MINUTES OF THE MEETING
OF THE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
April 29, 2015

The AP&P Committee met on Wednesday, April 29, 2015 at 3:00 p.m. in the William C. Strickland Conference Room of I.G. Greer Hall.

Committee members present: Dr. Jon Beebe, Dr. Teresa Carnevale, Dr. Dinesh Davé, Dr. Kim Hall, Dr. Joe Klein, Dr. Kathleen Lynch-Davis, Mr. Jason Miller, Mr. Edgar Peck, Dr. Janice Pope, Dr. Ben Powell, Dr. Rene Salinas, Mr. John Wiswell, Mr. Mason Calhoun, Ms. Abby Hamrick, Mr. Carson Rich

Committee members unexcused: Dr. Ellie Hoffman, Ms. Paige Marley

At 3:04 p.m., Dr. Ben Powell noted that we have a quorum and he called the meeting to order.

Minutes

April 1, 2015

VOTE 1 – To approve the April 1, 2015 minutes - PASSED

Subcommittee Updates

Academic Governance Manual – Mr. Edgar Peck reported that the changes to the Academic Governance Handbook recommended by the AP&P Documentation Subcommittee during the 2014-2015 academic year have been approved by the AP&P Committee and forwarded to the Provost for approval. In addition, on April 27, 2015 Faculty Senate also voted to approve/support these recommendations. Upon approval of the Provost, the Handbook will be updated. The requested changes are at the end of the minutes.

Procedures and Forms – Dr. Ben Powell presented the revised AP&P form to the committee for approval.

VOTE 2 – To approve revised AP&P form - PASSED

Announcements

1. "For Information Only" memo/list of items approved by the General Education Council on April 24, 2015.

(EFFECTIVE: FALL 2016)

GEN ED: Fine Arts Designation
ART 2011. Introduction to Visual Arts
ART 2019. Art for Social Change
ART 2022. Cultivating Creative Expression Through Visual Art
ART 2030. Art from Prehistory to 1400
ART 2130. Art from 1400 to present
AS 2016. Appalachian Music
MUS 2016. Appalachian Music

DAN 2010. Exploring the Arts: Dance
DAN 2020. World Dance
DAN 2030. Dance, Media, and Culture
DAN 3430. Early Dance History
DAN 3435. Dance History in the Modern Era
MUS 2011. Experiencing Music in Culture
MUS 2014. Jazz Music in American Society
MUS 2015. History or Rock Music
MUS 2018. World Music
MUS 2022. Cultivating Creativity Through Music
MUS 2023. Music and Gender
MUS 2616. Cuban Music and Culture
THR 2005. Page and Stage
THR 2010. The Theatre Experience
THR 2017. Theatre for Social Change
THR 2020. World Culture and Performance Studies
THR 2022. Cultivating Creative Expression Through Theatre

GEN ED: Literary Studies Designation
A S 2200. Appalachian Stories
ENG 2030. World Literature to 1650
ENG 2040. World Literature since 1650
ENG 2050. Studies in British Literature
ENG 2120. African American Literature
ENG 2130. Ethnic American Literature
ENG 2350. Studies in American Literature
LLC 2025. Literature in Translation
REL 2010. Old Testament: The Jewish Scriptures
REL 2020. New Testament

~~**DELETE:**~~ **Writing in the Discipline (WID) This is adding WID not deleting.**
NUR 3011. Concepts of Professional Nursing
NUR 3124. Foundations of Professional Nursing
SW 3330. Social Welfare Policies, Programs, and Issues

GEN ED: Senior Capstone
NUR 4032. Professional Nursing Synthesis
NUR 4130. Professional Nursing Capstone
SW 4690. Senior Seminar: Issues and Ethics for Field and Profession

RN to BSN curriculum plan – Motion to continue current plan until further notice.

2. Dr. Ben Powell recognized and thanked Dr. Dinesh Davé, Dr. Kim Hall, Mr. Jason Miller, Mr. Edgar
    Peck, Mr. Mason Calhoun, Ms. Abby Hamrick, Ms. Paige Marley, and Mr. Carson Rich for their
    work and commitment serving on the AP&P committee. Dr. Powell also reported that Mr. Miller
    and Dr. Davé will be returning for another three year term along with a new member Dr. Chip
    Debelius. There are two vacant seats from the College of Arts and Sciences that need to be filled.
    He noted that if Faculty Senate is not able to find faculty from the College of Arts and Sciences,
    those seats may be filled with other college faculty thus not maintaining proportional membership
    on the AP&P committee.

New Business

Order of Presentation:
> Walker College of Business
> College of Fine and Applied Arts
> College of Health Sciences

Dr. Tim Forsyth presented proposals from the Walker College of Business for the Department of Computer Information Systems and Supply Chain Management; Department of Economics; Department of Finance Banking and Insurance; and Department of Management.

The proposals from the Department of Computer Information Systems and Supply Chain Management were approved as follows: (EFFECTIVE: FALL 2016)

COB_CIS_2014_12	Change the course number for CIS 4840 to CIS 3440, title, course description, and prerequisite statement [DELETE CIS 4840 and ADD CIS 3440] to read as follows: **CIS 3440. Ethical Hacking and Countermeasures (3). On Demand.** This course is designed for the student to gain a deeper knowledge in the area of information security. Topics to be included, but not limited to: network defense fundamentals; hardening various operating systems; wireless network security; intrusion detection systems; designing and configuring firewalls; creating security policies; and ethical hacking concepts and techniques. Prerequisites: CIS 3840 or permission of the instructor.
COB_CIS_2014_13	Course Addition: **SCM 3640. Strategic Procurement and Global Sourcing (3).On Demand.** Strategic procurement and global sourcing focuses on procurement decisions involved in supply chain management. This course introduces students to important supply chain concepts including supplier selection, supplier evaluation, supplier relationships, cost management, sourcing strategy, planning and execution. The objective of the course is to develop procurement and sourcing management skills that students can appreciate and use effectively in their supply chain management careers.
COB_CIS_2014_14	Change the course prefix of POM 3650 to SCM 3650 [DELETE POM 3650 and ADD SCM 3650] to read as follows: **SCM 3650. Production and Operations Management (3).F;S.** An introduction to the basic functions and concepts involved in managing the production and operations function of an organization. Topics in operations system design and analysis at the introductory level are included. POS affected: 301A, 310A, 316A, 326A, 337A, 352A, 355A, 371A, and 380A Course affected: POM 4564 Undergraduate Bulletin pages are affected.
COB_CIS_2014_15	Revise the program of study for the undergraduate minor in Supply Chain Management (360/52.0205). The revised POS is at the end of the minutes.

VOTE 3 – To approve proposals from the Department of Computer Information Systems and Supply Chain Management - PASSED

The proposal from the Department of Economics was approved as follows: (EFFECTIVE: FALL 2016)

COB_ECO_2014_07   Revise the program of study for the BSBA in Economics
                     (316A/45.0601). The revised POS is at the end of the minutes.

                     Revise the catalog copy on pages 235-236 of the 2014-2015
                     Undergraduate Bulletin adding a bullet to number 3. to read as
                     follows:
                     Economics majors must obtain a minimum average GPA of 2.0 in
                     the 15 hours of required courses and major elective in the
                     Management major. This does not include ECO 2030, ECO 2040,
                     ECO 2100 or ECO 2200, which are business core courses, or any
                     course taken to fulfill a 3000/4000 level COB elective.

The proposals from the Department of Finance, Banking and Insurance were approved as follows:
(EFFECTIVE: FALL 2016)

COB_FIN_2014_07   Revise the program of study for the BSBA in Finance and Banking
                     (326A/52.0801). The revised POS is at the end of the minutes.

                     Revise the catalog copy on pages 235-236 of the 2014-2015
                     Undergraduate Bulletin adding a bullet to number 3. to read as
                     follows:
                     Finance and Banking majors must obtain a minimum average
                     GPA of 2.0 in the 24 hours of required courses and major
                     electives in the Finance and Banking major. This does not include
                     FIN 3680, which is a business core course, or any course taken to
                     fulfill a 3000/4000 level COB elective.

COB_FIN_2014_08   Revise the program of study for the BSBA in Risk Management
                     and Insurance (380A/52.1701). The revised POS is at the end of
                     the minutes.

