

## 2011-2012 PETITION/PROGRAM SHEET

**Degree: Associate of Arts**  
**Major: Liberal Arts**  
**Emphasis: Business Administration**

### 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 of 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 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).

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NAME: \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

LOCAL ADDRESS AND PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_ ( ) \_\_\_\_\_

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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 \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Department Head \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Registrar \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_\_\_

- 60 semester hours total ( A minimum of 16 taken at CMU in no fewer than two semesters)
- 2.00 cumulative GPA or higher in all CMU 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 CMU 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 catalog for additional graduation information.

**GENERAL EDUCATION REQUIREMENTS** (31 semester hours)

See the current 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

**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\* \_\_\_\_\_  
 \*3 credits apply to the General Ed requirements and 1 credit applies to elective credit

**Humanities** (3 semester hours)

\_\_\_\_\_

Course No Title Sem.hrs Grade Term/Trns

**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)

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**History:** (3 semester hours)

HIST \_\_\_\_\_ 3 \_\_\_\_\_

**Fine Arts** (3 semester hours)

\_\_\_\_\_ \_\_\_\_\_

**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)

\_\_\_\_\_ \_\_\_\_\_

**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 \_\_\_\_\_

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## 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 Colorado Mesa 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