



2014-2015 PETITION/PROGRAM SHEET

Minor: Business

About This Minor . . .

The minor in Business Administration is designed to prepare students to enter the world of business with the basic business skills needed to contribute more efficiently and effectively in their place of work. A foundation in accounting, management, marketing and workplace communication, provides students an opportunity to build a foundation in business. Additionally, courses in management, marketing, accounting, finance, and computer information systems allow students to choose classes that best fit their program goals. A business minor coupled with a non-business major can increase the employment opportunities available in a variety of areas.

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).

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 Business Administration Advisor _____ Date _____ 20__

Signature of Department Head _____ Date _____ 20__

Signature of Registrar _____ Date _____ 20__

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

Degree Requirements:

- At least 33 percent of the credit hours required for the minor must be in courses numbered 300 or above.
- A GPA of 2.00 or higher in the minor is required.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- The number of minors a student may receive at Colorado Mesa University shall not exceed two.
- 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.
- **It is important for students pursuing a minor to meet with a business faculty member prior to registration.**

Course No Title	Sem.hrs	Grade	Term/Trns	Course No Title	Sem.hrs	Grade	Term/Trns
<u>REQUIRED COURSES</u> (24 semester hours)				<u>Choose FOUR courses from the list below</u> — at least TWO or THREE of those courses must be upper division.**			
ACCT 201							
Principles of Financial Accounting	3	_____	_____		3	_____	_____
MANG 201							
Principles of Management	3	_____	_____		3	_____	_____
BUGB 211							
Business Communications					3	_____	_____
OR							
MANG 410					3	_____	_____
Effective Workplace Communication	3	_____	_____				
MARK 231							
Principles of Marketing	3	_____	_____				

MANG 371 Human Resource Management (3)

*MANG 450 Entrepreneurship (3)

MARK 325 Consumer Behavior (3)

*CISB 305 Solving Problems Using Spreadsheets and Statistical Software (3)

ECON 201 Principles of Macroeconomics (3)

*FINA 301 Managerial Finance (3)

MANG 300 Small Business Management (3) MANG 301 Organizational Behavior (3)

MANG 410 Effective Workplace Communications (3)

BUGB 349 Legal Environment of Business (3)

ACCT 202 Principles of Managerial Accounting (3)

Notes:

1. Students pursuing a BBA may not minor in Business Administration. See policy for minors in catalog.
2. Courses marked with an * require additional course prerequisites beyond those required for the minor.
3. Before entering the minor in Business Administration students are presumed to have basic communication and computer literacy, including a working knowledge of word processing and spreadsheet software. Students lacking this basic knowledge are responsible for attaining it through course work, tutorials, or workshops.
4. ** If a student takes BUGB 211 rather than MANG 410 in the left column above, then the student must take three upper division courses in the choices in the right column above.