                     Revise the catalog copy on pages 235-236 of the 2014-2015
                     Undergraduate Bulletin adding a bullet to number 3. to read as
                     follows:
                     Risk Management & Insurance majors must obtain a minimum
                     average GPA of 2.0 in the 21 hours of required courses and major
                     electives in the Risk Management and Insurance major. This
                     does not include FIN 3680, which is a business core course, or
                     any course taken to fulfill a 3000/4000 level COB elective.

The proposals from the Department of Management were approved as follows: (EFFECTIVE: FALL 2016)

COB_MGT_2014_05   Revise the program of study for the BSBA in Management
                     (355A/52.0201). The revised POS is at the end of the minutes.

                     Revise the catalog copy on pages 235-236 of the 2014-2015
                     Undergraduate Bulletin adding a bullet to number 3. to read as
                     follows:

Management majors must obtain a minimum average GPA of 2.0 in the 24 hours of required courses and major electives in the Management major. This does not include MGT 3630 or MGT 4750, which are business core courses, or any course taken to fulfill a 3000/4000 level COB elective.

COB_MGT_2014_06   Revise the program of study for the BSBA in Hospitality and Tourism Management (371A/52.0901). The revised POS is at the end of the minutes.
Revise the catalog copy on pages 235-236 of the 2014-2015 Undergraduate Bulletin adding a bullet to number 3. to read as follows: Hospitality and Tourism Management majors must obtain a minimum average GPA of 2.0 in the 30 hours of required courses and major electives in the Hospitality and Tourism Management major. This does not include MGT 3630 or MGT 4750, which are business core courses, or any course taken to fulfill a 3000/4000 level COB elective.

VOTE 4 – To approve proposals from the Departments of Economics; Finance, Banking and Insurance; and Management – PASSED

Dr. Glenda Treadaway presented proposals from the College of Fine and Applied Arts for the Department of Sustainable Development.

The proposals from the Department of Sustainable Development were approved as follows: (EFFECTIVE: FALL 2016)

FAA_SD_2014_11   Course Addition:
SD 3460. What Work Means (3).On Demand.
This course is an examination of the idea and practice of work from a cultural studies perspective with particular emphases on cultural meanings and values of work. Students will study work experiences and their changing characteristics and how cultural expressions of work function within the context of sustainable development.

FAA_SD_2014_12   Course Addition:
SD 3475. Gender, Inequality, and Sustainable Development (3).On Demand.
This course will examine the evolving relationships between gender-based discriminations, growing social inequalities, and the theory and practice of sustainable development. Students will be exposed to key concepts and analytical tools in the current debates on inequalities, diversities and social changes, drawing on empirical examples from around the world.

FAA_SD_2014_13   Course Addition:
SD 3650. Methods for Development Research and Action (3).On Demand.
This course provides an introduction to research that is tailored to development practice. The course includes an overview of research traditions and ethical considerations, key areas of research in sustainable development, and qualitative and quantitative research methods.

FAA_SD_2014_14   Course Deletion:
SD 3450. Farmworkers (3).On Demand.

VOTE 5 – To approve proposals from the Department of Sustainable Development - PASSED

Dr. Susan Roggenkamp presented proposals from the College of Health Sciences for the Department of Nutrition and Health Care Management and Department of Nursing.

The proposals from the Department of Nutrition and Health Care Management were approved as follows: (EFFECTIVE: FALL 2016)

HS_NHM_MHA_2015_1   Add a **Master of Health Administration MHA (xxx*/51.0701)** with concentrations in Information Systems (xxxX) and Leadership (xxxX). (CONTINGENT UPON APPROVAL FROM THE UNC GENERAL ADMINISTRATION) The new catalog copy and POS is at the end of the minutes.

HS_NHM_MHA_2015_2   Course Addition:
HCM 5210. Foundations of the U.S. Health Care System (3).F.
This course provides an overview of the evolution, determinant forces, and organizational foundations of the health care system in the United States as compared to other industrialized nations. The course is designed to provide a foundation of knowledge regarding key system policy, resources, processes and outcomes in the context of the Triple Aim of providing access, ensuring quality and affordable cost. The perspectives of health and health status of Americans are examined in the context of cultural, economic, social and political forces. Health care reform, and problems and issues with the current system are analyzed to provide a critical view of the future of health care delivery, in the context of the role of the manager. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_3   Course Addition:
HCM 5220. Statistics for Health Administration (3).F.
Health care management requires a working knowledge of statistics in process control, quality improvement, interpretation of research, application of research, and the use of data analytics. Material in this course provides a statistical foundation for the other health care administration courses. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_4   Course Addition:
HCM 5240. Health and Disease (3).SS.
This course explores the theories, principles and methods of managerial epidemiology. Content explores the definitions, theories and models of health, illness, and disease. Foundations of disease transmission, risk factors, diagnosis and treatment and tools used in epidemiology are discussed. Additional exploration of the foundations of population-based health management, health promotion and prevention are included. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_5   <u>Course Addition:</u>
HCM 5270. Organizational Development and Behavior in Health Care (3).S.
This course discusses and evaluates the theories, principles and concepts of organization development and design particularly related to behavior of health care organizations. The course focuses on the relationships and interdependencies of individuals, groups and teams, within the organization. Analysis of health care organizational structure and design in relation to performance are also covered in this course. The aim of the course is to enhance the skills, attributes and behaviors of managerial professionals working in the health services industry. Prerequisite: HCM 5210 or permission of the instructor.

HS_NHM_MHA_2015_6   <u>Course Addition:</u>
HCM 5570. Financial Management for Health Organizations I (3).F.
This course is the introductory health care finance course for MHA students. The course focuses on the most important accounting and financial management principles and concepts relevant to health organizations. It should be noted that the course is the first course in a two-course health care finance sequence. As such, it is designed primarily to provide knowledge of fundamental principles. The application of this knowledge will be the focus of the second financial management course (HCM 5575). Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_7   <u>Course Addition:</u>
HCM 5575. Financial Management for Health Organizations II (3).S.
This course focuses on the application of finance (accounting and financial management) theory, principles, and concepts to health care organizations. Particular attention will be given to the financial implications of strategic decisions. Prerequisite: HCM 5570 or permission of the instructor.

HS_NHM_MHA_2015_8   <u>Course Addition:</u>
HCM 5590. Performance Improvement Concepts and Applications in Health Care (3).F.
This course explores the concepts of performance improvement in US health care organizations. Students learn and demonstrate the leadership and management approaches and skills necessary to promote a culture of performance improvement in a health services organization. Techniques, tools, and processes currently used by organizations to monitor and improve the quality of clinical, operational, and administrative functions are addressed. Prerequisite: HCM 5210 or permission of the instructor.

HS_NHM_MHA_2015_9   <u>Course Addition:</u>
HCM 5610. Health Economics (3).F.
This course is designed to provide the fundamental principles of economic concepts and evaluation methods as applied to the health care setting. Topics include: the role of prices, equity and efficiency, the production of health, the demand for health care, health insurance theory, the demand for health insurance, the market for physicians' services, production and cost of health care in hospitals and nursing homes, labor issues, and cost effectiveness analysis. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_10   <u>Course Addition:</u>
HCM 5680. Management and Human Resources in Health Organizations (3).F.
This course provides a foundation of knowledge and skills applicable to the current issues in health care management with an emphasis on human resources management. Students will be exposed to key management principles and the laws, issues and concepts related to HR management. The course will use a combination of informative lectures and case study analyses to provide students with the tools and insight needed to explore a variety of health care management and human resource management issues. Co-requisite or Prerequisite: HCM 5210 or permission of the instructor.

