Admission to Majors in BSBA Program

General Requirements

Applicants for admission to any of the majors in the undergraduate degree program in business administration (the Bachelor of Science in Business Administration) should apply initially to the Office of Admissions of Old Dominion University. Students cannot be accepted into business administration without first being admitted to the University. Admission to the University does not guarantee admission to the Bachelor of Science in Business Administration (BSBA) program. Candidates for admission to the BSBA program should indicate on the application to the University their intention to enter the undergraduate business administration degree program.

Admission to the BSBA degree program is a two-step process. Students must first successfully complete Step 1 Admission requirements (described below), and be certified as having done so, before undertaking the requirements for Step 2 Admission to the BSBA degree program (described below).

All candidates for admission to the undergraduate business administration program should contact the Strome College of Business directly for an Application for Step 1 Admission or an Application for Step 2 Admission to the program. Applications are available on the Strome College of Business website, in all of its department offices, and in the College’s Undergraduate Advising office. Normally, students should apply for Step 1 Admission in their sophomore year. The Strome College of Business will notify students of the Step 1 Admission decision. Students should normally apply for Step 2 Admission in their junior year. The Strome College of Business Administration will notify students of the Step 2 Admission decision.

Admission to the Bachelor’s Degree Program in Business Administration: Step 1

Before Step 1 Admission to the bachelor’s degree program in business administration can be granted, a student must have earned a grade of C or higher in each of the business Step 1 Admission courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 110</td>
<td>Introduction to Contemporary Business</td>
<td>1</td>
</tr>
<tr>
<td>ENGL 110C</td>
<td>English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 162M</td>
<td>Precalculus I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202S</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

BUSN 110 is not required for students pursuing the IT major or for any student with an associate’s degree in business administration or a prior bachelor’s degree in business administration. Students may utilize the Grade Forgiveness Policy for the business Step 1 Admission courses.

Transfer students may complete business Step 1 Admission courses BUSN 110, ENGL 110C, MATH 162M, ACCT 201, and ECON 202S at another accredited college or university, but are responsible for having Transfer Evaluation Services determine that the courses are acceptable to the University. Transfer students with associate’s degrees from Virginia community colleges that have articulated transfer agreements with ODU that do not require taking ENGL 110C must substitute ENGL 221C (or ENGL 211C or ENGL 231C) for ENGL 110C in the list of business Step 1 Admission courses. All transfer students must have a transfer student evaluation completed by Transfer Evaluation Services to be used as documentation that the transfer courses are acceptable.

In addition to completing the business Step 1 Admission courses, students must have their resumes approved by the Career Management Center prior to submitting an application for Step 1 admission.

Waiver of Eligibility Requirements to Enroll in Upper-Level Business Courses for Students Pursuing Step 1 Admission

Students with extenuating circumstances may petition the Strome College of Business Assistant Dean (Room 204 Constant Hall) in writing for a one-time, one-semester waiver to the ban on enrollment in upper-level (300/400) business courses without Step 1 Admission to the bachelor’s degree program in business administration. Waivers will be granted under the following conditions:

1. The waiver has not been granted previously.
2. The student must have successfully completed at least 42 credit hours applicable to the BSBA degree program.
3. During the semester for which the waiver is granted, the student must enroll in all remaining business Step 1 Admission courses whose successful completion with a grade of C or better would allow normal Step 1 Admission to the bachelor’s degree program in business administration.

Appealing a Denial of Step 1 Admission to the Undergraduate Business Administration Program

Students who do not achieve a grade of C or higher in the business Step 1 Admission courses BUSN 110, ENGL 110C, MATH 162M, ACCT 201, and ECON 202S after utilizing the Grade Forgiveness Policy may appeal in writing to the Associate Dean of the Strome College of Business documenting the reasons why the student should be granted Step 1 Admission to the bachelor’s degree program in business administration. The Associate Dean will review the student’s other coursework to determine if the student has maintained an overall 2.00 grade point average in at least 25 semester hours or 42 quarter hours from Old Dominion University or an accredited institution of higher education. In this case, the requirement for a grade of C or better in each of the Step 1 Admission courses may, at the discretion of the Associate Dean, be waived.

Admission to the Bachelor’s Degree Program in Business Administration: Step 2

Students must first successfully complete Step 1 admission before undertaking the requirements for Step 2 Admission to the bachelor’s degree program in business administration. Students must apply for Step 2 Admission to the program no later than the end of the semester in which they complete the following requirements:

1. Earn an overall cumulative grade point average of at least 2.00 in all courses taken through Old Dominion University.
2. Complete at least 12 hours of upper-level (300/400) courses through Old Dominion University, which must include at least six hours of upper-level courses from the Strome College of Business’s Common Body of Knowledge (CBK) coursework. Note: students pursuing Step 2 admission will need a Program Restriction Waiver (PRW) to enroll in any 300/400 level business course. Forms to request a PRW are available on the CBPA website.
3. Earn a 2.00 cumulative grade point average or higher in all upper-level courses taken through Old Dominion University.
4. Earn a 2.00 cumulative GPA or higher in all Common Body of Knowledge (CBK) courses taken through ODU.

Students not meeting these requirements may wish to see the appeal procedures below.

Appealing a Denial of Step 2 Admission to the Bachelor’s Degree Program in Business Administration

Students who do not fulfill the requirements for Step 2 Admission, but who have at least a 2.00 cumulative grade point average in all of the business courses taken in the Strome College of Business at Old Dominion University, may appeal in writing to the Associate Dean of the Strome College of Business. The appeal must document the reasons why the student
should be granted Step 2 Admission to the bachelor’s degree program in business administration. In this case, the regular Step 2 Admission requirements may, at the discretion of the Associate Dean, be waived.