



**NORTHERN ARIZONA
UNIVERSITY**

The W. A. Franke College of Business

Advising Guide for FCB Advisors

2008-2009

Table of Contents

Foreword.....	3
Federal Privacy Act/Student Rights.....	4-5
Security	6
Tips for Effective Advising	7
Responsibilities of the Office of Academic Services	8-12
Degrees and Majors Offered through The W. A. Franke College of Business	13
Curriculum Check Sheets and Degree Progress Reports	14
FCB General Academic Requirements	15
University Policies:.....	17-25
Academic Renewal	17
A-Pass/Fail.....	17
Audit	18
Catalog of Coverage	18
Change of Grade Forms	18
Drop Deadlines	19
Grade Replacement Policy.....	19
Graduation Applications	20
Honors Program.....	20
Liberal Studies Program	20
Liberal Studies Notes.....	21
Math Requirements.....	21
Quarter System Conversion	22
Registration	22
Second Bachelor’s Degree.....	22-23
Term Codes used in Peoplesoft	23
Transfer Credit.....	23
University of Phoenix	24
Western International University.....	24
Withdrawal from the University	24-25

The W. A. Franke College of Business Policies.....	27-40
Academic Planning.....	27
Advanced Placement (AP) Credit.....	27
Arizona General Education Curriculum (AGEC).....	27
Associate of Business (ABUS) Transfers.....	27
Business Professional Program Status.....	28
Certificate Programs.....	28
CLEP Credit for Business Students.....	28
Course Incompletes.....	28
Course # Changes.....	29
Dual Majors and Degrees.....	30
Field Work Experience.....	30
FIN 303.....	30
Financial Aid Forms.....	30
Grade Point Average.....	31
Graduation.....	31-32
Independent Study.....	32
International Student Exchange.....	32
Major Requirement Changes.....	32
Majors, Business.....	32-33
MGT 303.....	33
MKT 303.....	33
Math Requirements.....	33
Minors, Business.....	33-34
National Student Exchange.....	34
NCAA Forms.....	34
Non-restricted Upper-division Business Courses.....	34
Overrides/Overloads.....	34-35
Petitions.....	35
Prerequisites.....	35
Probation and Suspension.....	36
Registration.....	36
ROTC.....	36
Student Files.....	37
Study Plans.....	37
Suggested Curriculum Plans.....	37
Veteran Services Forms.....	37
BAiLS/BA or BS in Interdisciplinary Studies/BAS (Bachelor of Applied Science) Degrees.....	38-40

Foreword

Academic advising can be challenging for staff and faculty who wish to take a proactive role in student recruitment and growth. The quality of academic advising cannot be over emphasized as an important factor in the retention and graduation of our students.

We will have a better chance of retaining students if we practice effective and consistent communication through quality advisement. It is imperative we demonstrate genuineness, caring, accountability/responsibility, a positive attitude; and respect the individuality of our students.

This advisor guide is intended to answer some of the most-often-asked questions that arise when advising business students. It is a supplement to—not a replacement for—other resources of information such as the undergraduate catalog and the term schedule. Our technical competency in this area will reflect our commitment to providing quality student service.

Suggestions or questions regarding this information or information that is not included in the guide should be directed to the FCB Office of Academic Services, FCB Room 222, Ext. 3-5232.

This guide is updated annually and is also available on the web via the icon on your desktop – click on ADVGDE – Advising Guide for FCB Advisors.pdf. Or at <http://www.franke.nau.edu/Faculty/Resources/>

**FEDERAL PRIVACY ACT/STUDENT'S RIGHTS
CONFIDENTIALITY OF STUDENT RECORDS**

The Family Educational Rights – Privacy Act (FERPA) and the Buckley Amendment mandate that a student's educational records, other than directory information, shall not be accessible or released without the prior consent of the student unless authorized by law. Federal law does recognize that student educational records may be released without prior consent of the student, only under the following circumstances or to the following individuals:

1. other school officials, including teachers with the university who have been determined by the university to have legitimate education interest;
2. officials of other schools or school systems in which the student seeks or intends to enroll;
3. authorized representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary of Education, or Arizona State educational authorities;
4. financial aid representatives in connection with a student's application for, or receipt of, financial aid, provided that such disclosure is necessary to determine eligibility, amount, conditions or enforcement of terms or conditions of the financial aid;
5. state and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974, and amended in 1992;
6. organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student financial aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
7. accrediting organizations in order to carry out their accrediting function;
8. parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, provided that such dependent status is required to be affirmed in affidavit form submitted by parents; or
9. comply with judicial order, or lawfully issued subpoena, upon condition that the university makes a reasonable effort to notify the student of the order of the subpoena in advance of compliance therewith.

Records may be disclosed to a third party as stated above only on condition that the recipient will not permit others to have access to the information without consent of the student.

Student information may not be disclosed to other students, spouses, parents, siblings, or friends. Academic information and other personally identifiable information contained within the student record is CONFIDENTIAL. This information is protected by the Family Educational Rights and Privacy Act of 1974 and 1992 amendment, for the students' protection and its provisions must be strictly adhered to. Attached is a checklist for the release of information; please refer to this whenever there is a question concerning the legitimacy of a request for information or consult the *NAU FERPA Website at: www4.nau.edu/ferpa/*

**NORTHERN ARIZONA UNIVERSITY
FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT
A CHECKLIST FOR THE RELEASE OF INFORMATION**

This checklist is designed to assist staff, faculty and administrators in their service to students and the public. It is based on the Family Educational Rights and Privacy Act (FERPA) and the University's policy on the release of information regarding student enrollment status. Careful adherence to this policy will serve to protect the student's right to privacy, the University's responsibility and the university staff's function as it relates to the distribution of student information. Whenever there is a question concerning the legitimacy of a request for information or a circumstance for which the policy seems imprudent, please contact the Office of Student Life (Dean of Students) for advice and/or referral of the request.

Type of Inquiry	NAU Faculty, Colleges & Depts.	Student Organizations	Other Educational Institutions	Placement Office & Employers	Family	General Public	Government Agencies
Name of Student	1	1	1	1	1	1f	1
Address Campus/Home	1	1	1	1	1	1f	1
Telephone – Campus/Flagstaff	1	1	1	1	1	1f	1
Class – School	1	1	1	1	1	1f	1
Dates of NAU Attendance	1	1	1	1	1	1f	1
Degree – Type, Date	1	1	1	1	1	1f	1
Birthdate/Rel. Pref./Ethnicity	1	1	1	1	1	1f	1
Class Schedule	5	5	2-4	2-4	2e	2c	2c-3-4
Parent/Guardian Name/Address	5	2	2-4	2-4	2e	2c	2c-3-4
Social Security #	5	2	2-4	2-4	2e	2	2-3-4
Grades (in course)	5	2	2-4	2-4	2e	2	2-3-4
G.P.A.	5	2d	2-4	2-4	2e	2	2-3-4
Class Rank	5	2	2-4	2-4	2e	2	2-3-4
Current Status	5	2d	2-4	2-4	2e	2	2-3-4
Units Completed	5	2d	2-4	2-4	2e	2	2-3-4
Transcript –Official	2	2	2a	2	2e	2	2
Transcript – Student Copy	5	2	2	2	2e	2	2-3b
Residency Status	5	2	2-4	2-4	2e	2	2-3-4
Fees Paid	5	2	2-4	2-4	2e	2	2-3-4
Selective Service/VA Status	5	2	2	2	2e	2	2
Non-Academic Records	5	2	2	2	2e	2	2

1. Shaded area indicates public record and can be released to any inquiry unless the students choose not to have public information released. Please check the appropriate computer screen to access this information.
 2. Student's written permission required.
 3. Upon proper identification and for official business.
 4. Verify accuracy of date supplied by individual or agency making the request. **DO NOT RELEASE ADDITIONAL INFORMATION!**
 5. Release for University use only.
- Release for University use only:*
- a. May be released to replace lost record or upon approval of Dean of Students.
 - b. No records to Selective Service except upon written request of student.
 - c. May be released upon approval of Dean of Students.
 - d. Request for membership or intent to run for student body office is considered written permission.
 - e. Information may be released to a parent by either: the student granting permission for the release of information or the parent providing an affidavit of dependent status of the student as defined by the parent and IRS Code.
 - f. Released on an individual basis only, not as lists.

