



GRADUATE APPLICATION
 Associate in Business - Direct Transfer Degree (DTA/MRP) 999C – 90 credits
 (Effective Summer 2014)
 Revised Oct 2020

- Step 1. Meet with your academic advisor for initial review and signature.
- Step 2. **Submit within 30 days of Advisor signature** and with **\$10 application fee** to cashier's office for an unlimited number of applications during the academic year.
- Step 3. Make a copy for your records.
- Step 4. Expect an email verification that your listed plan meets official graduation requirements.

Student Information	
SELECT THE QUARTER YOU PLAN TO COMPLETE THIS DEGREE <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring Year	PHI THETA KAPPA MEMBER <input type="checkbox"/> Yes <input type="checkbox"/> No
NAME AS YOU WISH IT TO APPEAR ON YOUR DEGREE - Last name must match your records	STUDENT ID #
MAILING ADDRESS Address _____ City _____ State _____ Zip _____	REQUESTING HIGH SCHOOL DIPLOMA <input type="checkbox"/> Yes <input type="checkbox"/> No

INSTRUCTIONS:

In the Basic Requirements, Quantitative, Distribution, and Elective sections, list only courses you already completed. In the Projected section list courses you are currently enrolled in and courses you anticipate enrolling in. **If you are using transferred credits toward degree requirements, list course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (*) beside each transferred course. List colleges/universities below and a photocopy of each evaluated transcript must be attached.**

BASIC REQUIREMENTS – 10 credits required

Minimum 2.00 GPA required. No Pass/Fail or "S" grades allowed. (Exception: AP, CLEP, DANTES, IB scores, and College in the High School (CHS)). Write the grade in the space provided for each of the courses you have already completed. ENGL& 101 (Formerly ENGL 101) and ENGL 102 are required courses.

___ ENGL& 101 (was ENGL 101) (5 credits) ___ ENGL 102 (5 credits)

___ **TOTAL BASIC REQUIREMENT CREDITS**

QUANTITATIVE– MATH 111 required

Minimum 2.0 GPA required

___ MATH 111 required with a grade of "C" or better

___ **TOTAL QUANTITATIVE CREDITS**

HUMANITIES – 15 credits required

Select from at least THREE different disciplines (subject areas). May include up to five credits of skill performance courses. May include up to five credits of a 100-level foreign language course or five credits of a 100-level American Sign Language courses. No Pass/Fail or "S" grades allowed. No more than 10 credits from any one subject are allowed. Minimum 2.00 GPA required in this distribution area.

DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE

___ **TOTAL HUMANITIES CREDITS**

NATURAL SCIENCES/MATHEMATICS – 15 credits required

Select courses from THREE disciplines (subject areas) from the respective list of approved Natural Sciences/Math distribution courses. Must include one lab science course which is underlined in the approved distribution list. Must include MATH& 148.. Must include one lab science course which is underlined in the approved distribution list. No Pass/Fail or "S" grades allowed. Minimum 2.00 GPA required in this distribution area.

DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE
MATH& 148	5							

___ **TOTAL NATURAL SCIENCES/MATHEMATICS CREDITS**

SOCIAL SCIENCES – 15 credits required

Must include ECON& 201 and ECON& 202. Select five additional credits from a different discipline (subject area) other than ECON. No Pass/Fail or "S" grades allowed. Minimum 2.00 GPA required in this distribution area.

DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE
ECON& 201	5							
ECON& 202	5							

____ **TOTAL SOCIAL SCIENCES CREDITS**

BUSINESS CORE ELECTIVES – 25 credits required AND 5 credits of 100 – level ELECTIVE

Must include the required 25 credits Business Major core and five credits of 100-level elective. No Pass/Fail or "S" grades allowed. Minimum 2.00 GPA required. Note: Many universities and colleges have computer course requirements for admission to the business major. See your advisor to determine if a computer course is recommended as the elective.

DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE	DEPT. & COURSE NUMBER	CREDIT	GRADE
ACCT& 201	5		ACCT& 202	5		ACCT& 203	5	
BA 256	5		BUS& 201	5		ELECTIVE	5	

____ **TOTAL CORE ELECTIVES CREDITS**

PROJECTED CREDITS

List all courses in which you are currently enrolled or plan to enroll in to complete your degree. Indicate the quarter you will enroll in each class by listing F, W, Sp, Su and the year; i.e., F18 for Fall 2018. Official transcripts required if credits are from other institutions. DISTR= Distribution, CR = Credit, QTR = Quarter F = Fall, W = Winter, SP = Spring, SU = Summer

DEPT. & COURSE NUMBER	DISTR	CR	QTR	DEPT. & COURSE NUMBER	DISTR	CR	QTR	DEPT. & COURSE NUMBER	DISTR	CR	QTR

____ **TOTAL PROJECTED CREDITS**

____ **TOTAL DEGREE CREDITS (minimum of 90 credits required with a minimum of 2.00 college level GPA)**

You must inform the Registration office of all changes you make in your projected schedule. Not following this plan may delay your graduation.

PRINTED ADVISOR NAME _____ DATE _____

ADVISOR NAME (Initial Review Completed) _____ DATE _____

STUDENT NAME _____ DATE _____

DO NOT WRITE IN THIS SECTION - FOR OFFICE USE ONLY

REQUESTING HIGH SCHOOL DIPLOMA _____ HIGH SCHOOL DIPLOMA POSTED _____ HIGH SCHOOL DIPLOMA MAILED _____
 SM5001 _____ SM6015 _____ FINAL GPA _____ SM6009 (POSTED TO TRANSCRIPT) _____
 DIPLOMA ORDERED _____ DIPLOMA PROOFED _____ DIPLOMA MAILED _____ EVALUATED BY: _____

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