

Admission to the Business Administration (BUAD) Major

Read the following information carefully before completing the application on Side B.

Admission to the Business Administration Major Policies:

- ◆ Admission to Towson University (TU) does not guarantee admission to the BUAD major.
- ◆ Students are designated as “pre-Business Administration” (PBUA) until admitted into the BUAD major.
If you are not PBUA, change your major online at <http://www.towson.edu/registrar/changingmajor.asp> before submitting the completed application. Also select the concentration/track that you intend to pursue so that you will be assigned to a faculty advisor in that department.
- ◆ PBUA students are not eligible to enroll in upper-level CBE courses unless they have received an “accepted” or a “pending” admission email or special permission in writing from the Director of CBE Student Academic Services.
- ◆ PBUA students may only repeat TWO of the Lower-level Core courses, of which only one may be repeated for a third time. Before making a third attempt of a course, approval must be received from Academic Standards. Submit a Third Attempt of a Course Petition available from http://www.towson.edu/registrar/Forms/documents/Third_Attempt_form.pdf

Requirements for Admission to the Business Administration (BUAD) major :

- A. Admitted to TU as a degree-seeking student.
- B. A minimum **TU GPA of 2.00** for all TU coursework. (Exception: New transfers, who have not earned credits at TU.)
- C. A minimum **grade equivalent of 2.00 or higher** (“C” grade) in **each** of the following:

Lower-Level BUAD Core courses:

- 1. ACCT 201/211 Principles of Accounting I
- 2. ACCT 202/212 Principles of Accounting II
- 3. ECON 201/203 Microeconomics
- 4. ECON 202/204 Macroeconomics
- 5. LEGL 225 Legal Environment of Business
- 6. ECON 205 Statistics for Business and Economics I **or** MATH 231/233 Basic Statistics
- 7. COSC 111/112 Information and Technology for Business [CIS 115 accepted as substitute.] **or** Computer Proficiency Exam (required beginning with the 2008/09 catalog)

D. Minimum cumulative Quality Point Average (QPA) of

- **2.40** for ALL seven Lower-level BUAD Core courses for **2001/02 and 2002/03** catalogs, or
- **2.70** for ALL seven Lower-level BUAD Core courses for **2003/04 to 2007/08** catalogs.
- **2.70** for the six Lower-level BUAD Core courses and Pass (minimum of a 70%) the Computer Proficiency Exam (CPE) beginning with the **2008/09** catalog.

Application Procedure:

(YOU ONLY NEED TO APPLY ONCE . We will review your application at the end of every term you are enrolled.)

Submit the following to the CBE Student Academic Services, Stephens Hall, 301:

- 1. A completed “Application for Admission to the Business Administration (BUAD) Major” (see side B.)
- 2. A copy of your Degree Progress Report (*available on TU Online Services*).

Notification of Eligibility for Admission Status:

After an evaluation of your admission application, you will receive an email notifying you of your eligibility status. Your status determines whether you are eligible to register for any upper-level (300-400) CBE (BUSX, EBTM, EBUS, ECON, ENTR, FIN, FPLN, LEGL, MKTG, and MNGT) course.

Eligible to register for upper-level CBE courses provided has the class standing prerequisite for the course:

- ▶ **Accepted** – has completed all BUAD admission requirements. Congratulations!
- ▶ **Pending** – has at least a 2.00 TU GPA, and has at least a 2.70 BUAD QPA, and is enrolled in the last Lower-Level BUAD Core course(s).

NOT Eligible to register for any upper-level CBE course:

- ▶ **Denied** – has completed the Lower-Level BUAD Core courses but does not have a TU GPA of 2.00 or does not have a BUAD QPA of 2.70.
- ▶ **Ineligible**– has not completed all the Lower-Level BUAD Core courses.

Questions or a request for an exception to register in an upper-level CBE course must be sent in reply to the “Denied” or “Ineligible” email from the Director of CBE Student Academic Services. Exceptions to take an upper-level CBE course concurrent with repeating a lower-level BUAD Core course will be considered if you have at least a 2.60 BUAD QPA and a 3.00 TU GPA.

