220 and 230; MATH 140
	Cost Accounting	C min in ACCT 220 and 230; MATH 139, MATH 140, ACCT/FIN/MGMT 208

**FINANCIAL MANAGEMENT: (FI1)** FIN 462, 463, and THREE of: FIN 432, 433, 434, 449, 464, 469, 495

**FINANCIAL INSTITUTIONS, OPTION A: (FI2: Banking)**

FIN 449 and FOUR of: FIN 432, 433, 434, 462, 464, 469, 495

**FINANCIAL INSTITUTIONS, OPTION B: (FI2: Real Estate)**

FIN 320, 322, and THREE of: FIN 432, 433, 449, 464, 495

**INVESTMENTS: (FI3)** FIN 432, 433, and THREE of: FIN 434, 449, 462, 463, 464, 469, 495

### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
FIN 320	Real Estate			ONLINE	
FIN 322	Real Estate Appraisal				ONLINE
FIN 432	Options and Future Markets	C min in FIN 331		X	
FIN 433	Portfolio Theory and Management	C min in FIN 331			X
FIN 434	Risk Management	FIN 432	COURSE NOT TAUGHT		
FIN 449	Management of Financial Institutions	C min in FIN 330 and 341			X
FIN 462	Working Capital Management	FIN 361 or concurrent enrollment		X	X
FIN 463	Forecasting and Capital Budgeting	FIN 361 or concurrent enrollment			X
FIN 464	International Financial Mgmt	FIN 361 or concurrent enrollment		X	
FIN 469	Financial Analysis and Security Valuation	FIN 361		X	VARIES
FIN 495	Internship	Department approval	X	X	X

**Notes:** All 300- and 400-level College of Business courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.

# FINANCE

**Management Option, Institutions Option,  
Investments Option  
(Bachelor of Science)  
[business.siu.edu/academics/dept/finance](http://business.siu.edu/academics/dept/finance)**

Dr. Xiaoxin Beardsley, interim chairperson  
Department of Finance  
134A Henry J. Rehn Hall  
Telephone: 618/453-2459

Finance is the budgeting, financing, investing and management of resources, with due regard to market prices for firms, individuals and governments. Within a firm, financial considerations drive the central decisions about research, engineering, production and marketing. In governmental activities, sophisticated financial techniques are becoming increasingly important. The financial executive plays a key role in the successful management of business and governmental operations.

## Finance Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog available at [registrar.siu.edu/catalog/undergraduatecatalog.php](http://registrar.siu.edu/catalog/undergraduatecatalog.php).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
UCOL 101U	Saluki Success	1	-
ENGL 101, 102	Composition I and II	3	3
Select	UCC Science	3	3
Select	UCC Fine Arts <i>and</i> UCC Human Health	3	2
BUS 101, PSYC 102/ SOC 108	Open for Business, Introduction to Psychology <i>or</i> Introduction to Sociology	2	3
MATH 108, 140	College Algebra <i>or</i> Elective <sub>1</sub> <i>and</i> Short Course in Calculus	3	4
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
ACCT 220, 230	Financial Accounting <i>and</i> Managerial Accounting	3	3
ECON 241, 240	Introduction to Macro <i>and</i> Microeconomics	3	3
ENGL 291, Select	Intermediate Technical Writing <i>and</i> UCC Humanities	3	3
CMST 101, FIN 270	Intro to Oral Communication and The Legal and Social Environment <sub>2</sub>	3	3
MATH 139, ACCT/FIN/MGMT 208	Finite Mathematics <i>and</i> Business Data Analysis	3	3
<b>Total Hours</b>		15	15

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
Select, MGMT 304	UCC Humanities <i>and</i> Introduction to Management	3	3
FIN 330, 331	Introduction to Finance <i>and</i> Investments	3	3
FIN 341, 361	Financial Markets <i>and</i> Management of Business Finance	-	6
MKTG 304, BUS 302	Marketing Management and Business Career Transitions	3	2
Select	UCC Multicultural <i>and</i> Elective <sub>1</sub>	3	2
ACCT 321/331	Intermediate Accounting I <i>or</i> Cost Accounting	3	-
<b>Total Hours</b>		<b>15</b>	<b>16</b>
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 318, MGMT 481	Production-Operations Management <i>and</i> Administrative Policy	3	3
FIN <sub>3</sub>	Major option <i>or</i> specialization	9	6
MGMT 345, Select	Management Information System <i>and</i> Elective <sub>1</sub>	3	2
Select	300-400 CoB elective	-	3
<b>Total Hours</b>		<b>15</b>	<b>14</b>

1. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for degree.
2. The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270 and is highly recommended for accounting majors.
3. Major option or major specialization.

## Finance as a major

Finance majors must earn a minimum grade of C in each of the courses taken to satisfy the requirements for the finance major AND earn a minimum 2.0 GPA for those major courses. It is strongly recommended that the courses listed above for the first two years be completed before the junior year. Many of these courses are prerequisites to later requirements. The department is accredited by the Association to Advance Collegiate Schools of Business International. For finance majors and minors, finance courses completed more than seven calendar years prior to the current term must be repeated.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).



# COLLEGE OF BUSINESS (124) MANAGEMENT (MGMT) FIRST-SECOND SPECIALIZATIONS

## MAJOR REQUIREMENTS - 21 HOURS

COURSE	TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	C min in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139
MGMT 380	Managing Information Systems	C min in MGMT 345
MGMT 483	Advanced Production – Operations Management	C min in MGMT 318

**1. GENERAL MANAGEMENT (select FOUR):** MGMT 352, 385, 420, 431, 446, 474, 485, 495

**2. ENTREPRENEURSHIP:** FIN 350, MGMT 350, MGMT 471 and select ONE of: MGMT 420, 422, 431, 495

### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
FIN 350	Small Business Financing	ACCT 220 and 230; ECON 240	ONLINE ONLY		
MGMT 350	Small Business Mgmt		X	X	
MGMT 352	Management Science	C min in ACCT/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139 and 140		X	
MGMT 360	Database Mgmt	C min in MGMT 345		X	X
MGMT 362* A - E	Business Applications Programming	C min in MGMT 345		X	
MGMT 385	Personnel and Human Resource Mgmt	C min in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139	X	X	X
MGMT 411	Enterprise Networks and Communications	C min in MGMT 345	VARIES		
MGMT 420	Introduction to Project Management			X	
MGMT 421	Information System Analysis and Design	C min in MGMT 360			X
MGMT 422	Business Systems Development	C min in MGMT 360			X
MGMT 431	Organizational Design and Structures	C min in MGMT 341		X	X
MGMT 446	Leadership and Managerial Behavior	C min in MGMT 341		X	
MGMT 456	Managing Global E-Business Systems	C min in MGMT 345		X	
MGMT 471	Seminar in Entrepreneurship	Department Consent			X
MGMT 474	Mgmt's Responsibility in Society	Senior Status		X	
MGMT 485	Organizational Change and Development	C min in MGMT 341			X
MGMT 495	Internship	MGMT major; Dept apprvl	X	X	X
<b>*MGMT 362 A, B, C, D, E: up to three may be taken for credit</b>					

**Notes:** All 300- and 400-level College of Business courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.

# COLLEGE OF BUSINESS (124) MANAGEMENT (MGMT) THIRD-FIFTH SPECIALIZATIONS

## MAJOR REQUIREMENTS - 21 HOURS

COURSE	TITLE	PREREQUISITE(S)
MGMT 341	Organizational Behavior	C min in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139
MGMT 380	Managing Information Systems	C min in MGMT 345
MGMT 483	Advanced Production – Operations Management	C min in MGMT 318

