

# College of Business and Management

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## College Mission and Overview

The College of Business and Management provides quality and accessible undergraduate and graduate education in business to a diverse community of students from metropolitan Chicago and beyond. Our multicultural faculty prepares students for professional careers in an increasingly interconnected world. The college emphasizes cognitive and experiential learning, research (predominantly applied and pedagogical), and urban leadership through service.

## Vision

We aspire to become a leading metropolitan college of business, recognized for the quality of our academic programs and our graduates, as well as for our contributions to Chicago, a major center for global business.

## Accreditation

The NEIU College of Business and Management is accredited by AACSB International -- the Association to Advance Collegiate Schools of Business. Of the 16,000 business programs worldwide only 5% of those programs have been awarded AACSB Accreditation. For more information about AACSB Accreditation please see their website: [www.aacsb.edu](http://www.aacsb.edu) (<http://www.aacsb.edu>).

## Degree Programs

The College of Business and Management combines a liberal arts education with professional career preparation in the Bachelor of Science degree with majors in Accounting, Finance, General Business Administration, Management, and Marketing. The five undergraduate degree programs prepare students for careers in business or for additional study in graduate schools of business. Graduate students may pursue Master of Business Administration (MBA) or Master of Science in Accounting (MS) degrees. The College also offers undergraduate minors in Accounting, Finance, Management, Marketing, and International Business for those who wish to supplement or expand coursework in other disciplines. A minor, however, is not a graduation requirement for Business students.

The College of Business and Management adheres to quality standards established by AACSB International: The Association to Advance Collegiate Schools of Business, and is committed to providing a well-rounded education for a career in business, government, or non-profit organizations.

## College Organization

The College of Business and Management is organized into two departments, each headed by a chairperson:

- Department of Accounting, Business Law, and Finance
- Department of Management and Marketing

Classes are scheduled to accommodate the needs of full-time, part-time, and evening students.

## Program Advisement Office

The Program Advisement Office provides professionally staffed, centralized advising to students who are (1) freshmen and sophomore pre-business majors focusing on their general education curriculum or (2) juniors and seniors wishing to enroll in undergraduate business courses. One advisor also specializes in graduate programs. If you're considering business course work, we encourage you to contact the Program Advisement Office immediately to learn about the College's programs and procedures and to declare your intent to pursue a business major or minor. Once you meet with a business advisor, the Program Advisement Office maintains records of your progress toward graduation and serves as a resource for information about University and College of Business and Management policies and requirements.

College of Business and Management - Program Advisement Office  
Room: CBM 159  
Phone: (773) 442-6111  
Graduate Advising Phone: (773) 442-6114  
Fax: (773) 442-6110  
E-mail: [P-Advise@neiu.edu](mailto:P-Advise@neiu.edu)

## Professional School Curriculum Model

Consistent with the emphasis on excellence in its mission, the College has implemented a professional school curriculum model that concentrates advanced study in business subjects during the last two years of a four-year program. If you plan to enroll in Business and Management classes, you

must complete liberal arts and business preparatory courses in the earlier years of your academic experience to ensure you are well-equipped for success in your business studies.

Admission to Northeastern Illinois University does not automatically constitute admission to programs offered by the College of Business and Management. If you plan to pursue a baccalaureate degree in business, you must formally apply for admission to the College after you've completed the University's General Education requirements along with eight Foundation courses that provide basic skills critical for success in a business program.

If you're a Northeastern non-business student who wants to take one or more Business courses, you need not apply for admission to the College of Business and Management. You must, however, meet the same prerequisites as Business majors, including completion of the College's Foundation Courses with a GPA of 2.50 or higher and grades of "C" or better in each course, as well as having minimally a cumulative GPA of 2.00. As a non-business student, you may take up to 12 hours of Business courses at 300-level.

At-large students – students (with or without degrees) registered at other institutions who enroll for Northeastern classes – must secure approval from the Business Program Advisors to register for any Business course.

## Sequence of Courses and Admission Requirements

### University core curriculum and General Education Courses

University Core Curriculum and General Education Courses are outlined in the University Academic Catalog and in the Schedule of Classes each semester. The College of Business and Management requires students complete the General Education Requirement before enrollment in any upper division (300-level) business courses. BLAW-109 satisfies the FYE requirement for freshman students.

ECON-215, ECON-217, MATH-165, and PHIL-213 fulfill both College of Business and Management course requirements and the University's General Education Requirement; however, course credit hours are only recognized once toward graduation requirements.

### Foundation Courses

These are basic skills courses that you complete before being admitted to upper-division (300-level) study in business. Three are specific courses in Business and Management, and six are in Arts and Sciences. Check the course descriptions in this catalog for course prerequisites.

