



2013-2014 PETITION/PROGRAM SHEET
Degree: Master of Business Administration

About This Major . . .

The Colorado Mesa University Master of Business Administration degree is a challenging program designed to prepare graduates for the changing business world. The degree is awarded after successful completion of 36 semester hours of rigorous study. The program is designed to provide the student with a broad background in business while allowing the student to focus on a specified area of study, if desired. To this end, students acquire knowledge of management operations; an appreciation of the interrelationships involved in business; an understanding of the economic, political and social environment in which businesses function; and behavioral skills that are essential in the manager's role in the implementation of business decisions. The MBA program endeavors to provide an atmosphere conducive to the development of each student's ability to think in a creative manner and to effectively problem solve. The program makes extensive use of lectures, seminars, group projects, case studies and independent research.

An MBA student can pursue any one of three tracks: the Professional Track, the Thesis Track, or the Sports Management Track. Each track has three basic components: a 24 hour core, a 6-9 hour research component, and 3-6 hours of additional masters level coursework consistent with the track. Electives include such courses as global business, entrepreneurship, managerial economics and management information systems. A student in the BS Concentration in Public Accounting program or in the BBA Concentration in Finance program may qualify to pursue the MBA as part of a 3+2 program. Contact the MBA Office for details.

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 the MBA Director 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. The MBA Director 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.

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 MBA Advisor \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

Signature of MBA Director \_\_\_\_\_ Date \_\_\_\_\_ 20\_\_

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

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

Students should work closely with their MBA advisor when selecting and scheduling courses prior to registration.

**Admission to the MBA Program.** An applicant must:

- Possess an undergraduate degree from a regionally accredited college or university;
- Demonstrate evidence of a strong academic background and the ability to pursue advanced study;
- Demonstrate evidence of appropriate English, reading, and writing skills;
- Demonstrate critical thinking skills;
- Have earned a GPA of 3.0 or better from the most recent 60 credit hours of course work earned toward a bachelor’s degree, including required leveling courses;
- Have a cumulative 3.0 GPA or better in prior graduate work;
- Take the GRE and have results sent to the MBA Office. The GMAT score will be considered as an alternative to the GRE
- Write a 2,500–3,000 word essay in APA style on an important global business current event, demonstrating potential for MBA-level writing and research ability. The essay is written in a controlled setting: see MBA Director.
- Provide a current resume containing a detailed work history;
- Provide two professional and/or academic recommendations;
- Interview, if required, with members of MBA Committee;
- Meet other program admission requirements as determined by the MBA Director.
- An international student must take the TOEFL and achieve a score of 550 or higher, and meet other requirements as specified under International Student Admission criteria.

**Degree Requirements:**

- Admission to the program also follows all general admissions policies & procedures for graduate programs outlined in the university catalog.
- 36 Semester Hours are required for the MBA Degree.
- No class grade lower than “B” will be counted in the degree.
- It is the student’s responsibility to read, understand, and follow all policies and procedures in the MBA Handbook.
- **Prior to completing his/her first semester or first six hours of the program a student must file a Degree Planning Sheet with the MBA office to delineate that student’s specific degree requirements.**

**Leveling Courses (18 Semester Hours)**

An applicant can demonstrate, through academic transcripts, an appropriate background in the core requirements listed below. A student without this background or adequate depth in this background will be required to complete leveling requirements. This requirement must be met prior to acceptance to the MBA.

Course No	Title	Sem.Hrs	Grade	Term
ACCT 201	Financial Accounting	3	_____	_____
CISB 101	Business Info Technology	3	_____	_____
FINA 301	Managerial Finance	3	_____	_____
MANG 201	Principles of Management	3	_____	_____
MARK 231	Principles of Marketing	3	_____	_____
STAT 200	Probability and Statistics	3	_____	_____
	or CISB 241 Intro to Business Analysis	3	_____	_____

**MBA Program (36 semester hours)**

**I. Required MBA Core Courses (24 Semester Hours):**

Course No	Title	Sem.Hrs	Grade	Term
ACCT 500	Managerial Accounting	3	_____	_____
BUGB 500	Advanced Business Law and Ethics	3	_____	_____
FINA 500	Financial Strategy	3	_____	_____
MANG 500	Advanced Management Theory	3	_____	_____
MANG 501	Operations Management	3	_____	_____
MANG 510	Organizational Theory and Behavior	3	_____	_____
MANG 590	Business Strategy	3	_____	_____
MARK 500	Marketing Strategy	3	_____	_____

**II. MBA Research Component (6-9 Semester Hours):**

BUGB 530	Research Design and one of the following:	3	_____	_____
BUGB 595	Research Practicum or	3	_____	_____
BUGB 590	Thesis	6	_____	_____

**III. Chose One Track (3-6 Semester Hours):**

**Professional Track**

Must take BUGB 595 (above) and 6 semester hours of 500-level electives in Dept of Business as approved by MBA Director

_____	_____	3	_____	_____
_____	_____	3	_____	_____

**Thesis Track**

Must take BUGB 590 (above) and 3 semester hours of 500-level electives in Dept of Business as approved by MBA Director

_____	_____	3	_____	_____
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**Sports Management Track**

Must take BUGB 595 (above) and the following two courses

KINE 500	Facility and Equipment Management in Sport	3	_____	_____
KINA 510	Event and Program Management in Sport	3	_____	_____

**V. Other Requirements:**

Following three items must be passed in the last spring semester:

Requirement	Date Completed	Pass/Fail
Written Comprehensive Exam	_____	_____
Written Research Report	_____	_____
Oral Research Presentation	_____	_____

During a student’s entire MBA program, the student must also have followed all policies and procedures contained within the MBA Handbook.