▶ I acknowledge that I have carefully read and understand the above information.

Applicant's Signature: Date:

STOP – Read and sign Side A first
Application for Admission to the Business Administration (BUAD) Major
Deadline October 1 and March 1

Complete this form and submit it along with your current **Degree Progress Report** to
the College of Business and Economics' Student Academic Services, Stephens Hall (ST) 301
APPLICATION WILL BE DENIED IF NOT FILLED OUT COMPLETELY

Name: _____ TU ID #: _____ Date: _____
Please PRINT _____ @students.
Notification of admission status will ONLY _____ towson.edu Phone #: _____
be sent to your TU E-mail :address _____

Intended Concentration/Track OR Intended Combined Major (check at least one):

<input type="checkbox"/> Economics (ECON)	<input type="checkbox"/> Human Resource Management (HRM)	<input type="checkbox"/> Project Management & Business Analysis (PMBA) <small>(beginning with the 2009/10 catalog)</small>
<input type="checkbox"/> Entrepreneurship (ENTR) <small>(beginning with the 2008/09 catalog)</small>	<input type="checkbox"/> International Business (INBU)	<input type="checkbox"/> Management (MNGT)
<input type="checkbox"/> Finance (FIN)	<input type="checkbox"/> Legal Studies (CBEI)	<input type="checkbox"/> Marketing (MKTG)
<input type="checkbox"/> Business Administration & Computer Information Systems <small>(Combined BUAD & CIS majors = XBACI)</small>	<input type="checkbox"/> eBusiness & Business Administration – Marketing concentration <small>(Combined EBUS & BUAD-MKTG majors = XEBBA-MKTG)</small>	

Admission Requirements for Catalog Year: (e.g., 2008/09) 20____ / 20____ (write your catalog year)

On your Degree Progress Report, highlight your total credits and TU GPA	Total Credits: _____	Enrolled Credits: _____	TU GPA: _____ <small>Must be 2.0 or higher</small>
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1. On your Degree Progress Report, highlight the grade for each Lower-Level (L/L) BUAD Core course.
2. Write your grade for each (L/L) BUAD Core course on the chart below. Write "ENR" if you are enrolled this term.
3. Calculate your cumulative PBUA QPA for the BUAD L/L Core courses using the Quality Point scale below.

The required cumulative PBUA QPA depends on your catalog year:

- A 2001/02 or 2002/03 Catalog requires a minimum of **2.40 QPA (no rounding.)**
- Catalogs beginning with 2003/04 require a **2.70 QPA (no rounding.)**
- Beginning with the 2008/09 catalog, the Computer Proficiency Exam must be Passed.

Quality Points (QPTS) scale	
Grade	QPTS
A =	4.00
A- =	3.67
B+ =	3.33
B =	3.00
B- =	2.67
C+ =	2.33
C =	2.00

Lower-Level BUAD Core Courses:				(column A)	(column B)
Course /requirement	Write " T " for Transfer	Write Grade or "ENR" for Enrolled	Quality Points (QPTS)	X Credits	= Total QPTS
ACCT 201/211				X	=
ACCT 202/212				X	=
COSC 111/112 or CIS 115				X	=
Computer Proficiency Exam <small>(beginning with 2008/09 catalog)</small>		Date Passed: _____			
ECON 201/203				X	=
ECON 202/204				X	=
ECON 205 or MATH 231/233				X	=
LEGL 225				X	=
<i>Sum Columns A and B</i>				=	=
Cumulative QPA * <small>(Divide results of Column B by results of Column A)</small>				=	

QPA online calculator available on: http://www.towson.edu/cbe/student_resources/advising/gpa.asp

▶ If I have not met all requirements for admission to the BUAD major or have not met the requirements for the "Pending" admission status, I understand that I am not eligible to register for upper-level CBE courses. If I register in an upper-level CBE course without the written permission of the CBE Director of Academic Services, I understand that I will be disenrolled from the course.

Signature of Applicant _____

For Office Use Only

____ Approved
by _____
____ Pending
____ Denied
____ Ineligible

Date: _____

Notes: _____