**3. SUPPLY CHAIN MANAGEMENT:** MGMT 352, MGMT 452, and select TWO of: MGMT 420, 456, 495; IMAE 465, 470A, 470B

**4. PERSONNEL MANAGEMENT:** MGMT 385, and select THREE of: MGMT 352, 431, 474, 485, 495; PSYCH 307, 420

**5. MANAGEMENT OF HEALTH CARE ENTERPRISES:** MGMT 385; HCM 360

and select TWO of: MGMT 420, 474, 485, 495; HCM 381 (sub HCM 364), 385, 388

### Projected offerings:

COURSE	TITLE	PREREQUISITES	Summer	Fall	Spring
HCM 360	The U.S. Health Care System			X	X
HCM 364 (sub for 381)	Organizational Behavior and Mgmt in Health Care			X	X
HCM 385	Health Care Finance	UCC Math; ACCT 210 or ACCT 220		X	X
HCM 388	Legal Aspects of Health			X	X
IMAE 465	Lean Manufacturing				X
IMAE 470A	Six Sigma Green Belt			X	
IMAE 470B	Six Sigma Green Belt II	IMAE 307, IMAE 470A			X
MGMT 352	Management Science	C min in ACCT/FIN/MGMT 208, MGMT 318 and MGMT 345; MATH 139 and 140		X	
MGMT 385	Personnel and Human Resource Mgmt	C min in ACCT/FIN/MGMT 208 and MGMT 304; MATH 139	X	X	X
MGMT 420	Introduction to Project Management			X	
MGMT 431	Organizational Design and Structures	C min in MGMT 341		X	X
MGMT 452	Supply Chain Transp. and Logistics	C min in MGMT 318			X
MGMT 456	Managing Global E-Business Systems	C min in MGMT 345	VARIES		
MGMT 474	Mgmt's Responsibility in Society	Senior status		X	
MGMT 485	Organizational Change and Development	C min in MGMT 341			X
MGMT 495	Internship	MGMT major; Dept apprvl	X	X	X
PSYCH 307	Social Psychology	PSYCH 102	X	X	X
PSYCH 420	Industrial/Organizational Psych.	PSYCH 211 or ACCT/FIN/MGMT 208	VARIES		

**Notes:** All 300- and 400-level College of Business courses are restricted to College of Business juniors and seniors.  
Select summer courses may only be offered online.

# MANAGEMENT

**General Management, Entrepreneurship,  
Supply Chain Management,  
Personnel Management, Management of  
Health Care Enterprises  
(Bachelor of Science)**

**[business.siu.edu/academics/dept/management](http://business.siu.edu/academics/dept/management)**

Dr. Peter P. Mykytyn Jr., chairperson  
214 Henry J. Rehn Hall  
Telephone: 618/453-3307

Management is the process of setting overall direction and objectives for an organization, and determining policies for the efficient acquisition and application of human and physical resources. Successful managers exert leadership to achieve unity, consistency and continuous improvement in performance; support efficiency and innovation; and develop and motivate personnel.

## Management Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog available at [registrar.siu.edu/catalog/undergraduatecatalog.php](http://registrar.siu.edu/catalog/undergraduatecatalog.php).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Fine Arts., Human Health <sub>1</sub>	3	2
Select	UCC Science <sub>1</sub>	3	3
BUS 101	Open for Business	2	-
ENGL 101, 102	Composition I and II <sub>1</sub>	3	3
MATH 108, 140	College Algebra <sub>2</sub> or Elective <sub>1</sub> , Short Course in Calculus	3	4
PSYC 102/SOC 108	Introduction to Psychology <sub>3,7</sub> or Introduction to Sociology <sub>3</sub>	-	3
UCOL 101U	Saluki Success	1	-
<b>Total Hours</b>		<b>15</b>	<b>15</b>
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
Select, ENGL 291	UCC Humanities, Intermediate Technical Writing	3	3
ACCT 220, 230	Financial Accounting, Managerial Accounting	3	3
CMST 101, ACCT/ FIN/MGMT 208	Intro to Oral Communication, Business Data Analysis	3	3
MATH 139, FIN 270	Finite Mathematics <sub>2</sub> , The Legal and Social Environment of Business <sub>5</sub>	3	3
ECON 241, 240	Introduction to Macro and Microeconomics	3	3
<b>Total Hours</b>		<b>15</b>	<b>15</b>

<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
BUS 302, Select	Business Career Transitions, UCC Multicultural <sup>1</sup>	2	3
FIN 330, MKTG 304	Introduction to Finance, Marketing Management	3	3
MGMT 304, 341	Introduction to Management, Organizational Behavior	3	3
MGMT 318	Production-Operations Management	-	3
MGMT 345, 380	Computer Information Systems, Managing Information Systems	3	3
Select	UCC Humanities <sup>1</sup>	3	-
Select	Elective <sup>4</sup>	2	-
<b>Total Hours</b>		<b>16</b>	<b>15</b>
<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
Select	300-400 CoB elective	3	-
MGMT 483, MGMT 481	Advanced Production-Operations Management, Administrative Policy	3	3
Select	Specialization <sup>6</sup>	6	6
Select	Electives <sup>4</sup>	3	5
<b>Total Hours</b>		<b>15</b>	<b>14</b>

1. See University Core Curriculum.
2. Fulfills a University Core Curriculum mathematics requirement.
3. Fulfills a University Core Curriculum social science requirement.
4. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 credit hours required for degree.
5. The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270 and is highly recommended for accounting majors.
6. Major option or major specialization.
7. Personnel management specialization should take PSYC 102.

### Third and fourth years

It is strongly recommended that the courses listed for the first two years be completed before the junior year. Many of these courses are prerequisites to later requirements. Declared management majors will take upper-level business courses that include the remaining core requirements and 21 semester hours in the management area.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).

## COLLEGE OF BUSINESS (004) MARKETING (MKTG)

### MAJOR REQUIREMENTS - 24 HOURS

COURSE	TITLE	PREREQUISITE(S)
MKTG 305	Consumer Behavior	
MKTG 329	Marketing Channels	C min in MKTG 304
MKTG 363	Strategic Promotion Management	C min in MKTG 304
*MKTG 390	Marketing Research and Analysis	C min in ACCT/FIN/MGMT 208 and MKTG 304; MATH 139
*MKTG 493	Marketing Strategy	C min in MKTG 305, 329, 363, 390

\*MKTG 390 and 493 are not offered in summer terms.

#### Select THREE courses from the following:

#### Projected offerings:

COURSE	TITLE	PREREQUISITE(S)	Summer	Fall	Spring
MKTG 336	International Business	C min in MKTG 304	ONLINE ONLY		
MKTG 350	Small Business Marketing				X
MKTG 364	Internet Mktg and Social Media	C min in MKTG 304		X	
MKTG 380	Professional Sales	C min in MKTG 304		X	
MKTG 401	Retail Management	C min in MKTG 304		X	X
MKTG 405	Brand Management	C min in MKTG 304		X	X
MKTG 435	International Mktg	C min in MKTG 304	X	X	
MKTG 438	Sales Management	C min in MKTG 304 and MGMT 304			X
MKTG 439	Bus to Business Mktg	C min in MKTG 304 and 329	ONLINE ONLY		
MKTG 452	Physical Distrib Mgmt	C min in MKTG 304	ONLINE ONLY		
MKTG 463	Advertising Management	C min in MKTG 304 and 363		X	X
MKTG 489	Services Marketing	C min in MKTG 304		X	
MKTG 495	Internship	MKTG 304, 305; Plus 1 additional MKTG course; Dept apprvl; Pass/Fail; BUS and MKTG GPA = 3.0	X	X	X
MKTG 496	Field Sem in Intl Bus	MKTG 304	X		
MKTG 499 A – D	Marketing Insights	MKTG 304, 305, 363; Plus 2 MKTG electives; Dept apprvl; MKTG major; 3.0 BUS GPA and 3.4 MKTG GPA	Independent Study		

**Notes:** All 300- and 400-level College of Business courses are restricted to College of Business juniors and seniors. Select summer courses may only be offered online.

