

BUSINESS ADMINISTRATION (PBUA/ BUAD): 2003/2004 Catalog Advising Form

Please review this form carefully (see side B) and keep with your important academic record

STUDENT: _____
 Student ID #: _____
 SS#: _____
 PBUA BUAD DATE: _____

Bring this form with you when you meet with your advisor.

Your Advisor is _____ Office _____

Phone: 410.704. _____ E-Mail: _____@towson.edu

KEY: E = Enrolled GRADE @ TU N = Need P = Petition
 T = Transfer RT = Repeat Transfer V = Validation required

Transfer Evaluation: Final _____ Preliminary _____
 Needs to be updated by admissions: _____
 Additional information from: Student _____ / Admissions _____ Official/Unofficial
 Pending: Courses(s) not posted: _____
Note: If Transfer Package is pending or courses are not included on the Evaluation of Transfer Credit form, it is the student's responsibility to inform the advisor of any changes to the evaluation.

General Education Requirements (GenEds)

Transfer Package:

Granted: Complete GenEds for Package A / B / C

None: Complete the following GenEds:

Category I: SKILLS for LIBERAL LEARNING (1 in each)

- _____ I.A. ENGL 102/190 (with grade of "C" or higher)
- _____ I.B. Using Info. COSC 111 _____
- _____ I.C. College MATH _____
- _____ I.D. Adv. Composition ENGL 317 _____
 (with "C" or higher)
- _____ I.E. Creativity & Creative Dev. _____

Category II: CONTEXTS for LIBERAL LEARNING

II.A. SCIENTIFIC INQUIRY (Please refer to catalog for course selection)

- 1. Biological & Physical Sciences (2 courses)
 _____ Lab course: _____ # cr. 4
 _____ # cr. _____
 # credits = _____
- 2. Science, Technology & Modern Society (1)
 _____ (Waived if II.A.1. > 7 credits)

II.B. AMERICAN EXPERIENCE (1 course in each)

- _____ 1. Arts & Humanities _____
- _____ 2. Soc. & Behavioral Sciences _____
- _____ 3. Contemporary Issues _____

II.C. WESTERN HERITAGE (1 course in each)

- _____ 1. Arts & Humanities (different than II.B.1)

- _____ 2. Social & Behavioral Sciences (different than II.B.2)

- _____ 3. Cultural Plurality & Diversity _____

II.D. GLOBAL AWARENESS (1 course)

- _____ 1. _____

BUAD CORE

A. Lower-Level Prerequisite Courses (21 credits)

1. ACCT 201/211 Accounting Prin I _____
2. ACCT 202/212 Accounting Prin II _____
3. COSC 111/112 Infor & Tech for Bus or CIS 115 _____
4. ECON 201/203 Microeconomic Prin _____
5. ECON 202/204 Macroeconomic Prin _____
6. LEGL 225 Legal Env of Business _____
7. ECON 205 or MATH 231/233 Statistics _____

Requirements for Admission to the BUAD major: (See Side B for details)

1. _____ QPA of 2.0 or higher. Transfer QPA _____ TU QPA _____
2. _____ Grade of "C" or higher in each lower-level (L/L) BUAD prerequisite.
3. _____ Average QPA of 2.7 or higher for ALL seven L/L BUAD prerequisites.
QPA: _____ = Total Qpts. _____ / Credits: _____
 _____ Eligible for admission to the BUAD major. Submit application.
 _____ NOT Eligible for admission. Need: _____

Submit Petition to Evaluate the Equivalency of a Transfer Course: (See 1. on Side B).

Recommended courses for Fall/Spring semester:

CHECK the current catalog for course prerequisites

ADVISOR SIGNATURE: _____

STUDENT SIGNATURE: _____

B. Upper-Level Business Core Requirements

- (33 credits)
- 8. CBEC/BUSX 301 Bus Cornerstone * _____
- 9. ECON 306 Statistics for Bus & Econ II _____
- 10. FIN 331 Prin of Financial Mngt * _____
- 11. MKTG 341/342 Prin of Marketing _____
- 12. EBTM 337 Information Technology _____
- 13. EBTM 311 Principles of E-Business * _____
- 14. MNGT 361 Prin of Management _____

OPEN to Admitted BUAD majors only

- 15. MNGT 375 Int'l Bus Theory & Practice _____
- 16. EBTM 365 Principles of Operations Mngt _____
- 17. CBEC/BUSX 460 Professional Experience** _____
- 18. MNGT 481 Bus Strategy & Policy* _____

* Special Permit required **Special Permit & Internship required

C. Concentration/Track (21 credits)

- _____ Economics (ECON) _____ Legal Studies (CBEI)
- _____ Finance (FIN) _____ Management (MNGT)
- _____ International Business (INBU) _____ Marketing (MKTG)
- _____ Human Resource Management (HRM)

Courses:	To be taken/grade:
1.) _____	_____
2.) _____	_____
3.) _____	_____
4.) _____	_____
5.) _____	_____
6.) _____	_____
7.) _____	_____

Graduation Credit Requirements:

Minimum of 120 credits: Earned _____ Enrolled _____ Need _____

SIDE B.