Revised 8/93

Close Attention to Security is an Absolute Must!!!

Individuals who have access to student records are bound by university policy and by federal regulations to maintain utmost security. At a minimum, the following precautions must be followed:

1. User ID and password must remain the private information of the individual to whom they have been assigned.
2. Federal guidelines for the release of student information as outlined in the Buckley Amendment of 1974 (FERPA) should be strictly adhered to. In general this includes:
 - Information about grades and class schedules (the classes a student is registered in) cannot be released without the written authorization from the student to do so. Those who work for the University and need the information in the performance of their duties are exceptions to this rule.
 - Care should be exercised by faculty if posting grades on office doors or leaving papers for student pick-up. Disclosure of personal or academic information, intentional or not could result in a lawsuit. Always request to see the student's ID before discussing information.
 - Grades and class schedules are confidential information and may not be released, even to parents. If a caller requests this information, and is persistent, refer them to the Registrar's Office at ext. 3-2108.
 - While addresses and phone numbers have not been classified as private information, some care is needed in releasing this information -- does the requestor have a legitimate right to know? Don't accept the caller's word that they represent the Sheriff's office, for instance. In such cases, ask for a phone number and call back to determine if the call is legitimate.

In the NAU Directory Information text in Red denotes private information. Do not disclose this information to unauthorized third parties.

If you have any questions regarding the release of information, please contact the Registrar's Office at ext. 3-2108.

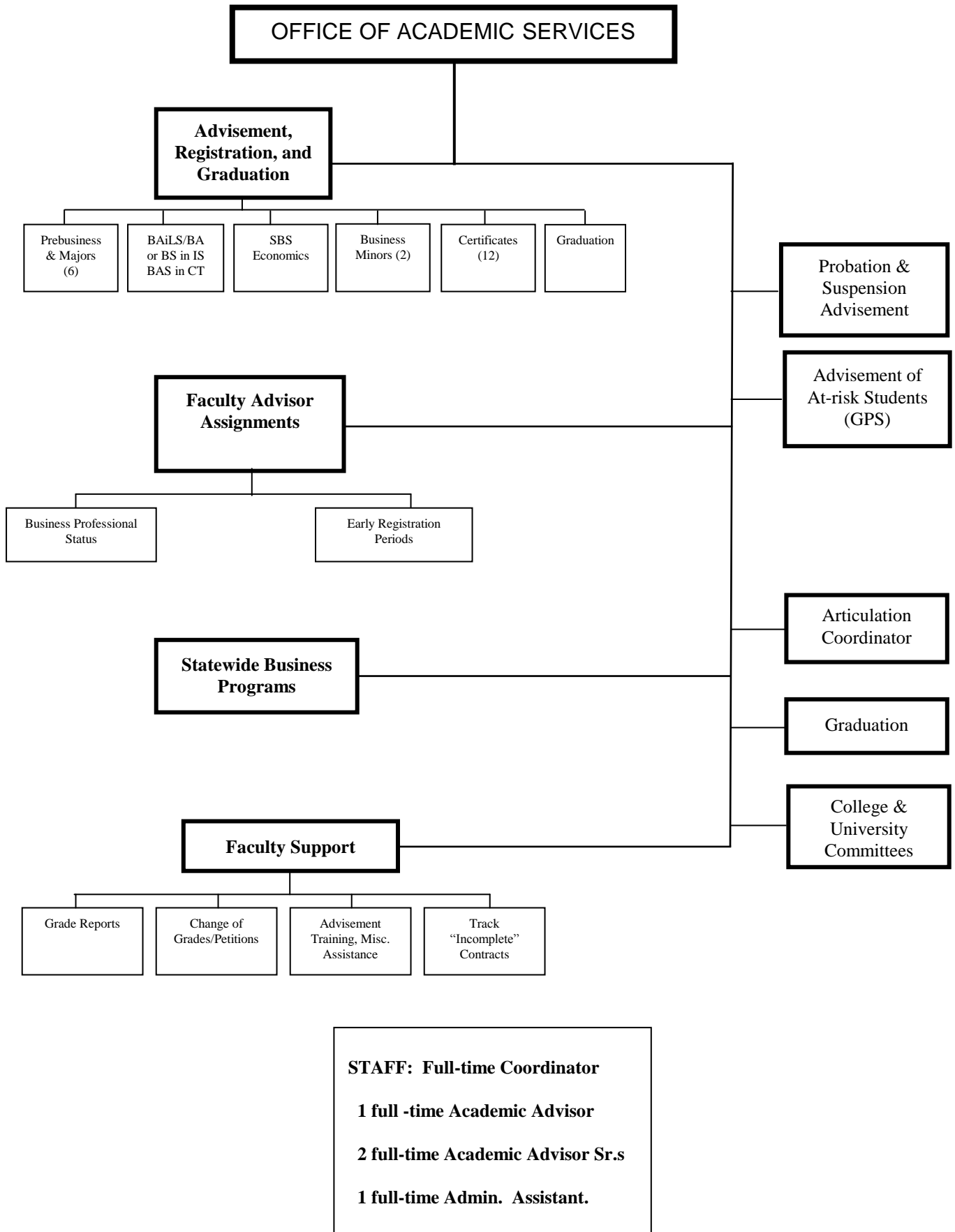
10 Tips for Effective Advising

VISION: Accurate and timely help to students; help them make good decisions; give superior service.

1. Care about advisees as people by showing empathy, understanding, and respect.
2. Be a good listener.
3. Be available; keep office hours and appointments.
4. Provide accurate information.
5. Do not make decisions for students; empower them to make their own decisions.
6. Determine reasons for poor academic performance and direct advisees to appropriate support services.
7. Clearly outline advisees' responsibilities.
8. Be knowledgeable about career opportunities and job outlooks for various majors.
9. Encourage advisees to talk by asking open-ended questions.
10. Categorize advisees' questions; are they seeking action, information, or involvement and understanding.

(The American College Testing Program, 1979, p. 4.138)

Responsibilities of the Office of Academic Services



Office of Academic Services
Explanation of Extent of Responsibilities
(see chart)

1. Advisement and Registration:

All academic advisement is done in the Office of Academic Services (OAS) (FCB Room 222) for students in the pre-professional program, BAS in Computer Technology, business minors, and certificate students who are not pursuing a business major. Business majors, BAIS, BSIS and SBS economics majors may also be advised here when faculty advisors are not available. The office is open during normal business hours, year-round.

