

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

ACCT 240 \_\_\_\_\_

ACCT 242 \_\_\_\_\_

ECON 217 \_\_\_\_\_

ECON 218 \_\_\_\_\_

CIMS 170 \_\_\_\_\_

MANG 275 \_\_\_\_\_

For Economics Majors

ECON 217 \_\_\_\_\_

ECON 218 \_\_\_\_\_

CIMS 170 \_\_\_\_\_

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