# MARKETING

(Bachelor of Science)

[business.siu.edu/academics/dept/marketing](http://business.siu.edu/academics/dept/marketing)

Dr. Mavis Adjei, chairperson

229 Henry J. Rehn Hall

Telephone: 618/453-4341

Marketing is the process of conceiving, planning and executing the pricing, promotion and distribution of goods, services and ideas to create exchanges that satisfy individual and organization objectives.

## Marketing Suggested Curricular Guide

*NOTE: A sample curriculum follows. For specific degree requirements, consult the SIU Carbondale Undergraduate Catalog at [registrar.siu.edu/catalog/undergraduatecatalog.php](http://registrar.siu.edu/catalog/undergraduatecatalog.php).*

<b>First Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Human Health <sub>1</sub> , Fine Arts <sub>1</sub>	2	3
Select	UCC Science <sub>1</sub>	3	3
ENGL 101, 102	Composition I and II	3	3
MATH 140	Short Course in Calculus <sub>2</sub>	4	3
MATH 139	Finite Mathematics <sub>2</sub>		
UCOL 101U	Saluki Success	1	-
BUS 101, PSYC 102 /SOC 108	Open for Business, Introduction to Psychology <sub>3</sub> or Introduction to Sociology <sub>3</sub>	2	3
<b>Total Hours</b>		15	15
<b>Second Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Multicultural <sub>1</sub> , UCC Humanities <sub>1</sub>	3	3
CMST101, ENGL 291	Introduction to Oral Communication, Intermediate Technical Writing	3	3
ACCT 220, 230	Financial Accounting, Managerial Accounting	3	3
ACCT/FIN/MGMT 208, FIN 270	Business Data Analysis, The Legal and Social Environment of Business <sub>5</sub>	3	3
ECON 241, 240	Introduction to Macro <sub>4</sub> and Microeconomics	3	3
<b>Total Hours</b>		15	15
<b>Third Year</b>		<b>Fall</b>	<b>Spring</b>
Select	UCC Humanities <sub>1</sub> and Elective <sub>1</sub>	3	2
Select	300-400 CoB elective, Marketing <sub>6</sub>	3	3
FIN 330 BUS 302	Introduction to Finance, Business Career Transitions	3	2
MGMT 304, 345	Introduction to Management, Computer Information Systems	3	3
MKTG 304, 305	Marketing Management, Consumer Behavior	3	3
MKTG 390	Marketing Research and Analysis (not offered in summer)	-	3
<b>Total Hours</b>		15	16

<b>Fourth Year</b>		<b>Fall</b>	<b>Spring</b>
MGMT 318, 481	Production Operations Management, Administrative Policy	3	3
MKTG 329	Marketing Channels	3	-
MKTG 363	Promotional Concepts	3	-
MKTG 493	Marketing Policies (not offered in summer)	-	3
Select	Electives <sub>4</sub>	3	5
Select	Marketing <sub>6</sub>	3	3
<b>Total Hours</b>		<b>15</b>	<b>14</b>

1. See University Core Curriculum.

2. Fulfills a University Core Curriculum mathematics requirement.

3. Fulfills a University Core Curriculum social science requirement.

4. 120 semester hours are required for graduation. Any additional hours of college-level credit can be used to equal minimum 120 semester hours required for graduation.

5. The combination of FIN 280 (Bus Law I) and FIN 380 (Bus Law II) may be substituted for FIN 270 and is highly recommended for accounting majors.

6. Major option or major specialization.

### Third and fourth years

It is strongly recommended that the courses listed for the first two years be completed prior to the junior year. Many of these courses are prerequisites to later requirements. Declared marketing majors will take upper-level business courses that include the remaining core requirements and 24 semester hours in the marketing area.

Graduate degrees available: Master of Business Administration (M.B.A.), Master of Accountancy (M.Acc.) and Doctor of Philosophy in Business Administration (Ph.D.).

The Association to Advance Collegiate Schools of Business International accredits the department.

## COLLEGE OF BUSINESS MINORS

For business majors, the College of Business offers four minors: accounting, finance, management and marketing. The courses required for these minors can be used to satisfy the 300- and 400-level College of Business elective requirement and general elective credit hours. Please note that students are not allowed to minor in a subject in which they are majoring (i.e., accounting majors cannot complete an accounting minor). The course requirements for each minor are as follows:

### ACCOUNTING – 15 HOURS

Required:

ACCT 220 Financial Accounting	3 hours
ACCT 230 Managerial Accounting	3 hours
Accounting electives (nine hours, 300- and 400-level):	
ACCT	3 hours
ACCT	3 hours
ACCT	3 hours

### FINANCE – 12 HOURS

#### (CHOOSE 1 OF 3 SPECIALIZATION OPTIONS)

Financial Institutions:

FIN 330 Introduction to Finance	3 hours
FIN 331 Investments	3 hours
FIN 341 Financial Markets	3 hours
FIN 449 Management of Financial Institutions	3 hours

Financial Management:

FIN 330 Introduction to Finance	3 hours
FIN 361 Management of Business Finance	3 hours
FIN 462 Working Capital Management	3 hours
FIN 463 Forecasting & Capital Budgeting	3 hours

Investments:

FIN 330 Introduction to Finance	3 hours
FIN 331 Investments	3 hours
FIN 432 Options & Future Markets	3 hours
FIN 433 Portfolio Theory Management	3 hours

### MANAGEMENT FOR BUSINESS MAJORS - 15 HOURS

Required:

MGMT 345 Computer Information Systems	3 hours
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Management electives (12 hours, 300- and 400-level):

MGMT	3 hours
MGMT	3 hours
MGMT	3 hours
MGMT	3 hours

*NON-ELIGIBLE COURSES FOR MINOR: MGMT 304, 318 and 481*

## **MARKETING - 15 HOURS**

Required:

MKTG 304 Marketing Management	3 hours
MKTG 305 Consumer Behavior	3 hours

Marketing electives (nine hours):

MKTG	3 hours
MKTG	3 hours
MKTG	3 hours

*NON-ELIGIBLE COURSES FOR MINOR: MKTG 390,493,495 or 499*

A minor from the College of Business requires students to earn a minimum grade of C in each of the courses taken and students must earn a minimum 2.0 GPA for those minor courses.

Prerequisites will be enforced. To meet residency requirements for each minor, at least nine of the required credit hours must be completed at Southern Illinois University Carbondale.

Consult an advisor in the College of Business about declaring a minor.

# STUDENT REQUIRED COURSE CURRICULUM POSTING SHEET

The Posting Sheet is used by advisors to help you keep track of the progress you've made toward a degree. Mark your completed courses here and you can see how many courses you have left to take!

Student Required Course Curriculum			
COURSE	HOURS	YEAR / TERM	GRADE
<b>I. Foundation Skills (take all five – total 13 hours)</b>			
*ENGL 101 or LING 101	3		
*ENGL 102 or LING 102	3		
MATH 139	3		
CMST 101	3		
UCOL 101U	1		
* = C min grade required			
<b>II. Disciplinary Studies (choose eight – total 23 hours)</b>			
FINE ARTS - (choose one: 3 hours)			
	3		
HUMAN HEALTH - (choose one: 2 hours)			
	2		
HUMANITIES - (choose two: 6 hours)			
	3		
	3		
SCIENCE - (choose two: 6 hours)			
GR 1	3		
GR 2	3		
SOCIAL SCIENCE - (meets College of Business requirements: 6 hours)			
ECON 241 (sub for 113)	3		
PSYC 102 or SOC 108	3		
<b>III. Integrative Studies (choose one – total 3 hours)</b>			
MULTICULTURAL/DIVERSITY - (choose one: 3 hours)			
	3		
Approved electives (total 4-13 hours, depending on major)			

[illegible]

**NOTES:**

Min C grade required in all major courses

Min 2.0 GPA in major

Min 2.0 GPA in all business courses

The use of (3) in HRS column is intended to avoid double-counting; that is, these hours are included in the University Core Curriculum.