All registration activity for business students is done in the OAS, including clearance for early registration, assistance with on-line registration, drop/add, petitions. Evaluations for transfer students are also done here, including determination of equivalencies for business courses.

2. Orientations and Faculty Advisor Assignments:

Presentations and information packets are prepared for students and parents attending Discover NAU and New Student Orientation sessions during the year,

When students apply for the Business Professional Program (BPP), the applications are reviewed and processed by this office; if approved, the students are assigned to a faculty advisor in their chosen major.

3. Statewide Business Programs:

The OAS staff maintains files for business students at all statewide regions; disseminates information to sites regarding business policies, programs, and procedures; approves course substitutions for business students; evaluates transfer coursework; advises students; approves/signs graduation forms on behalf of the Dean. The Bachelor of Arts in Interdisciplinary Studies and the Bachelor of Science in Interdisciplinary Studies have replaced the Liberal Studies (BAiLS) degree and are offered online. The distance learning Bachelor of Science in Business Administration degree with a Management major is no longer offered in Yuma, Tucson, Phoenix and other distance sites. The last cohort of students has been admitted to the BSBA Management program to commence their studies during the Fall of 2007. Check with the OAS if you have questions about distance programs.

4. Support for Faculty:

- a. Change-of-Grade forms and various petitions requiring advisor review and Dean's approval are processed and tracked through this office.
- b. Training of faculty advisors is done by OAS staff; faculty is also kept abreast of changes in policy/procedure, liberal studies requirements, important dates, deadlines, etc.
- c. Written contracts between faculty and students are required to be on file for "Incomplete" grades given at the end of any term. OAS monitors incomplete contacts.

5. Suspension:

Students who have been suspended from NAU must petition for reinstatement through the Gateway Student Success Center. Once reinstated, the student must meet with the OAS Coordinator or a designee for advisement prior to enrollment. Students must return under the catalog of coverage in effect at the time they are re-admitted to NAU. Please see section on catalog of coverage for guidelines on moving catalog-year.

6. Assessment of At-Risk Students:

The FCB participates in the University Grade Performance Status (GPS) program (formerly - Rapid Alert Program (RAP)) which identifies students at risk. Students meeting the criteria based on number of credit hours and GPA are monitored in an interactive Advisor/Faculty database.

7. Articulation Coordinator:

This office, along with the Associate Dean, the Director of Undergraduate Programs and area coordinators, is responsible for determining whether business courses offered by community colleges and universities are equivalent to those offered at NAU.

8. Graduation:

The OAS processes graduation paperwork for all business and SBS Economics majors, BAiLS-Enterprise in Society, BAIS, BSIS, certificates, and minor students. The Degree Progress Report (DPR) is reviewed to determine if all graduation/major requirements are met. The application is signed by the OAS Coordinator on behalf of the Dean of the college. Instructions for completing the graduation forms are issued by the Office of the Registrar and the OAS. The FCB and Registrar's websites also provide graduation instructions for students.

Both Fall and Spring graduation ceremonies are coordinated through this office including participation on the University Commencement Advisory Committee, assigning staff to help with ceremonies, correcting and approving the printed commencement programs, coordinating the receptions and student awards.

9. College and University Committees:

Membership and/or attendance at committee meetings as assigned; currently, FCB Curriculum Committee, University Commencement Committee, University Academic Advising Council, Retention Advisory Council, etc.

10. Other duties as assigned:

Respond to various problems; create analyses and reports; provide special reports and undertake special projects as requested

OAS ADVISORS will:

1. Periodically update and review student Degree Progress Reports as new information becomes available, including transfer courses, approval/denial of petitions, change of grades, etc.
2. Make sure all courses are recorded in the appropriate block; e.g. business major courses are in the “Major Requirements” block; upper-division business electives are in the “Upper-Division Business Electives” block; liberal studies courses are recorded in the appropriate designation.
3. Record all correspondence in LOUIE notes; written, email, phone conversations and in-person meetings.
4. Record in LOUIE notes; course substitutions, corrections to DPR, changes in student program and Advisor, milestones such as BPP and graduation.

Extended Majors (Degrees) offered by The W. A. Franke College of Business

Bachelor of Science in Accountancy – BSA

Bachelor of Science in Business Administration – BSBA

with a major in: Business Economics, CIS, Finance, Management, or Marketing.

Bachelor of Arts in Liberal Studies – BAiLS (an interdisciplinary degree)

with an emphasis in Enterprise in Society (EIS), 06-07 catalog and prior.

Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies – BA/BS IS

with an emphasis in Enterprise in Society (EIS), 07-08 catalog and later.

Bachelor of Applied Science – BAS

with an emphasis in Computer Technology

In addition, students who are pursuing a Bachelor of Science degree with a major in Economics (non-business, through SBS College) are advised in the FCB.

Curriculum Check Sheets and Degree Progress Reports

Curriculum check sheets (CCS) are designed to be used by OAS Advisors as an evaluation worksheet. Check sheets are not routinely updated. Faculty Advisors will refer to LOUIE notes and the student's DPR when meeting with advisees. If there is a question regarding missing or incorrect information in the DPR, please call the OAS for assistance or submit the Degree Progress Report Correction form.

It is critical that you record your advising notes in LOUIE notes, including a list of courses you recommend to the student for the following term.

If you have questions or concerns regarding a student's DPR or academic requirements, please contact the Office of Academic Services at ext. 3-5232.

Faculty advisors are not authorized to make substitutions for General Academic Requirements or business core courses. Students should select from courses on the list. Please refer honors students to the Office of Academic Services if there is a question regarding honors courses fulfilling General Academic Requirements.

FCB General Academic Requirements

The College has several requirements that must be met by all students pursuing the BSA or BSBA degree, including courses in critical thinking, international, and ethics. These courses are listed on the DPR or in the academic catalog. Be sure to use the student's correct catalog of coverage. Transfer equivalencies to these courses will be determined in the Coordinator in the OAS.

For catalogs prior to 2005-2006, students are required to complete 3 units of ethics, 6 units of international, and 3 units of critical thinking courses. Students under the 2005-2006 catalog are required to complete 3 units of ethics, 3 units of international and 3 units of critical thinking courses. In addition these students must complete NAU's diversity requirements by completing two 3-unit courses, one in ethnic diversity and one in global diversity.

IMPORTANT NOTE: Courses used to fulfill NAU's diversity requirements may NOT be used to meet FCB's international requirement.

If students select carefully, courses will satisfy both liberal studies and General Academic Requirements simultaneously.

Students are also required to complete a 3-hour junior-level (300-level) writing course. Courses approved to satisfy this requirement for business majors are MGT 350W, MGT 350IW(required of Management majors) and ENG 302W.

Any substitutions to the General Academic Requirements must be approved by the Associate Dean.

University Policies

University Policies

Academic Renewal Policy

Academic renewal is a policy designed to help students re-enroll at NAU with a recalculated cumulative grade point average if the student has been absent at least sixty consecutive months. NAU provides this policy to give students the opportunity to make a fresh start with their academic endeavors.

Students may request academic renewal from the Office of the Registrar immediately after readmission but no later than twelve months after being readmitted to NAU. Academic renewal applies to only those courses taken before a student's readmission. In addition, students must register for and attend courses in the term following their readmission and academic renewal.

Through the academic renewal policy, students may request up to four terms (fall, spring or summer) be excluded from their cumulative grade point average calculation. All courses taken during those terms will be excluded. Be aware that if a student earned credit for disregarded courses, those courses are also excluded. Also, if any of the disregarded courses are required for graduation, students will have to retake those courses.