HS_NHM_MHA_2015_11   <u>Course Addition:</u>
HCM 5700. Health Care Informatics (3).S.
Information technology (IT) has become an essential component of any health care organization. Managers must understand the basics of organizational computing to effectively manage an organization. Computing in health care has recently received a lot of attention. Legislation regarding health care IT is constantly adapted. This course addresses health care legislation, IT governance, and an introduction to principles of systems life-cycles and project management. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_12   <u>Course Addition:</u>
HCM 5710. Health Care Data Management (3).S.
Health care managers are faced with increasing amounts of data. The data collected in electronic health records and in administrative systems is often left untapped. Health care data management is meant to give students a background in how to handle data. The course will address data quality, reporting (intelligence), data warehousing, and the process of leveraging data (analytics). The project in this course includes substantial use of SAS Enterprise-Guide. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_13   <u>Course Addition:</u>
HCM 5720. Data Analytics in Health Care (3).S.
This course is a survey of statistical and modeling methods which apply to data analytics. This course uses SAS to introduce methods of exploring data and testing hypotheses. Beyond learning the statistical tools, students will become familiar with SAS Enterprise Miner. The course will also introduce other statistical software which managers may be given. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_14   <u>Course Addition:</u>
HCM 5725. Health Information Project Management (3).S.
Project management has become a key health care management skill. Project management is particularly vital in working with information technology. Students who pass this course should become familiar with standards set by the Project Management Institute. To enable students to better manage IT, the course covers the project management process, program management, and portfolio management. The course also covers IT and project governance principles. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_15   Course Addition:
HCM 5730. Leadership in Health Care (3).S.
This course emphasizes the development of leadership competencies through the analysis and application of the theories, principles and concepts of leadership particularly applied to health service organizations. Leadership competencies will be explored and assessed through application of and reflection on topics such as communication, relationship building, emotional intelligence, team work and transformational leadership. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_16   Course Addition:
HCM 5735. Health Care Operations Management (3).S.
This course informs and applies the theories, principles and concepts of operations management in health care organizations. The course focuses on improving clinical and administrative processes, ensuring efficient use of resources, maintaining quality outcomes, while accounting for the complex health care environment. Concepts of health care quality, financial and systems management are also covered in this course. The aim of the course is to develop skills, attributes and behaviors of managerial professionals working in the health care industry. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_17   Course Addition:
HCM 5740. Marketing in Health Care (3).S.
This course examines the strategic marketing processes of health services organizations. Topics include theories of buyer behavior and customer requirements, elements of the marketing mix, services as products, distribution channels unique to health services, pricing, and marketing communications. Marketing management topics such as research, planning and evaluating the marketing effort, branding, and personal sales are explored as well. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_18   Course Addition:
HCM 5800. Executive Skills Development (1).SS.
This course is designed to serve as a bridge between MHA graduate coursework and the world of practice, with a focus on developing career planning and professional skills. Topics include career planning, communication skills, interactions between managers and clinicians, and interviewing skills. Prerequisite: Admission to the MHA program or permission of the instructor.

HS_NHM_MHA_2015_19   Course Addition:
HCM 5910. Health Law and Policy (3).F.
This course is designed to provide an introduction to the legal, ethical, and political environment of health care. This course will involve thinking critically about the evolution of U.S. Health Policy and the forces that influence health policy. The course will cover a variety of ethical and legal issues facing health care managers including: general contract law, antitrust compliance and litigation,

the government regulation of health care, false claims, fraud and abuse, informed consent, hospital and provider individual and corporate negligence, the legal basis for hospital governance, and the principals and basis for health care malpractice insurance. Prerequisite: HCM 5210 or permission of the instructor.

HS_NHM_MHA_2015_20   Course Addition:
HCM 5950. Strategic Management in Health Care (3).SS.
This course is an integrative course utilizing various methods for strategic planning and management of health care organizations. Techniques for determining strategies for unique services, integration of strategy, structure, and administrative systems will be discussed and applied. The course also will incorporate generic and health care specific policy, legal, and financial concepts as they relate to the strategic management process. Business planning for new service lines or ventures will be a focus of the course. Prerequisite: HCM 5210 or permission of the instructor.

The proposal from the Department of Nursing was approved as follows: (EFFECTIVE: FALL 2016)

HS_NUR_2014-2015_13   Revise the program of study for the Master of Science in Nursing (850B/51.3801). The revised POS is at the end of the minutes.

VOTE 6 – To approve proposals from the Department of Nutrition and Health Care Management and Department of Nursing - PASSED

Old Business

Other

Adjournment

VOTE 7 – To approve adjournment of the meeting - PASSED

ACADEMIC POLICIES AND PROCEDURES COMMITTEE
April 29, 2015
Unofficial Vote Record

Committee Members	1	2	3	4	5	6	7	8	9	10	11	12	13
Jon Beebe	Y	Y	Y	Y	Y	Y	Y						
Teresa Carnevale	Y	Y	Y	Y	Y	Y	Y						
Dinesh Davé	-	Y	Y	Y	Y	Y	Y						
Kim Hall	Y	Y	Y	Y	Y	Y	Y						
Ellie Hoffman	-	-	-	-	-	-	-						
Joe Klein	Y	Y	Y	Y	Y	Y	Y						
Kathleen Lynch-Davis	Y	Y	Y	Y	Y	Y	Y						
Jason Miller	Y	Y	Y	Y	Y	Y	Y						
Edgar Peck	Y	Y	Y	Y	Y	Y	Y						
Janice Pope	-	Y	Y	Y	Y	Y	Y						
Ben Powell	Y	Y	Y	Y	Y	Y	Y						
Rene Salinas	Y	Y	Y	Y	Y	Y	Y						
John Wiswell	Y	Y	Y	Y	Y	Y	Y						
Mason Calhoun	Y	Y	Y	Y	Y	Y	Y						
Abby Hamrick	Y	Y	Y	Y	Y	Y	Y						
Paige Marley	-	-	-	-	-	-	-						
Carson Rich	Y	Y	Y	Y	Y	Y	Y						

The recommendations from the April 29, 2015 Academic Policies and Procedures Committee meeting are approved.

Stan R. Aeschleman   *5/14/2015*
Stan R. Aeschleman   Date
Interim Provost and Executive Vice Chancellor

Proposals to edit the Academic Governance Handbook (AGH)
Faculty Senate April 27ᵗʰ, 2015
    Approved-The Senate voted to support these changes

Academic Policy Committee Proposal

1. Propose <u>deleting</u> the following sections of the Academic Governance Handbook because they appear in other Appalachian State University governing documents (Faculty Handbook, Undergraduate/Graduate Bulletins, Policy Manual). You can see which document each section appears below. These changes have also been approved by the AP&P Committee.

Absences from classes and class attendance- appears in the undergraduate catalog and graduate catalog
Academic Standing- appears in the undergraduate catalog and graduate catalog
Advanced Placement Program- appears in the undergraduate catalog
Auditing Courses- appears in the undergraduate and graduate catalogs
Chancellor's list- appears in the undergraduate catalog
Classification- appears in the undergraduate catalog
Course examinations- appears in the undergraduate catalog and faculty handbook
Credit by examination- appears in the undergraduate and graduate catalogs
Credit Limitations- appears in the undergraduate and graduate catalogs
Credit for Prior Learning- appears in the undergraduate catalog
Graduation with honors- appears in the undergraduate catalog
Dean's List- appears in the undergraduate catalog
Grades and grade-point average- appears in the undergraduate catalog and graduate catalog
Grade Submission- appears in the undergraduate catalog and faculty handbook
Graduation- appears in the undergraduate catalog, graduate catalog, and faculty handbook
Graduation with honors for undergraduate students seeking second degree- appears in the UG catalog
Honorary degree policy and procedure- appears in the policy manual
Inclement weather policy and procedure statement- appears in the undergraduate and graduate catalog
Institutional Credit- appears in the undergraduate catalog
Internship- appears in the undergraduate and graduate catalog
Major Tests and Assignments Prior to Exams- appears in the undergraduate catalog and faculty handbook
Pass-Fail Grading Option- appears in the undergraduate and graduate catalog
Readmission- appears in the undergraduate and graduate catalog
Repeat Policy- appears in the undergraduate catalog and graduate catalog
Residency Requirements/Credit Limitations- appears in the undergraduate and graduate catalog
Second Degree- appears in the undergraduate catalog
Second Major- appears in the undergraduate catalog
Second Master's Degree- appears in the graduate catalog
Tuition Surcharge- appears in the undergraduate catalog
Veterans' academic credit- appears in the undergraduate catalog
Withdrawal from the University- appears in the undergraduate catalog and graduate catalog

2. Propose <u>editing</u> the following section of the Academic Governance Handbook to provide clarification for authors preparing curriculum proposals, and direct authors to the Policy Manual, which provides detailed information.

Contact time   (Academic Governance Handbook-Existing)
The university requires the following amount of contact time per credit hour generated. Please remember that the amount of contact time remains constant, regardless of the academic term in question. One contact hour = 50 minutes.

One semester hour   -- Minimum of 750 contact minutes (15 weeks x 50 minutes)
Two semester hours   -- Minimum of 1500 contact minutes
Three semester hours-- Minimum of 2250 contact minutes
Four semester hours -- Minimum of 3000 contact minutes

Contact time   (Academic Governance Handbook-Proposed)
A course must meet for a minimum of 750 minutes for every semester hour of credit. One contact hour = 50 minutes. The amount of contact time remains constant, regardless of the academic term in question.