Code	Title	Hours
<b>Foundation Courses</b>		
ENGL-101	Writing I	3
ENGL-102	Writing II	3
MATH-165	Finite Mathematics For Business And The Social Sciences	3
PHIL-213	Ethics ( This also satisfies a Human Relations requirement)	3
or PHIL-215	Business Ethics	
ECON-217	Principles Of Microeconomics <sup>1</sup>	3
ACTG-201	Introduction To Financial Accounting <sup>1</sup>	3
ACTG-202	Introduction To Managerial Accounting <sup>1</sup>	3
BLAW-285	Legal Environment Of Business <sup>1</sup>	3
Total Hours		24

<sup>1</sup> Foundation Courses that are also Core Courses.

\* PHIL-215 Satisfies the CPA Ethics requirement

### Pre-Major Transition Semester

If you are completing the Foundation Courses, you may enroll in 300-level business courses during the same semester under the following conditions:

1. You must be able to complete the Foundation Requirement and the General Education Requirement within that semester.
2. You must be able to complete at least 60 credit hours (45 hours for business minors) of college-level course work by the end of that semester.
3. You must have earned a 2.50 GPA for Foundation Courses that you've already completed and a 2.00 cumulative GPA for all course work you've completed at Northeastern.

Guidelines for using this privilege:

- Students must request authorization from the Program Advisement Office to utilize the transition semester opportunity through submission of the Course Request Form.
- Students failing to complete all requirements for admission to the College of Business and Management by the end of the Transition Semester may be denied permission to continue the business course sequence (restriction from enrollment in 300-level business courses) until all program admission requirements have been met.

- Generally, students will be allowed ONE SEMESTER to utilize the Transition Semester Opportunity. This includes semesters in which students receive a grade of D, F, NAF, UWF or I, and semesters in which students withdraw from courses.
- Should a student drop a required Foundation Course during the Transition Semester, they will be expected to also drop all 300-level business courses in which they are enrolled.

## Admission to the College of Business and Management:

### Declaring a Business Major and/or Minor

The following admission standards must be fulfilled to become eligible to enroll in upper division (300-level) business courses and officially declare a business major in the College of Business and Management or a business minor in the Department of Accounting, Business Law, and Finance:

1. Fulfill the University's General Education Requirement (See the Academic Catalog or Schedule of Classes for details on fulfilling the General Education Requirement).
2. Complete each of the eight Foundation Courses (listed above) with a grade of "C" or better in each course AND earn a Foundation Course grade point average of 2.50 or higher (on a 4-point scale). COBM does not round up GPA. A 2.49 GPA would require re-taking a course(s) to earn a 2.5 foundation GPA.
3. Complete at least 60 college credit hours of course work (45 hours for business minors), including the Foundation Courses and General Education Courses, with a cumulative grade point average of 2.00 or higher.
4. Apply and be approved for admission to the College of Business and Management. This step is equivalent to officially declaring a business major and/or minor. Contact the Office of Program Advisement at (773) 442-6111 to schedule an advisement appointment to officially declare a business major or minor.

The admission standards to declare a business minor in the Department of Management and Marketing are available under the department's headings.

### Core Courses

Core courses are those that are required of all majors. Four of the Core Courses are also Foundation Courses. Please check the course descriptions in the catalog for course prerequisites.

Code	Title	Hours
ACTG-201	Introduction To Financial Accounting <sup>1</sup>	3
ACTG-202	Introduction To Managerial Accounting <sup>1</sup>	3
BLAW-285	Legal Environment Of Business <sup>1</sup>	3
ECON-215	Principles Of Macroeconomics	3
ECON-217	Principles Of Microeconomics <sup>1</sup>	3
ABF-350	Management Information Systems	3
FINA-360	Principles Of Financial Management	3
MKTG-350	Principles Of Marketing	3
MNGT-368	Business Statistics	3
MNGT-370	Writing Intensive Program: Managing Global Business Organization <sup>2</sup>	3
MNGT-377	Production/Operations Management	3
MNGT-379	Business Analytics	3
Total Hours		36

<sup>1</sup> Core Courses that are also part of the Foundation.

<sup>2</sup> MNGT-370 is the department course that fulfills the University Writing Intensive Program (WIP) Requirement

FINA-360, MKTG-350, MNGT-368, and MNGT-370 are prerequisites for more advanced business major courses. These courses must be completed prior to enrollment in advanced courses in your particular major.

### Major/Minor Required Courses

Major/Minor Required Courses are those that departments require for the specialized majors and minors they offer. Specific requirements for each major and minor are listed under the departmental headings in this catalog.

All Business majors are required to take MNGT-393, as the capstone course. To enroll in MNGT-393, you must be in your final semester before graduation, have completed all business Core courses (some exceptions apply), have applied for graduation, have met all university graduation requirements, and have earned a 2.50 GPA in your major courses and a 2.50 Cumulative GPA.