"A"/Pass/Fail Policy

1. This option is available to undergraduate students who have a cumulative grade point average of at least 2.5 or have a 3.0 for 12 or more units from the preceding term.
2. In general, **students may not use an "A"/Pass/Fail course to satisfy a major, minor, or junior-level writing requirement, or to satisfy Liberal Studies requirements. "A"/Pass/Fail courses will be used only as electives. Students may use XXX 408 Fieldwork Experience and independent study courses taken pass/fail for 3 units of major requirement each with advisor approval.**
3. Students enrolled in "A"/Pass/Fail courses receive the grade of A when that grade is earned. Grades B, C, and D appear on the transcript as P. Students who earn the equivalent of an F receive an F on the transcript.
4. Students who register for a course with the "A"/Pass/Fail option and receive a grade of pass may not request grade changes to letter grades.

Audit Policy

1. Students wishing exposure to a course may elect to audit that course with the permission of the instructor. A designation of AU is awarded for satisfactory attendance and classroom participation. If, in the instructor's judgment, the student has not conscientiously participated, a grade of "F" is awarded and the course is expunged from the student's record by the Registrar's Office. Complete detail regarding this policy can be found in the undergraduate catalog.
2. Audited courses carry no credit toward grade point average, graduation, or meeting professional requirements. In addition audit units do not count toward determining eligibility for financial aid purposes.
3. Instructors must sign the override slip and check the "audit" box if they approve students to audit their course. The students then must take the override form to OAS, FCB Room 222, for further processing. Students cannot be approved to audit a course if they are not eligible to take it. All prerequisites must be met.

Catalog of Coverage

To properly advise you must first determine the student's catalog of coverage. The catalog of coverage is determined by the term in which the student began taking courses (either part-time or full-time) at NAU. If the student fails to enroll in any courses at NAU or any of the Arizona public community colleges or universities for three or more consecutive terms (excluding summers), s/he will be under the catalog of coverage in effect at the time of her/his return to school.

If the student was continuously enrolled at another Arizona public community college or university and then transferred to NAU with no break in enrollment (fall or spring), they may use the catalog in effect when first enrolled at the other Arizona institution.

Each new catalog begins with the Fall term: e.g., a student who began taking courses in the Arizona state system during the summer of 2001 and then transferred to NAU with no break in enrollment will be under the 1999-2001 catalog; a student who first enrolled in Fall of 2004 will be under the 2004-2005 catalog. **Please refer to the student's DPR to determine their catalog year. The requirements listed on the DPR will be specific to that catalog year.**

Change of Grade Forms

Instructors who need to change a previously submitted grade must file a change of grade form through OAS. The instructor of record is the only one able to make such a change. Students are not permitted to

carry change of grade forms to or from instructors. Instructors must pick up forms in the OAS, and return them to that office upon completion.

Drop Deadlines

In the Fall and Spring terms there are two drop deadlines: Drop/Delete happens four weeks after the beginning of classes; if students drop a course by this deadline, the course will not show on their transcripts. The second deadline is Drop/W and occurs around mid-term; if students drop a course by this deadline, the course will show on their transcripts with a “W” where the grade would normally be reflected. NOTE: A “W” will not affect the student’s GPA.

During the summer and winter sessions, students should check the Registrar’s on-line summer calendar for the drop/delete and drop/W deadlines for the various sessions.

Petition to drop after the deadline: These petitions will be approved only for non-academic reasons (serious accident, death in the family, etc...). Faculty should provide sufficient feedback prior to mid-term grades to allow students to drop the course if necessary by the deadline to drop with a “W”. Do not encourage students to continue in a course beyond the Drop/W deadline; should they later decide to drop the course, their petition will not be approved.

All petitions to drop after the deadline must be reviewed by the OAS Coordinator and approved by the Associate Dean.

Grade Replacement Policy

Undergraduate students may repeat courses in which a grade of D or F was earned. Such courses may be repeated a maximum of two times at NAU. The courses must be repeated at NAU if originally taken at NAU to remove the D or F from the NAU GPA.

Beginning Fall 1999 a total of 18 units can be repeated for grade replacement. Repeated courses prior to Fall 1999, do not count in the 18 hour limit. Grades earned in courses repeated in excess of the 18 units will be averaged with the initial grade(s) earned. The same course can be repeated (for grade replacement or grade averaging) only twice. Only courses in which a grade of D or F was earned may be repeated for grade replacement. Grades of A or B may not be repeated.

If a student needs to repeat a C grade in the business core, English, or math to meet the minimum GPA requirement necessary for the business professional program (BPP), refer the student to the OAS.

Graduation Applications

Please encourage students to submit graduation papers the term before they graduate, as stated in the Undergraduate catalog. Applying a term early allows the student a term cushion to complete any requirements that might be discovered missing when the graduation application is processed.

Honors Program

1. Most Honors courses bear Liberal Studies credit. Check the Honors Program web page for the appropriate term to determine where the Honors course is to be placed in the Liberal Studies Program.
2. While the General Honors Program sequence fulfills a student's Liberal Studies requirements, business major students are responsible for completing any specific courses required over and above the Honors requirements (e.g., ethics, critical thinking, etc.) Faculty cannot substitute honors courses for approved courses on the General Academic Requirements list.
3. Two terms of HON 190 and 191 replace the ENG 105 requirement.

The Liberal Studies Programs

The Admission's Office is the official evaluator of liberal studies courses and determines the total number of units that will transfer from other institutions. If a student plans to take a course elsewhere for the liberal studies program, the student should check with the Admission's Office to make sure the school is accredited, the units will transfer, and the course will fulfill the intended block in the liberal studies program.

Liberal Studies courses approved following the 1999_catalog cannot be used to satisfy liberal studies requirements in previous catalogs. Students under previous catalogs need to select liberal studies courses from the list that corresponds to their catalog. In general, academic advising should always correspond to the student's catalog year and requirements.

Liberal Studies Notes

1. For the 1999-2003 and future catalogs: Courses required for a degree may be used to meet both major and liberal studies requirements as long as the academic prefix of the course to be used to satisfy both requirements is different from the academic prefix of the major and as long as the course has been approved for liberal studies. E.g. CIS120/120L may be used in the

Science/Applied Science block of the Liberal Studies program as long as the student is not a CIS major. In general, we do not encourage students to use economics or computer information systems courses to fill liberal studies requirements unless they have already accumulated the 44 non-business units required for their degree.

2. Students should consult their DPR, the Liberal Studies course list web page, and their catalog of coverage to determine appropriate liberal studies courses. New courses offered in Fall 1999 or beyond cannot be used to satisfy liberal studies requirements for a previous catalog if the course was not on the original liberal studies list for that catalog.
3. A student under the 1999-2003 or later catalogs may use the same course or courses for liberal studies and for a minor as long as all requirements for the minor are met.
4. Students may use up to 3 units of BIO 300 in the Natural Sciences block (1993-99 catalogs) or in the Science/Applied Science block (1999-2003 catalogs).

Math Requirements

Math requirements for business majors vary slightly depending upon their catalog of coverage. However, ALL BUSINESS STUDENTS MUST EARN A GRADE OF “C” OR BETTER IN MAT 110 or MAT 114 AND MAT 119. MAT 150 or 155 will not fulfill the math requirement for business students.