# STUDENT ORGANIZATIONS IN THE COLLEGE OF BUSINESS

Business student organizations are an important part of the college and provide valuable interaction, knowledge and experience for those who participate. The networking opportunities provided to members have proven year after year to be one of the best sources of job opportunities upon graduation. Students in the college are encouraged to survey the available organizations and to join at least one student group.

**Accounting Society** is an organization for students who are interested in business, with an emphasis on accounting. This organization allows its members the opportunity to gain practical experience and enhance their leadership and communication skills through their participation. [rso.business.siu.edu/acctsoc](http://rso.business.siu.edu/acctsoc)

**Alpha Kappa Psi** is a national professional business fraternity that helps students understand the careers open to them in business. It also provides opportunities for social and volunteer experiences for its members. [rso.business.siu.edu/akpsi](http://rso.business.siu.edu/akpsi)

**American Marketing Association** is a national organization. An understanding of marketing concepts is stressed along with social interaction and community service. [rso.business.siu.edu/ama](http://rso.business.siu.edu/ama)

**American Production and Inventory Control Society (APICS)** is the premier professional association for supply chain and operations management. (Department of Management)

**ASCEND** is open to all undergraduate and graduate students from all majors who seek to focus exclusively on the business leadership potential of pan-Asian professionals. Programs include mentorship programs, leadership training, ongoing résumé and interview critiques, company visits, networking events and professional/technical development. [ascendleadership.org](http://ascendleadership.org)

**Asian Business Association (ABA)** is a student organization open to all ethnicities and majors that is devoted to encourage the professional development of Asian, Asian-American and other ethnic minorities in the field of business at Southern Illinois University Carbondale. For more information, contact Saiying Deng at [sdeng@business.siu.edu](mailto:sdeng@business.siu.edu).

**Beta Alpha Psi** is a business fraternity for accounting majors. To be eligible for membership, one must maintain a 3.0 grade point average and have an interest in the field of accounting. The organization's goals include encouraging scholastic and professional excellence, providing opportunities for association with practicing accountants and promoting participation with the College of Business. [rso.business.siu.edu/bap](http://rso.business.siu.edu/bap)

**Beta Gamma Sigma** is the national honor society for business students who are enrolled in AACSB-accredited colleges. Membership is by invitation only, and is limited to those students in the top of their junior and senior classes. For more information, contact Greg DeYong at [gdeyong@business.siu.edu](mailto:gdeyong@business.siu.edu).

**Blacks Interested in Business (BIB)** is open to any student, regardless of major, who is interested in business. Through its activities, workshops and seminars, its goal is to motivate, inspire and improve the self-confidence, self-esteem and self-development of its members. For more information, contact Marc Morris at [memorris@business.siu.edu](mailto:memorris@business.siu.edu). [rso.business.siu.edu/bib](http://rso.business.siu.edu/bib)

**Business Leadership Council** is the coordinating organization for the College of Business student body. The council provides its constituents with a vital link between the administration, faculty and students, and provides substantive input for the policies and planning of the college. The council provides students with a variety of activities and service opportunities throughout the year. For more information, contact Jill Gebke at [jgebke@business.siu.edu](mailto:jgebke@business.siu.edu). [rso.business.siu.edu/blc](http://rso.business.siu.edu/blc)

**The Financial Management Association** is for students interested in finance and investments. It provides its members with investment knowledge, social activities and awareness of employment opportunities. [rso.business.siu.edu/fma](http://rso.business.siu.edu/fma)

**Hispanic Business Association (HBA)** is a student organization dedicated to promoting Hispanic culture and diversity by providing a platform for business prospects within our communities. HBA reaches out to all individuals from different majors and ethnicities, and provides them with advancement opportunities through leading organization initiatives that will educate, connect and prepare members for the corporate world. HBA provides students an opportunity to network with professionals, local entrepreneurs and corporate recruiters to get insights in different careers and industries.

**National Association of Black Accountants** is the leader in expanding the influence of minority professionals in the fields of accounting and finance. Established in 1969, the association strives to promote and develop the professional skills of its members, to encourage and assist minority students in entering the accounting profession and, among other goals, to represent the interests of current and prospective minority accounting professionals. [rso.business.siu.edu/naba](http://rso.business.siu.edu/naba)

**Phi Beta Lambda** is a student organization, open to any major, that helps build leadership, competitiveness and social skills needed in today's business world. It is a national organization associated with Future Business Leaders of America. [pbl.rso.siu.edu](http://pbl.rso.siu.edu)

**Pi Sigma Epsilon** is recognized nationwide as one of the most esteemed professional fraternities available. It concentrates on improving student skills in sales and marketing, and is open to all majors. All members of the organization work together as a team to help each other with academic and professional enhancement. It offers optional social activities and conducts fundraisers for charitable causes, as well as for travel to regional and national conventions. The organization has excellent alumni contacts and corporate sponsors. Joining this organization will assist students in becoming more knowledgeable about the business community, the marketing profession, SIU life in general and much more. New members are recruited at the start of each semester. [rso.business.siu.edu/pse](http://rso.business.siu.edu/pse)

**Project Management Institute (PMI)** is the premier international organization that seeks to identify, extend, unify and communicate knowledge in information technology, information systems and information management. The Project Management Institute (PMI) advances the practice, science and profession of project management throughout the world in a conscientious and proactive manner. PMI is a unique student organization that can benefit students of all majors across the university. For more information, contact James H. Nelson at [nelson.j@business.siu.edu](mailto:nelson.j@business.siu.edu).

**Saluki Entrepreneur Corps** works with the Center for Innovation, Small Business Development Center and the Southern Illinois Entrepreneurship Center "to inform, support and inspire college students to be entrepreneurial and seek opportunity through enterprise creation." The organization is open to all majors. [rso.business.siu.edu/salukiceo](http://rso.business.siu.edu/salukiceo)

**Saluki Student Investment Fund** provides students at SIU with hands-on experience in portfolio management and investment research. This includes managing a portion of the SIU Foundation portfolio with a midcap core strategy, as well as investing to maximize long-term capital appreciation. [rso.business.siu.edu/ssif](http://rso.business.siu.edu/ssif)

**Society for the Advancement of Management** provides students with the opportunity to develop management and leadership skills, and to get a broad look at what business and management are all about. RSO activities allow students to gain invaluable leadership experience. [rso.business.siu.edu/sam](http://rso.business.siu.edu/sam)

**Women's Business Association (WBA)** is a student organization devoted to encouraging the success of women in business. This organization is open to men and women of all majors. WBA wants to inform, connect and prepare individuals for the corporate world by providing them with advancement opportunities through leading organization initiatives. WBA provides students an opportunity to network with professionals, local entrepreneurs and corporate recruiters to gain insights in different careers and industries. [rso.business.siu.edu/wba](http://rso.business.siu.edu/wba)

# COLLEGE OF BUSINESS STUDENT SERVICES

## BUSINESS PLACEMENT CENTER

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The College of Business Placement Center enhances career and employment opportunities for students in the college. The primary mission of the center is to connect students in the college with employers for internships, externships and career placement. One of the many goals of the center is to provide students with a wide variety of services to adequately prepare them for success in their careers after graduation.

The center's staff is committed to offering an exceptional level of service to students and employers. Services provided by the center include:

- Career counseling
- Networking opportunities with employers
- On-site job interviews
- Résumé critiques
- Specialized workshops on career-related topics
- Mock interviews with business/community leaders/alumni
- Career exploration trips

### **Business Career Tools**

Business Career Tools is an online portal where you can access more than 1,500 articles and documents that can assist you with your career search, professionalism and applying to graduate school. This can be found on the Business Placement Center's website under the Student section.

