

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 – 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 _____ Previous degrees earned (University, Degree, Year) _____
 (Circle one and include 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: _____ Approved Denied Hold & Resubmit
 Incomplete Coursework: _____ Reason for denial: _____
 Comprehensive Examination: _____

 Dean, Graduate College Signature _____ Date _____