All students must complete MAT 119 or its equivalent before enrolling in ECO 201. This includes students who have already completed a calculus course.

If student’s catalog of coverage is 99-03 or later:

If student takes:	Student still needs to take:				COURSE COUNTS IN:
	102X	114	119	131	
MAT 101X	X	X	X	***	Does not count towards graduation
MAT 102X	-	X	X	***	Does not count towards graduation
MAT 114	-	-	X	***	Foundation studies
MAT 119	-	-	-	***	Foundation Studies
MAT 131	-	-	X	***	Critical Thinking/SAS
MAT 135	-	-	X	***	Critical Thinking
MAT 136	-	-	X	***	Critical Thinking/SAS

* Consult OAS for math requirements under earlier catalogs.

Quarter System Conversion

Quarter units are divided by 1.5 to determine term units.

<u>Quarter Units</u>		<u>Term Units</u>
6	=	4.0
5	=	3.3
4	=	2.6
3	=	2.0
2	=	1.3
1	=	.67

Registration

Before class begins:

Students can register via LOUIE once they have their advising hold removed by an advisor for the given term. Students with a declared business major and a GPA of 2.5 or better do not need to be cleared; they can register online without signatures or special assistance. With the exception of new business majors, students can enroll via LOUIE without special assistance as long as the course has open seats and the prerequisite has been met and is recorded in LOUIE.

After the first week of school:

After the first week of school, the FCB requires instructor's consent before being a student is allowed to add any business course. Students must complete an override request form obtaining the instructor's signature, even if the course has seats available.

Petitions to add a class after the published deadline:

The FCB adheres to the policy set by the University and only reviews petitions to add after the deadline when a student has extenuating circumstances that prevented them from adding the class prior to the deadline. Acceptable reasons include: a newly created class, cohort, newly recruited student, personal Emergency (example: Illness, or family emergency), NAU error (Example: Processing delays out of the norm, paperwork lost, staff processed request incorrectly).

Second Bachelor's Degree

If a student wishes to complete a second degree, the student must complete at least 30 new units at NAU and meet all requirements of the new degree. If the student completed their first degree at NAU, and wishes to pursue a second Bachelor's degree, they must be re-admitted to NAU after graduating with the first degree. They will be under the catalog of coverage in effect at the time of re-admission and must

meet all criteria for that catalog. Beginning with the 1999-2001 catalog, students who have completed a bachelor's degree from a regionally accredited institution will not need to complete the university liberal studies program nor the university diversity requirement. Business majors, however, will still need to complete the General Academic Requirements if they were not previously completed, in addition to core and major requirements.

Term Codes used in Peoplesoft

Fall 2008 1087
 Spring 2009 1091
 Summer 2009 1094

Student Status

Sophomore = 30 units completed
 Junior = 60 units completed
 Senior = 90 units completed

Transfer Credit

For 1999 to current catalogs: Students may transfer a maximum of 64 term units from community colleges (combined total if a student has attended more than one community college). A maximum of 30 units of business courses from community colleges may be used in the business curriculum.

For 1993-1999 catalogs: Students may transfer a maximum of 70 term units from community colleges (combined total if a student has attended more than one community college). A maximum of 30 units of business courses from community colleges may be used in the business curriculum.

Students may not petition for acceptance of additional units from community colleges. Students are not limited as to the number of units they may transfer from accredited four-year institutions.

Student transcripts (physical copies) from other institutions will remain at the Admissions Office until 21 days after instruction begins for the student's first term at NAU (call Admissions to obtain them). After the 21st day of the student's first term, the transfer work will be sent to the Registrar's Office where it remains through graduation (mail transcript request form to Registrar).

The Registrar's evaluators officially determine the total number of units which will be accepted from each institution, and which courses may be used in the Liberal Studies program.

University of Phoenix (UP)

In 1999, the university policy governing the acceptance of courses taken at the University of Phoenix changed. Course credit will now be awarded at full value; however, NAU rarely accepts UP courses for Liberal Studies credit. The FCB does not award automatic equivalency credit for upper-division core and major courses; students will need to provide course syllabi from the specific courses/terms before courses can be considered as transfer equivalents.

Western International University (WIU)

Per University policy, units for courses taken at Western International University are reduced by one-third (equivalent to quarter system). Courses taken at WIU will not be accepted as equivalent to upper-division business core or major courses. Upper-division business elective credit will be given for qualifying equivalent courses.

Withdrawing from NAU

Withdrawing from any given term (fall, winter, spring, or summer) at NAU means a student reduces their course load to zero units only for that specific term. It **does not** necessarily denote an entire withdrawal from NAU. In most cases, students who withdraw from one term are eligible to enroll for the next term. Timelines (dates) for individual terms are published on the Enrollment Calendar at <http://www.nau.edu/registrar/>.

- **LOUIE ONLINE SERVICE:**

If a student is enrolled and wishes to withdraw from the term **prior** to the drop with a “W” deadline, they can officially withdraw by dropping all of their classes using the online LOUIE system and no additional paperwork is necessary.

- **AFTER DROP WITH “W” DEADLINE:**

If a student withdraws **after** the drop with a “W” deadline through the last day to officially withdraw from the university they will need to complete the NAU Withdrawal form. To locate this form, select the FORMS link at <http://www.nau.edu/registrar/>. No additional documentation is required through the last day to officially withdraw from the university. Students must submit

the form to the Registrar's office in person, or by fax to (928)-523-1414, or mail to the Registrar's office at P.O. Box 4103, Flagstaff, AZ 86011-4103.

- **AFTER UNIVERSITY WITHDRAWAL DEADLINE:**

If a student withdraws from the university **after** the last day to officially withdraw they will need to complete the NAU withdrawal form. To locate this form, select the FORMS link at <http://www.nau.edu/registrar/>. After the deadline to officially withdraw from the university, the student must provide supporting documentation to substantiate the reason for withdrawing after the deadline. They must submit this form and supporting documentation to the Registrar's Office in person, by fax to (928)-523-1414, or mail to the Registrar's Office at P.O. Box 4103, Flagstaff, AZ 86011-4103

Note:

If a student fails to officially withdraw, they may receive a grade of F in all of their classes and forfeit any or all deposits. Not attending courses for which a student is enrolled does not constitute an official withdrawal nor does it constitute an official drop.

The W. A. Franke College of Business Policies

FCB Policies (Alphabetical Listing)

Academic Planning

All students should have a course sequence plan for their entire tenure at the University. The advisor should help the student develop a feasible term-by-term plan (eight-term plans for each major can be obtained in the OAS). Problems occur when a student is ahead of, or behind, the course sequence, since many courses are not offered all terms. As a result, students may be missing prerequisite courses or they may find that a course they need for graduation is not offered during their last term. Careful planning is very important. The student should not act as his/her own advisor but should use the DPR as an advising guide. Advisors and students should review the DPR for problems and make necessary corrections.

Advanced Placement (AP) Credit

Students who have received NAU credit for high Advanced Placement (AP) scores in lower-division business core courses may use this credit to satisfy degree requirements. The grades for these courses will be treated as a "Pass" for purposes of GPA calculation.

Arizona General Education Curriculum (AGEC)

The AGEC is a 35-hour block of course work students complete at an Arizona Community College to satisfy their general education requirements. The AGEC date of completion will be listed on the student's transcript. If they have not yet completed their course work or if their final transcript from the Community College has not yet been received, they will need to notify you that they are completing an AGEC.