### **Connect 2 Careers**

The College of Business uses a career portal called Connect 2 Careers that can be found on students' SalukiNet account. This is an exclusive system that is only available to College of Business students, and it's the top resource for searching for internship and career opportunities.

### **Internships**

Gaining hands-on, practical experience in the work world as a supplement and complement to gaining formal education can better prepare you for a business career. In addition, many employers view experience as an advantage when hiring new employees. These are two of the reasons why the College of Business strongly advises its students to gain practical experience via involvement in student clubs, community volunteer activities and/or externships, internships and part-time jobs.

After talking with your advisor on the timing of participating in an internship experience, visit the Business Placement Center to complete your intern form. By completing your intent to intern form, you are alerting us of your goal to complete an internship and we can begin assisting you in your search.

During the internship experience, you will have the chance to expand your knowledge about your chosen industry, refine career aspirations and expand your professional network. Students become more independent and self-confident while learning how to balance work. Also, research has shown that students are 62 percent more likely to have a job at graduation and to be paid on average \$10,000 more than students who do not complete an internship.

## Externships

The College of Business participates in, and assists with, SIU's annual Extern Program, which is sponsored by the Student Alumni Council of the SIU Alumni Association. An externship through this program is generally a weeklong volunteer, job shadowing career experience in which students are matched with alumni and friends of SIU during the university's spring break in March to observe and experience their chosen career fields. Sophomores, juniors and seniors are invited to apply in the fall for this spring program. More information is available at [sualumni.com/extern](http://sualumni.com/extern).

**Please note:** *The center has a cooperative agreement with University Career Services (UCS) in the Student Services Building to share and disseminate information on campuswide career workshops, career fairs, job postings and interviews, including sponsorship/payment of the UCS registration fee. Additional services offered by UCS may be located online at [careerservices.siu.edu](http://careerservices.siu.edu).*

## OFFICE OF DIVERSITY AND INCLUSION

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The ultimate goal of the College of Business Office of Diversity and Inclusion is to provide appropriate support services and incentives to enable minority students to complete their educational objectives without interrupting or ending their course of study in the College of Business. The primary objectives of the office are to enhance the student's college experience and to increase the matriculation and graduation rates of enrolled minority students by helping them meet their social, cultural and educational needs. For more information, visit Rehn 107. [business.siu.edu](http://business.siu.edu)

## SERVICES

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### Tutoring – Rehn 10 – Academic Success Center

The College of Business conducts tutoring for designated courses for College of Business majors and minors. Tutoring is available in Rehn 10 during selected hours in the fall and spring semesters. Please visit [business.siu.edu/services/advantage/](http://business.siu.edu/services/advantage/) for information on hours and course tutoring available.



## SCHOLARSHIPS

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A variety of scholarship awards are available through the college and its individual departments. In addition, the SIU Foundation presents scholarships specifically designated for business majors from individual donors and on behalf of the university. Applications can be found on the Financial Aid website at **[scholarships.siu.edu](https://scholarships.siu.edu)** and must be submitted online. However, this date is subject to change. The application period is typically Nov.1 through Feb. 1.

Generally, awards made in the spring semester will begin in the following fall semester. Applications must be made annually. Students who receive scholarships must participate in the fall scholarship reception and ceremony during the semester in which they receive the funding. The list of scholarships is available at **[business.siu.edu/services/scholarships.html](https://business.siu.edu/services/scholarships.html)**.

Emergency tuition assistance is available through the Tuition Assistance Program (TAP) in the College of Business. This is a program for business students to reduce their bursar bill and remove a bursar hold that would prevent registration. More information and application is available at **[business.siu.edu/services/scholarships.html](https://business.siu.edu/services/scholarships.html)**.

## STUDY ABROAD

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Just as business people need to know how to read a spreadsheet, communicate effectively and work with others, they are increasingly called upon to be able to work with other cultures. More than ever, the market is global – and individuals need to be able to work effectively in a number of societies. There are many ways to achieve this ability, but perhaps the most effective is by studying abroad.

SIU offers business students a variety of opportunities to study abroad, including individual exchange programs and faculty-led experiences. These include direct exchanges and opportunities available through the Center for International Education. Please visit **[cie.siu.edu](https://cie.siu.edu)** for further information on study-abroad opportunities offered through SIU.

The College of Business offers a faculty-led study abroad program. This one-month summer experience allows students to travel to Grenoble, France, to study at the world-renowned Grenoble Ecole de Management. Students may take courses in the areas of international strategy/international marketing, entrepreneurship, innovation and/or design. Visit **[business.siu.edu/services/study-abroad.html](https://business.siu.edu/services/study-abroad.html)** for more information.

# SIU COLLEGE OF BUSINESS

## UNDERGRADUATE ACADEMIC GRIEVANCE POLICY

Undergraduate students in the College of Business shall have the right to appeal for redress of grievances through established channels under the conditions stated below. Access to these channels is restricted to complaints by students alleging that some member of the College of Business community has caused the student to suffer some specific harm related to the award of a course grade.

Grievances that have been brought to a hearing under another campus grievance procedure shall not be brought to a hearing under this procedure.<sup>1</sup>

### GRIEVANCE OF A COURSE GRADE<sup>2</sup>

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With respect to students' complaints alleging capricious grading, the following guidelines shall apply.

Instructors are expected to evaluate student work according to sound academic standards. Equitable requirements should be required of all students in a class, and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment, and the student assumes the burden of proof in the appeals process. Grounds for appeal include: (1) the application of non-academic criteria in the grading process, as listed in the university's nondiscrimination and affirmative action statements regarding race, color, sex, national origin, religion, age, sexual orientation, marital status or handicap; (2) the assignment of a course grade by criteria not directly reflective of performance relative to course requirements; and (3) the assignment of a course grade by standards different from those that were applied by the instructor to other students in the course.

<sup>1</sup> Cases involving academic dishonesty will be handled according to the Student Conduct Code. Matters involving graduate students will be handled according to the academic grievances procedures in the Graduate Catalog. Separate grievance procedures exist for cases covered by the university policy on sexual harassment, the policy accommodating religious observances of students, the policy on release of student information and access to student records at Southern Illinois University, the policy on immunization of enrolled students, the policy on the determination of residency status, and the university's response to comply with Americans with Disability Act. These procedures are published in the Undergraduate Catalog. Undergraduate students employed as student workers are covered by a student worker grievance procedure, which is administered by the Financial Aid Office.

<sup>2</sup> Students may not challenge the final grade on a course. However, students may challenge grades given on components of the course and how those components are combined to make up the final course grade. Examples of graded course components include (but are not limited to) exams, projects, labs, cases, homework, class participation, etc. The final grade may change depending on changes to grades to course components.

## ACADEMIC GRIEVANCE PROCEDURE

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The grievance procedure for a given term must begin no later than 15 business days from the last day of final exams of that term. An undergraduate student seeking redress through grievance (appellant) must first attempt to resolve the matter informally by contacting the party against whom redress is sought (respondent). If the dispute is not resolved at this stage, the student should contact the respondent's unit chair/director, who will attempt to resolve the dispute. It is the student's responsibility to document the steps taken and the date(s) those steps were taken to resolve the dispute.

In the event that the dispute is not resolved informally, a student may ask for, and receive, a hearing at the unit level. If the incident occurs during the spring semester and the student will not be in residence for the summer semester, she/he may request an extension of the deadline to the following fall semester by petitioning the unit chair/director in writing. Such a request shall normally be granted as long as the petition is received on or before the 10th day of classes of the following term; however, the final decision is that of the unit chair/director.

