



2005 – 06 PETITION/PROGRAM SHEET
Minor: Business Administration
www.mesastate.edu/schools/sbps/busadm/econ.htm

About this Minor . . .

The minor in Business Administration is designed to prepare students to enter the world of business with the basic business skills needed in order to contribute more efficiently and effectively in their place of work. An overview of accounting, management, marketing, finance, law and information technology provides students an opportunity to expand their knowledge base in these areas. A business minor coupled with a bachelor's degree can increase the employment opportunities available in a variety of areas.

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 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 Business Administration Advisor _____ Date _____ 20____

Signature of Department Head _____ Date _____ 20____

Signature of Registrar _____ Date _____ 20____

REQUIRED COURSES (24 semester hours)

ACCT 201 Principles of Financial Accounting (3)
ACCT 202 Principles of Managerial Accounting (3)
BUGB 349 Legal Environment of Business (3)
CISB 101 Business Information Technology (3)
FINA 301 Managerial Finance (3)
MANG 201 Principles of Management (3)
MARK 231 Principles of Marketing (3)
Upper Division Business Elective (3)

<u>Course</u>	<u>No.</u>	<u>Credit</u>	<u>Grade</u>	<u>Term</u>	<u>Year</u>	<u>Trns/Subs</u>
ACCT	<u>201</u>	<u>3</u>	_____	_____	_____	_____
ACCT	<u>202</u>	<u>3</u>	_____	_____	_____	_____
BUGB	<u>349</u>	<u>3</u>	_____	_____	_____	_____
CISB	<u>101</u>	<u>3</u>	_____	_____	_____	_____
FINA	<u>301</u>	<u>3</u>	_____	_____	_____	_____
MANG	<u>201</u>	<u>3</u>	_____	_____	_____	_____
MARK	<u>231</u>	<u>3</u>	_____	_____	_____	_____
_____	_____	<u>3</u>	_____	_____	_____	_____