Arizona Community College students who complete an AGEC and transfer to NAU are considered to have satisfied their liberal studies requirements. An AGEC does not automatically satisfy the university diversity requirement, though specific transfer courses may fulfill this requirement.

Associate of Business (ABUS) Transfers

The ABUS degree is a specific type of AGEC, designed to fill lower division business requirements as well as liberal studies requirements.

ABUS (Associate of Business) / General Requirements (ABUS/GR)

This is designed for students who have decided on a business major at NAU (except Computer Information Systems).

ABUS (Associate of Business) / Special Requirements (ABUS/SR)

This is designed for students who have decided on a major in Computer Information Systems.

Business Professional Program Status (BPP)

Business preparation students may apply for admission to the professional program (this allows them to take upper-division business classes) during the term in which they are completing the requirements as specified in the catalog and in the DPR. If they meet these criteria they are allowed to enroll in upper division business classes on a conditional basis pending receipt of grades and GPA at the end of that term. In general, the junior-senior years constitute the professional program of the undergraduate curriculum. The following standards are required for admission to the BPP:

1. Completion of at least 56 units with a minimum cumulative GPA of 2.0.
2. Completion of English/math/lower-division business core courses, with a minimum cumulative GPA for these courses of 2.75 and, a grade of “C” or better in each of these courses.
3. For students entering NAU beginning with the Fall 2001 catalog, completion of **6 Pathways** requirements before applying to the BPP. Transfer students coming in with all BPP requirements met will be required to attend 4 Pathways during their first semester at NAU.

Certificate Programs

The FCB currently offers 12 different certificate programs in the 08-09 catalog and 16 different certificate programs under previous catalogs. Students may pursue a certificate in conjunction with a business major, a non-business major, or as a “stand-alone” program. Specific requirements for these certificates are listed in the on-line catalog. Non-business majors must have a minimum 2.75 GPA to enter certificate programs beginning Fall 2001. Certificate students must have a minimum of 56 (for majors) or 60 (non-majors) units to enroll in upper-division business courses and must meet individual prerequisites for all classes.

CLEP Credit for Business Students

Business students are not allowed to CLEP any business courses.

Course Incompletes

To issue an “I” (Incomplete) on the grade report, a written contract signed by the instructor and the student must be filed by the instructor in conjunction with the grade being reported. “Incomplete Contract” forms must be picked up by the instructor from and returned to the OAS in room 222. Students are not allowed to handle these original forms. If a student is out of town or incapacitated to the extent that s/he cannot sign the form, a note to this effect should be written on the form and the instructor should make sure the student receives a copy of the form.

An “I” is not to be awarded if the student must re-register for the course. It is to be used only in those instances where the student is doing acceptable work, but where the student is unable to complete the term’s final work due to serious illness or other conditions beyond her/his control. The student must have a passing grade in the course at the time the “I” is awarded.

Course Number Changes

The following “old” course numbers should be considered equivalent to the “new” course listed in the following table:

OLD	NEW	EFFECTIVE
COM 111	SC 111	F01
ECO 584	ECO 480	F01
FIN 380	FIN 480	F01
CIS 435	CIS 320	S05
CIS 470	CIS 370	S05
CIS 380	CIS 480	S05
CIS 321	CIS 490	S05
<i>New Course Numbers for Fall 2006</i>		
BA 101	MGT 101	F06
BA 201	ECO 201	F06
BA 205	ACC 205	F06
BA 301	MGT 301	F06
BA 305	ACC 305	F06
BA 321	ECO 321	F06
BA 350IW	MGT 350IW	F06
BA 350W	MGT 350W	F06
BA 380	MGT 380	F06
BA 385	MGT 385	F06
BA 408C	CIS 408C	F06
BA 466	MGT 466	F06
BA 470C	MGT 470C	F06
BA 490C	MGT 490C	F06
ECO 346	ECO 446	F06
MKT 338	MKT 430	F06
<i>New Course Numbers for Fall 2007</i>		
ACC 305	ACC 405	F07
ACC 375	ACC 460	F07

Deleted:

BA 496	Senior Small Business Consulting
MGT 460	Entrepreneurship
ACC 475	Advanced Taxes
ACC 480	Auditing Theory and Practice
ACC 490	Case Studies in Financial Reporting

As of Fall 2001, all business courses (including accounting) are 3 units.

New Courses:

FIN 432	Student Managed Investment Fund
MGT 450	Project Management
ACC 440	Internal Auditing and Controls

Dual Majors and Dual Degrees

Students earning a second B.S.B.A. major within The W. A. Franke College of Business must take 18 units of required courses common to all students in that major which are exclusive of the 18 units of required courses common to students in the first major. Faculty Advisors will recommend an appropriate business course substitution for any major course common to both majors.

In addition, students must complete one of:

- A certificate, second major, or dual degree within The W. A. Franke College of Business,
- An advisor-approved minor, certificate, or dual degree outside The W. A. Franke College of Business,
- 6 units of advisor-approved upper-division business courses.

Students earning dual degrees within The W. A. Franke College of Business may use the same course or courses to satisfy requirements for both majors in the dual degrees. Faculty advisors need to approve substitutions for major requirements and document in LOUIE notes.

Field Work Experience

A maximum of 12 units may be taken of Field Work Experience. A maximum of three units of independent study XXX 497 and three units of field work experience XXX 408 will be accepted toward either major requirements or upper-division business electives. Students are restricted to a maximum of 6 internship units while working for the same organization. Students must have a cumulative GPA of 2.5 before they can register for internship credit. Additional information and forms for these programs may be obtained from the career and internship coordinator.

FIN 303

This course is intended for non-business majors (including Business minors, BAiLS, and BAIS/BSIS students). Business majors may not use this course in their degree program.

Financial Aid Forms

Students who have Financial Aid forms requiring an advisor signature should be referred to the OAS for assistance. Students having questions regarding financial aid should be referred to the Office of Student Financial Aid at 523-4951.

Grade Point Average

Students must maintain a 2.0 cumulative GPA to remain in good standing with the University and the FCB.

Beginning with the 1991-93 catalog, students must have a 2.75 GPA in their English, math, and lower-division business core courses to be eligible to apply for the business professional program; however, at this time students may continue to be admitted to the BPP with a GPA of no less than 2.50 pending availability of courses and classroom capacity in the college.

Those students whose catalog of coverage is 1991-93 or newer will not be required to meet a specific exit GPA for graduation other than the University's minimum 2.0 cumulative GPA. These students may also receive a grade of "D" in upper-division business core and major courses, but should be encouraged to repeat such courses if they are prerequisite to other courses in their major curriculum.

Graduation

Strongly encourage students to apply for graduation during the term prior to the term of graduation in the event they are missing a requirement, or there is a GPA problem to be resolved. Students should pick up graduation forms and instructions from the OAS or from the Registrar's Office.

Remember the following:

- 30 units must be completed through NAU, 18 units of which must be upper division;
- Students must complete a minimum of 50% of business coursework through NAU;
- At least 15 units in the major and 9 units of upper division core must be completed at NAU for the 2006-2007 and later catalog. For earlier catalogs, 12 units in the major must be completed at NAU;
- At least 6 units of a 15- unit certificate must be completed through NAU;
- If a student changes a course after filing graduation paperwork, s/he must file a graduation addendum form through the OAS;
- For graduates after Fall 2004, the catalog requirement for 50% non-business units will be waived. Instead, the new catalog requirement, effective Fall 2005 (below), will be applied.

