



2006 – 07 PETITION/PROGRAM SHEET
Degree: Bachelor of Applied Science
Major: Business Administration
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 associate 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 associate of applied science 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 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 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 _____ 20_____
Date

Signature of Department Head _____ 20_____
Date

Signature of Registrar _____ 20_____
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 KINA/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

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)

Kinesiology: (3 Semester Hours)

Course No. Credit Grade Term Year Trns/Subs
 KINE/HPWA 100 1 _____ _____ _____ _____
 KINA/HPWE _____ 1 _____ _____ _____ _____
 KINA/HPWE _____ 1 _____ _____ _____ _____

See the M.S.C. catalog for the list of approved KINA/HPWE/Selected DANC 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 371 3 _____ _____ _____ _____

Course No. Credit Grade Term Year Trns/Subs
 MANG 450 3 _____ _____ _____ _____
 MANG 471 3 _____ _____ _____ _____
 MARK 231 3 _____ _____ _____ _____
 MARK 332 3 _____ _____ _____ _____

Electives (11 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 331 must be included as an elective. Excludes KINA/HPWE activity courses.

Course No. Credit Grade Term Year Trns/Subs
 _____ _____ _____ _____ _____ _____ _____
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Course No. Credit Grade Term Year Trns/Subs
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OTHER REQUIREMENTS (10 Semester Hours)

Kinesiology – 3 Semester Hours

Each student must take KINE/HPWA 100 together with two KINA/HPWE/Selected DANC 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 371 Human Resource Management

MANG 450 Entrepreneurship

MANG 471 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: 11 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 331 must be included as an elective. Excludes KINA/HPWE activity courses.

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.