

From: Business Department
Sent: Thursday, March 9, 2009
Subject: Applying for Business Administration Major Status

Dear Pre-Business Administration Majors:

RE: Special Announcement for Pre-Business Administration Majors with 2.5 GPA

We are pleased to invite you to become a Business Administration major. If you have completed Eng 101(CWP 101), Eng 102 (CWP 102), and the Math Requirement (Quantitative Reasoning – IF Program) and have earned an overall GPA of 2.5, you will be accepted into the program. You no longer need to complete CIS 101, ECO 201 or ECO 202, and BUS 312 w/ a “C” or better before applying for entrance to the department as a Business Administration major. These courses can now be completed after you have been admitted into the department.

If you meet this requirement, please stop by the Business Department, Chase Hall 302, to complete the Change of Major Form. In order to have your request processed in time to register as a major for the fall & summer 2009 registration period, you must submit the form by April 1, 2009. *You can apply at anytime for major status as long as you meet the requirements above.*

In any case, you can hand-in your “Change of Major” form anytime, but you must realize that it takes a week to usually process through the Registrar’s Office. If you have questions or would like to discuss your program, please call the department office (878-4239).

Pre-Business Administration Majors with more than 60 hours

The department **will no longer accept** pre-business or majors from another department without meeting the above requirements. If you have **over 60 hours** and have not met the **GPA requirement** you need to setup an appointment to meet with me to discuss your current standing. With this many hours you have probably completed a good portion (if not all) of your General Education requirement and several of the courses in our Core area. That leaves you with courses in our concentration, electives and potential internship opportunities. Entrance into concentration courses & upper-level business electives is **only granted to** Business Administration (0425) majors. Pre-majors will no longer be allowed to register for those courses. **There** is a good chance if you have not met the entrance requirement you may not be admitted to the department within the next year. You and I need to discuss this to see if you should consider seeking out another major. I am available Monday thru Thursday (10:00am-Noon) and by appointment. I will have a sign-up sheet on my door (Chase 306) or you can email me to set up an appointment (deniscjl@buffalostate.edu). I look forward to talking to you.

Cordially,

John DeNisco, Interim Chair
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