

2018-2019

# Student Handbook



**Undergraduate Programs Office**

**The Ohio State University Fisher College of Business**  
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*FISHER HONOR PLEDGE: As a member of the Fisher College of Business community, I am personally committed to the highest standards of ethical behavior. Honesty and integrity are the foundation from which I will measure my actions. I will hold myself, and my peers, accountable to adhere to these standards. As a leader in the classroom, community and business environment, I will pledge to live by these principles and celebrate those who share these ideals.*

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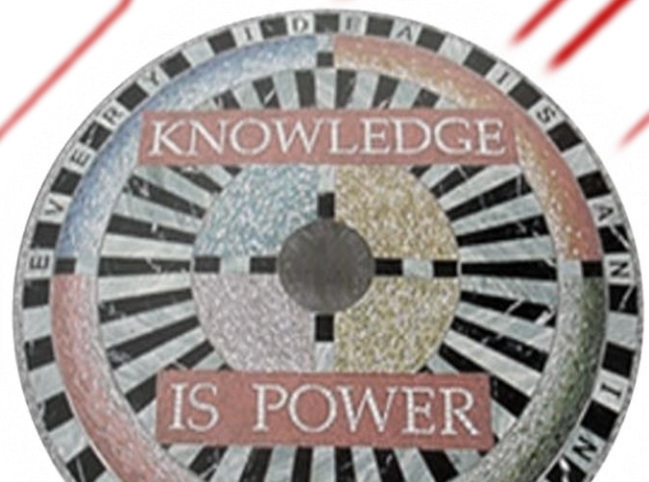
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# UNDERGRADUATE CURRICULUM







# CURRICULUM STRUCTURE

## Foundations and Paths to a Business Degree

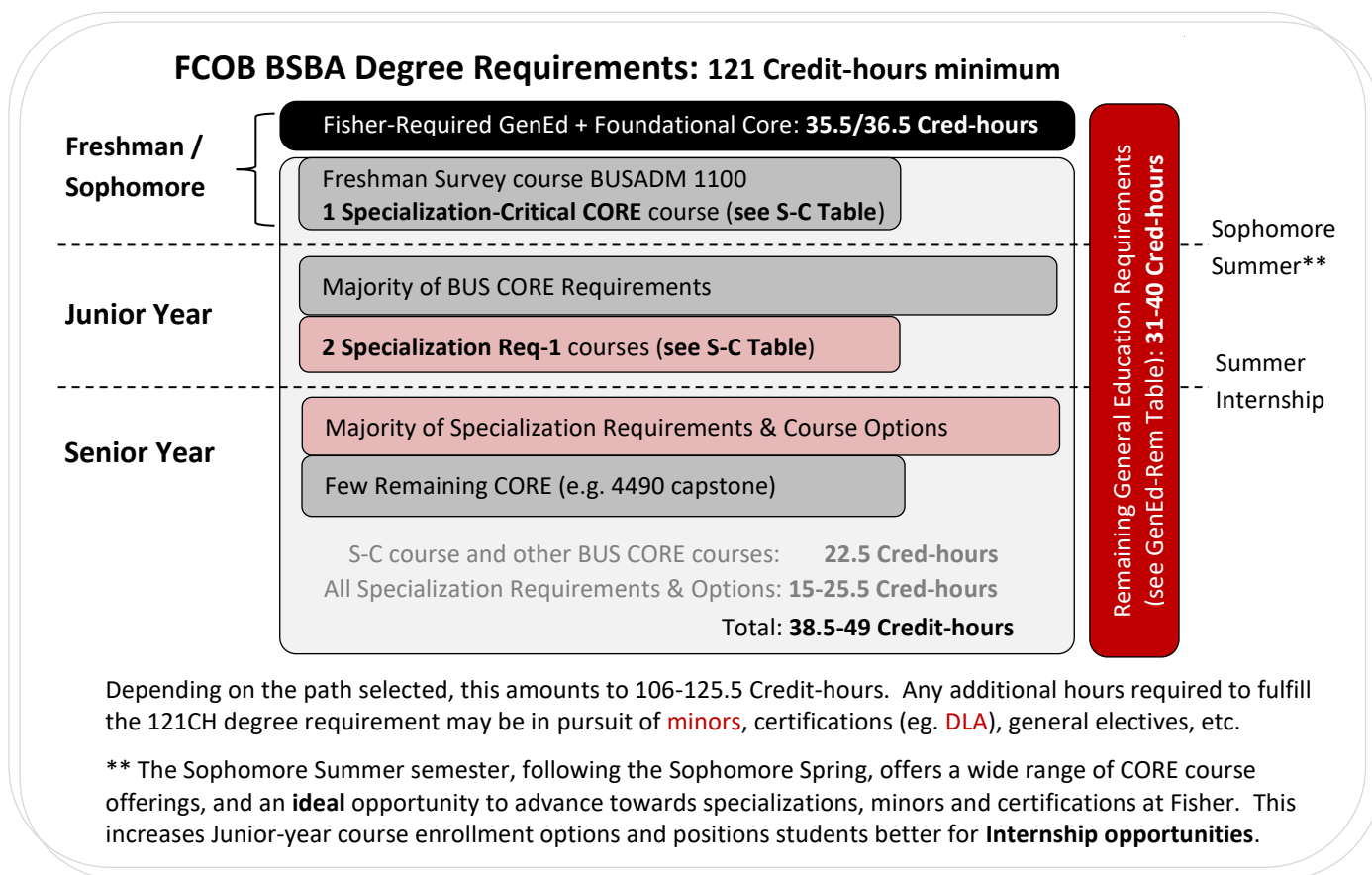
### Overview of Degree Requirements

The Bachelor of Science in Business Administration (BSBA) degree consists of four components.

-  **Fisher-Required GenEd + Foundational Core** (1<sup>st</sup> and 2<sup>nd</sup> year)
-  **Business Core requirements** (1 critical in the 2<sup>nd</sup> year, the rest in 3<sup>rd</sup> and 4<sup>th</sup>)
-  **Specialization requirements & options\*** (2 requirements in the 3<sup>rd</sup> year; the rest in the 4<sup>th</sup>)
-  **Remaining General Education** (taken across all 4 years)

\* Each specialization (major) involved both <sup>(1)</sup> required courses and <sup>(2)</sup> courses students can choose from in completing their specialization. The term “**option**” (or ‘selective’) refers to any course within the choice set provided. The Advising Sheets for each specialization will list courses available as these options.

The diagram below illustrates the structure of the undergraduate business curriculum at Fisher, with emphasis on critical milestones across a four-year plan, and the relative credit-hour allocations.



The next several pages of this Student Handbook will go over each of these four areas in depth.



#### Preview of Specializations offered at Fisher College of Business



## Survey, Fisher-Required GenEd and Foundational Core Requirements:

Total: 35.5/36.5 Credit-hours

All students are required to complete Fisher-GenEd and Foundational Core requirements in order to earn a BSBA from Fisher College of Business. Students directly admitted into the business major, still must complete these.

### First Year Requirements

- **BUSADM 1100** (Freshman Survey) {1 Cred-hr}
- English 1110.01 (First Year English) {3 Cred-hrs}
- Math 1130 or 1150 (PreCalculus) {4/5 Cred-hrs}
- Math 1131 or 1151 (Calculus) {5 Cred-hrs}
- Economics 2001.01 (Microeconomics) {3 Cred-hrs}
- Economics 2002.01 (Macroeconomics) {3 Cred-hrs}
- CSE 2111 (Modeling/Problem Solving with Spreadsheets) {3 Cred-hrs}

{Total: 22/23 Cred-hrs}

### Second Year Requirements

- STAT 1430 (Business Statistics) \*\* {4 Cred-hrs}
- **ACCTMIS 2200** (Introduction to Accounting I: Financial Accounting) {3 Cred-hrs}
- **ACCTMIS 2300** (Introduction to Accounting II: Managerial Accounting) {3 Cred-hrs}
- **BUSMGT 2320** (Decision Sciences: Statistical Techniques) {3 Cred-hrs}
- **BUSMGT 2321** (Business Analytics) {1.5 Cred-hrs}

{Total: 14.5 Cred-hrs}

Fisher-Required GenEd

Foundational Core

- Notes:
- (a) Math Placement into 1130 or 1150 is determined by examination.
  - (b) All students must earn a B or better in Math 1131 or 1151, and English 1110.01
  - (c) \*\*Students are strongly encouraged to take STAT 1430 in their first year where possible. While MATH 1131/1151 is a pre-requisite for STAT 1430, these can be taken concurrently in the Spring of the Freshman year on permission.
  - (d) CSE2111 and STAT 1430 are pre-requisites to BUSMGT 2320. Math 1131/1151 and CSE2111 are pre-reqs to BUSMGT 2321
  - (e) ECON 2001 is required for ACCTMIS 2200, and ACCT 2200 must be complete prior to ACCT 2320

## BUS CORE (and S-C CORE) Courses

Total: 22.5 Credit-hours

Once a student is admitted to the BSBA major program, there are a total of nine additional *required* CORE courses.

- **BUSMHR 2000** (Intro to International Business) {1.5 Cred-hrs}
- **BUSMHR 2292** (Applied Business Skills and Environment) {3 Cred-hrs}
- **BUSML 3250** (Marketing Management) {3 Cred-hrs}
- **BUSMGT 3230** (Intro to Operations Management) {3 Cred-hrs}
- **BUSMHR 3200** (Organizational Behavior) {3 Cred-hrs}
- **BUSFIN 3220** (Business Finance) {3 Cred-hrs}
- **BUSFIN 3500** (Legal Environment of Business) {1.5 Cred-hrs}
- **BUSML 3380** (Logistics Management) {1.5 Cred-hrs}
- **BUSMHR 4490** (Strategic Management) {3 Cred-hrs}

- Notes:
- (a) English 1101 must be completed prior to enrollment in BUSMHR 2292
  - STAT 1430 must be completed prior to enrollment in BUSMGT 3230
  - Students must be of at least Sophomore standing (Rnk 2) to enroll in BUSFIN 3500
  - ECON 2001.01 & 2002.01 must be completed prior to enrolling the following courses:  
BUSMHR 2000, BUSML3250, BUSMHR 3200, BUSML 3380 or BUSMGT3230
  - ACCTMIS 2200 & 2300 (or concurrently) must be completed prior to enrollment in BUSFIN 3220
  - (b) BUSMHR 4490 is the capstone core course, and is taken in the Senior year (on completion of all other CORE courses)

Students are encouraged to take CORE courses that are critical to their specializations (*Specialization-Critical* CORE, or **S-C CORE**) as early as possible (ideally **Sophomore** year). CORE courses critical to each specialization are listed in the descriptions that follow and can be found in the **S-C Table**.



## **BSBA Specializations**

Total: 15-25.5 Credit-hours

All students are required to complete at least one Specialization in order to qualify for graduation with a BSBA degree. Each of the Specializations offered at Fisher involves a set of Required courses as well as a set of Specialization Course Options (electives selected from a set of defined options). The details of these requirements and options are specific to each Specialization listed below (each provides a link to such details).

Links provided below will provide detailed Advising Sheets for each Specialization. This information can also be browsed at : <https://fisher.osu.edu/undergraduate/academics/curriculum/minors-specializations>



**Accounting** is the analysis and recording of financial transactions, the summarizing of financial data in financial statements and reports, the interpretation of financial data for decision making, the development of budgets for future planning, the determination of taxes and tax planning, the auditing of records and development of systems to verify financial activity, and internal control of the activity accounted for. Major areas of employment are public, corporate, and government accounting. *Students pursuing an Accounting specialization must earn a grade of C- or higher in ACCTMIS 2200 and 2300.*



**Economics** is the study of the choices that individuals, business, and government entities make when allocating limited resources among alternative uses. For example, individuals must choose what goods or services to purchase with their limited incomes. Business firms decide which goods to produce, how much to produce, and what methods to use. Government bodies must choose which programs to implement and which taxes to levy. *Students pursuing an Economics specialization must earn a grade of C- or higher in ECON 2001 and 2002*



**Finance** majors are prepared for the increasingly important area of financial management in all types of business including financial institutions. The financial officer has responsibility in such activities as funds and cost analysis, investments, the formulating of credit, and other financial operating policies. *Students pursuing an Finance specialization must earn a grade of C- or higher in BUSFIN 3220.*



**Human Resources** is the study of the role of the human element in the work environment. It analyzes the policies and techniques implemented for improving people's effectiveness in the organization, as well as for increasing satisfaction levels achieved from these roles. The range of activities in HR include developing the skills of the workers, matching the workers' skills with their organizational roles, preserving the vigor of the working population through support systems, and implementing policies that help reduce inefficiencies. *Students pursuing a Human Resources specialization must earn a grade of C- or higher in BUSMHR 3200.*



**Information Systems** have become increasingly vital for creating and delivering the products and services in industrialized nations. Information systems is a coordinated collection of information subsystems that are rationally integrated to collect, store, process, receive, disseminate, and communicate information for the support of operations, management, and decision-making functions in business and other organizations. *Students pursuing an Information Systems specialization must earn a grade of C- or higher in intro CSE*



**Insurance** (*takes the form of a minor for students entering after Spring 2017 and later*) studies prepares students for professional careers in the global financial services industry by fostering the development of analytical and problem-solving skills in life and health risk management, employee benefit programs, social insurance, and personal and commercial property and liability risk management. Students learn about insurance products and markets, insurer operations, and government regulation of insurance. Careers include insurance marketing, product development, insurance pricing, underwriting, claims management, reinsurance, investment management, and insurance consulting. *Students pursuing an Insurance specialization must earn a grade of C- or higher in BUSFIN 3220.*





**International Business** is the study of business transactions that cross-national boundaries. It includes the study of international trade in tangible and intangible goods and commodities; the study of banking, insurance, marketing, and other international service transactions; and the analysis of direct and portfolio investments made outside the domestic market. Particular emphasis is placed on the different socio-cultural, political, and economic environments. *As part of the international business program, all students are required to satisfy a foreign language requirement and participate in an international experience such as study abroad, international exchange, or international internship. Students pursuing an International Business specialization must earn a grade of C- or higher in BUSMGT 2000.*



**Logistics Management** is a term describing the various functions related to the movement of an item from the place where it was made or grown to the place where it is used or consumed. The components of a logistics system are customer service, demand forecasting, distribution communication, inventory control, material handling, order processing, parts and service support, traffic and transportation, and warehousing and storage. *Students pursuing a Logistics specialization must earn a grade of C- or higher in BUSML 3380.*



**Marketing** is the management of exchange processes that satisfy individual and organizational objectives. The study of marketing includes the process of planning and implementing the conception, pricing, promotion, and delivery of the ideas, goods, and services involved in these exchanges. Specific topics of inquiry include market segmentation, customer behavior, customer service, marketing research, new product development, channels of distribution, logistics, communications, and sales force management. *Students pursuing a Marketing specialization must earn a grade of C- or higher in BUSML 3250.*



**Purchasing** and **Operations** are two tracks available within the Operations management specialization. Operations management, in general, is the systematic direction and control of the processes that transform inputs into finished goods and services. The operations function comprises a significant percentage of the employees and physical assets in most organizations. Operations managers are concerned with each step in providing service or product. They determine what should go into an operation system, such as equipment, labor, tools, facilities, materials, energy, and information on how these inputs can best be obtained and used. *As part of the operations management program all students will select either a **Purchasing** or **Operational Excellence** emphasis. Students pursuing either a Purchasing or Operational Excellence specialization must earn a grade of C- or higher in BUSMGT 3230.*



**Real Estate** majors are encouraged to acquire an interdisciplinary background by taking courses in urban sociology/economics, economic geography, and related areas. This major should be sensitive to the complexities of urban society and should have an academic background that permits productive and ethical work. *Students pursuing a Real Estate specialization must earn a grade of C- or higher in BUSFIN 3220.*



Special Area Example: **Aviation Management** is designed to prepare students for professional positions in the aviation industry, a rapidly changing and competitive business operating in a global arena. Transportation, economics and logistics, flight operations, and support are some of the positions that make up this exciting and challenging field. *Students pursuing an Aviation specialization must earn a grade of C- or higher in the designated course.*

**NOTE:** Because of the pre-requisite structure of courses required for specializations, it is in the best interest of students to complete at least one Specialization-Critical (S-C) Core course in the **Sophomore** year (see **Schedule Model** and the **S-C Table**). Students are also strongly encouraged to take key specialization courses (**Specialization Req-1**, see **S-C Table**) in the Fall and Spring of their **Junior** year.