## Business Electives

Elective Courses are those you choose to match your own special interests and abilities. Specific elective choices and prerequisites for each major and minor program are listed under the departmental headings in this catalog. Electives must be chosen from the preapproved list.

## Prerequisites

The curriculum in the College of Business and Management is highly structured and carefully integrated. The content and methods of upper division courses assume that you have already completed a sequence of lower division courses, the prerequisites for those courses, and other program prerequisites that provide you with skills you will need for more advanced study. For that reason, all students—including students-at-large, non-Business majors, and non-traditional degree students—must adhere to course prerequisites, which are strictly enforced. The minimum acceptable grade for a course is "C". Grades of "D", "F", "NAF", "UWF", "P", "S", and "I" are not recognized as successful completion of a course or course prerequisite.

Class registration lists are monitored by the Office of Program Advisement. If you do not meet all published prerequisites for courses in which you have enrolled, you will be so notified and will be required to withdraw from those courses.

## Registration Information

You can register for College of Business and Management classes online through NEIUport. Before you register, be sure that you have complied with published prerequisites and other registration requirements. If you're not sure that you have met all of the course prerequisites, contact the Program Advisors.

All courses with Incomplete grades are treated as courses in progress. A course with an Incomplete grade cannot be used to satisfy course prerequisites. Effective fall 2016, courses with incomplete grades revert to a failing grade after one semester.

## Transfer Credits From Other Institutions

Northeastern Illinois University generally accepts courses completed at accredited colleges and universities. While the College of Business and Management usually accepts advanced business courses completed at accredited four-year colleges and universities less than six years prior, acceptance of transfer course work by Northeastern's Office of Enrollment Management Services does not indicate the course is equivalent to a College of Business and Management course, nor does it guarantee the transferred course(s) will meet business program requirements. In addition, lower division courses (100 or 200-level) transferred to Northeastern may not be accepted as equivalent to College of Business and Management upper division courses (300-level) even if an upper division course appears to be comparable and the course was accepted as a general elective by the Office of Enrollment Management Services. As a result, **TRANSFER STUDENTS SHOULD CONTACT THE PROGRAM ADVISEMENT OFFICE AS SOON AS POSSIBLE TO DETERMINE IF TRANSFER COURSES ARE APPLICABLE TO BUSINESS PROGRAMS** and if you have completed criteria to officially declare a business major or minor.

Completion of the transfer course evaluation process is necessary to confirm transfer courses may apply to College of Business and Management program requirements. Transfer course evaluation requires submission of course syllabi to the Program Advisement Office.

The College of Business and Management will accept a maximum of 24 business transfer credit hours (8 courses) toward a major program and a maximum of 9 business transfer credit hours (3 courses) toward a minor program. All transfer students planning to major in a business program must complete a minimum of 10 business courses at Northeastern.

Introduction to Financial Accounting, Introduction to Managerial Accounting, and Legal Environment of Business are lower division courses at Northeastern. The College will accept credit for these courses from accredited community colleges and other four-year institutions attended prior to enrollment at Northeastern provided the courses are deemed equivalent.

NOTE: Transfer information is available on the COBM web-page: [transfer \(http://www.neiu.edu/future-students/transfer-center\)](http://www.neiu.edu/future-students/transfer-center).

## Proficiency Examinations

The College of Business and Management may accept a transferred 200-level course to satisfy a 300-level course requirement only IF you complete and pass a proficiency exam. The College offers proficiency exams BY APPOINTMENT ONLY through the Program Advisement Office for:

- Principles of Marketing
- Principles of Financial Management
- Cost Accounting
- Federal Income Tax (Individual)
- Intermediate Financial Accounting I
- Intermediate Financial Accounting II
- Management Information Systems
- Business Law I

- Business Law II
- Business Statistics

To attempt proficiency exams, you must provide documentation confirming you earned a grade of "C" or better less than six years ago in an equivalent 200-level transfer course.

("D", "F", "NAF", "UWF", "P", and "S" are not acceptable grades.) You may attempt an exam for a given course only ONCE and you must make the attempt prior to completion of all other College of Business and Management admission requirements. You will receive a PASS or FAIL for your performance on the exam. If you pass the exam, the credit for the transferred course and the grade earned will be applied to your business major or minor program as appropriate; however, the course credit hours will not be recognized as 300-level toward the University's upper-level course requirement.