The request for a hearing must state the following:

1. Name of the grievant.
2. Program in which the grievant is enrolled.
3. Name and title of the person(s) against whom the grievance is being filed.
4. Current address, phone number and email address of the grievant.
5. Statement of the grievance, including descriptions of the incident(s) involved, dates(s) of occurrence and what remedy is being sought, as well as any supporting documents.

## UNIT ACTION ON GRIEVANCE

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Upon receiving a written request for a hearing regarding an academic grievance, the unit chair/director shall send the respondent a copy of the grievance, who will provide the unit chair/director with a written response within 15 business days. The unit chair/director shall then consider the grievance and response, or forward the grievance and response to the unit's grievance committee for consideration. If the matter will be heard by a grievance committee, the unit chair/director shall notify the parties of the identity of the individuals who have been selected to serve on the grievance committee.<sup>3</sup> The participation of any

<sup>3</sup> Unit Undergraduate Student Grievance Committee: A unit undergraduate student grievance committee will be advisory to the unit chair/director and will submit its findings and recommendations to the chair/director. The committee shall consist of three members. The unit/chair may designate an existing department committee to serve in such capacity (subject to the qualifications listed herein), or may appoint an ad-hoc undergraduate student grievance committee. The members of the committee shall be appointed whenever possible from the unit in the college in which the grievance arose. Of those members, two shall be appointed from the full-time faculty, and one shall be appointed from the undergraduate student body in good academic standing.

committee member may be challenged for cause. If the unit chair/director determines that the challenge is valid, she/he shall name a substitute. The unit chair/director or committee chair shall request of both parties copies of any documents and a list of witnesses they wish to introduce. These must be submitted within 15 days of receipt of the request. The unit chair/director or committee chair shall convene a hearing within 15 days of receipt of the substantiating documents. These documents shall be available to both parties at least five days prior to the hearing.

The hearing shall be conducted by the unit chair/director or by the committee according to the hearing procedures that are outlined in the appendix. In the absence of compelling circumstances, the unit chair/director shall render a decision within 15 days, or the grievance committee shall make its recommendation on the grievance to the unit chair/director within 15 days after the conclusion of the hearing.

Upon receipt of the committee's recommendation, the unit chair/director shall decide to accept or reject the committee's recommendation and render a decision on the grievance within 15 days. The decision and the reasons for it shall be submitted in writing to the parties, to the committee members (if any) and to the dean of the College of Business (or his/her representative) at the same time.

The unit chair/director shall advise the parties of their right to appeal to the dean of the College of Business. Hearings of appeals will not be automatically granted. Dissatisfaction with the decision shall not be sufficient grounds for appeal. The appellant must demonstrate that the decision at the unit level was in error.

## **FILING AN APPEAL**

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If an undergraduate student wishes to appeal a decision of the unit, she/he must file a written appeal with the dean of the College of Business within 20 days of receipt of the lower decision. The appeal must state the following:

1. Name of the appellant.
2. Program in which the appellant is enrolled.
3. Name and title of the person(s) against whom the original grievance was filed.
4. Current address, phone number and email address of the appellant.
5. Copies of the original statement of grievance, the response by the person against whom it was filed and supporting documents, as well as a statement of what remedy is being sought.
6. Summary of grievance proceedings held at the unit level, and the decision(s) rendered at that time.
7. Statement of why the previous decision may be in error.
8. Request, if desired, for either an administrative or grievance appeal hearing.

Upon receiving a written appeal, the dean<sup>4</sup> shall determine whether or not the appeal has merit (sufficient grounds) and should move forward. If so, the dean will, at the same time, determine whether the hearing agent will be administrative or a committee. If it is determined that the appeal does not have merit, the dean will inform both parties in writing of the reason(s) for denial within 15 days.

## **PROCEDURES FOR APPEAL HEARING IN THE COLLEGE OF BUSINESS**

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The dean of the College of Business is responsible for making the final decision in the appeal of a grievance decision by the unit chair/director. If the appeal will be heard by a committee, the dean will direct the Undergraduate Program Committee (UPC) to select a hearing committee to hear the case and submit a recommendation to the dean.

This is done according to the following procedures:

- a. The Undergraduate Program Committee selects a hearing committee composed of at least three faculty members, along with one undergraduate student. One of the faculty members must be outside of the student's department. A member of the college advising staff may also be on the hearing committee in place of one of the faculty members. While members of this committee will usually be members of the UPC, it may be necessary, in some instances, to select members from outside the committee. The hearing committee shall meet and select a chair from the faculty membership.
- b. All parties have the right to present evidence on their behalf. Any new evidence introduced in the appeals process must be on file with the chair of the UPC one week prior to the student's scheduled hearing. All new materials will be distributed to both parties involved in the appeals process at least five business days prior to the hearing.
- c. All parties have the right to bring witnesses. The student may bring an advisor who will not be permitted to address the committee directly on appeals from the chairs. The student may have advice and assistance in preparing and presenting the appeal.
- d. The hearing committee meets within 15 days of the receipt of the student's appeal, and the student is sent notification of the time and place of the hearing by the committee chair no later than five days prior to the hearing.
- e. The hearing committee arrives at a decision on the basis of a simple majority. The recommendation of the committee is relayed in writing by the committee chair to the dean of the College of Business within 15 days of the conclusion of the hearing.
- f. The hearing committee, as described above, is not expected to meet during the first two weeks nor the last two weeks of a semester, nor will it usually meet during vacation periods or summer. During these times, an administrative hearing officer chosen by the dean may substitute for the committee, or the dean may choose to hear the case.
- g. The dean of the College of Business makes the final decision within the College of Business and notifies the student, in writing, of the decision within 15 days of the receipt of the committee's recommendation.

<sup>4</sup> The undergraduate student grievance committee shall meet and elect its chair from among the faculty membership. Any faculty member involved in the dispute shall not be appointed to the grievance committee.

## **APPEAL OF THE DECISION BY THE DEAN OF THE COLLEGE OF BUSINESS**

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If the individual is not satisfied with the decision of the dean of the College of Business (or his/her representative), a written argument stating the reasons for such dissatisfaction may be submitted to the vice chancellor for academic affairs and provost, Southern Illinois University Carbondale, within 15 days after the date that delivery of the decision was tendered by the U.S. Postal Service to the individual. Such written argument shall be attached to the dean's decision and remain therewith throughout the remainder of the process.

## **APPENDIX (UNDERGRADUATE STUDENT GRIEVANCE POLICY)**

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### **UNIT HEARING PROCEDURES**

1. The principal parties to the grievance shall have the right to be accompanied by an advisor of their choice. The advisers may speak on behalf of their clients only with the approval of the unit chair/director, the dean of the College of Business or the grievance committee.
2. All hearings shall be open unless either of the parties requests that the hearings be closed. If the hearing is closed, only the parties, their advisers, and either the unit chair/director or the dean or the grievance committee shall be present during the taking of evidence. Witnesses for either party shall be present only while giving testimony if the hearing is closed.
3. All hearings shall be audio recorded. The recording will be deposited in the office of the unit chair/director at the conclusion of the hearing. These recordings shall be stored for five years, after which time they will be destroyed.
4. Each party may call witnesses to present evidence. Each party shall have the right to examine any witness called by the opposing party. If a witness is unable to appear, the committee may allow depositions. If the presence of a witness is required to ensure fairness to all parties and the witness is physically unable to attend, the hearing will not be postponed. Rather, while testimony of such witnesses by audio recording, by telephone conference, by letter, by facsimile, by email or by videoconferencing is considered less viable, it may be allowed.
5. The grievance committee will arrive at a decision based on a simple majority vote. However, the unit chair/director or the dean may reject the recommendation by the committee. The unit chair/director or dean will decide all matters, both procedural and substantive.
6. Each party may make an opening and a closing statement.
7. Decisions by the unit chair/director or the grievance committee will be based on the preponderance of the evidence.

