



**2005 – 06 PETITION/PROGRAM SHEET**  
**Degree: Bachelor of Applied Science**  
**Major: Business Administration**  
**[www.mesastate.edu/schools/sbps/busadm/Index.htm](http://www.mesastate.edu/schools/sbps/busadm/Index.htm)**

**About This Major . . .**

The Bachelor of Applied Science in Business Administration combines the technical skills and business proficiency necessary for success in today's business world. A unique program, the BAS allows students who have already earned an associates of applied science degree to build upon their technical specialties with general education courses and junior and senior level business courses. This allows associate degree holders to gain a 4-year degree in approximately four additional full-time semesters, depending upon prior coursework.

Business courses to be taken include courses in marketing, promotion, management, accounting, finance, small business management and entrepreneurship. BAS students will be technically and academically prepared for leadership positions in their chosen industries.

Prospective students not holding an associates degree can begin their college career at MSC in a chosen field of study with a 2-year degree and then progress to a 4- year degree using the BAS. This degree will provide students upward mobility in their area of employment as they move into supervision/management positions.

**POLICIES:**

1. It is your responsibility to determine whether you have met the requirements for your degree. Please see your MSC Catalog for a complete list of graduation requirements.
2. You must go to the Registrar's Office and fill out the Intent to Graduate form **at the beginning of the semester prior to graduating.**
3. This program sheet must be submitted with your graduation planning sheet to your advisor during the **semester prior to graduating, no later than September 15 for Spring graduates, February 15 for Fall graduates.**
4. Your advisor will sign and forward the Program Sheet, Intent to Graduate Form, 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 will 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 Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Registrar

\_\_\_\_\_  
Date

- An AAS from an accredited college must be held by students entering this program.
- Must earn 120 semester hours and meet the academic residency requirements to earn a baccalaureate degree at Mesa State College.
- Must earn a minimum of 33 semester hours in upper division courses (i.e., 300-level and 400-level courses).
- A cumulative grade point average of 2.0 or higher must be maintained for all courses taken and for all courses in the major.
- When filling out this program sheet a course can only be used once, i.e., no double counting is allowed between categories.
- Excess HPWE courses beyond the two required and pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- It is required that students work closely with a faculty advisor when selecting courses and scheduling courses prior to registration.

**General Education Requirements** (Minimum of 33 semester hours) See the M.S.C. catalog for the list of courses that meet the general education categories.

Course   No.   Credit   Grade   Term   Year   Trns/Subs

**English:** ENGL 111 and 112 (6 semester hours, must receive a “C” or higher, must be completed by the time the student has 60 semester hours)

\*ENGL                                                      

\*ENGL                                                      

\*ENGL 129, Honors English, may be substituted for ENGL 111 and ENGL 112. Must earn a grade of “C” or better. May need to take additional electives.

**Humanities:** (6 semester hours)

                                                            

                                                            

**Social and Behavioral Sciences:** (6 semester hours)

ECON   201                                             

ECON   202                                             

Course   No.   Credit   Grade   Term   Year   Trns/Subs

**Humanities or Social/Behavioral Science:** (3 semester hours)

                                                            

**Fine Arts:** (3 semester hours)

                                                            

                                                            

**Natural Sciences:** (minimum 6 semester hours, at least one course must include a lab)

                                                            

                                                            

**Applied Studies:** (3 semester hours)

                                                            

**Other Requirements** (10 semester hours)

**Human Performance and Wellness:** (3 Semester Hours)

Course   No.   Credit   Grade   Term   Year   Trns/Subs

HPWA   100   1                                    

HPWE            1                                    

HPWE            1                                    

See the M.S.C. catalog for the list of approved HPWE Activity courses.

**Bachelor of Business Administration Degree Distinction:**

(7 semester hours) Must earn a “C” or better in both courses.

Course   No.   Credit   Grade   Term   Year   Trns/Subs

MATH\*   113   4                                    

STAT   200   3                                    

\*Math 113 or higher level math as approved by advisor

**B.A.S. Business Administration Major Requirements** (30 Semester Hours)

**Required Business Courses** (30 semester hours)

Course   No.   Credit   Grade   Term   Year   Trns/Subs

ACCT   201   3                                    

BUGB   349   3                                    

FINA   301   3                                    

MANG   201   3                                    

MANG   300   3                                    

MANG   302   3                                    

Course   No.   Credit   Grade   Term   Year   Trns/Subs

MANG   371   3                                    

MANG   471   3                                    

MARK   231   3                                    

MARK   332   3                                    

**Electives** (12 semester hours; must be Upper Division.) All college level courses appearing on your final transcript, **not listed above** that will bring your total semester hours to 120 hours. MARK 350 or MANG 341 or CISB 341 must be included as an elective. Excludes HPWE activity courses.

Course   No.   Credit   Grade   Term   Year   Trns/Subs

                                                            

                                                            

                                                            

Course   No.   Credit   Grade   Term   Year   Trns/Subs

[illegible]

Institution	Date Received
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See the “Undergraduate Graduation Requirements” in the Mesa State College catalog for additional graduation information.

**English – 6 Semester Hours** (Must be **completed** before student has 60 semester hours. Must receive grade of “C” or above.)  
**ENGL 111 and ENGL 112**      **or**      **ENGL 129** (*by permission*)

**Social and Behavioral Sciences – 6 semester hours (ECON 201 and 202 required)**

**Fine Arts – 3 semester hours**

**Applied Studies – 3 semester hours**

## **OTHER REQUIREMENTS (10 Semester Hours)**

### **Human Performance and Wellness – 3 Semester Hours**

Each student must take HPWA 100 together with two HPWE Activity courses. See current catalog for listing.

### **Degree Distinction – 7 Semester Hours**

MATH 113 College Algebra (Or a higher level math as approved as approved by advisor) – 4 semester hours

STAT 200 Probability and Statistics - 3 semester hours

## **Bachelor of Applied Science – Business Administration (66 Semester Hours)**

### **Required Business Courses (30 Semester Hours)**

ACCT 201 Principles of Financial Accounting

BUGB 349 Legal Environment of Business

FINA 301 Managerial Finance

MANG 201 Principles of Management

MANG 300 Small Business Management

MANG 302 Entrepreneurship

MANG 371 Human Resources Management

MANG 471 Production/Operations Management

MARK 231 Principles of Marketing

MARK 332 Promotion

### **B.A.S. Core (36 semester hours)**

36 Semester Hours taken as part of a state approved Associate of Applied Science degree

**General Electives: 12 Semester Hours; Must be upper division.**

**Special requirements:** To be admitted to the B.A.S. degree, certain prerequisites must be satisfied. Please see the Business department head for complete requirements and application form. **Requests for more than 6 hours of cooperative education internship must be approved by the advisor.** All degree requirements must be completed as described above. Any exceptions or substitutions must be recommended in advance by the faculty advisor and approved by the Department Head. Students are required to participate in exit examinations or other programs deemed necessary to comply with the college accountability requirement.