



2010-2011 PETITION/PROGRAM SHEET

Degree: Associate of Arts

Major: Liberal Arts

Emphasis: Business Administration

<http://www.mesastate.edu/academics/programs.html>

About This Major . . .

The Associate of Arts (A.A.) degree is designed for students who intend to continue their education and obtain a baccalaureate degree. The A.A. is also an appropriate choice for students who will take upper division coursework in the arts, humanities, or social and behavioral sciences. The degree program includes the Colorado Statewide General Education Core and meets the lower-division general education requirements at most public institutions in Colorado.

The Business Administration A.A. degree, in addition to providing students with all their general education is useful in giving students an overview of the business world.

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 Advisor

Date

Signature of Department Head

Date

Signature of Registrar

Date

- 60 semester hours total (A minimum of 16 taken at MSC in no fewer than two semesters)
- 2.00 cumulative GPA or higher in all MSC coursework and toward the major content area.
- A grade of "C" or higher must be earned in all general education courses in order to be accepted for the transfer under the Core Transfer Agreements.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- 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.
- 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	_____	_____	_____
ENGL 112	English Composition	3	_____	_____	_____

Math: MATH 113 or higher (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	College Algebra	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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Course	No	Title	Sem.hrs	Grade	Term/Trns
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Social and Behavioral Sciences (6 semester hours)

ECON 201	Principles of Macroeconomics	3	_____	_____	_____
ECON 202	Principles of Microeconomics	3	_____	_____	_____

Natural Sciences (7 semester hours, one course must include a lab)

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	L	_____	_____	_____	_____

History: (3 semester hours)

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

_____	_____	_____	_____	_____	_____
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OTHER LOWER DIVISION REQUIREMENTS (5 semester hours)

Kinesiology (2 semester hours)

KINE 100	Health and Wellness	1	_____	_____	_____
KINA 1	_____	1	_____	_____	_____

Applied Studies (3 semester hours)

_____	_____	_____	_____	_____	_____
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BUSINESS ADMINISTRATION EMPHASIS REQUIREMENTS

(18 Semester Hours)

Business Courses

ACCT 201	Principles of Financial Accounting	3	_____	_____	_____
ACCT 202	Principles of Managerial Accounting	3	_____	_____	_____
BUGB 101	Introduction to Business	3	_____	_____	_____
BUGB 211	Business Communications	3	_____	_____	_____
BUGB 231	Survey of Business Law	3	_____	_____	_____
STAT 200	Probability and Statistics	3	_____	_____	_____

Electives (5 semester hours)

*MATH 113	College Algebra	1	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SUGGESTED COURSE SEQUENCING FOR THE ASSOCIATE OF ARTS WITH A MAJOR IN LIBERAL ARTS - EMPHASIS IN BUSINESS ADMINISTRATION

This is a recommended sequence of course work. Certain courses may have prerequisites or are only offered during the Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the 2 year course matrix on the Mesa State website for course availability.

FRESHMAN YEAR

Fall Semester		Hours	Spring Semester		Hours
ENGL 111	English Composition	3	ENGL 112	English Composition	3
BUGB 101	Introduction to Business	3	General Education Applied Studies		3
MATH 113	College Algebra	4	General Education Natural Science with Lab		4
General Education Natural Science		3	General Education History		3
KINE 100	Health and Wellness	1	General Education Humanities		<u>3</u>
KINA	Activity	<u>1</u>			16
		15			

SOPHOMORE YEAR

Fall Semester		Hours	Spring Semester		Hours
ACCT 201	Principles of Financial Accounting	3	ACCT 202	Principles of Managerial Accounting	3
ECON 201	Principles of Macroeconomics	3	ECON 202	Principles of Microeconomics	3
STAT 200	Probability and Statistics	3	BUGB 211	Business Communications	3
General Education Fine Arts		3	BUGB 231	Survey of Business Law	3
Elective		<u>3</u>	Elective		<u>2</u>
		15			14