

**College of Business & Economics
Longwood University**

Application to Declare Business Administration or Economics Minor

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 minor for the next semester.

Student Name _____ ID Number _____
Email Address _____

To be admitted to the Business Administration or Economics minor 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
- Successful completion of the “pre-core” courses:

(Office Use Only)	
For Business Administration Minor	For Economics Minor
ACCT 240 _____	ECON 217 _____
ACCT 242 _____	ECON 218 _____
ECON 217 _____	
ECON 218 _____	

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 minor (*check one*):

- Minor in Business Administration
- Minor in 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 _____
Student Signature _____ Date _____

Submit the completed form to Hiner 105.

Office Use Only

Minor change made on _____ by _____
Admission criteria verified by _____ Date _____
Cumulative GPA: _____ Minor GPA: _____
Admission criteria re-verified at end of semester by _____ Date _____
Cumulative GPA: _____ Minor GPA: _____

Met admission criteria YES NO