



College of Business Rules

College of Business Minors

Students with declared majors outside the College of Business may only work towards and earn **ONE** minor from the College of Business. The majors that are included in this limitation are:

- Accounting
- Computer Information Systems
- General Business
- Economics
- Employee Benefits
- Entrepreneurial Studies
- Hospitality and Tourism Management
- Human Resource Management
- International Business
- Marketing
- Marketing—Sales
- Supply Chain Management
- Sustainable Business

Students who are interested in more than one minor in the College of Business **may still select only one.**

Students may still double minor in minors outside the College of Business. Students should declare their minors as soon as possible so the Deans' Offices and DegreeWorks can track them.

**Main Office:
262-3076**

For questions regarding students with last names:

A-D **Misty Pitts**
 pittsma

E-K **Kendra Craven**
 cravenkn

L-Q **Tina Beshears**
 beshearskk

R-Z **Diana Nelson**
 nelsondj

College of Business 3000/4000 course restrictions

Students who are not admitted to the College of Business may take a **MAXIMUM** of five business courses at the 3000/4000 level. The only exception to this rule is for any non-business major, concentration, or required minor that requires more than five of these courses.

Students must have 54 earned hours in addition to any individual course prerequisites in order to take any 3000 level COB courses.

All 4000-level business courses require a prerequisite of a minimum grade of "C" in any Writing in the Discipline [WID] course. Also, students must have a minimum of 84 earned hours in addition to any individual course prerequisites to take 4000-level COB courses.

Instructions for Faculty Grading

Access through the [Web Self-Service \(Banner\)](#) or [AppalNET](#) on the [MyASU](#) page

- Login using your Appalachian username and password
- Select the **Faculty Services** tab.
- Select the **Final Grades** link.
- Select the **Term** for grading and **SUBMIT**.
- Select the **CRN** (Course Reference Number) for the course from the drop down menu.
- The **Final Grade Worksheet** for the course will display.
- In the **Grade** column, click on the down arrow and select the appropriate grade for each student from the drop down menu, for those students who have completed all coursework and have a calculated grade.
- Faculty should assign a grade to all students on their grade roster and should not leave grades blank on the Final Grades page. **Please assign a grade of F or U to any student who has not completed the coursework to attain a higher grade.**

Click on the **SUBMIT** button grades to post the official grades. Faculty Services will