One semester hour   -- Minimum of 750 contact minutes
Two semester hours   -- Minimum of 1500 contact minutes
Three semester hours-- Minimum of 2250 contact minutes
Four semester hours -- Minimum of 3000 contact minutes

The Appalachian State University Policy Manual *(LINK)* provides a thorough explanation of credit hour applications across different modes of instruction and contact time required including, but not limited to:
   Lecture or Seminars
   Web/Web Based Majority/Web Based Hybrid
   Lecture/Laboratory Class Instruction
   Combined Lecture/Lab or Studio
   Clinical
   Laboratory Class Instruction
   Laboratory
   Studio
   Performance/Recital/Ensemble
   Physical Education/Outdoor/Activity Based
   Conversational Foreign Language
   Lesson/Individual Instruction
   Independent Study
   Experiential, Research, Individual Study, Student Teaching
   Continuing Education
   Study Abroad/Study Away
   Short Course/Conferences/Workshops

New Checksheet

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JOHN A. WALKER COLLEGE
OF BUSINESS
SUPPLY CHAIN MANAGEMENT MINOR (360)
Fall 2014 – Summer 2015

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The Supply Chain Management minor is available to both business and non-business majors. The minor provides a multi-   disciplinary curriculum in supply chain management. The main goal of supply chain management is to improve an organization's   profitability while delivering a quality product/service to the customer at the lowest possible cost.

Students not admitted to the College of Business may take, at most, five business courses at the 3000/4000 level   (unless more courses are required by a business minor or non-business major). Students must have 57 hours to take   3000 level COB core courses, 60 hours to take any other 3000 level COB course, and 90 hours to take any 4000 level   COB course. Students not admitted to the COB must have a minimum GPA of 2.0 to take 3000/4000 level business   classes. In addition to other prerequisites, a minimum grade of "C" in a WID (Writing in the Discipline) course is   required prior to taking any 4000 level business courses. ==A minimum overall GPA of 2.0 is required for the courses   included in the minor==.

Students pursuing a supply chain management minor must select courses as outlined below:

Required Courses (9 sh):

SCM 3660	**Principles of Supply Chain Management** (prereq: ECO 2100 or STT 2810 or permission of the director/chairperson)	**3 sh**
SCM 3670	**Six Sigma and Quality Management** (prereq: ECO 2100 or STT 2810 or permission of the director/chairperson)	**3 sh**
SCM 3690	**Global Supply Chain and Logistics** (prereq: ECO 2100 or STT 2810 or permission of the director/chairperson)	**3 sh**

Electives (Select 6 sh from the following courses):

SCM 3640	**Strategic Procurement and Global Sourcing** (prereq: ECO 2100 or STT 2810 or permission of the director/chairperson)	**3 sh**
SCM 3900*	Internship	3 sh
SCM 3680	**Supply Chain Technologies in a Global Environment (*on demand*)** (prereq: CIS 1026 and CIS 2050 or equivalent or permission of the director/chairperson)	3 sh
SCM 4870**	**Analytical Models for Supply Chain Management** (*on demand*) (prereq: ECO 2100 or STT 2810 or permission of the director/chairperson)	3 sh
CIS 3610	Project Management	3 sh
CIS 3750	**Database Management** Prerequisite: CIS 2050. (NUMERICAL DATA; COMPUTER) (ND Prerequisite: passing the math placement test or successful completion of MAT 0010 or permission of the director/chairperson)	3 sh

New Checksheet

MGT 3620*	**Human Resource Management**	**3 sh**
or MGT 3670*	**International Human Resource Management** *(spring)*	
MKT 3260****	**Managing Distribution Channels (prereq: Minimum of "C" in MKT 3050)**	**3 sh**
or MKT 3230****	**Business-to-Business Marketing (prereq: Minimum of "C" in MKT 3050)** *(on demand)*	
FIN 3100	**Principles of Risk Management and Insurance**	**3 sh**

*SCM 3900 can be taken for 3 or 6 semester hours, but only 3 semester hours will count toward the required elective   for the Supply Chain Management minor.

**Dual listed course with MBA 5870

***Either MGT 3620 or MGT 3670 (but not both) can be used in the Supply Chain Management minor

****Either MKT 3260 or MKT 3230 (but not both) can be used in the Supply Chain Management minor.

<div align="center">

For Additional Information contact:
Undergraduate Advising Office 2126 Raley Hall
(828) 262-2700

</div>

ECONOMICS (316A)
Bachelor of Science in Business Administration (B.S.B.A.)
Fall 2016 – Summer 2017

GENERAL EDUCATION REQUIREMENTS (44 sh) – *the following 16 sh of major requirements can also count in the General Education Program*:
- *RC 1000 and 2001 (6 sh) count as General Education Writing Across the Curriculum requirements*
- *MAT 1030/1110 (4 sh) counts as a General Education Quantitative Literacy requirement*
- *ECO 2030 and ECO 2040 (6 sh) count as General Education Liberal Studies requirements*

COB ADMISSION REQUIREMENTS (28 sh)
2.5 cumulative GPA (based on 12+ graded hours at ASU), 60 earned hours and completion of the following:

_____ RC 1000 (min. grade of "C" required) *(hours already counted in Gen Ed)*
_____ RC 2001 (prereq: RC/ENG 1000 & UCO 1200) (min. grade of "C" required)
       (hours already counted in Gen Ed)
_____ MAT 1030 or 1110 (4 sh) (min. grade of "C-" required)
       (hours already counted in Gen Ed)
_____ BUS 2000 (0 sh) – graded S/U *(prereq: 24 earned hours)*
_____ Computer Proficiency - passing score on the Basic Computer Skills
       Proficiency Test or credit for CIS 1026 (min. grade "C-" required)
       See www.advising.business.appstate.edu for link to test information

COB LOWER LEVEL CORE
(2.0 average required;   Minimum grade of "C- required in each course)
_____ ACC 2100 (prereq: 24 EH)
_____ ACC 2110 (prereq: min. grade of "C-" in ACC 2100)
_____ ECO 2030 *(hours already counted in Gen Ed)*
_____ ECO 2040 (prereq: ECO 2030) *(hours already counted in Gen Ed)*
_____ ECO 2100 (prereq: MAT 1020, 1030 or 1110)(can sub. STT 2810 or 2820)
_____ LAW 2150

Students cannot be admitted to the COB with any outstanding grades of "I".

ADDITIONAL COB CORE (25 sh)
_____ BE 3340 (prereq: RC/ENG 2001) **or** ENG 3100
       (prereq: RC/ENG 2001 & 54 EH)
       (Writing in the Discipline Requirement)
       (min. grade of "C" in BE 3340/ENG 3100
        required to take 4000 level business courses)
_____ CIS 2050
_____ ECO 2200 (prereq: ECO 2100 or STT 2810
       or STT 2820)
_____ FIN 3680 (prereq :MAT 1030 & ACC 2100)
_____ MGT 3630
_____ MKT 3050 (prereq: ECO 2030)
_____ POM 3650

_____ **MGT 4750*** (prereq: all 2000/3000 level
       "Additional COB Core" and final semester of
       coursework)
_____ **BUS 4000*** (1 sh) (Capstone Requirement)
       (prereq: all 2000/3000 "Additional COB Core"
       and final semester of coursework)
*A senior check and, for students graduating in the term in which these are taken, a graduation application, must be completed prior to registering for these courses.

GLOBAL ISSUES REQUIREMENT
(met within the other degree requirements – does not require additional course work)

The Global Issues requirement can be met by satisfying one of the following:

_____ **International business course** *(ACC 3590, ACC 4730; BUS 4540; CIS 3620; ECO 3410; ECO 3430, ECO 4640; ENT 3190, ENT 3600; FIN 3350, FIN 4750, FIN 4800; MGT 3670, MGT 3800; MKT 4550; SCM 3680, SCM 3690 and others upon approval)*
_____ **Business summer study abroad (minimum 3 sh)**
_____ **Semester long study abroad for credit**
_____ **Full-time 400-hour minimum international internship for credit**
_____ **Foreign language courses at or above the 3000 level**

IN ORDER TO GRADUATE, B.S.B.A. ECONOMICS MAJORS MUST ACHIEVE A MINIMUM AVERAGE G.P.A. OF 2.0 IN THE FOLLOWING 15 HOURS OF ECONOMICS REQUIRED AND MAJOR ELECTIVES.

REQUIRED - ECONOMICS (9 s.h.)

