

LBCC Graduation Worksheet 2009-2010 ID. NO. _____

**Associate of Science
Business Administration Emphasis**

AS 0506

Instructions: Use this worksheet to track your progress toward graduation. You must be able to check off all the boxes on each page to receive this degree. The college catalog and your advisor are two resources you can turn to if you need help. When you are within two terms of completion, you must meet with your advisor and have him or her sign the **opposite** side of this form. You can apply for graduation when you and your advisor have determined that you have either met all the requirements or that you have a plan in place for completion within two terms. **When you apply for graduation you must attach this form to your application. Your application is incomplete without this form signed by your advisor.**

General Education Requirements are Approved by the Admissions & Records Office

Writing I		Credits
WR 121	English Composition	3 <input type="checkbox"/> _____
Writing II		
*WR 227	Technical Writing.....	3 <input type="checkbox"/> _____
Speech		
SP 111	Fundamentals of Speech.....	3 <input type="checkbox"/> _____
Mathematics		
MTH 111	College Algebra.....	5 <input type="checkbox"/> _____
Health & PE		
PE 231	Lifetime Health & Fitness	3 <input type="checkbox"/> _____
Perspectives	(no more than two courses with the same prefix may be used by a student to satisfy the Perspectives category)	
	Physical Science	
	*GS 104 Physical Science: Principles of Physics	4 <input type="checkbox"/> _____
	Biological	
	*BI 101 General Biology.....	4 <input type="checkbox"/> _____
	Biological Science or Physical Science	
	*BI 102 General Biology.....	4 <input type="checkbox"/> _____
	Cultural Diversity (see catalog page 171).....	3 <input type="checkbox"/> _____
	Difference, Power & Discrimination	
	* EC 220 Contemporary U.S. Economic Issues	3 <input type="checkbox"/> _____
	Literature and the Arts	
	* ENG 104 Literature: Fiction.....	3 <input type="checkbox"/> _____
	Social Processes and Institutions	
	EC 201 Intro to Microeconomics	4 <input type="checkbox"/> _____
	Western Culture	
	*EC 215 Economic Development of the United States	4 <input type="checkbox"/> _____

Even though the theme of a Biology Course may be different, a Biology Course number may only be used once to satisfy the graduation requirements.

*Other classes may substitute, See advisor

NOTE: Only 2 EC courses may be used for perspectives

Admissions Graduation Evaluator

Date

FOR OFFICE USE ONLY			
Credit Toward This Degree			
Total Cr. _____	LBCC Cr. _____	GPA _____	Approval <input type="checkbox"/> Denial <input type="checkbox"/>
_____ Registrar	_____ Date	AS 0506A BH	

PROGRAM REQUIREMENTS

Advisor Instructions: This is the student's official record of their progress. The student must present this form to the Admissions Office when they apply for graduation. Please address each requirement by checking off completed courses, indicating which courses the student plans to take, and clearly documenting substitutions or waivers.

PROGRAM REQUIREMENTS ARE APPROVED BY THE DEPARTMENT & ADVISOR. CHANGES MUST ALSO BE APPROVED BY DIVISION DIRECTOR OR DEAN

Official Use		Credits	Waivers/ Substitutions	Advisor Initials	Date Approved
<input type="checkbox"/>	BA 101	Introduction to Business	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 211	Principles of Accounting: Financial	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 213	Principles of Accounting: Managerial.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 226	Business Law	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 260	Small Business Management	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 275	Business Quantitative Methods.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	BA 291	Business Process Management.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	CIS 125	Introduction to Software Applications.....	3	<input type="checkbox"/>	_____
<input type="checkbox"/>	EC 202	Introduction to Macroeconomics	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	MTH 241	Calculus for Biological/Mngt/Social Sci.....	4	<input type="checkbox"/>	_____
<input type="checkbox"/>	MTH 245	Math for Biological/Mngt/Social Sci.....	4	<input type="checkbox"/>	_____
 <input type="checkbox"/>	 Elective		 3	 <input type="checkbox"/>	 _____

Admissions & Records will perform a final evaluation to ensure all courses have been completed with appropriate grades before this degree is awarded to the student. Requirements such as general education, total credits and grade point average must be approved by the Registrar.

DEPARTMENT ADVISOR
Program requirements/proposed substitutions and waivers meet with my approval. Reasons for any changes are indicated on the appropriate line above.

DIVISION DIRECTOR or DEAN
Changes and/or substitutions in the program requirements have my approval.

Program Advisor Signature Date

Division Director or Dean Signature Date