As suggested by the Advising Sheets for each Specialization, and the overview discussion, students are encouraged to take one CORE course specific to their specialization (S-C CORE course) in their Sophomore year, and two Specialization Course Options (Req-1 level) in their Junior year in advance of internships. Below is a model that captures this design:

## Schedule Model

	Autumn Semester		Spring Semester		Sum
Freshman Year	Math 1130 or 1150	4/5	Math 1131 or 1151	5	Freshman Summer
	Economics 2001.01	3	English 1110.01	3	
	GenEd-Rem	3	CSE 2111	3	
	GenEd-Rem	3	GenEd-Rem	3	
	BUSADM 1100	1	Elective	1	
	<b>TOTAL</b>	<b>15-16</b>	<b>TOTAL</b>	<b>15</b>	<b>#</b>
Sophomore Year	ACCTMIS 2200	3	ACCTMIS 2300	3	Sophomore Summer
	STATS 1430	4	BUSMGT 2320	3	
	Econ 2002.01	3	BUSMHR 2292	3	
	GenEd-Rem	3	GenEd-Rem	3	
	BUSMGT 2321	1.5	<b>S-C CORE</b>	<b>3 (+)</b>	
	<b>TOTAL</b>	<b>14.5</b>	<b>TOTAL</b>	<b>15</b>	<b>#</b>
Junior Year	Specialization Req-1	3	Specialization Req-1	3	Internship
	BUS CORE	1.5	BUS CORE	3	
	BUS CORE	3	BUS CORE	1.5 (-)	
	BUS CORE	3	BUS CORE	1.5 (-)	
	GenEd-Rem	3/4	GenEd-Rem	3/4	
	<b>TOTAL</b>	<b>14.5-15.5</b>	<b>TOTAL</b>	<b>15-16</b>	
Senior Year	Specialization Req-1 or 2	3	BUSMHR 4490	3	
	Specialization Req./Option	3	Specialization Req./Option	3	
	Specialization Req./Option	3	Specialization/Minor	3	
	Specialization/Minor	3	GenEd-Rem	3	
	GenEd-Rem	3	GenEd-Rem	3	
	<b>TOTAL</b>	<b>15</b>	<b>TOTAL</b>	<b>15</b>	

BSBA Total Hours Required = 121

This is a model only. Each student's four-year plan will vary depending upon AP credit, PSEO Credit, summer classes, study abroad plans, etc. Students have the opportunity to enrich their program of study by pursuing Minors or Dual Degree options outside the business curriculum. Examples specific to each specialization will be provided in linked Advising Sheets – [See Specializations Described](#)

Specialization Req-1 and Req-2 courses are pre-requisite for other required specialization courses, and are described in the **S-C Table (below)**. Specialization Req-1 courses should be taken as early as the Spring of Junior Year, assuming the **S-C CORE** has been taken. Specialization Req-2 courses require some Req-1 courses to be complete. Specialization Course Options that are not Req-1 or Req-2, should be given lower priority than Req-1 or Req-2 in scheduling

(+) For Logistics or International Business Majors, substitute in two 1.5-credit-hours courses one being an S-C CORE (see S-C Table)  
 (-) For Logistics or International Business, substitute one 3-credit-hour CORE course (see **S-C Table**)

**S-C Table** : Specialization-Critical CORE, Specialization Required courses, Credits and Credit-hour requirements

Specialization	S-C CORE	Specialization Req-1	Specialization Req-2	# Sp.	Cred.	Total CH needed
				Req.s	Hrs	
Accounting (*)	(*) Based on industry interests/ track	ACCTMIS 3200 (3), ACCTMIS 3201 (3)	ACCTMIS 3300 (3), ACCTMIS 3400 (3), ACCTMIS 3600 (3), ACCTMIS 4200 (3), ACCTMIS 4500 (3), ACCTFIN 4510 (1.5)	6	22.5	25.5
Finance	BUSFIN 3220 (3)	BUSFIN 4201 (1.5), BUSFIN 4211 (3), BUSFIN 4221 (3)	BUSFIN 4250 (1.5)	4	9	21
Human Resources	BUSMHR 3200 (3)	BUSMHR 4320 (3), BUSMHR 4322 (3), BUSMHR 4323 (3), BUSMHR 4326 (3), BUSMHR 4330 (3)	BUSMHR 4324 (3)	6	18	21
Insurance	BUSFIN 3220 (3)	BUSFIN 3300 (3)	BUSFIN 4310 (3), BUSFIN 4311 (3), BUSFIN 4312 (3)	4	12	15
International Business	BUSMHR 2000 (1.5)	BUSMHR 3000 (3)	BUSMHR 4020 (3)	2	6	15
Logistics	BUSML 3380 (1.5)	BUSML 4380 (1.5), BUSML 4382 (3), BUSML 4383 (3), BUSML 5381 (1.5)		4	9	15
Marketing	BUSML 3250 (3)	BUSML 4201 (3), BUSML 4202 (1.5)	BUSML 4203 (3), BUSML 4204 (1.5)	4	10.5	16.5
Ops Mgmt - Purchasing	BUSMGT 3230 (3)	BUSMGT 4232 (3), BUSMGT 4261 (3), BUSMGT 4262 (3), BUSMGT 4263 (3)		4	12	15
Ops Mgmt - Operations	BUSMGT 3230 (3)	BUSMGT 4232 (3), BUSMGT 4239 (3), BUSMGT 4250 (3)		3	9	15
Real Estate	BUSFIN 3200 (3)	BUSFIN 3400 (3)	BUSFIN 4410 (3), BUSFIN 4411 (3), BUSFIN 4412 (3)	4	12	18

(\*) : For S-C CORE, Accounting Majors should select any course aligned with their industry interests (eg. Consulting), minor or track.

Note: Required courses for the completion of **Information Systems**, **Economics** and **Aviation Management**, are offered by the departments of Computer Science, Economics and Aviation respectively. Students pursuing these specializations are similarly encouraged to take critical pre-requisite courses for these (eg. CSE 1223) in their Sophomore year at the latest, and at least 2 specialization required courses or designated specialization options in their Junior year.





## Remaining General Education Requirements

Total: 31-40 Credit-hours

The Ohio State University's General Education (GenEd) curriculum is an integral part of your undergraduate business education. The General Education curriculum is designed to provide students with a better understanding of society's traditions and past, its accomplishments and aspirations, its relation to and responsibility for the natural world, its diversity and plurality, and its problems and needs. The goal of the Gen Ed is aimed at helping students develop skills, competencies, and breadth of knowledge to become educated, productive citizens.

Because many requirements of the BSBA program (e.g. ENG 1110, ECON 2001, BUSMHR 4490, etc.) also fulfill General Education requirements, students are encouraged to focus on the completion of the remaining General Education requirements (and BSBA Specialization courses) prior to considering additional elective considerations. These remaining General Education courses (GenEd-Rem) can be fulfilled by capitalizing on the fact that many General Education courses permit overlap in Social Diversity and Global Studies requirements.

### GenEd-Rem Table – Navigating General Education Requirements

Required # of Courses	Credit-hours	Type	Extended Details
1	3	Writing and Related Skills	Writing and Related Skills coursework helps develop skills in written communication and expression, reading, critical thinking, and oral expression. All business students are required to complete 3 courses in this area. Along with ENG 1110.01/02/03 and BUSMHR 4490, an additional writing course is required (3 hours) focusing on writing skills; topics vary based on the department offering the course.
2/3	10	Natural Sciences	Natural Science coursework fosters an understanding of the principles, theories, and methods of modern science; the relationship between science and technology; the implications of scientific discoveries and the potential of science and technology to address problems of the contemporary world. Each student must complete at least one course in the <i>Biological Sciences</i> , at least one course in the <i>Physical Sciences</i> , and at least one course with a <i>lab component</i> . A minimum of 10 hours must be taken for this category.
1	3	History	Coursework in the Arts and Humanities involves evaluating significant writing and works of art. Such studies develop capacities for aesthetic and historical response and judgment; interpretation and evaluation; critical listening, reading, seeing, thinking, and writing; and experiencing the arts and reflecting on that experience. Each student must complete a minimum of 12 hours of Arts and Humanities coursework with at least one course in History, one course in Literature, one course in Visual & Performing Arts, and a fourth Breadth course chosen from either History (HIST), Cultures & Ideas (C&I), or Foreign Language (FL) at the 1102-level or higher. These courses may overlap with Global Studies or Social Diversity.
1	3	Literature	
1	3	Visual & Performing Arts	
1	3	Breadth	
2	6	Open Options & Foreign Language	A business student must take a minimum of 6 hours to satisfy the Gen Ed Open Option requirement. Courses may be selected from among other Gen Ed courses, Cross-disciplinary Seminars, and/or study abroad for a minimum of two courses and six credit hours. These courses may overlap with Global Studies or Social Diversity, and can include foreign Language coursework to cultivate skills in communication across ethnic, cultural, ideological, and national boundaries, and help develop an understanding of other cultures and patterns of thought. <u>Accounting specialization only:</u> Required to take Econ 4001.01/02/03, which can be used to satisfy one Open Option GE course. <u>International Business specialization only:</u> coursework or proficiency through the third semester (1103) of a modern foreign language is required.
9/10	31	<<< Minimal GenEd coursework to integrate into course schedule	
1	3	Social Diversity in the United States	Courses in Social Diversity help to foster an understanding of the pluralistic nature of institutions, society, and culture in the United States. <u>Students are encouraged to overlap a social diversity course with another Gen Ed category.</u> If a student does not overlap social diversity courses with another Gen Ed category, the social diversity requirement must still be fulfilled. Each student must select one course.
2	6	Global Studies	Courses in Global Studies help a student become an educated, productive, and principled citizen of the nation and the world. <u>Students are encouraged to overlap global studies courses with another Gen Ed category.</u> If a student does not overlap global studies courses with another Gen Ed category, the global studies requirement must still be fulfilled. Each student must complete two Global Studies courses.

A list of GenEd-Rem courses can be found at: <http://www.experimental-instruments.com/GenEdRem.pdf>



## Further Notes on Specializations and Minors

### **Changing Specializations**

If a student elects to change his/her specialization after already being admitted to the major program, the student will be required to meet with an advisor and complete a Change of Specialization Form. If the specialization is closed, the student's Change of Specialization Form will be submitted into the pool of applicants to be considered at the next application deadline: September 15, January 31, or June 1. If the specialization is *open*, the student will be changed to that specialization, effective the following term. A *closed* specialization is one in which there is no longer space for additional students, based on enrollment capacity in major classes. For a current list of open and closed specializations, contact an advisor.

### **Second Specialization**

Students interested in pursuing a second specialization in Fisher College should keep in mind the following guidelines:

- Fisher College of Business offers one degree, the Bachelor of Science in Business Administration (BSBA).
- Specialization designations do not appear on the diploma. Only "Bachelor of Science in Business Administration" appears on the diploma, along with any formal honors designations.
- Specializations **do** appear on the transcript and other University academic records.
- Only one specialization area is required to fulfill requirements for the BSBA. Second specializations are optional.
- Students should have a clear rationale for how a second specialization will enhance their program of study and career goals. Students interested in completing a second specialization should schedule an appointment with their advisor to discuss the second specialization option. Academic advisors and Career Management counselors may be able to assist students in this regard, especially since pursuing a second specialization may increase time to degree.
- Students must submit an application for graduation one full year in advance, which shows all intended specializations and minors. Submitting an application with more than one specialization listed does not guarantee that a student will receive permission to take courses for a second specialization.
- Students who choose to pursue a 2<sup>nd</sup> specialization are not guaranteed enrollment in coursework for that 2<sup>nd</sup> specialization.
- Students who choose to pursue a second specialization are advised to complete one specialization before beginning a second one. Students must submit a "Change of Specialization" form to an academic advisor to change specializations.

### **Minors (See next page for Fisher Flagship Minors)**

A minor is a good way to complement your specialization. There are more than 150 minors offered to broaden your learning, enhance your marketability, and pursue a special interest. Minors consist of 12-18 credit hours, **the pursuit of which can be facilitated through CORE coursework taken the summer of the Sophomore year.** Several directly relate to business and are offered through Fisher: **Business Analytics, Entrepreneurship & Innovation, Real Estate**, Insurance, International Business, etc. A complete list of **A&S minors** is also available.

### **Common Pairings of Specializations to Minors (from prior years)**

<i>Specialization</i>	<i>Minors</i>
Marketing	Communication, Psych (Consumer Behavior), Professional Writing, Design, Fashion & Retail Studies
Finance	Economics, Mathematics, Statistics
Accounting	Economics, Statistics, Mathematics, Computer & Information Science
Logistics Management	Geography, Geographic Information Systems, City & Regional Planning
International Business	Foreign Language
Operations Management	Engineering Science, Technology Studies
Human Resources	Psychology, Organizational Communications, Organization & Performance, Sociology
Real Estate	City & Regional Planning
All Specializations	<b>Entrepreneurship &amp; Innovation</b> , Leadership Studies, <b>Business Analytics</b> , Language, Non-Profit

### **Common Pairings of Career Interests to Arts & Sciences Minors**

<i>2ndary Interest</i>	<i>Arts &amp; Sciences Minors</i>
Law	Professional Writing, Legal Foundations of Society, Criminology, Philosophy, Political Science
Health	Global Public Health, Human Nutrition, Health and Society, Health, Environment, Risk and Science Communication
Politics	Political Science, Public Policy, Campaign and Elections, Political Decision-Making
Sustainability	Geological Sciences, Society and Environmental Issues, Economy, Development & Sustainability
International	International Studies, Language, Intl. Economic & Globalization Studies, Social Development
Music	Music, Media, and Enterprise
Art	Studio Arts, Arts Entrepreneurship, Architectural Studies, Music, Media, Video Arts, History of Art, Design
Writing	Creative Writing, English, Professional Writing
Performing Arts	Theatre, Film Studies, Media Production and Analysis, Dance
Social Justice	Human Rights, Inequality and Society



**A minor allows you to:**

- Pursue academic interests that go BEYOND your major.
- Interact with and share perspectives from Ohio State students from outside of Business.
- Complement your business specialization and increase your marketability.

**Fisher Flagship Minors**

More info: <https://fisher.osu.edu/undergraduate/academics/curriculum/minors-specializations>



**Business Analytics Minor** provides an understanding of how to extract patterns to predict behavior and other business outcomes as well as the ability to make informed decisions using a data-driven approach. Learning objectives include the ability to (a) Demonstrate an understanding of how data acquisition and analysis is done in organizations to meet a specified set of objectives, (b) Demonstrate critical thinking associated with: problem identification, decision making, assessing value propositions supported by data, and generating a logical synthesis of information from data, (c) Demonstrate an understanding of and ability to detect patterns in data, draw inferences and conclusions supported by the data, and communicate insights through visualization and written reporting, (d) Identify and assess ethical issues surrounding data-informed decision making. Completion of the minor requires a total of five courses (see [Business Analytics minor](#) curriculum sheet).



**Entrepreneurship & Innovation Minor** is designed to capture the economic value in creative ideas for commercially viable products and services, enhance a student's understanding of entrepreneurship, encourage exploration into personal career opportunities through entrepreneurial studies, and develop specific competencies in the creation, growth, and leadership of entrepreneurial enterprises. Completion of the minor requires a total of five courses (see [E&I minor](#) curriculum sheet)

**Real Estate Minor** provides an interdisciplinary introduction to core issues in real estate finance, city and urban planning and construction management and prepares students for the various employment opportunities in the field of real estate. While the minor draws on classes from three different departments (Department of Finance, Department of City and Regional Planning and Department of Construction System Management), students are free to select courses that best compliment their current major. Completion of the minor requires a total of five courses (see [Real Estate minor](#) curriculum sheet)

**Insurance Minor** See Insurance Minor [requirements](#); Available to all students entering Fisher BSBA program after Spring 2017.