_____ ECO 3010 (Intermediate Price Theory) – prereqs: ECO 2030 and ECO 2040

_____ ECO 3020 (Intermediate Macroeconomic Theory) - prereq: ECO 2030 and ECO 2040

_____ ECO 4810 (Seminar in Economics) -prereq: Senior standing, ECO 3010 and ECO 3020

ELECTIVES - ECONOMICS (6 s.h. at the 3000 level or above)

_____ ECO _____

_____ ECO _____

OTHER PREREQUISITE INFORMATION

Students must have 57 hours to take 3000 level COB core courses, 60 hours to take any other 3000 level COB course, and 90 hours to take any 4000 level COB course.

In addition to other prerequisites, a minimum grade of "C" in a WID course is required prior to taking any 4000 level business courses.

No more than five 3000/4000 level COB courses can be taken by students not admitted to the COB.

It is recommended that students take all 3000 COB core courses prior to taking 4000 level COB courses.

COLLEGE OF BUSINESS ELECTIVES (3000/4000 Level) (12 s.h.) *(cannot use MGT 3010 or FIN 3010)*

_____   _____   _____   _____

FREE ELECTIVES (14 s.h.) - 2 s.h. any level outside of the COB   (university requirement)
                    12 s.h. any level inside or outside of the COB *(cannot use ACC 1050, FIN 3010 or MGT 3010)*

_____
_____
_____

TOTAL HOURS REQUIRED: 122 *(94 sh major requirements/electives **PLUS** 44 sh Gen Ed requirements **MINUS** 16 sh of major requirements already counted in Gen Ed)*

FINANCE AND BANKING (326A)
Bachelor of Science in Business Administration (B.S.B.A.)
Fall 2015 – Summer 2016

GENERAL EDUCATION REQUIREMENTS (44 sh) – *the following 13 sh of major requirements can also count in the General Education Program*:
- ◆ENG 1000 and 2001 (6 sh) count as General Education Writing Across the Curriculum requirements
- ◆MAT 1030/1110 (4 sh) counts as a General Education Quantitative Literacy requirement
- ◆ECO 2030 and ECO 2040 (6 sh) count as General Education Liberal Studies requirements

COB ADMISSION REQUIREMENTS (28 sh)
2.5 cumulative GPA (based on 12+ graded hours at ASU), 60 earned hours and completion of the following:

_____ RC 1000 (min. grade of "C" required) *(hours already counted in Gen Ed)*
_____ RC 2001 (prereq: ENG/RC 1000 & UCO 1200) (min. grade of "C" required)
(hours already counted in Gen Ed)
_____ MAT 1030 or 1110 (4 sh) (min. grade of "C-" required)
(hours already counted in Gen Ed)
_____ BUS 2000 (0 sh) – graded S/U *(prereq: 24 earned hours)*
_____ Computer Proficiency - passing score on the Basic Computer Skills
Proficiency Test or credit for CIS 1026 (min. grade "C-" required)
See www.advising.business.appstate.edu for link to test information

COB LOWER LEVEL CORE
(2.0 average required; Minimum grade of "C- required in each course)
_____ ACC 2100 (prereq: 24 EH)
_____ ACC 2110 (prereq: min. grade of "C-" in ACC 2100)
_____ ECO 2030 *(hours already counted in Gen Ed)*
_____ ECO 2040 (prereq: ECO 2030) *(hours already counted in Gen Ed)*
_____ ECO 2100 (prereq: MAT 1020, 1030 or 1110)(can sub. STT 2810 or 2820)
_____ LAW 2150

Students cannot be admitted to the COB with any outstanding grades of "I".

ADDITIONAL COB CORE (25 sh)
_____ BE 3340 (prereq: ENG/RC 2001) **or** ENG 3100
(prereq: ENG/RC 2001 & 54 EH)
(Writing in the Discipline Requirement)
(min. grade of "C" in ENG 3100/BE 3340
required to take 4000 level business courses)
_____ CIS 2050
_____ ECO 2200 (prereq: ECO 2100 or STT 2810 or
STT 2820)
_____ FIN 3680 (prereq :MAT 1030 & ACC 2100)
_____ MGT 3630
_____ MKT 3050 (prereq: ECO 2030)
_____ POM 3650

_____ **MGT 4750*** (prereq: all 2000/3000 COB core
and final semester of coursework)
_____ **BUS 4000* (1 sh)** (Capstone Requirement)
(prereq: all 2000/3000 COB core,
and final semester of coursework)
*A senior check and, for students graduating in the term in which these are taken, a graduation application, must be completed prior to registering for these courses.

ISSUES REQUIREMENT
(met within the other degree requirements – does not require additional course work)

The Global Issues requirement can be met by satisfying one of the following:

_____ **International business course** *(ACC 3590, ACC 4730; BUS 4540; CIS 3620; ECO 3410; ECO 3430; ECO 4640; FIN 3350; FIN 4750, FIN 4800; MGT 3190; MGT 3600; MGT 3670; MGT 3800; MKT 4550; SCM 3680; SCM 3690 and others upon approval)*
_____ **Business summer study abroad (minimum 3 sh)**
_____ **Semester long study abroad for credit**
_____ **Full-time 400-hour minimum international internship for credit**
_____ **Foreign language courses at or above the 3000 level**

IN ORDER TO GRADUATE, FINANCE AND BANKING MAJORS MUST ACHIEVE A MINIMUM AVERAGE G.P.A. OF 2.0 IN THE FOLLOWING 24 HOURS OF FINANCE AND BANKING REQUIRED AND MAJOR ELECTIVES.

MAJOR REQUIREMENTS (12 s.h.)
_____ FIN 3690 (Financial Management) - prereq: FIN 3680
_____ FIN 3790 (Banking and Financial Markets) - prereq: FIN 3680
_____ FIN 3890 (Survey of Investments)(S) - prereq: FIN 3680
_____ FIN 4660 (Advanced Financial Management) - prereq: FIN 3690

MAJOR ELECTIVES - SET 1 (6 s.h.)
_____ FIN 4610 (Commercial Bank Mgt.) - prereq: FIN 3690 and either FIN 3790 or ECO 3070
_____ *FIN 4620 (Investment Management I) - prereq: Permission of instructor, pre or coreq: FIN 3690
and 3890 - *First course in a two course sequence; must take FIN 4622 immediately after FIN 4620; student will earn grades and credit for both classes upon completion of FIN 4622. (fall only)*
_____ FIN 4750 (International Business Finance) - prereq: FIN 3680
_____ FIN 4770 (Derivatives and Financial Risk Management) – prereq: FIN 3890

OTHER PREREQUISITE INFORMATION

Students must have 57 hours to take 3000 level COB core courses, 60 hours to take any other 3000 level COB course, and 90 hours to take any 4000 level COB course. In addition, students not admitted to the COB must have a minimum GPA of 2.0 to take 3000/4000 level business classes.

In addition to other prerequisites, a minimum grade of "C" in ENG 3100 or BE 3340 is required prior to taking any 4000 level business courses.

No more than five 3000/4000 level COB courses can be taken by students not admitted to the COB.

MAJOR ELECTIVES - SET 2 (6 s.h.) – *Courses in ELECTIVE SET 1 NOT taken to meet the requirements of ELECTIVE SET 1 may be used to meet the requirements in ELECTIVE SET 2.*

_____ FIN 3030 (Personal Financial Management)
_____ FIN 3100 (Principles of Risk Management & Insurance)
_____ FIN 3850 (Real Estate Principles and Practices)
_____ FIN 3900 (Internship) – a 6 or 9 s.h. course, but only 3 s.h. may apply to major requirements – prereq: admission to the COB
_____ FIN 4622 (Investment Management II) – prereq: FIN 4620 *(spring only)*
_____ FIN 4710 (Issues in Bank Management) - prereq: FIN 4610 and permission of the instructor *(on demand)*
_____ ACC 3100 (Intermediate Accounting I) - prereq: Minimum grade of C- in ACC 2110
_____ ACC 3110 (Intermediate Accounting II) - prereq: Minimum grade of C- in ACC 3100
_____ ACC 3200 (Cost Accounting) - prereq: Minimum grade of C- in ACC 2110
_____ ECO 3020 (Macroeconomic Analysis)
_____ _____ (From ELECTIVE SET 1 – not used in ELECTIVE SET 1)
_____ _____ (From ELECTIVE SET 1 – not used in ELECTIVE SET 1)

COLLEGE OF BUSINESS ELECTIVE (3000/4000 level) (3 s.h.) _____ *(cannot use MGT 3010 or FIN 3010)*