TRANSFER GUIDELINES

- Petition to Evaluate the Course Equivalency of a Transfer Course:**
 Immediately submit a "Petition for Acceptance of Transfer Credits" for a CBE Course form to the CBE Student Center, ST112. Provide a course description from the transfer institution for evaluation (details on the form).
- Transfer with less than a "C" (i.e., a "C-" or "D")**
 A grade of "C" (2.0 QPA) or higher must be earned in all courses required for the major. Repeat the course at Towson for a grade of "C" or higher. An additional 3 credits will be required for graduation (i.e., a minimum of 123) to replace the duplication of the transfer course.
- Validation Required:**
 Validation means that the course taken as lower-level at a community college or four-year college cannot transfer to TU as upper-level credits (e.g., if you transferred a lower-level Principles of Marketing course, it appears as MKTG41 instead of MKTG341 on your TU transcript.)
To Validate: Complete a specified course in the same discipline with a minimum grade of "C" or grade equivalent of 2.0. For example, after you earn a "C" or higher in MKTG445 (MKTG341 is the prerequisite for MKTG445), you will have validated the transferred lower-level marketing course.
Do NOT register for TU's MKTG341 if you have completed MKTG41 with a grade of "C" or higher. You must validate the course, not repeat it. The same policy applies to MNGTT61 for MNGT361, and MNGTT81 for MNGT381. If you complete the course at Towson, it will be considered a **duplication of transfer credit** and you will need an additional 3 credits for graduation (i.e., a minimum of 123.)
- Transfer Credit Policies:**
 Transfer students must complete at least 30 hours of upper-level credits in CBEC, EBUS, ECON, FIN, LEGL, MKTG, and MNGT at Towson for the BUAD major.

 Only **"one"** transfer course will be accepted for a Concentration/Track.

REQUIREMENTS for ADMISSION to the BUAD MAJOR:

- A minimum cumulative quality point average (QPA) of 2.0 or higher for all coursework.
- A minimum quality point average (QPA) of 2.70 for ALL seven lower-level BUAD Core prerequisites, with a minimum grade of 2.00 or higher in each of the lower-level BUAD Core prerequisites.

Quality Points for grades:		
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 Prerequisites:				
Course	Grade	Qpts	X Credits	= Total Qpts
ACCT 201/211			X	=
ACCT 202 /212			X	=
COSC 111/112 or CIS 115			X	=
ECON 201/203			X	=
ECON 202/204			X	=
ECON 205 or MATH 231/233			X	=
LEGL 225			X	=
Sum			=	=

Total Qpts _____ / Credits: _____ = QPA _____

Application Procedure

If you will meet the admission requirements at the end of the semester, complete an "Application for Admission to the BUAD major", a "Change of Major/Minor Form", an unofficial transcript, a current class schedule, and a current advising form (signed by a faculty advisor), before registering for upper-level "majors only" CBE courses (CBEC/BUSX, EBUS, ECON, FIN, FPLN, LEGL, MKTG, and MNGT).

The application forms are available in the CBE Student Center, ST 112.

Course Requirements: A pre-business (PBUA) student who does not meet the admission requirements and enrolls in an upper-level BUAD (CBEC/BUSX, EBUS, ECON, FIN, FPLN, LEGL, MKTG, or MNGT) course without written approval by his/her advisor, **will be disenrolled from the course.**

BUSINESS ADMINISTRATION (BUAD) MAJOR REQUIREMENTS

After being accepted to the BUAD major, complete the upper-level BUAD Core Requirements and one of the following concentrations or tracks (21 credits) with a grade of "C" or higher (2.00).

Concentrations/Tracks (21 credits)

ECONOMICS TRACK (ECON)

ECON 309 ECON 310 ECON 313 MNGT 482
 Three ECON upper-level electives: (ECON 409 recommended as one elective.) *NOTE: ECON 497 cannot count as an elective.*

FINANCE CONCENTRATION (FIN)

FIN 332 FIN 333 FIN 423 FIN 430
 FIN 435 FIN 439 MNGT 482

HUMAN RESOURCE MANAGEMENT TRACK (HRM)

MNGT 381 MNGT 421 MNGT 433 MNGT 438
 MNGT463 MNGT482

Select one (1) course from the following:

MNGT 425, 443, 451, 453, 470-479, 491, 495, 497, PSYC 327

INTERNATIONAL BUSINESS CONCENTRATION (INBU)

FIN 435 MKTG 445 MNGT 438 MNGT 482 or PHIL 371

Select three (3) courses from the following:

Foreign Language (200 or above) OR
 ANTH 368; ECON 325 or 421; GEOG 357; GEOG 427 or GEOG regional; HIST 479 or HIST regional; MKTG/MNGT 497 (travel or study abroad); PHIL 357 or PHIL regional;
 POSC 307; POSC339 or POSC regional; POSC 341;

LEGAL STUDIES TRACK (CBEI)

LEGL 226 LEGL 326 LEGL 328

Select four (4) courses from the following:

LEGL 325, 470-479, MCOM 350, HCNM 441, POSC 209, 418

MANAGEMENT CONCENTRATION (MNGT)

MNGT 381 MNGT 421 MNGT 443 MNGT 482

Select three (3) courses from the following:

MNGT 419, 423, 425, 433, 438, 451, 453, 455, 461, 463, 470-479, 491, 495, 497, 498

NOTE: Only 3 credits of the MNGT 497 or 498 can be used.

MARKETING CONCENTRATION (MKTG)

EBUS 411 MKTG 425 MKTG 441 MKTG 445 MKTG 485

Select two (2) courses from the following:

MKTG 345, 347, 349, 351, 355, 357, 361, 371,442, 470-479, 497

NOTE: Only 3 credits of the MKGT 497 can be used.