

BUSINESS ADMINISTRATION (BUAD) and Pre-BUSINESS (PBUA) Advising form for the 2007/2008 Catalog

(Revised Feb. 2009)

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

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

Bring this form * and your Degree Progress Report with you when you meet with your advisor.

Your Advisor is _____ Office **ST** _____
 Phone: **410.704.** _____ E-Mail: _____@towson.edu

* Also bring a Transfer Credit Report and any petition forms showing acceptance of a transfer course to fulfill a BUAD major requirement.

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 Transfer Evaluation Office and the advisor.

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 course 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 (recommended) (with "C" or higher)
 _____ I.E. Creativity & Creative Dev. _____

Category II: CONTEXTS for LIBERAL LEARNING

No more than three courses can be in the same discipline

II.A. SCIENTIFIC INQUIRY

(8 to 10 units, 4 units must be a lab science course
 (Please refer to catalog for course selection))

- _____ Lab course: _____ # units **4**
 _____ # units _____
 _____ # units _____

Total units: _____

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

- _____ 1. Arts & Humanities _____
 _____ 3. Contemporary Issues _____

II.C. WESTERN HERITAGE

- _____ 1. Arts & Humanities (1 course. Must be a different discipline than II.B.1)

- _____ 2. Social & Behavioral Sciences (Two courses- Two different disciplines)

- _____ 3.. Cultural Plurality and Diversity (1 course)

II.D. GLOBAL AWARENESS (1 course)

A. Lower-Level Core Courses (21 units)

1. ACCT 201/211 Accounting Principles I _____
 2. ACCT 202/212 Accounting Principles II _____
 3. COSC 111/112 Info & 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 _____

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

- _____ QPA of 2.0 or higher. Transfer QPA _____ TU QPA _____
 _____ Grade of "C" or higher in each lower-level (L/L) Core BUAD prerequisite.
 _____ Average QPA of 2.7 or higher for ALL seven L/L Core BUAD prerequisites.
 _____ QPA: _____ = Total Qpts. _____ / Units: _____

Admission Eligibility Category: - Submit application

- _____ Pending; _____ Eligible – Approved for Upper-Level (U/L) courses.
 _____ Ineligible; _____ Denied – NOT eligible for U/L "Majors Only" courses.

To Do: _____

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

Recommended courses for Fall/Spring semester:

ADVISOR SIGNATURE: _____

CHECK course prerequisites

B. Upper-Level Business Courses (33 units) Open to Eligible PBUA (in Pending category)

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

OPEN to Admitted BUAD majors only

14. MNGT 375 Int'l Bus Theory & Practice _____
 15. EBTM 365 Principles of Operations Mngt _____
 16. BUSX 460 Professional Experience** _____
 **Special Permit & Approved Internship required
 17. MNGT 481 Bus Strategy & Policy _____

C. Concentration/Track (21 – 24 units)

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

Courses: _____ To be taken/grade: _____

- 1.) _____
 2.) _____
 3.) _____
 4.) _____
 5.) _____
 6.) _____
 7.) _____

Graduation Credit Requirements:

Minimum of 120 units: Earned _____ Enrolled _____ Need _____

Please review this form carefully (see side B). Keep this form with your important academic records. You will need it for your next advising appointment

SIDE B.

TRANSFER GUIDELINES

1. **Petition to Evaluate the Course Equivalency of a Transfer Course:**

Submit a "Petition for Acceptance of Transfer Units" for a CBE Course form to the CBE Student Academic Services, ST301, before you register for the next semester. Provide a course description from the transfer institution for evaluation (details on the form).

2. **Transfer of a required course with less than a "C": (i.e., a "C-" or "D+" 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.

3. **What does "Validation" Required mean?**

A course taken at the lower level (100-200) at a community college or four-year educational institution is not equivalent to a TU upper-level course. In order to fulfill an upper-level major course requirement, the content of the transfer work must be validated. A transfer course requiring validation is identified with a "T" instead of the 300-number code, e.g., MKTG T41 for MKTG 341, MNGT T61 for MNGT 361, etc.

