Graduate College
Counselor

Application Deadlines*
May Graduation – Nov. 1
Aug. Graduation – Mar. 1
Dec. Graduation – June 1

Hampton University – The Graduate College

APPLICATION FOR ADMISSION TO CANDIDACY FOR DEGREE COMPLETION
Business Administration – 5th Year (BSA5)
Only fully complete forms will be processed when submitted before the application deadline.

I wish to apply for candidacy and graduation. I am applying at least 6 months (but no more than 1 year) prior to my expected graduation date, have met all admission requirements, have a cumulative GPA of 3.0 or higher, and do not have any incomplete course work.

Clearly **print** your full name as it should appear on the diploma (**limit to three names**) | Student ID Number | Email Address

Local Address (Street, City, State, Zip Code) | Permanent Address (Street, City, State, Zip)

Masters of Business Administration
Degree | Hometown (City, State, Country) for Commencement Program | Telephone Number

Spring ○ Summer ○ Fall ○ Year:
Expected month and year of graduation (**Circle one** and **include year**)
Previous degrees earned (University, Degree, Year)

Use your unofficial transcript (HUnet) to complete the Degree Plan of Study below. Identify the term (Fall = F, Spring = S, Summer = Su) and year for which a course was/will be taken and the grade received. Indicate substitutions in the appropriate column with the course and number. Put a check mark (√) in the appropriate column if a course is transfer credit or waived.

Degree Plan of Study			Cr	Term	Grade	Substitute*	Transfer*	Waived*
Required Courses: 26 credits								
LAP	615	Leadership Application Seminar	1					
MBA	511	Graduate Internship	1					
MBA	600	Logistics and Transportation	3					
MBA	601	Quality and Supply Chain	3					
MBA	610	Research and Analysis	3					
MBA	630	Legal Environment of Business	3					
MBA	681	Organization Theory and Practice	3					
MBA	690	Business Policy and Strategy	3					
MBA	620	Commodity & Futures Trading **OR**	3					
MBA	608	Advanced Topics/Info Systems						
Required Courses: 8 credits (may be taken at undergraduate level the semester prior to graduate enrollment)								
LAP	525	Leadership Application Management	2					
MBA	503	Financial Statement Analysis	3					
MBA	506	Investment Analysis & Portfolio	3					
Elective Courses: 6 credits								
MBA		Graduate Elective	3					
MBA		Graduate Elective	3					

*The appropriate forms must be filed to receive credit for course substitutions, transfer credit and waivers. **Total Credits: 37**

I understand that I may not deviate from the Degree Plan of Study without permission from the Dean of the Graduate College.

Student's Signature | Date | Program Coordinator's or Dept. Chair's Signature | Date

For Official Use Only

Met Admission Requirements: _____
Cumulative GPA: _____
Incomplete Coursework: _____
Comprehensive Examination: _____

☐ Approved ☐ Denied ☐ Hold & Resubmit

Reason for denial: _____

Graduate Counselor's Signature | Date | Graduate College Dean's Signature | Date

*Late applications require written explanation to be approved by the Provost.