**International Business Minor:** See [requirements](#); available to all students entering the Fisher BSBA program after Spring 2018.

**Business Minor (for non-Majors)** This option is designed to provide students in majors other than business with an understanding of the language and basic concepts of business. The minor consists of five courses, one each from the areas of accounting, finance, management and human resources, marketing, and operations management. While these Minor courses **do not** count towards a Business Major, starting 2017, **students wishing to switch out of the Business Major program will be permitted to use the following CORE courses as substitutes for those in the minor.** Remaining minor courses can then provide completion of a Business Minor designation on their transcript and academic record. Substitutions: Both ACCTMIS 2200 & 2300 to equal 2000, BUSMGT 3230 for 3120, BUSMHR 3200 for 3100, BUSML 3250 for 3150, BUSFIN 3220 for 3120. (see [Business minor](#) fact sheet)

**Sophomore Summer** is an ideal time to complete pre-requisites and coursework towards minors. Also see the [Deans Leadership Academy Certification, Industry Immersions, Honors Programs and opportunities offers by Global Programs.](#)

**Combined (Dual) Degrees**

Students have the opportunity to complete a combined degree, which involves completing all requirements for both the business degree and the second degree (typically in Arts and Sciences). Students are permitted to overlap Gen Ed courses but are not permitted to count business major courses for the second major degree requirements. Students must complete a minimum of 145 degree hours for a combined degree and will receive two diplomas. Students pursuing degrees in both Business and Arts & Sciences should file a dual degree petition with an Arts and Sciences advisor.

For More Information on the Fisher College of Business Departments that teach in the curriculum, visit any of their respective pages. There you will find information on related initiatives, events and research.

Accounting and MIS

Management & HR

Management Sciences

Finance

Marketing & Logistics

# FEATURED PROGRAMMING

## Experiential Learning and High-Impact Engagement Initiatives

### ***Fisher Selective Learning Communities***

First year students have three opportunities to live and learn together through three selective learning communities. All learning communities provide a deeper level of engagement through a variety of programs including: etiquette dinner, professional development programs, out of town trips, guest speakers, company site visits, etc.

*Business Scholars Program* is a selective program with a two year commitment and is the only Scholars Program that has direct admission into the major. First year Business Scholars live together in Blackburn House on north campus. The application is only for incoming first year students and is available through the university admissions process, on the Common Application. This program focuses on broad exposure to business, its practices, and professionalism, connecting with alumni while developing a sense of community within the larger university.

<https://fisher.osu.edu/undergraduate/leadership-engagement/experiential-learning/learning-communities/business-scholars-program>

*Global Business Learning Community* is a 1 year living/learning community. The application is only for incoming first year students and is available on the university housing application. All students live together in the Lawrence Tower on north campus near the Fisher campus. This program focuses on in-depth exposure to international business and business practices, and specific international etiquette while developing a sense of community within the larger university. <https://fisher.osu.edu/undergraduate/leadership-engagement/experiential-learning/learning-communities/global-business-learning-community>

*Business Honors Learning Community* is a 1-year living/learning community specifically for 25 students admitted into the University Honors program. The application is only for incoming first year honors students in Business and is available on the university housing application. BHLC has a sponsored partnership and gives broad exposure to business, its practices, and professionalism while developing a sense of community within the larger university.

<https://fisher.osu.edu/undergraduate/leadership-engagement/experiential-learning/learning-communities/business-honors-learning-community>

### ***Industry Immersion Program***



The Industry Immersion program provides an opportunity for students to learn about a certain industry in-depth and apply this knowledge to their business coursework. The program focuses on topics pertinent to our nation's economic future and gives students the opportunity to learn from industry experts.

Current immersions include ten options:

- Business Analytics
- Business of Sports
- Consulting
- Consumer Packaged Goods
- Non-Profit
- Energy & Sustainability
- Health Care
- Manufacturing Systems & Design
- Middle Markets
- Retail

This program is one year in length and includes working on projects for the companies represented. It allows for students to gain valuable knowledge about their future careers, understand the marketplace where they plan to do business, and network with business professionals to help them be more competitive for job-seeking opportunities. It is geared to third year students, but can be open to fourth years as well. The Industry Immersion program is selective and students receive course credit for participation. <https://fisher.osu.edu/undergraduate/leadership-engagement/experiential-learning/industry-immersion-program>



## ***Certificate in Leadership - Dean's Leadership Academy***



Enhance your educational experience at The Ohio State University by developing the critical leadership principles and competencies you need to succeed post-graduation. Participants of the Dean's Leadership Academy develop essential leadership skills, hone their self-awareness and leadership effectiveness, gain real-world leadership experiences, and connect to a community of driven and inclusive leaders.

Employers continuously look to hire students who possess the following skills:

- Teamwork (78% of employers)
- Problem Solving (77% of employers)
- Effective Communication (75% of employers)

The Dean's Leadership Academy coursework is designed to cultivate these skills and more through real projects, team-building experiences, personal feedback and sustained reflection.

To be enrolled in the certificate program, students must:

- Maintain a Cumulative GPA of 3.0+
- Complete the <http://www.go.osu.edu/DLA-Application>  
[Dean's Leadership Academy Application](#)

## **Honors Programs at Fisher**

The Fisher College of Business has several honors programs for which academically qualified students can apply: Accounting Honors, Honors Cohort and Honors Contract through Industry Immersions. Each of these programs leads to the honors designation on the diploma.

### ***Honors Cohort***

[Honors Cohort](#) is a selective and challenging honors program. Thirty students are selected to participate in Honors Cohort each year. These students work as a team and develop close relationships throughout their junior year by taking core business courses together. The program seeks to increase the critical thinking, complex reasoning, and communication skills of the students. Students may apply to the Honors Cohort Program if they have at least a 3.5 GPA. Applicants must complete prerequisite classes by the end of Spring semester of the sophomore year. Students will be selected for the Honors Cohort Program based on academic excellence, leadership, activities, community service, quality of application essays, and work experience. <https://fisher.osu.edu/honors-cohort>

### ***Accounting Honors***

The [Undergraduate Accounting Honors program](#) is nationally known for its motivated and talented students who embrace accounting as an intellectual subject. The program's selective admission process and small class size promotes the development of presentation and team-building skills. Due to the program's reputation, it offers exceptional internship and full-time employment opportunities. To [apply to the Accounting honors program](#) one must take (with permission) AMIS 2200H in autumn of sophomore year. Applications for the Accounting Honors program are submitted in spring of sophomore year during AMIS 2300H. Students accepted into the Accounting Honors Program take classes together as a cohort in the junior and senior years.

More information: <https://fisher.osu.edu/academic-departments/amis/current-prospective-students/accounting-honors>

Application: <http://fisher.osu.edu/departments/accounting-and-mis/programs/accounting-honors/application-process/>

**Finance Honors:** More information <https://fisher.osu.edu/undergraduate/finance-honors>

### ***Honors Industry Immersion***

The Honors Contract Program provides students opportunities to (1) Participate in the Industry Immersion program, a two-year learning experience about a leading industry (2) Author and present an industry research report (3) Lead a team through a real-world project (4) Students enhance their honors experience by completing a minor or secondary concentration outside business. Students may apply to the Honors Cohort Program if they have at least a 3.5 GPA. Applicants must complete prerequisite classes by the end of Spring semester of the sophomore year. Applicants will be chosen based on academic excellence, leadership, extracurricular activities, work experience, and personal statement.

### ***Integrated Business & Engineering***

The Integrated Business & Engineering honors program is the first interdisciplinary honors program at Ohio State. The IBE program is designed to provide exceptionally talented students exposure to theories and tools from varied disciplines. Participants have the opportunity to communicate and interact with students from diverse disciplinary backgrounds. The four-year program is limited to 36 business and engineering honors students, selected prior to



matriculation. IBE students complete courses taught by professors selected for their rigorous methodology and use of inter-disciplinary course materials.

### **Distinction**

Fisher College of Business students with an interest in academic research have the opportunity to pursue a year-long research project with a faculty advisor, culminating in a major paper and oral defense. Students who successfully complete a distinction project will have "with research distinction" inscribed on the diploma.

### **Latin Honors\***

A degree with Latin Honors is conferred on graduates of the University who have achieved superior scholarship.

- Cum Laude: Graduates who earn a cumulative point hour ratio of 3.50-3.69
- Magna Cum Laude: Graduates who earn a cumulative point hour ratio of 3.70-3.89
- Summa Cum Laude: Graduates who earn a cumulative point hour ratio of 3.90 or higher

\*Students must have earned a minimum of 60 cumulative credit hours at Ohio State to be eligible for Latin Honors.

## **Global Opportunities at Fisher**



**Office of Global Business** : Apart from the option to specialize in International Business, and the Global Business Learning Community, [Fisher's Office of Global Business](https://fisher.osu.edu/global-opportunities) provides students with a variety of programs where they can participate in compelling global internships, global labs, global projects, or study abroad that develops their global mindset and builds their cultural awareness. Employers value the diverse background that global experiences provide and list *strategic international understanding* and *cross-cultural experience* as top competencies they seek in employees. <https://fisher.osu.edu/global-opportunities>

**Global Internship Programs** enable Fisher students to gain a competitive advantage through a meaningful eight-week business internship in a global setting with locations in Australia, Chile, England, Germany, Hong Kong, Ireland, Singapore, or Spain. Australia, England, and Spain are also available for a semester internship. Students are matched in an internship customized by the student with a company that fits their profile. In addition to the internship, students earn one credit hour completing a required internship course as part of the program. International students have the option to participate in the USA Summer Internship program where students who do not have a U.S. passport can intern in either Chicago or New York during the summer. Details at <http://fisher.osu.edu/international/short-term-study-abroad/summer-internship-programs/>

**Global Labs** are immersive cultural and business tours led by one of Fisher's faculty experts. These one to four-week short-term, high intensity programs offer a quick exposure to different business specializations and regions of the world. The structured itinerary is ideal for first time travelers and students looking for a short international experience. Current programs include the Freshman Global Lab in Hamburg, Germany where first-year students travel with Fisher faculty to visit financial centers, manufacturing hubs, and marketing innovators that contribute to their learning in two courses taken in Hamburg: BUSMHR 2000: Introduction to International Business and BUSML 3380: Logistics Management. Additional programs are offered in Sustainable Business to Denmark, Operations to China, Marketing to Germany, and the Industry Immersions to Italy. New programs are added frequently so check details at <https://fisher.osu.edu/global-opportunities/undergraduate/global-labs>

**Global Option in Business (GO BUS)** is a transcript designation program that conveys a global mindset to future employers, without adding time to graduation. Students use this program to highlight their global competencies and strengthen their resume with a documented global certification. Students are required to complete five components during their academic studies at Fisher, which enables them to be more knowledgeable about the global business world. Upon graduation, they will receive a transcript designation after successfully completing the requirements. Learn more at <https://fisher.osu.edu/global-opportunities/undergraduate/global-option-business>

**Global Projects** are five-week consulting projects used to provide an experience that connects business strategy with global growth. Students interested in consulting experience need to be able to take rigorous project disciplines to the global stage and execute projects effectively and efficiently. Germany and India are current project locations where



student consultants work on-site to complete a scope of work and build project management and consulting skills. Students gain a distinct competitive advantage: <https://fisher.osu.edu/global-opportunities/undergraduate/global-projects>

**Ohio Export Internship Program** provides an invaluable opportunity for students to apply classroom learning to current challenges businesses face to expand their global trade. A semester class and a paid 12-week work experience gives interns the opportunity to intern with real people at real companies exporting real products. These internships create a workforce that has helped Ohio expand exports by over \$25 million, builds students' global competencies, creates jobs, and makes a difference for Ohio businesses. OEIP, a partnership between the State of Ohio Development Services Agency and the Fisher College of Business, has received the Presidential E-Award for Export Excellence, given by the Department of Commerce. OEIP gives students the tools and network necessary to help a company expand its global business. Details at <https://fisher.osu.edu/global-opportunities/undergraduate/global-internships/ohio-export-internship-program>

**Student Exchange:** Live and study abroad like a local as part of the Student Exchange Program, which gives students the option to study abroad for a semester or a summer with one of Fisher's partner universities around the world. Enhance your global business knowledge and awareness, expand your global network, increase your global leadership skills, scope out one of your dream career locations, give a distinctive edge to your resume, experience the next level of personal growth, or brush up your cultural and language skills by immersing yourself at a university in a different country for an extended period of time. Details at <https://fisher.osu.edu/global-opportunities/undergraduate/student-exchange>

**Fisher F.I.R.S.T.:** <https://fisher.osu.edu/undergraduate/leadership-engagement/student-engagement/fisher-first>

## **Professional Development Opportunities**

**Fisher Early Arrival Program:** Fisher Early Arrival Program is an opportunity for select direct admit students to meet other new direct admit students, experience life at Fisher, and learn tips for success prior to the start of autumn semester. Students participate in workshops and activities focused on the Fisher culture, leadership development, and Fisher involvement opportunities. Participating students move into their residence hall several days early.

**Mentor Opportunities:** The Undergraduate Leadership and Engagement Office provides several mentoring programs focused on building interpersonal relationships that strengthen the Fisher community while developing individual professionalism, business understanding, and personal awareness. The Fisher Peer Mentor Program in conjunction with Fisher Citizenship Program is an opportunity for first year Fisher students to have an upper-class Fisher student as a mentor. The Fisher Alumni Undergraduate Mentor Program is a mentor option for upper-class students to have a Fisher alum as a mentor via an application process. Both mentoring programs have expectations for participation, but are flexible in nature and conducive to academic schedules. <https://fisher.osu.edu/mentor-opportunities>

**Peer Impact Consultant Program:** The [Peer Impact Consultants](#) are a team of upper-class business students who help students plan their Fisher co-curricular experience, and meet with students to enlighten them about impactful opportunities. Through 1:1 consulting appointments students walk away with an engagement plan and resources. Peer consultants are trained to support all undergraduate Fisher student populations outside the classroom.

**Company Site Visit Program:** An intentional effort is placed to provide opportunities for students to visit various companies through our Company Site Visit program. In small groups, students participate in "field trips" to various companies to gain a first-hand look at a company while getting the chance to see various industries "in action." While on the site-visit, students have the opportunity to meet with various company representatives, particularly those with Fisher connections. Our Industry Immersions, Business Scholars Program, Business Honors Learning Community, and Global Business Learning Community all travel out of state to visit various companies during spring semester. Other opportunities are provided to Fisher students on an on-going basis. The participant audience and size vary per site visit.

### **Leadership and Professional Development Workshops**

Leadership and Professional Development Workshops are hosted throughout the academic year through the Undergraduate Leadership and Engagement Office, often with partnerships from student organizations, Office of Career Management and other university and college supporters. These workshops teach undergraduate students the importance of technique, professionalism, etiquette, and business savvy to develop more as professionals. Examples include: strengths-based leadership, cultural awareness, elevator pitch workshops, etiquette workshops, and professional branding workshops.