How to Validate: Complete an advanced course as specified below with a grade equivalent of 2.0 or higher at TU.

| Transfer Course | Validate with |
|-----------------|-----------------|
| FIN T31 | FIN 332 |
| MKTG T41 | MNGT 481 |
| MNGT T61 | MNGT 481 |
| MNGT T81 | MNGT 421 or 451 |

Validate the transferred course, don't repeat it. If you enroll in a course with the same course content as the transferred course, the units earned in the transfer course will not count towards graduation because it will be treated as a repeat.

4. **Transfer Credit Policies:**

Transfer students must complete at least 30 hours of upper-level units in BUSX, EBTM, ECON, ENTR, FIN, LEGL, MKTG, and MNGT at Towson for the BUAD major.

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

ADMISSION to the BUAD MAJOR:

Application Procedure

Deadline: October 1 for Spring admission; March 1 for Summer and Fall admission

If you will meet the admission requirements at the end of the semester or plan to register for CBE upper-level courses next semester, submit a completed "Application for Admission to the BUAD major" The application must be submitted **before** registering for any upper-level CBE course in BUSX, EBTM, ECON, ENTR, FIN, FPLN, LEGL, MKTG, or MNGT .

The application form is available in CBE Student Academic Services, ST 301, or on www.towson.edu/cbe/student_resources/advising/

REQUIREMENTS

- 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 Core courses, with a minimum grade of 2.00 or higher in each of the lower-level Core courses.

| 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 | | | = | = |

QPA _____ = Total Qpts _____ / Units: _____

Calculate BUAD QPA on: www.towson.edu/cbe/student_resources/advising/qpa.asp .

Registration Tip: Prerequisites are checked online as you register. A pre-business student who is not "pending" for admission to the BUAD major and enrolls in an upper-level BUAD (BUSX, EBTM, ECON, ENTR, FIN, FPLN, LEGL, MKTG, or MNGT) course is at risk of being **disenrolled from the course.**

BUSINESS ADMINISTRATION (BUAD) MAJOR REQUIREMENTS

After being accepted to the BUAD major and selecting a concentration/ track, complete the upper-level Business Core Courses and all courses required for your concentration/ track with a grade of "C" or higher (2.00).

Concentrations/Tracks (21 units)

ECONOMICS TRACK (ECON)
ECON 309 ECON 310 ECON 313 MNGT 482
Three ECON upper-level electives: (ECON 409 recommended as one elective.) *NOTE: ECON 306 and 497 cannot count as an elective.*

ENTREPRENEURSHIP Track (ENTR) – 24 units
MKTG 351 FIN 424 EBTM 443 MNGT455/ENTR 355 ENTR 401
Select three (3) courses from the following:
ENTR 402; ENTR 403; ENTR 410; ENTR 498

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, MNGT482, MNGT 483
Select two (2) courses from the following: EBTM 443; MNGT 425, 438, 451, 453, 463, 470-479, 491, 495, 497

INTERNATIONAL BUSINESS CONCENTRATION (INBU)
FIN 435 MKTG 445 MNGT 438 MNGT 482
Select three (3) courses from the following with the approval of your advisor : 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 479 (if include 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: FMST380, LEGL325,470-479, MCOM350, HCMN 441, POSC 209, 418

MANAGEMENT CONCENTRATION (MNGT)
MNGT 381 MNGT 421 EBTM 443 MNGT 482
Select three (3) courses from the following: EBTM 419, 423, 461; MNGT 433, 438, 451, 453, 455, 463, 470-479, 491, 495, 497, 498.
NOTE: Only 3 units of the MNGT 497 or 498 can be used.

MARKETING CONCENTRATION (MKTG)
EBTM 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 units of the MKTG 497 can be used.