## SUGGESTED COURSE SEQUENCING FOR THE MASTER OF BUSINESS ADMINISTRATION

Certain courses may have prerequisites or are only offered during Fall or Spring semesters. It is the student's responsibility to meet with the assigned advisor and check the two-year course matrix for course availability. Students may take more or fewer courses, but must complete all program requirements within six years.

**Option 1. The following is a recommended sequence of course work for those on a three-year graduation path who have completed all leveling courses.**

### YEAR ONE

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
MANG 500 Advanced Management Theory	3	BUGB 500 Advanced Business Law and Ethics	3
ACCT 500 Managerial Accounting	<u>3</u>	MARK 500 Marketing Strategy	<u>3</u>
	6		6

### YEAR TWO

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
MANG 501 Operations Management	3	FINA 500 Financial Strategy	3
Course from track	<u>3</u>	MANG 510 Organizational Theory and Behavior	<u>3</u>
	6		9

### YEAR THREE

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
BUGB 530 Research Design	3	BUGB 595 Research Practicum	3
Course from track (except for Thesis Track)	<u>3</u>	OR BUGB 590 Thesis	6
	3-6	MANG 590 Business Strategy	<u>3</u>
			6-9

**Option 2. The following is a recommended sequence of course work for those on a two-year graduation path who have completed all leveling courses.**

### YEAR ONE

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
MANG 500 Advanced Management Theory	3	BUGB 500 Advanced Business Law and Ethics	3
ACCT 500 Managerial Accounting	3	FINA 500 Financial Strategy	3
Course from track	<u>3</u>	MARK 500 Marketing Strategy	<u>3</u>
	9		9

### YEAR TWO

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
MANG 501 Operations Management	3	MANG 510 Organizational Theory and Behavior	3
BUGB 530 Research Design	3	BUGB 595 Research Practicum	3
MANG 590 Business Strategy	<u>3</u>	OR BUGB 590 Thesis (6)	
	9	Course from track (except for Thesis Track)	<u>3</u>
			9

**Option 3. The following is a recommended sequence of course work for a student in the Accounting 3+2 Program who has completed all leveling courses and has met the following requirements:**

1. Must be accepted into the 4 year Accounting Program.
2. Must have completed at least 11 hours of ACCT courses & have completed or be enrolled in ACCT 322.
3. Must be classified as a senior (90 or more credit hours including hours currently enrolled in).
4. Must have at least a 3.00 overall G.P.A.
5. Must have at least a 3.00 G.P.A. in ACCT courses and pending completion of ACCT 322 with a C or better
6. Must have met with MBA Director and have been approved for study in the 3+2 program.

<b>YEAR FOUR of BS Concentration in Public Accounting</b>
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<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
Six to nine hours of undergraduate program	6-9	Six to nine hours of undergraduate program	6-9
ACCT 500 Managerial Accounting	3	MANG 510 Organizational Theory & Behavior (or J-Term)	0-3
MANG 501 Operations Management	<u>3</u>	BUGB 500 Advanced Business Law and Ethics	3
	12-15	MARK 500 Marketing Strategy	<u>3</u>
			12-15

<b>YEAR FIVE</b>
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<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
Six to nine hours of undergraduate program	6-9	Three hours of undergraduate program	3
MANG 500 Advanced Management Theory	3	FINA 500 Financial Strategy	3
BUGB 530 Research Design	3	MBA course from track (or take in summer term)	3
Course from MBA track (or take during summer)	<u>0-3</u>	BUGB 595 Research Practicum	3
	12-15	MANG 590 Business Strategy	<u>3</u>
			15

**Option 4. The following is a recommended sequence of course work for a student in the BBA in Finance 3+2 Program who has completed all leveling courses and met the following requirements:**

1. Must be fully accepted into BBA program, i.e., must have completed 17 hours of BBA Foundation Courses.
2. Must be classified as a senior, i.e., earned 90 or more credit hours.
3. Must have followed the recommended course sequence in the BBA Finance Concentration for the first three years.
4. Must have at least a 3.25 overall GPA.
5. Must have at least a 3.25 GPA in the BBA major.
6. Must have met with MBA Director and have been approved for study in the 3+2 program.

<b>YEAR FOUR of BBA Concentration in Finance</b>
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<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
MANG 471 Operations Management	3	MANG 491 Business Strategy	3
BUGB 401 International Business	3	BBA Elective	3
Finance Concentration Elective	3	MBA Elective in track (or take during summer)	0-3
MANG 500 Advanced Management Theory	3	BUGB 500 Advanced Business Law and Ethics	3
ACCT 500 Managerial Accounting	<u>3</u>	FINA 500 Financial Strategy	3
	15	MARK 500 Marketing Strategy	<u>3</u>
			15-18

<b>YEAR FIVE</b>
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<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
FINA 320 Fundamentals of Investments	3	FINA 420 Security Analysis/Portfolio Mgt	3
FINA 431 International Financial Mgmt	3	FINA 451 Financial Mgmt, Theory & Apps.	3
MANG 501 Operations Management	3	BUGB 530 Research Design	3
BBA Concentration Elective (or Summer)	3	MANG 510 Organizational Theory & Behavior (or J-Term)	3
MANG 590 Business Strategy	<u>3</u>	BUGB 595 Research Practicum	3
	15	Course from MBA track (or take during summer)	<u>0-3</u>
			15-18