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

Graduate College Counselor

Hampton University – The Graduate College

APPLICATION FOR ADMISSION TO CANDIDACY FOR DEGREE COMPLETION

Business Administration – 2 Year (BSAG)

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: 27 credits								
MBA	651	Macro Environment of Business	3					
MBA	675	Managerial Finance or MBA 506	3					
MBA	500	World Business Cultures	3					
MBA	503	Financial Statement Analysis	3					
MBA	630	Legal Environment of Business	3					
MBA	660	Information Systems Development or MBA 608	3					
MBA	681	Organization Theory and Practice	3					
MBA	690	Business Policy	3					
MBA	625	Marketing Management	3					
Elective Courses: 9 credits								
MBA			3					
MBA			3					
MBA			3					
Pre-requisite Courses:(If required at admission. These are not elective courses)								
ACC	600	Accounting Concepts	3					
ECO	600	Economic Concepts (Micro/Macro)	3					
MGT	605	Quantitative Applications in Decision…	3					

*The appropriate forms must be filed to receive credit for course substitutions, transfer credit and waivers. **Total Credits: 36**

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: _____

Dean, Graduate College Signature Date

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

Revised 01/2020