# PROGRAM ADMISSION and TRANSFER

## Applying to OSU and the FCOB Major Program (New First Year Students)

Admission to The Ohio State University is competitive. All future business students must first apply and be admitted to the university. You must indicate “Business” or one of our Fisher specializations on the university application as your desired major. Link to the OSU / FCOB application process: <http://undergrad.osu.edu/apply/freshmen-columbus>



Several steps are critical for freshmen applicants who (1) are, or will soon be, high school graduates, (2) have never enrolled at a college or university and (3) are U.S. Citizens. College classes you may have taken *in high school* do not count as “prior enrollment” in the case of criteria #2. Prospective students who meet all three of these criteria should follow this process:

**STEP 1** – Plan to test early

**STEP 2** – Know the deadlines

**STEP 3** – Submit the Common Application (deadline applies)

**STEP 4** – Submit required application materials (deadline applies)

**STEP 5** – Apply for financial aid

<http://undergrad.osu.edu/apply/freshmen-columbus/apply-step-by-step>

## What early admission to the FCOB Major Program means for all students

- Immediate access to computer resources on the Fisher Complex:
  - Information Technology Services (ITS) support: [helpdesk@fisher.osu.edu](mailto:helpdesk@fisher.osu.edu)
  - State-of-the-art computer labs (including our Bloomberg Lab)  
<https://fisher.osu.edu/technology/computer-labs>
  - Production tools: MS Office apps, Visual Studio 2015, Adobe Pro 11, Filezilla, VLC Media player
  - Statistical tools: IBM SPSS, JMP12, Minitab 17, R 3.2.5 (x64 and i386), SAS 9.4, Statconn
  - Palisade DecisionTools (@RISK, BigPicture, Evolver, NeuralTools, PrecisionTree, StatTools, TopRank)
  - Financial / Accounting: Argus Enterprise, PQRS, Rotman Interactive Trader 2.0
  - Other learning Tools: Respondus, Extend Sim 9, PCMiller 30, upTick
- Print Quota: Access to subsidized print services
- Room Reservation: Access to scheduling private study area with built-in technology
- Immediate access to [Academic Advising](#) services:
  - Professional Advising
  - Peer Advising
- Immediate access to [Office of Career Management](#) services:
  - FisherConnect: Employment and Internship Database Access
  - Access to Fisher Career Data Central, a database of job offers and salary information
  - Career Coaches, Career Consultants, Career Workshops
  - QUIC Certification
- Immediate access to [Global Programs Office](#) offerings:
  - Global Labs: Freshman, Industry Immersions, Marketing, Operations, Sustainable Business
  - Global Projects and Global Summer Internships: Australia, Chile, Germany, Hong Kong, India, Ireland, London, New Zealand, Paris, Singapore, US—for international students
  - Student Exchanges: Ohio Export Import Program
  - Global Business Community Trip - TorontoWork & Study Abroad opportunities

For those coming out of high school directly into Fisher, **benefits also include first consideration for merit scholarships and Honors and Scholars Programs.**





## **Changing Majors into the FCOB Program (Current OSU students only)**

**Admission to the major program** in the Fisher College of Business is determined by the available enrollment capacity, size, and quality of the application pool and therefore is not guaranteed. Individual specializations are competitive; GPA requirements for each specialization will fluctuate with each applicant pool. Students who are not competitive for their first specialization choice will be considered for their second choice, and may be admitted to major with specialization undecided. <http://fisher.osu.edu/undergraduate/admissions/>

Application for acceptance to major program and specialization in the Fisher College of Business may be submitted for consideration when the following set of criteria is met:

- Minimum OSU GPA of 3.20 or better
- Completion of 26 semester hours of course work (this includes transfer credit, EM, AP, PSEO)
- Completion of a minimum of 12 semester hours of OSU letter-graded earned hours
- Completion of English 1110 or equivalent with a grade of B or better
- Completion of Math (Calculus) 1131 or 1151 or equivalent and prerequisites with grades of B or better

### ***Important Notes:***

- Applications are made available one month prior to each application deadline:
  - AUTUMN SEMESTER APPLICATION DEADLINE: JANUARY 31
  - SPRING SEMESTER APPLICATION DEADLINE: SEPTEMBER 15
  - SUMMER TERM APPLICATION DEADLINE: JUNE 1
- *All requirements must be met the semester prior to application.*
- Once admitted to the major program, a professional **program fee and technology fee** is assessed every term to students in Fisher's undergraduate program. Fees are subject to annual review and may change without notice.
- Admission decisions are sent to the OSU email address.

## **Transfer Credit (Students transferring from outside of OSU Columbus)**

In the interest of ensuring a seamless transition from another institution into the FCOB BSBA program, it is absolutely fundamental that students understand the requirements and nature of the program. For example, students completing a 2-year Associates Degree may not have been required to take Calculus (Math 1151 equivalency) in those two years, despite the fact that most students starting as New First Years at Fisher have completed this course in their Freshman year. In order to guarantee the prospects of graduation in a 4-year (total) time frame, students wishing to Transfer from one institution into the FCOB BSBA are expected to determine a means (e.g. **Summer coursework**) by which to satisfactorily complete this Calculus requirement, as well as that of English (B-level or better performance in each). Minimum GPA of 3.20 or better.

### ***Types of Transfer Credit***

***Direct Equivalencies:*** awarded when there are exact Ohio State course equivalencies

***Special Credit*** (Psych S000): credit which counts toward graduation in a given subject but for which Ohio State does not teach a specific equivalent course. May be used for a student's electives. In some cases, upon the approval of the degree-granting unit to which the student transfers, special credit may also count toward a college requirement.

***General Credit*** (Psych G000): credit awarded for a baccalaureate level course which may or may not have a course specific equivalent at Ohio State. The student may elect to pursue having the course evaluated through departmental review to see if the class is equivalent to anything at OSU

***Technical Credit*** (Psych T000): awarded for technical coursework that is acceptable for undergraduate credit at Ohio State. Like General and Special, Technical credit counts toward overall earned hours, but application of such credit toward degree programs is determined by college offices.

***Deferred Credit*** (Psych D000): course work which may or may not be acceptable for undergraduate credit. It is not included in the total hours awarded, nor is it added to students' Ohio State record until a transfer credit coordinator further evaluates the course(s) to determine whether or not credit can be awarded.

***International transfer credit:*** While Fisher is a strong proponent of international study experiences, only business courses completed at our undergraduate exchange program partner institutions will be evaluated for consideration as equivalent coursework. Please see the following link for more specific information about this policy:

<https://fisher.osu.edu/undergraduate/admissions/transfer-credit>



## How to Evaluate Transfer Credit

**Math** : Materials must be faxed (614-292-0167 or 614-292-1479), emailed to [mathadvisors@math.osu.edu](mailto:mathadvisors@math.osu.edu) or brought to 100 Mathematics Tower (M-R 10-4, F 10-2). Please provide the following materials:

- DARS Transfer Credit Report (paper copy).
  - To find your Transfer Credit Report online, go to [buckeyelink.osu.edu](http://buckeyelink.osu.edu), and click on the "Students" tab.
  - In "Students", scroll down to "Enrollment and Academic History", click on "Transfer Credit Report".
  - Log in with name.#, click the second button on the left for the Transfer Credit Report.
  - Click "Submit a new report".
  - Click "Open Audit" for the Transfer Credit Report. Print using the "Printer Friendly" link on the top right.
- Detailed Syllabi-needs the name of the textbook, the author, and a list of topics covered.
- A copy of the transcript.

In addition, international students need to provide:

- Textbooks
- Original syllabi with the title of textbook and author (it would be most helpful if all information is enclosed in a sealed envelope from the previous University)
- Certified translations of the syllabi with the title of textbook and author
- A copy of your original transcript and a certified translation of the transcript

NOTE: The Math department will only accept materials that are personally yours, not your friends'. No exceptions. We will evaluate your credit only one time. We will NOT re-evaluate. Therefore, you must have all your materials the first time. No exceptions.

**Business classes** : The following link explains the steps for how to have business classes that were transferred to Ohio State evaluated: <https://fisher.osu.edu/undergraduate/admissions/transfer-credit>. Students MUST have a Transfer Credit Evaluation Form completed and attached to EACH syllabus they are submitting for evaluation.

### General Education classes

Gen Ed classes can be evaluated for credit. Each department at the University has a designated person called a Transfer Credit Coordinator (TCC) who evaluates transfer credit for that department. For a list of the TCC's, and how each department wants materials submitted, see this link: [http://registrar.osu.edu/transfer\\_credit/tcc\\_list.asp](http://registrar.osu.edu/transfer_credit/tcc_list.asp). If a particular department does not list how they want materials submitted to them, call or email the TCC listed and find out how to drop off materials.

For additional information on transfer possibilities see *Transferology* –Database of transfer credit equivalency agreements between institutions: [www.transferology.com](http://www.transferology.com)

## Expectations and Progress through the Curriculum

Regardless of the path taken to enter the FCOB BSBA Major Program, the **requirement** of a sustained 2.0 GPA for "good academic standing", a sustained 3.0 GPA for "good program standing" applies - See [Academic Status](#)

**Because pre-CORE courses represent that foundation for building knowledge in subsequent higher level coursework**, students are also **expected** to achieve a cumulative GPA greater than or equal to 2.3 across the four pre-CORE courses ACCTMIS 2200, 2300, BUSMGT 2320, 2321. Failing to meet this **expectation**, students may only have enrollment access to (a) the remaining CORE, and (b) at most one specialization/elective course at FCOB for which any of the pre-CORE courses are pre-requisites. *{This updated rule effective for all students entering Fall '17 and later}*

⚠ *It is strongly encouraged that students who do not meet or exceed the minimal expectations above, upon the completion of this coursework, work to address these credentials as soon as possible. This will ensure students are able to stay on track for coursework requirements, knowledge development, internship and employment opportunities. **To do so, this may involve Summer coursework immediately following their Freshman or Sophomore year at OSU, since all of these courses will be available in additional sections during that Summer.***



# SCHEDULING CLASSES

## ***Preparing to Schedule***

Each term, students are given designated times to register for classes for the upcoming term. These are called “enrollment appointments”.

- To schedule for Autumn semester: An enrollment appointment will be generated during Spring semester.
- To schedule for Spring semester: An enrollment appointment will be generated during Autumn semester.
- To schedule for Summer term: An enrollment appointment will be generated during Spring semester.

In order to effectively schedule, students should:

- Run a degree audit to determine what classes they have completed, and what classes they have left to complete. This should be done about 5-6 weeks before the enrollment appointment opens. For more information about enrollment appointments, see the next section, titled “How to Find your Enrollment Appointment”.
- Based on what the degree audit says, create a list of classes to take. A typical course load is five 3-hour courses or 15-16 hours, depending on which courses are selected and the credit hours for each course.
- Be sure to check for prerequisites in the Course Catalog, found at [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu). Students must have prerequisites completed to take the next course.
- Students can use the Schedule of Classes to see days and times of the classes they wish to schedule and plan which sections they will register for once their enrollment appointment opens. However, students still need to be flexible in case the specific section they want fills up before their time to schedule occurs. The Schedule of Classes is found at [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu).
- Students must schedule AS SOON AS their enrollment appointment opens for the best class choices, days/times, etc. If a student chooses to delay scheduling classes, they may get closed out of classes, and advisors cannot “force enroll” students into full and/or waitlisted classes.

## ***How to Find your Enrollment Appointment***

An enrollment appointment is assigned to each student by the University Registrar’s Office. Enrollment appointment assignments are based on a student’s rank (the number of credit hours a student has earned). The Registrar will send an email to all students the week before enrollment appointments start in order to let students know that they can log into their Student Center to see when their specific enrollment appointment begins.

Students should follow these steps to see their enrollment appointment after they receive the email from the Registrar’s office:

- Go [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu) and Log into “My Student Center”.
- Click on “details” under “Enrollment Information” on the right side of the page.
- Click on the correct term.

## ***Financial Responsibility Statement***

All students must complete a Financial Responsibility Statement each semester in order to register for classes. Until this is completed, a hold is placed on a student’s account which prevents them from registering for classes. To complete the Financial Responsibility Statement:

- Go to [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu).
- Go to the “My Account” section.
- Click on the blue link titled “Financial Responsibility Statement”.
- Login.
- Fill out the boxes and hit submit.

The lock will be immediately removed from the student’s record, and they can then proceed with scheduling classes.

## ***Schedule Planner***

- Go to <http://buckeyelink.osu.edu>. Select the ‘Student Center’ and enter your login credentials.
- Select the link for ‘Schedule Planner’. Select the ‘click here’ button to open the schedule planner.
- Choose Columbus Campus, Undergraduate, and the term. You should then see a screen that looks like this:



Just place checkmarks by the courses and breaks you want and click the "Generate Schedules" button!

**Courses** Add Course

Course	Options	Info
BUSFIN 3220	<input type="checkbox"/>	<a href="#">View/Edit</a>
BUSFIN 3600	<input type="checkbox"/>	<a href="#">View/Edit</a>
BUSMHR 2291	<input type="checkbox"/>	<a href="#">View/Edit</a>
BUSMHR 3200	<input type="checkbox"/>	<a href="#">View/Edit</a>
BUSML 3250	<input type="checkbox"/>	<a href="#">View/Edit</a>

**Breaks** Add Break

Click the 'Add Break' button to add times during the day that you do not wish to take classes.

Current Schedule - Autumn 2013 Semester

Info	Status	Course	Section	Component	Days	Time(s)	Location(s)
<input checked="" type="checkbox"/>	Enrolled	BUSADM 3630.01	0020	LEC	T	5:30pm-7:30pm	Mason Hall 0405
<input checked="" type="checkbox"/>	Enrolled	BUSFIN 3220	0020	LEC	T	11:10am-12:30pm	Schoenbaum Hall 0105
<input checked="" type="checkbox"/>	Enrolled	BUSFIN 3220	0022	REC	W	9:10am-10:05am	Schoenbaum Hall 0220
<input checked="" type="checkbox"/>	Enrolled	BUSFIN 3500	0030	LEC	MWTF	10:20am-11:15am	Schoenbaum Hall 0320
<input checked="" type="checkbox"/>	Enrolled	BUSMHR 2291	0200	LEC		12:00pm-12:00pm	Schoenbaum Hall 0310
<input checked="" type="checkbox"/>	Enrolled	BUSMHR 2291	0204	REC	M	10:05am-11:55am	Schoenbaum Hall 0310
<input checked="" type="checkbox"/>	Enrolled	BUSMHR 3200	0010	LEC	TR	2:20pm-3:40pm	Schoenbaum Hall 0105
<input checked="" type="checkbox"/>	Enrolled	BUSML 3250	0010	LEC	M	3:00pm-4:50pm	Schoenbaum Hall 0105

**Schedules**

Generate Schedules

- First, enter any BREAKS that you will need. Breaks are for times during the day that you absolutely CANNOT be taking a class. Examples: a scholars student that has a scholars meeting on Tuesdays at 5:30 pm, a student athlete that has practice from 8:00-11:00 am each day, a student that works part-time and knows their work schedule, a commuter student that drives to campus.
- Next, select the COURSES that you want to take. These should be the classes that you discussed with your academic advisor in your appointment, including any alternate classes.
- Once you have added all of your possible courses, place a checkmark next to the four classes that are your first choices, and select GENERATE SCHEDULES (button is towards the bottom of the page).
- You will now see a list of possible schedule combinations. Click on each option to view it in another window. If you get an error, then select a different course from your list.
- Once you have found your preferred schedule, click SEND SCHEDULE TO SHOPPING CART. This will automatically send all of your selections and times to the Student Center. **YOU ARE NOT FINISHED!!!** Close this window and return to the Student Center.
- In the Student Center, select ADD A CLASS.
- Select IMPORT CART and then Select NEXT to confirm each course
- You will now see all of your course selections in the Shopping Cart. Select PROCEED TO STEP TWO
- Select FINISH. If there are no errors then you should see green checkmarks next to each course. You are now enrolled. Congrats! You can click VIEW CLASS SCHEDULE to see your confirmed class schedule again.

### Waitlist Instructions

- If a course a student is attempting to register for is full, they will be offered the option to waitlist for the course.
- The waitlist is SECTION-specific. Students should waitlist for ANY time that they are willing and/or able to take the class.
- The waitlist operates only through the first Friday of the semester (for semester-long and Session 1 courses; first Friday of the session for Session 2 courses); after that, it closes down.
- When a student is added to a waitlist, they will be shown what position they are on the list. Students are added to a course off the waitlist on a "first on, first off" basis.
- If a student is still on the waitlist during the first week of the term, they must attend class.
- If a student is scheduled for a class that conflicts with the time of their waitlisted class, they will NEVER get off the waitlist. The waitlist permits students to add themselves to the waitlist of a course in which they are already enrolled. However, they will not be placed into the course for which they are waitlisted since they are already enrolled in the course.

### Adding and Dropping Courses

There are certain deadlines each semester for adding and dropping classes. These dates differ between Full Semester/Full Term, Session 1, Session 2, Summer Term, and May Session. They are published each semester by the Registrar in the "Important Dates" section of the Registrar's website: <http://registrar.osu.edu/regISTRATION/index.asp>.

