



## Business Administration Department Transfer Policy

AUCA students requesting to transfer into the Business Administration department from other departments or programs will be accepted only into the second and third years of study if they meet the requirements. Students should submit the following:

- Application Letter requesting transfer stating reasons and career goals
- Cover sheet with signature from Department Chair of your current program
- Latest AUCA Transcript
- One Letter of Recommendation from one of your professor's

Application packets must be received by the BA Department (Room 202/1) 15 April of the current academic year for consideration. Application packets received after this time will not be reviewed.

Applicants must have a Grade Point Average of 3.5 or higher at the time of transfer (end of Spring Semester) with no grade of F on their grade records.

### Specific academic requirements to be considered into the second and third year of study

#### *Transfer into Second Year of Study*

Microeconomic Theory  
ECO 112 with B or greater  
Linear Algebra and Analytic Geometry  
MAT 103 with B+ or greater  
AUCA Math Exam with score greater than 50  
(for students without MAT 103)  
Intro to Business with B+ or higher  
Recent IELPT with score greater than 520  
Minimum of 36 credits required

#### *Transfer into Third Year of Study*

Macroeconomic Theory  
ECO 122 with B or higher  
Mathematic Analysis I  
MAT 227 with B+ or greater  
Introduction to Accounting Theory  
ACN 212 with B+ or higher  
Intro to Management with B+ or higher  
Recent IELPT with score greater than 550  
Minimum of 72 credits required

IELPT and AUCA Math Exam results must have been administered within the previous 12 months at the time of application (15 April). Examination results must be submitted by 10 May of the current academic year. The AUCA Admissions office has information on testing dates for the IELPT and AUCA Math Examinations.

Students meeting the minimum academic requirements will be invited for an interview on or before 31 May of the current academic year. A final decision on acceptance into the Business Administration department will be made on or before 10 June of the current academic year.

Students meeting the minimum academic requirements are not guaranteed to be accepted into the Business Administration department. The number of available positions within the BA department will vary from year to year. The department cannot admit more students to the program than the allocated number of students as stated by the university.

Steven Lustig  
Chair Business Administration  
10 November 2011