FREE ELECTIVES (11 s.h.) - 2 s.h. any level outside of the COB (university requirement)
9 s.h. any level inside or outside of the COB *(cannot use ACC 1050, FIN 3010 or MGT 3010)*

TOTAL HOURS REQUIRED: 122 *(91 sh major requirements/electives **PLUS** 44 sh Gen Ed requirements **MINUS** 13 sh of major requirements already counted in Gen Ed)*

RISK MANAGEMENT AND INSURANCE (380A)
Bachelor of Science in Business Administration (B.S.B.A.)
Fall 2015 - Summer 2016

GENERAL EDUCATION REQUIREMENTS (44 sh) – *the following 13 sh of major requirements can also count in the General Education Program*:
- ◆ ENG 1000 and 2001 (6 sh) count as General Education Writing Across the Curriculum requirements
- ◆ MAT 1030/1110 (4 sh) counts as a General Education Quantitative Literacy requirement
- ◆ ECO 2030 and ECO 2040 (6 sh) count as General Education Liberal Studies requirements

COB ADMISSION REQUIREMENTS (28 sh)
2.5 cumulative GPA (based on 12+ graded hours at ASU), 60 earned hours and completion of the following:

_____RC 1000 (min. grade of "C" required) *(hours already counted in Gen Ed)*

_____RC 2001 (prereq: ENG/RC 1000 & UCO 1200) (min. grade of "C" required)
(hours already counted in Gen Ed)

_____MAT 1030 or 1110 (4 sh) (min. grade of "C-" required)
(hours already counted in Gen Ed)

_____BUS 2000 (0 sh) – graded S/U *(prereq: 24 earned hours)*

_____Computer Proficiency - passing score on the Basic Computer Skills Proficiency Test or credit for CIS 1026 (min. grade "C-" required)
See www.advising.business.appstate.edu for link to test information

COB LOWER LEVEL CORE
(2.0 average required; Minimum grade of "C- required in each course)

_____ ACC 2100 (prereq: 24 EH)

_____ ACC 2110 (prereq: min. grade of "C-" in ACC 2100)

_____ ECO 2030 *(hours already counted in Gen Ed)*

_____ ECO 2040 (prereq: ECO 2030) *(hours already counted in Gen Ed)*

_____ ECO 2100 (prereq: MAT 1020, 1030 or 1110)(can sub. STT 2810 or 2820)

_____ LAW 2150

Students cannot be admitted to the COB with any outstanding grades of "I".

ADDITIONAL COB CORE (25 sh)
_____BE 3340 (prereq: ENG/RC 2001) **or** ENG 3100

(prereq: ENG 2001 & 54 EH)
(Writing in the Discipline Requirement)
(min. grade of "C" in ENG 3100/BE 3340 required to take 4000 level business courses)

_____CIS 2050

_____ECO 2200 (prereq: ECO 2100 or STT 2810 or STT 2820)

_____FIN 3680 (prereq :MAT 1030 & ACC 2100)

_____MGT 3630

_____MKT 3050 (prereq: ECO 2030)

_____POM 3650

_____**MGT 4750*** (prereq: all 2000/3000 COB core and final semester of coursework)

_____**BUS 4000*** (1 sh) (Capstone Requirement)
(prereq: all 2000/3000 COB core, and final semester of coursework)

*A senior check and, for students graduating in the term in which these are taken, a graduation application, must be completed prior to registering for these courses.

GLOBAL ISSUES REQUIREMENT
(met within the other degree requirements – does not require additional course work)

The Global Issues requirement can be met by satisfying <u>one</u> of the following:

_____ **International business course** *(ACC 3590, ACC 4730; BUS 4540; CIS 3620; ECO 3410; ECO 3430; ECO 4640; FIN 3350; FIN 4750, FIN 4800; MGT 3190; MGT 3600; MGT 3670; MGT 3800; MKT 4550; SCM 3680; SCM 3690 and others upon approval)*

_____ **Business summer study abroad (minimum 3 sh)**

_____ **Semester long study abroad for credit**

_____ **Full-time 400-hour minimum international internship for credit**

_____ **Foreign language courses at or above the 3000 level**

IN ORDER TO GRADUATE, RISK MANAGEMENT AND INSURANCE MAJORS MUST ACHIEVE A MINIMUM AVERAGE G.P.A. OF 2.0 IN THE FOLLOWING 21 HOURS OF RISK MANAGEMENT AND INSURANCE REQUIRED AND MAJOR ELECTIVES.

REQUIRED - RISK MANAGEMENT & INSURANCE (12 s.h.)

_____ FIN 3100 (Principles of Risk Management & Insurance)

_____ FIN 3600 (Personal Insurance) - prereq: FIN 3100

_____ FIN 4600 (Commercial Insurance) - prereq: FIN 3100

_____ FIN 4950 (Enterprise Risk & Insurance Management) – prereq/coreq: FIN 4600

ELECTIVES - RISK MANAGEMENT & INSURANCE (9 s.h.)

_____ FIN 3690 (Financial Management) - prereq: FIN 3680

_____ FIN 3700 (Employee Benefits) *(spring only)*

_____ FIN 3890 (Survey of Investments) - prereq: FIN 3680

_____ FIN 3900 (Internship) – prereq: admission to the COB (only 3 sh of the internship can apply to RMI electives)

_____ FIN 4700 (Insurance Operations) – prereq: FIN 3100 *(fall only)*

_____ FIN 4770 (Derivatives and Financial Risk Management) – prereq: FIN 3890

_____ FIN 4800 (International Insurance Markets) – prereq: FIN 3100 *(spring only)*

_____ ACC 3580 (Individual Income Taxation) – prereq: ACC 2110 with a minimum grade of C-

_____ ENT 3060 (Opportunity and Entrepreneurship)

_____ LAW 3960 (Insurance Law) - prereq: LAW 2150 *(on demand)*

_____ MGT 3620 (Human Resource Management)

_____ MKT 3052 (Professional Selling) – prereq: MKT 3050 with a minimum grade of C

_____ SCM 3660 (Principles of Supply Chain Management) – prereq: ECO 2100 or STT 2810 or permission of director/chairperson

OTHER PREREQUISITE INFORMATION

Students must have 57 hours to take 3000 level COB core courses, 60 hours to take any other 3000 level COB core course, and 90 hours to take any 4000 level COB core course. In addition, students not admitted to the COB must have a minimum GPA of 2.0 to take 3000/4000 level business classes.

In addition to other prerequisites, a minimum grade of "C" in ENG 3100 or BE 3340 is required prior to taking any 4000 level business courses.

No more than five 3000/4000 level COB courses can be taken by students not admitted to the COB.

It is recommended that students take all 3000 COB core courses prior to taking 4000 level COB courses.

COLLEGE OF BUSINESS ELECTIVES (3000/4000 Level) (6 s.h.) *(cannot use FIN 3010 or MGT 3010)*

_____   _____

FREE ELECTIVES (11 s.h.) - 2 s.h. any level outside of the COB (university requirement)
9 s.h. any level inside or outside of the COB *(cannot use ACC 1050, MGT 3010 or FIN 3010)*

TOTAL HOURS REQUIRED: 122 (91 sh major requirements/electives **PLUS** 44 sh Gen Ed requirements **MINUS** 13 sh of major requirements already counted in Gen Ed)

MANAGEMENT (355A)
Bachelor of Science in Business Administration
(B.S.B.A.) Fall 2016 – Summer 2017

GENERAL EDUCATION REQUIREMENTS (44 sh) – *the following 13 sh of major requirements can also count in the General Education Program*:
- ◆ ENG 1000 and 2001 (6 sh) count as General Education Writing Across the Curriculum requirements
- ◆ MAT 1030/1110 (4 sh) counts as a General Education Quantitative Literacy requirement
- ◆ ECO 2030 (3 sh) counts as a General Education Perspective requirement

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COB ADMISSION REQUIREMENTS (28 sh)
2.5 cumulative GPA (based on 12+ graded hours at ASU), 60 earned hours and completion of the following:

_____ENG 1000 (min. grade of "C" required) *(hours already counted in Gen Ed)*
_____ENG 2001 (prereq: ENG 1000 & UCO 1200) (min. grade of "C" required)
    (hours already counted in Gen Ed)
_____MAT 1030 or 1110 (4 sh) (min. grade of "C-" required)
    (hours already counted in Gen Ed)
_____BUS 2000 (0 sh) – graded S/U *(prereq: 24 earned hours)*
_____Computer Proficiency - passing score on the Basic Computer Skills
    Proficiency Test or credit for CIS 1026 (min. grade "C-" required)

COB LOWER LEVEL CORE
(2.0 average required; Minimum grade of "C- required in each course)
_____ACC 2100 (prereq: 24 EH)
_____ACC 2110 (prereq: min. grade of "C-" in ACC 2100)
_____ECO 2030 *(hours already counted in Gen Ed)*
_____ECO 2040 (prereq: ECO 2030)
_____ECO 2100 (prereq: MAT 1020, 1030 or 1110) (STT 2810 can substitute)
_____LAW 2150
Students cannot be admitted to the COB with any outstanding grades of "I".Students cannot be admitted to the COB with any outstanding grades of "I".