2005-2006 Catalog Requirement: Forty-four units of the 120 units required for graduation must come from courses with non-business prefixes.

(When in doubt, refer to the student's DPR which lists graduation requirements specific to the student's catalog year)

Graduation paperwork (application, DPR, CCS for BAiLS majors, and \$10 grad fee receipt) should be turned in to the OAS for approval (student signature is required). If the student completed a minor outside the college of business, the graduation application must be signed by the Minor Advisor prior to submitting the application to the OAS for processing. NOTE: We also process the graduation applications for the SBS Economics degree.

Students who have completed all required liberal studies and business courses may not have completed the minimum of 120 units required to graduate. Most business students will need approximately 8-14 units of non-business electives (exact number is dictated by major, certificate, and transfer work).

Economics advisors are requested to refer advisees in the B.S. Economics (SBS) program to the OAS for approval/processing of graduation applications. Do not send students directly to SBS for signatures.

Independent Study

An Independent Study (XXX 497) provides opportunity for qualified students to investigate specific areas of worthwhile academic interest not included in business courses available at NAU. Students may obtain an Independent Study application from OAS or from the FCB website at <http://www.franke.nau.edu/StudentResources/>. Students must complete the application, obtain signatures from their faculty advisor, supervising faculty member and the Associate Dean before submitting the form to the OAS. Once approved, the student will be registered for the course. A student should never begin independent study before all signatures are obtained and enrollment is processed.

International Student Exchange

Students planning to study abroad as part of the International Student Exchange program will need to consult with the OAS regarding the transferability of international courses. The OAS maintains a database of international courses that have already been approved for transfer. If a course has not yet been evaluated, students will be asked to obtain course descriptions and syllabi for review by faculty.

Major Requirement Changes

Periodically, the requirements for a major may be revised. Students may elect to adopt a more updated major curriculum in a newer catalog. However, if a student moves to a newer catalog, then they must accept all requirements of the new catalog including the Liberal Studies and Business Core requirements. If the requirements for a major have been revised and a student needs a course that is no longer offered, an appropriate substitute course must be provided to the student. Students moving to the 2005-2006 or later catalogs will have to complete NAU's diversity requirement.

Majors, Business

If the student is new to your major, take the time to explain the academic requirements and expectations for the major; e.g., possible career opportunities.

For 2006-2007 and later, a minimum of 15 units in the major and 9 units of upper division core must be taken at NAU. At least 50% of all business courses must be completed through NAU. The capstone (MGT 490C) and junior-level writing (MGT 350W or ENG 302W) must also be completed at NAU.

Any changes/substitutions in a student's major **MUST BE** approved in writing by the student's advisor or another advisor in that area. A note to this effect must be entered in LOUIE notes.

Also document the change on the Degree Progress Correction form and submit the form to the OAS. Pass/Fail grades may be used only for general electives, except three units of XXX 408 or XXX 497 for upper-division business electives or in lieu of a major course as approved by the student's major advisor.

MGT 303

This course is intended for non-business majors (including Business minors, BAiLS, and BAIS/BSIS students). Business majors may not use this course in their degree program.

MKT 303

This course is intended for non-business majors (including Business minors, BAiLS, and BAIS/BSIS students). Business majors may not use this course in their degree program.

Math Requirements

1. If catalog of coverage is 1995-97 or later, students are required to complete MAT 114 and MAT 119.
2. MAT 119 must be completed prior to enrolling in ECO 201.
3. MAT 150 or 155 will not fulfill the math requirement for business students.
4. Business students in the 1997-99 catalog or prior may satisfy the Liberal Studies Foundation Math requirement by completing MAT 110, 114, 112, or 135 – or – any NAU math course for which one of the four previously listed math courses is a prerequisite. Transfer math courses, other than direct equivalents of the four specified, will be accepted as fulfilling the Foundation Math requirement if equivalent to NAU's MAT 110, 114, 112, or 135 as a prerequisite to the transfer course.

Encouraging students to begin math courses immediately is important since there is a math prerequisite to every business course except ACC 205 and CIS 120. Make sure students have the appropriate prerequisites (especially math) for their courses; e.g., eligible for MAT 114 to take ACC courses; eligible for MAT 119 to take ECO courses; MAT 119 before ECO 201. NOTE: Intermediate math courses (e.g. MAT 102X) taken after Spring 1993 no longer count towards graduation requirements.

Minors

Business minors are available only to students majoring in colleges outside the FCB. A minimum of 9 units in the business minor must be taken through NAU. Minor students are advised in the OAS. Faculty do not sign graduation applications for business minors. Refer students to the OAS for signatures.

Students must declare their business minor with the OAS. Once the minor is added to the student's program plan in LOUIE, the requirements for the minor will be listed in the student's DPR. Students are to complete the lower-division business courses before attempting to register for upper-division business courses.

When a student inquires about a minor, immediately ask what the student's major is. The student may be a business major and therefore ineligible for a business minor. FCB students are not allowed to receive a major and a minor within the FCB at the same time. A student may pursue a major in the FCB and a minor in a discipline outside the FCB.

In January of 2001, five of FCB's seven minors were discontinued. Students who had declared a minor prior to discontinuation will be allowed to complete the minor; no new students will be admitted into these minors: Accounting, CIS, Finance, Management, and Marketing.

National Student Exchange

Students who plan to participate in the National Student Exchange program will need to consult with the OAS regarding the transferability of courses. The OAS maintains a database of courses that have already been approved for transfer. If a course has not yet been evaluated, students will be asked to obtain course syllabi for review by faculty.

NCAA

Student athletes have specific requirements to be met each semester in order to remain NCAA eligible. The Advisors in the OAS work closely with Athletics to ensure student athletes enroll in appropriate courses to complete degree requirements. If you advise a student athlete, do not recommend any electives or courses outside of the degree requirements. NAU may be fined by the NCAA if ineligibility results from misadvising.

Non-Restricted Upper-Division Business Courses

Students may register for ACC 405 and all Economics courses without having major status, as long as they have completed the prerequisites.

Overrides/Overloads

1. Students may enroll in a total of 19 units without an overload form. Unit Load Override forms are available from the Registrar's website and require advisor signature and FCB department stamp. Students whose GPA is lower than the recommended GPA on the petition will not receive approval for the overload. Completed forms are then forwarded to the Registrar for final approval and processing.
2. Students requesting overrides into full classes must be referred to the on-line override form available on the FCB website. The request will then be processed by the OAS Coordinator or Associate Dean. Our general policy is to grant overrides only if the student's graduation would be delayed (in their final semester). Final approval of capacity overrides rests with the Dean's Office.
3. NO overrides are to be given for courses that meet in computer labs. For example: CIS 120.
4. Please contact the Office of Academic Services before telling a student you approve of the override. We must maintain consistency in override policy to ensure fair and balanced resources.
5. In general, the College strongly discourages requests for pre-requisite waivers/overrides. These may be authorized only by the faculty member teaching the course for which the prerequisite is

being waived AND the Associate Dean. The student must complete the Course Prerequisite Waiver form (available in the OAS), obtain the instructor's signature and return the form to the OAS. The form will then be forwarded to the Associate Dean for final approval.

