

**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: (listed below)

(Office Use Only)

For Business Administration Majors

ACCT 240 _____

ACCT 242 _____

ECON 217 _____

ECON 218 _____

MANG 275 _____

For Economics Majors

ECON 217 _____

ECON 218 _____

MANG 275 _____

Upper-Level

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 – Marketing |
| <input type="checkbox"/> BS in Business Administration – Business Education | <input type="checkbox"/> BS in Business Administration – Real Estate |
| <input type="checkbox"/> BS in Business Administration – Economics | <input type="checkbox"/> BS in Business Administration – Retailing |
| <input type="checkbox"/> BS in Business Administration – Finance | <input type="checkbox"/> BS in Business Administration – Undecided |
| <input type="checkbox"/> BS in Business Administration – Management | <input type="checkbox"/> BS in Economics – Business Economics |
| <input type="checkbox"/> BS in Business Administration – Management Information Systems & Assurance | <input type="checkbox"/> BS in Economics – International Economics |
| | <input type="checkbox"/> BS in Economics – General 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