



2008-2009 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. Upon completion of the program, 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

Date

Signature of Department Head

Date

Signature of Registrar

Date

Students should work closely with a faculty advisor when selecting and scheduling courses prior to registration.

Degree Requirements:

- Must earn 120 semester hours total and meet the academic residency requirements to earn a baccalaureate degree at Mesa State College.
- 33 upper division credits (i.e., 300-level and 400-level courses).
- 2.00 cumulative GPA or higher in all MSC coursework
- 2.00 cumulative GPA or higher in coursework toward the major content area
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Program sheets are for advising purposes only. Because a program may have requirements specific to the degree, check with your advisor for additional guidelines, including prerequisites, grade point averages, grades, exit examinations, and other expectations. It is the student's responsibility to be aware of, and follow, all guidelines for the degree being pursued. Any exceptions or substitutions must be approved by the faculty advisor and/or Department Head. Courses related to teacher licensure must also be approved by the Teacher Education Dept.
- When filling out the program sheet a course can be used only once.
- See the "Undergraduate Graduation Requirements" in the Mesa State College catalog for additional graduation information.

GENERAL EDUCATION REQUIREMENTS (31 semester hours)

See the current Mesa State College catalog for a list of courses that fulfill the requirements below. If a course is on the general education list of options and a requirement for your major, you must use it to fulfill the major requirement and make a different selection within the general education requirement.

Course	No	Title	Sem.hrs	Grade	Term/Trns
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English (6 semester hours, must receive a grade of "C" or better and must be completed by the time the student has 60 semester hours.)

ENGL 111	English Composition	3	_____	_____	_____
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ENGL 112	English Composition	3	_____	_____	_____
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(ENGL 129, Honors English, may be substituted for ENGL 111 & ENGL 112.)

Math: (3 semester hours, must receive a grade of "C" or better, must be completed by the time the student has 60 semester hours.)

MATH 113	_____	4*	_____	_____	_____
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*3 credits apply to the General Ed requirements and 1 credit applies to elective credit

Humanities (3 semester hours)

_____	_____	_____	_____	_____	_____
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Social and Behavioral Sciences (6 semester hours)

ECON 201	Principles of Macroeconomics	3	_____	_____	_____
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ECON 202	Principles of Microeconomics	3	_____	_____	_____
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Natural Sciences (7 semester hours, one course must include a lab)

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History (3 semester hours)

HIST	_____	_____	_____	_____	_____
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Fine Arts (3 semester hours)

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Course	No	Title	Sem.hrs	Grade	Term/Trns
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OTHER LOWER DIVISION REQUIREMENTS (6 semester hours)

Kinesiology (3 semester hours)

Students must take KINE 100, plus two 100-level KINA/HPWE or approved DANC course.

KINE 100	Health and Wellness	1	_____	_____	_____
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KINA 1	_____	1	_____	_____	_____
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KINA 1	_____	1	_____	_____	_____
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Applied Studies (3 semester hours)

_____	_____	_____	_____	_____	_____
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BACHELOR OF ARTS DEGREE DISTINCTION

REQUIREMENTS (6 semester hours) Must receive a grade of "C" or better.

STAT 200	Probability and Statistics	3	_____	_____	_____
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Humanities or Social/Behavioral Sciences: (3 semester hours)

_____	_____	_____	_____	_____	_____
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B.A.S. BUSINESS ADMINISTRATION MAJOR

REQUIREMENTS (66 semester hours)

Required Business Courses (30 semester hours)

ACCT 201	Principles of Financial	_____	_____	_____	_____
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_____	Accounting	3	_____	_____	_____
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BUGB 349	Legal Environment of Business	3	_____	_____	_____
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FINA 301	Managerial Finance	3	_____	_____	_____
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MANG 201	Principles of Management	3	_____	_____	_____
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MANG 300	Small Business Management	3	_____	_____	_____
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MANG 450	Entrepreneurship	3	_____	_____	_____
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MANG 471	Operations Management	3	_____	_____	_____
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MARK 231	Principles of Marketing	3	_____	_____	_____
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MARK 332	Promotion	3	_____	_____	_____
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MANG 371	Human Resource Management	3	_____	_____	_____
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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 341 or CISB 341** must be included as an elective.

*MATH 113	College Algebra	1	_____	_____	_____
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_____	_____	_____	_____	_____	_____
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[illegible]

***An Associate of Applied Science degree is required.**

Institution _____ **Date Received** _____

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. 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.