Petitions

A variety of petitions are reviewed and/or processed by the OAS. These petitions include: Liberal Studies (Advisors forward LS petition requests to Ron Pitt), supporting documentation for Native American Scholarships, late adds/drops, credit-to-audit, audit-to-credit, etc. Please refer students with petitions of any kind to the OAS.

Prerequisites

A grade of C or better is always recommended for a prerequisite to another course.

It is mandatory that the student have the appropriate prerequisites for math and business courses, both in lower-division and upper-division courses; see the Prerequisite Summary sheet for business majors available in OAS. Prerequisites for upper-division business courses for non-majors are listed in the catalog.

Areas where students often encounter prerequisite problems include:

1. Math prerequisites for all lower-division business core courses except ACC 205 and CIS 120.
2. BPP status for upper-division business courses.
3. English 101&102 or 105 and JR status and BPP (or BAIS/BSIS) are prerequisites to MGT 350W.
4. All business core courses and the written communication requirement are prerequisite to MGT 490C; this is a capstone course and should be taken in the final term.

Never promise certain courses will be offered in a specific term; e.g., in summer school. There is no guarantee a course on the tentative list, or printed in the schedule, will be offered until the actual term begins. Take care in advising for future terms. Always check in which term(s) the course is typically offered.

Questions about courses listed with "Staff" as instructor should be referred to the Dean's Office, room 214. Any time there is a question about a room change; direct the person to room 214.

Probation and Suspension

The following table shows the cumulative grade point average that warrants placing students on probation. The GPA differs based on units earned.

Units Earned	GPA Warranting Probation
0-14	Less than 1.8
15-29	Less than 1.9
30 or more	Less than 2.0

If students are placed on probation, they must earn a term GPA of 2.0 the following semester to avoid suspension. If suspended, they will be sent a certified letter to the last address provided to the Registrar's Office. Suspension may occur at the end of the fall or spring term. Students must remain out of the university for at least one full term (fall, spring, or summer) following suspension.

Consult the university catalog for additional information regarding probation and suspension. Or refer students to the Gateway Student Success Center.

Registration

Students who have an advising hold must meet with an OAS Advisor or their Faculty Advisor in advance of their enrollment date. An advising hold will prevent the student from enrolling. When meeting with a student, always check to see if they have an advising or other hold. You will only be able to remove the advising hold but should alert the student to other holds listed in LOUIE (service indicators).

Students who are newly admitted into the BPP must meet with their Faculty Advisor prior to early registration.

ROTC

Business students may use a maximum of six units of 300/400-level ROTC coursework for upper-division business electives, with advisor approval.

Study plans required for ROTC are processed in the OAS.

Student Files

Files for all FCB students are centralized in the FCB Office of Academic Services (room 222). OAS Staff or Student Mentors will deliver the file to you if necessary but Faculty Advisors should be using LOUIE notes and the student's DPR to advise. It is the faculty advisor's responsibility to deliver the file back to OAS Room 222 or contact OAS to pick up the file. Please do not send files back to OAS with students. **It is critical that advisors document these visits with the students by all pertinent comments in LOUIE notes. Specifically, advisors should record the classes recommended for any subsequent terms.** Faculty advisors are asked not to write in the student's file.

If you have any questions or concerns regarding a student's DPR, transcripts or academic requirements please contact the Office of Academic Services ext. 3-5232.

OAS will no longer be updating the Curriculum Check sheets. It is critical that Faculty Advisors review Degree Progress Reports and LOUIE notes and use the Degree Progress Correction Form to note substitutions and record corrections.

Study Plans

Study plans are completed by the OAS advisors for students who request them. A copy of the study plan is given to the student, and a copy is kept in the student file for reference. Study plans require careful planning on the part of Advisors to make sure prerequisites are met, courses are scheduled to be offered, etc. A student should submit a request for a study plan and then schedule a meeting with an Advisor once the plan is completed.

Suggested Curriculum Plans

Suggested Programs of Study (8-Term Plans) are available from the OAS for a student's first two years, and also for each of the majors for a student's second two years. 8-Term Plans are available through the OAS shared drive.

Veteran Services Forms

Student's obtaining financial assistance from the Office of Veteran Services are required to complete Veteran Services forms on a regular basis. The OAS is responsible for completing these forms and mailing them to the Office of Veteran Services. Please refer students with these forms to the OAS for assistance.

BAiLS Degree (06-07 and prior)

Bachelor of Arts in Liberal Studies (BAiLS) Enterprise in Society (EIS)

1. Students must earn a minimum GPA of 2.50 in the combined Emphasis and Focus courses.
2. Students pursuing this degree through The W. A. Franke College of Business may not use business-related courses in the focus.
3. Only math courses above the College Algebra level may be used for a math focus.
4. Conversational or traveler's language courses may not be used in the foreign language area.
5. Students may not CLEP courses to fulfill the business, Written Communication, or Oral Communication requirements.
6. A new Written/Oral Communication course list goes into effect every year. Courses taken for either requirement must be on the list in effect during the term the course is taken.
7. Beginning Fall 1993, American Sign Language is allowable in both the Liberal Studies programs and in the Communication Block of BAiLS to meet the foreign language degree requirement.
8. Students may not use more than 27 units of business coursework for a BAiLS degree.
9. BAiLS students may not pursue a business certificate until after their BAiLS degree has posted and they have been readmitted to NAU into a FCB certificate program.

For general advising information, refer to the BAiLS advising guide located on the following Gateway Student Success Center web page:

<http://www4.nau.edu/gateway/Programs/BAiLS.htm>

BAIS/BSIS Degree (07-08 and later)

Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies (BA/BS IS) Enterprise in Society (EIS)

1. C grade or better in Extended Major which includes the Emphasis, Focus/Minor/Certificate and Communications Skills Area.
2. Students pursuing either of these degrees through The W. A. Franke College of Business may not use business-related courses in the focus.
3. Only math courses above the College Algebra level may be used for a math focus.
4. At least three units of oral communication must be upper division.
5. Focus area prescribed in catalog and 9 of 15 units must be taken at NAU and 6 of the 9 must be upper division.
6. BA degree - 4 semesters of a modern language, must be selected from the same language and may not be travelers or conversation-only language.
7. BS degree - 12 units of science for BS from list of approved courses, and 6 units of computer literacy.
8. 10 year limit on computer literacy courses.
9. Students may not use more than 27 units of business coursework for a BA/BS IS degree.
10. BAIS/BSIS students may not pursue a business certificate until after their BAIS/BSIS degree has been posted, and they have been readmitted to NAU into a FCB certificate program.

Bachelor of Applied Science (BAS) Degree

This is a new degree program offered by NAU in a variety of colleges. The FCB offers a BAS degree with a Computer Technology emphasis. This degree is only available to students who have completed a qualifying Associate of Applied Science (AAS) Degree from an Arizona Community College. A link to the list of qualifying AAS degrees is available in the 2008-2009 on-line catalog requirements for the BASCT.

A minimum of 64 units of credit will be accepted in transfer to NAU. Students will need to complete a minimum of 56 units at NAU or another University in order to achieve the 120 units for graduation. Thirty units must be completed at NAU. The BAS Degree consists of:

Associates Degree Transfer Block	64 Units
Core Requirements	21 Units
Specialization Requirements	12-20 Units
Liberal Studies Completion Requirements	19-15 Units
<u>General Electives</u>	<u>4-0 Units</u>
TOTAL	120 Units

Please refer any inquiries about this degree to the OAS. Although this is an on-line degree, the OAS will advise for this program.