

Roosevelt University
 Evelyn T. Stone College of Professional Studies
 Bachelor of Professional Studies Degree
Major in Administrative Studies

Student Name: _____ Advisor: _____ Date: _____

Student ID#: _____ Phone: _____

Official
 Unofficial

Introductory Courses

PLS 201 _____ **or** PLS 302 _____ PLS 290 _____
 Pro-Seminar in Critical Skills (6) Methods of Critical Reasoning Technological & Quantitative Literacy
 (Less than 60sh transfer credit) (AA/AS or 60sh + 2.0 GPA) (Math 090 Pre-requisite)

MATH 090 _____ Math 099 _____ Math 100 _____
 (If required by RUA) (If required by RUA) Intermediate Algebra (If required by RUA)

University Writing Requirement (Grade of C- or higher required)

ENG 100 _____ ENG 101 _____ ENG 102 _____
 (If required by RUA) Introduction to Composition Argument, Analysis, Research

RUA – Assessment Test

Compass Reading _____
 Compass Writing _____
 English Placement _____
 Math Domain _____
 Math Score _____
 Math Placement _____

Major in Administrative Studies

Minimum of 9 semester hours at the 300 level. No more than 6 semester hours of D grades are allowed in the major.

BCOM 301 or OLED 320 _____
 Business Communications or Org Comm I Course in English, Journalism, Speech, or OLED Course in English, Journalism, Speech, or OLED

ACCT 210, ECON 101, or BLAW 201 _____
 Elective in Business

Course in Computer Science and/or Business _____
 Course in Computer Science and/or Business

Liberal Arts course _____
 Liberal Arts course

Subject Specialty: 15-21 semester hours in one Department or Program Area (may also include pre-requisites)

_____ Certified Professional Secretary (CPS) certification (provide copy) and **five courses.**
 _____ Six years secretarial experience (provide verification) and **six courses.**
 _____ **Seven courses. Area selected:** _____

Senior Seminars (See reverse for pre-requisites)

PLS 390 – Seminar in the Social Sciences (6) _____

PLS 391 – Seminar in the Natural Sciences (6) _____

PLS 392 – Seminar in the Humanities (6) _____

PLS 399 – Senior Thesis (3) _____
 Minimum C- to graduate

One Senior Seminar may be waived with 9sh transfer credit in area, not used elsewhere in curriculum, with 2.0 GPA. Two Seminars may be waived with AA/AS, or with 60sh total and 9sh transfer credit in each area with 2.0 GPA.

I fully understand that the courses listed on this Curriculum Worksheet are the requirements for this degree and specialization. Any change of major may require different and/or additional courses.

Student's signature _____ Advisor's Signature _____ Date _____

General Requirements for the Bachelor of Professional Studies Degree

- Students must be 24 years of age when they start the BPS degree.
- New students should take the Roosevelt University Assessment test before registering for their first semester. Students will not be allowed to register for a second semester at Roosevelt until the RUA is completed. The RUA will determine placement into appropriate English and Math courses.
- Students must successfully complete 30 semester hours at Roosevelt University (residency requirement).
- Students must have a 2.0 grade point average to graduate.
- Students must complete a minimum of 21 semester hours of coursework at the 300-level at Roosevelt.
- The PLS Senior Seminars are only open to students who have completed the University Writing Requirement.
- PLS 399, Senior Thesis, is open to students who have completed the University Writing Requirement and who are within 21 hours of graduation.

Specific Requirements and Notes for the BPS with a Major in Administrative Studies

- Elective in Business: Business elective may be chosen from any courses offered by the College of Business which the student is qualified to take. Please make careful note of prerequisites.
- Courses in Liberal Arts: These courses must be from departments in the humanities, social sciences, and natural sciences traditionally considered the “liberal arts” (e.g. History, Psychology, Biology, etc.)
- Subject Specialty: The Subject Specialty must be approved by an advisor and may be selected from any academic Department or Program Area. (Program Areas include, among others, Actuarial Science, African and African-American Studies, Paralegal Studies, and Women's Studies.)