ADDITIONAL COB CORE (25 sh)
_____ENG 3100 (prereq: ENG 2001 & 54 EH)
   or BE 3340 (prereq: ENG 2001)
(Writing in the Discipline Requirement)
(min. grade of "C" in ENG 3100/BE 3340 required to take 4000 level business courses)
_____CIS 2050
_____ECO 2200 (prereq:ECO 2030 & ECO 2100)
_____FIN 3680 (prereq :MAT 1030 & ACC 2100)
_____MGT 3630
_____MKT 3050 (prereq: ECO 2030)
_____POM 3650

_____MGT 4750 (prereq: all 2000/3000 COB core, grad audit and final semester of coursework)
_____BUS 4000 (1 sh) (Capstone Requirement) (prereq: all 2000/3000 COB core, grad audit and final semester of coursework)

GLOBAL ISSUES REQUIREMENT
(met within the other degree requirements – does not require additional course work)

The Global Issues requirement can be met by satisfying one of the following:

_____ **International business course** *(ACC 4730; BUS 4540; CIS 3620; ECO 3410; ECO 3430; ECO 4640; FIN 3350; FIN 4750; FIN 4800; MGT 3190; MGT 3600; MGT 3670; MGT 3800; MKT 4550; SCM 3680; SCM 3690 and others upon approval)*
_____ **Business summer study abroad (minimum 3 sh)** *(BUS 3010, 3020, 3030, 3040, 3050, 3060, 3070, 3080 and others upon approval)*
_____ **Semester long study abroad for credit**
_____ **Full-time 400-hour minimum international internship for credit**
_____ **Foreign language courses at or above the 3000 level**

In order to graduate, Management majors must achieve an average G.P.A. of 2.0 in the following 24 hours of Management required and major electives.

MANAGEMENT – REQUIRED (15 sh)

_____ MGT 3060 (Opportunity and Entrepreneurship)
_____ MGT 3620 (Human Resource Management)
_____ MGT 3800 (International Management) - prereq: MGT 3630
_____ MGT 4700 (Contemporary Issues in Management and Leadership) - prereq: MGT 3630
_____ MGT 4770 (Business Ethics)

OTHER PREREQUISITE INFORMATION

Students must have 57 hours to take 3000 level COB core courses, 60 hours to take any other 3000 level COB course, and 90 hours to take any 4000 level COB course. In addition, students not admitted to the COB must have a minimum GPA of 2.0 to take 3000/4000 level business classes.

In addition to other prerequisites, a minimum grade of "C" in ENG 3100 or BE 3340 is required prior to taking any 4000 level business courses.

No more than five 3000/4000 level COB courses can be taken by students not admitted to the COB.

It is recommended that students take all 3000 COB core courses prior to taking 4000 level COB courses.

MAJOR ELECTIVES – (9 sh) *(only 3 sh of MGT 3900 can count towards major electives)*

SET 1 (6 sh)

_____ MGT_____(3000/4000 level excluding MGT 3010 and MGT 3520)
_____ MGT_____(3000/4000 level excluding MGT 3010 and MGT 3520)

SET 2 (3 sh from the following)

_____ MGT_____(3000/4000 level excluding MGT 3010 and MGT 3520)
_____ CIS 3610 (Project Management)
_____ SCM 3660 (Principles of Supply Chain Management) – prereq: ECO 2100 or STT 2810 or permission of the chairperson/director
_____ SCM 3670 (Six Sigma and Quality Management) – prereq: ECO 2100 or STT 2810 or permission of the chairperson/director

COLLEGE OF BUSINESS ELECTIVES (3000/4000 Level) (3 sh) *(cannot use MGT 3010 or FIN 3010)*

_____

FREE ELECTIVES (11 sh) - 2 sh any level outside of the COB (university requirement)
    9 sh any level inside or outside of the COB *(cannot use ACC 1050, FIN 3010 or MGT 3010)*

_____
_____

TOTAL HOURS REQUIRED: 122 *(91 sh major requirements/electives **PLUS** 44 sh Gen Ed requirements **MINUS** 13 sh of major requirements already counted in Gen Ed)*

HOSPITALITY AND TOURISM MANAGEMENT (371A)
Bachelor of Science in Business Administration
(B.S.B.A.) Fall 2016 – Summer 2017

GENERAL EDUCATION REQUIREMENTS (44 sh) – *the following 13 sh of major requirements can also count in the General Education Program*:
- ◆ ENG 1000 and 2001 (6 sh) count as General Education Writing Across the Curriculum requirements
- ◆ MAT 1030/1110 (4 sh) counts as a General Education Quantitative Literacy requirement
- ◆ ECO 2030 (3 sh) counts as a General Education Perspective requirement

COB ADMISSION REQUIREMENTS (28 sh)
2.5 cumulative GPA (based on 12+ graded hours at ASU), 60 earned hours and completion of the following:

_____ ENG 1000 (min. grade of "C" required) *(hours already counted in Gen Ed)*
_____ ENG 2001 (prereq: ENG 1000 & UCO 1200) (min. grade of "C" required) *(hours already counted in Gen Ed)*
_____ MAT 1030 or 1110 (4 sh) (min. grade of "C-" required) *(hours already counted in Gen Ed)*
_____ BUS 2000 (0 sh) – graded S/U *(prereq: 24 earned hours)*
_____ Computer Proficiency - passing score on the Basic Computer Skills Proficiency Test or credit for CIS 1026 (min. grade "C-" required)

COB LOWER LEVEL CORE
(2.0 average required;   Minimum grade of "C- required in each course)
_____ ACC 2100 (prereq: 24 EH)
_____ ACC 2110 (prereq: min. grade of "C-" in ACC 2100)
_____ ECO 2030 *(hours already counted in Gen Ed)*
_____ ECO 2040 (prereq: ECO 2030)
_____ ECO 2100 (prereq: MAT 1020, 1030 or 1110) (STT 2810 can substitute)
_____ LAW 2150
Students cannot be admitted to the COB with any outstanding grades of "I".

ADDITIONAL COB CORE (25 sh)
_____ ENG 3100 (prereq: ENG 2001 & 54 EH)
____ **or** BE 3340 (prereq: ENG 2001)
(Writing in the Discipline Requirement)
(min. grade of "C" in ENG 3100/BE 3340 required to take 4000 level business courses)
_____ CIS 2050
_____ ECO 2200 (prereq:ECO 2030 & ECO 2100)
_____ FIN 3680 (prereq :MAT 1030 & ACC 2100)
_____ MGT 3630
_____ MKT 3050 (prereq: ECO 2030)
_____ POM 3650

_____ **MGT 4750** (prereq: all 2000/3000 COB core, grad audit and final semester of coursework)

_____ **BUS 4000 (1 sh)** (Capstone Requirement) (prereq: all 2000/3000 COB core, grad audit and final semester of coursework)

GLOBAL ISSUES REQUIREMENT
(met within the other degree requirements – does not require additional course work)

The Global Issues requirement can be met by satisfying one of the following:

_____ **International business course** *(ACC 4730; BUS 4540; CIS 3620; ECO 3410; ECO 3430; ECO 4640; FIN 3350; FIN 4750, FIN 4800; MGT 3190; MGT 3600; MGT 3670; MGT 3800; MKT 4550; SCM 3680; SCM 3690 and others upon approval)*
_____ **Business summer study abroad (minimum 3 sh)** *(BUS 3010, 3020, 3030, 3040, 3050, 3060, 3070, 3080 and others upon approval)*
_____ **Semester long study abroad for credit**
_____ **Full-time 400-hour minimum international internship for credit**
_____ **Foreign language courses at or above the 3000 level**

In order to graduate, Hospitality and Tourism Management majors must achieve an average G.P.A. of 2.0 in the following 30 hours of Hospitality and Tourism Management required courses and electives.

