

Undergraduate Certificate in Business Administration 2026-2027 Official Degree Plan



Certificate Requirements

(all courses required for degree must be completed with "C" or higher)

COURSES	HOURS
ACCT 2301 Principles of Accounting I	3
ECON 2311 Microeconomics	3
MGMT Principles of Management	3
MKTG Principles of Marketing	3
One upper-level elective in either MGMT or MKTG	3
Total Hours in Certificate	15

Filing a Degree Plan

All graduate students must have an official signed and approved degree plan on file with the Office of Academic Records by the end of their first semester of enrollment. Students should contact their academic advisor to begin the process. For questions, email degreeplans@HC.edu.

Applying for Graduation

Undergraduate students should apply for graduation through HuskyNet at least one semester before their anticipated graduation date. An official degree plan must be on file before the application can be accessed. More information about applying for graduation, including deadlines, can be found on the [Graduation Application website](#). For questions, email grad@HC.edu.

Degree Works

Access Degree Works through the [HCU Student Portal \(my.HC.edu\)](#) to view your degree plan status, graduation application status, and track your progress to graduation. For questions, contact your academic advisor.

University Catalog

The University Catalog is the official record of academic policies. Students are responsible for familiarizing themselves with the information in the catalog, including attendance policies, transfer credit policies, academic standing information, and course descriptions. The catalog can be found on the [HCU Catalog website](#).

Acknowledgment and Signatures

By signing below, you acknowledge that you have read and agree to abide by all requirements on the degree plan. This degree plan is not valid until received & processed by the Office of Academic Records.

Student Name (Printed)

Student H#

HCU Email

Student Signature

Date

Advisor Signature

Date

Office of Academic Records Use Only

Processed By: _____

Date: _____