



2009-2010 PETITION/PROGRAM SHEET
Minor: Accounting
www.mesastate.edu/academics/programs.html

About this Minor . . .

Accounting is the one degree with 360 degrees of possibilities. Every business needs accounting help, whether it's a Wall Street law firm, a professional sports team, movie production company, or a rock band. With the proper accounting education your employment options are endless.

Accounting is the language of business and regardless of your major, the more accounting you have the better prepared you will be for a management position. This is a vigorous minor that will stand out on a résumé.

POLICIES:

- 1. It is your responsibility to determine whether you have met the requirements for your degree. Please see the MSC Catalog for a complete list of graduation requirements.
2. You must turn in your "Intent to Graduate" form to the Registrar's Office by September 15 if you plan to graduate the following May, and by February 15 if you plan to graduate the following December.
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the semester prior to the semester of graduation, no later than October 1 for spring graduates, no later than March 1 for fall graduates.
4. Your advisor will sign and forward the Program Sheet and Graduation Planning Sheet to the Department Head for signature.
5. Finally, the Department Head or the department administrative assistant will take the signed forms to the Registrar's Office. (Students cannot handle the forms once the advisor signs.)
6. If your petition for graduation is denied, it will be your responsibility to reapply for graduation in a subsequent semester. Your "Intent to Graduate" does not automatically move to a later graduation date.
7. NOTE: The semester before graduation, you may be required to take a Major Field Achievement Test (exit exam).

NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

LOCAL ADDRESS AND PHONE NUMBER: \_\_\_\_\_
\_\_\_\_\_ ( ) \_\_\_\_\_

I, (Signature) \_\_\_\_\_, hereby certify that I have completed (or will complete) all the courses listed on the Program Sheet. I further certify that the grade listed for those courses is the final course grade received except for the courses in which I am currently enrolled and the courses which I complete next semester. I have indicated the semester in which I will complete these courses.

Signature of Accounting Advisor \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

**Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.** See the “Undergraduate Graduation Requirements” in the Mesa State College catalog for additional graduation information.

**Minor Requirements:**

- At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
- 2.00 cumulative GPA or higher in the minor is required
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- The number of minors a student may receive at Mesa State College shall not exceed two.
- A student must follow the MSC graduation requirements either from 1) the program sheet for the major in effect at the time the student officially declares a major; or 2) a program sheet for the major approved for a year subsequent to the year during which the student officially declares the major and is approved for the student by the department head. Because a program may have requirements specific to the degree, the student should check with the faculty advisor for additional criteria. It is the student’s responsibility to be aware of, and follow, all requirements for the degree being pursued. Any exceptions or substitutions must be approved by the student’s faculty advisor and Department Head.

**REQUIRED COURSES (24 semester hours)**

See the current Mesa State College catalog for a list of courses that fulfill the requirements below.

Course No	Title	Sem.hrs	Grade	Term/Trns
ACCT 201	Principles of Financial Accounting	3	_____	_____
ACCT 202	Principles of Managerial Accounting	3	_____	_____
ACCT 321	Intermediate Accounting I	5	_____	_____
ACCT 322	Intermediate Accounting II	4	_____	_____
ACCT 331	Cost Accounting	3	_____	_____
CISB 205	Advanced Business Software	3	_____	_____
ACCT Elective at the 300 or 400 level:				
ACCT _____	_____	3	_____	_____