

College of Business & Economics Longwood University

Application to Declare Business Administration or Economics Major

Application must be submitted by October 1 (Fall Semester) or March 1 (Spring Semester) to be eligible to register as a business administration or economics major for the next semester.

Student Name _____ ID Number _____

Email Address _____

To be admitted to the Business Administration or Economics major program, students must meet the following criteria:

- Good standing with the university
- A cumulative grade point average (GPA) and a major GPA of at least 2.33
- The completion of a minimum of 45 credits to declare the business administration major or 30 credits to declare the economics major
- Successful completion of the “pre-core” courses:

(Office Use Only)	
For Business Administration Majors	For Economics Majors
ACCT 240 _____	ECON 217 _____
ACCT 242 _____	ECON 218 _____
ECON 217 _____	CIMS 170 _____
ECON 218 _____	MANG 275 _____
CIMS 170 _____	Upper-Level
MANG 275 _____	ECON Course _____ *3 credits

At the end of (*check one*) fall semester spring semester summer semester _____(year), I will meet the above criteria and wish to declare the following major/concentration (*check one*):

- | | |
|--|--|
| <input type="checkbox"/> BS in Business Administration – Accounting
<input type="checkbox"/> BS in Business Administration – Business Education
<input type="checkbox"/> BS in Business Administration – CIMS
<input type="checkbox"/> BS in Business Administration – Economics
<input type="checkbox"/> BS in Business Administration – Finance
<input type="checkbox"/> BS in Business Administration – Management
<input type="checkbox"/> BS in Business Administration – Marketing | <input type="checkbox"/> BS in Business Administration – Real Estate
<input type="checkbox"/> BS in Business Administration – Retailing
<input type="checkbox"/> BS in Business Administration – Undecided
<input type="checkbox"/> BS in Economics – Business Economics
<input type="checkbox"/> BS in Economics – Public Policy
<input type="checkbox"/> BS in Economics – No Concentration
<input type="checkbox"/> BA in Economics – International Economics |
|--|--|

If you will be taking “pre-core” courses during the summer to meet the admissions criteria, complete the following:

Course(s) _____

Institution _____ Completion Date _____

I authorize release of my academic record to my new advisor in my major/concentration.

Student Signature _____ Date _____

Submit the completed form to Hiner 105.

Office Use Only

Major change made on _____ by _____

Old Advisor _____ New Advisor _____

Admission criteria verified by _____ Date _____

Cumulative GPA: _____ Major GPA: _____

Admission criteria re-verified at end of semester by _____ Date _____

Cumulative GPA: _____ Major GPA: _____

Met admission criteria YES NO