If a student drops a course after the published deadline, a "W" is assigned indicating that the student withdrew for that course(s). A "W" does not get computed in a student's GPA, and depending on the circumstance, tends to be a better choice than remaining in the course and possibly earning a failing grade. Earning one or two "W"'s does not reflect poorly on a student, but earning a pattern of "W"'s, either in the same type of coursework, or dropping a class every semester, could be a "red flag" to potential employers or graduate or professional schools.

Please note that there may be fees associated with adding late, and there are certain deadlines that must be adhered to in order to receive a full or partial refund of tuition costs.



There are also deadlines for requesting to take a class Pass/Non-Pass, for auditing a course, for submitting coursework for an Incomplete earned the previous term, etc. These deadlines are found at the Registrar's website referenced above.

### **Withdrawal from the University**

If a student needs to withdraw from the University for a term, they must go through an academic advisor. "Withdrawal from the University" is constituted as dropping ALL classes for a semester.

An academic advisor will help a student complete the Term Withdrawal paperwork, which is sent to the Registrar's Office for processing. A student must provide a reason for withdrawing for the term, even if it is a brief one (i.e., "personal reasons"). A student's signature is also required on the form. In lieu of a signature, we can use a student's written consent requesting the term withdrawal via email. Also, any supporting documentation for the reason for the withdrawal should be provided and attached to the Term Withdrawal form that is sent to the Registrar's Office.

It is the student's responsibility to speak with the Student Service Center, Undergraduate Admissions, Housing, and any other relevant offices about how their withdrawal from the University for that term will impact each of those areas.

### **Holds**

A hold, also called a "lock", can be placed on a student's schedule for a variety of reasons. A hold typically prevents a student from adding/dropping classes, receiving their diploma, or completing other University business. If a hold is not taken care of in a reasonable amount of time, students may be locked out of classes and unable to graduate on time.

Examples of holds:

- A past due, unpaid balance
- Final transcripts not being sent to OSU or received by OSU
- A GPA below a 2.0, and in some cases, a GPA below a 3.0
- Overdue or unreturned library book(s)
- Unpaid parking tickets

### **Petitions**

A student may petition the College office for a variety of reasons that include registration, curriculum exceptions, and admission to the major program. In all cases, students must write a statement explaining what and why they are petitioning and include supporting documentation. Petitions submitted without documentation will not be approved. Students must meet with an academic advisor to discuss the situation and obtain the petition form. Completed petitions along with documentation must be returned to the advisor, who reviews it for completion and then submits it to the committee for review on behalf of the student.

It is important to know that any petition can be either approved or denied. Completing a petition does not guarantee an approval of what a student is requesting.

#### *Registration Petition*

The following is a list of examples when a Registration Petition would be used:

- Post 10<sup>th</sup> Friday Withdrawal: A student wishes to withdraw from one class or all classes after the 10<sup>th</sup> Friday of a term.
- Retroactively Withdraw: A student requests to have a class or all classes taken in a previous term dropped from their record, or to have a "W" assigned in place of the final grade they earned.
- Increase Maximum Credit Hours: A student wishes to take more than 18 credit hours in a semester. This is typically approved for graduating seniors only.
- Late Add: A student requests to add a class after the 2<sup>nd</sup> Friday of a semester. There is a \$100 per course fee that is assessed if this petition is approved.

#### *General Fisher College of Business Petition*

This type of petition is used for all issues outside of registration issues.

- Admission to the major: If a student is denied admission to the major, they have the option to appeal the decision. The student must make a compelling case for why they should be admitted despite not meeting the admission criteria.
- Course Substitution: A student is interested in taking a course that is not listed on the curriculum sheet (Gen Ed or Major) and using the course to fulfill a course requirement.
- Waiving a Requirement (i.e., opting out of the International Experience for the International Business specialization)

A committee reviews each petition, and a decision is emailed to the student. This process can take 2-4 weeks.



# ACADEMIC POLICIES & PROCEDURES



## FISHER HONOR PLEDGE

All Fisher College students, faculty, and staff are asked to review and sign a pledge to uphold honesty and integrity. The Honor Pledge states:

*As a member of the Fisher College of Business community, I am personally committed to the highest standards of ethical behavior. Honesty and integrity are the foundation from which I will measure my actions. I will hold myself, and my peers, accountable to adhere to these standards. As a leader in the classroom, community and business environment, I will pledge to live by these principles and celebrate those who share these ideals.*

### **Fisher students are expected to live by the Ohio State University Code of Student Conduct. Academic misconduct not condoned by Section 3335-23-04 is defined as follow:**

*Any activity that tends to compromise the academic integrity of the university, or subvert the educational process. Examples of academic misconduct include, but are not limited to:*

- (1) **Violation of course rules** as contained in the course syllabus or other information provided to the student*
- (2) **Knowingly providing or receiving information** during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations*
- (3) **Knowingly providing or using unauthorized assistance** in the laboratory, on field work, in scholarship or on a course assignment*
- (4) **Submitting plagiarized work** for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas*
- (5) **Submitting substantially the same work** to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement*
- (6) **Falsification, fabrication, or dishonesty** in creating or reporting laboratory results, research results, and/or any other assignments*
- (7) **Serving as, or enlisting the assistance of a substitute** for a student in any graded assignments*
- (8) **Alteration of grades or marks** by the student in an effort to change the earned grade or credit*
- (9) **Alteration of academically-related university forms or records**, or unauthorized use of those forms or records*
- (10) **Engaging in activities that unfairly place other students at a disadvantage**, such as taking, hiding or altering resource material, or manipulating a grading system*
- (11) **Violation of program regulations** as established by departmental committees and made available to students.*



## Learning Management System/CANVAS Communications

Learning management systems are designed for one purpose, and one purpose only: To support the educational objectives designed by the institution. In the present context, the educational objectives are established by Fisher College of Business and its faculty. The use of the learning management system (CANVAS at Fisher) is restricted to the support of these objectives, with a deliberate design to foster the academic success of the student body.

CANVAS therefore **may not be used** by students to:

- Share information or solicit assistance on assignments, quizzes, exams or other grade bearing items that course instructors have specified as Non-Collaborative (independent) work. This includes the use of posting to CANVAS and/or the use of access to student emails.
- Share information or solicit interest in commercial products or services, offered by students, groups or external parties, or otherwise attempt to promote commercial activities through the use of any aspect of CANVAS (including posting and access to student email).
- Conduct any communication that might be viewed as slanderous, liable, or in any way generating discomfort or undermining an environment of tolerance, regardless of whether individuals or groups associated have direct access to the CANVAS environment.
- Engage in any other activity that is in violation with course, College and/or University rules of academic conduct.

Any student using CANVAS for the above purposes, or for any other action in violation that constitutes Academic Misconduct, will be subject to reporting by students and/or faculty and possible academic review and adjudication by the Committee on Academic Misconduct (COAM), a standing committee of the University Senate. To ensure a broad representation on the Committee, COAM draws its members from throughout the university's academic community: faculty (appointed by the University Senate), graduate students (appointed by the Council of Graduate Students), and undergraduate students (appointed by the Undergraduate Student Government).

## ACADEMIC CREDIT and MARKS

*OSU Grade Scale (Standard Scheme)* - Scheme employed can vary by program, course, and instructor per syllabi

93 - 100 (A)	90 - 92.9 (A-)	87 - 89.9 (B+)	83 - 86.9 (B)	80 - 82.9 (B-)	77 - 79.9 (C+)
73 - 76.9 (C)	70 - 72.9 (C-)	67 - 69.9 (D+)	60 - 66.9 (D)	Below 60 (E)	

### **How to Calculate Semester GPA**

Ohio State uses a four-point scale. Note that there is no D-, E+, or A+

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0	E = 0.0	

A student's GPA is calculated by taking the total number of credit points earned and dividing it by the number of hours attempted for a grade.

1. Multiply the credit hour value of each course by the point value of the grade. For example, a three-credit-hour course in which you earn a B (3 points) is worth 9 credit points.
2. Add up the credit points you have earned in all your courses.
3. Divide the total credit points by the number of credit hours you have attempted for a letter grade.

*Example:*

Course	Hrs	Grade	Credit Points
English 1110.01	3	A-	(3 x 3.7) = 11.1
Psych 1100	3	B+	(3 x 3.3) = 9.9
Math 1148	3	B	(3 x 3.0) = 9.0
Biology 1113	4	C	(4 x 2.0) = 8.0
History of Art 2002	3	B	(3 x 3.0) = 9.0
TOTAL:	16		47

This student's term GPA would be 2.9 (47 total credit points divided by 16 credit hours attempted).





### **How to Calculate Cumulative GPA**

After the next semester at Ohio State, students can calculate cumulative GPA by dividing total credit points earned by total hours attempted for a letter grade (i.e., not including S/U, PA/NP, EM, or K credit). Building on the previous example, consider the following grades as the student's second semester at Ohio State:

Course	Hrs	Grade	Credit Points
History 1151	3	B	$(3 \times 3.0) = 9.0$
Math 1149	3	C	$(3 \times 2.0) = 6.0$
Theatre 2100	3	B+	$(3 \times 3.3) = 9.9$
Biology 1114	4	A-	$(4 \times 3.7) = 14.8$
Chinese 2451	3	A	$(3 \times 4.0) = 12.0$
<b>TOTAL:</b>	<b>16</b>		<b>51.7</b>

Remember, last semester the student earned a 2.9. The GPA for the second semester would be a 3.23 (51.7 credit points divided by 16 credit hours). The student's cumulative GPA would be found by dividing the total number of points earned ( $47 + 51.7 = 98.7$ ) by the total number of hours attempted ( $16 + 16 = 32$ ). The cumulative GPA would be 3.08.

### **Academic Status**

Students must maintain a 2.0 cumulative GPA to be in "good academic standing" with the University. Similarly, students must maintain a 3.0 cumulative GPA in order to be in "good program standing" with the Fisher College of Business. It is the student's responsibility to know their academic status at OSU at all times.

*The Ohio State University Academic Actions:* Students whose cumulative GPA falls below a 2.0 are in academic difficulty and will result in a University academic sanction.

- Special Academic Probation
  - If at any time the preparation, progress, or success of a student in an academic program is determined to be unsatisfactory, the college may place the student on academic probation.
  - The student's schedule is locked.
  - The student must meet with an academic advisor in person to discuss their situation and learn about resources to help them improve.
  - Students must earn a minimum GPA of 2.3 the next semester or be in danger of Academic Dismissal.
  - An email will be sent to students notifying them of their academic status at OSU.
  - This status will go on the student's permanent record at OSU.
- Academic Probation
  - The student's schedule is locked.
  - The student must meet with an academic advisor in person to discuss their situation and learn about resources to help them improve.
  - Students must earn a minimum GPA of 2.3 the next semester or be in danger of Academic Dismissal.
  - An email will be sent to students notifying them of their academic status at OSU.
  - This status will go on the student's permanent record at OSU.
- Academic Dismissal from the University
  - The student's schedule is locked.
  - The student is dismissed from The Ohio State University and cannot return to take classes for at least one year.
  - To return to the University, a student must undergo a reinstatement process.
  - An email will be sent to students notifying them of their academic status at OSU.
  - This status will go on the student's permanent record at OSU.



## **Grade Forgiveness Rule**

Effective autumn semester 2015, Ohio State will replace its Freshman Forgiveness Rule (FFR) with a more general Grade Forgiveness Rule. The new rule permits students to petition to repeat up to three courses under an arrangement similar to that provided by the FFR: the grade in the repeated course will replace the grade for the original course in the calculation of the student's cumulative point-hour ratio. As under FFR, a notation of the original grade will remain on the student's transcript. Unlike the FFR, the new rule does not limit repetitions to courses in which the student has earned a grade of "E" or "D," and it does not limit the repetition to a range of earned hours in which the student must have taken or repeated the course. The actual language of the new rule is immediately below. Following that is a bulleted list of associated policies, including transitional guidelines for students who already have forgiven courses under FFR.

### *3335-8-27.1 Grade forgiveness rule.*

- A. Undergraduate students may petition the authorized representative of the dean or director of their enrollment unit to repeat a course and, after completing the course the second time, have the original course credit and grade excluded from the calculation of the student's cumulative point-hour ratio, but remain on the student's official permanent record. This action will be subject to the following conditions:
- B. Permission to apply this rule must be obtained by the second Friday of the semester or summer term (the second Friday of a session during autumn or spring semesters, or a summer session; or the first Friday of a May session) in which the repeated course is taken.
- C. The same course may be repeated only once under this rule.
- D. This rule may be applied for a maximum of three courses.
- E. The graduate school and graduate professional colleges may formulate appropriate modifications of paragraph (A) of this rule, subject to the approval of the council on academic affairs, and publish the rule in their bulletins.

### *Policies Related to Grade Forgiveness*

- A. The rule goes into effect for autumn semester 2015.
- B. Eligibility for repetitions under this rule is limited to 3 courses, regardless of number of credit hours of each course.
- C. Students seeking to invoke the rule should submit a petition to their college offices/enrollment units by the second Friday of the term in which they are repeating the course. College/enrollment unit/campus offices can make reasonable exceptions to the deadline based on particular circumstances.
- D. Transitional issues for continuing students:
  - a. Students who would have been eligible to repeat a fourth or fifth course under the FFR can do so for the remainder of the 2015-16 academic year. Extensions beyond that time should be considered only by petition.
  - b. Students who have already repeated three or more courses under the FFR and would no longer have been eligible to repeat courses under the old rule have exhausted their eligibility under the new rule.
  - c. A student who has repeated two courses under the FFR remains eligible to repeat one course under the new rule.
  - d. A student who has repeated 1 course under the old rule remains eligible to repeat 2 courses under the new rule.
  - e. Students who have never used the FFR have full eligibility under the new rule.
- E. Students repeating a course in a sequence or a course that is a prerequisite to another course should complete the repetition before advancing to the next course.
- F. For purposes of this rule, a grade of "EN" will be considered the same as a grade of "E."
- G. The repeated course must be taken for a letter grade (not as pass/non-pass).
- H. Once the student has invoked the rule, the second grade will be used to replace the first, even if the second grade earned is lower. Students who passed the course the first time and fail it the second, will lose credit for the course.
- I. A student will not be permitted to invoke the rule after:
  - a. earning a grade in the repeated course
  - b. having already repeated the course once
  - c. having repeated 3 courses under the rule (except as under "Transitional issues for continuing students," above)
- J. A student cannot invoke the rule for courses that have been
  - a. applied to a degree already awarded by The Ohio State University
  - b. applied, as transfer credit, to a degree awarded elsewhere
- K. When appropriate, a student can "repeat" a substitute "equivalent" course under the provisions of the rule—in cases, for example, involving a non-honors version of an honors course, an approximate equivalent to a discontinued course, or a related course more nearly suited to the program to which the student has changed. All



such cases will pass through the Office of the University Registrar for processing, and OUR will consult with the Office of Academic Affairs when that seems appropriate (when, for example, credit hours vary), to confirm that the repeated course is at least as substantive as the course it will replace and to ensure reasonable flexibility when a student is changing program. Many “equivalencies have already been established under the FFR.

- L. Approved forms should be sent to the Academic Records area of the Office of the University Registrar, where they will be held and processed after the 11<sup>th</sup> week of the term.
- M. A note should be added to AdvisingConnect to record any approved petition.
- N. When students invoke the rule and subsequently drop the repeated course, the drop nullifies the arrangement and will not be counted against the limit of three such attempts.
- O. Students who enter the university with EM credit for a course, elect to repeat that course, and in so doing, perform poorly, are eligible to repeat the course under the general repeatability rule (which keeps both grades in the calculation of the GPA), but will not be eligible to apply the Grade Forgiveness Rule to the repeat: “forgiveness” of the grade does not extend to a third completion of the same course. The same policy applies to students who have repeated a course for which they had already earned transfer credit.
- P. In most cases, students do not need permission to repeat a course and can enroll in the course without assistance. On adding a repeated course, a message will be generated stating they will only receive credit for the course once.
- Q. In some cases, when an attempt to repeat a course is made, students will receive a message stating that they have not met the enrollment requirements. If this occurs, the student should contact the College office (614-292-2715).
- R. When a student repeats a course for which Grade Forgiveness is not applicable, grades for both courses remain on the student’s record and are count in cumulative GPA. Credit for the course counts only once toward their degree.

