

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

Immediately submit a "Petition for Acceptance of Transfer Credits" form (only used for CBE Required courses) to the CBE Student Academic Services Office, ST301. Provide a course description from the transfer institution for evaluation. (details on the form)

2. 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 a graduation (i.e., a minimum of 123) to replace the duplication of the transfer course.**3. Validation Required:**

Validation means that another specified course in the discipline must be completed with a minimum grade of "C" for the transfer course to be applied to the major.

For example, if you transferred MKTG T41: MKTG341 is the prerequisite for MKTG445. By earning a "C" or higher in MKTG445, you will have validated the transferred lower-level marketing course and it will be accepted towards the major.

If you complete MKTG341 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.

4. Transfer Credit Policy:

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

5. Course Requirements: A BUAD major who does not meet the 2.0 QPA or completes the lower-level core requirements, and enrolls in an upper-level BUAD (CBE, EBTM, ECON, FIN, MKTG, or MNGT) course without written approval by his/her advisor, will be disenrolled from the course.**Recommended Course Sequencing for the Combined Major in BUAD/CIS:**

5 - 6 courses per semester (15 - 18 credits)

FRESHMAN YEAR:**First Semester: (15 credits)**

1. ENGL 102/190 – GenEd I.A
2. MATH 211 OR 273 –GenEd I.C *
- * MATH 119 -- if needed before MATH 211
3. GenEd I.B
4. ECON 201/203 –GenEd II.C.2 *
- OR ECON 202/204 – GenEd II.B.2 *
- * Only 1 can count towards GenEds
5. GenEd II.B.2 OR GenEd II.C.2
- * **NOT an Economics Course**

Second Semester: (15 - 17 credits)

1. ACCT 201/211
2. LEGL 225
3. COSC 165 OR 175 OR 236 (4 credits)
- COSC 263 -- Must have prerequisites
4. Economics course not finished from previous semester
5. MATH 211 OR MATH 273 *
- * If NOT completed last semester
- OR GenEd II.A.1 (4 credit Lab course)

SOPHOMORE YEAR:**First Semester: (16 credits)**

1. ACCT 202/212
2. COSC 236 (4 credits) * OR COSC 237 (4 credits)
- * If NOT completed last semester
3. MATH 231 OR ECON 205
4. GenEd II.B.1 OR II.C.1
5. ENGL 317 (Advanced Composition)– GenEd I.D

Second Semester: (15 - 16 credits)

1. BUSX 301
2. FIN 331
3. MATH 263
4. COSC 237 (4 credits) * OR CIS 341
- * If NOT completed last semester
5. CIS 211

JUNIOR YEAR:**First Semester: (16 credits)**

1. MKTG 341
2. MNGT 361
3. CIS 239 or CIS 341 *
- * If NOT completed last semester
4. GenEd II.A.1 -- Lab (4 credits)
5. GenEd II.B.3 or II.C.3

Second Semester: (18 credits)

1. MNGT 375
2. ECON 306 or CIS 479
3. CIS 334 or CIS 239 *
- * If NOT completed last semester
4. GenEd II.D
5. GenEd II.B.3 or II.C.3
6. GenEd I.E

SENIOR YEAR:**First Semester: (15 -18 credits)**

1. EBTM 311
2. EBTM 365
3. CIS 350 and/or CIS 334 *
- * If NOT completed last semester
4. CIS 379
5. MNGT 482 or COSC 418

Second Semester: (12 - 19 credits)

1. MNGT 481
2. BUSX 460
3. CIS 458
4. COSC 350 * and/or GenEd II.A. (4 credit lab course) **
- * If NOT completed last semester
- ** If needed to complete GenEd requirement
5. GenEd II.B.1 or II.C.1 *
- * If NOT completed in earlier semesters