

PROCEDURE GUIDE FOR THE “Application For Major Standing”

1 - To be admitted to major standing in the School of Business Administration, business students must complete the **Application for Major Standing**.

Students who plan to complete the requirements (Pre-core and RHT160) in fall semester should apply in September and those who plan to finish in winter, spring or summer semester should apply in January.

2 - Students should fill out the upper portion of the form, sign and date the form; then fill out the attached form to indicate their current schedule of classes and their intended schedule for each successive term which will contain a course required for major standing. The completed form should be returned to the Advising Office located at 332 Elliott Hall (FAX#248-370-4319).

3 - It is the policy of the Advising Office to determine probable eligibility for approval and change the applicant's major code from Pre or Undecided Business to the code of their chosen major prior to the beginning date of early registration for the following semester/s. This allows most applicants to early register for courses that require major standing in their next semester (Courses cannot be taken if the student does not successfully complete requirements).

4 - Rhetoric and pre-core courses completed at other schools will be accepted only if the official transcripts for these transfer courses are received in the Office of Academic Records in a timely manner. For applications including transfer courses early code changes can be made if unofficial proof (unofficial transcript or grade report) of successfully completed transfer courses or proof of registration (for concurrent courses) is provided to the Advising Office with the **Application**.

5 - Final approval or denial of the **Application** will be done when grades are posted for the term of application and any appropriate official support documentation has been received. Applicants will be notified by mail at the mailing address indicated on the application form.

6 - Student athletes may only change their major at the beginning/end of fall/winter semesters or any time in spring/summer semesters according to NCAA rules. Therefore, student athletes must submit their applications within the first two weeks of the appropriate semester. Please indicate that you are an athlete when you submit your Application.

Name: _____

Student No.: _____

TO COMPLETE YOUR APPLICATION FOR MAJOR STANDING:

1. If you are applying for **fall semester**, list the courses in which you are currently enrolled. **IF ENROLLED AT ANOTHER SCHOOL, PLEASE NOTE THE COURSE(S).**

Fall Enrollment:

SUBJ	CRSE #	*Trans. Crse.? (Check if yes)	SUBJ	CRSE #	*Trans. Crse.? (Check if yes)
_____	_____	?	_____	_____	?
_____	_____	?	_____	_____	?
_____	_____	?	_____	_____	?
_____	_____	?	_____	_____	?

2. If you are applying for **winter, spring or summer semester**, list courses in which you are currently enrolled **and** your planned enrollment. **IF ENROLLED OR PLAN ENROLLMENT AT ANOTHER SCHOOL, PLEASE NOTE THE COURSE(S).**

Winter Enrollment:

Spring Enrollment:

Summer Enrollment:

SUBJ	CRS #	*Trans. Crse.? (Check if yes)	SUBJ	CRS #	*Trans. Crse.? (Check if yes)	SUBJ	CRS #	*Trans. Crse.? (Check if yes)
_____	_____	?	_____	_____	?	_____	_____	?
_____	_____	?	_____	_____	?	_____	_____	?
_____	_____	?	_____	_____	?	_____	_____	?
_____	_____	?	_____	_____	?	_____	_____	?
_____	_____	?						
_____	_____	?						

*** Please attach proof of registration for all transfer coursework.**

School of Business Administration
APPLICATION FOR MAJOR STANDING

If you will be completing major standing requirements in the fall semester, submit your application in September. If you will be completing your major standing requirements in winter, spring or summer semester, submit your application in January.

Applicants complete upper portion only:

Name _____ Student # (SSN) _____
Address _____ Home Phone _____
City, State, Zip _____ Work Phone _____

Check box if you are a student athlete. ☐

Circle the appropriate major(s) code number.

3100 Accounting	3300 General Management	3600 Marketing
3150 Financial Information Systems	3400 Human Resources Management	3700 Economics BA
3200 Finance	3500 Management Information Systems	3700 Economics BS

Applicant's Signature

Date

***Please Note:* IF THE REQUIREMENTS FOR MAJOR STANDING ARE NOT SUCCESSFULLY MET, REGISTRATION IN ALL BUSINESS COURSES THAT REQUIRE MAJOR STANDING WILL BE CANCELLED.**

For office use only:

OU Grade or
Transfer School

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Transfer School

RHT 160 Writing Proficiency	_____	ECN 201 Microeconomics (or ECN210)	_____
MTH 121 Linear Prog. (or MTH141)	_____	ACC 200 Financial Accounting	_____
MTH 122 Calculus (or MTH154)	_____	ACC 210 Managerial & Cost Accounting	_____
QMM 240 or 250 Statistical Methods	_____	MIS 200 or CSE 125	_____
ECN 200 Macroeconomics (or ECN210)	_____	COM 201 or COM 202	_____

Cumulative OU GPA _____ **Major Standing GPA** _____

Year of Catalog _____ **MS** _____ **Total Credits to Date** _____

Approved _____ **Denied** _____ **Date Coded** _____

Comments: _____ **Coded By** _____

cc: Student
Office File
Student File

Coordinator of Undergraduate Advising

Date