## **Additional Credit Rules**

### **Auditing a Course**

Students have the option of auditing a course in order to refresh their understanding of the material or to learn more about a subject without earning a letter grade.

Audited courses **do not count toward a student’s degree**; therefore, audited courses do not count as hours earned toward financial aid status. Students should contact their award provider before auditing a course.

To audit a course, complete a Course Enrollment Permission Form and check option “F”. A student must have permission from the instructor and is required to obtain the instructor’s signature on the form. Drop the form off in room 120 Schoenbaum Hall so it can be processed and the course can be added.

[https://registrar.osu.edu/students/course\\_enroll\\_form.pdf](https://registrar.osu.edu/students/course_enroll_form.pdf)

Fees are still assessed for an audited course, but no credit hours are awarded.

### **Taking a Class Pass/Non-Pass**

The Pass/Non-Pass (P/NP) option was designed for students who want to take courses of special interest outside their normal degree program without undue concern about the grade. Courses taken P/NP count as elective hours toward a degree but cannot fulfill any specific degree requirements. Students are not permitted to take Gen Ed, major, minor, or prerequisite courses Pass/Non-Pass and must have a minimum 2.0 cumulative GPA to use the Pass/Non-Pass option. Only first term students, who have not yet earned any grades, are not permitted to use this rule. Students may take a maximum of 20 credit hours of electives on a P/NP basis.

If a student elects to change their grading status in a course to P/NP (or vice-versa), they must declare their intention by the 4<sup>th</sup> Friday of the term in which they are enrolled in the course. After the 4<sup>th</sup> Friday of the term, they cannot change their mind about the P/NP option.

### **Fresh Start**

The Fresh Start Rule allows a student who has been absent from the University for five or more years to petition for a recalculation of his or her grade point average. By this rule, the student retains credit for all courses in which marks of EM, PA, S, and C- or better were earned, and loses credit for courses in which marks of D+ or D were earned. All courses taken remain on the student’s permanent record, but the student starts with a clean slate as far as his or her grades and GPA are concerned. If the student’s petition is approved, the student resumes his or her academic program with no cumulative grade point average.



As with the Grade Forgiveness Rule, many graduate and professional schools may choose to evaluate all of grades when considering applicants for admission. This is also true of schools to which a student may wish to transfer as an undergraduate, as well as some selective undergraduate units at Ohio State.

Fisher does not take into consideration the Fresh Start Rule in the admission to major selection process.

### **Credit by Examination**

Students can earn credit toward graduation by successfully completing tests in the [Credit by Examination Program](#), administered by the Testing Center. Successful completion of any of these tests results in a designation of “EM” credit on the student’s permanent record. The credit does not affect the student’s GPA, but does count toward graduation. Students should carefully review the guidelines & restrictions on the Testing Center website before pursuing this option.



# TIPS FOR SUCCESS

## Time Management

Managing time effectively is one key to academic success. University courses require hard work, and students need to strike a balance between the demands of course work and all of the competing demands in life—extracurricular activities, social activities, volunteer work, employment, family obligations, and sufficient exercise and sleep to remain healthy, to name a few—that may diminish the time students need to put in to succeed academically.

One useful index to help estimate the time course work will require is the Ohio State faculty rule that establishes, approximately, the time a student should be required to spend to earn one credit hour: two hours per week outside of class and one hour in class to earn a grade of “C.” A three-hour class, therefore, should require nine hours per week to earn a grade of “C,” and a fifteen-hour schedule will require a commitment of about 45 hours per week. Students who expect to earn higher grades will often need to invest significantly more time in their course work.

To help track the demands of courses—due dates for assignments, examinations, and papers—along with the various other activities that will take students away from their school work, advisors strongly recommend that they keep a calendar or planner. Careful planning will help students use their time more efficiently and to see in advance when they can plan for the more stressful weeks in their schedule.

If a student is having trouble managing time effectively, the following web site on time management might be a useful tool: [www.studygs.net/timman.htm](http://www.studygs.net/timman.htm)

## How to Be a Successful Student

- GO TO CLASS. Go to EVERY class, ALL of the time. Don't arrive late and don't leave early.
- Sit near the front of the classroom.
- Pay attention and take notes in all classes.
- Participate in class discussions. Participation is usually calculated into the final grade.
- Make at least two friends in each class whom you can count on to take notes should you have to miss class. Get their phone numbers and call them before the next class to find out what you missed.
- Review the material each night after your classes.
- Study in advance for your quizzes, midterms, and finals. Don't wait until the last minute.
- Turn in all assignments on time. Give yourself enough time to do multiple drafts and to check your work.
- If you have free time between your classes, do not go back to your room. Find a place on campus to study.
- Don't be afraid to use office hours. Professors take note of students who are trying to succeed.
- Establish regular study hours. Look at studying as your job. Build time each day into your schedule for studying.
- Keep a calendar or planner to keep you organized.
- At the beginning of each semester, write down your assignment due dates and exam dates for each class. Also write down important registration deadlines.

## IMPORTANT DATES / DEADLINES

Important dates throughout each semester set by the University include drop deadlines, add deadlines, fee payment deadlines, and refund deadlines. To see a comprehensive list of all important dates for a current term, visit this link:

<http://registrar.osu.edu/registration/>

*Autumn and Spring Semesters:* There are two 14-week semesters with an additional week of finals

*Summer Term:* Classes are offered in four different formats during Summer Term and designated on the Schedule of Classes, or Class Search. For example:

- May Session is 4 weeks long and includes only the month of May.
- Summer Session is 7 weeks long and runs from June through the end of July.
- Summer Term is 12 weeks long and runs from May through the end of July.

The Academic calendar for any given semester can be found at: <http://registrar.osu.edu/staff/bigcal.asp>



# APPLYING FOR GRADUATION

Every student must apply to graduate. Graduation applications are available online:

<http://fisher.osu.edu/undergraduate/graduation/>



Students should pay attention to announcements and emails sent from the UGPAO advising office for when the online application will be available. For questions, contact a Fisher advisor.

A graduation application must be completed and submitted to the front desk at least ONE YEAR (two terms) before the intended graduation date. The following reasons make this an imperative:

- Gives the student an earlier (“graduating senior”) enrollment appointment so that they can schedule the courses they need to graduate on time.
- Allows sufficient time to certify students for graduation, audit course requirements, and alert students to any problems.

If there are no problems, students will be emailed and notified that their application has been approved for graduation. After that, commencement information and reminders will be sent to those students who are graduating.

If a student does not wish to “walk” in the commencement ceremony, they must inform the front desk in 120 Schoenbaum Hall. The student will need to complete paperwork to be excused from the ceremony, as well as to have their diploma sent to them.



# BEYOND the CURRICULUM



# STUDENT ORGANIZATIONS and EVENTS

## Student Organization Involvement

**FisherU:** Fisher’s undergraduate involvement portal is the central online portal for Fisher student involvement. It includes an events calendar, a digital flyer board, student organization profiles, a searchable involvement directory by interests and involvement tracking. Students are encouraged to visit **FisherU** regularly as new events are added daily.

<http://fisher.osu.edu/fisheru>

**Fisher Student Organizations:** Students are encouraged to participate in at least one of the 38+ Fisher student organizations. Active participation is a great way to learn more about business, network with business professionals, and give back to the campus and local communities while developing leadership and professional skills. Student organization involvement opportunities are available to students of all years within Fisher. The organizations range in focus from specializations and careers to areas of social interests, and cater to the diversity and integration of the student population.

<https://fisher.osu.edu/undergraduate/leadership-engagement/student-engagement/fisher-student-organizations>

**Undergraduate Business Council:** The Undergraduate Business Council serves as the primary student governing body for undergraduate business majors, and as the umbrella group for Fisher student organizations. Members provide guidance on major policy issues affecting students in the college. Additionally, the Council plans regular activities designed to foster a sense of community around the Fisher campus while increasing extra-curricular business learning.

**Fisher Citizenship Program:** All first-year and transfer students are encouraged to participate in the Fisher Citizenship Program (FCP). FCP is a program designed to serve as a catalyst for freshmen and transfer students to become involved within the Fisher community, to become an active participant in one of Fisher’s undergraduate organizations, and to grow professionally. The events focus on global connection, career exploration, business etiquette, and community awareness so that the citizens become well-rounded members of the Fisher College of Business. FCP also coordinates the undergraduate Fisher Peer Mentor Program and all activities associated.

## Fisher Flagship Events

**Fisher Convocation:** The Fisher Convocation is an annual event welcoming incoming Fisher undergraduate students into the Fisher community. The formal program offers a keynote speech by a Business leader and is followed by a networking reception.

**Fisher Fall Frenzy:** Hosted annually by the Undergraduate Business Council and Undergraduate Leadership and Engagement Office, this event is your opportunity to meet the more than 30 Fisher student organizations. Mingle with student organization leaders, find out about their programs, and learn how to join these awesome organizations.

**Fisher Spring Fest:** Daylong festival to celebrate the academic year, have fun and show appreciation to our Fisher undergraduate students, faculty and staff

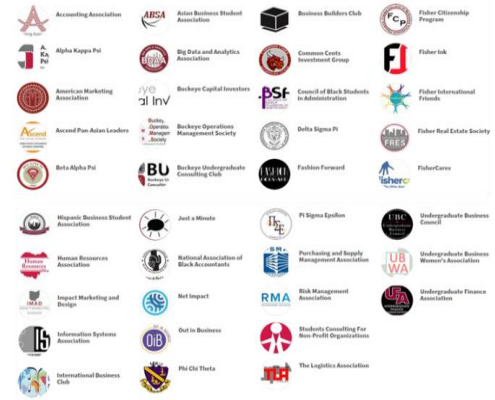
**Leaders & Legacy Speaker Series:** The Leaders & Legacy Speaker Series is a lecture series featuring high-level executive (c-suite) guests and/or well-established Fisher alumni. The Undergraduate Leadership & Engagement Office collaborates with alumni, industry partners, and other Fisher offices for a successful series. Each event is limited in type and size, ranging from intimate lunches to larger lecture style speakers.

**Fisher Impact Day:** <https://fisher.osu.edu/undergraduate/fisher-impact-day>

**Fisher Recognition Ceremony:** The Fisher Recognition Ceremony is an annual event celebrating Fisher students, faculty, and staff in recognition of their contributions within Fisher. It is also an opportunity to network with fellow students, faculty, and staff. Awards include: Fisher Future Leader Award, Fisher Leader Award, President of the Year, Outstanding Fisher Advisor, and Outstanding Teaching Awards.

**Pre-Commencement Celebration.** Opportunity for graduates to enjoy a light breakfast with fellow graduates, family, faculty and staff in an open house format on the Fisher Courtyard the morning of Spring commencement.

<https://fisher.osu.edu/undergraduate/leadership-engagement/pre-commencement>





# CAREERS and RECOGNITION

## Internship and Career Preparation

The Office of Career Management works with Fisher students to prepare them for internship and career searches. Students can schedule a one-on-one appointment with a career consultant for personalized help in developing interviewing and job search skills. You can schedule an appointment on-line or by calling 614-292-6024.

Office of Career Management: <http://fisher.osu.edu/offices/career-management/>

Appointments: <https://fisher.osu.edu/careers-recruiting/students/schedule-appointment>

Students can also access numerous online resources provided by the Office of Career Management. These Student Resources include sample résumés, cover letters, thank you notes, commonly asked interview questions, etc.

<https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/job-search-handouts>

The Office of Career Management coordinates events to connect employers with current Fisher business students. Two career fairs are organized a year including The Fisher Fall Career Fair in September, and the Fisher Spring Internship and Job Fair in January/February.

**QUIC:** The QUIC (Qualified Undergraduate Interview Candidate) program consists of a series of online modules about the job search process and concludes with a mock interview with an Office of Career Management staff member. The goal of QUIC is to help Fisher candidates excel in interviews and achieve success with attaining internships and full-time employment. Successfully completing the QUIC program will provide students with complete access to on-campus interview opportunities organized through FisherConnect. QUIC interviews are in high demand and available interview times fill quickly. It is recommended that one starts the QUIC process as soon as they become eligible. Eligibility is based on admission to the major program in Fisher College. Follow the below link to become QUIC:

<https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/become-quic>



**FisherConnect** is the system used by the Office of Career Management for posting jobs, creating on-campus interview schedules, providing details on employer information sessions, and organizing career fairs. Through FisherConnect, qualified students can apply for internship and full time positions. Follow this link to access the FisherConnect login page:

<https://fisher.osu.edu/careers-recruiting/fisherconnect>

**Explore Careers in Business:** Students looking to learn more about career options in business can view presentations for 11 career areas. Each presentation covers career areas, sample job titles, career paths, companies that hire in the specializations, salary information, professional organizations, and more.

<https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/explore-careers>

**Student Spotlight:** View exceptional undergraduate students through Student Spotlight

**Career Coaches:** Fisher College of Business Career Coaches are undergraduate students who have undergone a training program to assist other students with:

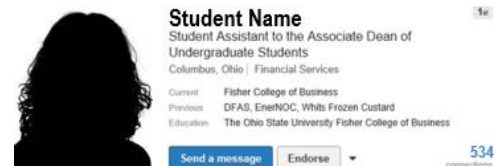
- Developing resumes and cover letters
- Review LinkedIn Profiles
- Identifying useful career resources
- Utilizing FisherConnect, the web-based interview registration system

Career Coaches have walk-in hours that change from semester to semester. When meeting with a Career Coach, students must bring in a paper copy of any documents (résumé, cover letter) that they would like to have reviewed.

<https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/career-coaches>

**BA 2601: Job Search Preparation and Transition to Work for Business Students**

BA 2601 is a one-credit-hour graded class offered autumn and spring semesters. It is taught by staff of the Office of Career Management. Students learn the art of résumé and cover letter writing and have class sessions and assignments



focused on interviewing, negotiating salaries, networking, navigating a career fair, utilizing social media, and creating a personal brand. <https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/ba-2601-job-search-prep-course>

### ***BA 2600: Undergraduate Speaker Series***

BA 2600 is a speaker series with a focus on business knowledge enrichment. While open to all business majors, this class is structured to benefit sophomores who are exploring the many fields of business study available. This course hosts a variety of business and community leaders who will share their personal and professional life stories with an emphasis on their own challenges and successes.

### ***Fisher Futures***

**Fisher Futures** is a program focused on aiding top finance students at Fisher in attaining experience in the investment banking industry. Once selected to join Fisher Futures, students receive individual coaching to prepare them to compete for a summer internship and thus be well positioned to secure a full-time career position in the investment banking industry upon graduation. <https://fisher.osu.edu/careers-recruiting/students/undergraduate-students/fisher-futures>

### ***BA 1200: College of Business Survey II***

BA 1200 is designed to build on and facilitate the application of information taught in Survey I. Students will develop a comprehensive academic, professional/career, and personal plan for success that incorporates self-knowledge and individual interests, exploring a specialization, a 4-year graduation plan, short term and long term goals for gaining leadership and work experience, and identifying opportunities to enhance the college experience.

### ***Internships***

While internship experience is strongly encouraged for all students, internships are not a required component of the undergraduate curriculum. Students can compete for hundreds of internship opportunities through career fairs, on-campus recruiting, networking and internships posted on **FisherConnect**. Students can also make an **appointment** with an Undergraduate Career Consultant to discuss strategies for their internship search. Students do not receive credit for completing internships unless the employer requires them to earn credit or it is an international student completing CPT (Curricular Practical Training). In order to earn credit, students register for BA 2191 which is taught in an independent-study format and requires a series of assignments related to their internship.

