2011-2012 PETITION/PROGRAM SHEET
Degree: Bachelor of Applied Science
Major: Business Administration

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 CMU 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 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:
- 120 semester hours total (A minimum of 28 taken at CMU in no fewer than two semesters).
- 33 upper division credits (A minimum of 15 taken at the 300-400 course levels within the major at CMU).
- 2.00 cumulative GPA or higher in all CMU 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.

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.

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<tr>
<th>Course No Title</th>
<th>Sem hrs</th>
<th>Grade</th>
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<td><strong>English</strong></td>
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<td>ENGL 111 English Composition</td>
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<td>(3 semester hours, must receive a grade of “C” or better, must be completed by the time the student has 60 semester hours.)</td>
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<td>MATH 113</td>
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<td>ECON 201 Principles of Macroeconomics</td>
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<td>ECON 202 Principles of Microeconomics</td>
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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
  - KINA 1
  - KINA 1

- **Applied Studies** (3 semester hours)
  __________________________________________________________

### B.A.S. BUSINESS ADMINISTRATION MAJOR REQUIREMENTS (72 semester hours)

- **Required Business Courses** (36 semester hours)
  - ACCT 201 Principles of Financial Accounting 3
  - BUGB 349 Legal Environment of Business 3
  - CISB 241 Intro to Business Analysis 3
  - or STAT 200 Probability and Statistics 3
  - FINA 301 Managerial Finance 3
  - MANG 201 Principles of Management 3
  - MANG 300 Small Business Management 3
  - MANG 450 Entrepreneurship 3
  - MANG 471 Operations Management 3
  - MARK 231 Principles of Marketing 3
  - MARK 332 Promotion 3
  - MANG 371 Human Resource Management 3
  - MARK 350 Marketing Research 3
  - MANG 341 Quantitative Decision Making 3
  - CISC 341 Quantitative Decision Making 3

- **Bachelor of Applied Science Core** (36 Semester Hours)
  Specific courses taken will be listed on the next page.

- **Electives** (11 semester hours; 9 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.
  - *MATH 113 College Algebra 1
  - __________________________________________________________
  - __________________________________________________________
  - __________________________________________________________
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### Bachelor of Applied Science Core (36 Semester Hours) 36 Semester Hours taken as part of a state approved Associate of Applied Science degree.*

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*An Associate of Applied Science degree from an accredited institution 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 university accountability requirement.