The best strategy is to attempt proficiency exams as early as possible to allow you to plan your academic career accordingly. Contact the Program Advisement Office at (773) 442-6111 to obtain information or to schedule an exam

## Enrolling in Multiple Institutions

Students interested in completing courses at alternate institutions after beginning enrollment at Northeastern must contact their advisor PRIOR to enrollment in the course(s) to confirm if the course may apply to degree requirements. As a general rule, all upper-division business-related coursework must be completed at Northeastern (Core, Required, and Elective business courses) once you have been admitted or re-admitted to Northeastern. (Business courses may NOT be completed at alternate institutions.) Failure to obtain permission to complete courses at an alternative institution prior to enrollment may result in rejection of the course by the University and the College.

## Enrollment In Business Courses for Non-Business Students

If you're a Northeastern student not officially declared in any business major or minor program who would like to enroll in one or more business courses, you must meet the same prerequisites as business majors, including completion of the College's Foundation Requirement. A maximum of 12 hours of business courses (4 courses) at 300-level may be completed prior to formally declaring a business major or minor.

Students-at-large must secure approval from the Program Advisement Office (CBM 159) to register in any business course. In general, the College's Foundation Requirement is waived for students-at-large, but you must meet the specific prerequisites for business course(s) in which you seek to enroll. Students-at-large enrolled in degree programs at other institutions are responsible for confirming courses completed at Northeastern will transfer to their primary institution to satisfy degree requirements.

## Graduation Requirements

To earn a Bachelor of Science degree in a business major, you must meet all University graduation requirements, have completed all Foundation, Core, and Major required and elective courses in the College of Business and Management with a grade of C or better, achieved a minimum cumulative 2.50 (on a 4-point scale) grade point average for all course work at Northeastern, and a 2.50 GPA for all of your Major course work (Core Courses plus required and elective courses in your Major). Business Minors must earn a 2.50 or higher GPA for all required and elective courses in the Minor.

## Filing for Graduation

To apply for graduation, contact the Program Advisors two semesters prior to the term in which you plan to graduate. See approximate dates below:

Month of Anticipated Completion of Degree Requirements	Filing Deadline
May	Previous September
August	Previous January
December	Previous May

Major and minor graduation forms are valid for a one-year period from the date on the form. If you do not graduate within that period, you must contact the Program Advisors to complete a new graduation form for the University's graduation evaluators.

## Additional Academic Regulations

### Governing Standards

The requirements that govern business major and minor programs are those that were published in the Academic Catalog at the time you were admitted to Northeastern Illinois University. Changes in course prerequisites are an exception, becoming applicable as they are enacted.

If you are absent from the University for one year or longer, your student status is inactivated. You revert to undeclared status, must re-apply for admission to the University and the College upon return, and must meet all current University, major/minor declaration, and business program requirements to qualify for a Bachelor's Degree.

## **Repeat Course Policy/Duplication of Course Credit**

Courses may only apply to one degree program. You must complete separate courses to fulfill credit hour requirements for all programs when completing multiple business programs (two majors or a major and a minor program). When the same course is required for multiple programs, the department chairperson of the second program must approve a course to be completed to satisfy credit hour requirements for that program.

The College calculates your Foundation and Major grade point averages for College requirements using the most recent grade for repeated courses. This is in compliance with the University's cumulative grade point average policy (discussed below).

University policy permits students to repeat courses. The most recent grade and corresponding grade points from repeated courses are used to calculate the cumulative grade point average. Previous grade(s) are not included in calculation of cumulative grade point average or hours earned regardless of which grade is higher. All courses count only once toward the 120 credit hour minimum required for graduation. Students who repeated a course prior to Summer 2008 in which a grade of "C" or above was earned will have all grades calculated in the cumulative grade point average, but will only earn credit hours for the course once.

Note: **ALL grades received for all courses appear on the transcript.**

## **Class Attendance/Course Withdrawals**

In accordance with University policy, you're expected to attend the first class session of all courses in which you are enrolled to confirm your registration. If you stop attending classes, you must officially withdraw from the course through established University procedures (NEIUport). Failure to officially withdraw from a course you stop attending for any reason is the same as failing the course. A permanent grade of F, NAF or UWF will appear on your transcript.

## **Pass/Fail Policy**

Pass grades ("P") are not permitted to satisfy any degree requirements. Only grades of "C" or better fulfill course requirements.

## **Requirements for Multiple Business Majors**

Students who wish to complete a second business major must take a minimum of 30 additional credit hours beyond the course work required for the first major. These credit hours must consist of at least 24 credits in the second major discipline. The remaining 6 elective credits may be any course offered by the College of Business and Management.

Contact the College's Office of Program Advisement for further information.

## **Aging of Course Work**

The College of Business and Management may evaluate business coursework for currency and may reject courses that are deemed to be dated/aged (completed six or more years prior to enrollment or re-enrollment at NEIU). These courses must be repeated. This applies to all students - new, returning, and continuing.