REQUIRED - HOSPITALITY & TOURISM MANAGEMENT (24 sh)
_____ HOS 2000 (Survey of the Hospitality & Tourism Industry) – may be taken before admission to COB
_____ MGT 3620 (Human Resource Management)
_____ HOS 3700 (Hospitality Management Operations I) - prereq: HOS 2000
_____ HOS 3800 (Hospitality Management Operations II) - prereq: HOS 2000
_____ HOS 3900 (Hospitality Management Internship)(6 sh) - prereq: HOS 2000, permission of faculty advisor, a minimum of 9 sh completed in the major and admission to the COB
_____ HOS 4040 (Destination Management) (*spring only*)
_____ HOS 4050 (Meeting & Convention Management) (*fall only*)

ELECTIVES - HOSPITALITY AND TOURISM MANAGEMENT (6 sh) - Two courses from the following:

_____ *NUT 1202 (Basic Food Science)
_____ **RM 2110 (Introduction to Recreation and Leisure)
_____ RM 3242 (Tourism in Costa Rica) (*on demand*)
_____ RM 3243 (The Cruise Line Industry in a Cultural Context) (*summer only*)
_____ HOS 3500 (Independent Study)
_____ HOS 3530-3549 (Selected Topics)
_____ HOS 4500 (Independent Study)
_____ HOS 4510 (Senior Honors Thesis) (*on demand*)
_____ HOS 4530-4549 (Selected Topics)
_____ MGT 3060 (Opportunity and Entrepreneurship)
_____ MGT 3800 (International Management) – prereq: MGT 3630
_____ MKT 3220 (Sales Management) - prereq: "C" in MKT 3050
_____ MKT 3240 (Integrated Marketing Communications) - prereq: "C" in MKT 3050
_____ Business sponsored <u>study abroad</u> at the 3000/4000 level with one of the following prefixes: ACC, BUS, CIS, ECO, FIN, HOS, LAW, MGT, MKT, POM, SCM
_____ Business sponsored <u>study abroad</u> at the 3000/4000 level with one of the following prefixes: ACC, BUS, CIS, ECO, FIN, HOS, LAW, MGT, MKT, POM, SCM

* <u>Suggested for Hospitality Industry Career Focus</u>   ** <u>Suggested for Tourism Industry Career Focus</u>

OTHER PREREQUISITE INFORMATION

Students must have 57 hours to take 3000 level COB core courses, 60 hours to take any other 3000 level COB course, and 90 hours to take any 4000 level COB course. In addition, students not admitted to the COB must have a minimum GPA of 2.0 to take 3000/4000 level business classes.

In addition to other prerequisites, a minimum grade of "C" in ENG 3100 or BE 3340 is required prior to taking any 4000 level business courses.

No more than five 3000/4000 level COB courses can be taken by students not admitted to the COB.

It is recommended that students take all 3000 COB core courses prior to taking 4000 level COB courses.

COLLEGE OF BUSINESS ELECTIVES (3000/4000 Level) (3 sh) *(cannot use MGT 3010 or FIN 3010)*

_____

FREE ELECTIVES (5 sh) - 2 sh any level outside of the COB   (university requirement)
3 sh any level inside or outside of the COB *(cannot use ACC 1050, FIN 3010 or MGT 3010)*

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***TOTAL HOURS REQUIRED: 122** (91 sh major requirements/electives **PLUS** 44 sh Gen Ed requirements **MINUS** 13 sh of major requirements already counted in Gen Ed)*

Master of Health Administration

College of Health Sciences

Dave Williams, Director of the MHA Program
Willimsdr@appstate.edu

www.xxx.appstate.edu

The College of Health Sciences offers the Master of Health Administration (MHA) degree (xxx/51.0701) with the following concentrations:

- **Information Systems (xxxx)**
- **Leadership (xxxx)**

The MHA degree is a hybrid online program designed to meet the needs of working professionals. The educational mission of the program is to prepare individuals in advanced health care management and administration principles and applications. Graduates of the program will have the knowledge and competencies enabling them to lead a variety of health care organizations. Instruction in the MHA program combines theoretical foundation with applied principles of health administration and is delivered by faculty with applied work experience in the health care industry.

The MHA degree program is primarily an online program of 46 semester hours. The curriculum is structured around a core set of courses totaling 37 semester hours. Students will choose one of two concentrations in either Information Systems or Leadership for an additional 9 semester hours. Students can complete the program in two years of full-time study (9 semester hours per term) or three years of part-time study (6 semester hours per term).

Each academic year, students will spend two to three days in face-to-face instruction on the Appalachian State University campus in Boone and dates will be announced prior to the start of each academic year. For information about the format of the online program, please contact the Office of Distance Education: www.distance.appstate.edu.

PROGRAM OF STUDY FOR THE MASTER OF HEALTH ADMINISTRATION

Admission Requirements: Baccalaureate degree from an accredited college or university; complete application to the Graduate School; official GMAT or GRE exam scores; written statement addressing prior experience and career goals in health care; satisfactory completion of coursework in financial accounting and statistics (at least 3 credit hours) at the undergraduate or graduate level. Work experience of two or more years in a health care setting is preferred prior to beginning the MHA program.

To be considered for admission, applicants must meet the criteria for admission to the Graduate School. Meeting this condition does not guarantee admission.

Students will be admitted each Fall semester. Deadline for submission of all application materials is **January 15** for admission to the subsequent Fall cohort.

MHA PROGRAM OF STUDY TABLE

Course Requirements for the Master of Health Administration Total Semester Hours Required (minimum): 46		
Required Coursework	HCM 5210: Foundations of the US Health Care System (3) HCM 5220: Statistics for Health Administration (3) HCM 5240: Health and Disease (3) HCM 5270: Organizational Development and Behavior in Health Care (3) HCM 5570: Financial Management for Health Organizations I (3) HCM 5575: Financial Management for Health Organizations II (3) HCM 5590: Performance Improvement Concepts and Applications in Health Care (3) HCM 5610: Health Economics (3) HCM 5680: Management and Human Resources in Health Organizations (3) HCM 5700: Health Care Informatics (3) HCM 5800: Executive Skills Development (1) HCM 5910: Health Law and Policy (3) HCM 5950: Strategic Management in Health Care (3)	**37**
Concentration (CHOOSE ONE)	**Information Systems (Code:xxx)** HCM 5710: Health Care Data Management (3) HCM 5720: Data Analytics in Health Care (3) HCM 5725: Health Information Project Management (3) **OR** **Leadership (Code:xxx)** HCM 5730: Leadership in Health Care (3) HCM 5735: Health Care Operations Management (3) HCM 5740: Marketing in Health Care (3)	**9**

Other Requirements for the MHA:

- **Thesis**: Not required
- **Proficiency**: Not required
- **Candidacy:** Not required
- **Comprehensive**: Not required
- **Product of Learning**: Not required

NURSING PROGRAM OF STUDY TABLE

Course Requirements for the Master of Science in Nursing with a concentration in Nursing Education (code: 850B) Semester Hours Required (minimum): 39		
Major Courses	NUR 5040 - Theories for Advanced Nursing Practice (3) NUR 5070 - Contemporary Issues in Nursing (3) NUR 5150 - Advanced Health Assessment for Adults (3) NUR 5200 - Advanced Pathophysiology (3) NUR 5250 – Nursing Research for Evidence-Based Practice (3) NUR 5800 - Advanced Pharmacology for Nursing (3) NUR 5820 – Nursing Program Development and Evaluation (3) NUR 5901 – Advanced Clinical Practicum (3)	24
Concentration Coursework	NUR 5050 - Educational Theories for Nursing Academic & Practice Settings (3) NUR 5715 – Instructional Strategies for Nursing and Informatics (3) NUR 5810 - Educational Tests and Measurement in Nursing (3) NUR 5900 – Nursing Education Practicum (3)	12
Thesis Option	NUR 5999: Thesis (3 SH, 1+1+1) OR NUR 5600: Research Project (3 SH, 1+1+1)	3

Other Requirements for the MSN:
- **Thesis**: Option of completing either thesis or Research Project
- **Proficiency**: Not required
- **Candidacy:** Required for the thesis option; Program director can provide specific timeline and requirements for admission to candidacy.
- **Comprehensive**: Required; Oral defense of thesis or presentation of research project fulfills the comprehensive requirement.
- **Product of Learning**: Not required