NOTE: The undergraduate student grievance policy presented in this document was adapted for use in the College of Business, Southern Illinois University Carbondale, from the Graduate Student Academic Grievance Policy.

# A GLOSSARY OF TERMS

**ACCT** Accounting major or School of Accountancy.

**ACRONYMS** A two-, three- or four-letter letter abbreviation for courses within a program of study.

**ADVANCED REGISTRATION** Period of time (usually October through December and February through May) when all students have the opportunity to register in advance for classes for the next semester.

**ADVISEMENT** The process or meeting between the student and the academic advisor to discuss a program of study, course selection and other matters of an academic nature. Appointments with the advisors are 30-minute sessions and are scheduled up to two weeks in advance.

**AU = AUDIT** Attending a course where no credit is earned and no grade is received. Students auditing a course are expected to attend class regularly, and to determine from the instructor the amount of work expected of them. For further details, see the SIU Catalog.

**BUEC** Business economics major through the finance department.

**CATALOG** Publication containing SIU university policies, regulations and course descriptions.

**CATALOG DATE** Date of catalog governing a student's curricular requirements.

**CHAIRPERSON** The elected faculty administrator for an academic department.

**COURSE RESTRICTION OVERRIDE PERMIT** Allows registration into a class, even though the capacity has been reached and/or other restrictions apply; requires specific instructor and departmental signatures.

**CLOSED CLASS CARD** See COURSE RESTRICTION OVERRIDE PERMIT.

**CoB** College of Business.

**CREDIT** The unit by which academic work is measured, relating to the number of hours spent in class each week.

**DEAN** Administrator of an academic unit who is responsible for curriculum, personnel and academic services.

**DEAN'S LIST** A list of full-time students in the College of Business who have achieved academic excellence as demonstrated by a GPA of 3.5 or above in a given semester.

**DEAN'S SIGNATURE** Under special circumstances, the dean's signature is required. This signature may be obtained at Rehn 121. The chief academic advisor acts as the dean's agent in records and registration matters.

**DEFICIENCY (DF)** High School Subject Pattern deficiency.

**DIFFERENTIAL TUITION** The College of Business has implemented a differential tuition surcharge of 15 percent of applicable tuition for declared College of Business majors that are new students; the differential tuition surcharge will be assessed at the in-state tuition rate; the prior 2001 College of Business technology fee has been included under differential tuition.

**ELECTIVE** Taken to fulfill the total number of credits; can be chosen from any courses offered at the university for credit.

**EXTERNSHIPS** An opportunity for junior/senior students to gain practical experience in their major fields; these are normally not for credit, are sometimes paid for by the sponsoring organization and are usually for one week during spring break.

**FIN** Finance major or finance department.

**GRADUATION APPLICATIONS** Must be submitted to Admissions and Records in the Student Services Building by the deadline within the term in which the student plans to graduate; applications may be made early. Commencement is held each May and December. Students who qualify to graduate may walk in either ceremony.

**GRIEVANCE PROCEDURE** See STUDENT HEARING PROCEDURE in this handbook.

**HONORS PROGRAM** See University Honors Program.

**INCOMPLETE (INC)** See page 8 of this handbook.

**INDEPENDENT STUDY** The opportunity for students to study a particular topic individually with a faculty or staff member; initiated by the student and developed in consultation with a faculty or staff member.



**INTERNSHIP** An opportunity for junior/senior students to gain practical experience in their major fields; these can be for credit and are sometimes paid by the sponsoring agency.

**INTERSESSION CLASS** A class that is offered between the end of one semester and the start of another.

**MAJOR** The student's academic program of study, which should be formally declared in the junior year.

**MGMT** Management major or management department.

**MINOR** Not required in the College of Business; consult the SIU Catalog for details.

**MINORITY PROGRAM** Refers to special programs run by the Office of Minority Affairs in the College of Business.

**MKTG** Marketing major or marketing department.

**NEGATIVE POINTS** See POINTS SYSTEM.

**OFFICE OF TRANSITIONAL PROGRAMS** Helps students with special problems, including processing student withdrawals from the university.

**OVERLOAD** The maximum number of credits in which a student is allowed to enroll during a regular semester is 18; during summer term, the maximum is nine. A student who wants to take more credits than that must see an advisor for approval. (A student on probation is limited to 14 or fewer hours per semester; seven or fewer per summer term).

**POINTS SYSTEM** The BUS GPA and/or major GPA are expressed as positive (+) or negative (-) points. This is a common system used to indicate the number of positive or negative grade points above or below a C grade average. Below are examples for three-credit-hour courses. Multiply the + or – points by the credit hours of the course.

$$A = +2 \times 3 = +6$$

$$A- = +1.667 \times 3 = +5.001$$

$$B+ = +1.333 \times 3 = +3.999$$

$$B = +1 \times 3 = +3$$

$$B- = +.667 \times 3 = +2.001$$

$$C+ = +.333 \times 3 = +.999$$

$$C = 0 \times 3 = 0$$

$$C- = -.333 \times 3 = -.999$$

$$D+ = -.667 \times 3 = -2.001$$

$$D = -1 \times 3 = -3$$

$$F = -2 \times 3 = -6$$

Multiply the + or – points by the credit hours of the course.

**POSITIVE POINTS** See POINTS SYSTEM.

**PREREQUISITE** A course that must be satisfactorily completed before taking a subsequent course. For example, English Comp I must be satisfactorily completed before taking English Comp II.

**PROFICIENCY** An examination that proves knowledge in an area and for which college credit is granted upon passing. See your advisor or Testing Services for further details.

**REGISTRATION FORM** Official form (CRF) used by the student to request courses and make course changes.

**REPEAT POLICY** Effective Summer 1996 through Spring 2003, and then Summer 2013 and later, only the last grade of the subsequently repeated course will count in the grade point average, even if the last grade is an F. The courses must be from the same institution. Prior to Summer 1996, and from Summer 2003 through Spring 2013, all earned grades carrying quality point values were considered when computing students' grade point averages, including each earned grade in a repeated course. All courses must be from the same institution.

Effective for courses taken Summer 2013 or later, an undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A, B, C, D or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned.

**RESIDENCY HOURS** Number of credit hours of SIU work required for a B.S. degree; any 90 hours or the last 30 at SIU without interruption of attendance elsewhere.

**SALUKINET** Online access to personal academic records (i.e., transcripts, GPA, degree audit, etc.), schedule of classes, web registration and other information is available at [salukinet.siu.edu](http://salukinet.siu.edu).

**SATISFACTORY PROGRESS POLICY** Each student receiving financial aid must complete a degree within a specific period of time. The student is responsible for checking with the financial aid office, veterans office, the NCAA or other sources to ensure continued eligibility.

**SCHEDULE OF CLASSES** Listing showing all courses, times, etc.; online at [registrar.siu.edu/schedclass](http://registrar.siu.edu/schedclass).

**SECTION NUMBER** Three-digit number that represents a particular class – meeting times, days, building and room.

**SENIOR CHECK** Evaluation of all coursework completed by the student up to a certain date; lists courses that are still needed to complete graduation requirements.

**SESSION CODES** Identify the part of a term for which a class meets and correspond to the section number for the class.

**SHORT COURSES** Courses or sections that meet for less than an entire semester; add/drop and attendance dates vary.

**SPECIALIZATION A** specialized course of study either required or available within some majors, such as “Financial Institutions” within the finance major.

**STUDENT HEARING PROCEDURE** Conflict resolution system.

**SYLLABUS** A course outline, usually distributed at the first class meeting, that shows grading procedures, reading lists and other expectations of students in the course.

**UNIVERSITY CORE CURRICULUM** The part of a student’s degree designed to provide a breadth of understanding beyond one’s major; a portion of each student’s degree must consist of University Core Curriculum courses; see the SIU Catalog for a more detailed description of the requirements, or refer to the similarly named section of this handbook.

