

## **Policies Regarding Programs and Course Scheduling for Business Undergraduate Students**

- 1) Please note the “*Undergraduate Admissions and Transfer Policies, Scholastic Standards, and Graduation Requirements*” that are pointed out in the College of Business section of the current Louisiana Tech Catalog. In addition, the “Academic Standards” chapter of the Catalog has information that the College follows, and please note the Credit by Examination information, the General Education Requirements, class attendance, final grade and academic appeals procedure, and graduation requirements including the senior year residence requirements.
  
- 2) Students are responsible for taking courses in the proper order, i.e., schedule the courses according to the sequence and year shown on the curriculum worksheet in the student’s folder, and with the proper prerequisites. Credit will not be given for courses taken without the appropriate prerequisite(s) and/or foundation courses.
  
- 3) Students must complete all freshman and sophomore course requirements before upper division courses—300 or 400-level—may be taken. If a sophomore must take a junior level course in order to complete a class schedule then selected junior courses should be in the following order: the “appreciation” courses (Art 290 or HES 280 or Music General 290 or Speech Theatre 290); English 303, 336, or Business Communications 305; Speech 377 or 110; Economics 312; and CIS 310. The following required business courses in the junior year--Finance 318, Management 310 and 333, and Marketing 300-- **may not** be taken until the student has completed the first two years of the program.
  
- 4) The **required business coursework** includes the following:

Sophomore Level:

Accounting 201 and 202  
Business Law 255  
Economics 201 and 202  
Quantitative Analysis 233

Junior Level:

Computer Information Systems 310  
Economics 312  
Finance 318  
Management 310 and 333 (or Accounting 308)  
Marketing 300

Senior Level:

Business 495

5. Business 495 may not be taken until all other **required business courses** are completed. **There are no exceptions to this policy.** The recommended time for a student to enroll in Business 495 is the next-to-the-last or last quarter before graduation. In the spring quarter only graduating seniors may enroll in BUSN 495.
6. **Note for business students not admitted to the College (listed as Pre-Business):** For these students, no 400-level business courses may be taken prior to admission to the College. In addition, if the student has completed the first two years of the curriculum, then the student may take no more than six (6) semester hours of new business courses per quarter. (This does not include business courses being repeated.)
7. Students on academic probation are limited to taking 9 hours in any term.
8. Business 110 may not be taken for credit in any degree program in the College if the student is enrolled in or has completed any 300-level business course. BUSN 110 should be completed prior to enrolling in any sophomore-level business course.
9. Per Louisiana Tech policy, all developmental courses must be completed within the first year at Tech.
10. If a non-business student has credit for Economics 215 and transfers into the College, the course will be substituted for Economics 201. Economics 202 will be required to complete the six-hour Economics Principles series.
11. The two mathematics sequences for business programs are Math 101 and 125 or Math 125 and 222. (Math 125 and 222 are required for Accounting majors.)
12. All **required business courses** are required for graduation in the baccalaureate program and substitutions for these courses are not allowed. Substitutions for other courses in the programs are highly discouraged and may only be approved with adequate justification prior to the time the course is taken. A Substitution Form must be completed for any approved course substitution.
13. Transfer evaluations will reflect all grades earned at another institution, but only grades of "C" or above will be accepted for credit in the College of Business.
14. CLEP examinations will not be accepted for credit toward any 300- or 400-level business courses.
15. If a student is interested in pursuing an MBA degree, he/she is encouraged to take a calculus course or QA 390 as a Business Elective.
16. Given that more students are graduating from high school with foreign language credit, students are encouraged to enroll in 200-level foreign language courses (to fulfill the Humanities Elective) in preparation for working in a more global environment.

17. Humanities Elective - Three credit hours from the humanities, including: foreign languages (above the introductory level), philosophy, religious studies, history, speech communication, and literature.

**Spanish 201, 202**

**French 201, 202**

**German 201, 202**

**Russian 201, 202, 203**

**Philosophy 201**

**History 101, 102, 201, 202, 360**

**Speech 300**

**English 201, 202**

18. Natural Science Electives - Nine credit hours from the Physical Sciences (Chemistry, Physics, Geology) and Biological Sciences. Electives must include both physical and biological sciences with at least six hours from a two-quarter sequence.

**Chemistry 120, 121**

**Geology 111, 112 or 201,202**

**Physics 205, 206, 220**

**Biological Sciences 101, 102**