*Fisher Connect:* <https://fisher.osu.edu/careers-recruiting/fisherconnect>

*Appointments:* <https://fisher.osu.edu/careers-recruiting/students/schedule-appointment>

## **Awards and Recognition**

### ***Scholarships***

#### *Fisher College of Business Scholarships*

Undergraduate students enrolled in the major program can apply for college scholarships using a common Fisher Scholarship Application. To be eligible to apply for college scholarships, students must:

- Obtain a 3.5 minimum GPA at the end of Autumn Semester of the sophomore year
- Complete at least 27 semester hours of graded OSU coursework, and 45 earned semester hours at the end of Autumn Semester of the sophomore year
- Be admitted to the Fisher College of Business major program by Autumn Semester of the junior year

Though need is not a requirement for college scholarships, some donors prefer their awards to be made to students facing financial hardship. To be considered for these need-based scholarships, students must complete the **FAFSA** : <http://www.fafsa.ed.gov/> \*Note: Current FCOB student scholarships that are merit-based do not require FAFSA.

The application deadline is February for the following school year, with the application becoming available online approximately a month before. In addition to the application, students must submit a current resume via email. Scholarship award notifications are made by May. <https://fisher.osu.edu/undergraduate/admissions/scholarships-financial-aid>

#### *University Scholarships*

Ohio State offers numerous institutional scholarships for incoming freshmen and enrolled students. Ohio State students also receive a wide array of scholarships from external donors and outside resources. Eligibility requirements vary depending on the scholarship. The priority application date for university scholarships is in February for the following school year. Because funds are limited, you will not necessarily receive funds from a scholarship for which you might otherwise be eligible. Every effort is made to distribute available scholarship funds to as many students as possible. <http://sfa.osu.edu/scholarships/>



### ***Pace Setters***

Fisher's top juniors and seniors are selected for the [Pace Setter award](#) based on academic performance and demonstrated leadership ability. Pace Setters are recognized at a spring ceremony. Each year special scholarships are awarded to: the most outstanding junior and senior undergraduate students, the most outstanding senior male and female students, and the most outstanding collegiate athlete.

### ***Dean's List***

Students completing a minimum of 12 graded credit hours with a grade point average of 3.5 or higher for any given term will be named to the Dean's List for that term in the college in which they are enrolled. Courses graded Satisfactory/Unsatisfactory (S/U) or Pass/Non-Pass (P/NP) do not count toward the minimum 12 graded hours, and a grade of U, E, EN, or NP will disqualify you from making the Dean's List, even if you meet the 3.5 GPA criteria. The Fisher College of Business does not notify students of their Dean's List status via email or letter. The Dean's List designation appears on the Advising Report for each term a student qualifies.

### ***Graduation Celebration***

This event is for all undergraduate Fisher students graduating spring semester. This event is typically hosted the week of spring graduation for graduating seniors. The focus is to celebrate the graduating students' successes and encourage them to actively be engaged as Fisher alumni. All faculty and staff are invited to attend and celebrate with the students.

## **ACADEMIC ADVISING at FCOB**

The mission of Fisher College of Business Undergraduate Programs advising is to provide quality academic advising to help students develop and implement an individual plan for academic, personal, and professional success.

[Fisher academic advisors](#) are advising professionals who assist students with: Course selection, degree planning, policies and procedures, business specializations and career resources, special academic and leadership opportunities, graduation requirements, and campus support services. <http://fisher.osu.edu/undergraduate/advising/advising-team>

First year students have the opportunity to work with a [Fisher peer advisor](#) in Business Survey (BA 1100/1100H). Peer advisors provide support to students as they transition into the University and Fisher. Peer advisors encourage students to get involved in student organizations and participate in the Fisher community.

<http://fisher.osu.edu/undergraduate/advising/peer-advising>

### **The Advising Partnership: Advisor and Advisee Roles**

The advising partnership is designed to provide students with opportunities for consultation with a professional who understands the major/career decision-making process and is knowledgeable about University policies, procedures, and resources. Students, however, control their academic path.

#### *The academic advisor's role:*

- Provide consultation to the student on matters of career goals, academic major interests, decision making, study skills, and course planning
- Communicate accurate information about degree requirements, resources, and academic standards
- Act as an advocate for student within the department and University setting
- Maintain records of student's academic performance
- Make appropriate referrals for the variety of situations that arise during a student's academic career, including: transition issues, safety, personal conflicts, career exploration, and student advocacy

#### *The student's role:*

- Share accurate information
- Seek help before a situation escalates into a crisis
- Know how actions will affect their status regarding financial aid, insurance, visa, and probation
- Prepare for advising appointments by researching information and maintain a file of advising materials
- Know and complete program requirements, and audit academic records regularly
- Always ask questions and follow through on action plans
- Explore options



OSU has a [centralized advising information](http://advising.osu.edu/welcome.shtml) website that is helpful to all students. <http://advising.osu.edu/welcome.shtml>

### **Scheduling an Advising Appointment**

#### *Regular 30-Minute Appointments*

To schedule an appointment with an academic advisor, [make an appointment online](#), call 292-2715, or visit in person 120 Schoenbaum Hall. <http://fisher.osu.edu/undergraduate>

#### *Same-Day Advising*

Same-day advising appointments are 15-minutes long and are offered the first week of each term, every Friday, and during registration. Students schedule a 15-minute same-day appointment online the same day they would like to come in. Different from 30-minute appointments, same-day appointments cannot be made in advance. The advising appointment scheduler opens at 7:00 a.m. and closes at 12:00 midnight.

### **Preparing for an Advising Appointment**

Students should arrive on time and come prepared for an advising appointment by bringing a course plan and a list of questions. The following tools will be helpful in preparing for your advising appointment:

### **Degree Audit**

The Degree Audit Reporting System (DARS) is the system for checking progress towards degree. The Degree Audit will show how the courses the student has completed and currently has scheduled will apply to any OSU major selected, as well as the requirements that still need to be completed and the courses from which they can choose to fulfill each one. A student can access their Degree Audit online at any time to review detailed information on course requirements for each major program at OSU. It is particularly useful in checking Gen Ed progress. The tool can also be used to download any transfer credit reports that a student might have. To access the Degree Audit, follow these steps:

- Go to [www.buckeyelink.osu.edu](http://www.buckeyelink.osu.edu)
- Click “My Student Center”
- Sign in with OSU Username and password
- On the Student Center main page, click “DARSWeb”. DARS will open in a new window.
- On the Audit Request Screen, there will be two options: 1. Run Default Program Listed; 2. Run Selected Program.
  - Option 1, Run Default Program Listed: if the student is currently enrolled in a major program, that major program will be listed under this heading. If this is the audit desired, click “Submit a New Audit”.
  - Option 2, Run Selected Program: if the student does not have a default program listed or would like to view an audit for a different program than the default program, follow these instructions:
    - Select the radio button beside “Run Selected Program”
    - “College:” select the college in which the major is housed (i.e. BUS)
    - “College:” will automatically update to correct college unit
    - “Major:” select the major (i.e. ACCTING)
    - “Degree:” select desired degree (i.e. BS BUS ADM)
    - “Degree Prog:” select desired specialization, if applicable (i.e. ACCOUNTING )
    - “Catalog Year:” this menu dictates which Gen Ed curriculum appears on the Degree Audit. *(If the student first enrolled at OSU in SU08 or after, this will be the correct Gen Ed. If the student first enrolled at OSU in SP08 or earlier, they will need to check with an advisor to verify their Gen Ed requirements).*
- Click “Submit a New Audit”
- The Audit window will refresh automatically and the new audit will appear, listing the date and time it was run.
- Click “Open Audit” to open the audit in new window.

### **Reading your Degree Audit**

Each Degree Audit will list the curriculum requirements for the major. The student can “open” each requirement to see a listing of the courses by clicking on the gray triangle beside each requirement.



Any requirements marked with a green checkmark have been completely fulfilled.

Any requirements marked with a red "X" have at least one requirement still unfulfilled.

Any requirement marked with an IP and an outlined green check mark indicates that the course is "in progress" or scheduled for the current term or the next term.

QUANTITATIVE AND LOGICAL SKILLS	
* A GRADE OF " C " OR HIGHER IS REQUIRED ON ALL COURSES *	
MATHEMATICS - COMPLETED	
MATH PL = L	
MATHEMATICAL AND LOGICAL ANALYSIS - COMPLETED	
AU16 MATH 1151	5.0 EM

OPEN OPTION (6 HOURS)	
COURSES CAN BE ANY GENERAL EDUCATION COURSES NOT ALREADY TAKEN, CROSS DISCIPLINARY COURSE OR SEMINAR, STUDY ABROAD, SERVICE LEARNING AND FOREIGN LANGUAGE COURSE (AT THE 102 LEVEL).	
<input checked="" type="checkbox"/> OPEN OPTION - TAKE ECON 4001. <b>FROM:</b> ECON 4001	
OPEN OPTION - COMPLETED	
AU16 HISTORY 1152	3.0 EM

WRITING AND RELATED SKILLS (6 HOURS)	
LEVEL ONE COURSE - COMPLETED	
AU16 ENGLISH 1110.01	3.0 EM
LEVEL TWO COURSE - COMPLETED	
SP17 COMPSTD 2367.07	3.0 IP >I

Degree Audits are used to certify students for graduation, so the audit will not run completely "green" until the term the student graduates.

Coursework which has been completed, but is NOT currently being applied to any degree requirements, will appear under the requirement "COURSEWORK COUNTED TOWARD GRADUATION BUT NOT USED TOWARD A SPECIFIC REQUIREMENT". If the student thinks any course credit listed in this area could be applied to Gen Eds/business core/major requirements, they must contact an advisor to submit a General Petition to have this credit reviewed.

FREE ELECTIVES	
AU16 ARTSSCI 1138.31	1.0 S
AU16 POLITSC 1100	3.0 EM
AU16 SPANISH 1101.01	4.0 EM
AU16 SPANISH 1102.01	4.0 EM
SP17 POLITSC 2150	3.0 IP >I
AU16 BUSADM 1100	1.0 A
AU16 SCHOLAR 1100	1.0 A

## Buckeye Link

[Buckeyelink](http://buckeyelink.osu.edu/) houses the Student Center, the online student service center for all OSU information. Through the Student Center, students can search course descriptions and availability, schedule courses, view grades, run degree audits, print advising reports, and review/pay statements of account. <http://buckeyelink.osu.edu/>





Note: [The Student Center Reference Guide](https://assist-erp.osu.edu/sis/WebHelp/studentcenter/) provides step-by-step instructions to common processes within the Student Center (add/drop classes, updating name/contact information, reviewing statement of account, Student Health Insurance enrollment/waiver). <https://assist-erp.osu.edu/sis/WebHelp/studentcenter/>



## APPENDIX: Sketching a Course Plan

In discussing course planning with Advisors, it is helpful to have a layout of the classes already taken, currently enrolled, and planned for future semesters. Students are strongly encouraged to leverage the Fisher NAVIGATOR tool for these purposes, since required coursework listings and prerequisite checking is built in, and since such plans are immediately available to academic advisors for further discussion.

**EXPLORE SPECIALIZATIONS**

Overview Curriculum Spotlight Videos

Finance is a broad field with a range of opportunities for those who want to help people and companies succeed financially. Finance roles exist at all types of businesses, financial and non-financial firms, non-profit organizations, and government. On the job, finance professionals may analyze the profitability of new business opportunities in which a firm may invest, advise management on financial, investment and risk management decisions, study and forecast economic and market trends, manage key types of risk (e.g. face, research and execution investments, implement financial modeling, trade securities, manage portfolio of assets, and analyze whether various loan applicants are sufficiently credit worthy to assure loan repayments.


**Career Paths / Job Titles**  
 Personal Finance: Where decisions are made about paying for education, financing goods such as real estate and vehicles, buying health and property insurance, and investing and saving for retirement. Corporate Finance: Providing the funds for a business' activities, which can include balancing risk and profitability, studying and forecasting economic trends, reviewing company reports and suggesting efficiencies, working to maximize firm value, and applying principles of financial risk management investments. Managing portfolios, selecting investments for a portfolio, applying principles of financial risk management, trading stocks and other assets. Public Finance: The financial decisions of states, as well as related public entities such as school districts or government agencies. Some typical areas for working in public finance include in industry (insurance), corporate finance or real estate, financial planning, investment banking and money management, Private Career Paths in Finance: Example job titles in these career paths include: Financial Manager - manufacturing and services firms • Commercial Bank Manager • Savings and Loan Manager • Investment Banker • Sales & Trading • Stock Broker • Insurance Analyst • Security Analyst • Trust Manager • Risk Manager

**General Preparation**  
 A bachelor's degree is considered essential for entry into the field of finance. Moreover,


**RELATED AND RECOMMENDED**

- Department of Finance >
- SB&A (S&B) and Student Handbook >
- Barclays Capital Investor >
- Common Cents Investment Group >
- Risk Management Association >
- Undergraduate Finance Association >
- American Bankers Association >
- Association for Financial Professionals >
- Charter Financial Analyst >
- Financial Executives International >
- Global Association of Risk Professionals >
- National Investment Banking Association >
- The Risk Institute >
- Society of Financial Service Professionals >
- Women's Association of Venture and Equity >


**Alumni Videos**




JESSLYN PATEL - EY (COLUMBUS)




DEVON HORTON - DELOITTE (KANSAS CITY)






**LEADERSHIP & ENGAGEMENT**


**Student Organizations**




Accounting Association  
The Ohio Accounting Association is a student organization at The Ohio State University. It is a professional organization for students and alumni who are interested in accounting. The organization provides networking opportunities and professional development resources.



Alpha Kappa Psi  
Alpha Kappa Psi is a national honor society for accounting students. It provides networking opportunities and professional development resources.



American Marketing Association  
The American Marketing Association is a professional organization for marketing students and alumni. It provides networking opportunities and professional development resources.



Accredited Pan-Asian Leaders  
Accredited Pan-Asian Leaders is a professional organization for Asian students and alumni. It provides networking opportunities and professional development resources.

**Programs**

PROGRAM	APPLICATION DATE	DESCRIPTION
Business Analytics Industry Innovation	January	A three-day intensive workshop focusing on data analytics, machine learning, and business strategy.
Business Analytics Intern	Summer	Designed with extensive input from industry professionals to bring students to work with "top tier" business analytics firms. Is an opportunity?
Consulting Industry Innovation	January	Designed with extensive input from industry professionals to bring students to work with "top tier" consulting firms. Is an opportunity?
Executive Management Internship	January	Summer business practices of world renowned brands, lead by corporate entities in marketing, management development, and breakthrough innovations.

**Awards and Scholarships**

AWARD/SCHOLARSHIP	APPLICATION DATE	DESCRIPTION
Delta Sigma Epsilon Scholarship		Presented to the graduating seniors with the highest cumulative GPA. This award is presented by the president of Delta Sigma Epsilon.
Entrepreneurship Award	3/3/2018	Recognizes the top 100 students pursuing an entrepreneurship degree. Information about the entrepreneurship awards can be found within the application.
Fisher Merit Award	3/3/2018	The Merit Scholarship Application will be used to select students for merit scholarship awards, as identified by our generous donors.
Fisher Need-Based Award		The Fisher College of Business Need-Based scholarship application will be used to select students for need-based scholarship awards.

### MY COURSE PLANS

Select your specialization and drag courses from the list to the desired semester to build your plan.

**Specialization**

Operations Management

**Core Hrs Progress**

Required	33
Completed	18
Planned For	12
Still Needed	3

**Required for Specialization Hrs Progress**

Required	9
Completed	0
Planned For	0
Still Needed	9

**Specialization Options Hrs Progress**

Required	6
Completed	0
Planned For	0
Still Needed	6

PREVIOUS YEAR
**Year Three**
NEXT YEAR

Autumn 2017			Spring 2018			Summer 2018		
COURSE	HR	GR	COURSE	HR		COURSE	HR	
BUSMHR 5530	3	A	CSFRST 4575	3		BUSMGT 3230	3	C
BUSMHR 2292	3	A-	CSFRST 2371	3				
BUSML 3250	3	A	BUSML 4201	3				
BUSADM 3890H	3	A	BUSADM 3890H	3				
BUSMGT 3230H	3	A	BUSMHR 3200H	3				
			BUSFIN 3220	3	C			
SEMESTER 15 3.94			SEMESTER 12 0.00			SEMESTER 3 -		
CUMULATIVE 63 3.88			CUMULATIVE 75 3.88			CUMULATIVE 78 -		

+ ADD OTHER COURSE

**Notes:**

Enter Notes...

