



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Dear Prospective Student:

Welcome to the College of Business!

Effective fall 2006, admission to the COB is a two-step process. To be considered for full admission in the College of Business, all students must first satisfy certain (minimum) requirements which are stated in the attached document. As you complete this form and commit to satisfying these requirements, you will be designated as a "Pre-Business" student. This will allow us to create a file to track your progress toward full admission, and assign an advisor for academic advisement. Pre-business students have full access to the facilities and services offered by the college. These students are able to enroll in all freshmen and sophomore courses offered by the college.

We urge you to work hard to meet the minimal academic requirements for admission. Once you have completed these requirements, as a second step in the process, you will be eligible to apply to your department (in which your major is housed) for a change of classification to "business" from "pre-business." On recommendation from your Department Head, you will be formally admitted to the College of Business, joining an exclusive club! Please understand that the COB is strongly committed to educating the whole person. Teaching professional behavior and ethics is fundamental to our mission of producing graduates who are readily employable, and possess skills important for future leadership roles. By signing the "Guidelines and Expectations for Classroom Behavior," you have committed to abiding by these rules.

I am pleased to welcome you to the College of Business. You have my best wishes for success in achieving your dreams through an excellent management education. Please do not hesitate to contact me personally, or a member of Dean's staff, if there is something we can do to facilitate your educational experience.

Sincerely,

Munir Quddus, Ph.D.  
Dean



**Prairie View A&M University  
College of Business**

**APPLICATION FOR ADMISSION TO THE COLLEGE OF BUSINESS**

**Student Name:** \_\_\_\_\_

**ID. No.** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_

Until the minimum requirements (stated below) are satisfied, the COB welcomes you as a “Pre-Business” student in a specific major (Accounting, Finance, MIS, Marketing, or Management). To be formally admitted as a College of Business Major, all of these requirements must be satisfied: If these requirements are not met in good time, you may be denied admission to the College of Business.

Test/ GPA/ Earned Hrs.	Minimum Req.	Student's Score	Course	Minimum Grade	Student's Grade
<b>THEA</b>			<b>ENGL 1123</b>	<b>C</b>	
Reading	<b>230</b>		<b>ENGL 1133</b>	<b>C</b>	
Writing	<b>240</b>		<b>MATH 1113</b>	<b>C</b>	
Math	<b>230</b>		<b>MATH 1153</b>	<b>C</b>	
			<b>MISY 1013</b>	<b>C</b>	
<b>Earned Hours</b>	<b>45</b>		<b>MGMT 1013</b>	<b>C</b>	
<b>Cum GPA</b>	<b>2.30</b>		<b>ACCT 2113</b>	<b>C</b>	
			<b>ECON 2113</b>	<b>C</b>	
			<b>ECON 2123</b>	<b>C</b>	

**NOTE:** The minimum requirements for THEA test do not apply if a student is THEA-exempt or has satisfied the requirements by alternative means.

**Student's Initial Request:**

I am interested in the getting admitted to the College of Business. With this application, I commit to work diligently to complete the above admission requirements. I also commit to abide by all the rules and guidelines for classroom conduct in the COB. Thank you for your consideration.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Student's Final Certification:**

I have satisfied the requirements as stated above, and I request admission as a College of Business Major in the following areas (check one or more):

Accounting    Finance    MIS    Management    Marketing

Once admitted to the COB, I understand that in order to maintain “a good academic standing” in the program, I must maintain minimum CGPA of 2.30 or better. I will be on probation, or may be suspended from the College if the CGPA falls below 2.30. I also commit to abide by the student code of conduct and “Guidelines and Expectations for Classroom Behavior” in the College of Business (attached).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Information Verified:**

\_\_\_\_\_  
Department Secretary Signature & Date

**Approval:**

\_\_\_\_\_  
Department Head's Signature & Date

\_\_\_\_\_  
Dean's Signature & Date

**Prairie View A&M University**  
**College of Business**  
**Guidelines and Expectations for Classroom Behavior**  
**(Approved by COB Faculty on August 17, 2004)**

*“As a student in the Prairie View A&M University College of Business, I pledge to be always truthful, ethical and professional in my behavior.” (COB Student Code of Conduct – May, 2005)*

The College of Business is committed to ensuring an optimal learning environment in each classroom. As a student in a College of Business class, your professors expect that you will adhere to the following guidelines for classroom etiquette:

1. Always be ethical in your conduct – do not misrepresent facts, or cheat or help others in cheating during exams, quizzes or homework.
2. Be respectful of the professor and fellow students.
3. Be punctual. Arrive before your classes begin - do not be tardy.
4. Turn off your cell phone, personal data assistant (Palm Pilots), pager and other electronic devices that may be distractions to others – no phone calls or text messaging are allowed while the class is in progress.
5. Do not disturb or distract the class - avoid unnecessary discussions unless permitted by the professor.
6. Stay for the duration of the class - do not leave the class unless prior permission has been granted.
7. Come to class with a positive attitude for learning – be prepared for the class and stay focused on the class lecture.
8. Do not engage in inappropriate physical gestures or body language; do not use expletives or profanity in the classroom or the hallways.
9. Do not bring in food and/or eat or drink in the classrooms or computer labs. The student lounge is located in room 1B121. Food and beverages are allowed in this room.
10. Try your best not to miss any class; notify the professor in advance if you must miss a class due to illness, travel, or other unavoidable circumstances; the University catalog requires professor to monitor attendance and penalize poor attendance.
11. Always be civil in your behavior - if there is a difference of opinion with the professor or another student, be polite during the exchange.
12. Always dress in appropriate attire; dress in business attire when making presentations in class, attending a COB program with outside guests, or as required by the faculty.
13. Exhibit good manners – if your behavior is perceived as rude, disrespectful or disruptive, apologize.
14. Understand that violations of the above may result in reduced grade or expulsion from the class or the program.

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(Student’s Signature)