

# APPLICATION FOR FORMAL ADMISSION TO THE COLLEGE OF BUSINESS

In order to maintain accreditation standards of academic excellence and to promote success in upper division business courses, the College of Business requires all business students meet the following criteria to be formally admitted to upper division. Formal Admission is required for business majors for enrollment in all CoB restricted entry and upper division option courses. Students must come into FULL compliance with the performance standards.

**Pre-Admission Status:** Please complete the following prior to meeting with your advisor

**Junior Standing (60 credits):**

\_\_\_\_\_ Total earned hours \_\_\_\_\_ MSU cumulative GPA  
 \_\_\_\_\_ Enrolled this term  
 \_\_\_\_\_ Total

Minimum 2.50 cumulative MSU GPA required.  
**Applications from students with GPA below 2.50 will not be considered.**

**Writing Proficiency (score of 3 or higher)**

\_\_\_\_\_ WorkKeys Score

**Completion of Business Pre-Core**

Course	Term	Grade	Course	Term	Grade	Course	Term	Grade
BUS 101/BGEN 194 or MGMT 204/BGEN 194			BUS 211/ BMIS 211			M 161		
ACTG 201			BUS 201/ BMGT 205			STAT 216		
ACTG 202			ECNS 202			STAT 217 <b>OR</b> MGMT 231/BMGT 240		
ACTG 223			ECNS 204					

Name: \_\_\_\_\_

MSU e-mail: \_\_\_\_\_

GID #: \_\_\_\_\_

Option Request: \_\_\_\_\_

Local Phone: \_\_\_\_\_

Acct, Fin, Mgmt or Mktg

Mailing Address: \_\_\_\_\_

Admission Term: \_\_\_\_\_ Year: \_\_\_\_\_

(Fall, Spring, Summer)

To the best of my knowledge, the above information is correct. **My signature on this form acknowledges I understand I will be ineligible to register for CoB required and elective upper-division option and/or restricted entry courses if my application is denied.**

CoB restricted entry courses: MGMT 463/BMGT 463 & BUS 474/BGEN 499

CoB required & elective upper-division option courses: 300-400 level ACTG, BFIN, BGEN, BMIS, MGMT/BMGT, and MKTG/BMKT courses not included in the Common Body of Business Knowledge (CBK) courses [BUS 301/BMGT 335, BUS 302/BGEN 302, BUS 311/BMIS 311, BUS 331/BMGT 322, BUS 341/BMKT 325, BFIN 322, and BUS 361/BGEN 361].

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

The above student and I have discussed this application. Forms without advisor's signature will not be processed.

\_\_\_\_\_  
Advisor's signature

\_\_\_\_\_  
Date



**FOR OFFICE USE ONLY**

**ADMISSION STANDARDS**

CATALOG \_\_\_\_\_

TERM: \_\_\_\_\_

- \_\_\_\_\_ COB pre-core
- \_\_\_\_\_ Junior standing
- \_\_\_\_\_ C or better in business courses
- \_\_\_\_\_ WorkKeys: 3 or higher
- \_\_\_\_\_ 2.50 cumulative GPA

- \_\_\_\_\_ Full Admission
- \_\_\_\_\_ Denied
- \_\_\_\_\_ Provisional Admission

\_\_\_\_\_  
Certifying Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean

\_\_\_\_\_  
Date

**Due December 1 for Spring Admission. Due May 1 for Summer/Fall Admission.**

## INSTRUCTIONS FOR COMPLETING APPLICATION FOR FORMAL ADMISSION

1. Prior to meeting with your advisor complete the pre-admission section.
  - ▶ You can verify all information except your WorkKeys writing score by accessing your on-line transcript through MyInfo.
2. Verify your catalog. If you are pursuing your degree under the 2006-2008 or subsequent catalogs, the following apply:
  - ▶ **Priority Admission:** will be granted to students who meet all performance standards, have earned a cumulative 3.00 or higher GPA, and whose application is received on or before the stated deadline.
  - ▶ **Capacity Admission:** remaining applications will be considered on a space available basis with preference given to academic performance.
3. Meet with your advisor to discuss your application.  
Obtain your advisor's signature. (Forms without his/her signature will not be processed.)
4. Return completed form to College of Business Office of Student Services, 338 Reid, by the date indicated on the bottom of the form.

### **Applications from students with GPAs below 2.50 will not be considered.**

## ELIGIBILITY TO REGISTER IN UPPER DIVISION BUSINESS COURSES

Once you have been fully admitted into the College of Business, you will be register for COB 300-400 level required & elective option courses (ACTG, BFIN, BGEN, BMIS, MGMT/BMGM, MKTG/BMKT) and/or restricted entry business courses. **Please note that BUS 474/BGEN 499 - Senior Seminar is required for graduation in each option and is restricted to College of Business students who have been granted FULL admission to the College of Business and who have completed BUS 301/BMGT 335, BUS 302/BGEN 302, BUS 311/BMIS 311, BUS 331/BMGT 322, BUS 341/BMKT 325, BFIN 322, and BUS 361/BGEN 361.**

## NOTIFICATION OF ADMISSION

The College of Business Office of Student Services will review your application at the end of the term in which you submit this Formal Admission Application. You will be notified as follows:

- ▶ **Full Admission:** you will be notified at your MSU e-mail address
- ▶ **Provisional Admission:** you will be notified at your MSU address when the official memo stating the conditions/term of your admission is ready for you to pick up in 338 Reid
- ▶ **Denied Admission:** you will be notified at your MSU e-mail address



## PROVISIONAL FORMAL ADMISSION

On a case-by-case and space available basis, applications requesting provisional admission will be considered. Provisional Admission is granted for **ONE TERM** only; all standards must be met at the end of the provisional term. In general, the following parameters apply:

- ▶ Junior Standing: no less than 57 credits earned; junior standing obtained at the end of the provisional term
- ▶ Completion of Pre-Core: no more than TWO non-sequential pre-core courses; courses must be completed with 'C' or better during the provisional term.
- ▶ WorkKeys Score: the ACT WorkKeys writing exam is administered in BUS 201/BMGT 205,
- ▶ Professional Communications. Students enrolled in BUS 201/BMGT 205 or who have to make arrangements to complete the exam will be considered for provisional admission.

A memo requesting provisional admission must accompany this application. Please address your circumstances and specific plans for coming into compliance with the standards for full admission at the end of the provisional term. Memos should be addressed to Dr. Chris Lamb, College of Business Certifying Officer.