Plans should be strongly considerate of Core, Specialization Requirements and Specialization Options (See **S-C Table** at front of Handbook), course preparation ahead of Junior year internships, as well as a path towards the completion of General Education Requirements as a senior (see **Example Schedule** and **GenEd-Rem Table**).



# SUPPORT SERVICES

## Academic / Learning Support

### **Walter E. Dennis Learning Center**

The Walter E. Dennis Learning Center (WEDLC) provides academic learning services and support to Ohio State students. This resource serves as a "learning connection" for students in need of help with study skills, time management, test-taking strategies, learning from text, note-taking, and self-regulation strategies. WEDLC is located on the second floor (Rm 250) of the Younkin Success Center. Students can set up individualized appointments with Learning Specialists to design personal strategies for learning and motivation, as well as attend workshops or listen to podcasts on topics such as: procrastination, individual learning styles, note-taking, and secrets to academic success. The WEDLC also offers EDU P&L 1259, a 3-hour course entitled, "Individual Learning and Motivation Strategies for Success in College." [www.dennislearningcenter.osu.edu](http://www.dennislearningcenter.osu.edu)

### **Younkin Success Center Tutoring Services**

The Younkin Success Center coordinates a variety of FREE tutoring services for courses in Chemistry, Physics, Mathematics, Statistics, Computer Science, English, and Writing. Also, Younkin maintains extended study hours during Finals Week, staying open 24-hours for those last-minute studying needs. [www.younkinsuccess.osu.edu](http://www.younkinsuccess.osu.edu)

### **The Writing Center**

The Writing Center offers free help with writing at any stage of the writing process for any member of the university community. During tutorials, staff can work with students on anything from research papers to lab reports, from dissertations to resumes, from proposals to application materials. The Writing Center also maintains a resources page with writing handouts and web links. Online and face-to-face tutorials are available to all students. (Keep in mind, the Writing Center does not proofread. Specialists can help you with discussing grammar issues and giving you advice on how to proofread your own work, but you will not receive a proofed draft.) [www.cstw.osu.edu/writingcenter](http://www.cstw.osu.edu/writingcenter)

### **Math Stats Learning Center**

The Mathematics and Statistics Learning Center (MSLC) provides free support to students for a number of math and statistics undergraduate courses. The MSLC provides trained tutors to help students with difficulties they are experiencing in class or with homework. In addition, the Center provides online resources, practice exams, and workshops to help students achieve their potential as a student. Each math course has a specific room with undergraduate math majors and graduate teaching assistants for learning support. No appointments are needed and all services are free. Also, online exam reviews and study guides are available for math courses. The MSLC provides assistance for courses in calculus, statistics, linear algebra, and differential equations. [www.mslc.osu.edu](http://www.mslc.osu.edu)

### **Economics Learning Center**

The Economics Learning Center (ELC) provides FREE peer tutoring in Economics 2001, 2002, 4001 & 4002 (and other courses, as available). The ELC is staffed by Undergraduate Student Tutors. <http://economics.osu.edu/economics-learning-center>

### **Tutoring**

#### *Accounting 2200-2300*

The Accounting and MIS department offers [free tutoring for Accounting 2200 and 2300](#). The tutor room is located in the ground floor of Fisher Hall near the tunnels and the mail room. The tutor schedule is: Monday through Thursday, 9:00 a.m. to 8:00 p.m. and Friday, 9:00 a.m. to 6:00 p.m. <http://fisher.osu.edu/departments/accounting-and-mis/students/student-resources>

#### *Finance 3220*

3220 tutor lab is available approximately 40 hours per week Monday through Friday. It is staffed by an undergraduate who got an A in the course already.

### **Office Hours**

All instructors at Ohio State are required to provide office hours so students have access to faculty outside of the classroom. Each instructor sets his/her own office hours, with some preferring walk-in hours while others require appointment times. Here are some strategies to get the most out of meeting with instructors:

- Find out your instructor's preference for office hours: walk-ins or scheduled appointments.



- Start meeting with your instructor early in the term. This often means meeting BEFORE you think it's needed. By building this relationship at the beginning of the term, you are showing your instructor your effort and dedication early in the course. Your instructor can also help you spot your personal stumbling blocks with the course content before they become unmanageable hurdles and provide more one-on-one interaction, which some students and instructors prefer.
- Come prepared to office hours. Make sure you have worked with the course material before meeting with your instructor. That way, instead of saying "I don't understand this," you can be articulate about what specific areas you are struggling with and point to specific examples.
- Office hours are busiest right before exams and projects are due, so don't count on being able to contact your instructor the day before something is due. Make sure to plan ahead and ask your questions early.

### **Residence Halls**

[University Housing](#) facilitates a peer tutoring program that operates entirely within the residence halls. Tutoring is offered for a variety of undergraduate courses within the areas of Mathematics, Physics, Chemistry, and Biology. Tutors are available on a walk-in basis on Mondays, Tuesdays, and Wednesdays from 7:00 PM to 9:00 PM in residence halls throughout campus.

### **Office of Diversity and Inclusion Student Services in Fisher College of Business**

[The Office of Diversity and Inclusion Student Services](#) provides FREE tutoring assistance to minority business students in business related subjects.

## **Additional Campus Support**

### ***Career Counseling and Support Services***

The mission of Career Counseling and Support Services is to serve the career development needs of Ohio State students by providing high quality and diversity-sensitive services through counseling, consultation and lasting partnerships, designed to facilitate learning and advance well-being, purpose, identity development and citizenship. We assist students achieve successful outcomes by:

- Connecting students' interests, values, skills and personality with the world of work.
- Aiding development of students' interests by exploring various majors and careers.
- Encouraging students to test ideas in internships, informational interviews, volunteering, extracurricular activities.
- Providing customized attention to resumes, vitas, job search letters, and interviewing skills.
- Listening and helping with personal concerns that relate to career decisions.
- Assisting students' implementation of decisions by learning how to conduct a job search or plan for graduate or professional school.
- Informing students about the University's employment assistance services.

The Career Counseling and Support Services website houses many online career exploration modules to assess interests and skills in relation to careers and academic major programs. Students are encouraged to utilize these resources and then set up an appointment with a Career Counselor to assess their results. [www.careerconnection.osu.edu](http://www.careerconnection.osu.edu)

### ***Counseling & Consultation Service***

CCS provides counseling and consultation services to currently enrolled undergraduate and graduate students and their spouses/partners. CCS offers brief counseling and therapy to help you address personal, academic, and career concerns. Both individual and group counseling are available. In counseling, counselors work together with you to help develop more personal awareness and the skills you need to overcome problems and to help you grow and develop in ways that allow you to take advantage of the educational opportunities at the University. [www.ccs.osu.edu](http://www.ccs.osu.edu)

### ***Off-Campus Student Services***

Commuter students are those students who live outside of the University District and must drive or utilize public transportation from home to attend class. Off-campus Student Services provides several services for commuting students to assist them while on campus including the Commuter Lounge, lockers, microwave and refrigerator, study space and information on campus programs and resources. Looking for a ride? Have a ride to offer? Want to find a carpool? On-line Ride Share & Carpool Listings are available through OCSS for all Ohio State students, staff and faculty to use. OCSS also publishes "Connection" the commuter newsletter, plans Commuter Pre-view day each year, supports the





Commuter Student Organization, and plans various fun and informative programs for commuters throughout the school year. [www.offcampus.osu.edu](http://www.offcampus.osu.edu)

### ***Office of Disability Services***

The mission of the Office for Disability Services is to collaborate with and empower students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. ODS professionals assist students with registration for services, coordination of appropriate accommodations, fostering learning strategies and advocacy skills, and other student concerns. [www.ods.osu.edu](http://www.ods.osu.edu)

### ***Office of International Affairs***

When international students and scholars first consider affiliating with Ohio State, the Office of International Affairs is one of their initial points of contact. Through OIA, students and scholars can find information about the types of visas needed for their stay in the United States, links to academic programs, how to pay their tuition, housing options, an overview of the campus and life in Columbus, and much more. When international students and scholars arrive at Ohio State, OIA provides them with a warm welcome to the campus community. This office supports their transition with a wealth of information that helps them comfortably adjust to their new life on campus and in Columbus. Coordinators offer orientation sessions and administer social, cultural, and educational programming. Students also meet one-on-one with a representative from International Student and Scholar services to get answers to questions about cultural differences, immigration regulations, and financial matters. All of these services help ensure that international students, scholars, and their families have the greatest opportunity to achieve their academic and personal goals during their time at Ohio State. [www.oia.osu.edu](http://www.oia.osu.edu)

### ***Student Advocacy Center***

The Student Advocacy Center is committed to assisting students in cutting through campus bureaucracy. Its purpose is to empower students to overcome obstacles to their growth both inside and outside the classroom, and to help them maximize their educational experience while pursuing their degrees at The Ohio State University. The Student Advocacy Center helps by answering questions, directing students to appropriate staff and departments, and giving students general guidance on university policies and procedures. <http://studentlife.osu.edu/advocacy/>

### ***Student Housing Legal Clinic***

Student Housing Legal Clinic (SHLC) was established in 1999 to provide FREE legal advice and representation to OSU students with landlord-tenant concerns. The Clinic, an academic partnership between the Office of Student Life and the Moritz College of Law, recognizes that housing issues can affect the academic success, wellness, retention, and recruitment of students, as well as the relationship of the University to the community. The purpose of the Clinic is to work with students, landlords, community organizations, and city officials to improve housing conditions and safety in the University District and surrounding areas, while providing a unique educational opportunity for law students to gain practical experience. The Clinic offers the full continuum of legal services ranging from counsel and advice to long-term representation. The Clinic currently limits its practice to Ohio landlord-tenant issues and handles the cases dealing with issues such as: lease reviews/termination/ liabilities, breach of contract, credit issues, conditions, safety, security deposits, noise, utilities, unlawful entry, and eviction. [www.moritzlaw.osu.edu/shlc](http://www.moritzlaw.osu.edu/shlc)

### ***Student Safety Services***

Student Safety Services provides safe passage to and from University activities for members of the University community, as well as assisting the University Police Division in the protection of life and property, the prevention and detection of criminal activity, and reporting health, safety, and environmental hazards. SSS provides walking and vehicle escort services for the campus and surrounding areas. [www.ps.ohio-state.edu](http://www.ps.ohio-state.edu)

### ***Student Wellness Center***

The Student Wellness Center is committed to promoting a caring campus environment, facilitating the empowerment of individuals and groups, and fostering a sense of connectedness throughout our diverse campus to create a community where health enhancing behavior is the norm. The Student Wellness Center supports students' Seven Dimensions of Wellness (Emotional, Occupational, Social, Spiritual, Physical, Financial, and Intellectual) and hosts a variety of programs, workshops, events, and outreach to address each dimension. [www.swc.osu.edu](http://www.swc.osu.edu)

### ***Wilce Student Health Center***

The Wilce Student Health Center (Student Health Services) at The Ohio State University is a Joint Commission accredited, outpatient facility providing a variety of health care services to the student population. All students enrolled at Ohio



State are eligible to use the health service, regardless of health insurance coverage. Student Health Services provides most services on an appointment basis. However, students with injuries or illnesses which require immediate attention may be evaluated by one of the Advice Nurses and scheduled to see a physician on a same-day basis. [www.shc.osu.edu](http://www.shc.osu.edu)

### ***Buckeye Alert System***

A text message alert system exists for the public to stay informed of potential emergencies. Emergency personnel are continually planning for an emergency response. By signing up for the emergency notification system, you are involved in the planning process. Text message warnings will allow you to learn of emergency situations as soon as possible no matter where you are located. In order to make sure the system is working properly in the event of an emergency, the system will be tested once or twice a year. During a test, subscribers will receive a test message. Besides the testing, you will only receive messages in the event of an emergency. You will not receive advertising or non-emergency messages. The Ohio State University will maintain your information with the utmost security. We will not sell your information and will only use it for emergency notification. There is no cost to sign up for the text message service, although there may be costs involved with receiving text messages depending on the service plan you have with your wireless provider.

[www.buckeyealert.osu.edu](http://www.buckeyealert.osu.edu)

### **OSU CAMPUS CONTACTS**

Admissions	<a href="http://undergrad.osu.edu">undergrad.osu.edu</a>	614-292- 3980	6 <sup>th</sup> Floor SAS
Athletic Ticket Office	<a href="http://www.ohiostatebuckeyes.com/tickets/">http://www.ohiostatebuckeyes.com/tickets/</a>	614-292-2624	555 Borror Dr
CampusParc	<a href="http://www.campusparc.com/osu">http://www.campusparc.com/osu</a>	614-688-0000	160 Bevis Hall
Campus Police	<a href="http://ps.ohio-state.edu">ps.ohio-state.edu</a>	614-292-2121	901 Woody Hayes
Career Connection	<a href="http://careerconnection.osu.edu">careerconnection.osu.edu</a>	614-688-3898	2nd Floor Younkin
Counseling & Consultation	<a href="http://ccs.osu.edu">ccs.osu.edu</a>	614-292-5766	4th Floor Younkin
Disability Services	<a href="http://ods.osu.edu">ods.osu.edu</a>	614-292-3307	150 Pomerene Hall
Greek Life	<a href="http://ohiounion.osu.edu/get_involved/sorority_fraternity">http://ohiounion.osu.edu/get_involved/sorority_fraternity</a>	614-292-8763	1739 N. High St.
Judicial Affairs	<a href="http://studentconduct.osu.edu">studentconduct.osu.edu</a>	614-292-0748	33 West 11th Ave.
Libraries	<a href="http://library.osu.edu">library.osu.edu</a>	614-292-6785	1858 Neil Ave
Multicultural Center	<a href="http://mcc.osu.edu/">http://mcc.osu.edu/</a>	614-688-8449	1739 N. High St.
Off-Campus Student Services	<a href="http://offcampus.osu.edu">offcampus.osu.edu</a>	614-292-0100	3106 Ohio Union
Ohio Union	<a href="http://ohiounion.osu.edu">ohiounion.osu.edu</a>	614-292-7924	1739 N. High St.
OSU Information	<a href="http://osu.edu/information.php">osu.edu/information.php</a>	614-292-6446	
Recreation & Intramural Sports	<a href="http://recsports.osu.edu">recsports.osu.edu</a>	614-292-7671	B106 RPAC
Registrar Office	<a href="http://registrar.osu.edu">registrar.osu.edu</a>	614-292-0300	5th Floor SAS
Student Advocacy Center	<a href="http://studentlife.osu.edu/advocacy">studentlife.osu.edu/advocacy</a>	614-292-1111	1120 Lincoln Tower
Student Athlete Support	<a href="http://sassos.osu.edu">sassos.osu.edu</a>	614-292-7088	350 Younkin
Student Escort Service	<a href="http://dps.osu.edu/emergency_procedures/index.php?level=14">http://dps.osu.edu/emergency_procedures/index.php?level=14</a>		292-3322
Student Health Services	<a href="http://shc.osu.edu">shc.osu.edu</a>	614-292-4321	1875 Millikin Rd
Student Services Center	<a href="http://ssc.osu.edu">ssc.osu.edu</a>	614-292-0300	281 W. Lane
Student Wellness Center	<a href="http://swc.osu.edu">swc.osu.edu</a>	614-292-4527	B130 RPAC
Transportation & Traffic Management	<a href="http://ttm.osu.edu/">ttm.osu.edu/</a>	614-292-7433	2500 Kenny Road
University Exploration	<a href="http://exploration.osu.edu">exploration.osu.edu</a>	614-292-0646	352 Denney Hall
University Housing	<a href="http://housing.osu.edu">housing.osu.edu</a>	614-292-8266	350 Morrill Tower
Walter E. Dennis Learning Center	<a href="http://dennislearningcenter.osu.edu">dennislearningcenter.osu.edu</a>	614-688-4011	250 Younkin
The Writing Center	<a href="http://www.cstw.osu.edu/writingcenter">http://www.cstw.osu.edu/writingcenter</a>	614-688-5865	485 Mendenhall
Younkin Success Center	<a href="http://younkinsuccess.osu.edu">younkinsuccess.osu.edu</a>	614-292-4400	1640 Neil Ave.

