



Donald L. Harrison College of Business  
Application for Online Bachelor of Science  
in Business Administration Degree with  
Organizational Administration Major

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Students who wish to pursue the Bachelor of Science in Business Administration degree with a major in Organizational Administration as an online degree must complete this application after being admitted to Southeast Missouri State University in order to be allowed into reserved seats in online classes. Please note consideration of enrollment in reserved seats is done on a first come, first served basis. Students must be advised to be eligible to enroll.

Students admitted to the online program are restricted to taking only web courses through Southeast or courses taught by Southeast at the off campus centers. Students may be dropped from the online program if they enroll in Southeast courses taught on the Cape Girardeau campus.

Students must make progress towards admission to the Harrison College of Business to be eligible to continue in business courses. Admission requirements to HCB include completion of 60 hours, a minimum 2.25 cumulative grade point average, and completion of all the 100-200 level core/support courses with a grade of 'C' or better including SC105, EN140, MG252, BL255, AD101, MA134, MA139, QM257, EC215, EC225, AC221, and AC222. Admission into the online program or the Harrison College of Business does not guarantee completion of the BSBA degree, as students must complete all degree requirements for graduation.

Students should contact their assigned advisor in September for spring advising and in early February for advising for the summer and/or fall semester(s). Advising may be done via e-mail, as an on campus advising appointment is not required for students admitted to the online program.

Date	First Name	Last Name	Student ID Number	
Address		City	State	Zip
Phone	E-Mail Address			

When do you plan to begin the program?  Fall  Spring  Summer \_\_\_\_\_ (Year)

How many hours do you plan to take each fall and spring semester? 3 6 9 12 15 18

How many hours (if any) do you plan to take during the summer semester? 0 3 6 9 12

Do you have credit from any college(s) other than Southeast? Yes No

If yes, please list the name of colleges attended and dates of attendance.

If you are currently enrolled at another college, please list any "in progress" courses:

Do you currently work full- time? Yes No If yes, Employer: \_\_\_\_\_

How did you hear of this online program? \_\_\_\_\_

**I have read and understand the above information.**

Signature/Date \_\_\_\_\_

**Please sign and return this application and the attached admission, retention, and graduation requirements to the Harrison College of Business Advising Center at Southeast Missouri State University, One University Plaza, MS5900, Cape Girardeau, Missouri 63701 or fax to 573-986-6421. Any questions can be addressed to 573.651.5090 or [businessadvising@semo.edu](mailto:businessadvising@semo.edu).**

**SOUTHEAST MISSOURI STATE UNIVERSITY  
DONALD L. HARRISON COLLEGE OF BUSINESS  
ADMISSION, RETENTION, AND GRADUATION REQUIREMENTS**

**Admission Requirements:**

1. Completion of each lower level business core/support course (AC221, AC222, AD101, BL255, EC215, EC225, EN140, MA134, MA139, MG/AD252, QM/MG257, AND SC105) with a grade of 'C' or better.
2. A minimum 2.25 cumulative grade point average (GPA).
3. Completion of 60 semester hours or more.

**Retention Requirements:**

1. A minimum 2.25 cumulative GPA.
2. A minimum 2.25 major GPA.
3. A grade of 'C' or better in upper division core courses: MG301, MK301, FI361, QM/MG352, QM/MG358, MI/MG375, the international business course, and BA490.

**Graduation Requirements:**

1. A minimum 2.25 cumulative grade point average (GPA).
2. A minimum 2.25 major GPA.
3. A minimum 2.25 GPA in major courses taken at Southeast.
4. A minimum 2.0 Southeast GPA.
5. A grade of 'C' or better in upper division core courses: MG301, MK301, FI361, QM/MG352, QM/MG358, MI/MG375, the international business course, and BA490.

Fifty percent of an individual's business degree program (60 hours) must be comprised of non-business courses.

Fifty percent of the business hours counted toward a business degree must be taken at Southeast Missouri State University.

A minimum of 120 degree hours is required for graduation. Completion of 120 degree hours does not guarantee graduation, as students must complete all degree requirements including required course work, grade point average requirements, WP003, CCTST, and CL001-CL004.

**Students should refer to their own individual degree audit reports for specific graduation requirements.**

**Note: Prerequisites for BA490 Business Policy and Strategy:**

- Completion of all business core courses with a minimum grade of 'C' in each course (except required international course)
- Senior Standing (completion of 90 hours or more)

**I have read and understand the admission, retention, and graduation requirements listed above. Please sign and return one copy of this to the HCB Advising Center and keep the other copy for your records.**

**Signature/Date** \_\_\_\_\_