Carnegie Mellon Tepper SCHOOL OF BUSINESS

The Business Administration Minor Application Form

Name _____ Date _____

Andrew id _____ Graduation Year _____

Current School _____ Current Department _____

The Business Administration Minor

The minor in Business Administration is intended to help students in other majors explore their interest in some of the functional areas comprising the business major. Students may declare the minor at any time after their freshman year.

The minor requires a total of six business courses — or 54 units — of which two courses must be #70-381 (Marketing) and #73-100 (Principles of Economics). The remaining four business courses may be any of the other courses offered by the undergraduate business program.

Those completing a minor may receive transfer credit for only one course (9 units) from another institution. (Transfer credit will be awarded only for courses approved in advance by an Undergraduate Business advisor; also the grade received for the course must be a B or higher.)

IMPORTANT:
To certify the minor in Business Administration, the QPA of all courses counting towards the minor must average 3.0 or higher. Students with a cumulative QPA of 2.5 or below are strongly discouraged from applying. NOTE: Students will be allowed to double-count only two courses. (The double-counting provision allows only two classes for the minor to overlap the primary major.)

Requirements:

Students may apply for a minor in business provided they meet the following criteria:

— Have 75 units, or sophomore standing;

— Have **completed** at least **two** classes counting toward the BA Minor, with a QPA of 3.0 or higher.

Applying:

Apply by filling out this form and turning it in with your academic audit to Room 139 in the Tepper Undergraduate Business office. After you submit the form, the Undergraduate Business Office will review your application to ensure that you meet the criteria (see above). You will receive an acknowledgment by e-mail within two weeks.

Questions? E-mail: uba@andrew.cmu.edu

For Administrative Use Only:

Date Received _____ Academic Audit Submitted _____

For Advisor Only:

Request reviewed by _____ Approved_____ Denied_____

Comments _____ Date _____

REV 7/27/2009