**UNIVERSITY HONORS PROGRAM** A universitywide program for academically talented undergraduate students that provides specially designed and challenging courses, in addition to other services. University honors courses may take the place of University Core Curriculum courses. See an advisor or the University Honors Office or **[honors.siu.edu](https://honors.siu.edu)** for more information.

**WEB REGISTRATION** Course registration using **[salukinet.siu.edu](https://salukinet.siu.edu)**.

**WITHDRAWAL** Must occur when a student wishes to stop attending classes. Students should consult with their advisors before dropping a course. The student who discontinues attendance from all courses must officially withdraw from the university through the Office of Transitional Programs. Consult the registration calendar for deadlines. Contact Transitional Programs at [withdraw@siu.edu](mailto:withdraw@siu.edu).

## **HOW'S IT GOING?**

**Have you had a great teacher or academic advisor this year?**

**Have you had problems with technology in a classroom?**



**Please direct comments, problems, complaints, suggestions and compliments to:**

**JILL GEBKE  
ASSISTANT DEAN  
JGEBKE@BUSINESS.SIU.EDU**

**Or leave a message online at  
BUSINESS.SIU.EDU/SERVICES**

DEPARTMENT	LOCATION	TELEPHONE	DEPARTMENT	LOCATION	TELEPHONE
<i>A</i>			<i>D</i>		
Accounting	Rehn 232	453-2289	Dean of Students	SSB 486	453-2461
Admissions (Undergrad)	SSB Basement	536-4405	Disability Support Services	Woody B 150	453-5738
Agriculture Sciences, College of	Agriculture 201	453-2469	<i>E</i>		
Air Force ROTC	1225 Douglas Drive, Kesnar Hall	453-2481	Economics	Faner A4121	536-7746
Anthropology	Faner C3525	536-6651	Ed & Human Services	Wham 122	453-6340
Applied Science & Arts	ASA 222	536-6682	College of Ed Admin & Higher Ed	Pulliam 131	536-4434
Architecture, School of	Quigley 410	453-3734	Ed Psychology & Special Ed	Wham 223	536-7763
Army ROTC	Kesnar 106	453-5786	Engineering	Engineering E 102	453-4321
Art Advisement	Faner 1229	453-4313	College of Engineering (Advisement)	Engineering D 104	453-2261
Athletics	Lingle 118	453-7250	English	Faner 2380	453-5321
Aviation Flight	Transportation Education Center	453-1147	Extended Campus	Northwest Annex A	453-3430
Aviation Management	Transportation Education Center	453-8898	<i>F</i>		
<i>B</i>			Finance (CoB)	Rehn 134	453-2459
Biological Sciences	Life Science II Room 351	536-2314	Financial Aid	SSB 211	453-4334
Black Affairs Council	Student Center, third floor	453-2534	First Year Advisement	SSB 110 A	453-4351
Black Resource Center	Student Center 318	453-3918	Food & Nutrition	Quigley 209	453-5193
Bursar	SSB second floor	453-2221	Foreign Languages & Literatures	Faner 2166	536-5571
Business (Dean)	Rehn 114	453-3328	Forestry	Agriculture 184	453-3341
Business (Advisement)	Rehn 121	453-7496	<i>G</i>		
Business Economics	Rehn 134 (Finance)	453-2459	Geography	Faner 4520	536-3375
Business Placement Center	Rehn 113	453-2603	Geology	Parkinson 102	453-3351
<i>C</i>			Graduate School	SSB 310	536-7791
Career Services (University)	SSB Suite 171	453-2391	<i>H</i>		
Center for Inclusive Excellence	Student Center 318	453-3740	Health Ed & Recreation	Pulliam 307	453-2777
CESL	Faner 3242	453-2265	Health Services	Student Health Center	453-3311
Chemistry & Biochemistry	Neckers C 224	453-5721	History	Faner 3374	453-4391
Clinical Center	Wham 141	453-2361	Housing	SSB 410	453-2301
Computer Science	Faner 2125	536-2327			
Continuing Education & Outreach	Student Center, second floor	536-7751			

DEPARTMENT	LOCATION	TELEPHONE	DEPARTMENT	LOCATION	TELEPHONE
<i>I</i>			Plant Biology	Life Science II 422	536-2331
Information (University)	Student Center, Information Station	536-4636	Police, Campus	Washington Square A	453-3771
Information Sys. & Applied Tech	ASA 106	453-7253	Psychology	Life Science II 281	536-2301
Information Technology	Wham B15	453-6280	<i>R</i>		
International Education, Center for	N W Annex B 135	536-7771 OR 453-5774	Radio-Television	Comm. 1048	453-6902
<i>J</i>			Registrar's Office	SSB 251	453-2963
Journalism	Comm 1202	536-3361	Rehabilitation	Rehn 319A	536-7704
<i>K</i>			<i>S</i>		
Kinesiology	Davies 107	536-2431	Saluki Express Bus Service	Student Center	536-3351
<i>L</i>			Science, College of	Neckers vA 157	536-6666
Law, School of	Lesar Law	536-7711	Science, Advisement	Neckers A 185	536-5537
LGBTQ Resource Center	Student Center 318	453-5627	Social Work, School of	Pulliam 250	453-1235
Liberal Arts, College of	Faner 2427	453-2466	Sociology	Faner 3384	453-2494
Liberal Arts, Advisement	Faner 1229	453-3388	Student Employment Services	SSB 291	453-4629
Library Circulation	Morris Library, first floor	453-1455	Students' Rights and Responsibilities	SSB 497	536-2338
Linguistics	Faner 3236	536-3385	<i>T</i>		
<i>M</i>			Testing Services	Morris Library, 781	453-6008
Management	Rehn 214	453-3307	Theater	Comm 1033	453-5741
Marketing	Rehn 229	453-4341	Transitional Programs	SSB 251	453-7041
Mass Comm. & Media Arts Comm. 1012		453-4308	<i>U</i>		
Mathematics, Advisement	Neckers A 357	453-5302	University Honors	Morris 110	453-2824
Microbiology	Life Science II, 131	536-2349	University Studies	SSB 110	453-6965
Music	Altgeld 104 B	536-8742	<i>V</i>		
<i>N</i>			Veterans' Service Center	Woody B 258	453-1335
New Student Programs	Student Center, 219 A	453-1000	<i>W</i>		
Non-Traditional Student Services	SSB 484	453-7521	Wellness Center	Student Health Center 120	536-4441
<i>P</i>			Women, Gender & Sexuality Studies	Faner 3341	453-5141
Parking Division	Washington Square B	453-5369	Women's Resource Center	Student Center 318	453-4281
Payroll	Miles Hall	453-3392	Workforce Ed. & Development	Pulliam 212	453-3321
Philosophy	Faner 3065	536-6641	<i>Z</i>		
Physics	Neckers A 483	453-2643	Zoology	Life Science II 351	536-2314

# TRANSPORTATION

AMTRAK.....	800/872-7245
Greyhound.....	618/549-3495
Enterprise Rent-a-Car.....	618/549-6995
Hertz Rent-a-Car Southern Illinois Airport.....	800/654-3131
Hertz Rent-a-Car Williamson County Illinois Airport.....	800/654-3131
Southern Illinois Airport.....	618/529-1721
Williamson County Airport.....	618/993-3353
Mid-America Airport.....	618/566-5244
Lambert-St. Louis International Airport.....	314/426-8000
Ace Taxi 319 N. Illinois Ave., Carbondale, Illinois.....	618/549-8294
Archie Affordable Cab 820 S. 16th St., Herrin, Illinois.....	618/942-5287
Red Top Cab 1108 S. Court St., Marion, Illinois.....	618/997-1098
BART Transportation .....	800/284-2278
Saluki Express SIU Mass Transit System.....	618/536-3351



